

SANTA YNEZ COMMUNITY SERVICES DISTRICT
MEMORANDUM

TO: Board of Directors
FROM: Loch A Dreizler, General Manager
DATE: September 20, 2023
SUBJECT: Process to add street lights within the Santa Ynez CSD Sphere of Influence

Recommendation/Proposed Motion

Review and discuss the process for adding street lighting.

Proposed Motion – A motion is likely unnecessary, but staff direction to continue efforts to understand the process, costs, and time to install new street lights with PG&E would be adequate.

Policy Implications

In 1985, the Santa Ynez Lighting District dissolved, and the reserve funds were given to the Santa Ynez Community Services District. In 1990, the District adopted Resolution No. 90-01, A Resolution Defining The Purposes For Street Lighting Within The District And Establishing Guidelines (see attached).

Fiscal Implications

The District’s prerequisites indicate that It must be determined that no other source of funds is available to defray the cost of installing, maintaining, and operating additional street light(s).

Alternatives Considered

None

Discussion

At the regular Board meeting in August, President Redfern, based on director input, requested that street lighting be included as a future agenda item for discussion. The staff has begun the process with PG&E to determine the costs and time to install new street lights with PG&E.

Attachment:

1. Exhibit A – Prerequisites for ordering the installation and activation of additional street lights within the Santa Ynez Community Services District.
2. The PG&E Customer Journey to New Service Installation

Exhibit A (Reference Resolution 90-01)

Prerequisites for ordering the installation and activation of additional street lights within the Santa Ynez Community Services District.

1. A written application for additional street light(s) must be submitted, accompanied by letters of support from all property owners within a 200 ft. radius of the proposed light standard(s).
2. The Board of Directors shall have determined a need exists to provide lighting for the safety and general welfare of the public using a portion of the public right-of-way.
3. It must be determined that no other source of funds is available to defray the cost of installing, maintaining, and operating the additional street light(s).
4. There must be adequate monies available from the District's lighting fund.

NOTE:

Any application for added street light(s) that does not comply with the foregoing prerequisites may be approved by a 4/5 vote of the Board of Directors in favor thereof, provided the applicant agrees to pay the full costs of installing and operating the additional lights and all owners of property located within a 200 ft. radius of the proposed lights have been duly notified of the propose



Customer Journey to New Service Installation

The timeframes expressed in this document are typical and should not be viewed as an absolute for all projects. Individual project timelines will vary.

PG&E RESPONSIBILITIES

CUSTOMER RESPONSIBILITIES

APPLICATION SUBMISSION

Applications are submitted through **Your Projects portal** yourprojects-pge.com

- Gather initial details regarding the scope of the project through Your Projects portal yourprojects-pge.com
- Provide Project and Notification number
- Confirmation for Application letter sent by email to customer upon submission of application
- Project will be assigned to PG&E Job Owner

PROJECT INTAKE

Contingent on receipt of customer information

ESTIMATED TIMING:
Up to 2 months

- Call customer within 3 business days
- Confirm customer primary point of contact (POC) ex. customer, electrician, contractor etc.
- Gather current and future project details (site plans, service route, loads, etc.)
- Confirm design, trench, and install agent (PG&E or Applicant)
- Issue Engineering Advance, if applicable
- Discuss customer's desired installation date and PG&E's ability to meet that date
- Provide customer with estimated timeline and deliverables for PG&E and customer
- Meet customer or customer POC onsite for field visit
- Send Project Satisfaction Survey to customer's POC

DESIGN

ESTIMATED TIMING:
3-5 months

- Determine required dependencies: Encroachment Permit, Joint Pole, vegetation management, easements, materials, etc.
- Distribution Planning review for load requirements and system capacity
- Confirm agreed-upon service route and meter location
- Complete the design
- Provide list of all items the customer is responsible for including city/county inspections of panel, PG&E inspection(s), signed and paid contract, and dependencies

DEPENDENCIES

Requires partnership with external agencies

ESTIMATED TIMING:
1-3 months

- Send documents to customer (contracts, blue bill etc.), if applicable and provide customer with construction drawing
- Send Project Satisfaction Survey to customer's POC
- Set up premise for customer energy billing
- Process payment when received
- Confirm all required PG&E dependencies are cleared
- Generate PG&E construction job package after all Dependencies are cleared

CONSTRUCTION

ESTIMATED TIMING:
1-4 months

- Generate PG&E construction job package after all Dependencies are cleared
- Start construction scheduling process aligned with targeted installation date
- Meet customer or customer POC onsite for Pre-Construction meeting
- Schedule clearance and notify customer(s), if applicable
- Review site readiness, inform customer of actions needed to complete site readiness
- Provide service installation date to customer after site readiness confirmed
- Submit meter set request
- Crews arrive onsite to conduct installation and set meter, may span over multiple days

CLOSEOUT

ESTIMATED TIMING:
1 week

- Commence customer energy billing
- Close out project
- Send Project Satisfaction Survey to customer's POC

- Submit your application at yourprojects-pge.com
 - Provide Legal Name that will appear on the contract and monthly energy bill
 - Provide primary point of contact information (POC)
 - Provide gas and/or electric load information; main panel rating (amps), voltage class etc.
 - Upload project documents ex. building floor plan, single line drawing or site plan with proposed meter location
 - You will be assigned a Project Number. Please reference this number all correspondence going forward.

You can track your job at yourprojects-pge.com to view current status, receive notifications of actions, sign contracts, pay invoices etc.

If you have any questions prior to connecting with your assigned PG&E Job Owner, call Building and Renovation Service Center at 1-877-743-7782

- All project parameters must be compliant with the PG&E Greenbook pge.com/greenbook ex. proposed routes, meter location, safety standards etc.
- Provide detailed site/improvement plans, equipment load requirements and complete load sheets, building permit, and premise address
- Identify desired installation date
- Pay Engineering Advance, if applicable
- Customer POC meet PG&E Job Owner onsite for field visit
- Complete Project Satisfaction Survey #1 for enhanced experience

- Work with Job Owner if changes to proposed service route and meter location are needed
- Customer POC meets PG&E Estimating Rep onsite for field visit for follow up questions, if applicable
- Call 811:** Know what's below. Call before you dig.

NOTE: Requests for scope changes after original design is complete may impact schedule and costs.

- Pay and sign contract through Your Projects Portal or DocuSign links within 90 days of issuance, if applicable

NOTE: Contract and cost estimates expire after 90 days. Contracts not executed within 90 days may incur additional costs (Form 62-0982 Section 25) at pge.com/greenbook

- Complete Project Satisfaction Survey #2 for enhanced experience
- Complete city/county inspections of panel and PG&E inspection by date(s) provide by Service Planning Rep
- Obtain Encroachment Permits for customer contractors, property documents Right-of-Way, easements, deeds etc.
- Complete customer responsible tree trimming
- Stake customer-owned facilities before crew arrives (ex. septic, yard lighting, dog fence, sprinklers, charging station, water mains)

- Complete site readiness steps per Service Planning Rep requirements
- Maintain site in ready state (materials cleared from service route path, conduit free of obstructions etc.)
- Contact PG&E if anything has changed that will prevent crews from completing the job

Ensure crews have access to site (gates unlocked, etc.)

- Call Customer Service at **1-800-743-5000** to establish the energy billing rate that best fits your needs
- Complete Project Satisfaction Survey #3 for overall experience

PG&E JOB OWNER

Name: _____

Phone: _____

Email: _____

Contact your PG&E Job Owner if the scope of your project changes.

PROJECT REFERENCE INFORMATION

Project #: _____

Notification #: _____

Address or Lot #: _____

Visit Your Projects Portal for project updates, sign contracts, and pay invoices yourprojects-pge.com

NOTES:

- Meeting project deadlines is dependent on weather, emergencies, and meeting key PG&E and customer milestones
- PG&E Job Owner is the single point of contact for the duration of your project.
- Table below is the standard New Business roadmap; your Job Owner will communicate additional requirements as applicable to your project.

LEGEND OF KEY TERMS:

PG&E Gas and Electric Greenbook: The Electric and Gas Service Requirements is a guide to PG&E requirements and policies for establishing electric and gas service to new or remodeled applicant installations.



Engineering Advance: Monies collected during project intake phase to cover design fees and will be applied to total contract cost if job moves into construction.

Joint Pole: PG&E poles that are jointly owned with Telecommunication Utilities.

Encroachment Permit: City/County requirement when construction impacts the public right-of-way (ROW).

Clearance/Outage: We may be required to interrupt service to neighboring premises to complete your construction, which requires advance notice and coordination.

Project Satisfaction Survey: Survey sent to customer at three milestones during project lifecycle requesting customer feedback.

Call 811: Know what's below. Call before you dig.



COMMON DEPENDENCY REQUIREMENTS & TIMELINES

Joint Pole: 2-7 weeks

Encroachment Permits: 2-7 weeks

Easements: 1-2 months

Railway Crossing Approval: 2-12 months

Cal Trans Permits: 2-3 months

Cross Bore: 1-2 months

NOTE:

- Some of these timelines may run concurrently
- Additional charges may apply