TOWN OF PALM BEACH

Office of the Town Clerk

MINUTES OF THE UNDERGROUND UTILITIES TASK FORCE MEETING HELD ON TUESDAY, MAY 3, 2016

I. CALL TO ORDER AND ROLL CALL

The Underground Utilities Task Force Meeting was called to order on Tuesday, May 3, 2016, at 9:00 a.m., in the Town Council Chambers. On roll call, all members were found to be 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 to approve the Agenda.

IV. COMMUNICATIONS FROM CITIZENS

Marianne Beyl, 2840 S. Ocean Blvd., spoke regarding the residents of Nightingale Trail, La Puerta Way, and Everglades Avenue not having to pay the special assessments for the Undergrounding Project even though they will enjoy the aesthetic value.

V. MINUTES

A. UUTF Meeting Minutes of March 1, 2016
B. UUTF Meeting Minutes of April 5, 2016

Motion was made by Vice Chair Ross, and seconded by Task Force Member Bottorff, to approve the Underground Utility Task Force Meeting Minutes of March 1, 2016, and April 5, 2016. On roll call, the motion passed unanimously.

VI. BOND COUNSEL REVIEW OF PREPAYMENT OPTIONS AND RELATED ISSUES FOR UNDERGROUND BOND DOCUMENTS

Richard Miller, Esq. Locke, Lord, LLC

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Richard Miller, Esq., spoke regarding the advantages and disadvantages of prepayment options, the distinction between the prepayment of an assessment and the prepayment of bonds, the costs associated with calling bonds, the prepayment option that was offered for the 2010 Worth Avenue Project, when the ability to pre-pay can go into effect, and special rules related to assessments.

Discussion ensued regarding assessment liabilities in the event of foreclosures and non-payment of property taxes and the benefits of a one-time pre-payment option.

Motion was made by Vice Chair Ross, and seconded by Task Force Member Dowell, to recommend to the Town Council the approval of a one-time assessment pre-payment option for taxpayers as soon as the bond cost is issued and the interest rate is calculated. On call for a vote, the motion passed unanimously.

VII. UPDATE ON FPL REVIEW OF UNDERGROUND TRANSFORMERS AS ALTERNATIVE TO STANDARD PAD MOUNTED TRANSFORMERS

John Lehr, FPL, Underground Division

(Clerk's Note: This item was heard after Item No. VIII.)

John Lehr, FP&L, spoke regarding the current standards for maintaining above ground utility transformers and reported the status of FP&L's Research and Development Department's activities for the design and maintenance of underground transformer boxes. Mr. Lehr further stated that FP&L is ten years away from designing a utility transformer box that can be maintained underground.

Discussion ensued regarding how to obtain the design information from other major cities outside the state of Florida that utilize underground transformer boxes.

Chair Smith requested that Task Force Member Gary research the underground transformer box designs utilized by municipalities outside of Florida and provide that information to Mr. Lehr.

VIII. GULFSTREAM UNDERGROUND PROJECT – PHASE II ISSUES AND LESSONS LEARNED

Danny Brannon, P.E., Brannon & Gillespie, Project Engineer for Gulfstream

Danny Brannon, Brannon & Gillespie, spoke regarding the Town of Gulfstream's experiences with undergrounding.

Discussion ensued regarding the timeline and schedule for FP&L and the cable company to complete their portions of the Project, the issue with Comcast not delivering their portion of the Project in a timely manner during the Gulfstream Project, the impact to the budget and timeline should Comcast take longer to remove their cable lines from the utility poles in Palm Beach, and how the Town can address this issue on a contractual level.
Mr. Brannon spoke regarding ways the Town can avoid going over budget, the importance

of good communication between Town officials, local media, and the community, and resources and information that the Town can provide to FP&L in order to help them deliver the Project on time.

Discussion ensued regarding the inclusion of time commitments in the contracts with Comcast, the prospective FP&L and Comcast schedules listed in the Gantt chart, the revenue at-risk, and the possibility of opening up the procurement process to other cable companies for the telecommunications portion of the Project in order to increase competition.

Mr. Brannon spoke regarding his experience with advisors when putting together Requests for Proposals for competition.

By consensus of the Task Force, Mr. Brannon was requested to provide a copy of the Longboat Key Undergrounding Project Report, which includes a Request for Qualifications template, to Town Manager Bradford.

Motion was made by Vice Chair Ross, and seconded by Task Force Member Gulbrandsen, to recommend that the Town Council direct Staff to issue a Request for Proposal for Telecommunication Services, in order to obtain a defined project scope, and to provide that information at the June 14, 2016, Town Council meeting. On call for a vote, the motion passed unanimously.

Discussion ensued regarding current undergrounding projects that are taking place in other states and how they compare to the Town of Palm Beach.

Motion was made by Task Force Member Gary, and seconded by Task Force Member Parker, to recommend to the Town Council the approval of a presentation from an out-of-state representative with similar undergrounding experience. On call for a vote, the motion passed unanimously.

In addition to the previous motion, Task Force Member Gulbrandsen requested that the Task Force be specific with their request for information from the representative.

In addition to the previous motion, Task Force Member Dowell requested that the Task Force consider the costs and staff time involved with coordinating this request.

In addition to the previous motion, Task Force Member Wolin requested that a discussion take place with the engineers first in order to determine what information is needed from the representative.

Task Force Member Bottorff spoke regarding the importance of planning and drawing on other people's experiences so there are no surprises and requested that such a process be included in the Gantt chart.
Task Force Member Gary spoke regarding her uncertainty with Kimley-Horn's experience and competency with underground utility conversion projects, passed around a

memorandum with questions to ask Kimley-Horn, and recommended the Task Force review and evaluate Kimley-Horn's proposal and vote on their experience and competency at the June 7, 2016, Underground Utilities Task Force meeting.

Discussion ensued regarding the appropriateness and timeliness of Task Force Member Gary's recommendation due to the fact that the selection committee has already reviewed and evaluated Kimley-Horn's proposal during the Request for Qualifications process and made their selection.

It was the consensus of the Task Force that the recommendation to review and evaluate Kimley-Horn's proposal is not needed at this time.

IX. TOWNWIDE UNDERGROUND PROJECT PLANNING, REPORTING AND COMMUNICATIONS PLAN

Thomas G. Bradford, Town Manager

Town Manager Bradford spoke regarding the progress of the Gantt chart meeting with Task Force Member Gulbrandsen and how the Gantt Chart will be used in future meetings to report on the progress of the Project.

X. DISCUSSION ON UUTF OVERSIGHT RESPONSIBILITIES

A. HOW WE MEET TOWN COUNCIL UUTF MANDATE

Task Force Member Gary spoke regarding the advisory role of the Task Force members and her discomfort with her inexperience with underground utility projects.

Discussion ensued regarding the various roles of the Task Force members.

B. ADVISOR TO ASSIST THE TASK FORCE WITH ITS RESPONSIBILITY TO PROVIDE OVERSIGHT

Susan K. Gary, UUTF Member

Task Force Member Gary spoke regarding how helpful Danny Brannon's input was to the Task Force and the need for an advisor with technical experience in undergrounding to assist the Task Force in their advisory role.

Discussion ensued regarding the appropriate time to request an advisor in order to assist the Task Force with any unforeseen issues that may occur during the Project.

It was the consensus of the Task Force to only seek out an advisor on an as-needed basis.

XI. ANY OTHER MATTERS

Task Force Member Wolin spoke regarding the underground conversion of the utility poles located along South Ocean Blvd in the City of Lake Worth.

Discussion ensued regarding the plans and cost for undergrounding the area of South Ocean Blvd located in the City of Lake Worth.

Town Manager Bradford stated that he will provide the Task Force with the cost to underground the City of Lake Worth area along South Ocean Boulevard at the June 7, 2016, Underground Utilities Task Force meeting.

XII. ADJOURNMENT

There being no further business, the Underground Utilities Task Force meeting of Tuesday, May 3, 2016, was adjourned at 11:14 a.m.

APPROVED:

Jeffery Smith
Chair

ATTEST:

Susan A. Owens, MPA, MMC
Town Clerk

6/7/16
Date