



AGENDA
Undergrounding Project Advisory Committee (UPAC)
City of Del Mar Town Hall
1050 Camino Del Mar, Del Mar, California

Thursday, March 12, 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 February 13, 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. Discussions**
 - A. Work on Private Access Roads & Cost Responsibility
 - B. UPAC Phase 1 (Planning) Accomplishments & Phase 2 (Implementation) Mission Statement Amendment
- 6. Staff Updates**
 - A. Implementation Details
 - B. Project Cost Reporting Form Samples
 - C. 3-Month Look Ahead Schedule
- 7. Subcommittee Updates**
- 8. General Business**
- 9. Next meeting: 04/09/20**
- 10. Adjourn**

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Attachments: Prior Meeting Minutes and UPAC Roster

Potential Future Discussion Items:

1. Easements
2. 20A Project on Jimmy Durante Blvd.
3. Program Management Structure
4. CIP Coordination: (1) Required Work e.g. Pedestrian Ramps, (2) Triggered Work e.g., Fire Hydrant Relocation, and (3) Optional Work e.g., Storm Water Drainage
5. Applicant Trenching – Decision on Applicant (City) Trenching vs. SDG&E Trenching

Project Team Roster

CITIZEN MEMBERS	Name	Council Liaison	Scheduling	Finance	Communication	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										
CITY STAFF	CJ Johnson										
	Kristen Crane										
	Joe Bride										
	Mohsen Maali										
	Duane Strooboscher										
	Bridget Black										

Notes:

Draft Minutes

UPAC Meeting February 13, 2020

Call to order and roll call – The meeting was called to order at 8:00 am. In attendance – Jay T (chair), Dan Q, Barry E (via phone) Jim B, Steve V, Dave S and Tom B. Also, Liaisons Dwight W and Terry G. Staff – Mohsen M, Kristen C, and CJ J and two SDG&E Reps (Katie S, and Allison M) and Bridgette B, and Marty P from consulting firm.

Announcements – Kristen introduced our new City Manager, Christa (CJ) Johnson, who stayed for the whole meeting.

Approval of minutes for January meeting - Motion by Tom B and second by Dan Q. Unanimously approved.

Oral Communications – One citizen with some concerns about 5G, costs, poles, etc.

Staff updates and discussions –

- A. Review Recommended Area X1A Boundary Adjustments and Next Steps.** Mohsen reported that the site walks have occurred for area X1A. Bridgette gave a presentation on some minor revisions with little financial impact. Her report, with a map and individual pictures are attached. Dan reported that the Scheduling Committee had received the same presentation earlier in the week and fully endorsed the modifications. After the presentation, the updated X1A map was voted on – Motion by Tom B, second by Dan Q and approved unanimously.
- B. Review of Work on Communications Plan and Next Steps.** Mohsen reported that the telephone hot line has been set up. The FAQ's have been developed and run by the UP committee and are also up on the web site. The website has a new user-friendly look now. The database, using Microsoft Excel, has been developed and is almost done. Each parcel will be identified on the spreadsheet.
- C. 3-Month Look Ahead.** Mohsen also presented the three-month look ahead plan. The second reading of the Muni Code will be presented at the 2/18/20 City Council meeting. If approved, the code becomes effective on March 19. Design on 1A and X1A can begin on 3/24/20. Kristen also mentioned that the decision on trenching – SDG&E vs Del Mar controlled will be on the March City Council agenda.

Subcommittee updates –

- A. Communication committee** – Dave reported that Mohsen's input above summed up his report and no further to report. Dave S did mention that we have had discussions on "human capital" – who will run this program. No conclusions yet.
- B. Finance Committee** – Barry called in with his report - Barry E and staff agree that seeing the budgets on a quarterly basis is fine. Mohsen has set up a spread sheet for cost accounting and the bills are being broken down by individual persons working on our account by hours and billing rates. Bridgette confirmed that the consultants are currently keeping detailed accounts of their billed hours and a summary of their accomplishments. Summary reports of the hours, billing, and accomplishments will be provided to the UPAC on a monthly basis. Finance Subcommittee and staff have agreed on a cost worksheet to be used for reporting purposes. Sample to be provided next month. Barry E reported that accounting for Measure Q funds are also reviewed. The city has received approximately \$2.8M per year for the past 3 years. \$6.8M was spent from this account for city scape. It is estimated that we will have approximately \$1M in the account on July 1, 2020. Barry E and staff have agreed on a standard format used for the reporting. Sample to be provided next month.
- C. Scheduling Committee** – Tom B reported that above discussions covered the Scheduling high points. Tom B also noted that that there is no foreseeable need for the scheduling committee to meet.

Future Items – Dwight W reported that he and Terry G would be working on a charter amendment i.e., refocus of the UP committee 'Mission Statement' since the planning phase of the UP is now complete and would be presenting it at the next meeting.

The 20-A project on Jimmy Durante is in a holding position on the recommendation of Utility Specialists.

General Business – The selection of Officers for the UPAC was discussed. New officers or keep the same was deferred to the June meeting.

Adjourn – Meeting was adjourned at 8:55 am (first meeting that I can remember under one hour!!!).

Next meeting – 3/12/20