



**AGENDA**  
**Undergrounding Project Advisory Committee (UPAC)**  
**City of Del Mar Town Hall**  
**1050 Camino Del Mar, Del Mar, California**  
**Thursday, January 10, 2019, 7:30 A.M.**  
**City Council Liaisons: Dwight Worden and Terry Gaasterland**  
**Civility Works - The Del Mar Code of Civil Discourse:**  
**Together we will promote inclusion; listen to understand; show respect;**  
**be clear and fair; and focus on the issue.**

**PUBLIC COMMENT:** Anyone may address the UPAC for three minutes on any Committee Action Item. If there are several speakers on an item, your time available to speak may be limited to two minutes. When the Committee Chairperson recognizes you, please step forward and state your name and address of residence clearly for the record. The committee may ask questions of you, to which you may respond. For items not on the agenda, please indicate you would like to speak during oral communications.

1. **Call to Order & Roll Call**
2. **Announcements**
3. **Approval of Minutes for November 8, 2018 (see attached)**
4. **Oral Communications (Non-Action Item)**
5. **Status Update from City Staff**
6. **Comments from Council Liaisons**
  - A. Selection of Vice Chair
7. **Summary Status Report from Subcommittees**
  - A. Scheduling
  - B. Budget/Financing
  - C. Communications/Education
8. **Discussion and Action Items**
  - A. Legal Reviews/Findings
    - 1) Reimbursement for Prior Undergrounding Efforts
    - 2) Municipal Code Modification
    - 3) Assessment Districts (for work on private property)
    - 4) Volunteer Assessments e.g., PACE program
    - 5) Determining Legal Recourse/Restrictions (for other utilities)
  - B. Project Delivery Plan (AKA Master Plan)
    - 1) Project Scope and Number of Projects
    - 2) Project Cost Estimates
    - 3) Early Bird Projects
  - C. Prioritization Formula Modifications for Safety and Cost (Council Direction 10-01-18)
  - D. Funding Plan
    - 1) Right of Way Measure Q Cash Flow Forecasts and Bond Issue
    - 2) Private Laterals and Extent of Property Owner's Responsibility

**Note:** State law precludes the Committee from acting on any topic that is not an action item on the posted agenda. Your information may be received, placed on the next agenda, or referred to the Committee Chairperson.

9. **Subcommittee Assignments**
10. **Next meeting [TBD]**
11. **Adjourn**

## UPAC Roster

MEMBERS	Name	Council Liaison	Scheduling	Finance	Communication	Chair	Vice-Chair	Secretary	City Staff	Consultant	Present?
	Dwight Worden	X									
	Terry Gaasterland	X									
	Steven Voss				X						
	Jay Thomas			X	X						
	Dave Sykes				Chair						
	Mukesh Shah		Chair	X							
	Daniel J Quirk		X			X					
	Jim Hindman		X	X							
	Barry J Entous			Chair							
	James M Benedict				X			X			
	Thomas H Blakely		X								
PROJECT TEAM	Scott Huth								X		
	Kristen Crane								X		
	Joe Bride								X		
	Mohsen Maali								X		
	Eric Lovering									X	
	David Tiscareno									X	

**Notes:**

**Utility Undergrounding Project advisory Committee**  
**MINUTES – November 8, 2018**  
**“draft”**

1. **Call to order**, 7:33 am, by acting chair – Terry Sinnott
2. **Roll Call** – Dave Syko, Jim Benedict, Mukesh Shah, Dan Quirk, Steve Voss, Jay Thomas, Jim Hindman, Tom Blakely, Ellie Haviland, Terry Sinnott, Mohsen Maali, Scott Huth, Joe McBride, and Kristen Crane.
3. **Approval of Minutes for October meeting** – Motion by Sicko, Second by Benedict. Roster Corrected. See below.
4. **Council comments** - Election of a new chairman. Shah and Quirk were nominated. The blind vote was a tie and Shah graciously bowed out and Quirk was named Chair. Also a welcome to our newest member – Tom Blakely.
5. **Staff comments**
  - a) Our city attorney is reviewed requests on the legal status of “reimbursements’ and lateral construction issues – one contractor and design costs. It was reported that we should have answers to these questions at our December meeting. Terry suggested that we take into account not only the legal opinion but also the operational aspects of the decision.
  - b) Shovel ready’ projects were presented and they are being reviewed and we should have tighter data on these at the Dec meeting.
  - c) Financial options are also being explored by our city attorney like PACE financing and we should have the report by our Dec meeting.
  - d) Also, the consultants were introduced – Eric and David. They presented a preliminary concept schedule. More data will be provided in January for a more in-depth analysis. Concern was voiced by Mr. Shah regarding the design time taking two years. The scheduling committee will stay on top of this.
6. **Status report from sub-committees**
  - a) **Scheduling subcommittee** – Mukesh reported that there is a concern on who pays for the lateral design on the resident’s property. Hope to have this sorted out by the December meeting.
  - b) **Residential Communications and Education subcommittee** - Dave reported that the communication plan is in place and an ever changing document. Dave also prepared an information piece to be released now:  

*Undergrounding Project (UP) update*

*The City, its consultant, and the Undergrounding Project Advisory Committee (UPAC), collectively referred to as the project team, are making good progress on this exciting project. The City’s consultant, Lee & Ro, has been busy gathering information about, researching, and mapping the existing overhead utility pole infrastructure, laying out the city-wide project work plan, and meeting with utility representatives and citizens of Del Mar. We are looking forward to receiving the initial draft of a master plan in January 2019 for UPAC and the City Council to review. The project team is also working on estimating and budgeting for future projects, timing of design and construction work, neighborhood priorities, and historical project related issues such as projects already in design phase, compensation, and all other issues related to such a complex community project. The project team will keep the community updated as the project continues.*
  - c) **Budget/Financing sub-committee** - A resolution was passed that stated – We support bond financing undergrounding vs pay as you go. Under Measure Q \$1.5 has been financed for the streetscape program. PACE financing is being reviewed as an option. Once we get a scope of work and costs we will work in conjunction with the Del Mar Finance Committee to bond finance.
7. **Oral Communications** – none
8. **Other** - The subcommittees were adjusted a bit to reflect Tom Blakely’s participation and avoiding Brown Act issues. See below roster.
9. **Adjourn** - Next meeting is 7:30 am on Dec. 13th am at city hall.

<b>ROSTER</b>	<b>Council Liaison</b>	<b>Scheduling</b>	<b>Finance</b>	<b>Communication</b>	<b>Chair</b>	<b>Secretary</b>
Ellie Haviland	<b>X</b>					
Terry Sinnott	<b>X</b>					
Steven Voss				<b>X</b>		
Jay Thomas			<b>X</b>	<b>X</b>		
Dave Sykes				<b>X (C)</b>		
Mukesh Shah		<b>X (C)</b>	<b>X</b>			
Daniel J Quirk		<b>X</b>			<b>X</b>	
Jim Hindman		<b>X</b>	<b>X</b>			
Barry J Entous			<b>X (C)</b>			
James M Benedict				<b>X</b>		<b>X</b>
Thomas H Blakely		<b>X</b>				