



# TOWN OF PORTOLA VALLEY

7:00 PM – Regular Meeting of the Town Council  
 Wednesday, August 23, 2017  
 Historic Schoolhouse  
 765 Portola Road, Portola Valley, CA 94028

## REGULAR MEETING AGENDA

### 7:00 PM - CALL TO ORDER AND ROLL CALL

Councilmember Derwin, Councilmember Aalfs, Councilmember Wengert, Vice Mayor Richards and Mayor Hughes

### ORAL COMMUNICATIONS

Persons wishing to address the Town Council on any subject may do so now. Please note however, that the Council is not able to undertake extended discussion or action tonight on items not on the agenda.

### CONSENT AGENDA

The following items listed on the Consent Agenda are considered routine and approved by one roll call motion. The Mayor or any member of the Town Council or of the public may request that any item listed under the Consent Agenda be removed and action taken separately.

1. **Approval of Minutes** – Town Council Meeting of July 26, 2017 (3)
2. **Approval of Warrant List** – August 23, 2017 (10)

### REGULAR AGENDA

#### STAFF REPORTS AND RECOMMENDATIONS

3. **Recommendation by Planning Director** – Removal of Deed Restriction for 245 Grove Drive (28)
  - (a) Adoption of a Resolution of the Town Council of the Town of Portola Valley Terminating a 2010 Deed Restriction Regarding Accessory Structure at 245 Grove Drive (Resolution No. \_\_)
4. **Staff Presentation** – One Concern Earthquake Software (40)
5. **Oral Report from Town Manager** – Update on Rodenticides (41)
6. **Recommendation by Town Manager** – Neighborhood Watch Signs (42)
7. **COUNCIL LIAISON COMMITTEE AND REGIONAL AGENCIES REPORTS** (60)
 

**Report by Town Council Members** – Brief announcements or reports on items of significance for the entire Town Council arising out of liaison appointments to both in-town and regional committees and initiatives. *There are no written materials and the Town Council does not take action under this agenda item.*
8. **TOWN MANAGER REPORT** (61)

#### WRITTEN COMMUNICATIONS

9. **Town Council Digest** – July 28, 2017 (62)
10. **Town Council Digest** – August 4, 2017 (75)
11. **Town Council Digest** – August 11, 2017 (85)
12. **Town Council Digest** – August 18, 2017 (92)

#### ADJOURNMENT

##### **ASSISTANCE FOR PEOPLE WITH DISABILITIES**

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the Town Clerk at (650) 851-1700. Notification 48 hours prior to the meeting will enable the Town to make reasonable arrangements to ensure accessibility to this meeting.

**AVAILABILITY OF INFORMATION**

Copies of all agenda reports and supporting data are available for viewing and inspection at Town Hall and at the Portola Valley Library located adjacent to Town Hall. In accordance with SB343, Town Council agenda materials, released less than 72 hours prior to the meeting, are available to the public at Town Hall, 765 Portola Road, Portola Valley, CA 94028.

**SUBMITTAL OF AGENDA ITEMS**

The deadline for submittal of agenda items is 12:00 Noon WEDNESDAY of the week prior to the meeting. By law no action can be taken on matters not listed on the printed agenda unless the Town Council determines that emergency action is required. Non-emergency matters brought up by the public under Communications may be referred to the administrative staff for appropriate action.

**PUBLIC HEARINGS**

Public Hearings provide the general public and interested parties an opportunity to provide testimony on these items. If you challenge any proposed action(s) in court, you may be limited to raising only issues you or someone else raised at the Public Hearing(s) described in this agenda, or in written correspondence delivered to the Town Council at, or prior to, the Public Hearing.

**PORTOLA VALLEY TOWN COUNCIL REGULAR MEETING NO. 952, JULY 26, 2017**

**CALL TO ORDER AND ROLL CALL**

Mayor Hughes called the Town Council's Regular meeting to order at 7:00 p.m. and led the Pledge of Allegiance. Ms. Hanlon called the roll.

Present: Councilmembers Mary Ann Moise Derwin, Jeff Aalfs, Ann Wengert; Vice Mayor John Richards, Mayor Craig Hughes

Absent: None

Others: Jeremy Dennis, Town Manager  
Brandi de Garneau, Assistant to the Town Manager  
Leigh Prince, Town Attorney  
Sharon Hanlon, Town Clerk

**ORAL COMMUNICATIONS**

Danna Breen, 4680 Alpine. Ms. Breen voiced her opposition regarding the use of gas leaf blowers in Town and said they should be banned. She said the General Plan, which she considers the constitution of Town, includes a strong emphasis on quiet, similar to the emphasis on darkness. She said leaf blowers cause serious health challenges to residents in Town, not to mention the health of animals and soil. She said the debris (odor, exhaust, dust, mold, pollen, feces) blown trespasses on properties 100 yards away. She asked the Council to research the many towns and cities that have implemented controls or bans of leaf blowers, and the effects of leaf blowers on the environment and soils. She suggested a ban of gas-powered leaf blowers over the next six months and then a restricted use of electric only, Monday through Friday, and that this may also be prohibited if data surfaces to support that these polluted plumes are causing illness.

Nancy Powell, 237 Canyon Drive. Ms. Powell and her husband, Dave Ross, oppose the controlling voles, moles, gophers, etc. with pesticides on Town fields, due to their concern for the wildlife and creatures in Town. She said the Town's primary goal is have nature prevail and the Town creatures should not be poisoned. She said the raptors, coyotes, and other creatures die due to secondary poisoning from eating those poisoned creatures.

Mayor Hughes said there was a recent Council meeting with a presentation by the Conservation Committee on this subject. Town Manager Dennis said a Council Action took place earlier this year, beginning with work at the Conservation Committee late last year. He said in March 2017 the Conservation Committee brought forward a proposal to urge residents to stop using rodenticides, with special attention paid to second-generation rodenticides which are highly toxic and stay longer in the host bodies. He said the Town has begun a pilot program on the Town fields to look at mechanical ways of dealing with rodents. He said there is a pilot program in place on the baseball field studying non-rodenticide use. He said the Conservation Committee process was in conjunction with conversations they had with Parks & Recreation Committee, who supported the pilot program but also had concerns about what would happen to the playing fields. Town Manager Dennis said he hopes to see results in the fall to bring back to the Council to provide information about next steps.

Nancy Powell said there was poison noticed on the field last week. Town Manager Dennis said the pilot program is being conducted on the baseball field only at this time. Ms. Powell said she has a rental property and is required to advise the tenants when she will spray for ants, the possible reactions to the poison, the controls, instructions for contacting poison control, etc.; however, there is no signage on the fields warning of poison.

Jon Silver, 355 Portola Road. Mr. Silver said he was opposed to the leaf blowers and the use of rodenticides. He said both issues should be agendized for further review. He said he only knew there was poison on the fields because he happened upon a Town employee working in the field who told him. Mr. Silver said blue poison pellets were in plain view and easily accessible on the surface of the field. He said it appears the poison being used may be a type that is 20 times the strength needed for gophers. He asked if the letter he submitted, which is in the July 21, 2017, Council Digest, could be moved up in the agenda for discussion.

Caroline Vertongen, 100 Palmer Lane. Ms. Vertongen thanked Mayor Hughes and Town Manager Dennis for attending the public meeting with Assemblymember Berman last week. She said it is her job as a healthcare provider to protect patients and clients. She said the administration has failed to provide quality education, vocational training, or healthcare, and has replaced professionals with foreign, out-of-state, and undocumented immigrants who help cover up the unprofessional, abusive, illegal, and criminal conduct in return for highly paying jobs, knowing that no government employee will be held accountable. She said a recent 60 Minutes episode confirmed problems with H-1B Visa holders. She said long-time professionals in the Bay Area are asked to train less qualified immigrants from India, knowing that once they provide the training they will lose their own jobs. She asked the Council to invest in the best interests of Portola Valley, not political ideology to achieve a political agenda costing taxpayers more to fund wasteful and ineffective government expenses and programs. She said she and her family and their business continue to be subjected to intimidation, which began in 2012.

Nona Chiariello, 163 Brookside Drive. Ms. Chiariello is a member of the Conservation Committee and the Rodenticide Subcommittee. She said the Council has been very responsive in addressing their concerns, which are basically the same concerns expressed this evening. She said their initial goal was for a ban on rodenticides in Portola Valley, but they learned they cannot do that because the State has already acted. The goal is to work in a coordinated way with the Town Council and also with actions happening at the state level. She said Assembly Bill 6287, the California Natural Predator Protection Act, has been reintroduced, which would have a statewide ban on 9 of the 11 chemicals used in rodenticides. She said the Conservation Committee is planning an educational evening to be held in October, in an attempt to bring the community together to better understand the issues from multiple perspectives, and they hope to have an ambassador owl as part of the program. There will be a report from Town Manager Dennis regarding the pilot program, an overview of the problems, and then perhaps something on either nest boxes for owls or an owl program. She thanked the Town Council and Town Staff who have been very helpful to the Conservation Committee.

Caroline Rogers, 165 Cherokee Way. She is opposed to poisons but respects that the Town is trying to maintain a playing field and understands the difficulties in finding a compromise. She said the Town should relook at the narrative that did not allow the Priory to have unnatural grass, yet the dialogue is that natural grass uses a lot of water, fertilizer, and pesticides because it's the only way to make it work. She wanted to remind everybody that playing fields are not open space at all. She said basketball and tennis courts have cement and wood, and this field is a soccer field. She suggested reconsidering allowing the Priory, the Town's generous and wonderful neighbor, to have artificial turf, because there's nothing natural about a lawn. Councilmember Derwin said the San Mateo County Civil Grand Jury just issued a recommendation to the County school districts against installing artificial turf fields, particularly the tire products, because, among a lot of other reasons, they do not think they're healthy for children.

#### **CONSENT AGENDA** [7:26 p.m.]

- (1) Approval of Minutes: Town Council Regular Meeting of June 28, 2017.
- (2) Ratification of Warrant List: July 12, 2017, in the amount of \$484,589.31.
- (3) Approval of Warrant List: July 26, 2017, in the amount of \$96,698.09.
- (4) Recommendation by Cable & Utilities Undergrounding Committee – Proposed Charter Amendment

- (5) Recommendation by Assistant to the Town Manager – Adoption of Resolutions Approving and Authorizing Execution of Amendments to the Farmers’ Market License Agreement and the Limited Use Parking Agreement with Christ Episcopal Church
- (a) Adoption of a Resolution of the Town Council of the Town of Portola Valley Approving and Authorizing Execution of a Fourth Amendment to Farmers’ Market License Agreement (Resolution No. 2736-2017)
  - (b) Adoption of a Resolution of the Town Council of the Town of Portola Valley Approving and Authorizing Execution of a Fourth Amendment to Limited Use Parking Agreement (Resolution No. 2737-2017)
- (6) Recommendation by Town Manager – Salary Scheduled Correction

Councilmember Derwin moved to approve the Consent Agenda. Seconded by Councilmember Wengert; the motion carried 5-0 by roll call vote.

Councilmember Derwin moved to move Agenda Item #15, the July 21, 2017, Council Digest, ahead of the Regular Agenda for discussion. Seconded by Councilmember Wengert; the motion carried 5-0.

(15) Town Council Digest – July 21, 2017

#5 – Letter from Resident Jon Silver re: Concern with Rodenticide Use on Soccer Field at Town Center. Mayor Hughes asked if there were any questions regarding this item from the Council. Hearing none, Mayor Hughes invited public comment.

Jon Silver, 355 Portola Road. Mr. Silver said he sent a message to Town Manager Dennis and the Council earlier this evening. He said it would be difficult to know if there had been any untoward incidents in Town due to the use of pesticides, since most people don’t even know the pesticides are being used. Mr. Silver said while the Town staff has improved the noticing, he suggested also identifying the type and strength of the poison being used, along with a poison control contact.

With no further public comment, Mayor Hughes asked for comments from the Council.

Councilmember Derwin suggested agendizing this issue.

Councilmember Aalfs said it should be agendized and he would also like to hear about the progress of the pilot program on the baseball field, to consider extending that policy throughout the Town fields if it works.

Councilmember Wengert said she is concerned procedurally about acting or discussing this issue right now and if it’s following the process by which future agendas are set. She asked Town Attorney Prince for her opinion.

Town Attorney Prince said there could be a limited discussion on the topic. She said it is appropriate to direct staff and the Mayor to put it on the agenda for a future date without significant discussion.

Vice Mayor Richards agreed it should be agendized.

Mayor Hughes reiterated that the Town has done a lot of work in this area and they are heading toward limiting poisons as quickly as possible. He said they will consider agendizing this issue.

#6 – Email from Resident Karen Vahtra re: Request for Clarification of the Sheriff's Office Vacation Check Request Policy. Councilmember Derwin asked if there had been any follow-up on that. Town Manager Dennis said he has corresponded with Ms. Vahtra, providing her additional information. He reached out to the Sheriff's Office to let them know they had a resident concerned about the program and asked again today regarding additional follow-up, but has not heard back. He said he knows the Sheriff's Office has previously spoken with this resident regarding similar concerns she shared earlier this year. Councilmember Derwin said she has used the service, but it was her understanding the Sheriff's Department did not guarantee daily visits. Town Manager Dennis said that is correct.

## **REGULAR AGENDA**

### **STAFF REPORTS AND RECOMMENDATIONS**

(7) Recommendation by Assistant to Town Manager – Mayoral Support for 100% Clean Energy.

Assistant to the Town Manager de Garmeaux presented the staff report recommending the Town Council authorize the Mayor to sign the "Mayors for 100% Clean Energy" Initiative.

Mayor Hughes invited questions from the Council.

Mayor Hughes said there is another group called Climate Mayors (climatemayors.org). He asked if this was the same. Assistant to the Town Manager de Garmeaux said they signed on with climatemayors.org in support of the Paris Agreement. She said Mayors for 100% Clean Energy is a separate but complimentary initiative. In response to Councilmember Derwin's question, Assistant to the Town Manager de Garmeaux said she does not know why Portola Valley is not listed on climatemayors.org, but they are working on getting all of those things in order.

Councilmember Wengert asked what the difference was between the two groups. Assistant to the Town Manager de Garmeaux said the Mayors for 100% Clean Energy is a specific initiative related to Sierra Club 100% Clean Energy whereas climatemayors.org is related to the Paris Agreement.

With no further questions from the Council, Mayor Hughes invited public comment or questions. Hearing none, Mayor Hughes brought the issue back to the Council for discussion and/or action.

Councilmember Derwin moved to authorize the Mayor to sign the Mayors for 100% Clean Energy initiative. Seconded by Vice Mayor Richards; the motion carried 5-0.

(8) Recommendation by Town Attorney – Response to Grand Jury Report "English is Not Our Only Language: Are (61) Local Law Enforcement Agencies Providing Multilingual Access to Outreach Programs?"

Town Attorney Prince presented the staff report recommending the Town Council review the Grand Jury Report and authorize Mayor Hughes to sign the attached response letter. She said the Grand Jury was recommending that law enforcement agencies modify their websites to include multilingual translation capability by the end of 2017, as detailed in the staff report.

Mayor Hughes called for questions from the Council. Hearing none, he called for comments or questions from the public. Hearing none, Mayor Hughes brought the item back to the Council for discussion or action.

Councilmember Wengert moved to authorize the Mayor to sign the proposed response letter to the Grand Jury Report. Seconded by Councilmember Aalfs; the motion carried 5-0.

- (9) Recommendation by Town Attorney – Response to Grand Jury Report “A Delicate Balance: Privacy vs. Protection.”

Town Attorney Prince presented the staff report recommending the Town Council review the Grand Jury Report: A Delicate Balance: Privacy vs. Protection and authorize the Mayor to sign the attached response letter.

Mayor Hughes called for questions from the Council. Hearing none, he called for comments or questions from the public. Hearing none, Mayor Hughes brought the item back to the Council for discussion or action.

Vice Mayor Richards moved to authorize the Mayor to sign the proposed response letter to the Grand Jury Report. Seconded by Councilmember Aalfs; the motion carried 5-0.

- (10) COUNCIL LIAISON COMMITTEE AND REGIONAL AGENCIES REPORTS

Councilmember Derwin – Attended the June Council of Cities dinner meeting with Councilmember Wengert with speakers from Sustainable San Mateo County, their Indicators Program. The topic was alleviating the housing and transportation crunch in San Mateo County. Councilmember Derwin also attended the Housing on Town-Owned Property Ad-Hoc Committee meeting on July 11. She said the top three properties are the Town Center, Ford Field, and Los Trancos across from Blue Oaks. Town Manager Dennis said it is not necessarily recommended that those three properties are looked at in any particular way, but they were the best of a list of properties that were very difficult to begin with. Councilmember Derwin said the Communications Subcommittee met in May and discussed having an open forum event with workers in Town – Sequoia, School District, Town Staff, Alpine Garages, etc. Town Manager Dennis said he invited Dan Parolek of Opticos Design to look at properties in Portola Valley to see if they could potentially be appropriate for design creativity similar to the Missing Middle program. Town Manager Dennis said Mr. Parolek thought the challenge was fantastic and he liked the idea of working in a community such as Portola Valley in that way. Town Manager Dennis said it was good to know that there are opportunities from a design aspect. He said, as the subcommittee discussed, there is a potential outreach opportunity to simply talk about design and not about location or project. Town Manager Dennis said they expect the subcommittee to come back to the Council in September. Councilmembers Derwin and Wengert, Planning Director Pedro, and Town Manager Dennis attended the San Mateo County’s Home for All meeting on July 14. She said they will interview eight applicants and will choose two to three. She said Portola Valley will apply. She attended a C/CAG meeting on July 13 where they discussed funding several programs, AB1613 regarding sales tax for transportation purposes, Regional Measure 3 regarding a bridge toll increase, and SB797 CalTrain tax. There were presentations by the Silicon Valley Competitive and Innovation Project and the San Mateo County Sea Level Rise Vulnerability Assessment. She visited the Big Lift Inspiring Summers Program at a school in San Bruno. She attended the July 26 HEART Board meeting and got the two-thirds vote to accept the \$5 million loan from the County to be used for educational institutions for the purpose of affordable housing, with the first candidate being the Pacifica School District.

Councilmember Aalfs – He missed the July Trails & Paths Committee meeting but it was reported to him that MROSD wants to connect the Hawthorns to Windy Hill. He attended the Planning Commission meeting and the July 19 meeting was canceled. He also attended a Peninsula Clean Energy meeting. He said they are looking for a Finance Director. He said the projected revenue over the next five years is in the \$220 to \$230 million range, with net cash flow of roughly \$50 to \$55 million a year, of which \$30 to \$35 million goes to the operating reserve. He said opt out rates are approximately 1.6 percent.

Councilmember Wengert – Attended the July 12 Town Center Master Plan Committee where they discussed opening the creek. She attended a San Francisco Airport Roundtable meeting on July 13 with the Work Program subcommittee. She said they drafted the report that will go to the full Roundtable next week. She said the FAA released a report yesterday responding to the Select Committee Roundtable recommendations. She said the good news is they are continuing to evaluate keeping the Woodside VOR altitude at a minimum of 8,000 feet during nighttime operations. That recommendation, along with others,

was within a group classified as “in process or under evaluation. There is another group classified as “not feasible.”

Vice Mayor Richards – Attended the July 25 Conservation Committee meeting. He said they feel the ASCC is paying more attention to their recommendations. They discussed Town-owned properties and open space to review them for the various plant communities. They discussed poison bait and the ambassador owl. There was concern that the native plants around the Town Center buildings didn’t look very well. They agreed they should put their meeting minutes online.

Mayor Hughes – Attended the July 12 Special Bicycle, Pedestrian and Traffic Safety Committee meeting, where they discussed Bicycle Peleton behavior when coming through Town. He said they are discussing a Thursday evening in October to allow people to attend who cannot attend the morning meetings. Public Works Director Young presented a C/CAG grant application possibility for a broad pedestrian circulation study in Town. Mayor Hughes and Town Manager Dennis participated in a phone conversation with the President, Provost, and a Professor from Palo Alto University regarding the above-average rate of young men committing suicide in our community in the last few years. Mayor Hughes reported on the well-attended and successful coffee meet and greet with Assemblyman Berman, where they discussed single-payer healthcare, housing, transportation, cap and trade, etc.

(11) Town Manager Report – Town Manager Dennis reported on the success of the meet and greet with Assemblyman Berman. He said the ALPR installation process is now with PG&E, with the expectation of it being operational by the end of this summer. He reported that the road work on Portola Road continues, with the slurry seal completed in one day. He said the striping started today and the widening work will continue for the next three weeks. The Farmers Market will be shifted to the end of the parking lot to accommodate the road work. Staff has met regarding Accela outreach tool and OpenGov, the budgeting/fiscal software. The Finance Committee will meet in September to discuss a new budget book process, LAIF investment, and conversation regarding pension liabilities into the future. The Sheriff’s office is considering offering residents a registration service for home security cameras.

**WRITTEN COMMUNICATIONS** [8:30 p.m.]

(12) Town Council Digest – June 30, 2017

None

(13) Town Council Digest – July 7, 2017

None

(14) Town Council Digest – July 14, 2017

None

(15) Town Council Digest – Item moved up in the Agenda between Items #6 and #7.

Mayor Hughes, with concurrence from the Council, thanked Town Attorney Prince to her many years of exceptional service to the Town Council, Town Staff and the Community.

**ADJOURN TO CLOSED SESSION** [8:32 p.m.]

(16) Public Employment – Government Code § 54957(b)(1), Town Attorney

**ADJOURNMENT** [9:10 p.m.]

Mayor Hughes adjourned the meeting.

---

Mayor

---

Town Clerk

**INVOICE APPROVAL LIST REPORT - DETAIL WITH GL DIST**

08/23/2017

Date: 08/17/2017

Time: 8:54 am

Page: 1

TOWN OF PORTOLA VALLEY

Vendor Name	Invoice Description1	Ref No.	Discount Date	
Vendor Name Line 2	Invoice Description2	PO No.	Pay Date	
Vendor Address	Vendor Number		Due Date	Taxes Withheld
City	Bank	Check No.	Check Date	Discount Amount
State/Province Zip/Postal	Invoice Number			Check Amount

ALLIANT INSURANCE SERVICES	Special Event Ins/Aug Concert	18856	08/23/2017	
			08/23/2017	
SPECIAL EVENTS	475		08/23/2017	0.00
NEWPORT BEACH	BOA	51830	08/23/2017	0.00
CA 92658				369.00

GL Number	Description	Invoice Amount	Amount Relieved
05-52-4150	Cultural Arts Committee	369.00	0.00

Check No.	51830	Total:	369.00
Total for	ALLIANT INSURANCE SERVICES		369.00

ALLIED LANDSCAPE	On-Call ROW Landscape Maint	18912	08/23/2017	
			08/23/2017	
5542 MONTEREY ROAD SUITE 277	0695		08/23/2017	0.00
SAN JOSE	BOA	51831	08/23/2017	0.00
CA 95138	17694			10,620.00

GL Number	Description	Invoice Amount	Amount Relieved
20-60-4264	ROW Tree Trimming & Mowing	10,620.00	0.00

Check No.	51831	Total:	10,620.00
Total for	ALLIED LANDSCAPE		10,620.00

ALMANAC	Balance Due, Winter Class Ad	18929	08/23/2017	
			08/23/2017	
450 CAMBRIDGE AVE	0048		08/23/2017	0.00
PALO ALTO	BOA	51832	08/23/2017	0.00
CA 94306				215.28

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4320	Advertising	215.28	0.00

Check No.	51832	Total:	215.28
Total for	ALMANAC		215.28

ANIMAL DAMAGE MGMT INC	July Pest Control	18913	08/23/2017	
			08/23/2017	
16170 VINEYARD BLVD. #150	804		08/23/2017	0.00
MORGAN HILL	BOA	51833	08/23/2017	0.00
CA 95037	100453			295.00

GL Number	Description	Invoice Amount	Amount Relieved
05-58-4240	Parks & Fields Maintenance	172.50	0.00
05-66-4342	Landscape Supplies & Services	122.50	0.00

Check No.	51833	Total:	295.00
Total for	ANIMAL DAMAGE MGMT INC		295.00

**INVOICE APPROVAL LIST REPORT - DETAIL WITH GL DIST**

08/23/2017

Date: 08/17/2017

Time: 8:54 am

Page: 2

TOWN OF PORTOLA VALLEY

Vendor Name	Invoice Description1	Ref No.	Discount Date	
Vendor Name Line 2	Invoice Description2	PO No.	Pay Date	
Vendor Address	Vendor Number		Due Date	Taxes Withheld
City	Bank	Check No.	Check Date	Discount Amount
State/Province Zip/Postal	Invoice Number			Check Amount

ASSOCIATION OF BAY AREA GOV'TS (ABAG)	Annual Dues, FY17/18	18855	08/23/2017	
P.O. BOX 2050	0592		08/23/2017	0.00
OAKLAND	BOA	51834	08/23/2017	0.00
CA 94604				1,689.00

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4322	Dues	1,689.00	0.00

Check No.	51834	Total:	1,689.00
Total for	ASSOCIATION OF BAY AREA GOV		1,689.00

AT&T (2)	July M/W	18858	08/23/2017	
P.O. BOX 5025	877		08/23/2017	0.00
CAROL STREAM	BOA	51836	08/23/2017	0.00
IL 60197-5025				66.89

GL Number	Description	Invoice Amount	Amount Relieved
05-52-4152	Emerq Preparedness Committee	66.89	0.00

Check No.	51836	Total:	66.89
Total for	AT&T (2)		66.89

AT&T	July Statements	18859	08/23/2017	
P.O. BOX 9011	441		08/23/2017	0.00
CAROL STREAM	BOA	51835	08/23/2017	0.00
IL 60197-9011				285.77

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4318	Telephones	285.77	0.00

Check No.	51835	Total:	285.77
Total for	AT&T		285.77

BANK OF AMERICA	TV for EOC Room	18907	08/23/2017	
Bank Card Center		00006474	08/23/2017	
P.O. BOX 53155	0022		08/23/2017	0.00
PHOENIX	BOA	51837	08/23/2017	0.00
AZ 85072-3155				2,181.99

GL Number	Description	Invoice Amount	Amount Relieved
05-70-4486	CIP16/17 Equipment	2,181.99	3,500.00

BANK OF AMERICA	Aug Summer Concert	18908	08/23/2017	
Bank Card Center		00006479	08/23/2017	
P.O. BOX 53155	0022		08/23/2017	0.00
PHOENIX	BOA	51837	08/23/2017	0.00
AZ 85072-3155				882.43

GL Number	Description	Invoice Amount	Amount Relieved
05-52-4150	Cultural Arts Committee	882.43	882.43

**INVOICE APPROVAL LIST REPORT - DETAIL WITH GL DIST**

08/23/2017

Date: 08/17/2017

Time: 8:54 am

Page: 3

TOWN OF PORTOLA VALLEY

Vendor Name	Invoice Description1	Ref No.	Discount Date	
Vendor Name Line 2	Invoice Description2	PO No.	Pay Date	
Vendor Address	Vendor Number		Due Date	Taxes Withheld
City	Bank	Check No.	Check Date	Discount Amount
State/Province Zip/Postal	Invoice Number			Check Amount
BANK OF AMERICA	July Statement	18909	08/23/2017	
Bank Card Center			08/23/2017	
P.O. BOX 53155	0022		08/23/2017	0.00
PHOENIX	BOA	51837	08/23/2017	0.00
AZ 85072-3155				2,439.03

GL Number	Description	Invoice Amount	Amount Relieved
05-58-4240	Parks & Fields Maintenance	394.83	0.00
05-60-4267	Tools & Equipment	815.61	0.00
05-64-4311	Internet Service & Web Hosting	173.99	0.00
05-64-4326	Education & Training	236.16	0.00
05-64-4336	Miscellaneous	363.04	0.00
05-64-4337	Bank Fees	25.00	0.00
05-66-4340	Building Maint Equip & Supp	185.96	0.00
25-66-4346	Mechanical Sys Maint & Repair	244.44	0.00

Check No.	51837	Total:	5,503.45
Total for	BANK OF AMERICA		5,503.45

BAY AREA GEOTECH GROUP	Testing & Inspections, May	18914	08/23/2017	
138 CHARCOT AVENUE	618		08/23/2017	0.00
SAN JOSE	BOA	51838	08/23/2017	0.00
CA 95131	43471			5,380.00

GL Number	Description	Invoice Amount	Amount Relieved
05-68-4544	CIP16/17 Street Resurface	5,380.00	0.00

BAY AREA GEOTECH GROUP	Testing & Inspections, June	18915	08/23/2017	
138 CHARCOT AVENUE	618		08/23/2017	0.00
SAN JOSE	BOA	51838	08/23/2017	0.00
CA 95131	44162			4,385.00

GL Number	Description	Invoice Amount	Amount Relieved
05-68-4544	CIP16/17 Street Resurface	4,385.00	0.00

BAY AREA GEOTECH GROUP	Field Density Testing	18930	08/23/2017	
138 CHARCOT AVENUE	618		08/23/2017	0.00
SAN JOSE	BOA	51838	08/23/2017	0.00
CA 95131	42530			450.00

GL Number	Description	Invoice Amount	Amount Relieved
05-68-4544	CIP16/17 Street Resurface	450.00	0.00

Check No.	51838	Total:	10,215.00
Total for	BAY AREA GEOTECH GROUP		10,215.00

LINDSAY BOWEN	Refund Dep, 7/16/17 Event	18860	08/23/2017	
195 PORTOLA ROAD	1610		08/23/2017	0.00
PORTOLA VALLEY	BOA	51839	08/23/2017	0.00
CA 94028				100.00

GL Number	Description	Invoice Amount	Amount Relieved
05-00-2562	Field Deposits	100.00	0.00

Check No.	51839	Total:	100.00
-----------	-------	--------	--------

**INVOICE APPROVAL LIST REPORT - DETAIL WITH GL DIST**

08/23/2017

Date: 08/17/2017

Time: 8:54 am

Page: 4

TOWN OF PORTOLA VALLEY

Vendor Name	Invoice Description1	Ref No.	Discount Date	
Vendor Name Line 2	Invoice Description2	PO No.	Pay Date	
Vendor Address	Vendor Number		Due Date	Taxes Withheld
City	Bank	Check No.	Check Date	Discount Amount
State/Province	Zip/Postal	Invoice Number		Check Amount

Total for	LINDSAY BOWEN	100.00
-----------	---------------	--------

BSN SPORTS	TC Softball Field, Temp Fence	18916	08/23/2017	
	Poles		08/23/2017	
P.O. BOX 7726	0999		08/23/2017	0.00
DALLAS	BOA	51840	08/23/2017	0.00
TX 75209	900234246			231.08

GL Number	Description	Invoice Amount	Amount Relieved
05-58-4240	Parks & Fields Maintenance	231.08	0.00

Check No.	51840	Total:	231.08
Total for	BSN SPORTS		231.08

CALIFORNIA WATER SERVICE CO	June Statement-6/10/17-7/11/17	18911	08/23/2017	
			08/23/2017	
3525 ALAMEDA DE LAS PULGAS	0011		08/23/2017	0.00
MENLO PARK	BOA	51841	08/23/2017	0.00
CA 94025844				28,334.44

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4330	Utilities	28,334.44	0.00

Check No.	51841	Total:	28,334.44
Total for	CALIFORNIA WATER SERVICE CC		28,334.44

PETER CALLANDER	Refund Dep, 3330 Alpine	18862	08/23/2017	
			08/23/2017	
3327 WAIKOMO RD	1611		08/23/2017	0.00
KOLOA	BOA	51842	08/23/2017	0.00
HI 96756				437.46

GL Number	Description	Invoice Amount	Amount Relieved
96-54-4207	Deposit Refunds, Other Charges	437.46	0.00

Check No.	51842	Total:	437.46
Total for	PETER CALLANDER		437.46

CALPERS	July Retirement	18861	08/23/2017	
FISCAL SERVICES DIVISION			08/23/2017	
ATTN: RETIREMENT PROG ACCTG	0107		08/23/2017	0.00
SACRAMENTO	BOA	51843	08/23/2017	0.00
CA 94229-2703				19,551.50

GL Number	Description	Invoice Amount	Amount Relieved
05-00-2522	PERS Payroll	1,647.12	0.00
05-00-2556	Arrears Svc Cr	107.38	0.00
05-50-4080	Retirement - PERS	17,797.00	0.00

CALPERS	Unfunded Liability July 2017	18882	08/23/2017	
FISCAL SERVICES DIVISION			08/23/2017	
ATTN: RETIREMENT PROG ACCTG	0107		08/23/2017	0.00
SACRAMENTO	BOA	51843	08/23/2017	0.00
CA 94229-2703				1,580.99

GL Number	Description	Invoice Amount	Amount Relieved
-----------	-------------	----------------	-----------------

**INVOICE APPROVAL LIST REPORT - DETAIL WITH GL DIST**

08/23/2017

Date: 08/17/2017

Time: 8:54 am

Page: 5

TOWN OF PORTOLA VALLEY

Vendor Name	Invoice Description1	Ref No.	Discount Date	
Vendor Name Line 2	Invoice Description2	PO No.	Pay Date	
Vendor Address	Vendor Number		Due Date	Taxes Withheld
City	Bank	Check No.	Check Date	Discount Amount
State/Province Zip/Postal	Invoice Number			Check Amount

05-50-4080	Retirement - PERS	1,580.99	0.00	
CALPERS	Unfunded Liability August 2017	18884	08/23/2017	
FISCAL SERVICES DIVISION			08/23/2017	
ATTN: RETIREMENT PROG ACCTG	0107		08/23/2017	0.00
SACRAMENTO	BOA	51843	08/23/2017	0.00
CA 94229-2703				1,577.88

GL Number	Description	Invoice Amount	Amount Relieved	
05-50-4080	Retirement - PERS	1,577.88	0.00	

Check No.	51843	Total:	22,710.37
Total for	CALPERS		22,710.37

CARANO, BANDEL	Refund C&D Dep, 1260 Westridge	18863	08/23/2017	
			08/23/2017	
525 UNIVERSITY AVENUE,	0686		08/23/2017	0.00
PALO ALTO	BOA	51844	08/23/2017	0.00
CA 94301				5,000.00

GL Number	Description	Invoice Amount	Amount Relieved	
96-54-4205	C&D Deposit	5,000.00	0.00	

Check No.	51844	Total:	5,000.00
Total for	CARANO, BANDEL		5,000.00

AMY CHRISTEN	Refund Dep, 40 Quail	18864	08/23/2017	
			08/23/2017	
40 QUAIL	1612		08/23/2017	0.00
PORTOLA VALLEY	BOA	51845	08/23/2017	0.00
CA 94028				20.56

GL Number	Description	Invoice Amount	Amount Relieved	
96-54-4207	Deposit Refunds, Other Charges	20.56	0.00	

Check No.	51845	Total:	20.56
Total for	AMY CHRISTEN		20.56

CITY OF REDWOOD CITY (IT)	FY 16-17 Overage IT Hours	18928	08/23/2017	
			08/23/2017	
P.O. BOX 3629	586		08/23/2017	0.00
REDWOOD CITY	BOA	51846	08/23/2017	0.00
CA 94064	BR45408			1,248.00

GL Number	Description	Invoice Amount	Amount Relieved	
05-54-4216	IT & Website Consultants	1,248.00	0.00	

Check No.	51846	Total:	1,248.00
Total for	CITY OF REDWOOD CITY (IT)		1,248.00

CITY OF SAN CARLOS	Dinner/Mtg. Derwin	18866	08/23/2017	
			08/23/2017	
600 ELM STREET	1327		08/23/2017	0.00
SAN CARLOS	BOA	51847	08/23/2017	0.00
CA 94070				50.00

**INVOICE APPROVAL LIST REPORT - DETAIL WITH GL DIST**

08/23/2017

Date: 08/17/2017

Time: 8:54 am

Page: 6

TOWN OF PORTOLA VALLEY

Vendor Name	Invoice Description1	Ref No.	Discount Date	
Vendor Name Line 2	Invoice Description2	PO No.	Pay Date	
Vendor Address	Vendor Number		Due Date	Taxes Withheld
City	Bank	Check No.	Check Date	Discount Amount
State/Province Zip/Postal	Invoice Number			Check Amount

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4327	Educ/Train: Council & Commissn	50.00	0.00

Check No.	51847	Total:	50.00
<u>Total for</u>	CITY OF SAN CARLOS		50.00

CLEANSTREET	July Litter/Street Clean	18917	08/23/2017	
			08/23/2017	
1937 W. 169TH STREET	0034		08/23/2017	0.00
GARDENA	BOA	51848	08/23/2017	0.00
CA 90247-5254	87288			1,652.56

GL Number	Description	Invoice Amount	Amount Relieved
05-66-4342	Landscape Supplies & Services	74.00	0.00
20-60-4266	Litter Clean Up Program	680.62	0.00
20-60-4266	Litter Clean Up Program	897.94	0.00

Check No.	51848	Total:	1,652.56
<u>Total for</u>	CLEANSTREET		1,652.56

COMCAST	WiFi, 7/21/17 - 8/20/17	18867	08/23/2017	
			08/23/2017	
P.O. BOX 34744	0045		08/23/2017	0.00
SEATTLE	BOA	51849	08/23/2017	0.00
WA 98124-1227				45.71

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4318	Telephones	45.71	0.00

Check No.	51849	Total:	45.71
<u>Total for</u>	COMCAST		45.71

CSG CONSULTANTS INC	Bldg Insp Svcs., 12/26/15 - 01/29/16	18921	08/23/2017	
			08/23/2017	
550 PILGRIM DRIVE	622		08/23/2017	0.00
FOSTER CITY	BOA	51850	08/23/2017	0.00
CA 94404	6083R			3,800.00

GL Number	Description	Invoice Amount	Amount Relieved
05-50-4062	Temp Bldg Inspection	3,800.00	0.00

Check No.	51850	Total:	3,800.00
<u>Total for</u>	CSG CONSULTANTS INC		3,800.00

LLOYD DAY	Refund Dep, 178 Pinon	18868	08/23/2017	
			08/23/2017	
178 PINON DR	1613		08/23/2017	0.00
PORTOLA VALLEY	BOA	51851	08/23/2017	0.00
CA 94028				12.44

GL Number	Description	Invoice Amount	Amount Relieved
96-54-4207	Deposit Refunds, Other Charges	12.44	0.00

Check No.	51851	Total:	12.44
-----------	-------	--------	-------

INVOICE APPROVAL LIST REPORT - DETAIL WITH GL DIST

08/23/2017

Date: 08/17/2017

Time: 8:54 am

Page: 7

TOWN OF PORTOLA VALLEY

Vendor Name	Invoice Description1	Ref No.	Discount Date	
Vendor Name Line 2	Invoice Description2	PO No.	Pay Date	
Vendor Address	Vendor Number		Due Date	Taxes Withheld
City	Bank	Check No.	Check Date	Discount Amount
State/Province	Zip/Postal	Invoice Number		Check Amount

Total for LLOYD DAY 12.44

DURAFOAM	Ref C&D Dep 3 Franciscan Ridge	18869	08/23/2017	
			08/23/2017	
1185 O'BRIEN	1614		08/23/2017	0.00
MENLO PARK	BOA	51852	08/23/2017	0.00
CA 94025				1,000.00

GL Number	Description	Invoice Amount	Amount Relieved
96-54-4205	C&D Deposit	1,000.00	0.00

Check No. 51852 Total: 1,000.00

Total for DURAFOAM 1,000.00

E M ROOFING	C&D Dep Refund, 427 Minoca Rd	18870	08/23/2017	
			08/23/2017	
843 7TH AVENUE	0471		08/23/2017	0.00
REDWOOD CITY	BOA	51853	08/23/2017	0.00
CA 94063				1,000.00

GL Number	Description	Invoice Amount	Amount Relieved
96-54-4205	C&D Deposit	1,000.00	0.00

Check No. 51853 Total: 1,000.00

Total for E M ROOFING 1,000.00

ECONO TREE SERVICE	Emergency Tree Removal	18918	08/23/2017	
			08/23/2017	
1914 SPRING STREET	1252		08/23/2017	0.00
REDWOOD CITY	BOA	51854	08/23/2017	0.00
CA 94063	339630			3,650.00

GL Number	Description	Invoice Amount	Amount Relieved
20-60-4271	Storm Damage / Emerg Repairs	3,650.00	0.00

ECONO TREE SERVICE	Emergency Tree Removal -	18919	08/23/2017	
	1077 Portola Rd.		08/23/2017	
1914 SPRING STREET	1252		08/23/2017	0.00
REDWOOD CITY	BOA	51854	08/23/2017	0.00
CA 94063	339637			9,000.00

GL Number	Description	Invoice Amount	Amount Relieved
20-60-4271	Storm Damage / Emerg Repairs	9,000.00	0.00

Check No. 51854 Total: 12,650.00

Total for ECONO TREE SERVICE 12,650.00

FEDEX	July Shipping Charges	18871	08/23/2017	
			08/23/2017	
P.O. BOX 7221	0066		08/23/2017	0.00
PASADENA	BOA	51855	08/23/2017	0.00
CA 91109-7321				31.24

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4308	Office Supplies	31.24	0.00

**INVOICE APPROVAL LIST REPORT - DETAIL WITH GL DIST**

08/23/2017

Date: 08/17/2017

Time: 8:54 am

Page: 8

TOWN OF PORTOLA VALLEY

Vendor Name	Invoice Description1	Ref No.	Discount Date	
Vendor Name Line 2	Invoice Description2	PO No.	Pay Date	
Vendor Address	Vendor Number		Due Date	Taxes Withheld
City	Bank	Check No.	Check Date	Discount Amount
State/Province Zip/Postal	Invoice Number			Check Amount

Check No.	51855	Total:	31.24
<u>Total for</u>	FEDEX		31.24

REBECCA FLYNN	Refund Dep, 45 Cheyenne Pt	18872	08/23/2017	
			08/23/2017	
45 CHEYENNE PT.	1209		08/23/2017	0.00
PORTOLA VALLEY	BOA	51856	08/23/2017	0.00
CA 94028				230.00

GL Number	Description	Invoice Amount	Amount Relieved
96-54-4207	Deposit Refunds, Other Charges	230.00	0.00

Check No.	51856	Total:	230.00
<u>Total for</u>	REBECCA FLYNN		230.00

GOLDEN ROOFING	Refund C&D Dep 302/390 Escobar	18873	08/23/2017	
			08/23/2017	
828 WILLOW STREET	0239		08/23/2017	0.00
REDWOOD CITY	BOA	51857	08/23/2017	0.00
CA 94063				3,000.00

GL Number	Description	Invoice Amount	Amount Relieved
96-54-4205	C&D Deposit	3,000.00	0.00

Check No.	51857	Total:	3,000.00
<u>Total for</u>	GOLDEN ROOFING		3,000.00

HAYWARD LUMBER CO	Service Charge, #62817-99	18922	08/23/2017	
			08/23/2017	
429 FRONT STREET	1237		08/23/2017	0.00
SALINAS	BOA	51858	08/23/2017	0.00
CA 93901-3609	62817-99			11.46

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4336	Miscellaneous	11.46	0.00

Check No.	51858	Total:	11.46
<u>Total for</u>	HAYWARD LUMBER CO		11.46

HINDERLITER, DE LLAMAS & ASSOC	Sales Tax Audit, 3rd Qtr	18874	08/23/2017	
			08/23/2017	
1340 VALLEY VISTA DRIVE	1128		08/23/2017	0.00
DIAMOND BAR	BOA	51859	08/23/2017	0.00
CA 91765				780.91

GL Number	Description	Invoice Amount	Amount Relieved
05-54-4214	Miscellaneous Consultants	780.91	0.00

Check No.	51859	Total:	780.91
<u>Total for</u>	HINDERLITER, DE LLAMAS & ASSOC		780.91

INVOICE APPROVAL LIST REPORT - DETAIL WITH GL DIST

08/23/2017

Date: 08/17/2017

Time: 8:54 am

Page: 9

TOWN OF PORTOLA VALLEY

Vendor Name	Invoice Description1	Ref No.	Discount Date	
Vendor Name Line 2	Invoice Description2	PO No.	Pay Date	
Vendor Address	Vendor Number		Due Date	Taxes Withheld
City	Bank	Check No.	Check Date	Discount Amount
State/Province Zip/Postal	Invoice Number			Check Amount

ICMA	June Def Comp, FY16-17	18875	08/23/2017	
VANTAGE POINT TFER AGTS-304617			08/23/2017	
C/O M&T BANK	0084		08/23/2017	0.00
BALTIMORE	BOA	51860	08/23/2017	0.00
MD 21264-4553				5,164.18

GL Number	Description	Invoice Amount	Amount Relieved
05-00-2557	Defer Comp	5,164.18	0.00

ICMA	July Def Comp	18876	08/23/2017	
VANTAGE POINT TFER AGTS-304617			08/23/2017	
C/O M&T BANK	0084		08/23/2017	0.00
BALTIMORE	BOA	51860	08/23/2017	0.00
MD 21264-4553				5,285.12

GL Number	Description	Invoice Amount	Amount Relieved
05-00-2557	Defer Comp	5,285.12	0.00

Check No.	51860	Total:	10,449.30
Total for	ICMA		10,449.30

J.W. ENTERPRISES	Portable Lavs, 8/3 - 8/30/17	18877	08/23/2017	
1689 MORSE AVE	829		08/23/2017	0.00
VENTURA	BOA	51861	08/23/2017	0.00
CA 93003				242.40

GL Number	Description	Invoice Amount	Amount Relieved
05-58-4244	Portable Lavatories	242.40	0.00

Check No.	51861	Total:	242.40
Total for	J.W. ENTERPRISES		242.40

JORGENSON SIEGEL MCCLURE & FLEGEL	July Statement	18898	08/23/2017	
1100 ALMA STREET	0089		08/23/2017	0.00
MENLO PARK	BOA	51862	08/23/2017	0.00
CA 94025				5,838.75

GL Number	Description	Invoice Amount	Amount Relieved
05-54-4182	Town Attorney	5,838.75	0.00

Check No.	51862	Total:	5,838.75
Total for	JORGENSON SIEGEL MCCLURE &		5,838.75

LUCILLE KALMAN	Instructor Fees, Summer 2017	18878	08/23/2017	
245 OLD SPANISH TRAIL	1082		08/23/2017	0.00
PORTOLA VALLEY	BOA	51828	08/23/2017	0.00
CA 94028				2,424.00

GL Number	Description	Invoice Amount	Amount Relieved
05-58-4246	Instructors & Class Refunds	2,424.00	0.00

Check No.	51828	Total:	2,424.00 H
Total for	LUCILLE KALMAN		2,424.00

**INVOICE APPROVAL LIST REPORT - DETAIL WITH GL DIST**

08/23/2017

Date: 08/17/2017

Time: 8:54 am

Page: 10

TOWN OF PORTOLA VALLEY

Vendor Name	Invoice Description1	Ref No.	Discount Date	
Vendor Name Line 2	Invoice Description2	PO No.	Pay Date	
Vendor Address	Vendor Number		Due Date	Taxes Withheld
City	Bank	Check No.	Check Date	Discount Amount
State/Province Zip/Postal	Invoice Number			Check Amount

STEPHEN KIRBY	Sound Engineer, 8/17/17 Concert	18888	08/23/2017	
		00006481	08/23/2017	
4811 TONINO DRIVE	0541		08/23/2017	0.00
SAN JOSE	BOA	51863	08/23/2017	0.00
CA 95136				1,100.00

GL Number	Description	Invoice Amount	Amount Relieved
05-52-4150	Cultural Arts Committee	1,100.00	1,100.00

Check No.	51863	Total:	1,100.00
Total for	STEPHEN KIRBY		1,100.00

LYNX TECHNOLOGIES, INC	GIS Hosting Fee, July 2017	18880	08/23/2017	
			08/23/2017	
1350 41ST AVENUE	0294		08/23/2017	0.00
CAPITOLA	BOA	51864	08/23/2017	0.00
CA 95010				250.00

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4311	Internet Service & Web Hosting	250.00	0.00

Check No.	51864	Total:	250.00
Total for	LYNX TECHNOLOGIES, INC		250.00

SAMATHA & CHRISTOPHE MALLARD	Refund Fees/Dep, 207 Westridge (Permit Cancelled)	18899	08/23/2017	
			08/23/2017	
23 BISHOP LANE	1616		08/23/2017	0.00
MENLO PARK	BOA	51865	08/23/2017	0.00
CA 94026				16,714.67

GL Number	Description	Invoice Amount	Amount Relieved
05-14-3060	Building Permits	6,404.84	0.00
05-14-3063	Inspection Fee	6,140.00	0.00
05-14-3072	Construction & Demolition Fee	296.00	0.00
05-14-3073	BSA Fee	97.00	0.00
05-14-3074	SMIP Fee	228.53	0.00
05-20-3136	Geology Fees	208.00	0.00
05-20-3139	Town Planning Fees	232.00	0.00
96-54-4207	Deposit Refunds, Other Charges	3,108.30	0.00

Check No.	51865	Total:	16,714.67
Total for	SAMATHA & CHRISTOPHE MALLA		16,714.67

MIG-TRA	Environmental Consult Svcs., June 2017	18923	08/23/2017	
			08/23/2017	
800 HEARST AVE	1417		08/23/2017	0.00
BERKELEY	BOA	51866	08/23/2017	0.00
CA 94710	0049579			4,272.82

GL Number	Description	Invoice Amount	Amount Relieved
15-68-4414	CIP Spring Down OpSpa Imp	4,272.82	0.00

Check No.	51866	Total:	4,272.82
-----------	-------	--------	----------

**INVOICE APPROVAL LIST REPORT - DETAIL WITH GL DIST**

08/23/2017

Date: 08/17/2017

Time: 8:54 am

Page: 11

TOWN OF PORTOLA VALLEY

Vendor Name	Invoice Description1	Ref No.	Discount Date	
Vendor Name Line 2	Invoice Description2	PO No.	Pay Date	
Vendor Address	Vendor Number		Due Date	Taxes Withheld
City	Bank	Check No.	Check Date	Discount Amount
State/Province	Zip/Postal	Invoice Number		Check Amount

Total for MIG-TRA 4,272.82

MUNICIPAL CODE CORPORATION	Admin Sup Fee 6/1/17-5/31/18	18881	08/23/2017	
			08/23/2017	
P.O. BOX 2235	788		08/23/2017	0.00
TALLAHASSEE	BOA	51867	08/23/2017	0.00
FL 32316				250.00

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4311	Internet Service & Web Hosting	250.00	0.00

Check No. 51867 Total: 250.00

Total for MUNICIPAL CODE CORPORATION 250.00

O. NELSON & SON, INC.	Storm Debris Clearing, Alpine	18920	08/23/2017	
			08/23/2017	
3345 TRIPP ROAD	634		08/23/2017	0.00
WOODSIDE	BOA	51868	08/23/2017	0.00
CA 94062	196			24,500.00

GL Number	Description	Invoice Amount	Amount Relieved
20-60-4271	Storm Damage / Emerg Repairs	24,500.00	0.00

Check No. 51868 Total: 24,500.00

Total for O. NELSON & SON, INC. 24,500.00

OLBERDING ENVIRONMENTAL, INC	Mitigation Site Monitoring, June 2017	18931	08/23/2017	
			08/23/2017	
193 BLUE RAVINE ROAD	2025		08/23/2017	0.00
FOLSOM	BOA	51869	08/23/2017	0.00
CA 94630	2017133			3,266.58

GL Number	Description	Invoice Amount	Amount Relieved
05-60-4272	C-1 Bio Maintenance	3,266.58	0.00

Check No. 51869 Total: 3,266.58

Total for OLBERDING ENVIRONMENTAL, IN 3,266.58

PEELLE TECHNOLOGIES, INC	Document Scanning/Indexing FY16-17	18900	08/23/2017	
			08/23/2017	
197 EAST HAMILTON AVE	961		08/23/2017	0.00
CAMPBELL	BOA	51870	08/23/2017	0.00
CA 95008				1,002.27

GL Number	Description	Invoice Amount	Amount Relieved
05-54-4208	GIS Mapping	1,002.27	0.00

Check No. 51870 Total: 1,002.27

Total for PEELLE TECHNOLOGIES, INC 1,002.27

**INVOICE APPROVAL LIST REPORT - DETAIL WITH GL DIST**

08/23/2017

Date: 08/17/2017

Time: 8:54 am

Page: 12

TOWN OF PORTOLA VALLEY

Vendor Name	Invoice Description1	Ref No.	Discount Date	
Vendor Name Line 2	Invoice Description2	PO No.	Pay Date	
Vendor Address	Vendor Number		Due Date	Taxes Withheld
City	Bank	Check No.	Check Date	Discount Amount
State/Province Zip/Postal	Invoice Number			Check Amount
PERS HEALTH	August Pers Health	18883	08/23/2017	
			08/23/2017	
VIA EFT	0108		08/23/2017	0.00
	BOA	51871	08/23/2017	0.00
				13,913.32

GL Number	Description	Invoice Amount	Amount Relieved
05-50-4086	Health Insurance Medical	13,913.32	0.00

Check No.	51871	Total:	13,913.32
Total for	PERS HEALTH		13,913.32

PG&E	June Statements FY16-17	18901	08/23/2017	
			08/23/2017	
77 BEALE STREET	1464		08/23/2017	0.00
SAN FRANCISCO	BOA	51872	08/23/2017	0.00
CA 94105				363.07

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4330	Utilities	363.07	0.00

Check No.	51872	Total:	363.07
Total for	PG&E		363.07

PINNACLE BUILDING & DESIGN	Refund C&D Dep, 501 Portola Rd #18F	18902	08/23/2017	
			08/23/2017	
5157 ABBEY DRIVE	1617		08/23/2017	0.00
FAIRFIELD	BOA	51873	08/23/2017	0.00
CA 94534				1,000.00

GL Number	Description	Invoice Amount	Amount Relieved
96-54-4205	C&D Deposit	1,000.00	0.00

Check No.	51873	Total:	1,000.00
Total for	PINNACLE BUILDING & DESIGN		1,000.00

PLATINUM FACILITY SERVICES	July Janitorial	18924	08/23/2017	
			08/23/2017	
1530 OAKLAND RD., #150	402		08/23/2017	0.00
SAN JOSE	BOA	51874	08/23/2017	0.00
CA 95112	28871			2,987.51

GL Number	Description	Invoice Amount	Amount Relieved
05-66-4341	Community Hall	722.01	0.00
05-66-4344	Janitorial Services	1,487.65	0.00
25-66-4344	Janitorial Services	777.85	0.00

Check No.	51874	Total:	2,987.51
Total for	PLATINUM FACILITY SERVICES		2,987.51

**INVOICE APPROVAL LIST REPORT - DETAIL WITH GL DIST**

08/23/2017

Date: 08/17/2017

Time: 8:54 am

Page: 13

TOWN OF PORTOLA VALLEY

Vendor Name	Invoice Description1	Ref No.	Discount Date	
Vendor Name Line 2	Invoice Description2	PO No.	Pay Date	
Vendor Address	Vendor Number		Due Date	Taxes Withheld
City	Bank	Check No.	Check Date	Discount Amount
State/Province Zip/Postal	Invoice Number			Check Amount

RAMONA'S SECRETARIAL SERVICES	July Transcription Service	18885	08/23/2017	
			08/23/2017	
18403 WATTERS DRIVE	1370		08/23/2017	0.00
CASTRO VALLEY	BOA	51875	08/23/2017	0.00
CA 94546				1,204.00

GL Number	Description	Invoice Amount	Amount Relieved
05-54-4188	Transcription Services	1,204.00	0.00

Check No.	51875	Total:	1,204.00
Total for	RAMONA'S SECRETARIAL SERVIC		1,204.00

RON RAMIES AUTOMOTIVE, INC.	June Fuel Statement FY16-17	18903	08/23/2017	
			08/23/2017	
115 PORTOLA ROAD	422		08/23/2017	0.00
PORTOLA VALLEY	BOA	51876	08/23/2017	0.00
CA 94028				686.04

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4334	Vehicle Maintenance	686.04	0.00

Check No.	51876	Total:	686.04
Total for	RON RAMIES AUTOMOTIVE, INC.		686.04

LINDA ROSS	Instructor Fee, Summer 2017	18886	08/23/2017	
			08/23/2017	
190 GABARDA WAY	1233		08/23/2017	0.00
PORTOLA VALLEY	BOA	51829	08/23/2017	0.00
CA 94028				4,631.00

GL Number	Description	Invoice Amount	Amount Relieved
05-58-4246	Instructors & Class Refunds	4,631.00	0.00

Check No.	51829	Total:	4,631.00 H
-----------	-------	--------	------------

LINDA ROSS	Instructor Fees, Summer 2017 (Second Pymt)	18904	08/23/2017	
			08/23/2017	
190 GABARDA WAY	1233		08/23/2017	0.00
PORTOLA VALLEY	BOA	51877	08/23/2017	0.00
CA 94028				3,588.00

GL Number	Description	Invoice Amount	Amount Relieved
05-58-4246	Instructors & Class Refunds	3,588.00	0.00

Check No.	51877	Total:	3,588.00
Total for	LINDA ROSS		8,219.00

ROTO-ROOTER PLUMBERS	Maint. Bldg. Clear Mainline Back-up	18925	08/23/2017	
			08/23/2017	
5672 COLLECTION CENTER DR	360		08/23/2017	0.00
CHICAGO	BOA	51878	08/23/2017	0.00
IL 60693	19319681056			150.00

GL Number	Description	Invoice Amount	Amount Relieved
05-66-4346	Mechanical Sys Maint & Repair	150.00	0.00

INVOICE APPROVAL LIST REPORT - DETAIL WITH GL DIST

08/23/2017

Date: 08/17/2017

Time: 8:54 am

Page: 14

TOWN OF PORTOLA VALLEY

Vendor Name	Invoice Description1	Ref No.	Discount Date	
Vendor Name Line 2	Invoice Description2	PO No.	Pay Date	
Vendor Address	Vendor Number		Due Date	Taxes Withheld
City	Bank	Check No.	Check Date	Discount Amount
State/Province Zip/Postal	Invoice Number			Check Amount

ROTO-ROOTER PLUMBERS	Maint Bldg Video Inspection	18926	08/23/2017	
			08/23/2017	
5672 COLLECTION CENTER DR	360		08/23/2017	0.00
CHICAGO	BOA	51878	08/23/2017	0.00
IL 60693	19319682015			289.00

GL Number	Description	Invoice Amount	Amount Relieved
05-66-4346	Mechanical Sys Maint & Repair	289.00	0.00

Check No.	51878	Total:	439.00
Total for	ROTO-ROOTER PLUMBERS		439.00

WILL RUSS JR.	Summer Concert Band, 8/17/17	18887	08/23/2017	
		00006482	08/23/2017	
32321 JACKLYNN DRIVE	0601		08/23/2017	0.00
UNION CITY	BOA	51879	08/23/2017	0.00
CA 94587				2,400.00

GL Number	Description	Invoice Amount	Amount Relieved
05-52-4150	Cultural Arts Committee	2,400.00	2,400.00

Check No.	51879	Total:	2,400.00
Total for	WILL RUSS JR.		2,400.00

SAN MATEO CO INF SERVICES	June M/W FY16-17	18889	08/23/2017	
			08/23/2017	
455 COUNTY CENTER, 3RD FLOOR	0307		08/23/2017	0.00
REDWOOD CITY	BOA	51880	08/23/2017	0.00
CA 94063				76.00

GL Number	Description	Invoice Amount	Amount Relieved
05-52-4152	Emerq Preparedness Committee	76.00	0.00

SAN MATEO CO INF SERVICES	July M/W	18890	08/23/2017	
			08/23/2017	
455 COUNTY CENTER, 3RD FLOOR	0307		08/23/2017	0.00
REDWOOD CITY	BOA	51880	08/23/2017	0.00
CA 94063				76.00

GL Number	Description	Invoice Amount	Amount Relieved
05-52-4152	Emerq Preparedness Committee	76.00	0.00

Check No.	51880	Total:	152.00
Total for	SAN MATEO CO INF SERVICES		152.00

SCHWAAB INC	Add'l Planning Stamps	18910	08/23/2017	
			08/23/2017	
PO BOX 3128	0120		08/23/2017	0.00
MILWAUKEE	BOA	51881	08/23/2017	0.00
WI 53201-3128	2180084			141.34

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4308	Office Supplies	141.34	0.00

Check No.	51881	Total:	141.34
Total for	SCHWAAB INC		141.34

INVOICE APPROVAL LIST REPORT - DETAIL WITH GL DIST

08/23/2017

Date: 08/17/2017

Time: 8:54 am

Page: 15

TOWN OF PORTOLA VALLEY

Vendor Name	Invoice Description1	Ref No.	Discount Date	
Vendor Name Line 2	Invoice Description2	PO No.	Pay Date	
Vendor Address	Vendor Number		Due Date	Taxes Withheld
City	Bank	Check No.	Check Date	Discount Amount
State/Province Zip/Postal	Invoice Number			Check Amount

SHARP BUSINESS SYSTEMS	June Copies FY16-17	18891	08/23/2017	
			08/23/2017	
DEPT. LA 21510	0199		08/23/2017	0.00
PASADENA	BOA	51882	08/23/2017	0.00
CA 91185-1510				510.93

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4308	Office Supplies	510.93	0.00

SHARP BUSINESS SYSTEMS	July Copies	18892	08/23/2017	
			08/23/2017	
DEPT. LA 21510	0199		08/23/2017	0.00
PASADENA	BOA	51882	08/23/2017	0.00
CA 91185-1510				290.80

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4308	Office Supplies	290.80	0.00

Check No.	51882	Total:	801.73
Total for	SHARP BUSINESS SYSTEMS		801.73

SMALL BUSINESS BENEFIT PLAN TR	September Dental/Vision	18893	08/23/2017	
			08/23/2017	
	0132		08/23/2017	0.00
BELMONT	BOA	51883	08/23/2017	0.00
CA 94002-0156				3,712.70

GL Number	Description	Invoice Amount	Amount Relieved
05-50-4090	Health Ins Dental & Vision	3,712.70	0.00

Check No.	51883	Total:	3,712.70
Total for	SMALL BUSINESS BENEFIT PLAN		3,712.70

SMART REMODELING & DESIGN	Ref Plan Chk Fee, 228 Canyon	18894	08/23/2017	
			08/23/2017	
1501 19TH AVENUE	1615		08/23/2017	0.00
SAN FRANCISCO	BOA	51884	08/23/2017	0.00
CA 94122				40.40

GL Number	Description	Invoice Amount	Amount Relieved
05-14-3061	Plan Check Fee	40.40	0.00

Check No.	51884	Total:	40.40
Total for	SMART REMODELING & DESIGN		40.40

CONNIE STACK	Instructor Fees, Summer 2017	18905	08/23/2017	
			08/23/2017	
10127 LAMPLIGHTER SQUARE	648		08/23/2017	0.00
CUPERTINO	BOA	51885	08/23/2017	0.00
CA 95014				1,532.80

GL Number	Description	Invoice Amount	Amount Relieved
05-58-4246	Instructors & Class Refunds	1,532.80	0.00

Check No.	51885	Total:	1,532.80
-----------	-------	--------	----------

INVOICE APPROVAL LIST REPORT - DETAIL WITH GL DIST

08/23/2017

Date: 08/17/2017

Time: 8:54 am

Page: 16

TOWN OF PORTOLA VALLEY

Vendor Name	Invoice Description1	Ref No.	Discount Date	
Vendor Name Line 2	Invoice Description2	PO No.	Pay Date	
Vendor Address	Vendor Number		Due Date	Taxes Withheld
City	Bank	Check No.	Check Date	Discount Amount
State/Province Zip/Postal	Invoice Number			Check Amount

Total for CONNIE STACK 1,532.80

STANDARD INSURANCE CO.	June LTD/Life Premium FY16-17	18906	08/23/2017	
			08/23/2017	
PO BOX 5676	0469		08/23/2017	0.00
PORTLAND	BOA	51886	08/23/2017	0.00
OR 97228				794.42

GL Number	Description	Invoice Amount	Amount Relieved
05-50-4091	Long Term Disability Insurance	794.42	0.00

Check No. 51886 Total: 794.42

Total for STANDARD INSURANCE CO. 794.42

SHELLY SWEENEY	Instructor Fees, Summer 2017	18895	08/23/2017	
			08/23/2017	
285 GRANDVIEW DRIVE	407		08/23/2017	0.00
WOODSIDE	BOA	51887	08/23/2017	0.00
CA 94062				1,968.00

GL Number	Description	Invoice Amount	Amount Relieved
05-58-4246	Instructors & Class Refunds	1,968.00	0.00

Check No. 51887 Total: 1,968.00

Total for SHELLY SWEENEY 1,968.00

TURF & INDUSTRIAL EQUIPMENT CO	Electric Blower/Push Mower	18927	08/23/2017	
		00006480	08/23/2017	
2715 LAFAYETTE STREET	513		08/23/2017	0.00
SANTA CLARA	BOA	51888	08/23/2017	0.00
CA 95050	UI17149			3,196.01

GL Number	Description	Invoice Amount	Amount Relieved
05-60-4267	Tools & Equipment	3,196.01	3,196.05

Check No. 51888 Total: 3,196.01

Total for TURF & INDUSTRIAL EQUIPMENT 3,196.01

VERIZON	July Cellular	18896	08/23/2017	
			08/23/2017	
151 BROOKSIDE DRIVE	0657		08/23/2017	0.00
BERKELEY	BOA	51889	08/23/2017	0.00
CA 94705				282.83

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4318	Telephones	282.83	0.00

Check No. 51889 Total: 282.83

Total for VERIZON 282.83

**INVOICE APPROVAL LIST REPORT - DETAIL WITH GL DIST**

08/23/2017

Date: 08/17/2017

Time: 8:54 am

Page: 17

TOWN OF PORTOLA VALLEY

Vendor Name	Invoice Description1	Ref No.	Discount Date	
Vendor Name Line 2	Invoice Description2	PO No.	Pay Date	
Vendor Address	Vendor Number		Due Date	Taxes Withheld
City	Bank	Check No.	Check Date	Discount Amount
State/Province Zip/Postal	Invoice Number			Check Amount
ELLEN VERNAZZA	Refund Dep, 120 Nathhorst	18897	08/23/2017	
			08/23/2017	
120 NATHHORT AVE	1444		08/23/2017	0.00
PORTOLA VALLEY	BOA	51890	08/23/2017	0.00
CA 94028				21.00

GL Number	Description	Invoice Amount	Amount Relieved
96-54-4207	Deposit Refunds, Other Charges	21.00	0.00

Check No.	51890	Total:	21.00
Total for	ELLEN VERNAZZA		21.00

Total Invoices:	74	Grand Total:	225,771.58
		Less Credit Memos:	0.00
		Net Total:	225,771.58
		Less Hand Check Total:	7,055.00
		Outstanding Invoice Total:	218,716.58

**TOWN OF PORTOLA VALLEY**  
**Warrant Disbursement Journal**  
**August 23, 2017**

Claims totaling \$225,771.58 having been duly examined by me and found to be correct are hereby approved and verified by me as due bills against the Town of Portola Valley.

Date \_\_\_\_\_

\_\_\_\_\_  
Jeremy Dennis, Treasurer

Motion having been duly made and seconded, the above claims are hereby approved and allowed for payment.

Signed and sealed this (Date) \_\_\_\_\_

\_\_\_\_\_  
Sharon Hanlon, Town Clerk

\_\_\_\_\_  
Mayor



# TOWN OF PORTOLA VALLEY

## STAFF REPORT

---

**TO:** Mayor and Members of the Town Council

**FROM:** Debbie Pedro, Planning Director

**DATE:** August 23, 2017

**RE:** Removal of Deed Restriction Regarding an Accessory Structure, 245 Grove Drive, Virmani/Walker Residence

### **RECOMMENDATION**

Staff recommends that the Town Council adopt a resolution (Attachment 1) terminating a deed restriction regarding an accessory structure.

### **BACKGROUND**

On November 9, 2009, the ASCC approved a 999 sq. ft. detached garage/workshop on the property at 245 Grove Drive. The approval was subject to the condition that a deed restriction be recorded to ensure against the structure's conversion to an Accessory Dwelling Unit (ADU) because the maximum size of ADU's allowed at the time was 750 sq. ft.

On May 24, 2017, the Town Council adopted Ordinance 2017-420 to increase the maximum allowable size of ADUs on 1+ acre properties from 750 sq. ft. to 1,000 sq. ft. After the ordinance took effect, the property owners submitted a request to the Town to terminate the deed restriction. (Attachment 2)

### **DISCUSSION**

Pursuant to the Covenants, Conditions & Restrictions (CC&Rs), removal of the deed restriction requires Council action. CC&R # 2 states that "If Declarants request the Town's approval for amending, supplementing or terminating this Declaration based on a change in the Town's Municipal Code, the Town shall not unreasonably withhold its approval." (Attachment 3)

The basis for 2010 deed restriction was to prevent the conversion of the 999 sq. ft. workshop to an ADU greater than 750 sq. ft., in violation of the Town's Municipal Code. With the recently amended ADU ordinance, the deed restriction is no longer necessary because the workshop is below the new maximum allowable size limit of 1,000 sq. ft.

**FISCAL IMPACT**

None.

**ATTACHMENT**

1. Resolution
2. Letter from applicant dated June 24, 2017
3. Declaration of Covenants Conditions & Restrictions regarding an Accessory Structure dated April 21, 2010

**Approved by:** Jeremy Dennis, Town Manager



RESOLUTION NO. \_\_\_\_\_-2017

**RESOLUTION OF THE TOWN COUNCIL OF THE  
TOWN OF PORTOLA VALLEY TERMINATING A 2010 DEED RESTRICTION  
REGARDING ACCESSORY STRUCTURE AT 245 GROVE DRIVE**

**WHEREAS**, on November 9, 2009, the ASCC approved a 999 sq. ft. detached accessory structure on the subject property with the condition that a deed restriction be recorded to prohibit the conversion or modification of the structure to create an Accessory Dwelling Unit (ADU) of more than 750 sq. ft.

**WHEREAS**, Paragraph 2 of the Declaration of Covenants Conditions & Restrictions (CC&Rs) provided that the property owner could request termination of the deed restriction due to changes in the Portola Valley Municipal Code.

**WHEREAS**, on May 24, 2017, the Town Council of the Town of Portola Valley adopted an ordinance amending Portola Valley Municipal Code Section 18.12.040 to allow ADUs of up to 1,000 sq. ft.

**WHEREAS**, on June 26, 2017, the property owner submitted a request to the Town to terminate the deed restriction.

**NOW, THEREFORE**, the Town Council of the Town does RESOLVE as follows:

1. Public interest and convenience require termination of the deed restriction.
2. The April 21, 2010 deed restriction regarding accessory structure on the property at 245 Grove Drive is hereby terminated.
3. The Town Clerk is directed to record the notice of termination.

PASSED AND ADOPTED this 23rd day of August, 2017.

By: \_\_\_\_\_  
Mayor

ATTEST:

\_\_\_\_\_  
Town Clerk

RECORDED WITHOUT FEE UNDER  
GOVERNMENT CODE § 6103

RECORDING REQUESTED BY AND  
WHEN RECORDED MAIL TO:

TOWN CLERK  
TOWN OF PORTOLA VALLEY  
765 PORTOLA ROAD  
PORTOLA VALLEY, CA 94028

---

(SPACE ABOVE THIS LINE FOR RECORDER'S USE)

**NOTICE OF TERMINATION OF DECLARATION OF  
COVENANTS CONDITIONS & RESTRICTIONS  
(REGARDING ACCESSORY STRUCTURE)**

The Declaration of Covenants Conditions and Restrictions (Regarding Accessory Structure) ("Declaration") was recorded in the San Mateo County Recorder's Office on May 25, 2010 as document number 2010-056941. The Declaration prohibited the conversion of the accessory structure on the property located at 245 Grove Drive, Portola Valley, more particularly described in Exhibit A attached hereto, to a secondary dwelling unit of more than 750 square feet. Paragraph 2 of the Declaration provided that Declarants could request termination of the Declaration due to changes in the Portola Valley Municipal Code.

In May 2017, the Town Council of the Town of Portola Valley adopted an ordinance amending Portola Valley Municipal Code Section 18.12.040 to allow secondary dwelling units of up to 1,000 square feet. As a result, Declarant requested and the Town Council approved the termination of the Declaration. Notice is hereby given that the Declaration is terminated and of no further force and effect regarding the property located at 245 Grove Drive, Portola Valley.

DATE:

APPROVED:

By \_\_\_\_\_  
Mayor

APPROVED AS TO FORM:

---

Town Attorney



**EXHIBIT A****Legal  
Description**

THE LAND REFERRED TO HEREIN BELOW IS SITUATED IN THE CITY OF PORTOLA VALLEY, COUNTY OF SAN MATEO, STATE OF CALIFORNIA AND IS DESCRIBED AS FOLLOWS:

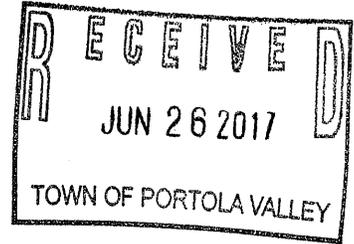
Portion of Lot 21, as shown on that certain map entitled, "TRACT NO. 608 STONEGATE SUBDIVISION OF A PORTION OF CORTE MADERA RANCHO, SAN MATEO COUNTY, CALIFORNIA", which map was filed in the office of the Recorder of the County of San Mateo, State of California, on September 29, 1948 in Book 29 of maps at Pages 31, 32 and 33, described as:

Beginning at a point of intersection of the Southeasterly line of Lot 21 with the Northeasterly terminus of Grove Drive as shown on said Map; running thence along said Southeasterly line North 38° 27' East 226.90 feet to the center line of Corte Madera Creek; thence along said center line North 53° 52' West 41.02 feet; South 85° 13' West 99.06 feet; North 30° 03' West 85.62 feet and North 9° 31' West 9.57 feet to the Southeasterly line of lands conveyed to George A. Harris and wife, by Deed dated May 19, 1955 and recorded May 19, 1955 in Book 2799, page 573, Official Records; thence along said Southeasterly line South 51° 17' West 197.72 feet; thence South 31° 40' East 51.15 feet and South 51° 33' East 164.52 feet to the Northerly line of Grove Drive; thence Easterly along said line of Grove Drive on the arc of a curve to the right with a radius of 40 feet and a central angle of 51° 19' an arc distance of 35.82 feet to the point of beginning.

JPN 079-001-011-03

APN: 079-011-030

6/24/17



To: Debbie Pedro  
Planning Director  
Town of Portola Valley

From: Jaya Virmani and Ted Walker  
245 Grove Drive  
Portola Valley

Dear Debbie,

As we discussed at our meeting, Ted and I would like to remove a deed restriction that was placed on our property dated 4/21/10 and filed with the County of San Mateo on 5/25/10. We understand that the passage of Ordinance No. 2017-420, effective June 24, 2017, would remove the need for this deed restriction since we own a 1 acre property and the current structure is just under 1000 sq ft.

Ted and I have no current plan to convert our workshop into an ADU but for purposes of future flexibility and effect on property value we would like the deed restriction removed at this time.

We understand that the town requires payment of \$1000 which I have included.

Thank you for your time already spent. You were extremely helpful and efficient when we met.

Jaya Virmani and Ted Walker

Two handwritten signatures in black ink. The top signature is for Ted Walker and the bottom signature is for Jaya Virmani.

THIS DOCUMENT IS RECORDED  
AT THE REQUEST OF:  
Jaya Virmani and Ted C. Walker

WHEN RECORDED MAIL TO:  
Town Clerk  
Town of Portola Valley  
765 Portola Road  
Portola Valley, CA 94028

**2010-056941**  
 11:43am 05/25/10 DR Fee: 27.00  
 Count of pages 5  
 Recorded in Official Records  
 County of San Mateo  
 Warren Slocum  
 Assessor-County Clerk-Recorder



\* 2 0 1 0 0 0 5 6 9 4 1 A R \*

**TOWN OF PORTOLA VALLEY**

JUN 02 2010

**RECEIVED**

**DECLARATION OF COVENANTS CONDITIONS & RESTRICTIONS  
(REGARDING ACCESSORY STRUCTURE)**

This Declaration is made and dated this 21 day of April, 2010, by  
Jaya Virmani and Ted C. Walker ("Declarants").

RECITALS

A. Declarants are the owners of certain real property ("Property") situated in the Town of Portola Valley ("Town"), a municipal corporation of the State of California, commonly known as 245 Grove Drive (APN: 079-011-030), more particularly described in Exhibit A, attached hereto and incorporated herein by this reference.

B. Declarants applied for and obtained architectural approval from the Town's Architectural and Site Control Committee ("ASCC") to construct a detached garage/workshop ("Accessory Structure") on the Property.

C. As a condition of the ASCC's approval on November 9, 2009, and to protect the health, safety, and welfare of the residents of the Property and the Town and to conform to the Town's Municipal Code, Declarants have agreed to subject the Property to certain covenants, conditions, and restrictions regarding the Accessory Structure.

**NOW, THEREFORE**, Declarants declare that the Property is held and shall be conveyed subject to the following covenants, conditions, and restrictions ("CC&Rs"):

1. Declarants, for themselves and their assigns and successors in title, agree and declare that the Accessory Structure shall not be converted or modified so as to create a secondary dwelling unit ("Second Unit") of more than 750 square feet in violation of the Town's Municipal Code.

2. These CC&Rs are made for the direct, mutual and reciprocal benefit of the Property and the Town, shall run with the land, and shall be binding on all parties, their successors and assigns. These CC&Rs may not be amended, supplemented, or terminated without the approval of the Town Council. If Declarants request the Town's approval for amending, supplementing or terminating this Declaration based on a change in the Town's Municipal Code, the Town shall not unreasonably withhold its approval.

3. The Town officers, employees, or agents are hereby given the right to enter the Property during Town business hours upon forty-eight (48) hours notice for the purpose of inspecting the Accessory Structure and enforcing these CC&Rs. Such notice shall be in writing and shall be deemed given if hand-delivered to 245 Grove Drive. Except in cases of emergency, the Town shall make reasonable efforts to schedule such inspection when at least one of the Declarants can be present.

4. If the Town inspects the Accessory Structure and determines, in the Town's discretion, that the Accessory Structure has been modified so as to violate Condition 1, above, the Town shall so notify Declarants and Declarants shall restore the Accessory Structure to conform to this Declaration, in accordance with the direction from the Town. Declarants shall restore the Accessory Structure within ten (10) days of the Town's notification; provided that if the restoration is extensive, the Declarants shall commence restoration within ten (10) days and diligently pursue completion of the restoration in a reasonable time, not to exceed sixty (60) days. If Declarants do not restore the Accessory Structure to conform to this Declaration, the Town shall be entitled to abate as a nuisance its conversion and charge the cost of such abatement with a twenty percent (20%) overhead charge to Declarants. If Declarants do not pay such cost, including overhead, within thirty (30) days of notification of the charges, the Town may institute lien proceedings.

5. Every person or other entity who now or hereafter owns or acquires the right, title or interest in or to any portion of the Property is and shall be conclusively deemed to have consented and agreed to each and every one of the CC&Rs contained in this Declaration, whether or not any reference to this Declaration is contained in the instrument by which such person or entity acquired an interest in the Property.

6. Declarants and their successors and assigns hereby waive and release the Town, its officers, employees, and agents, and their successors and assigns, from any and all claims related to the approval of the Accessory Structure, this Declaration and/or the construction or use of the Accessory Structure.

[signature page to follow]

**IN WITNESS WHEREOF**, the undersigned have executed this Declaration as of the date written above.

  
\_\_\_\_\_  
Jaya Virmani

  
\_\_\_\_\_  
Ted C. Walker

Town of Portola Valley

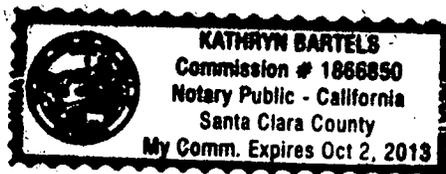
STATE OF CALIFORNIA )  
 ) ss:

COUNTY OF ~~SAN MATEO~~  
Santa Clara (18)

On April 21, 2010, before me, KATHRYN BARTELS, Notary Public, personally appeared Jaya Virmani, who proved to me on the basis of satisfactory evidence to be the person whose name is subscribed to the within instrument and acknowledged to me that he executed the same in his authorized capacity, and that by his signature on the instrument the person, or the entity upon behalf of which the person acted, executed the instrument. I certify under penalty of perjury under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Signature Kathryn Bartels



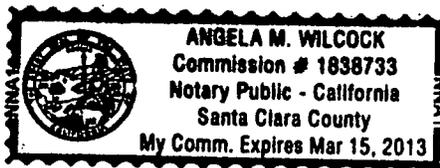
STATE OF CALIFORNIA )  
 ) ss:

COUNTY OF SAN MATEO)

On 4-21-2010, before me, Angela M Wilcock, Notary Public, personally appeared Ted C. Walker, who proved to me on the basis of satisfactory evidence to be the person whose name is subscribed to the within instrument and acknowledged to me that she executed the same in her authorized capacity, and that by her signature on the instrument the person, or the entity upon behalf of which the person acted, executed the instrument. I certify under penalty of perjury under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Signature Angela M Wilcock



Title No. 08-9570503-BD  
Locate No. CAFNT0941-0943-0004-0009570503

## LEGAL DESCRIPTION

### EXHIBIT "A"

THE LAND REFERRED TO HEREIN BELOW IS SITUATED IN THE CITY OF PORTOLA VALLEY, COUNTY OF SAN MATEO, STATE OF CALIFORNIA AND IS DESCRIBED AS FOLLOWS:

Portion of Lot 21, as shown on that certain map entitled, "TRACT NO. 608 STONEGATE SUBDIVISION OF A PORTION OF CORTE MADERA RANCHO, SAN MATEO COUNTY, CALIFORNIA", which map was filed in the office of the Recorder of the County of San Mateo, State of California, on September 29, 1948 in Book 29 of maps at Pages 31, 32 and 33, described as:

Beginning at a point of intersection of the Southeasterly line of Lot 21 with the Northeasterly terminus of Grove Drive as shown on said Map; running thence along said Southeasterly line North 38° 27' East 226.90 feet to the center line of Corte Madera Creek; thence along said center line North 53° 52' West 41.02 feet; South 85° 13' West 99.06 feet; North 30° 03' West 85.62 feet and North 9° 31' West 9.57 feet to the Southeasterly line of lands conveyed to George A. Harris and wife, by Deed dated May 19, 1955 and recorded May 19, 1955 in Book 2799, page 573, Official Records; thence along said Southeasterly line South 51° 17' West 197.72 feet; thence South 31° 40' East 51.15 feet and South 51° 33' East 164.52 feet to the Northerly line of Grove Drive; thence Easterly along said line of Grove Drive on the arc of a curve to the right with a radius of 40 feet and a central angle of 51° 19' an arc distance of 35.82 feet to the point of beginning.

JPN 079-001-011-03

APN: 079-011-030

There are no written materials for Staff Presentation – Once Concern Earthquake Software

#5

There are no written materials for Town Manager – Update on Rodenticides



## TOWN OF PORTOLA VALLEY STAFF REPORT

---

**TO:** Mayor and Members of the Town Council

**FROM:** Jeremy Dennis, Town Manager

**DATE:** August 23, 2017

**RE:** Neighborhood Watch Signs

### **RECOMMENDATION**

Staff recommends that the Town Council provide recommendations to Staff on a preferred design and locations for neighborhood watch signs, and any additional program support necessary.

### **BACKGROUND**

Shortly after a string of burglaries and two home invasion robberies in the summer and fall of 2016, residents inquired as to whether the Town allowed the installation of various public safety-related signage in both the public right of way and on private property. As neighborhood watch programs were founded, additional inquiries were made regarding the installation of neighborhood watch signage throughout Portola Valley.

On November 9, 2016, the Town Council requested that the ASCC review a variety of public safety measures, including the design and distribution of neighborhood watch signs. Their meetings, throughout the rest of the year, concluded in March 2017 with a recommendation that standard, blue and white neighborhood watch signs (Attachment 1) be installed at the two license plate reader locations (Arastradero at Alpine, and at the town border with Woodside on Portola) and at the town border with the County at Ladera.

On April 26, 2017, the Council reviewed the ASCC's recommendations and heard from residents. The Council did not adopt the ASCC's recommendations; rather, the Council directed staff, in consultation with neighborhood watch captains and other interested residents, to design a sign that was more in fitting with the rural character of the town, and to expand the number of locations for sign placement. Neighborhood watch signs

need not be limited to areas of town that had active neighborhood watch programs. Staff was also directed to limit the number of signs placed as to not clutter the town with significant new additional signage.

Staff solicited feedback and presented its draft signage and location plan on June 6<sup>th</sup> at a neighborhood watch captain meeting. The sign design was presented at ASCC on July 10<sup>th</sup> and was approved, with minor modifications (Attachment 2). The design was created by Sarah Contreras, the granddaughter of Ragni Pasturel, a neighborhood watch block captain.

Further meetings to allow for additional input on the location of signs was solicited at two meetings on August 3<sup>rd</sup> and 8<sup>th</sup>. A total of 18 people attended these two meetings. There was a broad sense that the staff proposal (Attachment 3) was sufficient, although there was not unanimous approval of aspects of the proposal – some who attended wanted to see more signage in particular locations, and an alternative proposal was discussed that was more “neighborhood centric” than the staff’s “town centric” approach (Attachment 4).

Although the August meetings were intended to generate feedback on signage location, there was discussion of the design as well. No consensus was reached on the sign’s design.

## **DISCUSSION**

The staff proposal has two components:

1. A unique design intended to complement the Town’s rural character (as recommended by the ASCC)
2. A “town centric” approach for sign placement

### **Design**

As described earlier in this staff report, the Council declined to support a “traditional” design for neighborhood watch signs. It was considered unattractive and not fitting with the character of the Town. Staff considered a number of alternatives, including Ms. Pasturel’s granddaughter’s design. Staff included it in with other potential designs and they were discussed at the June 6<sup>th</sup> neighborhood watch meeting, where the majority of those who attended supported the owl design.

The recommended design has two sizes – one 18X24 inches, the other 12X18 inches. The larger signs are appropriate for the borders of town, while the smaller signs are best for signs located at the entrances to neighborhoods. Staff is also considering 24X30 inch signs for the Town boundary locations.

As stated above, no consensus has been reached by those who have shared their opinions with staff. Some residents who have contacted staff support the established neighborhood watch sign designs; others are concerned that the recommended owl design may not be understood by those who do not speak English, as the traditional design incorporates features such as the “eye” that are assumed to be widely recognized.

It is worth noting that although there are many studies that show that neighborhood watch programs are effective in reducing crime, staff was unable to identify any studies that link neighborhood watch signage specifically with crime reduction.

### **Sign Placement**

Staff designed sign placement to accomplish the following:

1. Signs were placed to maximize coverage, with no relation to active neighborhood watch programs
2. Minimize the number of signs placed throughout town
3. Ensure that anyone who entered town saw at least one sign
4. For the majority of major entry points to other parts of town, a sign was designated for placement
5. Signs were not designated for areas with private streets or additional regulations, such as the Woodside Highlands, Brookside and Portola Valley Ranch

The fourteen sign placement locations are:

- Town Borders at Woodside on Portola Road, Ladera on Alpine Road, and Santa Clara County at Arastradero
- Wyndham at Portola Road
- Westridge at Portola Road
- Grove at Portola Road
- Corte Madera at Alpine Road
- Echo at Alpine Road
- Hillbrook at Alpine Road
- Golden Oak across from the Club
- Golden Oak at Alpine Road @ Zots
- Westridge at Alpine Road
- Westridge at Cervantes Road (both locations)

As stated above, based on feedback received from neighborhood watch captains and residents, there is general support for the “town centric” approach as developed by staff, but individuals did not necessarily agree on specifics (should there be a sign at this particular intersection, etc).

**Other Considerations**

The staff proposal assume that the draft plan, should it be implemented, is a one-time project and that additional signage would not be installed (or taken down). An alternative approach, suggested during the outreach process, would be to allow neighborhoods to solicit the Town for a sign. Staff could adopt the current procedures used to solicit support for other types of signage (“Not a Through Street” being the most common) for such a process. Staff does not recommend this approach, as it appears to contradict one of the Council’s goals of minimizing signage.

**FISCAL IMPACT**

The installation of each sign can cost \$260-\$500, depending on the use of contractors, whether an existing pole can be used to co-locate the sign, and other minor factors.

Assuming that the Council adopts the draft plan of 14 signs, the cost for their purchase and installation will be between \$3,640 and \$7,000. The Department of Public Works Street Signs & Striping Maintenance fund can accommodate this expenditure at this time; however, as this cost was not budgeted, staff may request that the Contingencies Fund backfill Street Signs & Striping Maintenance should it be necessary.

**ATTACHMENTS**

1. Proposed Neighborhood Watch Sign design
2. ASCC recommended Neighborhood Watch Sign design
3. Staff recommended sign locations
4. “Neighborhood-centric” sign placement approach, resident concept

Approved by: Jeremy Dennis, Town Manager









Town Border, Woodside (on Portola Road)	Golden Oak, across from Alpine Swim and Tennis Club
Wyndham at Portola Road	Golden Oak @ Zots
Westridge at Portola Road	Town Border, Arastradero Road
Grove at Portola Road	Town Border, Ladera
Corte Madera at Portola Road	Westridge at Alpine Road
Echo at Alpine Road	Westridge at Cervantes (East)
Hillbrook at Alpine Road	Westridge at Cervantes (West)

# Town-Centered vs Neighborhood-Centered Approaches To Safety Signage

Tom Moran, Felicity Barringer, Karen Vahtra

August 17, 2017

# Petition for Neighborhood Watch Signs

PV currently has 18 Neighborhood Watches, covering about half of PV. It seems likely that Neighborhood Watches will not exceed 25.

*At the April 26 Town Council meeting:*

The Neighborhood Watch Block Captains unanimously petitioned to be allowed to place Neighborhood Watch signs at their neighborhood borders.

The Council seemed to reject the petition, but their discussion was mixed ...

# Town Council Reaction

## 1. This would require too many ugly, “institutional” signs:

- They make PV look like high-crime area (cultural).
- Visual clutter would degrade the PV travelling experience (aesthetic).

## 2. Neighborhood organizing is terrific, but...

- Neighborhood Watch is erratic. Would we have to continually change signs?
- What about the “inconsistency” of neighborhoods without Watch signs?

## 3. We’d really like to see unique signs for each neighborhood.

- Support neighborhood identity, plus can have watch notice.
- Support the PV priority of “neighborhood resiliency.”

#3 is inconsistent with #1 and #2.

# A Fundamental Distinction

It is useful to point out that the Council's reactions reflect two fundamentally different approaches to allocating signs:

- a **Town-Centered Approach** (cover the town uniformly)
- a **Neighborhood-Centered Approach** (let neighborhoods decide)

The Town Staff proceeded to develop a Town-Centered plan.

There seems to be general acceptance of this plan in discussion meetings.

But has there been a lost opportunity to support neighborhood resiliency by ignoring any elements of a Neighborhood-Centered Approach?

Let's look at this more closely ...

# Town-Centered Approach

**Goal:** to uniformly cover PV with some kind of Town-on-Watch\* signs, with no regard for neighborhood boundaries or Neighborhood Watch involvements.

Current Town-Centered proposal: 11 signs + 3 signs at ALPRs  
(this is an extension of an ALPRs-only plan).

This is a logical plan in a town-centered approach, but note (see map):

- 10 of the current 16 Neighborhood Watches have no signs at their borders.
- 5 signs are on streets where no Neighborhood Watches have been formed.

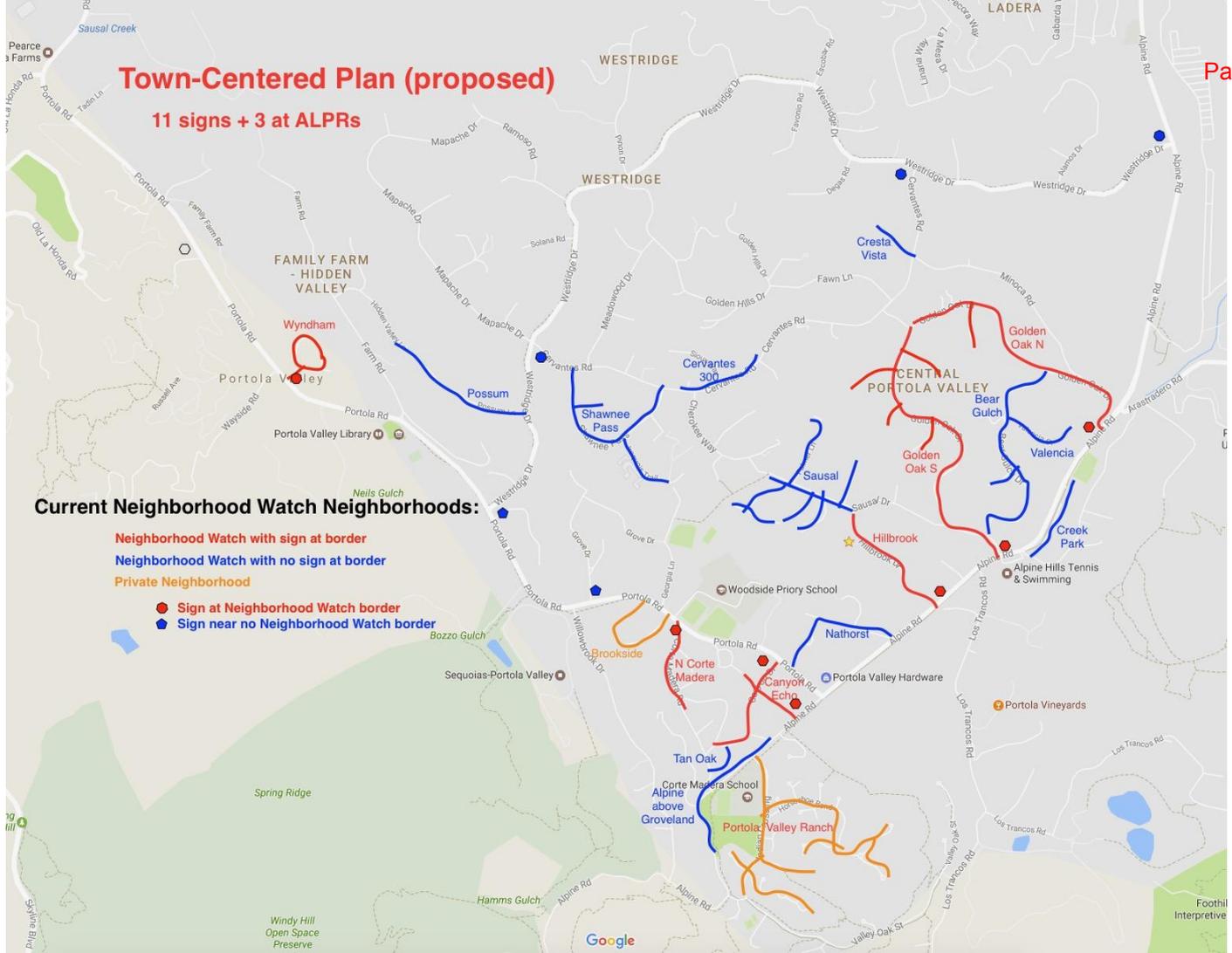
\*Note that signs in this approach are not neighborhood signs of the neighborhoods they are located in.

# Town-Centered Plan (proposed)

11 signs + 3 at ALPRs

## Current Neighborhood Watch Neighborhoods:

- Neighborhood Watch with sign at border
- Neighborhood Watch with no sign at border
- Private Neighborhood
- Sign at Neighborhood Watch border
- Sign near no Neighborhood Watch border



# Neighborhood-Centered Approach

**Goal:** To strengthen PV community cohesion at the neighborhood level, i.e. neighborhood identity and neighborhood resiliency.

PV has quite interestingly diverse neighborhoods.

Some PV neighborhoods and areas already have identity signs:

PV Ranch, Woodside Highlands, Alpine Hills, Westridge.

*How could a Neighborhood-Centered approach work?*

*Would there be too many signs?*

# Neighborhood-Centered Approach Proposal

Any PV neighborhood could apply for an encroachment permit for its own unique neighborhood-identity sign(s).

PV would have “architectural” rules: size, color schemes, materials, positioning, etc. (but not global rules, such as only 10 signs total in town).

PV could provide standardized signs for convenience (only names different).

A non-Neighborhood-Watch neighborhood could apply for a sign (neighborhood identity is broader than just Neighborhood Watch).

If a neighborhood has a Neighborhood Watch, a watch designation would be combined with the neighborhood identity in the sign.



## Fear of Signs' Impact

Even in the unlikely worst case of every neighborhood having signs, the experience of travelling in PV would be minimally impacted:

- You would see only 1 or 2 neighborhood signs driving in.
- You would see 0 signs driving out.

Neighborhood signs would have less negative feel than traffic signs, because they'd be:

- less bright and “institutional” than traffic signs
- unique - more interesting and fun
- symbols of neighborhood diversity and pride

# Summary

The proposed Town-Centered plan logically covers the Town with minimal signs. There seems to be general acceptance of this plan.

But this plan does not support neighborhoods at all, in the way the Council discussed on April 26.

Could the Council approve a Neighborhood-Centered allowance for neighborhoods who want to mark their identity?

The signage impact would be very minimal.

#7

There are no written materials for Council Liaison Committee and Regional Agencies Reports

#8

There are no written materials for Town Manager Report

## **TOWN COUNCIL WEEKLY DIGEST**

**Friday – July 28, 2017**

---

1. Agenda (Action) – Town Council – Wednesday, July 26, 2017
2. Agenda – Bicycle, Pedestrian & Traffic Safety Committee - Wednesday, August 2, 2017
3. Agenda – Planning Commission – Wednesday, August 2, 2017
4. Monthly Meeting Schedule – August 2017
5. News article from The Daily Journal re: Grand Jury Calls for Pause on Fake Turf at Schools
6. Request from California Healthy Workplace Advocates for a Proclamation declaring October 15 – 21, 2017 as “Freedom from workplace Bullies Week”

**Attached Separates (Council Only)**  
*(placed in your town hall mailbox)*

1. Invitation to Nature’s Inspiration – Honoring Joan Baez – Sunday, September 24, 2017



# TOWN OF PORTOLA VALLEY

7:00 PM – Regular Meeting of the Town Council  
 Wednesday, July 26, 2017  
 Historic Schoolhouse  
 765 Portola Road, Portola Valley, CA 94028

## ACTION AGENDA

### 7:00 PM - CALL TO ORDER AND ROLL CALL

Councilmember Derwin, Councilmember Aalfs, Councilmember Wengert, Vice Mayor Richards and Mayor Hughes

*All Present*

### ORAL COMMUNICATIONS

Persons wishing to address the Town Council on any subject may do so now. Please note however, that the Council is not able to undertake extended discussion or action tonight on items not on the agenda.

*Resident Danna Breen voiced her opposition regarding the use of gas leaf blowers in Town.*

*Resident Nancy Powell voiced her opposition to the use of pesticides on Town fields.*

*Resident Jon Silver voiced his opposition to the use of pesticides on Town fields.*

*Caroline Vertongen spoke of her concern over foreign and out of state health care providers.*

Mayor Hughes moved agenda item #15 (7/21 Council Digest) ahead of consent agenda, for discussion

*Item #5 - Resident Jon Silver spoke in opposition to the use of poison on Town fields and asked that this topic be agendaized at a near future Council meeting. Council approved 5-0*

*Item #6 – Town Manager Dennis spoke with the Sheriff’s Office regarding residents request to clarify its policy on vacation check requests.*

### CONSENT AGENDA

The following items listed on the Consent Agenda are considered routine and approved by one roll call motion. The Mayor or any member of the Town Council or of the public may request that any item listed under the Consent Agenda be removed and action taken separately.

1. **Approval of Minutes** – Town Council Meeting of June 28, 2017
2. **Ratification of Warrant List** – July 12, 2017
3. **Approval of Warrant List** – July 26, 2017
4. **Recommendation by Cable & Utilities Undergrounding Committee** – Proposed Charter Amendment
5. **Recommendation by Assistant to the Town Manager** – Adoption of Resolutions Approving and Authorizing Execution of Amendments to the Farmers’ Market License Agreement and the Limited Use Parking Agreement with Christ Episcopal Church
  - (a) Adoption of a Resolution of the Town Council of the Town of Portola Valley Approving and Authorizing Execution of a Fourth Amendment to Farmers’ Market License Agreement (Resolution No. 2736-2017)
  - (b) Adoption of a Resolution of the Town Council of the Town of Portola Valley Approving and Authorizing Execution of a Fourth Amendment to Limited Use Parking Agreement (Resolution No. 2737-2017)
6. **Recommendation by Town Manager** – Salary Schedule Correction

Approved 5-0

### REGULAR AGENDA

## **STAFF REPORTS AND RECOMMENDATIONS**

7. **Recommendation by Assistant to Town Manager** – Mayoral Support for 100% Clean Energy

**Approved 5-0**

8. **Recommendation by Town Attorney** – Response to Grand Jury Report “English is Not Our Only Language: Are Local Law Enforcement Agencies Providing Multilingual Access to Outreach Programs?”

**Approved proposed response to the Grand Jury 5-0**

9. **Recommendation by Town Attorney** – Response to Grand Jury Report “A Delicate Balance: Privacy vs. Protection”

**Approved proposed response to the Grand Jury 5-0**

## **10. COUNCIL LIAISON COMMITTEE AND REGIONAL AGENCIES REPORTS**

**Report by Town Council Members** – Brief announcements or reports on items of significance for the entire Town Council arising out of liaison appointments to both in-town and regional committees and initiatives. *There are no written materials and the Town Council does not take action under this agenda item.*

**Councilmember Derwin -**

**Attended the June Council of Cities dinner meeting. She also attended the Housing on Town-Owned Property Ad-Hoc Committee meeting and San Mateo County’s Home for All meeting with Councilmember Wengert. She attended a C/CAG meeting on July 13<sup>th</sup> and the July 26 HEART Board meeting.**

**Councilmember Aalfs -**

**Attended the July Trails & Paths Committee meeting. The July 19 Planning Commission meeting was canceled. He also attended a Peninsula Clean Energy meeting.**

**Councilmember Wengert –**

**Attended the July 12 Town Center Master Plan Committee, and a San Francisco Airport Roundtable meeting on July 13<sup>th</sup>.**

**Vice Mayor Richards -**

**Attended the July 25 Conservation Committee meeting.**

**Mayor Hughes -**

**Attended the July 12 Special Bicycle, Pedestrian and Traffic Safety Committee meeting. Mayor Hughes and Town Manager Dennis participated in a phone conversation with the President, Provost and a Professor from Palo Alto University regarding the health of young men in our community. Mayor Hughes reported on the well-attended and successful coffee with Assemblyman Berman.**

## **11. TOWN MANAGER REPORT**

**Town Manager Dennis reported on the success of the Coffee with Mayor Hughes and Assemblyman Berman. He said the ALPR installation process is now with PG&E, with the expectation of it being an operational system by the end of this summer. He reported that the road work on Portola Road continues, with the slurry seal completed in one day. The Farmers Market will be shifted to the end of the parking lot to accommodate the road work. Staff has met regarding Accela outreach tool and OpenGov, the budgeting/fiscal software. The Finance Committee will meet in September to discuss a new budget book process, LAIF investment and conversation re pension liabilities in the future. The Sheriff’s office is considering offering residents a registration service for home security cameras.**

## **WRITTEN COMMUNICATIONS**

12. **Town Council Digest** – June 30, 2017 (*no discussion*)

13. **Town Council Digest** – July 7, 2017 (*no discussion*)

14. **Town Council Digest** – July 14, 2017 (*no discussion*)

15. **Town Council Digest** – July 21, 2017 (*previously agendized*)

**Council thanked Attorney Prince to her exceptional service to the Town Council, Town Staff and the Community.**

**ADJOURN TO CLOSED SESSION: 8:46 pm**

## **16. PUBLIC EMPLOYMENT**

Government Code § 54957(b)(1)  
Town Attorney

**REPORT OUT OF CLOSED SESSION**

**ADJOURNMENT: 9:10 pm**

**ASSISTANCE FOR PEOPLE WITH DISABILITIES**

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the Town Clerk at (650) 851-1700. Notification 48 hours prior to the meeting will enable the Town to make reasonable arrangements to ensure accessibility to this meeting.

**AVAILABILITY OF INFORMATION**

Copies of all agenda reports and supporting data are available for viewing and inspection at Town Hall and at the Portola Valley Library located adjacent to Town Hall. In accordance with SB343, Town Council agenda materials, released less than 72 hours prior to the meeting, are available to the public at Town Hall, 765 Portola Road, Portola Valley, CA 94028.

**SUBMITTAL OF AGENDA ITEMS**

The deadline for submittal of agenda items is 12:00 Noon WEDNESDAY of the week prior to the meeting. By law no action can be taken on matters not listed on the printed agenda unless the Town Council determines that emergency action is required. Non-emergency matters brought up by the public under Communications may be referred to the administrative staff for appropriate action.

**PUBLIC HEARINGS**

Public Hearings provide the general public and interested parties an opportunity to provide testimony on these items. If you challenge any proposed action(s) in court, you may be limited to raising only issues you or someone else raised at the Public Hearing(s) described in this agenda, or in written correspondence delivered to the Town Council at, or prior to, the Public Hearing.



**TOWN OF PORTOLA VALLEY**  
**Bicycle, Pedestrian and Traffic Safety**  
**Committee Meeting**  
**Wednesday, August 2, 2017 – 8:15 AM**  
**Historic Schoolhouse**  
**765 Portola Road, Portola Valley, CA**

**MEETING AGENDA**

1. Roll Call
2. Oral Communications
3. Approve minutes of July Special Meeting
4. Sheriff's Report –
  - 1) Accidents and Citations
  - 2) Updated requests for Law enforcement presence, as required
5. Public Works Report:
  - 1) Road and shoulder widening (Portola Rd at Town Center)
  - 2) Resurfacing
6. Ongoing Committee Business for 2017
  - 1) Review of C/CAG funding application for Pedestrian Circulation Study
  - 2) Updates on Windy Hill Parking Summer season
  - 3) Autumn evening meeting of October 5 at 7 pm. Call for agenda items and special notice to PV Forum
7. 2017 Outreach:
  - 1) Suggestions please
8. Matters Arising:
9. Time & Date for September 2017 meeting:  
Scheduled meeting is Wednesday, September 6, 2017, at 8:15 am
10. Adjournment



# TOWN OF PORTOLA VALLEY

7:00 PM – Regular Meeting of the Planning Commission  
 Wednesday, August 2, 2017  
 Historic Schoolhouse  
 765 Portola Road, Portola Valley, CA 94028

## SPECIAL PLANNING COMMISSION FIELD MEETING

**4:00 PM** 725 Portola Road – Preliminary Review of a Proposal to Amend a Conditional Use Permit, Spring Down Equestrian Center

## REGULAR MEETING AGENDA

### 7:00 PM - CALL TO ORDER AND ROLL CALL

Commissioners Goulden, Hasko, Von Feldt, Vice-Chair Targ, Chair Gilbert

### ORAL COMMUNICATIONS

Persons wishing to address the Planning Commission on any subject may do so now. Please note however, that the Planning Commission is not able to undertake extended discussion or action tonight on items not on the agenda.

### NEW BUSINESS

1. Preliminary Review of a Proposal to Amend a Conditional Use Permit, Spring Down Equestrian Center, 725 Portola Road, File # PLAN\_USE 6-2017 (Staff: A. Cassidy)

### COMMISSION, STAFF, COMMITTEE REPORTS AND RECOMMENDATIONS

### APPROVAL OF MINUTES

2. Planning Commission Meeting of May 3, 2017
3. Planning Commission Meeting of July 5, 2017

### ADJOURNMENT

### ASSISTANCE FOR PEOPLE WITH DISABILITIES

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the Planning Department at (650) 851-1700. Notification 48 hours prior to the meeting will enable the Town to make reasonable arrangements to ensure accessibility to this meeting.

### AVAILABILITY OF INFORMATION

Any writing or documents provided to a majority of the Town Council or Commissions regarding any item on this agenda will be made available for public inspection at Town Hall located 765 Portola Road, Portola Valley, CA during normal business hours.

Copies of all agenda reports and supporting data are available for viewing and inspection at Town Hall and at the Portola Valley Library located adjacent to Town Hall.

### PUBLIC HEARINGS

Public Hearings provide the general public and interested parties an opportunity to provide testimony on these items. If you challenge any proposed action(s) in court, you may be limited to raising only issues you or someone else raised at the Public Hearing(s) described in this agenda, or in written correspondence delivered to the Planning Commission at, or prior to, the Public Hearing(s).

# Town of Portola Valley

Town Hall: 765 Portola Road, Portola Valley, CA 94028 Tel: (650) 851-1700 Fax: (650) 851-4677

## AUGUST 2017 MEETING SCHEDULE

Note: **Unless otherwise noted below and on the agenda, all meetings take place in the Historic Schoolhouse**, located at 765 Portola Road, Portola Valley, CA

TOWN COUNCIL – 7:00 PM (Meets 2<sup>nd</sup> & 4<sup>th</sup> Wednesdays)

Wednesday, August 9, 2017

Wednesday, August 23, 2017

PLANNING COMMISSION – 7:00 PM (Meets 1<sup>st</sup> & 3<sup>rd</sup> Wednesdays)

Council Liaison – Jeff Aalfs (for months July, August, September)

Wednesday, August 2, 2017

Wednesday, August 16, 2017

ARCHITECTURAL & SITE CONTROL COMMISSION - 7:00 PM (Meets 2<sup>nd</sup> & 4<sup>th</sup> Mondays)

Council Liaison – Ann Wengert (for months July, August, September)

Monday, August 14, 2017

Monday, August 28, 2017

BICYCLE, PEDESTRIAN & TRAFFIC SAFETY COMMITTEE – 8:15 AM (Meets 1<sup>st</sup> Wednesday of every month)

Council Liaison – Craig Hughes

Wednesday, August 2, 2017

CABLE & UTILITIES UNDERGROUNDING COMMITTEE – 8:15 AM

Council Liaison – Craig Hughes

As announced

CONSERVATION COMMITTEE – 7:30 PM (Meets 4<sup>th</sup> Tuesday of every month)

Council Liaison – John Richards

Tuesday, August 22, 2017

CULTURAL ARTS COMMITTEE – 1:00 PM (Meets 2<sup>nd</sup> Thursday of every month)

Council Liaison – John Richards

Thursday, August 10, 2017

EMERGENCY PREPAREDNESS COMMITTEE – 8:00 AM (Meets 2<sup>nd</sup> Thursday of every month)  
in the EOC / Conference Room at Town Hall

Council Liaison – John Richards

Thursday, August 10, 2017

FINANCE COMMITTEE

Council Liaison – Ann Wengert  
As announced

GEOLOGIC SAFETY COMMITTEE – 9:00 AM

Council Liaison – Jeff Aalfs  
Thursday, August 17, 2017

HISTORIC RESOURCES COMMITTEE

Council Liaison – Jeff Aalfs  
As announced

NATURE AND SCIENCE COMMITTEE – 5:00 PM (Meets 2<sup>nd</sup> Thursday of alternate even numbered months)

Council Liaison – Jeff Aalfs  
Thursday, August 10, 2017

OPEN SPACE ACQUISITION ADVISORY COMMITTEE

Council Liaison – Craig Hughes  
As announced

PARKS & RECREATION COMMITTEE – 7:30 PM (Meets 1st Monday of every month)

Council Liaison – Ann Wengert  
Monday, August 7, 2017

PUBLIC WORKS COMMITTEE

Council Liaison – Jeff Aalfs  
As announced

SUSTAINABILITY & ENVIRONMENTAL RESOURCES COMMITTEE – 10:30 AM (Meets 3<sup>rd</sup> Monday of every month) in the EOC / Conference Room at Town Hall

Council Liaison – Maryann Derwin  
Monday, August 21, 2017

TOWN CENTER MASTER PLAN UPDATE AD-HOC COMMITTEE – 4:00 PM

As announced

TRAILS & PATHS COMMITTEE – 8:15 AM (3<sup>rd</sup> Tuesday of every month, or as needed)

Council Liaison – Jeff Aalfs  
Tuesday, August 15, 2017 – 8:15 AM

## Grand jury calls for pause on fake turf at schools

Report details need for turf choice guidelines and further study

- By Anna Schuessler Daily Journal staff
- Jul 11, 2017

Following inconclusive results about the health effects and questions about the cost savings of artificial sports fields, the San Mateo County Civil Grand Jury is urging school district officials to take a closer look at how and when they use artificial turf and engage school communities on the topic.

The grand jury is recommending in a report released Monday that school districts stop using artificial turf derived of recycled rubber tires until an ongoing study by the Environmental Protection Agency provides further data on the health effects of using tire-derived products on athletic fields or until they write decision-making guidelines that take the safety, cost and suitability of a materials used to create artificial turf into account.

With some investigations revealing the presence of lead and other toxins in tire-derived turf, questions about whether the material could be related to cases of cancer and other negative health effects have swirled among education communities, according to the report. The jury's recommendations are meant to stall use of the turf until conflicting reports and ongoing studies can better inform district officials' decision-making.

“The grand jury believes that it would be a mistake for San Mateo County school districts to fail to consider such potential health risks as a part of their overall analysis of whether to use crumb rubber on its athletic field surfaces,” the jury stated in the report.

Of the 192 athletic fields managed by the 23 school districts in San Mateo County, 29 are made of artificial turf using tire-derived products, with 16 school districts considering field replacements in the next five years, according to the report.

The report noted the rising popularity of using artificial turf fields in recent years, specifically those with crumb rubber infill, which involve filling the spaces between artificial grass blades with rubber from used tires. Lauded for recycling used tires, reducing the need for irrigation during drought conditions and being able to withstand year-round use, among other benefits, artificial turf fields have been an attractive option for school district officials contending with an increase in demand for field time from school athletic teams, according to the report.

In its report, the grand jury called perceived benefits of artificial fields into question, bringing attention to other hazards related to them and comparing the cost of installing and maintaining artificial turf fields and grass fields. Known to absorb and trap heat at a higher rate than grass fields, the fields have also been pegged as a potential hazard to those using the fields in high temperatures, according to the jury.

District officials at the San Mateo Union High School District confirmed the six artificial turf fields with crumb rubber infill maintained on its premises cost an annual average of \$63,600, or \$10,600 per field, with replacement of the underlying carpet of the fields expected to cost \$700,000 and to be required every seven years. San Mateo-Foster City School District officials confirmed annual maintenance costs of \$2,850 for each of the grass fields it manages.

Sheri Costa, a spokeswoman for the San Mateo Union High School District, said the district is invested in providing the best possible artificial turf product for the safety of its students and is seeking artificial turf alternatives and solutions.

“There have been numerous reports published throughout the U.S. and abroad that have presented inconclusive evidence of the link between certain types of artificial turf and major health issues, and there have been reports on the risks associated with alternative products,” she said in an email. “We appreciate the grand jury’s investment and effort in studying this topic, will continue to evaluate new possible artificial turf products for safety and we welcome input and ideas from our community.”

The grand jury acknowledged the challenge of sifting through existing information about artificial turf as studies aimed at clarifying its health effects are pending and cost savings information is often provided by artificial turf providers, who have a vested interest in their installation. County Superintendent Anne Campbell expressed appreciation for the grand jury’s focus on an issue affecting San Mateo County school communities.

“Student safety should always be our highest priority, and the release of the Environmental Protection Agency’s report at the end of this year will help our districts in assessing the safety of specific types of artificial turf,” she said in an email.

Though Campbell confirmed the responsibility of implementing guidelines regarding the selection of athletic field surfaces belongs to local boards and superintendents, she said the County Office of Education would be supportive in creating them.

The San Mateo County Grand Jury are has no legal authority to implement policy change, but elected officials are required to respond to a report's findings and recommendations within two months and governing bodies must respond within three months.

[anna@smdailyjournal.com](mailto:anna@smdailyjournal.com)

**From:** [info@bullyfreeworkplace.org](mailto:info@bullyfreeworkplace.org)  
**To:** [info](mailto:info)  
**Subject:** Request Proclamation from the City Council to declare Oct. 15-21 Freedom from Workplace Bullying Week  
**Date:** Thursday, July 20, 2017 8:57:18 PM  
**Attachments:** [2017 Language Proclamation.docx](#)  
[Proclamation Freedom Flier 2017-flyer3.pdf](#)

---

Good Afternoon,

California Healthy Workplace Advocates request the attached proclamation declaring October 15 to 21, 2017 as “Freedom from Workplace Bullies Week” be placed on your upcoming City Council agenda for adoption by the Council. Following adoption, we would appreciate receipt of a signed copy be mailed to Michelle Smith, 6387 Mother Lode Drive #33, Placerville, CA 95667 and/or emailed to [info@bullyfreeworkplace.org](mailto:info@bullyfreeworkplace.org).

California Healthy Workplace Advocates is a coalition of citizens throughout California who are dedicated to ensuring civility and professionalism within the workplace. Part of our mission to raise public awareness about workplace bullying as a growing problem that affects both the public and private sectors. Your City can help.

All Proclamations will be posted on our website at [bullyfreeworkplace.org](http://bullyfreeworkplace.org) for public viewing, our facebook page at <https://www.facebook.com/BullyFreeWorkplaceOrg-133310900028152/>, and shared in person with California State Legislators.

The language for the 2017 Proclamation is attached along with a Freedom Week flier for your workplace.

Thank you very much,

Michelle Smith and Carrie Clark,  
Co-founders of California Healthy Workplace Advocates  
For more information, view [www.bullyfreeworkplace.org](http://www.bullyfreeworkplace.org) & [www.workplacebullying.org](http://www.workplacebullying.org)

A Proclamation

WHEREAS, the City (County) of \*\*\*\*\* has an interest in promoting the social and economic well-being of its citizens, employees and employers; and

WHEREAS, that well-being depends upon the existence of healthy and productive employees working in safe and abuse-free work environments; and

WHEREAS, research has documented the stress-related health consequences for individuals caused by exposure to abusive work environments; and

WHEREAS, abusive work environments are costly for employers, with consequences including reduced productivity, absenteeism, turnover, absenteeism and injuries; and

WHEREAS, protection from abusive work environments should apply to every worker, and not be limited to legally protected class status based only on race, color, gender, national origin, age, or disability;

NOW, THEREFORE, I/WE, (Mayor's name or City Council), Mayor of the City of \*\*\*\*\* , do hereby proclaim October 15– 21, 2017 as

**FREEDOM FROM WORKPLACE BULLIES WEEK**

and commend the California Healthy Workplace Advocates and the Workplace Bullying Institute which raises awareness of the impacts of, and solutions for, workplace bullying in the U.S.; and encourage all citizens to recognize this special observance.

SEAL + SIGNATURE(S)

## **TOWN COUNCIL WEEKLY DIGEST**

**Friday – August 4, 2017**

---

1. Agenda – Parks & Recreation Committee – Monday, August 7, 2017
2. Agenda – Emergency Preparedness Committee - Thursday, August 10, 2017
3. Agenda – Cultural Arts Committee – Thursday, August 10, 2017
4. Agenda – Nature & Science Committee – Thursday, August 10, 2017
5. Invitation to the Council of Cities Dinner Meeting – Friday, August 25, 2017
6. Email from CalWater re: Comments on Release of a new Water Quality Database by the Environmental Working Group

**Attached Separates (Council Only)**  
*(placed in your town hall mailbox)*

1. None



**Town of Portola Valley  
Parks & Recreation Committee  
Meeting Monday, August 7, 2017 –  
7:30 pm Historic Schoolhouse  
765 Portola Road, Portola Valley, CA**

---

**AGENDA**

1. Call to Order
2. Oral Communications (*5 minutes*)  
Persons wishing to address the Committee on any subject, not on the agenda, may do so now. Please note however, the Committee is not able to undertake extended discussion or action tonight on items not on the agenda. *Two minutes per person.*
3. Approval of Minutes: June 5, 2017
4. Annual Report
5. Town Center Master Plan Update
6. Rodenticides & Athletics Fields
7. Survey
8. Fields Update
9. Skate Ramp
10. Zots to Tots Race
11. Adjournment

Next Meeting – October 2, 2017



**TOWN OF PORTOLA VALLEY**  
**Regular Meeting of the**  
**Emergency Preparedness Committee**  
**Thursday, August 10, 2017 - 8:00 AM**  
**EOC / Community Hall**  
**765 Portola Road, Portola Valley, CA 94028**

---

**AGENDA**

1. 8:00 Call to order
  - Members: Mark Bercow, Dave Howes, Anne Kopf-Sill, Dale Pfau, Chris Raanes, Ray Rothrock, Craig Taylor, Bud Trapp
  - Guests: Jeremy Dennis/Town Manager, Brandi de Garneau, John Richards/Town Council, Dan Ghiorso and Selena Brown WFPD, Christina Corpus/Sheriff's Office, Gary Neilsen/Sheriff Commissioner, Chuck Nile/Red Cross, Stuart Young/former EPC member, Lorrie Duval.
2. 8:01 Select secretary for this meeting
3. 8:03 Oral Communications
4. 8:08 Review and approval of minutes
  - Motion; Approve minutes for June 8, 2017 meeting (no meeting in July)
5. 8:10 CERPP/WFPD Report (Brown/Ghiorso)
6. 8:20 Town Report (de Garneau)
7. 8:30 Committee Reports
  - Medical Subcommittee Report
  - Communications Subcommittee Report (Rothrock)
    - Radio Day
  - Monthly email to PV Forum (Kopf-Sill)
8. EP supplies clean-up on August 2 – report (Kopf-Sill)
9. 9:00 Adjourn. Next meeting is September 14, 2017



**TOWN OF PORTOLA VALLEY**  
**Cultural Arts Committee Meeting**  
**Thursday, August 10, 2017 - 1:00 PM**  
**Historic Schoolhouse**  
**765 Portola Road, Portola Valley, CA**

---

**MEETING AGENDA**

1. Call to Order
2. Oral Communications
3. Approval of Minutes – July 13, 2017
4. Old Business:
  - Summer Concert Series debrief
  - Herb Dengler Exhibition at Priory
  - Fall Speaker Series planning
5. New Business: None
6. Adjournment



**Town of Portola Valley**  
***Nature and Science Committee Meeting***  
**Thursday, August 10, 2017 – 5:00 pm**  
**Historic Schoolhouse**  
**765 Portola Road, Portola Valley, CA 94028**

---

**MEETING AGENDA**

1. Call to Order
2. Roll Call: Committee members Michael Bray, Andy Browne, Jen Buja, Bonnie Crater, Andrew Pierce, Jan Robb, Yvonne Tryce, and Council Liaison Jeff Aalfs
3. Oral Communications
4. Approval of the June 8, 2017 minutes
5. Old Business:
  - Flight Night on September 9, 2017
  - Star Party on September 23, 2017
  - Ecology Day in May 2018
6. New Business: None
7. Other Business: None
8. Adjournment

Date & Time of Next Regular Meeting: Thursday, October 12, 2017



## Dinner/Meeting Announcement Friday, August 25, 2017

*Everyone is encouraged to attend these monthly meetings. This is a great opportunity to meet colleagues from other cities, work together on solutions for our county, get to know how other cities handle issues, make friends and helpful connections, and learn what's going on with the "big" issues we seldom have time to discuss at council meetings.*

**Location:**

Gilead Sciences  
 309 Velocity Way, Space B  
 Foster City, CA 94404  
*(Map, Directions, & Parking Attached)*

**Schedule:**

6:00 pm	Social Time
6:30 pm	Business Meeting
6:45 pm	Dinner
7:15 pm	Program
8:30 pm	Adjourn

Please contact Chair Liza Normandy if you wish to bring up an item for group discussion or give a committee report.  
 Telephone: (650) 291-4752 or email: [liza.normandy@ssf.net](mailto:liza.normandy@ssf.net)

**BUFFET STYLE DINNER  
 (Including Hosted Wine Bar & Social Hour)  
 \$50.00 per person**

*Caesar Salad & Garlic Bread  
 Spinach & Feta Stuffed Roasted Chicken Breast  
 Mushroom Ragout Over Soft Polenta  
 Wild California Rice Pilaf  
 Steamed Summer Vegetables with Basil & Olive Oil  
 Assortment of Dessert (Chocolate Brownies, Raspberry Bars, Lemon Bars, & Coconut Macaroon Bars)*

**Registration is limited to first fifty (50) individuals.**  
 Please RSVP by Friday, August 18<sup>th</sup>, 2017, to Jennifer Phan at  
[jphan@fostercity.org](mailto:jphan@fostercity.org) or (650) 286-3223

Please make checks payable to:  
 City of Foster City  
 Attn: Jennifer Phan, Management Analyst  
 610 Foster City Boulevard, Foster City, CA 94404



## **Business Meeting at 6:30 pm Friday, August 25, 2017**

### **6:30 pm**

- Call to Order by Chair Liza Normandy
- Roll Call and Introduction of Mayors, Council Members and Guests
- Business Meeting
- Approval of Minutes of Previous Meeting and Treasurer's Report
- Committee Reports
- Old Business
- New Business
- Announcements

### **7:15 pm**

- Introduction of the Program by Councilmember Gary Pollard
- Program:

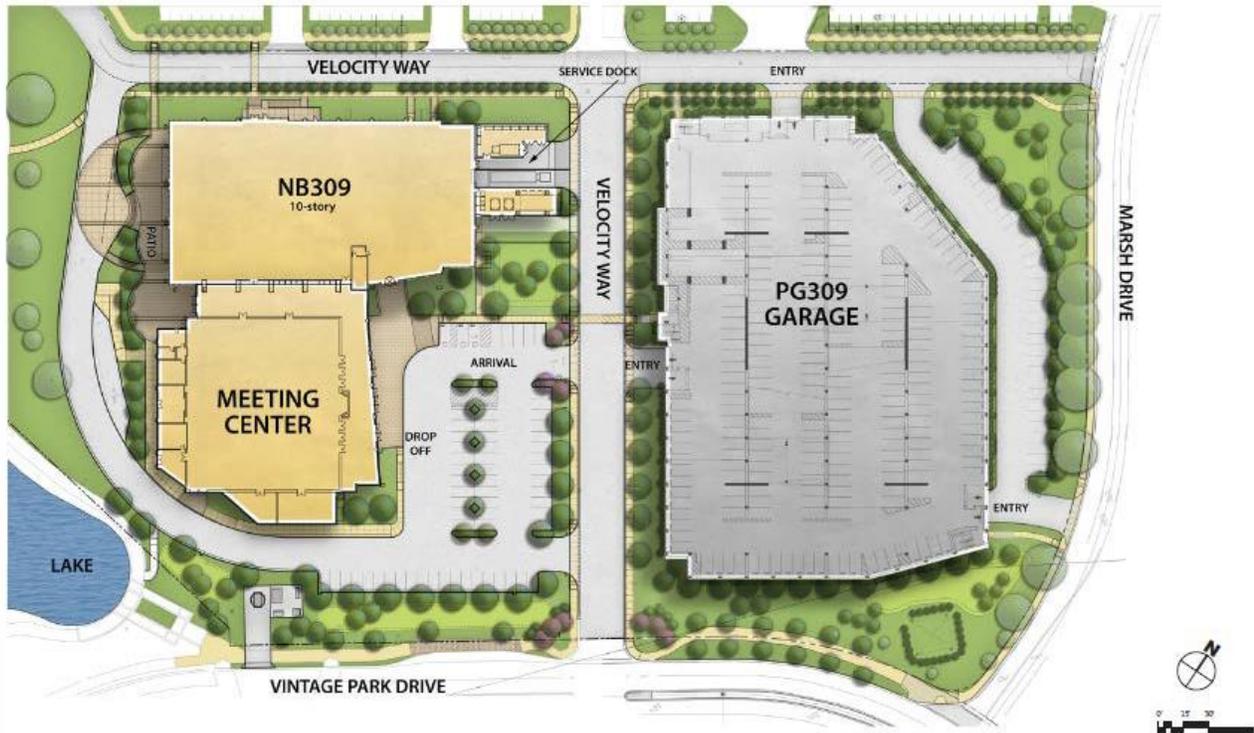
Joydeep Ganguly, *Vice President of Corporate Engineering, Facilities & Operations* on  
"Gilead Sciences' Commitment to Community & World Partnerships"

### **8:30 pm**

- Meeting Adjourned

## MAP AND DIRECTIONS TO:

Gilead Sciences  
309 Velocity Way, Space B  
Foster City, CA 94404



*Gilead's Foster City office is located approximately 30 minutes south of downtown San Francisco and only 10 minutes south of the San Francisco International Airport (SFO).*

**Please see the next page for directions.**



**Gilead Sciences, Inc.** is a biopharmaceutical company that discovers, develops and commercializes innovative therapeutics in areas of unmet medical need.

- **From 101 South (San Francisco/SFO Airport)** take the **3rd Avenue** exit going East (3rd Avenue becomes J. Hart Clinton Drive). Turn right onto **Lakeside Drive**. Turn left onto **Bayside Way**. Make a right onto **Velocity Way**.
- **From 101 North (San Jose/Palo Alto)** take 92 East toward Hayward/San Mateo Bridge. Take the **Foster City Blvd.** exit (note: the Foster City Blvd. exit is the last exit before the San Mateo Bridge, so please do not miss exit). Turn right onto **Metro Center Blvd.** Yield right onto **Vintage Park Drive**. Make a left onto **Velocity Way**.
- **From 92 westbound** take the **Foster City Blvd.** exit. Make a left onto Chess Drive. Turn right onto **Vintage Park Drive**. Make a left onto **Velocity Way**.



**From:** Cal Water Community Affairs [<mailto:CommunityAffairs@calwater.com>]

**Sent:** Thursday, July 27, 2017 4:59 PM

**To:** Brandi de Garmeaux <[BdeGarmeaux@portolavalley.net](mailto:BdeGarmeaux@portolavalley.net)>

**Subject:** Cal Water - Info on EWG Water Quality Database

Dear Ms. de Garmeaux,

You may have seen some reports about the release of a new water quality database by the Environmental Working Group (EWG). Because there is a significant amount of information included in the database that may be confusing to those outside of the water utility industry, we wanted to take this opportunity to make sure you have accurate information about the safety of the drinking water we at California Water Service (Cal Water) provide to our customers.

Most importantly, the information released by EWG confirms that the **treated water we provide to customers is "in compliance with federal health-based drinking water standards."** To ensure our customers are aware of the quality of the water we provide to them, we prepare an annual Water Quality Report that explains the steps we take to protect public health and safety. You can find our annual Water Quality Reports here:

<https://www.calwater.com/waterquality/water-quality-reports/bg/>.

Where our customers may get confused is that the EWG database also includes information about the quality of raw water, or water that has not been treated prior to being supplied to customers. While knowing what constituents may be present in raw water is important – it is how we know what water treatment systems we need to use – it is not, in and of itself, an indicator of the safety of the water we provide to customers after we rigorously test and treat it for regulated constituents. The regulatory standards with which we are required to comply are known as maximum contaminant levels, or MCLs, which are set by state and federal public health experts, including California's State Water Resources Control Board.

Our Customers may also be confused by the fact that the EWG database includes information about public health goals (PHG). Unlike MCLs, PHGs are not regulatory standards, and are ["not a boundary line between a 'safe' and 'dangerous' level of a contaminant."](#) PHGs are set without any consideration of the cost or availability of detection and treatment technologies. In some cases, the technology may not even exist to achieve the PHG. California's Office of Environmental Health Hazard Assessment, the agency responsible for setting PHGs, has explained that as ["long as drinking water complies with all MCLs, it is considered safe to drink, even if some contaminants exceed PHG levels."](#)

Our absolute highest priority is protecting the health and safety of our customers and we go to great lengths to ensure that the water we provide to them meets all state and federal water quality standards. If you ever have any questions about water quality, please do not hesitate to reach out to Dawn Smithson, Cal Water's District Manager, by email at [dsmithson@calwater.com](mailto:dsmithson@calwater.com) or me by email at [smcgovern@calwater.com](mailto:smcgovern@calwater.com).

Sincerely,

Shannon McGovern  
Regional Community Affairs Specialist  
California Water Service



## **TOWN COUNCIL WEEKLY DIGEST**

**Friday – August 11, 2017**

---

1. Agenda – ASCC – Monday, August 14, 2017
2. Agenda – Trails & Paths Committee - Tuesday, August 15, 2017
3. Agenda – Special Conservation Committee – Tuesday, August 15, 2017
4. Agenda – Planning Commission – Wednesday, August 16, 2017
5. Agenda – Geologic Safety Committee – Thursday, August 17, 2017

### **Attached Separates (Council Only)**

*(placed in your town hall mailbox)*

1. [Western City Magazine – August 2017](#)
2. Labor Newsletter – August 2017, Volume 79 No. 8



# TOWN OF PORTOLA VALLEY

Meetings of the Architectural Site Control Commission (ASCC)  
 Monday, August 14, 2017  
 7:00 PM – Regular ASCC Meeting  
 Historic Schoolhouse  
 765 Portola Road, Portola Valley, CA 94028

## SPECIAL ASCC FIELD MEETING

**2:30 PM** 16 Santa Maria Ave – Architectural Review and Site Development Permit for a New Residence

**3:25 PM** 100 Canyon Drive – Architectural Review and Site Development Permit for a New Residence

**4:15 PM** 501 Portola Road – Architectural Review for Main Building Remodel and Site Improvements

## REGULAR MEETING AGENDA

### 7:00 PM - CALL TO ORDER AND ROLL CALL

Commissioners Breen, Koch, Wilson, Vice Chair Sill and Chair Ross

### ORAL COMMUNICATIONS

Persons wishing to address the Architectural and Site Control Commission on any subject may do so now. Please note however, that the Architectural and Site Control Commission is not able to undertake extended discussion or action tonight on items not on the agenda.

### OLD BUSINESS

1. Architectural Review and Site Development Permit for a New Residence, Accessory Dwelling Unit, Swimming Pool, and Cabana, File # 26-2017, 200 Goya Road, Anderson Residence (Staff: A. Cassidy)

### NEW BUSINESS

2. Preliminary Architectural Review and Site Development Permit for a New Residence, File # 32-2017, 16 Santa Maria Avenue, Dolmatch/Acree Residence (Staff: C. Richardson)
3. Preliminary Architectural Review and Site Development Permit for a New Residence, File # 5-2016, 100 Canyon Drive, Lu Residence (Staff: A. Cassidy)
4. Preliminary Architectural Review for an Interior Remodel of the Main Building and Site Improvements, File # PLN ARCH 31-2017, 501 Portola Road, The Sequoias (Staff: A. Cassidy)

## COMMISSION, STAFF, COMMITTEE REPORTS AND RECOMMENDATIONS

### APPROVAL OF MINUTES

5. ASCC Meeting of July 10, 2017

## ADJOURNMENT

### AVAILABILITY OF INFORMATION

For more information on the projects to be considered by the ASCC at the Special Field and Regular meetings, as well as the scope of reviews and actions tentatively anticipated, please contact Carol Borck in the Planning Department at Portola Valley Town Hall, 650-851-1700 ex. 211. Further, the start times for other than the first Special Field meeting are tentative and dependent on the actual time needed for the preceding Special Field meeting.

Any writing or documents provided to a majority of the Town Council or Commissions regarding any item on this agenda will be made available for public inspection at Town Hall located 765 Portola Road, Portola Valley, CA during normal business hours. Copies of all agenda reports and supporting data are available for viewing and inspection at Town Hall.

**ASSISTANCE FOR PEOPLE WITH DISABILITIES**

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the Planning Department at (650) 851-1700. Notification 48 hours prior to the meeting will enable the Town to make reasonable arrangements to ensure accessibility to this meeting.

**PUBLIC HEARINGS**

Public Hearings provide the general public and interested parties an opportunity to provide testimony on these items. If you challenge any proposed action(s) in court, you may be limited to raising only issues you or someone else raised at the Public Hearing(s) described in this agenda, or in written correspondence delivered to the Architectural and Site Control Commission at, or prior to, the Public Hearing(s).



**TOWN OF PORTOLA VALLEY**  
**Trails and Paths Committee**  
**Tuesday, August 15, 2017 8:15 AM**  
**Historic Schoolhouse at Town Center**  
**765 Portola Road, Portola Valley, CA**

---

**MEETING AGENDA**

1. **Call to Order**
2. **Oral Communications**
3. **Approval of Minutes – July 18, 2017**
4. **Old Business**
  - a. **Trail conditions, work and budget update:** Including comments if any on success to date of new no herbicides practices (Discussion)
  - b. **New Gate Design:** Bottom / Alpine entrance to Toyon trail (Discussion, recommendation)
  - c. **Community Hike:** Finalize route for next community hike (Discussion, recommendation)
  - d. **Trail Use:** Continue discussion on approach to assessing permitted vs. actual trail use and advisability of recommending consideration of change in permitted use (Discussion)
5. **New Business**
  - a. **Site development plans:** (Discussion, if any applicable plans have been filed)
  - b. **Accolades:** (Discussion, if any applicable)
6. **Other Business**
7. **Adjournment**

**Enclosures:**

Minutes from July 18, 2017  
Trail Work Map & Memo – July 2017  
Financial Review – July 2017



**TOWN OF PORTOLA VALLEY**  
**Special Conservation Committee Meeting**  
 Tuesday, August 15, 2017 – 7:30 PM  
 Historic Schoolhouse  
 765 Portola Road, Portola Valley, CA

**MEETING AGENDA**

1. Call Meeting to Order
2. Oral Communications
3. Approval of Draft July 25, 2017 minutes
4. Current Site Permits:
  - A. Subcommittees to report
5. Current Tree Permits:
6. Old Business
  - A. Oversight of Significant Town Owned Open Space properties
    1. Springdown
    2. Frog Pond
    3. Ford Field
    4. Town Center
    5. ROW – Dying oaks on Portola Rd. near Santa Maria
  - B. Tip of the Month/What's blooming now – Plunder
  - C. Kudos of the Month - Murphy
  - D. BYH – DeStaebler
  - E. Wells - Bourne
  - F. Committee/Town cooperation
    1. Public Works
      - a. Native plant garden
    2. Town Center Master Plan Committee
    3. Sustainability and Environmental Resources Committee  
(previously Water Conservation Committee)
  - G. Weed seedling info sheet photos labeled yet? - Heiple
  - H. Fall Town Evening on Rodenticides - Chiariello
  - I. Winter Event: Mountain lions – Chiarello (date)
  - J. Our Plant lists Plunder/Walz:
    1. Expand Town discouraged plant list and include a link to CAL-  
Invasive Plant Council list at [cal-ipc.org/ip/inventory](http://cal-ipc.org/ip/inventory)
    2. Supplemental plant lists into Plant lists – explain why 2 lists
    3. Vines?
    4. Riparian?
7. New Business
  - A. Skyline Tree removed woodrat nests – Recommendations to Town
8. Adjournment
9. Next meeting September 26, 2017, 7:30 pm, Old Schoolhouse



# TOWN OF PORTOLA VALLEY

7:00 PM – Regular Meeting of the Planning Commission  
 Wednesday, August 16, 2017  
 Historic Schoolhouse  
 765 Portola Road, Portola Valley, CA 94028

## REGULAR MEETING AGENDA

### 7:00 PM - CALL TO ORDER AND ROLL CALL

Commissioners Goulden, Hasko, Von Feldt, Vice-Chair Targ, Chair Gilbert

### ORAL COMMUNICATIONS

Persons wishing to address the Planning Commission on any subject may do so now. Please note however, that the Planning Commission is not able to undertake extended discussion or action tonight on items not on the agenda.

### OLD BUSINESS

1. Conditional Use Permit, Fence Variances, Architectural Review and Site Development Permit for a new clubhouse and renovation of the Historic Mangini Roadhouse (currently being used by Windmill School) and associated site improvements. Alpine Hills Swim and Tennis Club, 4139 Alpine Road, File #'s 35-2016 and X7D-13. (Staff: C. Richardson)

### NEW BUSINESS

None

### COMMISSION, STAFF, COMMITTEE REPORTS AND RECOMMENDATIONS

### APPROVAL OF MINUTES

2. Planning Commission Meeting of July 5, 2017
3. Planning Commission Meeting of August 2, 2017

### ADJOURNMENT

### ASSISTANCE FOR PEOPLE WITH DISABILITIES

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the Planning Department at (650) 851-1700. Notification 48 hours prior to the meeting will enable the Town to make reasonable arrangements to ensure accessibility to this meeting.

### AVAILABILITY OF INFORMATION

Any writing or documents provided to a majority of the Town Council or Commissions regarding any item on this agenda will be made available for public inspection at Town Hall located 765 Portola Road, Portola Valley, CA during normal business hours.

Copies of all agenda reports and supporting data are available for viewing and inspection at Town Hall and at the Portola Valley Library located adjacent to Town Hall.

### PUBLIC HEARINGS

Public Hearings provide the general public and interested parties an opportunity to provide testimony on these items. If you challenge any proposed action(s) in court, you may be limited to raising only issues you or someone else raised at the Public Hearing(s) described in this agenda, or in written correspondence delivered to the Planning Commission at, or prior to, the Public Hearing(s).



**TOWN OF PORTOLA VALLEY**  
**GEOLOGIC SAFETY COMMITTEE**  
Thursday, August 17, 2017 ~ 9:00 am  
Historic Schoolhouse  
765 Portola Road, Portola Valley, CA 94028

---

**AGENDA**

1. Call to Order
2. Oral Communication
3. Approve minutes from October 31, 2014 meeting
4. Discuss 2017 Geologic Map Update
  - a. Shift of fault spur at Alpine Road and Willowbrook Drive
5. Other topics?
6. At 10:30 AM, address questions by any affected members of the public
7. Adjournment

The Town Geologist will be in attendance for this meeting

## **TOWN COUNCIL WEEKLY DIGEST**

**Friday – August 18, 2017**

---

1. Agenda (Cancelation) – Sustainability & Environmental Resources Committee – Monday, August 21, 2017
2. Agenda (Cancelation) – Conservation Committee - Tuesday, August 22, 2017
3. Letter from Department of Water Resources re: Validation of Proposed Financing for California Water Fix

### **Attached Separates (Council Only)**

*(placed in your town hall mailbox)*

1. None



**TOWN OF PORTOLA VALLEY**  
**Sustainability & Environmental Resources**  
**Committee Meeting**  
**Monday, August 21, 2017 10:30AM to 12:30 PM**  
**Town Hall - Conference Room**  
**765 Portola Road, Portola Valley, CA 94028**

---

**AGENDA**

1. Call To Order
2. Oral Communications
3. Presentation by Chris Hunt – Plug Loads
4. Approval of Minutes – June 19, 2017
5. Old Business:
  - a. Updates from Brandi
6. New Business:
  - a. Updates from Sub-Committees
7. Announcements
8. Set Date and Topics for Next Meeting
  - a. Monday, September 18<sup>th</sup> at 10:30 am
9. Adjournment

**MEETING CANCELED**



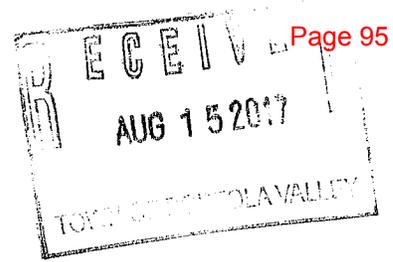
**Town of Portola Valley  
Conservation Committee Meeting  
Notice of Cancellation  
Tuesday, August 22, 2017**

---

**CONSERVATION COMMITTEE  
MEETING CANCELLATION NOTICE**

The regular meeting of the Conservation Committee scheduled for Tuesday, August 22, 2017 has been cancelled

A special meeting was held on  
Tuesday, August 15, 2017



Subject: Validation of Proposed Financing for California WaterFix

Dear Interested Party:

This communication is for informational purposes and does not mandate any action on your part.

You are receiving this information because you previously indicated your interest in matters related to the California WaterFix (CWF), a project potentially to be implemented by the California Department of Water Resources (Department). The information below relates to a judicial validation proceeding for the proposed financing structure for the CWF. The Department is not seeking in the validation proceeding a determination that it has complied with all prerequisites that may be applicable prior to implementation of CWF construction, nor does the validation action involve property matters such as eminent domain or easements. No individuals are sued in a validation action.

Following is a summary of the subject and purpose of the Department’s validation action:

The Department operates facilities which store, transport and deliver water to urban and agricultural water agencies throughout the State. Since 1960, the Department has approved, planned and constructed a system of water storage and transportation and power generation facilities (the Project). Currently, Project water is conveyed across the Sacramento - San Joaquin Delta (the Delta) through the natural channels of the Delta formed by the confluence of the Sacramento and San Joaquin Rivers, as those channels have been modified by 150 years of the construction of levees, ship and other canals, flood protection channels, salinity gates and other facilities. From the Harvey O. Banks Pumping Plant at the southern edge of the Delta to points further south, Project water is conveyed by the Project aqueduct system, which includes a number of additional pumping plants and several pipelines.

The California WaterFix would be a new method of conveying Project water. If implemented, the CWF would transport water from new intake points on the Sacramento River at the northern edge of the Delta through two underground tunnels running below the natural waterways of the Delta to export facilities at the southern edge of the Delta, thereby reducing the necessity of transporting Project water through the Delta’s natural waterways. Various regulatory and court proceedings are underway or will occur in the future to examine the physical and environmental aspects of constructing and operating the CWF. Those issues are not involved in the validation proceeding described in this communication.

A validation action is a judicial proceeding in which a governmental agency, like the Department, can confirm the validity of a proposed financial transaction before it commits to or undertakes the transaction. The most common use of a validation action is to confirm the validity of an agency’s bonds, and the official actions authorizing those bonds, before the bonds are issued. Through the validation process, the agency and those who will be involved in the financial transaction, such as underwriters and bond investors, can obtain conclusive certainty that the proposed financing of a project is valid. The legal effect of a validation action is limited to the bonds and bond authorizations at issue. Matters such as compliance with environmental and other regulatory requirements that may be applicable to a physical project are generally not determined in a validation action.

The Department has initiated a validation action in Sacramento County Superior Court in connection with the proposed financing for the CWF (Case No. 34-2017-00215965). The Department seeks a judgment confirming the validity of revenue bonds the Department would issue to pay for the CWF facilities, the resolutions the Department adopted authorizing those revenue bonds, and the Department’s pledge of

CWF revenues to the repayment of the bonds, all pursuant to the terms of the bond resolutions. This validation proceeding is limited to confirming the validity of the financing the Department proposes to utilize to pay for the CWF facilities; implementation of the CWF is not involved in the validation action. In particular, the Department is not seeking in the validation proceeding a determination that it has complied with all legal prerequisites that may applicable prior to implementation of CWF construction.

No individual person is sued in a validation action. Any interested person may appear and contest a validation action, subject to specific time limits and procedural requirements. In the Department's validation proceeding, interested persons must appear, in conformance with applicable legal and procedural requirements, not later than September 15, 2017.

If you are interested in obtaining a copy of the Department's validation complaint related to the CWF financing, and the legal summons that corresponds to the complaint, use this link: <https://www.californiawaterfix.com/resources/planning-process/validation/>. For additional inquiries, contact the Department at:

Michelle Banonis  
Department of Water Resources  
916-653-0901  
[michelle.banonis@water.ca.gov](mailto:michelle.banonis@water.ca.gov)