

**PORTOLA VALLEY TOWN COUNCIL REGULAR MEETING NO. 958, November 28, 2018**

**CALL TO ORDER AND ROLL CALL**

Mayor Richards 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 and Jeff Aalfs; Vice Mayor Ann Wengert; Mayor John Richards (Councilmember Craig Hughes arrived at 7:23 p.m.)

Absent: None

Others: Jeremy Dennis, Town Manager  
Cara Silver, Town Attorney  
Doug Radtke, Finance Director  
Sharon Hanlon, Town Clerk

**ORAL COMMUNICATIONS**

None

**CONSENT AGENDA**

- (1) Approval of Minutes – Town Council Regular Meeting of November 14, 2018. *[Removed from Consent Agenda.]*
- (2) Approval of Warrant List – November 28, 2018, in the amount of \$388,175.19.
- (3) Recommendation by Finance Director – Adoption of a Resolution Approving and Authorizing Disposition of Surplus Town-Owned Property
  - (a) Adoption of a Resolution of the Town Council of the Town of Portola Valley Approving and Authorizing the Disposition of Surplus Town-Owned Property (Resolution No. 2786-2018)

Councilmember Aalfs moved to approve Items 2 and 3 of the Consent Agenda. Seconded by Councilmember Derwin, the motion carried 4-0, by roll call vote.

- (1) Approval of Minutes – Town Council Regular Meeting of November 14, 2018.

Vice Mayor Wengert moved to approve Item 1 as amended. Seconded by Councilmember Aalfs, the motion carried 3-0-1 with Councilmember Derwin abstaining.

**REGULAR AGENDA**

**STAFF REPORTS AND RECOMMENDATIONS**

- (4) Recommendation by Finance Director – Town Operating Banking Options
  - (a) Adoption of a Resolution of the Town Council of the Town of Portola Valley to Authorize Finance Director to Transfer Funds (Resolution No. 2787-2018)
  - (b) Adoption of a Resolution of the Town Council of the Town of Portola Valley to Close Checking Account at Bank of America (Resolution No. 2788-2018)

- (c) Adoption of a Resolution of the Town Council of the Town of Portola Valley to Open a Checking Account at Technology Credit Union (Resolution No. 2789-2018)
- (d) Adoption of a Resolution of the Town Council of the Town of Portola Valley to Open a Checking Account at U.S. Bank (Resolution No. 2790-2018)

Town Manager Dennis described the background regarding the conversation around potentially changing the Town's banking relationships. He introduced Finance Director Doug Radtke to further explain the options under consideration.

Finance Director Radtke described the background, the solicitation inquiries, the potential impacts to LAIF, and the proposed recommended resolutions, as detailed in the staff report.

Mayor Richards invited questions from the Council.

In response to Councilmember Derwin's question, Finance Director Radtke confirmed that TechCU had several brick and mortar buildings. He added that they are a small, structurally sound credit union with \$2 billion in assets.

In response to Councilmember Aalfs' question, Finance Director Radtke said he suspected the higher interest rates and lower charges for credit unions versus banks is due to a difference in business models. Town Manager Dennis said it is new for TechCU to work with municipalities. He said staff does not think there is a risk associated with that and thinks there will be advantages of TechCU working with the Town to offer the kinds of things the Town needs.

Vice Mayor Wengert asked what Finance Director Radtke expected the average balances to be with TechCU in terms of operating budget size. Finance Director Radtke said it would be in the hundreds of thousands. He said his intention is to manage the cash flow tighter, keeping as much as possible in LAIF.

Vice Mayor Wengert asked regarding the differences between the support of FDIC and NCUA. Finance Director Radtke said NCUA is national organization of FDIC that insures and services credit unions with comparable guarantees.

Councilmember Derwin asked if Finance Director Radtke would also recommend TechCU if there was no LAIF requirement. Finance Director Radtke said if LAIF was not available, he would likely try to find another kind of investment for reserves to spread the funding around. Town Manager Dennis said staff plans to bring an alternative to LAIF, which Finance Director Radtke has been researching, in an attempt to find better solutions.

In response to Mayor Richards' question, Finance Director Radtke said TechCU is a state charter.

Mayor Richards said he has a lot of good experience with credit unions and said they are a great alternative to commercial banks. He said, however, since they are often managed by people without a lot of financial experience, they must be closely monitored. He said his understanding is that TechCU is large and very well established.

In response to Councilmember Aalfs' question, Finance Director Radtke said TechCU mostly serves technology companies.

Vice Mayor Wengert thanked Finance Director Radtke for all of the good work.

Councilmember Aalfs moved to approve Resolutions of the Town Council of Portola Valley to: a) Authorize Finance Director to Transfer Funds; b) Close Checking Account at Bank of America; c) Open a

Checking Account at Technology Credit Union; and, d) Open a Checking Account at U.S. Bank. Seconded by Councilmember Derwin; the motion carried 4-0.

(5) Report by Town Manager – Housing Update

Town Manager announced that he will bring a Housing Update to Council every three months. He said the Council created six assignments of two Councilmembers each to work on a variety of housing-related issues. He reported on the groups' activities in the last few weeks.

Town Manager Dennis reported that Councilmembers Derwin and Wengert are working on issues with Stanford. He said Stanford and staff met afterwards to discuss Stanford's plans regarding affiliated housing. He anticipates additional meetings regarding the property at the Wedge.

Town Manager Dennis reported that Councilmembers Hughes and Richards have met once on the Sequoias and Priory assignment. Town Manager Dennis said he will be meeting with the parent organization president, Dave Burg, next week to hear more about The Sequoias' plans around housing. Town Manager Dennis said The Priory is also working on a proposal for housing.

Town Manager Dennis reported that the Affiliated Housing Expansion group has met once and has a second meeting scheduled.

Town Manager Dennis reported that the ADU Support group met once after the last Planning Commission meeting. He said staff provided an update on the process related to ADUs at the meeting and received great feedback on how to work through the next Planning Commission meeting, scheduled for December 5.

Town Manager Dennis reported that the Home For All group is not meeting on their own but will continue to attend Home For All meetings. Planning & Building Director Russell will be attending a meeting tomorrow morning.

Town Manager Dennis reported that the Funding Issue Group has not yet met. He said he has been working at putting together material to bring to Council related to Inclusionary Housing and the Housing Next Study. He said the Council will need to address long-term funding issues related to Housing.

Town Manager Dennis said staff will present items related to access for public safety vehicles at the upcoming Planning Commission meeting.

Town Manager Dennis said the Ad-Hoc Housing on Town Owned Property Committee will meet on December 6 to review cost estimations for what a prototype property would look like at committee-identified potential locations.

With regard to upcoming work, Town Manager Dennis said the Affiliated Housing work will continue, anticipating there will be some changes to the Affiliated Housing Program in the Housing Element. He said the Planning Commission's work on ADUs will come to Council in February. He said staff is currently looking at tiny homes as a proposal to Planning Commission and Council. He said staff anticipates a large amount of associated code work related to this.

Mayor Richards thanked Town Manager Dennis for his report.

(6) Discussion – FAA Discussion, Response to Federal Aviation Administration "PIRAT STAR" Aircraft Route.

Town Manager Dennis reported that a variety of cities had commented about the proposed PIRAT STAR aircraft route. He said Vice Mayor Wengert has been very involved in FAA-related issues over the past

couple of years, including participation at the SFO Roundtable. He introduced Tina Nguyen and Vic Schachter, community members who have been very involved in FAA related issues in town.

Mr. Schachter thanked Vice Mayor Wengert, Town Manager Dennis, and the Town Council for supporting their efforts over the years in this frustrating and exasperating process in the fight for quiet skies. He urged the Town to prepare now for a fuller response to what is being proposed by this PIRAT approach. He said it is very important to coordinate efforts with the other cities that have already made an effort. He said the Town must be realistic, understanding the historically poor experiences with the FAA, despite the admirable tenacity Vice Mayor Wengert has shown in her participation on the Roundtable. He said Palo Alto has written an articulate piece stating its concerns about PIRAT and will oppose it aggressively. They were joined by Mountain View and Los Altos in a statement on November 13. He urged the Town Council to be prepared to issue a statement assuming the likely situation that the Town's concerns will not be satisfactorily addressed.

Mr. Schachter said the PIRAT approach assures a shift of noise from one community to another, which is directly contrary to the representations of FAA. He said the Town needs to address the critical issues reflected in the proposal to represent the Portola Valley constituency as well as support the other affected communities. He said the Town must be careful to pay attention to when notice was provided so it is not legally tricked into being unable to challenge due to missing a deadline.

Mr. Schachter said the reasons supporting the stance that the proposed FAA ruling is categorically excluded from an environmental assessment is an attempt to avoid an environmental impact study and are challengeable. He said the FAA has clearly obfuscated the issue and provided inaccurate information despite the Roundtable's tenacious efforts to get to the facts. He said that based on that past history, there is no reasonable expectation that they will provide clarity on this issue and Portola Valley will need to move forward and support the other communities.

For these reasons, Mr. Schachter urged the Town to coordinate with other towns on our position; clarify the Town's position with respect to legal issues in terms of how the Town wishes to present its position; and develop an action plan ready to go in the likely event that the FAA's "explanations" are insufficient.

Mr. Schachter introduced Tina Nguyen to present a PowerPoint presentation.

Ms. Nguyen provided information regarding the FAA document about PIRAT. She thanked Vice Mayor Wengert for alerting them to this flight path. Ms. Nguyen said a lot of the nearby towns do not have a seat on the Roundtable and they rely on Vice Mayor Wengert for her very knowledgeable and poignant voice. Ms. Nguyen also thanked Town Manager Dennis for reaching out to the City Managers and the FAA.

Ms. Nguyen said the FAA's proposals was discovered through an obscure FAA website by a Palo Alto resident, who informed the Roundtable. She described the proposed path as shown in the slide presentation.

In response to Councilmember Aalfs' question, Ms. Nguyen explained that aircraft are required to be over 8,000 feet above sea level, or approximately 5,600 feet above the homes over Skyline Boulevard. She noted that these planes are on a rapid descent, so they are over the Menlo waypoint around East Palo Alto at 4,000 feet. She said the document states that the planes will be vectored with speed brakes and turns made over the communities as they try to slow down to hit 4,000 feet over the Menlo waypoint.

Ms. Nguyen described the SFO, OAK, and SJC arrival paths and runways. She said one question to the FAA will be if they plan to all of the oceanic flights, approximately 50 to 60 per day, over the new flight path now that they have optimized descent. She said with PIRAT replacing Oceanic Arrivals, it opens the floodgates to all SFO and OAK planes from jumbo jets to turbo prop planes. She said because of the GPS guidance there will be a concentration of flights followed by vectoring over the area with turns and speed brakes, increasing noise and fuel emission.

Ms. Nguyen pointed out that FAA's response to Town Manager Dennis's email stated that PIRAT was specifically to address the Select Committee's recommendation from 2016 to revise the Woodside VOR Ocean Tailored Arrival to honor the existing noise abatement procedure to cross the Woodside VOR at 8,000 feet. However, upon further investigation, Ms. Nguyen found an FAA memorandum synopsis to the Oceanic Working Group dated September 18, 2013, that discussed the PIRAT proposal. Apparently, that proposal was scrapped due to the controversy it would cause. However, the proposal is now being presented in this different form, alleging it will help the people on Skyline Boulevard who are impacted by planes at less than 8,000 feet. She said this is another example of things raising her alarm bells and skepticism about any information the FAA provides to the Town.

Councilmember Aalfs asked if 8,000 feet is relatively noisy or if it was the vectored flights that come in lower than that causing more noise. Ms. Nguyen said it varies, depending upon the plane and atmospheric conditions.

Town Manager Dennis said he did follow up with his email asking for answers to the four questions not answered but has not heard back.

Vice Mayor Wengert thanked Ms. Nguyen and Mr. Schacter for the incredible work they and the group have done. She said it is a continuing conundrum but the team is well organized to mount whatever is necessary going forward.

Vice Mayor Wengert said the Roundtable required that the FAA participate in a working subgroup committee meeting, which was much more effective than the larger Roundtable meeting, which happened just at the time the PIRAT issue was breaking. She said an FAA representative flew out from Los Angeles and they had an opportunity to question her. She said the FAA representative's initial comments were that the portal from which this was all derived was entirely intended to be a technical portal, for use only by technical consultants and aircraft experts who would have input, and was not intended to be public in any way. She said they would not accept any comments from anyone but experts and, fortunately, the Roundtable was considered to be in that category. Vice Mayor Wengert said it became the Roundtable's focus because the deadlines were very short. She said the FAA would accept a group of five questions no later than 30 days prior to a Roundtable meeting. She shared with the Council the questions that would be addressed at the next meeting. She said it has been said that PIRAT was initially intended to deal with only a relatively limited number of oceanic flights. She said, however, the ARGGG waypoint (previously Woodside VOR) is 100 feet away so is basically the same thing. She said the heart of the question for the FAA is if they are going to be routing additional flights through it such as flights vectored off of SERFR, Bodega West, etc. She said the town's principle noise to date is coming from the vectoring. She said, either way, the question is if additional flights, either Oakland-bound or ones not currently using the Woodside VOR/ARGGG, are going to now be using ARGGG. She said if the FAA does not answer the basic question of whether or not there will be a new concentration of flights using PIRAT and ARGGG, then the answer is likely yes and it will become a much bigger problem.

Councilmember Hughes asked if there was a required public comment period. Vice Mayor Wengert said the only time that public opinion is included is when something has some kind of an environmental review. She said if this project is found to be exempt from an environmental review, that is the first challenge to mount.

Vice Mayor Wengert recommended the Town stand ready to move forward with a response. She said she will report to the Council the FAA's responses at the next Roundtable meeting which will further inform the content of the response but the response preparation should begin as soon as possible.

Councilmember Derwin asked regarding the timeline. Vice Mayor Wengert said the deadlines are unknown and will be one of the questions to the FAA, asking them to provide details of the process.

Councilmember Aalfs asked if the Town had an alternative to propose or if the request was for more technical study to come up with alternative. Vice Mayor Wengert said she has never seen a compelling resolution to any of these questions. She said the Roundtable and other groups have a mission and the FAA says they're not going to shift noise so it is unrealistic. She said there has been an increase in noise due to the increase in traffic, which will only continue to increase over time. She said the battle is against the increase in volume of flights and the implementation of technology that is not dispersing but is concentrating. She said just like we all drive the same way when we turn on our GPS, they are doing that now in the sky.

Ms. Nguyen said the Select Committee said that some flights used to travel along the Bodega East route, which is no longer used. Vice Mayor Wengert said the explanation she has heard regarding that is the increase in flights in Oakland caused conflict.

In response to Councilmember Aalfs' question, Vice Mayor Wengert said if there were no vectoring and all planes actually followed the prescribed routes, everyone's problem would be made better.

The Town Council authorized Vice Mayor Wengert to work with the Town Manager to develop a response letter to FAA on the proposed route should such an action be required to meet comment period deadlines. The Town Council supported continued engagement with other potentially affected cities.

(7) Recommendation by Town Attorney – Update the Town's Investment Policy to Clarify Role of Finance Committee and Review and Update of Designated Positions and Disclosure Obligations in the Town's Conflict of Interest Code

(a) Adoption of a Resolution of the Town Council of the Town of Portola Valley Adopting Amendments to the Town's Investment Policy (Resolution No. 2791-2018).

Town Attorney Silver described the proposed update to the Town's Investment Policy including the background, the Political Reform Act, disclosure categories, and discussion items. Staff recommended that the Town Council update the Town's investment policy to clarify the limited role of the Finance Committee, determine whether the Finance Committee should be included in the Town's Conflict of Interest Code, and review the Town's Conflict of Interest Code to determine whether amendments should be made to the designated positions or disclosure categories, as detailed in the staff report.

Councilmember Hughes asked if the only mechanism for local non-mandatory filers is Form 700 or subsections, or if the Town could require something less burdensome for local filers. Town Attorney Silver said that would be allowed for local filers.

Councilmember Hughes asked how Planning Commissioners fell into the definition of mandatory filers. Town Attorney Silver said in the staff report she only lists the mandatory filers as related to investments policies; however, there is additional language in the State Political Reform Act that requires Planning Commissioners to complete the entire Form 700, not just the real estate section.

In response to Councilmember Hughes' question, Town Attorney Silver said the Town Manager, Town Attorney, and Towns with separate Treasurers and Chief Administrative Officers are mandatory filers. In Portola Valley it would be herself and Town Manager Dennis. She said all of the other staff members listed in the definition would be local filers.

Vice Mayor Wengert said she struggled to see where there would be a likelihood of conflict of interest issue with, for example, a Town Engineer, Town Consultant, or Town Geologist. She asked if Town Attorney Silver had a recommendation based on her experience about which positions were less in need of a full 700 disclosure or even a limited or very limited disclosure. Town Attorney Silver said it is common that the Planning and Building Director and Public Works Director has full disclosure. She said Senior

Planners and Associate Planners would be less likely to require full disclosure. She said in Portola Valley, where the Town Engineer and Town Geologist are contracted positions, it is even further removed.

Town Manager Dennis agreed that the level of decision-making authority would be a deciding factor. He said, for example, the Finance Director, Public Works Director, and Planning Director have some decision-making authority and ability to make recommendations, so there should be a certain level of disclosure.

Councilmember Aalfs asked regarding the option to modify the Investment Policy so that the Finance Committee has no jurisdiction over managing the Town's investments. He pointed out that the Finance Committee led the effort to move money out of LAIF into another investment account. In response to Councilmember Aalfs' question, Vice Mayor Wengert said the original intention was that the Finance Committee would be directing those investments and this option would change that. She said the disclosure is hugely burdensome.

Bill Urban, Finance Committee Chair, said that, from the standpoint of the Finance Committee members, their one and only request is that they not have to fill out the Form 700. He was supportive of Option #1 or Option #2. He said the Finance Committee provides guidance about things such as when to make investments in the investment fund and the different allowable asset classes. He said nothing in the Government Code or Investment Policy statement allows them to recommend the purchase of any equity. He said the only potential conflict would be if a Committee member owned stock in a financial institution that was doing direct business with the Town. He said, for example, if someone owned stock in Bank of America, they may be required to disclose that as a potential conflict of interest. Barring that, he could not think of any other business the Town would engage in that would require a disclosure. He said there would be little pushback if a Committee member simply had to raise their hand and state their conflict. He said two of the Committee's six members are involved in partnerships that deal with equity and private equities and a couple of other members have a lot of individual securities. He said the burdensome aspect of full disclosure is particularly troublesome for them.

Vice Mayor Wengert asked if there could be a problem recommending TechCU if some of the Finance Committee members were involved in early-stage companies that were among TechCU's clientele. Mr. Urban asked if the Finance Committee member could simply disclose that through a partnership they had a business relationship with TechCU. Vice Mayor Wengert said they could also potentially recuse themselves from that decision. Town Attorney Silver said a Finance Committee member banking with TechCU would not likely be a conflict. Councilmember Hughes said it would be if they were on the board of TechCU. Mayor Richards said that technically everyone who is a member of a credit union is an owner.

Councilmember Aalfs said the Finance Committee is advising the Finance Director and the Town Manager regarding asset allocation in an advisory role but without jurisdiction. Mr. Urban said the reality is that all of the Finance Committee's suggestions have been implemented. Town Attorney Silver said the State Law definition of "participate in a decision" is very broad and being an advisory body triggers the definition.

Vice Mayor Wengert noted that Option #2 included a Committee member who owned stock in a publicly traded company that owned or planned to issue commercial bonds. Councilmember Aalfs said the Town's Investment Policy does not allow the purchase of individual stocks. Town Attorney Silver said it does allow the purchase of corporate bonds but only through a mutual fund per the Town's Investment Policy.

Councilmember Aalfs asked if Town Attorney Silver's main concern with Option #2 was the conflict with State requirements. Town Attorney Silver said there was concern about that to the extent that the Town's Investment Policy does contemplate that the Finance Committee is going to be making recommendations. She said there is exposure for the Finance Committee if they don't comply with the Form 700 requirement. She said it is not something the Town would enforce and it would be a State action to enforce. She said the concern is that unless Option #1 is implemented, if the Investment Policy

contemplates that the Finance Committee will have some involvement in the decision, then the requirement under State Law is triggered. She said that State Law technically requires that Option #3 be implemented if Option #1 is not selected.

Councilmember Hughes suggested adopting Option #1, perhaps making further refinements if necessary.

Mr. Urban asked Town Attorney Silver if the individual Finance Committee members were exposed to legal liability if Option #2 is adopted. Town Attorney Silver said they are if Option #1 is not implemented. Mr. Urban said no Finance Committee member will want to be exposed to any legal liability.

Mr. Urban asked if the Finance Director comes to a Finance Committee meeting to give them an update about the investment funds and tells the Committee that the Town is planning to invest an additional \$1 million in the existing investments in the same proportions as originally used, he is not asking for advice. If, however, he asks for the Finance Committee's opinion on it, would the Committee be in violation if they advised against it because interest rates are going up and they believed it would underperform the LAIF. He said those are the types of discussions that occur at the operational level. He said they know what assets classes will be used, the proportions, the investment types, but the actual implementation of timing, movement, money is something the Committee may be asked to advise on. Councilmember Hughes asked if they could get around that by having the Finance Committee merely offer a recommendation for the Finance Director to take to the Town Council for discussion. Vice Mayor Wengert said the key language is "has no jurisdiction over," meaning they could talk about, as freely as they want, their thoughts about an issue so the Finance Director can gather data before he makes a recommendation and he maintains the jurisdiction. Town Attorney Silver said it is jurisdiction and advisory participation. She said it really means that the model that was set up should not have the Finance Committee making decisions or recommendations for investments.

Town Manager Dennis suggested that the Finance Committee could provide some additional guidance on how investments should look. He said they can ask the Finance Committee for an additional level of information, narrowing it in a bit more so staff has a good sense of what the Committee thinks generally around a LAIF investment without saying anything specific about it, implementing the Form 700 issues.

Mr. Urban said with Option #1 they could occasionally schedule an education session by the Finance Committee where they are not giving specific advice but are talking about general principles, how the bond market is likely to work, the rising interest rate environment, and provide background. He said they will know what the background needs to be based on what they know about decisions staff is trying to make and staff can then figure out and translate it into things they can do under the Town Investment Policy and under the Government Code.

Mayor Richards said this is one corner of the Town that has always had the involvement of volunteers and he would hate to lose that, so he would like to find a way to keep the Committee's involvement. Mr. Urban asked the Committee members if they would remain on the Committee if they were required to file the Form 700, three of the five people present said they would not be able to continue and the sixth member, who was absent, would also not likely continue.

Town Manager Dennis said the Finance Committee has played an integral role of everything staff does with their budget and audits and they have been asked to do more relating to those items. He said what the Town does regarding the transfers from LAIF to the Schwab account is a couple of times a year. He said the core of what the Finance Committee does will remain intact and staff will continue to be able to tap their expertise.

Councilmember Hughes moved to update the Town's Investment Policy to Clarify the Role of the Finance Committee with the two recommended changes. Seconded by Vice Mayor Wengert, the motion carried 5-0.



Mayor Richards said the local requirements should be revised. He said they lost a potentially very good ASCC member because of the requirement to file the Form 700.

Councilmember Hughes suggested there should be a discussion about the level of disclosures that should be required of the ASCC, Senior Planner, Associate Planner, Town Engineer, Town Geologist, and Consultants. He recommended they be allowed to provide much less formal disclosure than the Form 700.

Town Attorney Silver will amend the Conflict of Interest Code and return to Council at its December 12 meeting.

(8) **COUNCIL LIAISON COMMITTEE AND REGIONAL AGENCIES REPORTS**

Councilmember Hughes – None to report.

Councilmember Derwin – Attended a meeting with Foundation of San Mateo County Libraries where they discussed the 510c3 non-profit process. She said the JPA approved the Gift and Donation Policy. There was also a Makerspace presentation. She attended a successful study session regarding the Highway 101 Managed Lanes, a joint meeting between the Transit Authority and C/CAG. She said they will decide on VTA or MTC for owner operator on December 13. Town Manager Dennis said one of the issues is how Directors will approach if it is regional system or not. He said if the Directors find that it is a regional system, they may be more inclined to go with MTC. Councilmember Derwin also worked on the C/CAG Executive Director evaluation. She attended a C/CAG Finance Committee meeting with Vice Mayor Wengert where they discussed that LAIF is now outperforming the County Pool. They also reviewed the audits. Councilmember Derwin also attended the C/CAG Resource Management and Climate Protection (RMCP) Committee meeting where they discussed the San Mateo Energy Strategy. They also discussed the San Mateo County Transportation Program Climate Impact Report.

Councilmember Aalfs – None to report.

Vice Mayor Wengert – Vice Mayor Wengert and Mayor Richards, along with colleagues from Woodside, met with Green Waste regarding the Garbage Franchise Agreement. She said what would be offered to Green Waste for their renewal would be pretty close to break even for them because they did not have much profit built in and their trucks are very old. She also attended a San Francisco Airport Roundtable Budget meeting and the budget is balanced.

Mayor Richards – Attended the November 27 Conservation Committee meeting. They discussed underbrush needing to be cleared on Windy Hill. They elected Judith Murphy as Chair and Catherine Magill as Vice Chair.

(9) Town Manager Report – Town Manager Dennis reported that the fields are closed for winter renovations on December 3. The softball field will remain open as no renovation is needed at this time. He is working with PG&E to get information on the Enhanced Vegetation Management Program. He said they hope to schedule an Ad-Hoc Town Center Master Plan Update Committee meeting in early December to hear new information from Architect Larry Strain. Town Manager Dennis reported that the Farmers' Market is working well with the new manager. Town Manager Dennis shared photos of a foot-long lizard that was found hanging on his office wall today.

**WRITTEN COMMUNICATIONS**

(10) Town Council Digest – November 15, 2018

None.

**ADJOURNMENT** [9:23 p.m.]

Mayor Richards adjourned the meeting.

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Mayor

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Town Clerk