



AGENDA
Undergrounding Project Advisory Committee (UPAC)

City of Del Mar Town Hall
1050 Camino Del Mar, Del Mar, California and
Via Teleconference: 1920 Main St, Suite 800, Irvine, CA 92614

Thursday, February 14, 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 January 10, 2018 (Attachment A)**
- 4. Oral Communications (Non-Action Item)**
- 5. Comments from Council Liaisons**
 - A. City Council Policies 200 and 202
- 6. Status Update from City Staff**
 - A. Review Block Layouts
- 7. Summary Status Report from Subcommittees**
- 8. Discussion and Action Items**
 - A. Program Delivery Scenarios
 - B. Finalize Policy Recommendations For City Council (See Attachment B)
 - C. Alternative Cost Estimates
 - D. Subcommittee Coordination & Scheduling Meetings

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 March 14, 2019**
- 11. Adjourn**

Attachments:

- A. Minutes of the prior meeting.**
- B. Draft Policy Questions and Recommendations**

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			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:

ATTACHMENT A
Utility Undergrounding Project advisory Committee
MINUTES – January 10, 2019
“draft”

1. **Call to order**, 7:33 am, by chair – Dan Quirk
2. **Roll Call** – All committee members + Mohsen Maali, Scott Huth, and Kristen Crane. Also two new council liaisons – Dwight Worden and Terry Gaasterland. Two from the consultant’s office – Eric.
3. **Approval of Minutes for November meeting** – Motion by Dan, Second by Barry.
4. **Council comments** - Terry was a neighborhood block captain, so she brings some experience to the table. She also has the complete plans for the North Hills project that did not proceed.
5. **Staff comments** – Council approved the consulting contract at an October council meeting. The consultant has 1) walked the job, 2) reviewed the existing projects, and 3) put together a timeline and cost estimate. The city attorney is STILL reviewing the legal questions that were presented to them in November.
6. **Mukesh Shah was voted in as Vice Chairman**
7. **Status report from sub-committees** –
 - Scheduling subcommittee** – Mukesh reported that the \$51 million price tag needs a tight review. He also said that his committee would have construction priorities for the 6 areas in 30 days. Unlike our city attorneys time estimates, we should get this data in 30 days. The 5 pilot projects are ready to go. 20-A funds were discussed and will be more closely valued as a cost reduction for the project. The Fairgrounds was pulled out and will be reviewed with the hope that the Ag District will participate. The Lagoon poles were not figured into the costs for they are being pulled out with SDG&E funds.
 - Residential Communications and Education subcommittee** - Dave reported, for the first time in his life that ‘he has nothing to say’. The committee was clearly stunned.
 - Budget/Financing sub** - Chairman Entous suggested that an in-depth analysis of the proposed budget is needed. He suggested his committee meet shortly after this meeting and spend time to diagnose the costs properly (scheduled for Tuesday, 1/15)
8. **Oral Communications** – none
9. **Consultant report.** Eric presented their report. He has high confidence in the data and the corresponding costs. Eric is very concerned that delays, which are common in projects like this, could make the pricing go even higher. Laterals are not in the \$51 million budget.

10. Adjourn

Next meeting is 7:30 am on Feb. 14th

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Attachment B
DRAFT Undergrounding Policy Questions
02/14/19

Policy Question	Scheduling Subcommittee Recommendation(s)	Finance/Budget Subcommittee Recommendation(s)
<p>1. What guiding principles should the City use for:</p> <ul style="list-style-type: none"> a. Grouping i.e., sizing, selecting, and defining projects b. Prioritizing Projects 	<p>A. Grouping – Possible criteria includes:</p> <ul style="list-style-type: none"> • Use circuitry and efficiency for grouping projects. • Use available \$ for sizing projects. Size refers to the number of parcels. • Separate 20A projects. • Separate Fairgrounds. • Separate San Dieguito Lagoon SDG&E Projects (remaining areas) • Fire Zone Areas • Density/Zoning <p>B. Prioritization:</p> <ul style="list-style-type: none"> • The prioritization process should be streamlined and limited to two criteria i.e., Customer Density and Fire Hazard (using Cal Fire Maps). • For each Block, the criteria is defined as follows: <ul style="list-style-type: none"> ▪ Customer Density = Meter Qty / Pole Qty ▪ Fire Hazard = Meter Qty (in fire zone) / Pole Qty (in fire zone) • Weights are Customer Density, 75% and Fire Safety, 25%. 	<p>A. Rule 20A areas should be blocked out separately. JDB from Plaza going north should have a higher funding priority than VDV for which consider development responsibilities.</p> <p>B. Apply for SG&E 5-year allocations now for JDB from Plaza going north.</p>
<p>2. Are we going to proceed with any of the 5 private early bird projects?</p>	<p>A. Consider bundling them individually or together as part of the citywide projects and their associated priority.</p> <p>B. They will be reviewed and addressed as early as project efficiency would allow.</p>	<p>A. Consider bundling them individually or together as part of the citywide projects and their associated priority.</p>
<p>3. Are we committed to undergrounding everything, and our mission is to figure out how best to pay for it? Or, are we limiting expenditures to Q funds and doing the best we can with those funds even if it means we cannot underground the whole City?</p>	<p>A. Despite the forecasted high costs, UP must continue. We are committed to prioritize and eventually underground everything.</p> <p>B. The prioritization process should be streamlined and limited to two criteria (i.e., Customer Density and Fire Hazard using Cal Fire Maps).</p> <p>C. Rule 20A areas should be blocked out separately. JDB from Plaza going north should have a higher priority than VDV for which consider development responsibilities.</p> <p>D. Apply for SG&E 5-year allocations now for JDB.</p>	<p>A. We are committed to underground everything.</p> <p>B. We should limit expenditures to Q funds and doing the best we can with those funds even if it means we cannot underground the whole City as fast as we wish.</p> <p>C. Rule 20A areas should be blocked out separately. JDB from Plaza going north should have a higher funding priority than VDV for which consider development responsibilities.</p> <p>D. Apply for SG&E 5-year allocations now.</p>

Attachment B
DRAFT Undergrounding Policy Questions
02/14/19

Policy Question	Scheduling Subcommittee Recommendation(s)	Finance/Budget Subcommittee Recommendation(s)
<p>4. What is our policy on balancing money with timing: Is the policy to get as much undergrounding done as possible with the money available and allow the project duration stretch beyond 10 years or complete the project in under 10 years at all costs?</p>	<p>A. We should limit expenditures to Q funds and doing the best we can with those funds even if it means we cannot underground the whole City as fast as we wish.</p>	<p>A. We should limit expenditures to Q funds and doing the best we can with those funds even if it means we cannot underground the whole City as fast as we wish.</p>
<p>5. Are we willing to allow private parties/neighborhoods to contribute to costs to accelerate their areas?</p>	<p>A. Subject to the prioritization rules, encourage private parties/neighborhoods to organize, prepare to meet the private property project requirements, and contribute to neighbors private property costs in order to avoid delays from City project moving forward.</p>	<p>A. Allow private parties/neighborhoods to contribute to costs to accelerate their areas.</p>
<p>6. What is the plan for property owners unable to pay or fail to cooperate? a. Enforce DMMC 23.54.100? (disconnect service) b. Enforce DMMC 23.54.110? (place a lien on the property)</p>	<p>N/A</p>	<p>N/A</p>
<p>7. What are the limits of the financial responsibility between the property owners and the City? It may not necessarily be the property line.</p>	<p>N/A</p>	<p>A. Check with the City Attorney to confirm the limits of the financial responsibility between the property owners and the City. It may not necessarily be the property line e.g., distribution main or transformer where private benefits ends and public benefits begin.</p>
<p>8. Are we committed to the City covering all but the private lateral costs?</p>	<p>N/A</p>	<p>A. We are committed to the City covering all but the private lateral costs which also includes Fairground and 20A projects on VDV.</p>
<p>9. How are we prioritizing getting all three Measure Q projects done: Undergrounding, Shores Park, and Streetscape?</p>	<p>N/A</p>	<p>A. We should limit expenditures to Q funds and doing the best we can with those funds even if it means we cannot underground the whole City as fast as we wish. B. Pay off Streetscape Segment 1 Project first and fast.</p>
<p>10. What policies shall we follow in addressing financing? a. What are the cash flow limitations? b. What assumptions about expected Measure Q funds should be made? c. What should be the debt policy?</p>	<p>N/A</p>	<p>A. Cash flow is limited by the City's ability to borrow. B. Consider paying cash for design fees and borrowing only for construction contract. <i>Staff Note: Coordinate with Finance Committee to determine the debt financing amount with the available Measure Q.</i></p>
<p>11. What is the final policy on reimbursement of work completed in the past by the private actions?</p>	<p>N/A</p>	<p>A. Do not recommend reimbursement for past work unless it is of value to the project.</p>