

PORTOLA VALLEY TOWN COUNCIL REGULAR MEETING NO. 981, JANUARY 22, 2020

CALL TO ORDER AND ROLL CALL

Mayor Aalfs 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 Craig Hughes, John Richards, and Ann Wengert; Vice Mayor Maryann Derwin; Mayor Jeff Aalfs

Absent: None

Others: Jeremy Dennis, Town Manager
Brandi de Garmeaux, Assistant to the Town Manager
Cara Silver, Town Attorney
Sharon Hanlon, Town Clerk

ORAL COMMUNICATIONS

None

CONSENT AGENDA

- (1) **Approval of Minutes** – Amended December 11, 2019. *[Removed from Consent Agenda.]*
- (2) **Approval of Minutes** – January 8, 2020
- (3) **Approval of Warrant List** – January 22, 2020, in the amount of \$465,738.86.
- (4) **Appointment by Mayor** – Commissions and Committees Membership Appointments for 2020

Councilmember Hughes moved to approve Items 2, 3, and 4, of the Consent Agenda. Seconded by Councilmember Wengert; the motion carried 5-0, by roll call vote.

- (1) **Approval of Minutes** – Amended December 11, 2020. Councilmember Wengert moved to approve Item 1 as amended. Seconded by Councilmember Richards, the motion carried 5-0.

REGULAR AGENDA

- (5) **First Annual Council/Committee Workshop**

Mayor Aalfs thanked all of the attending Committee members for their participation in the workshop. He explained that the workshop would cover a description of the Council Priority process, discussion of Council/Committee communications, FY 2020-21 potential priorities, and next steps, as detailed in the staff report.

Town Manager Dennis explained that the Council Priority process includes two study sessions per year to adopt Council priorities, which are listed at the end of each year's budget book. He said the input from this workshop will help inform the Council's priority setting process next month and provide an opportunity to have some level of alignment between the Council and the Committees. Town Manager Dennis said the priorities are partially based on staff suggestions about issues monitored throughout the year, partially on collective Council issues, and partially on individual issues brought forward by Councilmembers. He

pointed out that priorities are not necessarily completed in one year (i.e., housing, sustainability, resident resiliency, etc.).

Mayor Aalfs invited comments from the Council regarding the Council's liaison roles.

Councilmember Richards said he read an interesting article, by Yuval Levin, entitled, "How do Americans Lose Faith in Everything." The article addressed how institutions need to form individuals to act correctly. Councilmember Richards said the procedures and policies that have been put together over the last 50 years should be followed very carefully. He said there may be times those are not clarified well. He said Mr. Levin said when there is a discussion about a difficult subject, everyone needs to ask themselves how they should respond in that situation. He said if there is no guidance by the institution and procedures, it is difficult to weigh in properly. Councilmember Richards suggested that the Town's procedures and overall goals need to be thought about so that the Committees, Town Council, and public can react accordingly. He said an extreme example is a situation where someone is building something and word gets out that something will be built. He said if any of the Committees decides it needs to be discussed immediately, before there are any plans or anything that would be a complete misuse of the system. He said the steps would have to be taken to make sure the procedures are followed properly so that the institutions work and everyone knows how to respond properly.

Mayor Aalfs said the Town has done things very informally for a long time, either by design or by happenstance. He said every Councilmember probably has a different approach as to how they act as liaisons. He said he doesn't know how formal it should be and he would not want to set up a lot of prescriptions. He said he feels like part of the liaison role is to keep committees on the rails. Councilmember Richards said he agrees it doesn't need to be formalized and traditions can also work. He said the article also pointed out that we don't want people to be able to use the institutions as a megaphone but need to be able to fit into the system.

Councilmember Hughes said he does not disagree. He said the Committees have an important role and there are a lot more Committee Members than Councilmembers. He said the Committees are the arms and legs and eyes and ears and mouths of the Town. He said if not for their work, the Town Council and staff would not know about a lot of the work that needs to be done or would not hear about it in a timely manner. Councilmember Hughes said the Committees perform a certain amount of work to fully understand an issue prior to reporting to staff or the Council. He said, for example, the Bicycle, Pedestrian & Traffic Safety Committee often discuss pedestrian circulation and problem intersections, which has led to the traffic report commissioned last year which is now leading into some action. He said that originated with that Committee. Councilmember Hughes said the Committees should not be prevented from investigating issues in the absence of direction from the Council. He said the Council should not be in the business of telling the Committees not to work on issues. Councilmember Hughes said the liaison may advise the Committee that the chances of an issue going anywhere is not great, the Committee should still be able to decide if they want to work on it or not.

Mayor Aalfs agreed that Committees have brought things to the attention of the Council and staff and he doesn't want to ever discourage that, but it needs to be a back-and-forth. He said items have come to the Council that, for one reason or another, have not been acted on and he thinks the Committees get frustrated with that. He said it may help if informal goals and expectations were set.

Town Manager Dennis said the Council adopted a Revised Policies and Procedures Handbook based on some initial feedback. He said one of the recommendations was to have this workshop, to provide an opportunity for the back-and-forth communication.

Councilmember Wengert said Portola Valley has some of the best and highly-functioning Committees of anywhere, all due to the individuals present tonight. She said the Council must always remember that it is a two-way interaction from start to finish. She said at the top, most strategic level, it must be recognized

what the Town's goals are for that year. Councilmember Wengert said the perfect example is fire safety, how that will affect Conservation, Trails, Emergency Preparedness, Sustainability, and other Town Committees. She said there is a big overlay that will have an impact on all of the Committee Members to make sure the Council is providing enough direction and the Committee Members can coordinate, so they are not duplicating or feeling like their stepping on each other's toes. Councilmember Wengert said there is that one-way strategic direction. She said, on the other hand, considering the issues dealt with last year, the communications she received from the Committee Chairs was hugely helpful. She said that interplay is also critical. She said everyone on the Council needs and wants those lines open to understand what the Committees are thinking about some of the big issues. Councilmember Wengert agreed with Councilmember Richards that the Town has a lot of really good institutional procedures. She said that, from a very global level, is what the Town is looking at with Stanford right now. She said members of different Committees were brought in at the pre-application phase. She said that as it moves through the very well-defined process, all of the Committees that would have an impact, which will probably be most of them, will be weighing in and opining on that project specific. Councilmember Wengert said that is a great example of how those very-well defined procedures can work. She said it's a bottom up approach and a combination of the Town Council and staff making sure they're imparting to the Committees about their major goals. She said the Conservation Committee is a good example of that in how they handled the review of Town-owned properties. She said the integration of those kinds of project and priorities will be key going forward, make sure everyone is on the same page.

Councilmember Richards said he did not want to give the impression that discussion should be cut off. He said as long as he's been in Town discussions have been allowed to continue as long as they want. He said the institutions are set up and available and useful and they should not be allowed to fall by the wayside resulting in discussions veering off course. He said this will avoid having things become too politicized before they actually become projects that people can understand. Councilmember Richards said he agrees with the comments but would like to see the procedures followed to the point where they actually make things clearer for everyone.

Mayor Aalfs said the Councilmembers should be consistent in their liaison roles.

Vice-Mayor Derwin said when she first came on in 2005 the Council liaison attended meetings and was there to be helpful and supportive but not to interact. She said that has changed a bit. She asked for clarification of the current role of Council liaison. Councilmember Richards said that's how he was taught as well, being mostly there to answer questions of procedure and propriety, but not participation, and leaving it up to the Committees to run themselves.

Councilmember Hughes said he sometimes goes beyond that, trying to be a resource for the Committees if they need help, advice, which member of staff to talk to, etc. Councilmember Hughes said if the Committee decides they want to go in a particular direction, he will help them get there if they need something from the Town. He said he's not acting separately from the Council, but explaining to the Committee about things they can do without coming to a full Council, suggesting a staff member to talk to, suggesting agendizing a joint meeting with another Committee, etc. Vice-Mayor Derwin said that is different from the traditional liaison role, which did not include guiding. She said she was not saying one was better than the other, but asked if the liaison role has changed and if the liaisons now should be providing more guidance. Mayor Aalfs said his role with the different Committees has varied depending on what the Committee wants. He said some have asked procedure questions as well as the Council's perspective on things.

Ed Holland, Bicycle, Pedestrian & Traffic Safety Committee. Mr. Holland said he appreciated Councilmember Hughes' approach to Council liaison and suggested the Council consider that as part of the liaison role. He said Councilmember Hughes' guidance and suggestions are very welcome and very helpful. He said that little bit of knowhow and procedure is something the Committee Member and Chairs may not always know.

Judy Murphy, Conservation Committee. Ms. Murphy said the Committees look to the liaison to be an available resource. She said having sat on different Committees, liaisons are slightly different. She said with Sustainability, for example, because Vice-Mayor Derwin attends a lot of other meetings and has a lot of information, she does a lot of talking, which brings the Committee a lot of facts they don't have. Ms. Murphy said while that is not strictly in a liaison's role, it is critical to what that Committee is doing. Ms. Murphy said in the Conservation Committee, they assume Councilmember Richards is there to answer questions. She said the liaisons providing guidance is essential. She said the liaison role should not just mean listening at the meeting, telling the Committee what the rules are, and then reporting back to the Council on what happened at the meeting. She said it should be a true liaison so that things work well between the Committee and the Council. She said sometimes they need a lot and sometimes they need nothing. She said the idea that they can't look to the Council liaison for anything more than procedural protocol is ridiculous. She said the liaisons are needed and essential, partly to keep the Committee focused in the right direction. Ms. Murphy said her Committee, however, does not appreciate the idea that they have to be kept on the rails, checked or held in so they don't do something or talk about something the Council could not like. She said democracy gets messy and there will be times they talk about things that may seem inappropriate to the Council and maybe the Committee's goals won't be achieved, but it is a way for the people in Town to express what they're feeling. She said the people in Town don't always come to Council meetings and don't always speak up in oral communications. She said sometimes they may grouse at the Committees when it might have been more appropriate to grouse at the Council. Ms. Murphy said there is a give-and-take in it all and it needs to stay fluid.

Gary Hanes, Bicycle, Pedestrian & Traffic Safety Committee. Mr. Hanes agreed with Mr. Holland in that the Council liaisons that attend their meetings are always there in an advisory capacity but never in a directorial capacity. He said the Committee runs the show but when they stumble on questions of procedure, hierarchy, and chain of command, they rely on the liaisons for direction. Mr. Hanes said Public Works Director Young attends the meetings and can give direction regarding the regulatory side of things, Caltrans standards, etc. He thanked Councilmember Hughes for acknowledging the Committee's role in the traffic safety study. Mr. Hanes said their other big accomplishment was the overflow parking situation for Windy Hill. He said they received a lot of leeway to take on the projects, come up with ideas, review them, and then run them through the chain of command because they are only a Committee and not a Commission. Mr. Hanes said his biggest frustration is the sparsity of citizen input. He said sometimes citizens do not realize they Bicycle, Pedestrian & Traffic Safety Committee is only a Committee and does not have the power they may think they have.

Chris Raanes, Emergency Preparedness Committee. Mr. Raanes said he thinks the liaisons work very well. He said Councilmember Richards has just the right balance, letting them go and giving them feedback. He said he feels the communication works very well. He said he would be curious to hear why a change would be desired because, from his Committee's point of view, it works well just as it is.

Paige Bishop, Cultural Arts Committee. Ms. Bishop said she was here with John Badger, also on the Committee. Ms. Bishop agreed with Mr. Raanes in appreciating the support they get from their liaison, Councilmember Richards. She said the ability to bounce ideas off of him has been very helpful and if he doesn't have an immediate answer, he's the conduit to expediting answering a question they have. She wondered if there was some agenda the Committees were not aware of, but she also wondered why or if a change is desired.

Mayor Aalfs said it is not that the Council wants to change things. He said this workshop is to hear if people have comments. He said it is great to hear that things are working fine, but they also want to hear if things are not working fine. He said there is no goal to change things but rather to gather feedback. In response to Ms. Bishop's comment about possibly combining Committees, Mayor Aalfs said that idea is off the table.

Ms. Bishop said the main challenge in their group is they need more volunteers.

Nona Chiariello, Open Space Committee. Ms. Chiariello said she agreed with the comments tonight. She added that a number of Committee Members serve on multiple Committees. She said one of the great things about the liaisons is helping them balance the allegiances to the different Committees that have different priorities. She thanked Councilmember Hughes especially for that. She said the liaisons really do establish the coordination of cross-Committees a lot of times because they don't know what the other Committees are doing.

Lucy Neely, Finance Committee. Ms. Neely said the system works well. She said she is always impressed when the Council liaisons come to a Finance Committee meeting and is grateful for them as a resource. She found it interesting that Vice-Mayor Derwin's reference to historical precedent had everyone nodding in agreement. She said there may be a good reason that the historical precedent has worked but keeping things status quo just because of historical precedence is not good and it is always good to consider evolution. She said the idea of a dialogue is more interesting to her than being a passive resource, although she agrees the Council should not be directive. She said the Council liaison is a good resource to bring relevant Town information to the Committee chairs. She suggested that at the beginning of the year, when new Council liaisons and new Committee Chairs are appointed, the new Chair and Council liaison could have a check-in to spark that open communication.

Gary Hanning, Trails and Paths Committee. Mr. Hanning said their interactions with their Council liaison, Councilmember Hughes and previously Mayor Aalfs, work very well. Mr. Hanning said they see Councilmember Hughes as an invaluable resource and an honorary member of their Committee. Mr. Hanning said Councilmember Hughes is welcome to speak up at any time on any topic. Mr. Hanning said they ask Councilmember Hughes a lot of questions and he is the only one who has the answer because most of the Committee Members do not attend Council meetings. Mr. Hanning said that they appreciate that they are free to set their own agenda and said that freedom is key and important for the Committees to function in the way that they do and he hopes that part of it never changes.

With no other comments regarding Council/Committee communications, Mayor Aalfs introduced the discussion about Council priorities. He noted that the priorities meeting will be February 26. He asked the Committee chairs to share items they would like to be considered. He said they are trying to make the priority-setting be more of a two-way street.

Councilmember Hughes said part of what the Committees do fits in with the Council priorities and requests. He said other issues come up within the Committees during the year, such as rains washing out trails, building projects out of control, etc., that may not be part of the base level task list for the Committee. Councilmember Hughes said that is where he looks to his Committees to set their own agendas, to figure out what those things are that the Council didn't think of at the beginning of the year. He said it will be interesting to discuss the balance between Town-wide priorities versus where the Committees want to go beyond that. He said there are things the Council would like the Committees to do for them, but beyond that, as long as those things are being done, they can go where they think they need to go.

Mayor Aalfs said the Council Priority discussion became part of the budget discussion and it would be nice to be in somewhat agreement about those priorities at the beginning of the budget year. He said this workshop is to get some feedback from the Committees before they set the priorities bar and the budget.

Councilmember Wengert said Parks and Recreation have the classic example of a homegrown issue that the Council didn't even think about and something that would never had shown up on priorities – the pickleball courts. She said once it came to their attention about what an important priority it was for their Committee, they moved on it fast. The large pickleball group came in with PowerPoint presentations and statistics about something many were not familiar with. She said it is the perfect example of how well the process can work, coming out of nowhere in the last quarter of last year. Councilmember Wengert said they have since received approval for the first court being marked and full-on approval for the second

given the participation is huge. She said the Committees are the eyes and conduit into the community that the Council potentially has no way of seeing. She said fire safety was also a big issue last year and is now a priority. Councilmember Wengert said the Council looks to the Committees and community for all of that bottom-up push, enthusiasm, etc.

Mayor Aalfs said it is also helpful to alert the Committees that the Council is developing the priorities in the next month or so and would like to have input from the Committee Chairs, perhaps agendaizing this topic at their meetings and then issuing a short report to the Council that can be part of the discussion on the 26th. Councilmember Richards said it can certainly fit into the yearly Committee goal-setting process. Town Manager Dennis noted that the Committees didn't need to feel rushed because there is some flexibility and they don't need to know everything in a month. He said if there needs to be another meeting in between the two already scheduled, that is fine. Mayor Aalfs said the Council's priorities meeting could be just the beginning of the discussion so he is giving a heads-up to the Committees that it may be helpful if they can provide something before the public meeting on the 26th.

Mary Hufty, Mapache Drive. Ms. Hufty suggested a community outreach about the priorities discussion. She said the Committee Members tend to be the same people over and over again and she suggested the public may provide some great input. She said she got excited when she heard the priorities at the financial meeting and became interested on how the priorities were established. She said she thinks others would also be interested. Mayor Aalfs said it will be announced on all the usual channels and he will also be hosting a two-hour coffee at the library resource room tomorrow morning.

Ms. Murphy suggested that protection of the natural environment is always a priority. She said it is so fundamental to the Town ethos that it just flies along and doesn't get specifically enumerated by itself in the way it should. She said that's fine if it's always there as a subtitle, no matter what the other priorities are. She said if getting budgeted is somehow tied to being one of the priorities, then she feels impelled to plead for her Committee that protection of the natural environment is made a priority so they can get their restoration projects into the budget. Mayor Aalfs said they want their input as part of the budget process going forward, with sooner being better than later. Town Manager Dennis said Council priorities don't always equate to dollars being budgeted. He said they often equate to staff time, which is also an important component. Town Manager Dennis said some of the priorities are a statement of the direction the Council wishes to take the Town. He said there have certainly been items in the past where there are not specific activities associated with that priority or project or budget amount, but is just saying that the Council thinks this is important and they are thinking about how to work on it more.

Nancy Lund said she hopes for an online presence so that Committees are aware of the vast resources available. She said there are a lot of digital photographs that would be useful as well as an online catalog.

Chris Raanes, Emergency Preparedness Committee. Mr. Raanes said he has always felt well supported and their Committee has always gotten attention and resources. He said the emergency preparedness of the Town is closely linked to two outside agencies besides the Sheriff's Office – Woodside and the Woodside Fire Protection District – who have essentially delegated part of that to the Citizen's Emergency Response Team (CERT). He said all of the entities have matured nicely over the last several years and now they really need to seamlessly integrate. He said the Emergency Preparedness Committee will need Council's guidance on how tightly to push that integration. He said there is a difference between the approach, the investment, and the amount of work on the Portola Valley side, such as the investing in training and the emergency operations center, than the approach being taken in Woodside. He said the resources from the Fire Department and CERT have to accommodate both. He said the Town may need to choose to stick with what they've been doing and CERT will be flexible or to integrate into the same way Woodside is doing it. He said the Committee will come up with recommendations but will need the Council's attention at some point this year. He asked that this issue to be added to the priorities agenda.

Town Manager Dennis said, as the Director of the Emergency Operations Center, information is one of the critical things he will need if there is a major disaster. He said the CERT teams can provide that information. He said they've discussed how the organizations can integrate so that they know that information will come in instead of having to send out resources to figure out what's going on in neighborhoods. Town Manager Dennis said it is great that there are active CERT teams in town that do wonderful things for their neighborhoods. He would like to see those integrated into the Town's reporting structure so that staff knows what's happening on the ground. He said CERT has been going in that direction.

Gary Hanning, Trails and Paths. Mr. Hanning said he also sits on the Golden Hills Emergency Preparation Team. He said their homeowner's association has organized an emergency response team. He said in going through they process they were amazed at how much they really didn't know about emergency preparedness. He said they have come a long way but have a much longer way to go. He said, for example, they've never done a mock evacuation drill. He said they will learn a lot from that. He said he would thread emergency preparation through almost all priorities the Council thinks of. He said climate change has created an environment for fire risk that has never been seen before. He said the community outreach programs they do yearly are phenomenal. He said he is a parent with children in school and the concerts are wonderful. He said the Horse Fair sponsored by the Trails and Paths Committee is gaining in popularity every year. He said these kinds of things, like the Town Picnic, do wonders for the community, bringing people together talking and resolving problems, keeping issues from getting out of control. He suggested the community outreach programs be a priority for the Council.

Town Manager Dennis said staff is anticipating a deliverable through the Woodside Fire Protection District on evacuation route efforts. He said he and Assistant to the Town Manager de Garreaux have been discussing what an evacuation drill would look like this year. He said once that information is received, they will be doing extensive community outreach.

Mayor Aalfs summarized that the Council's goal of this workshop was for it to be a two-way conversation with the Committees as the Council prepares to set the priorities as part of the budget process, with the understanding that unforeseen things will also come up. He said this is a good time to start that conversation regarding the recommendations such as those mentioned tonight.

Mayor Aalfs said the Council's study session is scheduled for February 26, they will receive Committee annual reports in April and May, and finalize the priority setting on April 8, to be shared with the Committees on April 9. Mayor Aalfs said these are the formal steps but it is an ongoing conversation.

Councilmember Wengert said when they decided to not consolidate some of the Committees, what they had considered was creating a pool of volunteers to help staff with community events. She said that pool of volunteers is still being considered so that as an event gets closer, people from that pool can be asked to help. She asked the Committee Chairs for their opinions.

Ms. Bishop said another entity was formed that was kind of competitive with Cultural Arts because they felt there was a lot of red tape between the Committees and the Council. She suggested forming an Event Committee and explaining to the public that it's not as daunting as they may think, but more of an interactive, cultural, fun, small, intimate experience.

Town Manager Dennis said the Council, as part of the Committee Handbook work, created two new entities; however, staff has not yet had the opportunity to promote them the way they want to, one of which is the Community Engagement Committee, which is what Councilmember Wengert referenced. The other one is a day-of support group where they can come in and help with some of the set-up, which is a huge obstacle to having a successful event.

Ms. Bishop said John Badger brought the idea of PV Palooza, an all-day locally-promoted music festival with local groups only. She said that could lead to the music groups performing at some of the local venues such as the Alpine Inn, Parkside, etc. She said they often get offers of sponsorship which they decline because their concerts are a gift from the Town to the residents and they don't need to deal with advertisers, etc. The PV Palooza, however, would provide that opportunity for local businesses to sponsor and advertise in a tasteful fashion, and the Palooza will go well beyond their budget.

Councilmember Richards responded to Ms. Bishop's comment about people not wanting to participate in all of the bureaucratic issues of Committees. He said this new committee would eliminate a lot of that.

Mr. Holland said Bicycle, Pedestrian & Traffic Safety Committee was asked to provide support for Zots to Tots. He said that although they achieved support at an adequate level, if they had a bigger pool of people and a good way to organize it, a better job could be done. He said there are the people daunted about serving on a committee, worried about the expectations, not understanding the commitments, etc., and then there are the go-getters, the people that want to solve a problem right away and change something. Mr. Holland said they lose those people when they learn about the process of first thinking about the problem, commissioning a study, talking to the Council, and then making a recommendation. He said a question is how to make people who want to help the Town understand that the process is necessary and their help really does make a difference.

Mayor Aalfs thanked everyone for their attendance and being a part of the discussion. He said the Council values all the work the Committees do and they want to make sure the Council is interacting in a way that helps the Committees feel like they are being heard and are on the same page on these issues. He invited the Committee Chairs to contact the Council or staff with further comments. He said he looks forward to speaking with all of them moving forward.

Mr. Holland suggested that the Scouts of America could be a source of volunteers.

Mayor Aalfs called for a five-minute break.

(6) **Discussion** – PG&E Restructuring

Mayor Aalfs provided an update of the PG&E bankruptcy proceeding. He described the background, AB 1054, the current status, the letter from Governor Newsom, the conversion to electric cooperative, the advantages of a cooperative model, and the current status, as detailed in his presentation.

Loverine Taylor said she missed the point of why the PG&E bankruptcy was being discussed. She asked what it means to the Town of Portola Valley. Mayor Aalfs said he has been providing the Council with updates because San Jose Mayor Sam Liccardo's office has been asking elected officials to weigh in and endorse his solution, in case they're interested in endorsing it. He said Peninsula Clean Energy is also watching it closely so this is also part of his reporting to the Council about PCE.

Councilmember Hughes said a lot of the issues impact things that come up in town such as power outages and fire safety, all issues that are working their way through the PG&E bankruptcy process in terms of coming up with a version of PG&E coming out of bankruptcy that will do a better job dealing with those issues than previously. He said although the Town doesn't have a lot of control over that, knowing what's going on allows them, as they're thinking about the other issues, to see the bigger picture.

(7) **Appointment by Mayor** – Council Liaison Appointments for 2020

Mayor Aalfs was appointed Liaison for the following: Geologic Safety Committee; Historic Resources Committee; Nature and Science Committee; Public Works Committee; PV School District; and SCS/RHNA Policy Advisory Committee.

Mayor Aalfs was appointed Alternate Liaison for the following: Cable & Utilities Undergrounding Committee; Conservation Committee; Open Space Acquisition Advisory Committee; Parks & Recreation Committee; Sustainability Committee; and San Mateo Council of Cities.

Mayor Aalfs is the Town Representative for the following: Los Trancos/Vista Verde; Peninsula Clean Energy (PCE); League of California Cities; and West Bay Sanitary District.

Vice-Mayor Derwin was appointed Liaison for the following: ASCC (Jan, Feb, March); Planning Commission (Oct, Nov, Dec); Friends of the Library; and Sustainability Committee.

Vice-Mayor Derwin was appointed Alternate Liaison for the Cultural Arts Committee.

Vice-Mayor Derwin is the Town Representative for the following: C/CAG City County Assoc. of Governments; C/CAG Finance Committee; C/CAG Legislative Committee; C/CAG Resource Management and Climate Protection (RMCP) Committee; San Mateo County Council of Cities; San Mateo County Express Lanes JPS; San Mateo County Flood and Sea Level Rise; and San Mateo County Libraries JPA Governing Board.

Councilmember Hughes was appointed Liaison for the following: ASCC (July, Aug, Sept); Planning Commission (April, May, June); Ad-Hoc Town Center Master Plan Committee; Bicycle, Pedestrian & Traffic Safety Committee; Cable & Utilities Undergrounding Committee; Open Space Acquisition Advisory Committee; and Trails and Paths Committee.

Councilmember Hughes was appointed Alternate Liaison for the following: Emergency Preparedness Committee; Finance Committee; Geologic Safety Committee; Peninsula Clean Energy; Airport Roundtable; West Bay Sanitary District; and Stanford University.

Councilmember Hughes is the Town Representative for FireWise Committee and ABAG.

Councilmember Richards was appointed Liaison for the following: ASCC (Oct, Nov, Dec); Planning Commission (Jan, Feb, March); Conservation Committee; Cultural Arts Committee; Emergency Preparedness Committee; The Sequoias, Emergency Services Council; MROSD; and Woodside Fire Protection District.

Councilmember Richards was appointed Alternate Liaison for the following: Historic Resources Committee; Nature and Science Committee; Public Works Committee; Trails and Paths Committee; Friends of the Library; PV School District, and San Mateo Library JPA Governing Board.

Councilmember Richards is the Town Representative for HEART MAC of San Mateo County.

Councilmember Wengert was appointed Liaison for the following: ASCC (April, May, June); Planning Commission (July, Aug, Sept); Finance Committee; Parks & Recreation Committee; and Stanford University.

Councilmember Wengert was appointed Alternate Liaison for the following: Bicycle, Pedestrian & Traffic Safety Committee; C/CAG City County Assoc. of Governments; FireWise Committee; MROSD, San Mateo County Council of Cities; SCS/RHNA Policy Advisory Committee; ABAG; and League of CA Cities.

Councilmember Wengert is the Town Representative for C/CAG Finance Committee; C/CAG Bicycle and Pedestrian Advisory; and Airport Roundtable.

Councilmember Hughes moved to ratify the Mayor's 2020 Council Liaison Appointments as amended. Seconded by Vice-Mayor Derwin; the motion carried 5-0.

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

Councilmember Wengert – Councilmember Wengert, Councilmember Hughes and Town Manager Dennis worked with the team on OpenGov with meetings, discussions, and document review.

Councilmember Richards – Attended ASCC meeting on January 13. Attended the Martin Luther King Jr. Day of Service tree planting in East Palo Alto with Vice-Mayor Derwin.

Councilmember Hughes – Attended Bicycle, Pedestrian & Traffic Safety Committee meeting on January 15 where two citizens brought up concerns about traffic issues connected with the proposed Neely Winery CUP revision. They discussed next steps with the traffic study and school crossing flags at Corte Madera. He said the Sheriff's Office report now indicates what percentage of the citations are for Portola Valley residents and in the latest reporting period only 1 percent of the citations were for Portola Valley residents. He attended the Trails and Paths Committee meeting where there received updates on work completed and work needed and election of new Chair and Vice-Chair. Town Manager Dennis said he spoke with the new PV Ranch President who said some of the signs at the top of Coal Mine Ridge asking people to stay off the volunteer trails are being moved or destroyed. Councilmember Hughes said the upcoming ABAG annual meeting on February 7 will include a work session followed by an extended session on housing issues and the RHNA cycle.

Vice Mayor Derwin – Attended the Express Lanes JPA meeting where they discussed agreements with a financial legal service and advisor to negotiate a capital loan, the contract from Whipple to 380 which begins in February, vegetation removal, public outreach regarding sound wall problem in San Mateo, and the finalized scope of work regarding the equity study. She attended an RMCP meeting where they heard an update on RICAPS 2030. In response to Vice-Mayor Derwin's question, Town Manager Dennis said Assistant to the Town Manager de Garreaux will provide a timetable at the end of this month on her plans to move that forward. Vice-Mayor Derwin said there was a presentation on the Brisbane Building and Energy Program and Ordinance. She said someone called in from the Stanford Codiga Resource Recovery Center describing the effluent sanitary treatment system. She also attended three meetings with the Flood and Sea Level Rise Resiliency District, where they interviewed CEOs, adopted the budget, discussed requesting the Army Corps of Engineers support in preparing a study of the San Mateo Bay and coastal shorelines, and appointed the Director and Alternate Director.

Mayor Aalfs– Attended Nature and Science Committee meeting where they received three new volunteers. He said the PCE's Strategic Planning Committee met on January 14. He said the California Energy Commission currently has two grants out for microgrid projects. One of the grants is for smaller projects, which Portola Valley could fit nicely into; however, the grant deadline is February 4.

(9) **TOWN MANAGER REPORT** – Town Manager Dennis reported that the Woodside Fire Protection District's Fire Code is coming back for ratification on February 26. Staff has still not heard back from the State regarding the PSPS grant. He thanked Councilmember Wengert and Councilmember Hughes for their help on OpenGov. The contract was signed for OpenGov this morning. Town Manager Dennis had lunch with the new Ranch President and had a great conversation. He said they feel positively about the goal to keep communication open. Town Manager Dennis reported that staff signed off on the building and planning permits for the dining room at The Priory. He noted that when Zots reopened staff received from calls from residents who were concerned about parking. He said those issues have fallen off a bit. Town Manager Dennis met last week with the School Board President and one of the new Board Members and they discussed reconstituting the liaison conversations. Town Manager Dennis, the two School Boards, Councilmember Hughes, Mayor Aalfs, and Roberta Zarea will start meeting quarterly. Town Manager Dennis said that the Stanford EIR scoping meeting will be held at the end of the month and ASCC will begin looking at the pedestrian safety study on February 10. There will be a 300-foot notice sent out for all locations. He said Public Works Director Young did a traffic count last year and noted a lot of growth for the Town Center indicating success for the campus itself as well as

the library and programming. Town Manager Dennis no longer has to recuse himself from conversations with MROSD because Town Attorney Silver advised him that public agencies don't require that level of recusals. He will attend the Open Space Committee Meeting tomorrow night to ask for some money to support surveying the new open space property.

WRITTEN COMMUNICATIONS

(10) **Town Council Digest** – January 10, 2020

#6 – Invitation to Council of Cities – City of Burlingame Hosting – Friday, January 31, 2020. Vice-Mayor Derwin said she signed up.

(11) **Town Council Digest** – January 16, 2020

None.

ADJOURNMENT [9:11 p.m.]

Mayor Aalfs adjourned the meeting.

Mayor

Town Clerk