



AGENDA

Undergrounding Project Advisory Committee (UPAC)
City of Del Mar Town Hall
1050 Camino Del Mar, Del Mar, California
And via Teleconference: #409, 18 9th St NE Washington DC 20002

Thursday, February 13, 2020, 8:00 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 9, 2020**
4. **Oral Communications (Non-Action Item)**

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.

5. **Staff Updates and Discussions**
 - A. Review Recommended Area X1A Boundary Adjustments and Next Steps for District Formation
 - B. Review of Work on Communications Plan Implementation and Next Steps
 - C. 3-Month Look Ahead
6. **Subcommittee Updates**
7. **General Business**
 - A. Selection of Officers
8. **Next meeting: 03/12/20**
9. **Adjourn**

Attachments: Prior Meeting Minutes and UPAC Roster

Future Items:

- Project Management/Implementation
- Review of Utility Undergrounding District (UUD) Camino del Mar/Jimmy Durante Blvd. 20A Project and Next Steps
- Heating Gas Ban in Del Mar5G

UPAC/Project Team Roster

CITIZEN MEMBERS	Name	Council Liaison	Scheduling	Finance	Communication	RFP	Chair	Vice-Chair	Secretary	City Staff	Consultant	Present?
	Dwight Worden											
	Terry Gaasterland											
	Steven Voss											
	Jay Thomas											
	Dave Sykes				Chair							
	Mukesh Shah		Chair									
	Daniel J Quirk											
	Jim Hindman											
	Barry Entous			Chair								
	James M Benedict											
	Thomas H Blakely											
PROJECT TEAM	Christa Johnson											
	Kristen Crane											
	Joe Bride											
	Mohsen Maali											
	Duane Strooboscher											
	Bridget Black											

Notes:

UPAC Meeting
Jan. 9, 2020 Minutes

1. **Call to order and roll call** – Chairman Thomas called the meeting at 7:30 am. In attendance – committee members Jay T., Jim H., Jim B. Tom B., Steve V., Dan Q., Dave S. absent – Barry E (In Cambodia) and Mukesh S (in beautiful Riverside), both Council members – Dwight w. and Terry G., staff Kristen C. and Mohsen M. Also, in attendance - Allison M. and Katelin S. from SDG&E and Dwayne, Bridgette B. and Gordon K. and Duane S. from consulting firms.
2. **Announcements** – none
3. **Approval of Minutes – Dec. 10, 2019 - Jay** noted that the 5G info was not circulated. Terry G. will do so shortly. Motion to approve by Jim H, second by Dave S. Passed unanimously.
4. **Oral Communications** – none
5. **Staff Updates and Discussions**
 - A. Utilities site walks – Mohsen reported that the 1A site walk has been completed and will be reviewed today. X1A will be walked tentatively on Jan. 27 and 29 and will be presented at the Feb. UPAC meeting. Formation of the districts will take place over the next 2-3 months. SDG&E will begin design following the formation of the districts. Allison M. mentioned that design would take 18 months. Our committee has a hard time believing it would take this long, but Dwayne S. was gone before he could comment.
 - B. Dwayne presented three 1A revisions. See attached map. 1. Single pole at La Amatista on the east side of CDM. This pole will not be part of 1A and will be treated as a 20C (if justified so) pole project and separately in working with the property owner. 2. Sea Orbit pole – telecom trenching only to pole on Sea Orbit. 3. Expand district north on Pacific Lane to remove two more poles to avoid costly cable pole. See attached map.
 - C. Jimmy Durante 20A project – no action
 - D. Project Management/Implementation – Attached is a very comprehensive outline (swimlane chart) of our program needs and objectives. The chart outlined the current duties of city staff, consultants, city council and UPAC. Dan asked that a database be developed that UPAC committee can review and give input to staff. Dave echoed the same need.

Jim B. opened a discussion on the need of a program manager. He suggested that we need a program manager with utility undergrounding experience. Currently the management of the UP rests with Kristen C. and Mohsen M. Both have many other full-time duties and not solely assigned to UP.

Comments from UP committee and council member –

Jim H. “need to hire a new city staff member to manage our consulting partners”

Dave S. “the UP program is very straightforward and relatively simple. We don’t need another chef in the kitchen”

Jay T. “hiring an employee is cheaper than another consultant”

Dwight W. “Our staff has full plates, no excess time to do such things as managing disputes when they arise”

Terry G. “Yes; we need program management”

Dan Q. “Don’t need to hire a program manager, especially at this time”

Steve V. “at least wait until the new city manager is on board”

Kristen C. “if there is a program manager it will be in a staff position”

There was no formulated conclusion drawn but a healthy discussion.
 - E. Three-month time line (attached)
6. **Subcommittee Updates** –
 1. Scheduling committee – no report
 2. Finance committee – Jim H. made the report. Barry E. has talked to two banks and non-profits about possible solutions to handle issues of service lateral costs by home owners. Non-profit discussions were with DM Community Connections and the DM Foundation.

Jay mentioned that he had just put in a new electrical panel and it triggered discussions on the costs of the panel. His new panel cost \$1500 including installation. We felt comfortable using \$1500 – 2500 for panel costs including installation. This did not, of course, include trenching the lateral. Dan was happy to hear these numbers and we all find this data very helpful.

Jim H. also mentioned that we will not need to go to council for funding until the SDG&E Design is done.
 3. Communications committee – Dave S. reported the results of our meeting this week with representatives from KCM. They presented their roadmap for their communications plan and delivery. You all have received a PDF file. Dave S. mentioned a bit of frustration, shared by the committee members, that US added a PR firm, Byrnes Communication to the communication process without having them inside the presentation. Dave S. also expressed a keen interest in developing the database. Jim B. mentioned that we need budgets on the communication tools to properly evaluate. Mohsen M. mentioned that we should have these very shortly.
7. **Change the meeting day and time** – we had a discussion on this topic and decided to not change the day of the week but, change the time to 8:00 am.
8. **Next Meeting** – 2/13/20 at 8:00 am!!!!