

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

NOVEMBER 21, 2019

**THURSDAY
10:00 A.M.**

**VISTA PARKWAY
WEST PALM BEACH, FL**

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

MEMBERS:

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

COUNTY STAFF:

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

ADMINISTRATIVE STAFF:

Yadzia Roa, Deputy Clerk, Clerk & Comptroller's Office

3. APPROVE MINUTES – AUGUST 15, 2019

MOTION to approve the August 15, 2019 minutes. Motion by Kimberly Weston, seconded by Christine Thrower- Skinner, and carried 10-0. John Ahrenholtz, Debra Chandler, Mark Elhilow, Patrick Franklin and Phillip Ward absent.

4. REVENUE REPORT

Sherry Brown, OFMB Director, said that:

- The revenues to date were \$226 million for fiscal year (FY) 2019.
- The FY 2019 ended September 30, 2019.
- One more quarterly payment needed to be collected for FY 2019.
- Revenue was 3.9% higher than the previous year.
- The budget was estimated to exceed \$1 million.

Lee Waring inquired about the \$3.5 million in the budget shortfall.

Ms. Brown confirmed that last month's revenue needed to be collected and added to the FY 2019 budget.

5. EXPENSE REPORT

5.a. Presentation by Jacobs Project Management Co.

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

- The summary totaled approximately \$68.2 million; Engineering, \$27.3 million; FD&O (Facilities), \$38.3 million, and Parks & Recreation (Parks) was just under \$2.5 million.

- The previous report was \$61.5 and the month before was \$58.7 million.

Ms. Brown said that the expense report was a Type 1 transfer and no vote was required.

6. PROJECT PRESENTATIONS BY ENGINEERING, FD&O, AND PARKS

6.a. Parks

1. Type 1: Triangle Park Septic System Replacement

Bob Hamilton, Parks Planning, Research and Development Director said that:

- Costs for the Canal Point drain field replacement came in under budget, and the dollar difference was transferred to reserves.
- The Aqua Crest Pool redevelopment was an upcoming project.
 - The facility opened in 1980 with a 50-meter pool, diving well, and children's play pool.
 - Staff and the Palm Beach County School District were working on the parking agreement.
 - The facility's orientation changed for better sight and traffic flow.
 - \$6 million dollars was allocated from infrastructure sales tax (IST) funds.
 - The facility needed complete demolition and reconstruction.
 - Final selection for the design consultant was scheduled for December 11, 2019, and the project design would begin in the Spring of 2020.
 - The project was likely to be a construction management (CM) at risk project.

Mr. Waring asked as to what "CM at risk project" meant.

Mr. Hamilton replied that it was a firm who would manage the project. He added that:

- The project design would take about 12 months to complete.
- Construction would begin in the Spring of 2021 and last approximately 9-12 months.
- \$24 million was allocated for FY 2020 to cover a variety of projects.
- There were sports lighting projects that needed request for project assignments (RFPA).
- Contractors took 4-5 months to complete a project because there other projects from other jurisdictions that used IST funds that were worked on at the same time.

Denise Palmatier inquired what RFP meant in relation to these projects.

Mr. Hamilton replied that it meant request for project assignments (RFPA) and they were managed by the Capital Improvements Division.

6.b. Engineering – None

6.c. FD&O

Eric McClellan, Director, Facilities Development & Operations (FD&O) Strategic Planning, said that all FY 2020 projects were incorporated into the reports that the committee received this month and that they could be viewed in the backup materials.

Project Manager Mike McPherson said that:

- The Main Detention Center’s electronic systems needed upgrading.
- The South Tower was a priority because it housed most of the main detention center’s services.
- The South Tower was a 13-story facility that housed up to 1,200 inmates with low-to-high security levels.

- Contractor Leo A. Daly's study recommended a repair and replacement of the systems, and its professional design services were approved by the Board of County Commissioners (BCC) in 2016.
- Leo A. Daly subcontracted TLC Engineering to design the systems, which would upgrade the detention controls, access controls, CCTV, fire alarm, nurses call system, UPS, and Duress system and replace analog cameras with digital cameras.
- The budget total of \$11,321,161 would include \$5,600,000 from FY 2017 (IST) funds, \$4,700,000 from FY 2018 IST funds, and \$1,021,161 from ad valorem funds to cover design, construction, equipment, and contingency.
- In April 2016, the BCC approved a 5-year contract with Hedrick Brothers Construction Company Inc. (Hedrick Brothers) to repair and replace facility systems.
- Hedrick Brothers reviewed and cross-analyzed the pre-construction drawings and determined that the designs had to be evaluated, which lasted from June 2016 to May 2018.
- About 80% of the project was completed, excluding cameras, which would not be received until February 2020 and not installed until September 2020.

Mr. Waring confirmed that the project was in progress since 2016 with a focus on the facility's electronics. He inquired about the equipment's life span.

Mr. McPherson said that the equipment's life span would depend on how it would before it broke down, though the infrastructure would last 50 years.

Mr. Waring said that he understood the project was completed, except for the cameras.

Mr. McPherson said that the first two floors required more time to set up the cameras because of their application.

Rex Kirby inquired about the quality of the cameras.

Mr. McPherson said that they were some of the best cameras for the price available.

Mr. Kirby inquired if staff needed to compromise on price.

Mc. McPherson said that there was no compromising equipment or price but just making sure the systems could handle the upgrades.

Mr. McClellan commented that the detention and judicial buildings were the most expensive facilities to construct and maintain because they relied substantially on electronics. He added that the PowerPoint presentation posted on the IST Web Site would contain redacted images from inside the buildings.

7. DRAFT ANNUAL REPORT

Ms. Brown said that the annual report should read 2019, not 2018.

John Smith asked about the final annual report.

Ms. Brown said that the committee could vote to change the year on the annual report.

Mr. Waring asked if the BCC was looking for something more specific in the future recommendations.

Ms. Brown said that the BCC was aware that the committee reviewed the projects and approved them before bringing them forward to the BCC.

MOTION to approve the draft annual report as amended date to include the corrected date. Motion by Christine Thrower-Skinner, seconded by Lee Waring, and carried 10-0. John Ahrenholtz, Debra Chandler, Mark Elhilow, Patrick Franklin and Phillip Ward absent.

8. PROPOSED 2020 MEETING DATES

Ms. Brown suggested that the committee meet quarterly in 2020 and reports should be sent out monthly.

Christine Thrower-Skinner inquired about the new meeting location.

Mr. McClellan said that the next committee meeting would be held at the Vista Center located near the corner of Jog Road and Okeechobee Blvd.

Ms. Brown said that a calendar invite and a reminder about the new location would be sent out as well before the February 2020 meeting.

MOTION to approve the proposed 2020 meeting dates. Motion by Christine Thrower-Skinner, seconded by Michael Weiner, and carried 10-0. John Ahrenholtz, Debra Chandler, Mark Elhilow, Patrick Franklin and Phillip Ward absent.

9. COMMITTEE MEMBER REAPPOINTMENTS

Ms. Brown said that that each committee member served a 3-year term and that terms were ending April 2020. She added that she would schedule the agenda item up closer to March 2020.

11. OTHER COMMITTEE BUSINESS – None

10. ADJOURNMENT

At 10:31 a.m., the Vice Chair declared the meeting adjourned.

APPROVED: