

EXHIBIT B

The Process to Establish an Underground Utility District

Establishment of an Underground Utility District can be initiated by either the Public Works Department determining the need or by a request from the property owners representing 60% of the parcels proposed for the district, subject to the "Criteria for Prioritizing Underground Utility District Projects".

Public Works will contact the members of the Underground Utility Advisory Committee to discuss potential underground districts.

The Advisory Committee is composed of representatives from the County Administrator's Office, County Counsel, Community Development Department, Building Inspection Department, Public Works Department, Pacific Gas & Electric (PG&E), and Comcast.

The following is a summary of the process necessary to form the district:

1. Outside requests and signed petitions (60% of parcels) received or in-house needs determined.
2. Outside requests and petitions forwarded to County Administrator who presents to Board. Board to refer request to Public Works.
3. Public Works requests PG&E to review request(s) and prepare estimates.
4. Advisory Committee convenes and reviews requests, determines priorities vs. available funds.
5. Field reviews by some Advisory Committee members (PG&E, SBC, Comcast, and Public Works) to firm up the boundaries. Possible attendance by representatives of petitioners is acceptable but not mandatory.
6. Continue public support if necessary by collecting petitions, etc. There is no set rule on the minimum threshold of support required for establishing the district. Suggest 50+% of parcels since the cost to remove streetlights from power poles and place on metal poles will be borne by property owners within the district.
7. Prepare report to Board of Supervisors, include recommendations to:
 - a. Approve suggested program
 - b. Declare intent to use 20A funds, and
 - c. Call public hearing
8. Prepare Underground Utility District map by identifying the "proposed" boundary. The word "proposed" should be located in the title block.
9. Prepare a g e n d a item and Board Resolution. Attach District Map.

10. Prepare list of names and mailing addresses of all property owners in proposed district. If a b s e n t owner, add "resident" of address in district.
11. Furnish n a m e and address list to Clerk of the Board.
12. Prepare "Information Sheet" to be mailed with hearing notices. Furnish master copy to the Clerk of the Board with address list. Take address list from Assessor's computer labels but check against Tax Collector's list for corrections.
13. If requested by utilities, hearing may be continued or boundaries changed. (Board Order and address list to be sent to Clerk)
14. When Board of Supervisors approves jurisdiction, prepare Board Resolution, update map to delete "proposed" from the title block. Furnish up-to-date address list to Clerk of the Board.
15. Public Works will work with PG&E to implement the Master Plan in a timely manner.