

**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!!!!