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

JUNE 22, 2017

THURSDAY   **AUDITORIUM**
9:15 A.M.   **MOUNTS BOTANICAL GARDENS**

Roll Call

John Ahrenholz
Maria Antuña
Jeffrey Bailey
Leontyne Brown
Debra Chandler
Mark Elhilow
Mary Evans
Patrick Franklin
Glen Harvie
Rex Kirby
Frank Lewis
Denise Palmatier
John Smith
Christine Thrower
Philip Ward
Lee Waring
Michael Weiner - Arrived Later
Kimberly Weston

<u>County Staff</u>
Sherry Brown, Director, Office of Financial Management & Budget
Audrey Wolf, Director, Facilities Development & Operations
Michael Jones, Senior Assistant County Attorney

<u>Support Staff</u>
Leslie Dangerfield, Transcription Clerk, Clerk & Comptroller's Office
Timothy Montiglio, Deputy Clerk, Clerk & Comptroller's Office

1.   INTRODUCTIONS

Brown: I guess we can get the meeting started. Our clerk is ready to get going. Do you want to call the roll for us?

Montiglio: Yes. Philip Ward?

Ward: Here.

Montiglio: Debra Chandler?

Chandler: Here.

Montiglio: Glen Harvie?

Harvie: Here.

Montiglio: Frank Lewis?

Lewis: Here.

Montiglio: Lee Waring?

Waring: Here.

Montiglio: John Smith?

Smith: Here.

Montiglio: Kimberly Weston?

Weston: Here.

Montiglio: Leontyne Brown?

Brown: Here.

Montiglio: Maria Antuña?

Antuña: Here.

Montiglio: John Ahrenholz?

Ahrenholz: Here.

INTRODUCTIONS – CONTINUED

Montiglio: Mark Elhilow?

Elhilow: Here.

Montiglio: Did I get that right?

Elhilow: Elhilow.

Montiglio: Elhilow. Thank you. Mary Evans?

Evans: Here.

Montiglio: Denise Palmatier?

Palmatier: Here.

Montiglio: Patrick Franklin?

Franklin: Here.

Montiglio: Christine Thrower?

Montiglio: Michael Weiner?

Montiglio: Rex Kirby?

Kirby: Here.

Montiglio: Jeff Bailey? And there's a vacant seat.

S. Brown: I'm Sherry Brown. I'm the Director of the Office of Financial Management and Budget, and this is our first, kick-off meeting, so we kind of wanted to go through a little information about how we got to the surtax, some of the projects, and the committee's responsibilities. I thought we'd start off with introductions so, would you start for us and we'll go around the room?

Ahrenholz: Sure. I'm John Ahrenholz. I'm the Chief Operating Officer of First Bank of the Palm Beaches - the downtown office. There's 1 office in West Palm Beach.

Waring: I'm Lee Waring. I work at Seaside National Bank and Trust, and I was appointed by Commissioner Berger.

Ward: Phil Ward, Managing Partner at Ward Damon law firm in West Palm Beach and also the Chair of the Health Care District in Palm Beach County.

INTRODUCTIONS – CONTINUED

Smith: I'm John R. Smith. I'm President of International Consultants and Investors - a financial services firm.

Chandler: I'm Debra Chandler. I am Advocacy Chair and first Vice President of the League of Women Voters.

Antuña: Maria Antuña, CEO of the Hispanic Chamber of Commerce.

Elhilow: Mark Elhilow, Managing Principal, Blue Ocean Capital, and we are on behalf of the Business Forum of Palm Beach County.

Wolf: Audrey Wolf. I'm the Director of Facilities Development and Operations.

Jones: Mike Jones, Senior Assistant County Attorney with the County Attorney's Office

Kirby: Rex Kirby, Founder and President of Verdex Construction. I'm here representing the Association of General Contractors.

Evans: Hi, I'm Mary Evans. I'm a retired administrator, but I'm here today representing Tri-Cities Education Committee.

Palmatier: Denise Palmatier. I'm with Stanley Consultants representing Florida Engineering Society.

Harvie: I'm Glen Harvie, past president of the Coalition of Boynton West Residential Associations.

Lewis: Frank Lewis - I'm here representing Mr. Abrams. I'm the current president of Boca-Del-Mar Association (inaudible).

Franklin: Patrick Franklin - President and CEO of the Urban League of Palm Beach County.

Weston: Kimberly Weston, Director of Business Development for a telecommunications firm and I'm here to represent the citizens.

L. Brown: I'm Leontyne Brown. I own Salt513. It's an advertising and marketing firm headquartered here in West Palm Beach with an office in Atlanta and I'm here on behalf of the Black Chamber of Commerce.

Weiner: Michael Weiner, attorney here on behalf of the Economic Council.

INTRODUCTIONS – CONTINUED

S. Brown: We also have staff with us. They'll introduce themselves also.

McClellan: Good morning everybody. I'm Eric McClellan, Director of Strategic Planning with Facilities, Development and Operations.

Wilson: I'm John Wilson, Director of Palm Beach County's Office of Financial Management and Budget.

Chesher: I'm John Chesher, Director of Capital Improvements.

Jordan: Jon Jordan, Senior Project Manager with Jacobs. We're the project (inaudible) manager working in support of (inaudible).

Carrier: Steve Carrier, I'm with County Engineering. Assistant County Engineer.
Webb: George Webb, County engineer

Cirillo: Jennifer Cirillo, Assistant Director of Palm Beach County Parks & Recreation.

Call: I'm Eric Call, the Director of Parks and Recreation.

Ponti: I'm Lisa Ponti, Assistant Budget Director.

Parham: Kristi Parham, Sherry Brown's assistant.

Montero: Tony Montero, with Palm Beach County's Office of Inspector General.

S. Brown: Well, thank you everyone for coming today and for your willingness to serve on our committee. I'm going to turn it over to Mike Jones and he is going to cover our Sunshine rules and a couple of records.

2.   SUNSHINE AND PUBLIC RECORDS

Jones: Good morning. I've been asked to give a quick presentation on Sunshine Law and public records. It sounds like a lot of you guys come from different backgrounds and some of you may have had previous governmental committee experience and some of you may not. Hopefully, this will hit on a few key points you know. You are members of an advisory committee now so these laws will apply to you.

There is also, I believe, you've probably taken the ethics training that is required of committee members. I'm not going to hit on that so much today, but obviously if any questions arise - the Sunshine Law, basically the open-meetings law, applies to all meetings.

SUNSHINE AND PUBLIC RECORDS – CONTINUED

S. Brown: Excuse me, Mike. Can everyone hear? Would it be better for us to use the microphone?

Jones: The Sunshine Law applies to all meetings of any governmental board where official action is to be taken, including advisory boards. There are three basic requirements of the Sunshine Law: 1) that meetings of public boards or commissions must be open to the public; 2) that reasonable notice of such meetings must be given and 3) that minutes of the meetings be taken at every meeting and promptly recorded.

So the second and third requirements aren't really going to be requirements that staff or this committee have to be concerned with. Those are not really necessarily something that committee members should be concerned with. I'm going to focus on the first requirement that meetings be open to the public. Again, this is a requirement that committee members need to follow.

What does it mean that meetings must be open to the public? In the simplest terms, the Sunshine Law prohibits two or more board members from the same board or committee from privately discussing any matters that may come before the board in the future. If such a conversation does not occur at a publicly noticed meeting, it is a Sunshine Law violation. So it's pretty simple –in simple terms- that you guys as committee members should have discussions about the committee's work at these meetings. It doesn't mean you can't talk to other committee members, but when you are discussing the subject matter of what this committee is set up to do, you need to do that at a public meeting. You don't need to worry about the notice or minutes or things of that nature. But you do need to concentrate on that prong [*sic*] of the Sunshine Law because there are penalties.

Just to give you examples of some other things to think about - when you are here at this meeting its best not to have private discussions among board members during the meeting. It doesn't necessarily mean that's a Sunshine Law violation. You could be talking about each other's children or soccer teams, something of that nature. But when the meeting is in session I think its best, from an appearance standpoint, that you have your conversations on the record.

You can't use a staff member to serve as a go-between or a conduit between you and another board member. You can't go talk to staff and say: *Well, I feel this way about an item, check with committee member B and see how they feel about it.* That's a Sunshine Law violation.

You can't have secret ballots. Staff can't pull you to get an idea of how you are going to vote on a certain issue. You cannot circulate memos or emails to other board members for their comments.

SUNSHINE AND PUBLIC RECORDS – CONTINUED

Jones: It doesn't mean that an email couldn't go out from one board member to other board members. I would recommend against that, but that's not necessarily a violation.

A violation would occur with some type of back-and-forth outside of this meeting, where somebody sends an email and other committee members are responding back. Basically, at that point in time, you are discussing matters that should be occurring at the meeting. If there is a Sunshine Law violation, then, it's somewhat complicated, but usually a vote that is based on a Sunshine Law violation or somewhere leading up to that vote, it's going to be considered *void* and you have to do the whole thing all over again. You have to cure that violation.

The penalties for violating the Sunshine Law - violation of any provision of the law is a noncriminal violation punishable by a $500 fine. However, a person who knowingly violates the Sunshine Law is guilty of a second degree misdemeanor, which is punishable by a term of up to 60 days in jail or a fine of $500 or both. So there are serious repercussions for violations. If you have questions as to whether something that you are doing is a problem don't let it go. Come talk to me. Come talk to staff. Let's make sure that we are fully in compliance.

Another issue related to the Sunshine Law is related to voting. As a member of this committee, you are expected to vote when issues come up for a vote. You are expected to vote on everything that comes before this committee. You can't abstain from voting because it's a non-popular issue or you feel it's going to put you on a bad light or something of that nature. You don't have that opportunity. The only opportunity you have to abstain is if there is a conflict of interest or there appears to be a conflict of interest. Do they have ethics training?

S. Brown: Yes.

Jones: So, that'll go back to your ethics training as to whether a voting conflict of interest occurs. But that's the only time you can abstain from voting. I wanted to hit a little bit on public records law. So what's a public record? A public record is any document, paper, letter, map, book, tape, photograph, film, sound recording, data processing software, or other material, regardless of physical form or characteristic or means of transmission made or received pursuant to law or ordinance or in connection with the transaction of official business by any agency.

It's a long complicated definition of a public records, but essentially, it's any record that is created and transmitted that relates to the official business of the agency. That's going to be a lot of the things that are said to you guys in relation to this committee. I do want to point a couple of things out here. If it's a transitory record, which is, you may get something from staff saying: this is our next meeting, or we can't find this meeting, or here's the agenda for this meeting.

SUNSHINE AND PUBLIC RECORDS – CONTINUED

Jones: That's only going to remain a public records until the event essentially that it's concerned. It's called a transitory record. That's not something that you have to retain for any extended period of time. It basically loses any value once the circumstance that it deals with occurs.

Other records, if there are more substantive types of documents that are being sent to you, those are public records. There are retention periods that you have to follow when you have these records. I haven't gone through the whole schedule here today, but basically, you need to retain those records - hardcopy or electronic copies form in accordance with the State's record retention schedule. The retention schedule is put out by the State. I haven't brought up here today, but the amount of time that you have to retain these records is based on the type of information in them.

S. Brown: We'll be giving them quite a bit of paperwork as far as monthly reports and documents and we have all of that recorded in our offices, so they don't have to keep their personal copies since it's available to the public in the Web site. Otherwise, they might need a storage unit.

Jones: Another issue I wanted to point out, I don't know that committee members get a county email - I'm assuming they don't -

S. Brown: No.

Jones: It doesn't really matter where the conversation occurs. It could be a text. It could be a personal email. The key point is what the document is. If a public records is created through your personal email, it's still a public record even though it's on your personal email. If it's a personal email even on a county account, that's not considered a public record. It's what the actual document is; not the form in which it occurs.

The penalties for violations of the public records law are similar to those with the Sunshine Law. The violation of any prohibition is a noncriminal fraction punishable by a fine not to exceed $500. A public officer, who knowingly violates the public records law, is subject to suspension and removal and commits a misdemeanor of the first degree punishable by possible penalties of a year in prison or $1000 fine or both.

Waring: Can I ask you a question? A number of members here are also involved in other organizations where they attend together. So if the issue about the activities of this committee is brought up for discussion, and there are a number of members who are part of this committee and also a part of that organization, what's the rule in terms of how we handle that? For example, there are a couple of us who are members of the Economic Council and a member there asks what is going on with this body? There will be two or three of us who sit at this committee who are also at that Economic Council meeting.

SUNSHINE AND PUBLIC RECORDS – CONTINUED

Jones: The Economics Council meeting is not an open government meeting. That's a good question.

Waring: So the question is, can we listen -

S. Brown: Can they talk about what they heard at the last meeting?

Jones: I think you can. I think what you want to avoid in that situation is any kind of discussion between you and the other members about issues that might be coming up for a vote in the future. To not have that kind of discussion. But if it's more of a - you know, a fact-finding type of reporting, you know, of what you've been doing, maybe a specific issue that was discussed at the last meeting, I think that's acceptable, something that you can speak on.

Waring: And obviously if there were to be any sort of action taken by the Economic Council or any other body, anybody who is part of this group would have to abstain from it, correct?

Jones: I don't think that you have to necessarily - if a conflict doesn't exist under the ethics prohibitions, I don't know that you necessarily would have to abstain. Maybe there are some specific examples you and I can talk about and I can try and go back and bring you more specific answers.

Waring: We had some conversations at the last Economic Council meeting. We kind of want to make sure we didn't get ourselves in trouble.

Jones: What were the conversations?

Waring: Well, let me talk to you about them after.

L. Brown: In that same category, I have a similar question in terms of reporting back to the organizations that we may represent. I'm not sure if you were even going in this direction, but regarding voting, if the organization is looking for you to go in a certain direction or something that benefits the members of that organization and the organization wants to speak to you as a representative of this organization, does that need to be documented? Does that need to be noted?

Jones: Not necessarily. If it's just you as the only committee member having the discussion with people who are not members of this committee, you could have that discussion. That's not a Sunshine Law issue.

SUNSHINE AND PUBLIC RECORDS – CONTINUED

Waring: I think what Lee was trying to get at was, what if Lee and I are at a meeting together and someone else in the meeting, who is not a member of this committee, brings up an issue or wants to know what is going on, we want to know what our limitations will be. My understanding is that, as long as Lee and I aren't communicating and we are not saying anything, we can sit in a meeting in which things are being discussed.

Jones: There's a little bit of a tricky issue there. I need to probably go back and give you a full answer on that because I don't want to tell you yes - I understand what you are saying, but there could be a little bit of a gray area there.

Kirby: If there is a vote taken in that particular organization, are we allowed to vote as long as we are not discussing among other committee members here?

Jones: So the vote would be something like a position that that other committee, like the Economic Council, may have on a specific issue that is coming up before this board?

Kirby: Right. That is public knowledge but it would be a vote for that organization on how they want to position, for it or against it.

Jones: Let me come back with that one because that's something I have to specifically look into; I don't want to give you bad advice.

Franklin: There are things that - a few cross-references on this committee as far as memberships that sit on different boards that would be representative, I think. I would just suggest that if you would just stay after the meeting, then other members within that group could comment. Then you could exchange the reviews back and forth in a separate meeting, correct?

Jones: If -

Franklin: If several members from the same committee [*voices overlapping*] have a discussion with any meetings somewhere else, then, that's a violation.

Jones: If they are having that conversation, yes, that seems to be a violation. The question I have to make a determination on is whether they have to abstain or not be involved in voting on those issues. Anything else?

L. Brown: I just want to know when you will get back to us on that because I'd like to know as soon as possible.

Jones: Ok. I'll make it a priority. I don't know when the next meeting here is.

SUNSHINE AND PUBLIC RECORDS – CONTINUED

Chandler: Could you just send us the answer via email or something?

Harvie: I think we all need to recognize that you are employed by the County.

Jones: That's correct.

Harvie: The county attorney. You are not our personal attorney.

John: That's correct.

3.   WHY THE SURTAX

S. Brown: I know that many of you who weren't involved earlier on with the surtax have lots of questions. Our County Administrator Verdenia Baker was out in the community quite a bit, so I just did a couple of slides really quickly to kind of tell you why the surtax came about. We have a huge backlog of renewal and replacement projects, which is in our plan. They occurred because we deferred R&R because we had lack of funding during the recession. And because we weren't funding them as we should have, the scope of the projects may have increased and we see increasing needs with some of our parks, roads and facilities just as our population has expanded.

Prior to the recession, the County did fund R&R type projects on a pay-as-you-go basis. We would fund anywhere from $40 million to $50 million or higher on an annual basis and that kind of kept us going with all of our capital. But during the recession - about 2008, 2009 we really stopped funding capital for several years and we are just now starting to bring it back. Our current R&R projects that are part of the surtax plan do not include future recurring R&R costs and the recurring R&R expenses must continue to be annual budgeted. That's you are seeing as a focus in our current budget. For fiscal year 2017, we tried to add about $35 million into capital. For 2018, we are proposing about $30 million at this point.

We want to make sure that we continue over the next 10 years to start funding capital, so that when the surtax ends, we are back to funding on a regular basis and we don't need to come back to the public for another surtax. Several pictures that we just threw up on the board are some of the conditions look like in some of our parks, roads and some of our facilities.

So, what is the plan? It's a 1-cent. It began on January 1, 2017. It's up to 10 years. It was approved by the voters back in November of 2016 and it will end on or before December 31, 2026. Our estimate is that we could collect $2.7 billion over 10 years, and if we should collect that $2.7 billion before September by one of any year, that year would be the final year of the plan.

WHY THE SURTAX – CONTINUED

S. Brown: So, there is a potential of ending a little earlier than 10 years. The plan was to create a Citizen Oversight Committee, which is this committee here, and the distribution of the surtax: the School District gets 50%, the County gets 30% and then 20% is divided among the municipalities.

There is a detailed plan in your binders, but the list of projects was developed by staff and reviewed by county administrator and third-party consultants. The consultants made suggestions and such suggestions were incorporated into the plan. The executive summaries from the consultants are included in your binders under Tab 7. The actual plans are available on the County's Web site; they are extensive so that's why we just did the summaries for you. In addition, the County hired a consultant to review budgets and expenditures and that report is also included in your binders under Tab 8.

The board has initially approved the list of projects in March of 2016 and they formally adopted it in April of this year so that we have it into an actual 10-year plan. The approved project list has been reviewed by our County Attorney's Office. We had an outside attorney review it. They helped with the ordinance that has been adopted by the board.

4.   COMMITTEE PURPOSE

S. Brown: So what is this - the commission on the surtax of this committee? It provides oversight and review of surtax expenditures. It ensures that proceeds are spent for the purposes included in the ballot language - the ballot language is included in your binder. It meets monthly or as needed, and we can discuss that. It's on the agenda for later, as far as how often we need to meet.

This committee will issue a report to the board that we are in compliance and the members must be Palm Beach County residents and they serve a term of 3 years. The committee is an advisory committee and makes recommendations to the board so anything voted on here will go back to the Board of County Commissioners for a final approval. The committee membership: there are 7 district appointed positions and 7 from different community organizations. We set up quorum of 40%, so we at least need 8 members here at every meeting. There is a list of all the members in your binder. We have 1 vacancy at this point.

5.   REVENUES

S. Brown: And then we'll talk about the County's revenues. The County is expected to receive up to $807 million over the 10-year period and that's probably about $70 million to $80 million annually. We have a fiscal year that starts October 1 through September 30, so for fiscal year 2017, we'll be looking at collections from January 1 through September 2017.

REVENUES – CONTINUED

S. Brown: The way we looked at our revenue projections, the State does a projection of what 0.1 cent would mean to Palm Beach County. So we went back and looked at the State's 6% sales tax. We looked at what the history of that has been and it averaged about a 3% increase over the last 20 years, so that's how we did our projection of $2.7 billion over 10 years and our portion is $807 million.

For fiscal year 2017, we finished at $50.3 million and today - this is through May 31 - we've collected a little bit over $20 million and a little interest earnings, so we are at $20-$22 million our collections today. Our revenues come in at the end of the month, so we'll see when June comes in sometime next week. For fiscal year 2018, we are proposing that we'll collect $68.9 million.

6.   EXPENSES

Wolf: Obviously, we have a lot of projects on that list. It's probably close to a thousand projects. One of the biggest tasks we had was how to prioritize those projects. All of the projects that are on the list are either *renewal replacement* or *required to meet level of service.* Knowing that the projects were backlogged already, it was difficult to prioritize these projects since every project needed to be done. Some of them were already 8 years behind and since the revenues are only coming in over a 10-year period, there is an even longer period until we can actually get to them. It was a very tough exercise.

How we did it was, in the order you see there, *safety & security* went first. After that was *imminent failure* or *out of service* - there are some cases where *imminent failure* or *out of service* actually was as high as *safety & security.* We have *further delay will expand the scope of the work* - and ended up costing more - and then *increased maintenance responsibility* because there are some things that we can continue to fix; it just costs more to fix them. That was actually the lowest priority. Unfortunately, these are priority decisions we wish we didn't have to make, but we had to.

Because of this, as much as we would love the plan to stay exactly how it is, there are going to be times we are going to have to change the plan. We'll get a little bit more into that, but I want to tell you how we built the budget first.

All of these cost estimates were based on historical information. We did them very early on; some of them were done in late 2015 and some of them were in early 2017. There were a couple of updates in 2016, but for the most part, they are already 1 or 2 years old. They may have been based on cost information that occurred 5 or 10 years before, and some in cases we had very limited scope of work. We knew generally what needed to be done, but we didn't know unforeseen conditions, what would happen when we would peel something back, that sort of thing. We did not apply an escalator. That was a strategic decision made by County Administration and OFMB so that the costs would not be inflated.

EXPENSES – CONTINUED

Wolf: Obviously, when we go to implement them, that's going to cause us an issue because these costs are very real things. There were no staff charges. Staff charges are the costs to implement the project; that is standard county policy and those staff charges get capitalized. And so there were no staff charges in our estimates.

For all those reasons, there are going to have to be changes to the plan. We had hoped not, but there are going to have to be changes. The biggest reason for this change is, as we get into these projects, the scope is going to change. Not because we want to add something - like you typically hear. For example, we were going to replace 1 and now we want to do 2 or we want to gold plate or something, but we may be replacing a rooftop air conditioning, and we go do the rooftop and now we find structural damage. We go to replace the air conditioning unit that is on the roof and when we take off the air conditioning unit, we find out that there is roof damage in addition. That would be an example of scope definition.

We also have a condition, which is *changed due to deterioration and failure*. Since the time we put the plan together, there have already been additional failures. Obviously, we've had to take care of them either through other funding sources or whatever, so that has caused it. Because if we have something that fails and it falls into one of those high-priority situations where it's either a safety & security issue or we are out of service, that's going to have to go to the top of the list. We will try and look for other funding sources to do that to avoid changing this plan, but if those don't exist, we are going to have to come back and request a change to the plan.

There is also the market climate, a lot of that is typical bidding and the cost of work. We also run into issues where the market may be all over the place. A few years ago we had issues with steel and different things like that. We don't know, obviously, what that's going to be. We also have a situation where revenues accruing faster or slower than budgeted. Hopefully this will never happen and it will all balance out over the 10 years, but just want to make you aware that this is a situation.

Basically, we have estimated the project based on the estimates from OFMB on how fast revenue is going to come in. Because of the caveat at the end, where it is 10 years or $807 million, whichever comes first-

We can run into a situation where-

Revenues are coming in faster than planned. It doesn't mean there are more projects that can be accomplished. It just means the projects may be delivered faster. At that point, we may be able to accelerate something. We also have projects that need more money. Those decisions will need to be made. If they come in slower, then, we may not be able to get to some of those projects we had planned to get to. In the end, it should all work out unless we run into the 10 years.

EXPENSES – CONTINUED

Wolf: Let's say revenues were down every year and we get to the 10 years before we get to the $807 million, then obviously projects are going to have to be cut. Hopefully, that's not a scenario we have to deal with. There will be issues year to year as it fluctuates, but hopefully we won't be in a situation where we won't be able to accomplish the plan due to a lack of revenues.

Ward: Audrey, two quick questions. The slide you have on budget as of May 31, 2017, it says budget at $50 million, the actual is $20. Are we already $30 million below budget?

S. Brown: No. That's the collection to date. Our fiscal year ends September 30, so the $50 million represents what we expect to collect for a year and $20 million is what we collected to date, so we still have several more months to go before we finish the fiscal year.

Ward: So the budget of $50 million isn't as of May 31?

S. Brown: No. That's for the annual fiscal year 2017.

Ward: Ok. Second of all. Is Jacobs in the number of the budget?

Wolf: Yes, it is. Because all staff charges, including corporate manager cost, whether they are done by in house personnel or done by outside counsel, those costs are capitalized. So they are not in the estimates but they will be capitalized to the projects, so to the extent that the existing budget can handle it, fine, ultimate that might be part or all of the reason that a particular project may be over, because did not include staff charges in the estimates.

To deal with all these changes - hopefully there won't be too many but there will be some - we have a procedure in place which builds on the existing procedure for when we have just to change the regular 5-years CIP, in this case, to ensure that the changes are consistent with the referendum and include a recommendation of this committee prior to going to the board.

Ultimately, any change to the plan is the sole purview of the board. They are going to be the ones that make the final recommendation, however any change to the plan - whether it be a change in the year, changing the amount of funding - that will come to this committee for recommendation prior to going to the board. All of those changes will also be tracked. We are going to be doing monthly reports for you on our expenditures and the status of the projects.

Eric (McClellan) is handing out what we are calling a sample report because we wanted you to take a look at the format before we finalize it and make sure that all the critical information that you may want is on there.

EXPENSES – CONTINUED

Wolf: And also, on these reports, you will be able to see - once everyone has them, I'll be able to show you where you will be able to see the changes that are taking place. So not only will you know them because they came in front you individually but they will also be tracked in here in terms of what changed.

Weston: I have a question. In regards to the priority list of the repairs, is there a person or someone dedicated to just ensure that that list remains the same to avoid some things, like if one problem has escalated to avoid litigation, liabilities, and costs associated with that. Is someone manning those things since it was created 2 years ago?

Wolf: There are actually 3 departments that have responsibilities for condition assessment in this case: Engineering, Parks and Facilities. Each of those 3 departments have people within those departments whose job it is to not only identify those changing conditions but to recommend them to management. Ultimately, management whether it be Eric (Call) or Jennifer (Cirillo) for Parks or Steve (Carrier) or George (Webb) for Engineering or myself or John (Chesher) and FDO (Facilities Development & Operations), we will make the ultimate decision on whether or not we need to change the priority and bring that change to the committee.

So you have the reports in front of you. The first report is what we are going to call a summary report and what we have on the summary report is the categories divided by department. Hopefully, everyone is interested in everything. I want everyone to be interested on my stuff because it really is the coolest, but if you happen to be interested in Engineering, let's say, theirs is the first – [*voices overlapping*]

So it will be by Engineering and also by the category of the project. The goal is to keep the same amount of project allocated to the type of project, so if you look at the bottom line for Engineering, hopefully at the end of implementation, the end of the 10 years, that Engineering number will be approximately the same. It may change, between stripping and resurfacing, as we go along due to all those conditions and estimates that we talked to before, but generally it will be the same. The same thing with Facilities and same thing with Parks, so this will be your summary sheet.

As you look across from left to right on the summary sheet, you will have the original budget for that category, because this is a summary, you are going to have the amended. So if there is a change somewhere along the line, that amended category will show that something moved. It either went up or down. Then you will also have a committed cost, sometimes that's called encumbrances in our world, but that's a committed cost. That's when we actually have a contract at that point to pay, whether it's been expended or not.

EXPENSES – CONTINUED

Wolf: And then the last category is actually expended. The committed is really a very important number in terms of budgeting and knowing where you are in your project, but it's usually the expended number that everybody wants to see because that's more applicable to where you are in the project.

So both of those are important for different reasons and that's why we are showing you both, because you could have a $20-million project and on day 1 you're going to see $38 million of encumbrances and everybody is going to be like "Really? I haven't even shown up on the site yet." That's because all the contracts were awarded. So that last column will show you actually where we are on the projects in terms of expenditures.

L. Brown: I have a question. So, here it's noting the $709-plus million over the ten-year period but you are already noting that the expected amount to be received is $807 million, where is the difference, where is that going?

Wolf: Where is that going? You want to answer, Sherry?

S. Brown: We are pretty conservative in our office and we wanted to make sure that the projects that we have proposed to this plan get done. Because revenues may come in a little bit less or per-project cost comes in higher or less, we wanted to have the flexibility to make sure that we completed the plan that we proposed to the public, so that's where the difference is.

Wolf: Theoretically, again with those changes, what that means is, you get toward the end of the plan - because you can't make those decisions so early because you don't know what all the estimates are going to be - but as you get to the end of the 10 years, if everything was exactly as the plan, and we were super smart doing it, there should have extra money for additional projects. But I'm not that confident. We'll see how we do.

Okay. So the next report is the detail report. On the detail report, it's actually going to be by project, it still going to be organized by department - this one isn't but it will be reformatted so that it is by department - and it will be project by project. Keep in mind that the only thing that it's going to be on the detail report are projects that have already been appropriated.

For example, right now we are on fiscal year 2017 so the first report you get is going to only have projects that were appropriated in 2017. After October 1, the projects that are appropriated in fiscal year 2018 will also show up in addition to those appropriated in 2017. So even though this is a project plan for 10 years, you are only appropriating on an annual basis.

EXPENSES – CONTINUED

Wolf: As projects are completed, we are going to move them in the same order to the bottom of the report so that you don't have to keep looking at the same information because eventually, with this first year it's going to start out and it will have dozens and dozens of projects.

When you get to year 5, it's going to be hundreds and hundreds of projects and the ones that have been completed where the information is not going to change anymore, will be moved to the bottom of the report so that you are not spending your time looking through things that really have not changed.

This is a draft of an active large project report. On this report, we have all of the specific information regarding the project. On the top left, you see a description - it's called description/team category - that gives you the very basics: who the contractor is, the project title, where it is located, the design professional.

As you move over, there will be a description of the scope of work. That will be a general description of the scope of work. In some cases, in these large projects it's going to be very general, similar to what you see in a budget document.

In the smaller projects, it's going to have a lot more details because those are smaller and you know exactly what the scope is. In the right-hand category - we don't have a picture of this one yet because right now is vacant land - this is actually the Sheriff's evidence project. Eventually, we'll put a picture in there so you get the general idea.

In the schedule category, you have all the information regarding the schedule, the original, and then the projected. You have your SBE and local participation. You have a pie chart with the current budget and it will show how it's broken down in terms of construction and design and other categories and contingency.

All of this will be automated - Jacobs has this, we are converting to Prologue, which is an automated system - so as the financial information will be downloaded directly from Advantage, which is our financial system that is operated by the Clerk, that's how the financial information will come and all of the project control information will come from the project managers. So this isn't a hand-done report anymore. This is actually coming out of the system with numbers and will change all of these graphics as it changes.

That last category under the funding, which is the bar chart, actually shows the percentage of funding source for each project. Even though this committee's purview is solely infrastructure sales tax, there are projects that are funded from multiple funding sources; either because we already started the project and it needed additional funding to supplement the project, or so that we could leverage other funds that could only be used for specific projects and so that we could reduce the burden on the infrastructure sales tax.

EXPENSES – CONTINUED

Wolf: So what that third column says, it's what the split is between funding. Why is it important here? Because if we only show the infrastructure sales tax and then you saw the contract amount, it would not match and everybody would be totally confused because it would show $20 million in infrastructure sales tax and the project would be $28 million and everybody would be like "*what are you doing?*" So here we would be showing the other $8 million in other funding sources.

On the bottom, you have a financial summary, which just shows you those categories: the project budget, the committed, the percent committed and the day-to-day, which is your progress category, and then the note section. Primarily, what the note section is going to be used for is to advise you of any pending things that are going on that may affect any of these categories. They may be things that haven't been brought to you or the board yet but staff is aware of and may be pending. In this case, there is a design contract to change the scope that is going to be heard by the board very shortly and so that is noted in the note category.

Elhilow: Audrey, on the program budget cost report, the committed column has nothing on it right now, but then, for example, on the evidence (inaudible) it shows something is committed so I assume it's been encumbered. Are any of these projects yet encumbered?

Wolf: Yes.

Elhilow: They are just not reflected on this report?

Wolf: No, not reflected on this report. This report is for format only so that we could show you what the format is and if you have any tweaks they'll make them. Yes. There are projects that have already been started. We have a memo that details all of the projects that were already underway prior to the BCC's April 4 approval of the project plan. If you are interested in that, we can certainly send that out or we can present it at the next meeting.

In the cases of Facilities, it's related to either master planning or pre-design activities that were necessary to determine the scope of work so that we could actually go forward and make the project proposal. In the case of Engineering, George might want to explain, but I think there were actually some cases where they needed to proceed ahead of the projects due to condition scenarios. Is that right, George?

Webb: That's correct. But those would have been difficult for us in just our resurfacing. We've had multiple projects already on the sales tax to resurface.

EXPENSES – CONTINUED

Wolf: Any questions on that? Any suggestions? Do you think it covers everything? It's too small? If you want it bigger, then you have to cut something out.

Waring: In the financial summary, you have the budget committed, the cents committed. How would you track requested draws that haven't been paid because occasionally there will be things that are going on where payments are being held up for whatever reason.

Wolf: Well, that's interesting. That is not shown here at all. It would be very hard for us to automate because those are in progress. I can tell you that outside of baseball, which is its own situation, most of our contractors are very happy that we haven't had any long delay problems and usually, by the time our approved pay application comes in to Facilities, it is literally out the door within 2 weeks over to the Clerk. So we really don't have an extended period of time between what's pending and when that actual pay application is getting paid.

Waring: So if there were any issues - I understand it can't be automated - but if there any issues on the project, should that be included in the notes indicating there is some sort of issue?

Wolf: If were having some kind of major dispute, we could put it in the notes if that is something that you are interested in, if we get a specific large claim or we are hearing from contractors that they are requesting something that is not being considered, we could certainly put something in there.

Waring: Okay, I'm not really interested in the minimal stuff; just something significant or of major importance.

Wolf: We can include that in the note section there but for the most part, when the payouts come in, they are out the door very quickly. We actually, if we have a dispute or if there is something we can't reconcile very quickly, we actually cross it off on the pay application and pay everything else and then work it out with the contractor so that everything else is not being held up. We don't really have too many of those disputes over timely payment, but certainly if we do have some we can put it in there for you.

Elhilow: Just trying to stay clear on what the group is tasked to do and looking at these worksheets, which are great, is there a way that we can quickly take it back to the budget in terms of category, so we know its part of the broad category. In other words, our group is commissioned with determining how it fits in in the Florida statute and ordinance, etc. Is there any way we can fit that in quickly?

EXPENSES – CONTINUED

Wolf: Yes. The categories are identified on this report. When the automated report prints, you will see the totals change back on that summary page. On that summary sheet, it will show you that something switched between, let's say resurfacing and re-lighting, then you will see what the overall number is. Engineering's overall number. That's how that tool will help you.

This project information, we kind of made the decision - if you don't want it all, that's fine too - this project information we are doing primarily for the benefit of the board because this is something that they're going to ask about a lot: Projects on their districts. What's the status? It's something we can give constituents. We figured, everything we were giving to the board on a monthly basis, we would just send to you.

Ultimately, unless you happened to be interested in a particular project, I don't know that this is helpful to the mission of this committee. The other reports are probably more helpful in that manner, but we certainly wanted you to have everything that's out there.

L. Brown: How would you be tracking these dollar amounts per category I think, also what I wanted to know. For example, the Sheriff's FDO, that's $144 million, this project is $28-plus million, do we then receive a report that says that the Sheriff's FDO now has $124 million left in it, so as you are making these decisions, we'll know - are we responsible for doing that?

Wolf: No. The report will show you that. It will show up on the detail report. Right now, in the case of FDO Sheriff, there are several projects that are ongoing already, so you will see those numbers and the expenditures growing. So there won't be any changes on the category until we bring a change to you. That'll be the first time you see a change. Because that summary sheet, until something changes, it's basically going to be the same.

L. Brown: I also wanted to ask, just for my purposes. How is your staff defining "other" in the funding? What exactly -

Wolf: It could be testing labs. It could be furniture. It could be any expense other than the major ones, which are construction, the design and contingency. All the other project expenses are under that "other" category so it could testing labs, regulatory fees, permit fees. We good? Any questions?

Okay. These are just the standards reports. If for some reason, along the way you have an interest in something, if you can go ahead and give me or Eric or John a call and we can go ahead and give you the detail on that particular issue if you have a question or something else. We were planning to send these electronically. Is that a problem for anyone? Okay. Good.

EXPENSES – CONTINUED

Ward: I know that the expenditures are largely for infrastructure projects that would not have otherwise been funded. How do we correlate against the actual county budget that would give ongoing infrastructure payments in the budget versus what should be the excess money that is coming in on the sales tax. Is there a way we are going to correlate the two?

S. Brown: No. The committee is only going to be interested in the surtax funding and that is this plan, the backlogged infrastructure of $709 million, and that's what the surtax funds are going to focus on is that one.

Ward: So the only thing we are going to see in the pie chart will be the percentage coming in from other revenues.

S. Brown: Correct. There's a few projects that might have some other budgeting sources.

Elhilow: To Phil's point, there won't be any means for those groups to reconcile, if you will, the use of surtax for a particular project relative to what's in the county's budget to normally repair, maintain or improve a particular infrastructure item. How are we going to -

Wolf: How are you going to see it?

Elhilow: And maybe we won't? You know. It's a great question.

Wolf: You are only going to see it if there is a change in funding source or additional funding sources added from the project's budget because the two groups are exclusive in terms of scope. So there are projects that are scoped and budgeted in infrastructure sales tax and then there are projects that are scoped and budgeted, let's say, in impacts fees, ad-valorem or in grants or something like that. Obviously, all those changes that I'm talking about in infrastructure tax are also happening with those other funding sources. That's where if there's a change to one of these projects, we may say we had excess money from a grant fund, impact-fee funded project that was in the regular CIP and we want to request of the Board - first to you then to the Board - reallocate some of those monies to supplement an IST project.

There you will see that because when we bring those requests to you there will be a narrative summary, a one page summary, that explains where money is coming what we provide to the Board, so it's basically just a cheat sheet and it talks about what's the change we're making or why the estimate wasn't accurate, why we need additional money, where the money is coming from, how it became available for reallocation, why we are recommending that funding source be used. So it's a short narrative and that will come with the change so you'll be able to see that.

EXPENSES – CONTINUED

Wolf: Those are the only two places that infrastructure sales tax and the other funding sources cross in terms of this committee.

Elhilow: Audrey, can you speak to the cyclicality of the sales tax collections?

Wolf: Sherry is better at that.

S. Brown: We collected on a monthly basis. The Department of Revenue sends us at the end of each month and that is for the sales tax like here in Palm Beach County and then on a quarterly basis we get a payment from - if you go to Broward County and you buy something and you have it shipped to your home in Palm Beach County, that business has to collect the 7% sales tax. So we get a portion of that money from other counties for items that were shipped to Palm Beach County on a quarterly basis, but it all comes from the Department of Revenue.

Elhilow: The cyclicality in other words, do you intend to have four collections from Thanksgiving through Easter, or how does it work?

S. Brown: This is our first time to have a surtax, but we kind of looked at what we collect from the portion of the sales tax that we get from the State and hopefully it should come through the same way. Although, in speaking with the School District, because they have the past they didn't see the cyclical all the time, but I would expect November through March probably to be the biggest months, and then it to kind of slide off in the summer. We do a tax-free back to school usually in August, I think, so we should see a drop at that time.

Wolf: So I just wanted to talk a little bit more about implementation so you knew what was going on behind the scenes and who you should call or ask questions of if you get into the details of the projects. There are actually three departments - well, three slash four. There are three main departments that have responsibility for implementing the sales tax projects: Engineering, Parks, and Facilities.

Facilities is actually responsible for all the Sheriff's buildings and the homeless and housing as well as the general government projects that are in there. We are also listed for Sheriff Equipment. How the Sheriff's equipment is working is - the Sheriff is responsible, he has autonomy to purchase whatever equipment he deems necessary.

So, for each of the sales tax projects - the first one being Sheriffs' radios - we actually have a standard agreement that was approved between the Board and the Sheriff, which says that the Sheriff will be allocated $7.4 million for the purchase of radios. He will go and purchase those radios and we at Facilities will actually check to make sure that all of those expenditures were only made for approved things, which in the case of the radios is the purchase of the radios and the installation of the radios, those kinds of things.

EXPENSES – CONTINUED

Wolf: He will not be reimbursed for staff charges, and once we determine that he has purchased those for applicable items, then we will pass that on and the Clerk will pay him. So there really is that fourth department and that is only Sheriff's equipment.

I don't know if all of you know this, but in the case of Sheriff's buildings, those are all owned and operated on financial responsibility of the Board. That's why they're under FDO. So we implement all of those projects for them: renewal, replacement, maintenance, all of that stuff. So the only things that are under Sheriff's equipment are the radios and in future years you see cars and public safety equipment and stuff like that. It's strictly equipment.

The procurement for IST projects, all of the projects are going to be procured through our standard procurement methods. The current policies and procedures for processing those contracts, for bidding those contracts, an RFP for those contracts, all of that standard will be followed. So there really isn't any change from that perspective, it's all just like a regular any funding source. The procedures for any funding source. That also applies to amendments, change orders, tax orders, work orders, all are going to be processed pursuant to standard county policies.

If there are copies of anything that you want me to - I certainly provide that afterward, but all of those routine items would not be coming in front of this Board. We also have been having a series of workshops with industry over the past couple of months to basically make sure that industry as a whole; these are community outreach efforts to make sure the community as a whole understands what opportunities are ahead of us and the objectives of the workshops were to describe the types of permits that are used, because there's are a lot of confusion about how to access and how to participate in county work and what it takes to do that; basically to become a vendor.

So we wanted to make sure everybody understood our bidding process and then answer questions regarding construction procurement and show all of the planned projects. Believe it or not this is one of the first times we have actually been able to show to the community all of the planned projects because if they're coming in from a number of funding sources, and there's a lot more projects than just infrastructure sales tax.

There are ones that are funded like say, by the Fire Rescue, through the MSTU, those are still in our workload. And to the contractor and to the industry that's participating in the development process, they don't care where the money's coming from, so they want to see all of that together.

So we had to break down all of those different categories and put it all together. It's the first time we really have ever seen that list together. It's become a very helpful tool to industry in terms of being able to plan and decide whether they wanted to access County work.

EXPENSES – CONTINUED

Wolf: All of that information is actually available on the County website - the One-County, One Penny Web site - and you can see that in Excel so you can sort and do whatever else you want. That was very helpful. That was primarily the first workshop.

The second workshop we received contractor information regarding what they wanted to suggest about changes to our procurement process and policies and practices. We also reviewed recent changes or things that were in our contracts that many people didn't know about such as continual entering and prequalification on our annual contracts, public record law and disclosures.

There's been a whole bunch of changes regarding public records as it relates to County facilities, criminal history, records checks. This is a big issue in terms of getting workers on the job, qualifying them, because many various infrastructure sales tax are in what we call criminal justice facilities and require a very high level of background checks to be able to work in there. Bond waiver program, apprentice incentive program, Glades employee incentive program, and then access to the vendors self-service, which is a whole bunch of resources, including information sent to the desktop regarding upcoming business opportunities.

The third workshop is going to happen on July 10th. We're going to roll out our proposed procurement plan and how this relates from the private plan that you have is this is more of a tool for contractors, so they can see what procurement mechanisms can be used for a particular project. So they can decide if they want to participate or not. Then we're going to review a new guidance document for CM and SBE partner incentives. I'm not sure if those documents are actually going to be ready by then, but we're going to be giving an update on that. We're also going to introduce other contractor resources that are available. So, they have been very well attended and we've got a lot of great suggestions so we think this has been a very worthwhile effort. That is the status of our workshops.

Webb: Audrey, I think we're on track - "we" being Engineering on track - to try and kick it back or talk about something, at maybe 3:30 that afternoon, for Engineering's specific projects, our processes, which are a little bit different than yours, but open it up to people who may want to look a little bit further and get involved in some of our work.

Wolf: That's right because we did have some ask: "If everybody is talking about vertical construction, how come nobody is talking about horizontal." That's really it. I don't have anything else to say here. Any questions that you have, I'll be happy to answer them.

L. Brown: I wanted to be clear about this committee's charge vs. what you all are focusing on. I wanted to kind of go back to what - on page 6 noted that the oversight committee's responsibility is to reduce spending and compliance of these proposed projects.

EXPENSES – CONTINUED

L. Brown: How involved are you expecting this committee to be in the procurement process with these workshops, that type of thing, going through the RFPs -

Wolf: None. That's all going to be done through regular county processes. Where the committee is going to come into play is through looking at the reports to show that we are actually spending where we said we were, because you're going to see any change reported in that report.

And also to consider recommended changes in the project plan. If we're changing the year, requesting a change in the year of a project or requesting for money to be moved between projects, those kinds of things you're going to be making a recommendation to the Board on the changes to the plan. Just wanted to give you the information about procurement so you had the backstory and knew how we got to where we are.

Kirby: Just going back to your $709 million budget, did you say that does or does not include your staff and the consultant that is hired and is there an allowance in there for change orders? Is that all in the budget or not in the budget?

Wolf: Right now, there is a little bit of contingency in each of the budgets and to some extent, yes, if we knew about the design professionals and all of that, that's included. However, staff charges including Jacobs - because, actually, Jacobs project managers are a little bit less expensive than County, so that really doesn't have an effect - but right now staff charges are not in the budget. So either it will come out of the contingency that was built in or we may have to be requesting a change.

Kirby: I just wonder if that would take up - I don't know if there is an expected percentage of what you guys usually see in your administrative costs, but you've got that $100 million differential between the 7 and 8, that's not in there. I guess there is a percentage that's going to have to come from somewhere.

Wolf: Yes, it will come out of each project and, like I said, in every project - especially in the cases of these projects - have very different levels of support. Something like the evidence project, where it's new construction, obviously there is staff time working with the user during reconstruction and design and all of that kind of stuff.

But some of these projects are strict renewal & replacement, where the maintenance staff - whether it be like, let's say in Parks or in Facilities - they're doing it out of an operating budget and that wouldn't be charged to the project, because there's still a little bit of staff time to actually do the procurement, but it isn't that they're actually managing the project.

EXPENSES – CONTINUED

Wolf: So it's pretty hard to tell - even if we said "ok our staff charges are usually 3%" or whatever the number is - it's not going to apply consistently because the types of projects that we have here are all over the map in terms of what level of capital improvements division staff resources are necessary financial projects.

It's very typical, just so that you know, even when it wasn't infrastructure sales tax, just other funding sources, it is very typical for there to be changes where we have to move money between one project and another. Either the estimate was better, you know we had a great bidding climate when that project happened. There are all kinds of factors that influence that, so that is pretty typical.

Franklin: At the end of the entire process, is there a plan for excess?

Wolf: You mean that last percentage that was not actually budgeted for?

Franklin: No, at the end of the term when you cease, that September of that year. You go to next year, you may have excess left.

Wolf: Well, when the project is over, the funding year…

S. Brown: I think you mean, once we get through, if every project comes in exactly as $709 million, I collect $807 million, what do we do? There was over a billion dollars worth of projects that staff brought to county administration that we cut back to the $709 million, so we would -

Franklin: So, you guys would spend every penny?

S. Brown: Yes, we would. We'd bring back other projects that fall under the ballot language.

Franklin: I was just referring to - I was thinking about all of the School District's referendum with a half-cent penny, and we had excess and we rolled it back into the regular budget at the end because we would start a new budget.

S. Brown: Right, it would come back to the committee for the same type of projects. It would still have to be used for the same types of projects that we have on the plan here; we would just add some additional projects.

Kirby: Just curious too. The jobs that are going, how come they weren't showing up on committed? Was this report generated where that information should, actually - I don't know if this is like - Audrey, you mentioned Procore or Prologue. Normally, that infills - you know, once you've committed a cost, it then inputs on the report. Just curious why it wasn't in there.

EXPENSES – CONTINUED

Wolf: In this case it's just for format purposes. There are also other issues because all projects have not been loaded at this point or at the early stages and most of the projects - there's only about two dozen projects that actually have any activity at this point.

So it may mean that on that very first sheet you have you don't even see that activity yet because it wasn't a project that actually started. So there's going to be a number of reasons, but now that we have the format down, the next report you see will see will be populated.

7.   ELECT CHAIR AND VICE CHAIR

S. Brown: Next thing we wanted to do is to elect a chair and vice-chair. I don't know if anybody wants to volunteer for one of the positions or if you want to nominate somebody that. Anybody wanted to raise their hand for chair or nominate somebody? Do you want me to pick your name out of a hat?

Elhilow: I nominate Phil Ward.

S. Brown: Any other nominations?

Chandler: I would like to see someone who represents the public, be it the chair or vice-chair, as opposed to the business.

Brown: Is there somebody you would like to nominate?

Chandler: I'm not very sure, I think - didn't you say you represented the (inaudible)? I just think that it would be a good idea since the taxpayers are the funders.

S. Brown: I can't see your name tag. So we have a nomination for Phil Ward and for Kimberly Weston. Any others? Alright, so do we want to take a vote for Phil Ward and then we will take a vote and we will see whoever. Is that how you'd like to do it?

Elhilow: If I can Sherry, with all due respect for Phil and Kimberly, how are we all going to vote? We are not really empowered with the knowledge that we have to nominate a chair one or the other?

S. Brown: Would you like them to have them speak about themselves, or…

Elhilow: I don't know. What's the consensus with the group? You all just to have one vote?

Overlapping voices: A vote

ELECT CHAIR AND VICE CHAIR – CONTINUED

S. Brown: Do you have a preference Mr. Ward on chair or vice-chair?

Ward: No, I don't really have a preference. Frankly, from this standpoint, I have spoken about this group, I am just trying to determine what exactly that's going to entail in the future. I think a chair of this committee is largely just going be organizing the agenda and making sure we get through the agenda.

Not a lot of motions and seconds and variety of things. It's really just administering the meetings. It's not a functional chair from the standpoint of most organizations.

S. Brown: So do we have any preference on chair vs. vice chair?

Weston: Vice chair

S. Brown: All of those in favor of Mr. Ward as chair and Ms. Weston as vice-chair?
Overlapping voices: Aye

S. Brown: Any opposed? The "ayes" have it.

8.   NEXT MEETING

S. Brown: The only other thing I'd like to just ask about is meeting dates, what we were going to suggest as staff is go ahead and set up like the third Thursday of every month as a standard meeting.

I don't think we're going to need meet on a monthly basis. I wouldn't even think we need to meet in July at this point, but what we'll do is if it's ok with everybody, mornings if that suits everybody?

Evans: That's fine, but I live in Delray, so don't have it before 9.

S. Brown: Ok. 9:00 is ok?

Evans: Yeah, and if you stick with the time limit I would really appreciate it if we say 9-10 or 9-11 and try to stick as close as possible to the time limit.

S. Brown: OK. So we will send out and do it at 10:00 in the morning, then. Is that ok with everybody then? So then we will set it up for the third Thursday and make it our first meeting notification for August and we will send out the exact dates on the calendar for the next year.

9.   OTHER COMMITTEE BUSINESS

Webb: What is the location, here?

S. Brown: No, I don't like this room now that we've been here.

Wolf: I like it. It's very vintage.

S. Brown: Well, it's a little bigger than what I was expecting so it's harder to hear. We will try to find a conference room over at Vista Center, maybe. It will be central.

Wolf: So, on the meetings, just so you know, we will send out probably about a week or two weeks in advance cancelling if we don't need it, and if we do we will send you an agenda, what transfers or whatever it is that we need to…

S. Brown: I don't know that we need to meet very often, especially this early because I don't see a lot of changes at this point, so we will set up the meeting notifications.

Chandler: If we're going to this meeting, is there a method for proxies, or do you just list (inaudible)

Waring: Could I just make a request? We talked earlier about the Sunshine issue - that we not wait for the August meeting to get a response on that.

S. Brown: Correct. Well, thank you so much for attending.

10.   ADJOURN – 10:35 a.m.