

**OFFICIAL MEETING MINUTES  
OF THE  
INFRASTRUCTURE SURTAX  
INDEPENDENT CITIZEN OVERSIGHT COMMITTEE  
PALM BEACH COUNTY, FLORIDA**

**APRIL 19, 2018**

**THURSDAY  
10:04 A.M.**

**VISTA PARKWAY  
WEST PALM BEACH, FL**

- 1. CALL TO ORDER**
- 2. ROLL CALL**

**MEMBERS:**

Philip Ward, Chair – Arrived later  
Kimberly Weston, Vice Chair  
John Ahrenholz – Absent  
Maria Antūna – Absent  
Leontyne Brown  
Debra Chandler  
Mark Elhilow  
Mary Evans  
Patrick Franklin  
Glen Harvie  
Rex Kirby  
Frank Lewis – Absent  
Denise Palmatier – Arrived later  
John Smith  
Christine Thrower – Arrived later  
Lee Waring  
Michael Weiner

## 2. – CONTINUED

### COUNTY STAFF:

Sherry Brown, Director, Office of Financial Management & Budget (OFMB)  
Michael Jones, Senior Assistant County Attorney  
Eric McClellan, Facilities Development & Operations (FD&O) Strategic  
Planning Director

### ADMINISTRATIVE STAFF:

Julie Burns, Deputy Clerk, Clerk & Comptroller's Office

## 3. APPROVE MINUTES – MARCH 15, 2018

**MOTION to approve the March 15, 2018 minutes. Motion by Rex Kirby, seconded by Debra Chandler, and carried 11-0. John Ahrenholtz, Maria Antūna, Frank Lewis, Denise Palmatier, Christine Thrower, and Philip Ward absent.**

## 4. REVENUE REPORT

Sherry Brown, OFMB Director, said that:

- To date, \$87.1 million in infrastructure sales tax (IST) revenue had been collected.
- The variance from January 2017 to January 2018 was 9.1%
  - January 2017 revenue was slightly lower because not everyone started collecting the additional 1% surtax on January 1.
- The FY 2018 budget was \$68 million.

Lee Waring inquired about the status of the February revenues.

Ms. Brown clarified that revenue collected in February 2018 was remitted to the State of Florida in March, and OFMB would receive it at the end of April.

## 5. EXPENSE REPORT

Jonathan Jordan, Principal/Senior Project Manager for Jacobs Project Management Company, said that:

- The April 12, 2018 IST Appropriated Detailed Report showed the most recent expenditures and amended budgets for the projects based on the various departments.
- The IST Project Tracking Report, which was updated monthly and by department, showed those projects that were started and completed.
  - The listed projects were approved by the Board of County Commissioners (BCC), and there were no additions or deletions to the list.

(CLERK'S NOTE: Denise Palmatier and Philip Ward joined the meeting.)

Mr. Waring inquired whether project additions and deletions would be highlighted on the report.

Ms. Brown said that any addition or deletion of projects would be brought to the IST committee members first before going to the BCC. She added that the "invite" e-mails regarding upcoming meetings also contained a link to all project details and summaries.

Ms. Palmatier inquired whether the Ocean Inlet Park and Marina Renovation and Expansion project was going forward.

Eric McClellan, FD&O Director of Strategic Planning, said that:

- The transfer of funds for the Ocean Inlet Park and Marina Renovation and Expansion project was approved by the IST committee members and the BCC.
  - In April 2018, a request for proposal went out for contractor services.
  - In May 2018, the IST committee members would receive a project report that would show the current status of the action taking place.
  - After BCC approval, the project was listed as active, and efforts were underway to begin the work.

## 5. – CONTINUED

- Added projects would fall under the Type 3 budget transfer category, which required the committee’s advisory recommendation and action by the BCC.

## 6. BUDGET TRANSFERS

### Type 2

#### 6.a. Parks, West Boynton Park Athletic Field Renovation: \$988,342

Eric Call, Parks & Recreation Director, said that:

- Several months ago, \$2 million for sports field redevelopment was transferred from West Boynton Park and \$500,000 from Buttonwood Park and earmarked to the Ocean Inlet Park project for public safety reasons.
- The 2 parks would be reimbursed in 2023 when Ocean Inlet Park began receiving funds from the infrastructure sales tax.
- Buttonwood Park had \$1 million remaining in its budget.
  - Sports programs were increasing at the West Boynton Park, and continually resodding the athletic field was not feasible due to the downtime.
  - Rather than leaving the \$1 million in Buttonwood Park’s budget until 2023, it would be transferred to renovate the West Boynton Park athletic field.

(CLERK’S NOTE: Christine Thrower joined the meeting.)

**MOTION to approve the budget transfer. Motion by Philip Ward, seconded by Mark Elhilow, and carried 14-0. John Ahrenholtz, Maria Antūna, and Frank Lewis absent.**

Ms. Palmatier inquired whether the septic systems listed under the Parks and Recreation septic system replacement projects would be converted to a new septic system or connected to a provider.

## **6.a. – CONTINUED**

Mr. Call commented that some of the parks' septic systems needing replacement would be connected to a force main sewer system and others would be replaced with the same type of system.

Robert Hamilton, Park Planning, Research & Development Director, said that Parks & Recreation would adhere to Department of Environmental Protection (DEP) or Department of Health code requirements regarding nitrogen reduction in septic systems.

Ms. Palmatier stated her belief that in some designated areas, the DEP required the replacement of septic tanks with newer, more efficient systems that reduced the nitrogen content.

Mr. Hamilton stated that the department's goal was prioritizing those projects in which septic systems were being connected to a sewer system.

## **7. OTHER COMMITTEE BUSINESS**

Ms. Brown said that:

- Holding monthly meetings was probably unnecessary unless they included budget transfers.
- She would give her staff about a week to determine whether there were budget transfers in May.
- An e-mail containing a link to all monthly project reports would be sent to the IST committee members shortly thereafter.

## **8. ADJOURN**

**MOTION to adjourn the meeting. Motion by Philip Ward, seconded by Debra Chandler, and carried 14-0. John Ahrenholtz, Maria Antuña, and Frank Lewis absent.**

**At 10:20 a.m., the vice chair declared the meeting adjourned.**

APPROVED: