TOWN OF PALM BEACH

Office of the Town Clerk

MINUTES OF THE UNDERGROUND UTILITIES TASK FORCE MEETING HELD ON TUESDAY, JUNE 7, 2016

I. CALL TO ORDER AND ROLL CALL

The Underground Utilities Task Force meeting was called to order on Tuesday, June 7, 2016, at 9:00 a.m., in the Town Council Chambers. On roll call, all members were found to be present, with the exception of Vice Chair Ross. A quorum was present.

II. PLEDGE OF ALLEGIANCE

Chair Smith led the Pledge of Allegiance.

III. APPROVAL OF AGENDA

It was the consensus of the Task Force Members present to approve the Agenda.

IV. COMMUNICATIONS FROM CITIZENS – *None*

V. MINUTES

A. UUTF Meeting Minutes of May 3, 2016

It was the consensus of the Task Force Members present to approve the Underground Utility Task Force meeting minutes of May 3, 2016.

VI. DISCUSSION ON THE PROCESS OF VALIDATING THE BUDGET WITH THE GOAL OF ACHIEVING THIS AS SOON AS PRACTICAL AND REVIEW OF THE CRITICAL PATH IN THE GANTT CHART FROM NOW UNTIL CONSTRUCTION COMMENCEMENT
Donald Gulbrandsen, UUTF Member

Task Force Member Gulbrandsen spoke regarding the creation of the Gantt Chart and asked each member to provide their input on the critical paths and any areas of concern.

Task Force Member Gulbrandsen requested information about the deadlines listed for line items 18 and 95 of Exhibit B and suggested the creation of a sub-Gantt chart for tracking the tasks of the utility companies.

Post Office Box 2029 • 360 South County Road • Palm Beach, Florida 33480
Telephone (561) 838-5416 • Facsimile (561) 838-5417
E-mail: townclerk@townofpalmbeach.com • Website: www.townofpalmbeach.com

Senior Project Engineer Strayer spoke regarding the collaborative efforts that are taking place between Town Staff, Kimley-Horn and Associates, FP&L and other stakeholders in order to meet the project deadlines and stay on schedule, presenting more specific job task details for the utility companies at the next Task Force meeting, and the most critical project paths.

Discussion ensued regarding the possibility of project bids coming in at a higher cost than what was estimated.

Task Force Member Bottorff requested information on the Town's value engineering capabilities and a break out of the budget in accordance with the project phases.

Discussion ensued regarding the Town's value engineering capabilities, using a different delivery method to negotiate bid proposals, being locked into the project design specifications, rejecting all bids and starting over if the bids come in too high, breaking out the budget into phases, value engineering being built into the design, how the cost estimate for the design is calculated, and when the Town can anticipate probable construction costs for the first half of the project and the project as a whole.

Director of Public Works Brazil spoke regarding the Town's requirement to award contracts to the lowest bidder or reject all bids, negotiation rules for Construction Manager bids, and the process for rejecting bids and redesigning and re-bidding a project.

Discussion ensued regarding alternative telecommunication providers, who is responsible for maintaining and updating the Gantt chart, the progress of the communications between Staff and the telecommunications providers, and Kimley-Horn's role with the telecommunications provider.

Town Manager Bradford stated that Staff would add a line item for the tasks involving the telecommunication providers to the Gantt chart and update the Task Force on the progress of that task later in the meeting and at the next meeting.

Discussion ensued regarding the building of the Gantt chart, how presentations to the Task Force will be handled whenever there is a decision to be made that will affect the timeline of the Project, and how issues will be dealt with as they come up.

Task Force Member Bottorff requested that a line item for ways the Town can save money be included in the Gantt chart.

Discussion ensued regarding a think tank, value engineering, how the current Gantt chart identifies project sequencing and phasing tasks, the budget, pulling the cost down, the possibility of not using general obligation bonds, building into to the Gantt chart the redemption of bond money, establishing the cost savings as soon as possible, lowering the bonds and the net interest of the project, and the appointment of someone to be accountable for monitoring the project budget.

Task Force Member Wolin requested that Town Manager Bradford report back with

recommendations for the role of Vice President of the Project Budget at the July 11, 2016, Task Force meeting.

Discussion ensued regarding Kimley-Horn's commitment to finding ways to stay within the budget, the critical areas for saving money being time, construction methodology, and technology, concerns with the timeline for getting the engineer's opinion on cost estimates and the Town's efforts in obtaining those costs quicker, and the possible impacts from other scheduled improvement projects.

It was the consensus of the Task Force Members present to direct Staff to provide a report on upcoming drainage improvement projects that may impact the Undergrounding Project at the July 11, 2016, Task Force meeting.

Discussion ensued regarding general street lighting in the North End of Town, what Google is doing with fiber optic networks for homes in several cities, and providing internet, phone, and cable upon request.

Motion was made by Task Force Member Gary, seconded by Task Force Member Parker, to direct Town Manager Bradford to designate a Town Staff Member to inquire with Google, and similar companies, about providing fiber optic networks in the Town. Upon call for a vote, the motion carried 7-0, with Vice Chair Ross absent.

Discussion ensued about hiring a Telecommunications Consultant to assist Staff and the Task Force, the amount of work being put on the Town Manager and Staff, and the importance of hiring a Telecommunications Consultant and what they would do for the Town.

Motion was made by Task Force Member Parker, and seconded by Task Force Member Gary, to recommend that the Town Council allow Staff to research and hire a Telecommunications Consultant in order to assist the Task Force with this portion of the Project. Upon call for a vote, the motion carried 7-0, with Vice Chair Ross absent.

Harris Fried, 212 Oleander Ave., spoke regarding the telecommunications issue, bricks and mortar, project budget and costs, interest rates, and FP&L not being the contractor for the project.

VII. UPDATE ON DASHBOARD SOFTWARE FOR REPORTING PURPOSES

Jane Struder, Director of Finance

Director Struder provided an overview of the information to be provided on the monthly report and spoke regarding the reporting software to be used for creating the dashboard.

Discussion ensued regarding including a long-term interest rate forecast element on the dashboard, not consolidating the data into one overall report, focusing on the end goal, and other documents that are anticipated to be provided in the report in the future.

It was the consensus of the Task Force Members present to direct Staff to add the following elements to the dashboard:

- **A financial component**
- **A separate dashboard with an overall report on the construction schedule and budget, as opposed to just the phases of the project**
- **A cost savings report**

VIII. REVIEW OF UNDERGROUND UTILITIES MASTER PLANNING, DETAILED DESIGN AND CONSTRUCTION ADMINISTRATION ORGANIZATION CHART

Jay Boodheshwar, Deputy Town Manager

Deputy Town Manager Boodheshwar provided an overview of the organization chart and the various key players who will be responsible for the master planning phase, design, and construction administration services.

IX. INTRODUCTION OF THE TEAM

Patricia Strayer, P. E., Senior Project Engineer

Senior Project Engineer Strayer provided a brief introduction of the Program Managers and Project Team for the Town-Wide Undergrounding Project.

Kevin Schanen, Kimley-Horn and Associates, spoke regarding the specific roles of each key team member and their previous experience with undergrounding projects.

X. KIMLEY – HORN PROJECT UPDATE

Anjuli Panse, P. E., Project Manager, Kimley – Horn & Associates

Anjuli Panse, Kimley-Horn & Associates, provided an update on Kimley-Horn's progress with the Phase I Design Process and Master Planning of the Project.

Discussion ensued regarding Project Team Member Danny Brannon's roles in the design process and in quality assurance and control.

XI. UPDATE ON OVERHEAD FACILITIES LOCATED WITHIN THE CITY OF LAKE WORTH ALONG S. OCEAN BLVD.

Thomas G. Bradford, Town Manager

Town Manager Bradford reported on the Bond Counsel's opinion that the Town cannot spend bond monies to underground FPL lines within the City of Lake Worth located on South Ocean Boulevard and spoke regarding alternative funding sources, projected total costs for this portion of the Project, the fact that the Southernmost portion of the Town (south of Lake Worth) does not have a subaqueous crossing to serve the utility poles, FP&L's recommendation to bury the City of Lake Worth's utilities for the stretch of land on A1A only in order for the residents in the Southernmost portion of the Town to achieve the fullest level of reliability, whether or not the City of Lake Worth will pay for this portion

of the Project, and obtaining a Right-of-Way Permit from the Florida Department of Transportation in order to perform the work.

Discussion ensued regarding whether or not Staff had spoken with the City of Lake Worth's Public Works Department about sharing the costs to bury the overhead lines, whether or not the wooden poles located on A1A in Lake Worth are for electric only, the cost per foot to underground the overhead utility lines, the reliability factor gained by the Town if it buries the City of Lake Worth's overhead utilities, and the estimated total cost for this portion of the project.

Motion was made by Task Force Member Wolin, and seconded by Task Force Member Dowell, to recommend Town Council approval of the undergrounding of the portion of the City of Lake Worth's overhead utilities located along South Ocean Boulevard, between the Town's southern limits. The motion carried 6-1, with Task Force Member Gary dissenting and Vice Chair Ross absent.

XII. CONSIDERATION OF ALTERNATIVE DATE FOR JULY UUTF MEETING

Thomas G. Bradford, Town Manager

Town Manager Bradford recommended alternative dates for the July 5, 2016, Task Force meeting in order to accommodate any members who may have travel plans over the holiday weekend.

It was the consensus of the Task Force Members present to reschedule the July 2016 Underground Utilities Task Force meeting to July 11, 2016, at 9:00 a.m.

XIII. ANY OTHER MATTERS

Chair Smith requested an update on the lawsuits that have been filed against the Town regarding the March 15, 2016, Bond Referendum.

Town Manager Bradford provided an update on the Town's responses to the lawsuits.

XIV. ADJOURNMENT

There being no further business, the Underground Utilities Task Force meeting of Tuesday, June 7, 2016, was adjourned at 11:29 a.m.

APPROVED:

Jeffery Smith
Chair

ATTEST:

Susan A. Owens, MPA, MMC
Town Clerk

7/11/16
Date