



TOWN OF PORTOLA VALLEY

7:00 PM – Special Meeting of the Town Council
Wednesday, March 25, 2020

**THIS SPECIAL MEETING IS BEING HELD
VIA TELECONFERENCE ONLY**

SPECIAL MEETING AGENDA

COVID-19 DISEASE ADVISORY NOTICE

The San Mateo County Health Officer, in conjunction with colleagues from five other Bay Area Counties, has issued legal orders to help stop the spread of the coronavirus. These legal orders include directing all residents to shelter in place, with exceptions for visits to essential service providers such as grocery stores, gas stations, and pharmacies.

This meeting will be conducted in compliance with the Governors Executive Order N-25-20 issued on March 12, 2020 and N-29-20 issued on March 18, 2020, allowing for deviation of teleconference rules required by the Brown Act. On Thursday, March 19, Governor Gavin Newsom issued a statewide stay-at-home order to protect the health and well-being of all Californians. In an effort to reduce the risk of spreading Coronavirus (COVID-19), members of the Town Council, the Town Manager, and the Town Attorney will all participate via teleconference. The purpose of this is to provide the safest environment for officials, staff and the public while allowing for public participation.

The Town will be broadcasting the March 25 meeting (and all subsequent Town Council meetings for the duration of this order) on AM 1680, the Town's AM radio station. Additionally, instructions to listen to the meeting on Zoom are below.

Remote Public Comments: Meeting participants are encouraged to submit public comments in writing in advance of the meeting. Please send an email to jdennis@portolavalley.net by 5:00 PM the day of the meeting. All received questions and comments will be read by the Mayor and addressed and will be included in the public record.

Additionally, the Town Council will take questions by using the Q&A button for those who attend the meeting online or on the App.

Finally, if you can only call in and you did not send in questions and comments ahead of time you can press *9 on your phone to "raise your hand" The town council will call on people to speak by the phone number that is calling in.

We encourage anyone who has the ability to join the meeting online to do so. You will have access to any presentations that will be shown on your screen and can easily ask questions in the Q&A.

<p>Join Zoom Meeting online https://zoom.us/j/863493811</p> <p>Join Zoom Meeting by phone Dial by your location 669 900 6833 One tap mobile +16699006833, 863493811# US</p> <p>Meeting ID: 863 493 811</p>	<p>Remote Public Comments:</p> <p>Meeting participants are encouraged to submit public comments in writing in advance of the meeting. Please send an email to jdennis@portolavalley.net by 5:00 PM the day of the meeting. All received questions and comments will be read by the Mayor and addressed and will be included in the public record.</p> <p>Town Council will take questions by using the Q&A button.</p>
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7:00 PM - CALL TO ORDER AND ROLL CALL

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

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** – February 26, 2020 (3)
2. **Ratification of Warrant List** – March 11, 2020 (11)
3. **Approval of Warrant List** – March 25, 2020 (28)
4. **Request by Portola Valley Neighbors United** – Town Council Recognition of Portola Valley Neighbors United for Facility Use (38)
5. **Recommendation by Town Manager** – Frog Pond Open Space Restricted Fund (41)

REGULAR AGENDA

6. **Updates on COVID-19 and Town Response** (43)
7. **Recommendation by Public Works Director** – Adoption of a Resolution for the 2019/2020 Street Resurfacing Project – Surface Seals Project No. 2020-PW01 (44)
 - (a) Adoption of a Resolution of the Town Council of the Town of Portola Valley Approving Plans and Specifications and Calling for Bids for the 2019/2020 Street Resurfacing Project Surface Seals No. 2020-PW01 (Resolution No. __)
8. **COUNCIL LIAISON COMMITTEE AND REGIONAL AGENCIES REPORTS** (50)

Oral reports 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.*
9. **TOWN MANAGER REPORT** (51)

WRITTEN COMMUNICATIONS

10. **Town Council Digest** – February 27, 2020 (52)
11. **Town Council Digest** – March 5, 2020 (58)
12. **Town Council Digest** – March 12, 2020 (80)
13. **Town Council Digest** – March 19, 2020 (94)

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(s).

PORTOLA VALLEY TOWN COUNCIL REGULAR MEETING NO. 983, FEBRUARY 26, 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: Councilmember John Richards; Vice Mayor Maryann Derwin; Mayor Jeff Aalfs.

Absent: Councilmember Wengert, Councilmember Hughes.

Others: Jeremy Dennis, Town Manager
 Brandi de Garneau, Assistant to the Town Manager
 Cara Silver, Town Attorney
 Howard Young, Public Works Director
 Cindy Rodas, Interim Finance Director
 Laura Russell, Planning & Building Director
 Sharon Hanlon, Town Clerk

ORAL COMMUNICATIONS

- (1) **Presentation** – Proclamation Honoring the League of Women Voters on its 100th Anniversary

Mayor Aalfs read the proclamation (attached to the staff report). Tracy Clark, President of the League of Women Voters of South San Mateo County accepted the award. She described some of the history of the League's contributions to Portola Valley. Several members of the League stood and identified themselves.

CONSENT AGENDA

- (2) **Approval of Minutes** – Town Council Regular Meeting of February 12, 2020. *[Removed from Consent Agenda.]*
- (3) **Approval of Warrant List** – February 26, 2020, in the amount of \$225,740.09.
- (4) **Recommendation by Town Manager** – Annual Automated License Plate Readers System Audit. *[Removed from Consent Agenda.]*
- (5) **Recommendation by Building Official** – Adoption of a Resolution to Ratify Ordinance No. 12 of the Woodside Fire Protection District. *[Removed from Consent Agenda.]*
- (a) Adoption of a Resolution of the Town Council of the Town of Portola Valley to Ratify Ordinance No. 12 of the Woodside Fire Protection District (Resolution No. _____)
- (6) **Recommendation by Town Manager** – PV Palooza Sponsorship
- (a) Adoption of a Resolution of the Town Council of the Town of Portola Valley Authorizing a One-Time Exception to the Town's Event Sponsorship Policy for the PV Palooza Music Festival (Resolution No. 2817-2020)
- (7) **Recommendation by Planning and Building Director** – Environmental Review Consultant, Neely Winery, Spring Ridge, LLC Conditional Use Permit Amendment

- (a) Adoption of a Resolution of the Town Council of the Town of Portola Valley Approving a Contract with MIG for the Environmental Review of the Spring Ridge, LLC, Neely Winery Conditional Use Permit Amendment Project (Resolution No. 2818-2020)

Councilmember Richards moved to approve Items 3, 6, and 7 of the Consent Agenda. Seconded by Vice-Mayor Derwin, the motion carried 3-0, by roll call vote.

(2) Approval of Minutes – Town Council Regular Meeting of February 12, 2020. Vice-Mayor Derwin moved to approve Item 2 as amended. Seconded by Councilmember Richards, the motion carried 3-0.

- (4) **Recommendation by Town Manager** – Annual Automated License Plate Readers System Audit.

Vice-Mayor Derwin said a lot of people are interested in the ALPRs. Town Manager Dennis said Capt. Corpus sent her regrets because she was attending a class and unable to attend tonight's Council meeting. Town Manager Dennis said the Captain wanted him to share that the Sheriff's Office appreciates the opportunity to have the tool should it be necessary. He said they have accessed data on a variety of situations, both Portola Valley centric and other jurisdictions. He said there was a recent success story in which the cameras were instrumental in determining who caused an incident on Willowbrook a month ago and arrests were made. He said the Sheriff's Office also used this tool last year regarding an identity theft case. In response to Vice-Mayor Derwin's question, Town Manager Dennis confirmed the data was not being shared with ICE.

Councilmember Richards moved to approve Item 4 and accept the audit as presented. Seconded by Vice-Mayor Derwin, the motion carried 3-0.

- (5) **Recommendation by Building Official** – Adoption of a Resolution to Ratify Ordinance No. 12 of the Woodside Fire Protection District. *[Removed from Consent Agenda.]*

- (a) Adoption of a Resolution of the Town Council of the Town of Portola Valley to Ratify Ordinance No. 12 of the Woodside Fire Protection District (Resolution No. _____)

Mayor Aalfs said that Councilmember Hughes had some questions and comments on this item but could not attend tonight's meeting. Mayor Aalfs said this item will be brought back to formally approve it on a future agenda. Town Manager Dennis said the Fire Chief and Fire Marshal are present tonight but will not be in Town for the March 25 meeting but they will be available by phone. Mayor Aalfs invited comments or questions from the public. There were none.

REGULAR AGENDA

- (8) **STUDY SESSION** – Council Priorities Study Session for Fiscal Year 2020-'21

Town Manager Dennis led the PowerPoint presentation, describing the background; the Council's six priorities and the associated projects; staff's progress to date regarding those goals; Councilmember Wengert's comments regarding Resident Resiliency, Health of Town Resources, and Strategic Planning Efforts; Committee requests and recommendations; and next steps, as detailed in the staff report. Staff recommended the Council accept the status update on the current Council Priorities and provide initial feedback on their priorities for Fiscal Year 2020-21.

Mayor Aalfs invited questions from the Council. Hearing none, Mayor Aalfs brought the item back to the Council for discussion.

Councilmember Richards said refining the list and making it less project heavy makes a lot of sense. With regard to putting it on the atmospheric level and making it a real broad global look at goals, he suggested a general preamble statement explaining that these high-level priorities are in the spirit of following the

General Plan, maintaining the rural atmosphere of town, etc. Town Manager Dennis said this is the guiding document to help develop the budget. He said there are budget requirements for day-to-day work, particularly around the CIP. He said in every department, this process and these priorities can affect their budgets, so it is an integral part of the budget development process. He said when staff hears the Council desires focus on certain issues, there are related projects or expenditures that will be a priority.

Mayor Aalfs said some of the Committee recommendations feed into the six high-level priorities and some do not. He said the Council can decide if any of these should go to the budget even if they are not within the six stated priorities.

In response to Mayor Aalfs' question, Town Manager Dennis said Parks and Recreation and Bicycle, Pedestrian & Traffic Safety Committee (BPTS) are not included due to core omissions or cancellations of their meetings but he anticipates getting something from them later on, which staff will bring back to the Council on April 8.

Vice-Mayor Derwin confirmed that the Council will continue to grant the funding requests from the Committees even if they are not on the priorities list. Town Manager Dennis said staff will still request the Committees provide recommend budgets to support events and discreet projects. He explained that this is separate. He said it does appear the some of the EPC recommendations may appear a little more goal related than priority related. He said the Cultural Arts Committee asked for additional monies to support PV Palooza.

In response to Vice-Mayor Derwin's question, Town Manager Dennis said staff is looking for feedback from the Council regarding the order of priorities, if things are missing. He said the Committees are matching up fairly well with General Plan related issues and where the Council has been focusing. He said there will be some costing out needed for some of the items. He said the Wildfire Preparation Committee and the recommendations from the Council and the other Committees will be very expensive.

Vice-Mayor Derwin said her top three priorities are Wildfire Preparation, Housing, and Climate Change/Sustainability, and then, of course, the financial issues.

In response to Vice-Mayor Derwin's question, Town Manager Dennis said staff will bring forward some initial General Plan update components but he does not expect it to be particularly substantial at this point and tends to be a multi-year endeavor. Vice-Mayor Derwin said after the RHNA numbers are received this summer, the Town may need to think about rezoning, which is part of the General Plan. Town Manager Dennis said the update staff is discussing is somewhat separate from the eight-year Housing Element cycle. He said the General Plan is not on a cycle like that but at 20 years the General Plan is pretty old and should be brought up to date. He pointed out, for example, that the Town's Safety Element does not reflect wildfire danger in a way that a modern one would.

Mayor Aalfs asked if there were any items in the Committee recommendations that did not appear to be reflected strongly enough in the priorities list.

Vice-Mayor Derwin suggested Sustainability should perhaps include something about Open Space. Town Manager Dennis said it would be appropriate for the Council to direct the Open Space Acquisition Advisory Committee to do some further work. He said the acquisition of Open Space is tricky because of the cost right now but the Committee has not acquired any open space in recent years, with the only recent acquisitions having been through Council action.

Councilmember Richards said there is always a tug of war between the priorities list and all the projects that go into it. He said all of the Committee recommendations could nestle into the priorities list; however, it may start to get a bit unwieldy.

Mayor Aalfs asked if Open Space should be reflected more in the priorities and, if so, where.

Vice-Mayor Derwin said maintenance of Town-owned properties needs to be addressed. Public Works Director Young said they are doing the work that was approved by the Council and the Conservation Committee. Town Manager Dennis said the Open Space Committee is preparing vision statements that will be instructive to the Conservation Committee. He anticipates further recommendations on additional expenditures for next year to get these properties up to a level where there can be an annual maintenance program.

Vice-Mayor Derwin said the Friends of the Library would like to expand the Library. She said it may not be a priority but she would like to start talking about it this year. Town Manager Dennis said there are three funding sources for the Library – the Town, the Library system itself, and the Friends. He said it is a continuing positive set of conversations deciding who does what. He said the Library has really taken off from a program standpoint and the pressure on the building from a maintenance standpoint is significant. He said that building will be outgrown and maybe already is. He said it is very expensive and the space is constrained.

Mayor Aalfs said the Open Space and Library questions fit under Health of Town Resources. Councilmember Richards agreed and said he would like to see another attempt to fold some of these Committee items into the Priorities list with a little cleaner look. Town Manager Dennis agreed and said staff anticipates at least two more Committees to submit something.

Mayor Aalfs said it is a bit confusing to see the Trails Committee listing recommendations for Sustainability, Open Space, Wildfire, and Emergency Preparedness.

Mayor Aalfs invited public comment.

Judith Murphy, Conservation Committee. Ms. Murphy said they submitted the goal they thought was most important to be included in the mix of the Town's overarching goals. She said because they are a bunch of biologists and tree huggers, they use the word "sustainability" thinking about the natural world. She realizes now that, for the Council, sustainability is more related to energy and climate change, things the Sustainability Committee works on. She said the Conservation Committee would like to rename their recommendation to "stewardship." She said the Conservation Committee requests that one of the Priorities for the next fiscal year specifically be stewardship, either as a priority by itself (the Committee's preference) or tucked neatly and high on the list of one of the other Priorities. She said preservation of the environment is one of the bedrocks on which the Town was founded and is the ground on which we all stand. She said to some extent preservation of the natural surroundings informs all the decisions the Council already makes. She said she could not imagine that the Council would make any decision that would willfully harm the environment, which is why sustainability and fire prevention are priorities. She said over the years the Town's properties have been given minimal attention and they have not been fine. She said the properties have not been intentionally neglected, but has been inattention and a lack of realizing what was going while more immediate and pressing matters were being dealt with. She said now the cost of that inattention and cost of remedying it has been realized. The Committee urged the Council to make their commitment to the beauty that surrounds us explicit and make stewardship one of the Priorities for the next fiscal years, especially if it is informing the Town's budget decisions. In response to Vice-Mayor Derwin's question, Ms. Murphy clarified that the Committee is talking about the Town's stewardship of Town-owned properties.

Betsy Morgenthaler, 500 Portola Road. Ms. Morgenthaler said she has heard the Councilmembers speak to the shared common value and ethos for the Town's open spaces and their conservation. She said she would like stewardship to be designated as the one most important priority because the order does matter.

Todd Scheuer, Alpine Little League Commissioner and President. Mr. Scheuer said he grew up in Ladera, playing Alpine Little League himself. He has three children and has lived on Shawnee Pass for about 10 years. He said the Little League has recognized a need at Ford Field to have permanent restrooms. Mr. Scheuer said Ford Field is very special and anyone who has had the privilege of playing there would recognize it is one of most beautiful Little League fields in the state, if not the country. He

said the number one request that comes up in their polls of families is for permanent restrooms. He said permanent restrooms would get a lot of utilization from the Little Leaguers, bicyclists, runners, and potentially lots of other folks. He said his league has a lot of different fundraising efforts and they would be delighted to participate in the costs for this. He said they've done some research and it is a significant expense (\$200,000 to \$600,000). He said they don't want anything extravagant and would be satisfied with something similar to what is located next to the kids' playground at the Town Center. He said they would be delighted to participate in this endeavor with the Town and would make it their number one fundraising item, even if it took multiple years – whatever would be needed to come together collectively to get it done.

Vice-Mayor Derwin said she would research if C/CAG could be a possibility for some funding.

Town Manager Dennis thanked Mr. Scheuer for his patience and his offer to fundraise. Town Manager Dennis said the cost estimate for the restrooms averaged around \$400,000. He said the discussions and questions have been around how much could the community raise and how much the Town would be comfortable contributing. Town Manager Dennis suggested bringing an authorization to Council for a fundraising effort without necessarily setting a date to it to see how it goes. He agreed the facility deserves to have restrooms; however, his concern is whether this is the right year to do it because of costs.

Mayor Aalfs thanked Mr. Scheuer for his presentation and for taking on this task.

With no additional public comment, Mayor Aalfs brought the item back to the Council for discussion.

Town Manager Dennis reviewed Councilmember Wengert's comments: "2.) Resident Resiliency. B. Town Committee Revitalization – During 2019 our focus was on revitalization. I would recommend retitling this priority to read Town Committee Support. I would also move item 2f. under this Town Committee Support 2b. category. 4.) Health of Town Resources. My top priority in this category for the 2020-2021 fiscal year is the successful implementation of the new Open Gov Financial systems. As part of those efforts I would recommend quarterly TC updates on that process. A second and equally important priority in the financial arena is the status of a long-term staffing plan for the Finance Team. 5.) Strategic Planning Efforts. I recommend that initial General Plan update efforts be initiated in this coming fiscal year and be focused on updating outdated and conflicting sections of our code along with adding newly required legislative provisions. The Town Council has previously budgeted for an outside consultant who could be retained to lead these initial efforts."

The Council agreed with Councilmember Wengert's comments and Town Manager Dennis said he would incorporate them into the Priorities list.

Town Manager Dennis summarized the Council's directions that the focus priorities will be on Wildfire/Emergency Preparedness, Housing Strategic Plan Implementation, Open Space Stewardship, and Sustainability. The Committee recommendations will be incorporated and a preamble will be prepared that ties priorities to the Town's General Plan principles. Staff will bring the draft back to the Council for review on April 8.

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

Councilmember Richards – Attended Conservation Committee meeting on February 24 where they discussed a project on Goya and the Bay Laurel Trail renovation. Town Manager Dennis said a suggestion came in from the Ranch residents regarding engaging volunteers from the Trail Center, a nonprofit that focuses on sustainable trail maintenance issues. Councilmember Richards said they also discussed the timing of mowing on the trails to preserve the wildflowers but reduce the tick population, protection of native shrubs, and the postponement of the broom pull. He said there was a big discussion regarding completing the new open space maintenance projects without overloading the Public Works

Department. Town Manager Dennis expressed appreciation to Judith Murphy for providing different ways of thinking about how things are done.

Vice Mayor Derwin – Attended C/CAG board meeting and C/CAG Leg Committee meeting on February 13. She said the Governor’s State of the State address was about homelessness, tying it to a lack of affordable housing. She said they discussed the Faster Bay Area Initiative, the one-cent sales tax across all nine Bay Area cities, which may not be on the 2020 ballot and will more likely be on the 2022 ballot. She said although SB-50 failed, there will be housing production bills and there are a couple that are aimed at communities like Portola Valley, such as AB-75, which requires 25 percent of the above-moderate housing be two units or more, which would exclude ADUs. They had a presentation on Safe Routes to School. A new public member was voted into the Congestion Management Environmental Quality Committee. She said they reviewed and accepted Measure M, discussed the Carpool 2020 Incentives Program, discussed MTC projects, and saw an Express Lane presentation. She attended a Climate Protection meeting. There was a presentation from Bioforcetech who turns sludge from waste into biochar in Redwood City. She said West Bay Sanitary talked about their water recycling for Sharon Heights Golf Course, which is where all Portola Valley’s wastewater goes to after being cleaned. She said Fluence makes portable wastewater management systems so she asked about Portola Valley using a Fluence wastewater treatment module to treat their own wastewater but the West Bay representative said Portola Valley can’t do it because West Bay owns the wastewater and Portola Valley would have to go through LAFCO. Vice-Mayor Derwin said she is interested in pursuing this. She attended the Express Lanes board meeting. She attended the San Mateo County Flood and Sea Level Rise Resiliency Agency (FSLR) meeting where they formally hired a new CEO, Len Materman, who will start in May. They have migrated the Flood District into FSLR. She said all towns and cities agreed to contribute to FSLR. She said Portola Valley, being a smaller town, paid \$30,000. Woodside, however, chose to only contribute \$15,000. She said the Agency will decide at the next meeting if that was acceptable. She attended the ASCC meeting on February 24. She attended a C/CAG Finance meeting.

Mayor Aalfs– Attended Nature and Science meeting last week with the new Committee members. Danna Breen was elected the new Chair with Yvonne Trice as the Vice Chair. Ms. Trice brought out plans for an event called, “Our Watery World.”

(10) **TOWN MANAGER REPORT** – Town Manager Dennis reported the ad-hoc Wildfire Preparation Committee will meet next Wednesday. He said a draft agenda includes insurance non-renewal issues and a bill that would authorize increased rates for fire insurance than are currently allowed, with the idea being to attract insurers to provide that insurance. He said the hardware for the AM radio to be installed at Peak Lane is moving forward. Town Manager Dennis and Vice-Mayor Derwin will attend a Wildfire Workshop put on by Stanford University in a couple of weeks. He said the County has put in place a website about the Coronavirus and have started a process of planning. He said Portola Valley staff has scheduled an internal meeting to start talking about it next week. Town Manager Dennis said the registration for spring classes will open in a week and a half. He said staff received a few complaints last week regarding lighting at Corte Madera School in the main parking lot and along the building across from the Frog Pond. He said he and Public Works Director Young met with the School District today. He said the Town has no jurisdiction of what the PVSD does but was appreciative that the PVSD staff wants to do the right thing. They will install some shielding, change the light level, and maybe reposition them to reduce impacts, and they will keep the lights off Frog Pond.

WRITTEN COMMUNICATIONS

(11) **Town Council Digest** – February 13, 2020

#4 – Invitation to Council of Cities Dinner Meeting in Belmont. Vice-Mayor Derwin said she and Councilmember Wengert would attend. The program includes the San Mateo County Standardized Evacuation Project. Town Manager Dennis said he, the Fire Chief, and the Woodside Town Manager met on Monday and got a preview of the software system which has a number of identified evacuation zones. He said they have asked for more information about the parameters and methodology.

(12) **Town Council Digest** – February 20, 2020

#6 – Letter to the Town Council from Resident Signatory re High-Density Housing Development Proposal for 3530 Alpine Road/Stanford Wedge Housing Project. Mayor Aalfs recused himself because of a conflict of interest regarding the Stanford Housing Project.

Vice-Mayor Derwin asked if it was protocol to publish comment letters in the pre-application process. Town Manager Dennis said that is not standard procedure. He said that, based on the feedback, staff will begin putting up more information, but it was not an oversight, it was just not something that has been done. He added that the copy of the former Fire Marshal's comments was the letter that was received at the Town and people came in and got copies of it.

With regard to the Fire Marshal's statements regarding 100 feet of defensible space, Vice-Mayor Derwin asked if that was a Town Code. Town Manager Dennis said that, in his conversations with the Fire Marshal, he has received indications that this is not code; however, staff has not yet independently reviewed the Fire Code.

Vice-Mayor Derwin asked for clarification regarding the request for two District-approved, independent fire modeling studies. Town Manager Dennis said there are a number of fire models that will be developed. He said there is at least one through the EIR consultant the Town has hired and there will be two that Stanford's fire consultant will do. Town Manager Dennis said his understanding is that the Fire Marshal is comfortable with that. He said there is no concern from the Fire Marshal's office about the timing of it.

Vice-Mayor Derwin asked about the source of the allegation that "the construction of housing in such a combustible and dangerous setting as the southern mouth of the Alpine Canyon is a root cause of the catastrophic wildland fires now plaguing California." She asked if those sorts of accusations will be investigated in the EIR. Town Manager Dennis said the EIR, per the direction of staff, will include a very broad fire component. He said the Fire Marshall is very comfortable with the very well-respected EIR Consultant, Carol Rice, who has worked in this community and works at the Ranch. He said there will be a significant portion of the EIR dedicated to fire-related issues and any mitigations.

Vice-Mayor Derwin asked about the allegations in the letter directed at the Planning Commission and asked for clarification regarding their role in this matter. Town Manager Dennis said this appears to be a misunderstanding at the January 30 Planning Commission meeting, which was to support the scoping of the EIR. He said the Planning Commission has not reviewed documents for the land use component (the application) for the project. He said it is a mischaracterization of the Planning Commission's role at that time. They would not have reviewed those documents and were not asked to do so but they will be reviewed later as the process comes forward.

In response to Vice-Mayor Derwin's question, Town Manager Dennis said the comment letters are for the applicant and not for the Town. He said the applicant has received them and has met directly with the Fire Marshal, as appropriate. He said there is a process by which this gets determined by the Planning Commission and perhaps the Council.

Vice-Mayor Derwin asked what General Plan and Zoning concessions the Town was proposing to allow Stanford. Town Manager Dennis said no concessions were being proposed.

Vice-Mayor Derwin asked, with regard to the suggestion that Woodside Fire Protection District should be the lead governmental agency, if standard practice is that the Town Council is the lead agency. Town Manager Dennis agreed. He said he has had multiple meetings with the Fire Marshal and the Fire Chief and they understand staff's desire for them to be an integral part of the review of anything fire related in this process.

Vice-Mayor Derwin asked if it was true that the EIR cannot be done prior to the vegetation management plan. Town Manager Dennis said his understanding is that Fire Marshal's office does not believe that is necessary.

Councilmember Richards said there are obvious issues of fire safety that have to be addressed for the project, but this letter reflects a misunderstanding of the process. He said the fact is the conversation needs to happen between the Fire Department and Stanford, the applicant. Whatever comes out of that will then come to the Town, which won't happen until the finalization of their application.

Town Manager Dennis said no staff work can be directed regarding this item based on lack of a quorum.

Vice-Mayor Derwin said there is no way the Council would approve a project that did not meet stringent fire safety requirements. She said neither the Town nor Stanford would take on that responsibility.

ADJOURNMENT [8:35 p.m.]

Vice-Mayor Derwin adjourned the meeting.

Mayor

Town Clerk

INVOICE APPROVAL LIST REPORT - DETAIL WITH GL DIST

03-11-20

Date: 03/04/2020

Time: 4:56 pm

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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

AARONSON DICKERSON	Legal Counsel - Equestrian Ctr	22032	03/11/2020	
COHN & LANZONE			03/11/2020	
939 LAUREL STREET	884		03/11/2020	0.00
SAN CARLOS	TECHC	1220	03/11/2020	0.00
CA 94070	220168 -TOWN OF PO			1,787.50

GL Number	Description	Invoice Amount	Amount Relieved
05-54-4182	Town Attorney	1,787.50	0.00

Check No.	1220	Total:	1,787.50
Total for	AARONSON DICKERSON		1,787.50

ACCOUNTEMPS	Temp/Clerical/Acctg Support,	21992	03/11/2020	
A Robert Half Company	Week-Ended 2/14/20		03/11/2020	
P.O. BOX 743295	0884		03/11/2020	0.00
LOS ANGELES	TECHC	1221	03/11/2020	0.00
CA 90074-3295	55358892			1,428.00

GL Number	Description	Invoice Amount	Amount Relieved
05-50-4048	Accounting Technician	1,428.00	0.00

ACCOUNTEMPS	Temp/Clerical/Acctg Support,	21993	03/11/2020	
A Robert Half Company	Week-Ended 2/21/20		03/11/2020	
P.O. BOX 743295	0884		03/11/2020	0.00
LOS ANGELES	TECHC	1221	03/11/2020	0.00
CA 90074-3295	55395710			1,092.00

GL Number	Description	Invoice Amount	Amount Relieved
05-50-4048	Accounting Technician	1,092.00	0.00

ACCOUNTEMPS	Temp/Clerical/Acctg Support,	22033	03/11/2020	
A Robert Half Company	Week-Ended 2/28/20		03/11/2020	
P.O. BOX 743295	0884		03/11/2020	0.00
LOS ANGELES	TECHC	1221	03/11/2020	0.00
CA 90074-3295	55444044			1,428.00

GL Number	Description	Invoice Amount	Amount Relieved
05-50-4048	Accounting Technician	1,428.00	0.00

Check No.	1221	Total:	3,948.00
Total for	ACCOUNTEMPS		3,948.00

ALLIANT INSURANCE SERVICES, INC.	Qtrly Event Insurance Reports, July - December 2019	22048	03/11/2020	
SPECIAL EVENTS	0685		03/11/2020	0.00
NEWPORT BEACH	TECHC	1222	03/11/2020	0.00
CA 92660				895.00

GL Number	Description	Invoice Amount	Amount Relieved
05-58-4338	Event Insurance	895.00	0.00

Check No.	1222	Total:	895.00
Total for	ALLIANT INSURANCE SERVICES,		895.00

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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

BIG CREEK	Trails Posts	22049	03/11/2020	
			03/11/2020	
111 MAIN STREET	2172		03/11/2020	0.00
HALF MOON BAY	TECHC	1223	03/11/2020	0.00
CA 94019	1283310			495.66

GL Number	Description	Invoice Amount	Amount Relieved
20-60-4270	Trail Surface Rehabilitation	495.66	0.00

Check No.	1223	Total:	495.66
Total for	BIG CREEK		495.66

BILL HAMILTON ROOFING	Refund Deposit, 147 Goya	22034	03/11/2020	
			03/11/2020	
230 HARRISON AVENUE	1219		03/11/2020	0.00
CAMPBELL	TECHC	1224	03/11/2020	0.00
CA 95008				1,000.00

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

Check No.	1224	Total:	1,000.00
Total for	BILL HAMILTON ROOFING		1,000.00

CALPERS	February Unfunded Liability	21998	03/11/2020	
FISCAL SERVICES DIVISION			03/11/2020	
ATTN: RETIREMENT PROG ACCTG	0107		03/11/2020	0.00
SACRAMENTO	TECHC	1225	03/11/2020	0.00
CA 94229-2703				5,977.90

GL Number	Description	Invoice Amount	Amount Relieved
05-50-4080	Retirement - PERS	5,977.90	0.00

Check No.	1225	Total:	5,977.90
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CALPERS	December Retirement - Classic	21994	03/11/2020	
FISCAL SERVICES DIVISION			03/11/2020	
ATTN: RETIREMENT PROG ACCTG	0107		03/11/2020	0.00
SACRAMENTO	TECHC	1226	03/11/2020	0.00
CA 94229-2703	100000015863447			15,391.81

GL Number	Description	Invoice Amount	Amount Relieved
05-00-2556	Arrears Svc Cr	107.38	0.00
05-50-4080	Retirement - PERS	15,084.43	0.00
05-50-4080	Retirement - PERS	200.00	0.00

Check No.	1226	Total:	15,391.81
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CALPERS	December Retirement - PEPRA	21995	03/11/2020	
FISCAL SERVICES DIVISION			03/11/2020	
ATTN: RETIREMENT PROG ACCTG	0107		03/11/2020	0.00
SACRAMENTO	TECHC	1227	03/11/2020	0.00
CA 94229-2703	100000015863463			3,506.05

GL Number	Description	Invoice Amount	Amount Relieved
05-00-2522	PERS Payroll	1,723.04	0.00
05-50-4080	Retirement - PERS	1,783.01	0.00

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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. 1227 Total: 3,506.05

CALPERS	January Retirement - Classic	21996	03/11/2020	
FISCAL SERVICES DIVISION			03/11/2020	
ATTN: RETIREMENT PROG ACCTG	0107		03/11/2020	0.00
SACRAMENTO	TECHC	1228	03/11/2020	0.00
CA 94229-2703	100000015896460			15,191.81

GL Number	Description	Invoice Amount	Amount Relieved
05-00-2556	Arrears Svc Cr	107.38	0.00
05-50-4080	Retirement - PERS	15,084.43	0.00

Check No. 1228 Total: 15,191.81

CALPERS	January Retirement - PEPRA	21997	03/11/2020	
FISCAL SERVICES DIVISION			03/11/2020	
ATTN: RETIREMENT PROG ACCTG	0107		03/11/2020	0.00
SACRAMENTO	TECHC	1229	03/11/2020	0.00
CA 94229-2703	100000015896468			5,748.86

GL Number	Description	Invoice Amount	Amount Relieved
05-00-2522	PERS Payroll	2,825.26	0.00
05-50-4080	Retirement - PERS	2,923.60	0.00

Check No. 1229 Total: 5,748.86

Total for CALPERS 45,816.43

CAPIO	2020 Ann'l Conf. Registration,	21999	03/11/2020	
CA ASSOC PUBLIC INFO OFFICIALS	K. Chinn	00006678	03/11/2020	
PO BOX 8840	0913		03/11/2020	0.00
CHICO	TECHC	1230	03/11/2020	0.00
CA 95927	9070			615.00

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4326	Education & Training	615.00	615.00

Check No. 1230 Total: 615.00

Total for CAPIO 615.00

GEORGE CHOI	Refund Deposit, 191 Meadowood	22035	03/11/2020	
191 MEADOWOOD	571		03/11/2020	0.00
PORTOLA VALLEY	TECHC	1231	03/11/2020	0.00
CA 94028				2,266.10

GL Number	Description	Invoice Amount	Amount Relieved
96-54-4207	Deposit Refunds, Other Charges	2,266.10	0.00

Check No. 1231 Total: 2,266.10

Total for GEORGE CHOI 2,266.10

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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

COMCAST	WiFi, 2/21/20 - 3/20/20	22000	03/11/2020	
			03/11/2020	
P.O. BOX 34744	0045		03/11/2020	0.00
CITY OF INDUSTRY	TECHC	1232	03/11/2020	0.00
CA 91716-0533				137.22

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4318	Telephones	137.22	0.00

Check No.	1232	Total:	137.22
Total for	COMCAST		137.22

COUNTY OF SAN MATEO	Staff Training, de Garmeaux	22050	03/11/2020	
HUMAN RESOURCES DEPT			03/11/2020	
455 COUNTY CENTER, 5TH FLOOR	1241		03/11/2020	0.00
SAN MATEO	TECHC	1233	03/11/2020	0.00
CA 94063	CI18-046			125.00

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4326	Education & Training	125.00	0.00

Check No.	1233	Total:	125.00
Total for	COUNTY OF SAN MATEO		125.00

CSG CONSULTANTS INC	Bus. Stormwater Consult. C-4	22051	03/11/2020	
	Inspect. Prog. thru 1/31/20		03/11/2020	
550 PILGRIM DRIVE	622		03/11/2020	0.00
FOSTER CITY	TECHC	1234	03/11/2020	0.00
CA 94404	29306			105.00

GL Number	Description	Invoice Amount	Amount Relieved
05-54-4214	Miscellaneous Consultants	105.00	0.00

CSG CONSULTANTS INC	Applicant Charges, August	22052	03/11/2020	
	Balance Due		03/11/2020	
550 PILGRIM DRIVE	622		03/11/2020	0.00
FOSTER CITY	TECHC	1234	03/11/2020	0.00
CA 94404	27381			30.00

GL Number	Description	Invoice Amount	Amount Relieved
96-54-4194	Engineer - Charges to Appls	30.00	0.00

Check No.	1234	Total:	135.00
Total for	CSG CONSULTANTS INC		135.00

CTJ LLC	Refund Deposit-109 Santa Maria	22005	03/11/2020	
			03/11/2020	
1580 LAUREL ST "C"	1278		03/11/2020	0.00
SAN CARLOS	TECHC	1235	03/11/2020	0.00
CA 94070				2,750.00

GL Number	Description	Invoice Amount	Amount Relieved
96-54-4205	C&D Deposit	2,750.00	0.00

Check No.	1235	Total:	2,750.00
Total for	CTJ LLC		2,750.00

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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

EXCEL LD	February LD Telephone Svc	22036	03/11/2020	
			03/11/2020	
PO BOX 660343	0806		03/11/2020	0.00
DALLAS	TECHC	1236	03/11/2020	0.00
TX 75266-0343	1182071625			22.01

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4318	Telephones	22.01	0.00

Check No.	1236	Total:	22.01
Total for	EXCEL LD		22.01

FEDEX	Shipping Charges, February	22006	03/11/2020	
			03/11/2020	
P.O. BOX 7221	0066		03/11/2020	0.00
PASADENA	TECHC	1237	03/11/2020	0.00
CA 91109-7321	6-935-45821			22.83

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4308	Office Supplies	22.83	0.00

Check No.	1237	Total:	22.83
Total for	FEDEX		22.83

FOUNDATION TECHNOLOGIES	Refund Deposit, 427 Minoca	22007	03/11/2020	
			03/11/2020	
PO BOX 620401	1279		03/11/2020	0.00
WOODSIDE	TECHC	1238	03/11/2020	0.00
CA 94062				212.04

GL Number	Description	Invoice Amount	Amount Relieved
96-54-4207	Deposit Refunds, Other Charges	212.04	0.00

Check No.	1238	Total:	212.04
Total for	FOUNDATION TECHNOLOGIES		212.04

JEANNIE GOLDMAN	Instructor Fees, Winter 2020	22008	03/11/2020	
			03/11/2020	
741 MANZANITA ROAD	706		03/11/2020	0.00
WOODSIDE	TECHC	1239	03/11/2020	0.00
CA 94062				20,687.00

GL Number	Description	Invoice Amount	Amount Relieved
05-58-4246	Instructors & Class Refunds	20,687.00	0.00

Check No.	1239	Total:	20,687.00
Total for	JEANNIE GOLDMAN		20,687.00

GREEN HALO SYSTEMS	Hosting / Access February 2020	22001	03/11/2020	
			03/11/2020	
2431 ZANKER ROAD	0654		03/11/2020	0.00
SAN JOSE	TECHC	1240	03/11/2020	0.00
CA 95131	2463			114.00

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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
05-64-4311	Software & Licensing	114.00	0.00

Check No.	1240	Total:	114.00
Total for	GREEN HALO SYSTEMS		114.00

HILLYARD, INC	Janitorial Supplies	22054	03/11/2020	
			03/11/2020	
P.O. BOX 843025	531		03/11/2020	0.00
KANSAS CITY	TECHC	1241	03/11/2020	0.00
MO 64184-3025	603772012			134.08

GL Number	Description	Invoice Amount	Amount Relieved
05-66-4340	Building Maint Equip & Supp	44.69	0.00
05-66-4341	Community Hall	44.69	0.00
25-66-4340	Building Maint Equip & Supp	44.70	0.00

HILLYARD, INC	Janitorial Supplies	22055	03/11/2020	
			03/11/2020	
P.O. BOX 843025	531		03/11/2020	0.00
KANSAS CITY	TECHC	1241	03/11/2020	0.00
MO 64184-3025	60377789			469.25

GL Number	Description	Invoice Amount	Amount Relieved
05-66-4340	Building Maint Equip & Supp	156.41	0.00
05-66-4341	Community Hall	156.42	0.00
25-66-4340	Building Maint Equip & Supp	156.42	0.00

HILLYARD, INC	Janitorial Supplies	22056	03/11/2020	
			03/11/2020	
P.O. BOX 843025	531		03/11/2020	0.00
KANSAS CITY	TECHC	1241	03/11/2020	0.00
MO 64184-3025	60377790			483.61

GL Number	Description	Invoice Amount	Amount Relieved
05-66-4340	Building Maint Equip & Supp	161.20	0.00
05-66-4341	Community Hall	161.20	0.00
25-66-4340	Building Maint Equip & Supp	161.21	0.00

Check No.	1241	Total:	1,086.94
Total for	HILLYARD, INC		1,086.94

INTREN, LLC	Refund Deposit, 90 Bear Gulch	22009	03/11/2020	
ATTN: Accounts Payable			03/11/2020	
1045 DETROIT AVENUE	0737		03/11/2020	0.00
CONCORD	TECHC	1242	03/11/2020	0.00
CA 94518				18.91

GL Number	Description	Invoice Amount	Amount Relieved
96-54-4207	Deposit Refunds, Other Charges	18.91	0.00

INTREN, LLC	Refund Deposit, 110 Bear Gulch	22010	03/11/2020	
ATTN: Accounts Payable			03/11/2020	
1045 DETROIT AVENUE	0737		03/11/2020	0.00
CONCORD	TECHC	1242	03/11/2020	0.00
CA 94518				224.26

GL Number	Description	Invoice Amount	Amount Relieved
96-54-4207	Deposit Refunds, Other Charges	224.26	0.00

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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

INTREN, LLC	Refund Deposit, 119 Campo	22011	03/11/2020	
ATTN: Accounts Payable			03/11/2020	
1045 DETROIT AVENUE	0737		03/11/2020	0.00
CONCORD	TEHC	1242	03/11/2020	0.00
CA 94518				18.91

GL Number	Description	Invoice Amount	Amount Relieved
96-54-4207	Deposit Refunds, Other Charges	18.91	0.00

INTREN, LLC	Refund Deposit-315 Willowbrook	22012	03/11/2020	
ATTN: Accounts Payable			03/11/2020	
1045 DETROIT AVENUE	0737		03/11/2020	0.00
CONCORD	TEHC	1242	03/11/2020	0.00
CA 94518				18.91

GL Number	Description	Invoice Amount	Amount Relieved
96-54-4207	Deposit Refunds, Other Charges	18.91	0.00

INTREN, LLC	Refund Deposit-342 Willowbrook	22013	03/11/2020	
ATTN: Accounts Payable			03/11/2020	
1045 DETROIT AVENUE	0737		03/11/2020	0.00
CONCORD	TEHC	1242	03/11/2020	0.00
CA 94518				18.91

GL Number	Description	Invoice Amount	Amount Relieved
96-54-4207	Deposit Refunds, Other Charges	18.91	0.00

Check No.	1242	Total:	299.90
Total for	INTREN, LLC		299.90

IZMIRIAN ROOFING	Refund Deposit, 16 Franciscan	22037	03/11/2020	
229 S. RAILROAD AVE	768		03/11/2020	0.00
SAN MATEO	TEHC	1243	03/11/2020	0.00
CA 94401				1,000.00

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

Check No.	1243	Total:	1,000.00
Total for	IZMIRIAN ROOFING		1,000.00

J.W. ENTERPRISES	Portable Lavs, 2/13 - 3/11/20	22053	03/11/2020	
1689 MORSE AVE	829		03/11/2020	0.00
VENTURA	TEHC	1244	03/11/2020	0.00
CA 93003	221966			402.48

GL Number	Description	Invoice Amount	Amount Relieved
05-58-4244	Portable Lavatories	402.48	0.00

Check No.	1244	Total:	402.48
Total for	J.W. ENTERPRISES		402.48

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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

GERALD JOHNSON	Refund Deposit, 520 Wayside	22038	03/11/2020	
			03/11/2020	
331 SUMMIT DRIVE	1280		03/11/2020	0.00
REDWOOD CITY	TECHC	1245	03/11/2020	0.00
CA 94062				1,599.37

GL Number	Description	Invoice Amount	Amount Relieved
96-54-4207	Deposit Refunds, Other Charges	1,599.37	0.00

Check No.	1245	Total:	1,599.37
Total for	GERALD JOHNSON		1,599.37

KRUPKA CONSULTING	Traffic Planning, January 2020	22057	03/11/2020	
			03/11/2020	
431 YALE DRIVE	0857		03/11/2020	0.00
SAN MATEO	TECHC	1246	03/11/2020	0.00
CA 94402	1242			3,600.00

GL Number	Description	Invoice Amount	Amount Relieved
05-68-4553	Pavement Management Update	3,600.00	0.00

Check No.	1246	Total:	3,600.00
Total for	KRUPKA CONSULTING		3,600.00

KUTZMANN & ASSOCIATES	February Plan Checks	22058	03/11/2020	
			03/11/2020	
39355 CALIFORNIA STREET	0090		03/11/2020	0.00
FREMONT	TECHC	1247	03/11/2020	0.00
CA 94538	PV-20229			6,707.43

GL Number	Description	Invoice Amount	Amount Relieved
05-54-4200	Plan Check Services	6,707.43	0.00

Check No.	1247	Total:	6,707.43
Total for	KUTZMANN & ASSOCIATES		6,707.43

LEAGUE OF CALIFORNIA CITIES	2020 Dues, LCC Peninsula Div	22039	03/11/2020	
			03/11/2020	
	0093		03/11/2020	0.00
SACRAMENTO	TECHC	1248	03/11/2020	0.00
CA 95814	1588			100.00

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4322	Dues	100.00	0.00

Check No.	1248	Total:	100.00
Total for	LEAGUE OF CALIFORNIA CITIES		100.00

STEPHEN LYNCH	Refund Deposit, 50 Valencia	22014	03/11/2020	
			03/11/2020	
50 VALENCIA CT	1410		03/11/2020	0.00
PORTOLA VALLEY	TECHC	1249	03/11/2020	0.00
CA 94028				1,000.00

GL Number	Description	Invoice Amount	Amount Relieved
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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

96-54-4205	C&D Deposit		1,000.00	0.00
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Check No.	1249	Total:	1,000.00
Total for	STEPHEN LYNCH		1,000.00

SUSAN MCLAUGHLIN	Refund Deposit, 88 Hillbrook	22040	03/11/2020	
			03/11/2020	
88 HILLBROOK DRIVE	1281		03/11/2020	0.00
PORTOLA VALLEY	TECHC	1250	03/11/2020	0.00
CA 94028				1,376.69

GL Number	Description	Invoice Amount	Amount Relieved
96-54-4207	Deposit Refunds, Other Charges	1,376.69	0.00

Check No.	1250	Total:	1,376.69
Total for	SUSAN MCLAUGHLIN		1,376.69

NOLTE ASSOCIATES, INC. NV5	November Applicant Charges	22059	03/11/2020	
			03/11/2020	
P.O. BOX 74008680	0104		03/11/2020	0.00
CHICAGO	TECHC	1251	03/11/2020	0.00
IL 89193-3243				5,847.93

GL Number	Description	Invoice Amount	Amount Relieved
05-54-4192	Engineer Services	180.18	0.00
96-54-4194	Engineer - Charges to Appls	5,667.75	0.00

NOLTE ASSOCIATES, INC. NV5	December Applicant Charges	22060	03/11/2020	
			03/11/2020	
P.O. BOX 74008680	0104		03/11/2020	0.00
CHICAGO	TECHC	1251	03/11/2020	0.00
IL 89193-3243				6,276.74

GL Number	Description	Invoice Amount	Amount Relieved
96-54-4194	Engineer - Charges to Appls	6,276.74	0.00

Check No.	1251	Total:	12,124.67
Total for	NOLTE ASSOCIATES, INC. NV5		12,124.67

PERS HEALTH	March Health Premium	22002	03/11/2020	
			03/11/2020	
VIA EFT	0108		03/11/2020	0.00
	TECHC	1252	03/11/2020	0.00
				12,061.80

GL Number	Description	Invoice Amount	Amount Relieved
05-50-4086	Health Insurance Medical	12,061.80	0.00

Check No.	1252	Total:	12,061.80
Total for	PERS HEALTH		12,061.80

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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
PG&E	Refund Deposit, 40 Alhambra	22015	03/11/2020	
ATTN: Andre Jones			03/11/2020	
77 BEALE STREET	1464		03/11/2020	0.00
SAN FRANCISCO	TECHC	1274	03/11/2020	0.00
CA 94105				18.91
GL Number	Description	Invoice Amount	Amount Relieved	
96-54-4207	Deposit Refunds, Other Charges	18.91	0.00	
PG&E	Refund Deposit, 100 Canyon	22016	03/11/2020	
ATTN: Andre Jones			03/11/2020	
77 BEALE STREET	1464		03/11/2020	0.00
SAN FRANCISCO	TECHC	1274	03/11/2020	0.00
CA 94105				89.27
GL Number	Description	Invoice Amount	Amount Relieved	
96-54-4207	Deposit Refunds, Other Charges	89.27	0.00	
PG&E	Refund Deposit, 237 Canyon	22017	03/11/2020	
ATTN: Andre Jones			03/11/2020	
77 BEALE STREET	1464		03/11/2020	0.00
SAN FRANCISCO	TECHC	1274	03/11/2020	0.00
CA 94105				250.00
GL Number	Description	Invoice Amount	Amount Relieved	
96-54-4207	Deposit Refunds, Other Charges	250.00	0.00	
PG&E	Refund Deposit, 155 Cherokee	22018	03/11/2020	
ATTN: Andre Jones			03/11/2020	
77 BEALE STREET	1464		03/11/2020	0.00
SAN FRANCISCO	TECHC	1274	03/11/2020	0.00
CA 94105				250.00
GL Number	Description	Invoice Amount	Amount Relieved	
96-54-4207	Deposit Refunds, Other Charges	250.00	0.00	
PG&E	Refund Deposit, 115 Cima	22019	03/11/2020	
ATTN: Andre Jones			03/11/2020	
77 BEALE STREET	1464		03/11/2020	0.00
SAN FRANCISCO	TECHC	1274	03/11/2020	0.00
CA 94105				38.27
GL Number	Description	Invoice Amount	Amount Relieved	
96-54-4207	Deposit Refunds, Other Charges	38.27	0.00	
PG&E	Refund Deposit, 20 Cordova	22020	03/11/2020	
ATTN: Andre Jones			03/11/2020	
77 BEALE STREET	1464		03/11/2020	0.00
SAN FRANCISCO	TECHC	1274	03/11/2020	0.00
CA 94105				268.91
GL Number	Description	Invoice Amount	Amount Relieved	
96-54-4207	Deposit Refunds, Other Charges	268.91	0.00	
PG&E	Refund Deposit, 45 Granada	22021	03/11/2020	
ATTN: Andre Jones			03/11/2020	
77 BEALE STREET	1464		03/11/2020	0.00
SAN FRANCISCO	TECHC	1274	03/11/2020	0.00
CA 94105				18.91
GL Number	Description	Invoice Amount	Amount Relieved	
96-54-4207	Deposit Refunds, Other Charges	18.91	0.00	
PG&E	Refund Deposit, 155 Mapache	22022	03/11/2020	
ATTN: Andre Jones			03/11/2020	
77 BEALE STREET	1464		03/11/2020	0.00
SAN FRANCISCO	TECHC	1274	03/11/2020	0.00
CA 94105				18.91
GL Number	Description	Invoice Amount	Amount Relieved	
96-54-4207	Deposit Refunds, Other Charges	18.91	0.00	

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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
96-54-4207	Deposit Refunds, Other Charges	18.91	0.00

PG&E	Refund Deposit, 20 Navajo	22023	03/11/2020	
ATTN: Andre Jones			03/11/2020	
77 BEALE STREET	1464		03/11/2020	0.00
SAN FRANCISCO	TECHC	1274	03/11/2020	0.00
CA 94105				268.91

GL Number	Description	Invoice Amount	Amount Relieved
96-54-4207	Deposit Refunds, Other Charges	268.91	0.00

PG&E	Refund Deposit, 844 Portola	22024	03/11/2020	
ATTN: Andre Jones			03/11/2020	
77 BEALE STREET	1464		03/11/2020	0.00
SAN FRANCISCO	TECHC	1274	03/11/2020	0.00
CA 94105				18.91

GL Number	Description	Invoice Amount	Amount Relieved
96-54-4207	Deposit Refunds, Other Charges	18.91	0.00

PG&E	Refund Deposit, 161 Sausal	22025	03/11/2020	
ATTN: Andre Jones			03/11/2020	
77 BEALE STREET	1464		03/11/2020	0.00
SAN FRANCISCO	TECHC	1274	03/11/2020	0.00
CA 94105				320.39

GL Number	Description	Invoice Amount	Amount Relieved
96-54-4207	Deposit Refunds, Other Charges	320.39	0.00

Check No. 1274 Total: 1,561.39

PG&E	Refund Deposit, 207 Westridge	22026	03/11/2020	
ATTN: Andre Jones			03/11/2020	
77 BEALE STREET	1464		03/11/2020	0.00
SAN FRANCISCO	TECHC	1275	03/11/2020	0.00
CA 94105				44.65

GL Number	Description	Invoice Amount	Amount Relieved
96-54-4207	Deposit Refunds, Other Charges	44.65	0.00

Check No. 1275 Total: 44.65

PG&E	Refund Deposit, 617 Westridge	22027	03/11/2020	
ATTN: Andre Jones			03/11/2020	
77 BEALE STREET	1464		03/11/2020	0.00
SAN FRANCISCO	TECHC	1276	03/11/2020	0.00
CA 94105				115.01

GL Number	Description	Invoice Amount	Amount Relieved
96-54-4207	Deposit Refunds, Other Charges	115.01	0.00

Check No. 1276 Total: 115.01

PG&E	Refund Deposit, 5 Zapata	22028	03/11/2020	
ATTN: Andre Jones			03/11/2020	
77 BEALE STREET	1464		03/11/2020	0.00
SAN FRANCISCO	TECHC	1277	03/11/2020	0.00
CA 94105				18.91

GL Number	Description	Invoice Amount	Amount Relieved
96-54-4207	Deposit Refunds, Other Charges	18.91	0.00

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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.	1277	Total:	18.91
Total for	PG&E		1,739.96

PLATINUM FACILITY SERVICES	January Janitorial	22061	03/11/2020	
			03/11/2020	
1530 OAKLAND RD., #150	402		03/11/2020	0.00
SAN JOSE	TECHC	1278	03/11/2020	0.00
CA 95112	37458			4,903.13

GL Number	Description	Invoice Amount	Amount Relieved
05-66-4341	Community Hall	1,203.35	0.00
05-66-4344	Janitorial Services	2,467.64	0.00
25-66-4344	Janitorial Services	1,232.14	0.00

Check No.	1278	Total:	4,903.13
Total for	PLATINUM FACILITY SERVICES		4,903.13

PURCHASE POWER	Postage Meter Replenish	22003	03/11/2020	
			03/11/2020	
Pitney Bowes Inc.			03/11/2020	0.00
PO BOX 371874	0755		03/11/2020	0.00
PITTSBURGH	TECHC	1279	03/11/2020	0.00
PA 15250-7874				420.04

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4316	Postage	420.04	0.00

Check No.	1279	Total:	420.04
Total for	PURCHASE POWER		420.04

RAMONA'S SECRETARIAL SERVICES	Transcription Svcs, Feb '20	22029	03/11/2020	
			03/11/2020	
18403 WATTERS DRIVE	1370		03/11/2020	0.00
CASTRO VALLEY	TECHC	1280	03/11/2020	0.00
CA 94546	6067			1,651.50

GL Number	Description	Invoice Amount	Amount Relieved
05-54-4188	Transcription Services	1,651.50	0.00

Check No.	1280	Total:	1,651.50
Total for	RAMONA'S SECRETARIAL SERVIC		1,651.50

RELIABLE FIRE EXTINGUISHER CO	Annual Extinguisher Service,	22062	03/11/2020	
	All Bldgs	00006681	03/11/2020	
P.O. BOX 3461	2028		03/11/2020	0.00
REDWOOD CITY	TECHC	1281	03/11/2020	0.00
CA 94064	101143			1,011.14

GL Number	Description	Invoice Amount	Amount Relieved
05-66-4340	Building Maint Equip & Supp	606.68	606.68
05-66-4341	Community Hall	202.23	202.23
25-66-4340	Building Maint Equip & Supp	202.23	202.23

Check No.	1281	Total:	1,011.14
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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 RELIABLE FIRE EXTINGUISHER C 1,011.14

F. JOHN RICHARDS	Refund Depos.-178 Corte Madera	22041	03/11/2020	
			03/11/2020	
178 CORTE MADERA	0475		03/11/2020	0.00
PORTOLA VALLEY	TECHC	1282	03/11/2020	0.00
CA 94028				2,469.74

GL Number	Description	Invoice Amount	Amount Relieved
96-54-4207	Deposit Refunds, Other Charges	2,469.74	0.00

Check No. 1282 Total: 2,469.74

Total for F. JOHN RICHARDS 2,469.74

RON RAMIES AUTOMOTIVE, INC.	January Fuel Statement	22063	03/11/2020	
			03/11/2020	
115 PORTOLA ROAD	422		03/11/2020	0.00
PORTOLA VALLEY	TECHC	1283	03/11/2020	0.00
CA 94028				452.63

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4334	Vehicle Maintenance	452.63	0.00

Check No. 1283 Total: 452.63

Total for RON RAMIES AUTOMOTIVE, INC. 452.63

SABER ROOFING INC	Refund Deposit, 1 Meadowcreek	22042	03/11/2020	
			03/11/2020	
2995 WOODSIDE ROAD	577		03/11/2020	0.00
WOODSIDE	TECHC	1284	03/11/2020	0.00
CA 94062				1,000.00

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

Check No. 1284 Total: 1,000.00

Total for SABER ROOFING INC 1,000.00

JOHN SHON	Refund Deposit, 40 Saddleback	22043	03/11/2020	
			03/11/2020	
40 SADDLEBACK	2143		03/11/2020	0.00
PORTOLA VALLEY	TECHC	1285	03/11/2020	0.00
CA 94028				200.00

GL Number	Description	Invoice Amount	Amount Relieved
96-54-4207	Deposit Refunds, Other Charges	200.00	0.00

Check No. 1285 Total: 200.00

Total for JOHN SHON 200.00

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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

ROBERT SICK	Refund Deposit, 20 Navajo	22044	03/11/2020	
			03/11/2020	
20 NAVAJO PL	1282		03/11/2020	0.00
PORTOLA VALLEY	TECHC	1286	03/11/2020	0.00
CA 94028				395.00

GL Number	Description	Invoice Amount	Amount Relieved
96-54-4207	Deposit Refunds, Other Charges	395.00	0.00

Check No.	1286	Total:	395.00
Total for	ROBERT SICK		395.00

MARC SINYKIN	Refund Depos.-157 Golden Hills	22045	03/11/2020	
			03/11/2020	
157 GOLDEN HILLS DRIVE	1283		03/11/2020	0.00
PORTOLA VALLEY	TECHC	1287	03/11/2020	0.00
CA 94028				1,092.07

GL Number	Description	Invoice Amount	Amount Relieved
96-54-4207	Deposit Refunds, Other Charges	1,092.07	0.00

Check No.	1287	Total:	1,092.07
Total for	MARC SINYKIN		1,092.07

SITEIMPROVE	Web Accessibility Contract, 1/15/20 - 1/14/21	22064	03/11/2020	
			03/11/2020	
7807 CREEKRIDGE CIRCLE	0873		03/11/2020	0.00
MINNEAPOLIS	TECHC	1288	03/11/2020	0.00
MN 55439	65883			3,400.00

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4311	Software & Licensng	3,400.00	0.00

Check No.	1288	Total:	3,400.00
Total for	SITEIMPROVE		3,400.00

SMITH'S GOPHER TRAPPING SVC	Town Fields Gopher Trapping, January '20	22065	03/11/2020	
			03/11/2020	
1931 OTOOLE WAY	0824		03/11/2020	0.00
SAN JOSE	TECHC	1289	03/11/2020	0.00
CA 95131	67189			975.00

GL Number	Description	Invoice Amount	Amount Relieved
05-58-4240	Parks & Fields Maintenance	482.50	0.00
05-66-4342	Landscape Supplies & Services	492.50	0.00

SMITH'S GOPHER TRAPPING SVC	Town Fields Gopher Trapping, February '20	22066	03/11/2020	
			03/11/2020	
1931 OTOOLE WAY	0824		03/11/2020	0.00
SAN JOSE	TECHC	1289	03/11/2020	0.00
CA 95131	72598			975.00

GL Number	Description	Invoice Amount	Amount Relieved
05-58-4240	Parks & Fields Maintenance	482.50	0.00
05-66-4342	Landscape Supplies & Services	492.50	0.00

Check No.	1289	Total:	1,950.00
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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 SMITH'S GOPHER TRAPPING SVC 1,950.00

STANDARD INSURANCE CO.	LTD / Life Premium	22004	03/11/2020	
			03/11/2020	
PO BOX 5676	0469		03/11/2020	0.00
PORTLAND	TECHC	1290	03/11/2020	0.00
OR 97228-5676				543.46

GL Number	Description	Invoice Amount	Amount Relieved
05-50-4091	Long Term Disability Insurance	543.46	0.00

Check No. 1290 Total: 543.46

Total for STANDARD INSURANCE CO. 543.46

TRACY TAMASI	Refund Deposit, 3 Buck Meadow	22030	03/11/2020	
			03/11/2020	
3 BUCK MEADOW DR	0631		03/11/2020	0.00
PORTOLA VALLEY	TECHC	1291	03/11/2020	0.00
CA 94028				1,000.00

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

TRACY TAMASI	Refund Deposit, 3 Buck Meadow	22031	03/11/2020	
			03/11/2020	
3 BUCK MEADOW DR	0631		03/11/2020	0.00
PORTOLA VALLEY	TECHC	1291	03/11/2020	0.00
CA 94028				632.48

GL Number	Description	Invoice Amount	Amount Relieved
96-54-4207	Deposit Refunds, Other Charges	632.48	0.00

Check No. 1291 Total: 1,632.48

Total for TRACY TAMASI 1,632.48

THERMAL MECHANICAL, INC	Regular PM Service, Jan '20	22067	03/11/2020	
			03/11/2020	
425 ALDO AVENUE	955		03/11/2020	0.00
SANTA CLARA	TECHC	1292	03/11/2020	0.00
CA 95054	78709			1,600.00

GL Number	Description	Invoice Amount	Amount Relieved
05-66-4341	Community Hall	533.33	0.00
05-66-4346	Mechanical Sys Maint & Repair	533.33	0.00
25-66-4346	Mechanical Sys Maint & Repair	533.34	0.00

THERMAL MECHANICAL, INC	TC Boiler Igniters	22068	03/11/2020	
			03/11/2020	
425 ALDO AVENUE	955		03/11/2020	0.00
SANTA CLARA	TECHC	1292	03/11/2020	0.00
CA 95054	78690			231.97

GL Number	Description	Invoice Amount	Amount Relieved
05-66-4341	Community Hall	57.99	0.00
05-66-4346	Mechanical Sys Maint & Repair	115.98	0.00
25-66-4346	Mechanical Sys Maint & Repair	58.00	0.00

Check No. 1292 Total: 1,831.97

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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	THERMAL MECHANICAL, INC	1,831.97
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TURF & INDUSTRIAL EQUIPMENT CO	John Deere Mower Repair	22069	03/11/2020	
		00006677	03/11/2020	
2715 LAFAYETTE STREET	513		03/11/2020	0.00
SANTA CLARA	TECHC	1293	03/11/2020	0.00
CA 95050	RO26645			1,672.61

GL Number	Description	Invoice Amount	Amount Relieved
05-60-4267	Tools & Equipment	1,672.61	1,995.45

Check No.	1293	Total:	1,672.61
Total for	TURF & INDUSTRIAL EQUIPMENT		1,672.61

WOODSIDE FIRE PROTECTION DISTR	Fuel Mitigation Engineer, Jan-March '20	22046	03/11/2020	
			03/11/2020	
808 PORTOLA ROAD	709		03/11/2020	0.00
PORTOLA VALLEY	TECHC	1294	03/11/2020	0.00
CA 94028	FME_102			7,769.77

GL Number	Description	Invoice Amount	Amount Relieved
05-54-4218	WFPD-Fuel Mitigation Engineer	7,769.77	0.00

Check No.	1294	Total:	7,769.77
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WOODSIDE FIRE PROTECTION DISTR	Reimb. for Fire Code Copy, WFPD	22070	03/11/2020	
			03/11/2020	
808 PORTOLA ROAD	709		03/11/2020	0.00
PORTOLA VALLEY	TECHC	1295	03/11/2020	0.00
CA 94028	Order 3039284			178.02

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4308	Office Supplies	178.02	0.00

Check No.	1295	Total:	178.02
Total for	WOODSIDE FIRE PROTECTION DI		7,947.79

WOODSIDE FIRE PROTECTION DISTR	CERPP Coordinator, Jan-Mar '20	22047	03/11/2020	
			03/11/2020	
3111 WOODSIDE ROAD	886		03/11/2020	0.00
WOODSIDE	TECHC	1296	03/11/2020	0.00
CA 94062	122_PV			4,115.56

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4333	Fire Prevention	4,115.56	0.00

Check No.	1296	Total:	4,115.56
Total for	WOODSIDE FIRE PROTECTION DI		4,115.56

Total Invoices:	79	Grand Total:	160,817.15
		Less Credit Memos:	0.00
		Net Total:	160,817.15
		Less Hand Check Total:	0.00
		Outstanding Invoice Total:	160,817.15

TOWN OF PORTOLA VALLEY
Warrant Disbursement Journal
March 11, 2020

Claims totaling \$160,817.15 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

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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

ABBEY ROOFING COMPANY	Refund Deposit, 683 Portola Rd	22071	03/25/2020	
			03/25/2020	
1749 LESLIE STREET	1284		03/25/2020	0.00
SAN MATEO	BOA	54472	03/25/2020	0.00
CA 94402				1,000.00

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

Check No.	54472	Total:	1,000.00
Total for	ABBEY ROOFING COMPANY		1,000.00

ACCOUNTEMPS	Temp/Clerical/Acc'tng Support	22072	03/25/2020	
A Robert Half Company	Support Week Ended 3/6/2020		03/25/2020	
P.O. BOX 743295	0884		03/25/2020	0.00
LOS ANGELES	BOA	54473	03/25/2020	0.00
CA 90074-3295	55475459			1,428.00

GL Number	Description	Invoice Amount	Amount Relieved
05-50-4048	Accounting Technician	1,428.00	0.00

Check No.	54473	Total:	1,428.00
Total for	ACCOUNTEMPS		1,428.00

ALFTIN CONSTRUCTION	Refund Deposit, 20 Naranja	22073	03/25/2020	
			03/25/2020	
2995 WOODSIDE RD #400-550	1285		03/25/2020	0.00
WOODSIDE	BOA	54474	03/25/2020	0.00
CA 94062				780.00

GL Number	Description	Invoice Amount	Amount Relieved
96-54-4207	Deposit Refunds, Other Charges	780.00	0.00

Check No.	54474	Total:	780.00
Total for	ALFTIN CONSTRUCTION		780.00

ALMANAC	Legal Advertising, February	22074	03/25/2020	
			03/25/2020	
450 CAMBRIDGE AVE	0048		03/25/2020	0.00
PALO ALTO	BOA	54475	03/25/2020	0.00
CA 94306	102941, 103270			990.00

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4320	Advertising	990.00	0.00

Check No.	54475	Total:	990.00
Total for	ALMANAC		990.00

AT&T	February Statements	22075	03/25/2020	
			03/25/2020	
P.O. BOX 9011	441		03/25/2020	0.00
CAROL STREAM	BOA	54476	03/25/2020	0.00
IL 60197-9011				270.07

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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
05-64-4318	Telephones	270.07	0.00

Check No.	54476	Total:	270.07
Total for	AT&T		270.07

BANK OF AMERICA	February Statement	22105	03/25/2020	
Bank Card Center			03/25/2020	
P.O. BOX 53155	0022		03/25/2020	0.00
PHOENIX	BOA	54477	03/25/2020	0.00
AZ 85072-3155				2,183.91

GL Number	Description	Invoice Amount	Amount Relieved
05-58-4240	Parks & Fields Maintenance	301.64	0.00
05-64-4308	Office Supplies	364.67	0.00
05-64-4311	Software & Licensing	368.92	0.00
05-64-4326	Education & Training	780.80	0.00
05-64-4336	Miscellaneous	339.57	0.00
05-64-4337	Bank Fees	28.31	0.00

Check No.	54477	Total:	2,183.91
Total for	BANK OF AMERICA		2,183.91

BEHRENS-CURRY HOMES	Refund Deposit, 45 Granada Ct.	22076	03/25/2020	
585 TAYLOR WAY #1	414		03/25/2020	0.00
SAN CARLOS	BOA	54478	03/25/2020	0.00
CA 94070				4,332.80

GL Number	Description	Invoice Amount	Amount Relieved
96-54-4207	Deposit Refunds, Other Charges	4,332.80	0.00

BEHRENS-CURRY HOMES	Refund Deposit, 45 Granada Ct.	22077	03/25/2020	
585 TAYLOR WAY #1	414		03/25/2020	0.00
SAN CARLOS	BOA	54478	03/25/2020	0.00
CA 94070				948.52

GL Number	Description	Invoice Amount	Amount Relieved
96-54-4207	Deposit Refunds, Other Charges	948.52	0.00

BEHRENS-CURRY HOMES	Refund Deposit, 45 Granada Ct	22078	03/25/2020	
585 TAYLOR WAY #1	414		03/25/2020	0.00
SAN CARLOS	BOA	54478	03/25/2020	0.00
CA 94070				648.52

GL Number	Description	Invoice Amount	Amount Relieved
96-54-4207	Deposit Refunds, Other Charges	648.52	0.00

BEHRENS-CURRY HOMES	Refund Deposit, 45 Granada Temp Gas Deposit	22079	03/25/2020	
585 TAYLOR WAY #1	414		03/25/2020	0.00
SAN CARLOS	BOA	54478	03/25/2020	0.00
CA 94070				500.00

GL Number	Description	Invoice Amount	Amount Relieved
96-54-4207	Deposit Refunds, Other Charges	500.00	0.00

Check No.	54478	Total:	6,429.84
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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 BEHRENS-CURRY HOMES 6,429.84

BLUE PLANET GREEN POWER & WATER	Refund Deposit, 200 Goya	22080	03/25/2020	
PO BOX 4024	1286		03/25/2020	0.00
MENLO PARK	BOA	54479	03/25/2020	0.00
CA 94026				229.81

GL Number	Description	Invoice Amount	Amount Relieved
96-54-4207	Deposit Refunds, Other Charges	229.81	0.00

Check No. 54479 Total: 229.81

Total for BLUE PLANET GREEN POWER & 229.81

CALIFORNIA WATER SERVICE CO	Water Service 2/11/20-3/10/20	22098	03/25/2020	
3525 ALAMEDA DE LAS PULGAS	0011		03/25/2020	0.00
MENLO PARK	BOA	54480	03/25/2020	0.00
CA 94025844				3,721.55

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4330	Utilities	3,721.55	0.00

Check No. 54480 Total: 3,721.55

Total for CALIFORNIA WATER SERVICE CC 3,721.55

CITY OF REDWOOD CITY (IT)	February IT Support	22106	03/25/2020	
P.O. BOX 3629	586		03/25/2020	0.00
REDWOOD CITY	BOA	54481	03/25/2020	0.00
CA 94064-3629	BR55834			2,410.17

GL Number	Description	Invoice Amount	Amount Relieved
05-54-4216	IT & Website Consultants	2,410.17	0.00

Check No. 54481 Total: 2,410.17

Total for CITY OF REDWOOD CITY (IT) 2,410.17

COTTON SHIRES & ASSOC. INC.	February Applicant Charges	22104	03/25/2020	
330 VILLAGE LANE	0047		03/25/2020	0.00
LOS GATOS	BOA	54482	03/25/2020	0.00
CA 95030-7218				4,165.03

GL Number	Description	Invoice Amount	Amount Relieved
96-54-4190	Geologist - Charges to Appls	4,165.03	0.00

Check No. 54482 Total: 4,165.03

Total for COTTON SHIRES & ASSOC. INC. 4,165.03

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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

COUNTY OF SAN MATEO - PSC PUBLIC SAFETY COMMUNICATIONS	FY 19-20 3rd Qtr. Dispatch/ Communications Services 0835	22081	03/25/2020 03/25/2020 03/25/2020	0.00
REDWOOD CITY CA 94063	BOA PVPD 20-03	54483	03/25/2020	0.00 15,167.25

GL Number	Description	Invoice Amount	Amount Relieved
05-62-4281	Public Safety Communications	15,167.25	0.00

Check No.	54483	Total:	15,167.25
Total for	COUNTY OF SAN MATEO - PSC		15,167.25

D & M QUALITY ROOFING	Refund Dep, 20 Paso del Arroyo	22102	03/25/2020 03/25/2020	
1067 SO 11TH STREET SAN JOSE CA 95112	0532 BOA	54484	03/25/2020 03/25/2020	0.00 0.00 1,000.00

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

Check No.	54484	Total:	1,000.00
Total for	D & M QUALITY ROOFING		1,000.00

JOHN DONAHOE	Refund Deposit, 177 Goya	22082	03/25/2020 03/25/2020	
177 GOYA RD PORTOLA VALLEY CA 94028	0906 BOA	54485	03/25/2020 03/25/2020	0.00 0.00 2,330.24

GL Number	Description	Invoice Amount	Amount Relieved
96-54-4207	Deposit Refunds, Other Charges	2,330.24	0.00

Check No.	54485	Total:	2,330.24
Total for	JOHN DONAHOE		2,330.24

ESRI, INC.	GIS Renewal, 3/31/20 - 3/30/21	22083	03/25/2020 03/25/2020	
FILE #54630 LOS ANGELES CA 90074-4630	0212 BOA 93793446	00006686 54486	03/25/2020 03/25/2020	0.00 0.00 1,600.00

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4311	Software & Licensng	1,600.00	1,713.75

Check No.	54486	Total:	1,600.00
Total for	ESRI, INC.		1,600.00

HARRY FONG SEREX, PATRICK 6470 CRYSTAL SPRINGS DR. SAN JOSE CA 95120	Facility Dep Ref, Event 3/7/20 1287 BOA	22084 54487	03/25/2020 03/25/2020 03/25/2020	0.00 0.00 1,000.00
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GL Number	Description	Invoice Amount	Amount Relieved
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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

05-00-2561	Community Hall Deposits	1,000.00	0.00	
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Check No.	54487	Total:	1,000.00
Total for	HARRY FONG		1,000.00

GREEN HALO SYSTEMS	Hosting/Access March 2020	22107	03/25/2020	
			03/25/2020	
2431 ZANKER ROAD	0654		03/25/2020	0.00
SAN JOSE	BOA	54488	03/25/2020	0.00
CA 95131	2509			114.00

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4311	Software & Licensing	114.00	0.00

Check No.	54488	Total:	114.00
Total for	GREEN HALO SYSTEMS		114.00

HILLYARD, INC	Janitorial Supplies	22097	03/25/2020	
			03/25/2020	
P.O. BOX 843025	531		03/25/2020	0.00
KANSAS CITY	BOA	54489	03/25/2020	0.00
MO 64184-3025	603792446			195.15

GL Number	Description	Invoice Amount	Amount Relieved
05-66-4340	Building Maint Equip & Supp	65.05	0.00
05-66-4341	Community Hall	65.05	0.00
25-66-4340	Building Maint Equip & Supp	65.05	0.00

Check No.	54489	Total:	195.15
Total for	HILLYARD, INC		195.15

HINDERLITER, DE LLAMAS & ASSOC	Sales Tax Audit, 1st Qtr	22085	03/25/2020	
			03/25/2020	
120 S. STATE COLLEGE BLVD.	1128		03/25/2020	0.00
BREA	BOA	54490	03/25/2020	0.00
CA 92821	0033324			767.63

GL Number	Description	Invoice Amount	Amount Relieved
05-54-4180	Accounting & Auditing	767.63	0.00

Check No.	54490	Total:	767.63
Total for	HINDERLITER, DE LLAMAS & ASSOC		767.63

MATTHEW KLEMCHUK	Refund Deposit, 45 Granada Ct.	22086	03/25/2020	
			03/25/2020	
45 GRANADA CT	0920		03/25/2020	0.00
PORTOLA VALLEY	BOA	54491	03/25/2020	0.00
CA 94028				2,270.37

GL Number	Description	Invoice Amount	Amount Relieved
96-54-4207	Deposit Refunds, Other Charges	2,270.37	0.00

Check No.	54491	Total:	2,270.37
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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 MATTHEW KLEMCHUK 2,270.37

LEAGUE OF CALIFORNIA CITIES	2020 Annual Member Dues	22100	03/25/2020	
			03/25/2020	
	0093		03/25/2020	0.00
SACRAMENTO	BOA	54492	03/25/2020	0.00
CA 95814	628372			3,282.00

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4322	Dues	3,282.00	0.00

Check No. 54492 Total: 3,282.00

Total for LEAGUE OF CALIFORNIA CITIES 3,282.00

JEFF LOW	Refund Deposit, 15 Adair	22087	03/25/2020	
			03/25/2020	
15 ADAIR LANE	0875		03/25/2020	0.00
PORTOLA VALLEY	BOA	54493	03/25/2020	0.00
CA 94028				413.30

GL Number	Description	Invoice Amount	Amount Relieved
96-54-4207	Deposit Refunds, Other Charges	413.30	0.00

Check No. 54493 Total: 413.30

Total for JEFF LOW 413.30

LYNX TECHNOLOGIES, INC	February GIS/Maintenance	22088	03/25/2020	
			03/25/2020	
1350 41ST AVENUE	0294		03/25/2020	0.00
CAPITOLA	BOA	54494	03/25/2020	0.00
CA 95010				250.00

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4311	Software & Licensinq	250.00	0.00

Check No. 54494 Total: 250.00

Total for LYNX TECHNOLOGIES, INC 250.00

CATHERINE MAGILL	Refund Deposit, 531 Wayside	22089	03/25/2020	
			03/25/2020	
1002 SALT COURT	0962		03/25/2020	0.00
REDWOOD CITY	BOA	54495	03/25/2020	0.00
CA 94065				2,544.63

GL Number	Description	Invoice Amount	Amount Relieved
96-54-4207	Deposit Refunds, Other Charges	2,544.63	0.00

Check No. 54495 Total: 2,544.63

Total for CATHERINE MAGILL 2,544.63

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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

WILLIAM MAINZER	Refund Deposit, 199 Mapache	22090	03/25/2020	
			03/25/2020	
199 MAPACHE DRIVE	0732		03/25/2020	0.00
PORTOLA VALLEY	BOA	54496	03/25/2020	0.00
CA 94028				5,000.00

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

Check No.	54496	Total:	5,000.00
Total for	WILLIAM MAINZER		5,000.00

PG&E	February Statements	22099	03/25/2020	
			03/25/2020	
BOX 997300	0109		03/25/2020	0.00
SACRAMENTO	BOA	54497	03/25/2020	0.00
CA 95899-7300				1,868.55

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4330	Utilities	1,868.55	0.00

Check No.	54497	Total:	1,868.55
Total for	PG&E		1,868.55

PINNACLE BUILDING & DESIGN	Refund Dep, 501 Portola #11K	22091	03/25/2020	
			03/25/2020	
5157 ABBEY DRIVE	1617		03/25/2020	0.00
FAIRFIELD	BOA	54498	03/25/2020	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.	54498	Total:	1,000.00
Total for	PINNACLE BUILDING & DESIGN		1,000.00

THOMAS RAMIES	Refund Deposit, 143 Crescent	22092	03/25/2020	
			03/25/2020	
143 CRESCENT AVE.	1288		03/25/2020	0.00
PORTOLA VALLEY	BOA	54499	03/25/2020	0.00
CA 94028				10.00

GL Number	Description	Invoice Amount	Amount Relieved
96-54-4207	Deposit Refunds, Other Charges	10.00	0.00

Check No.	54499	Total:	10.00
Total for	THOMAS RAMIES		10.00

DANIEL RISKIN	Refund Deposit, 658 Westridge	22093	03/25/2020	
			03/25/2020	
658 WESTRIDGE DRIVE	1289		03/25/2020	0.00
PORTOLA VALLEY	BOA	54500	03/25/2020	0.00
CA 94028				672.25

GL Number	Description	Invoice Amount	Amount Relieved
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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

96-54-4207	Deposit Refunds, Other Charges	672.25	0.00	
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Check No.	54500	Total:	672.25
Total for	DANIEL RISKIN		672.25

BRUCE ROBERTS	Refund Deposit, 40 Hillbrook	22094	03/25/2020	
			03/25/2020	
40 HILLBROOK	1290		03/25/2020	0.00
PORTOLA VALLEY	BOA	54501	03/25/2020	0.00
CA 94028				852.32

GL Number	Description	Invoice Amount	Amount Relieved
96-54-4207	Deposit Refunds, Other Charges	852.32	0.00

Check No.	54501	Total:	852.32
Total for	BRUCE ROBERTS		852.32

CAROLYN ROGERS	Refund Event Insurance Fees,	22101	03/25/2020	
	Event Canceled 3/19, COVID-19		03/25/2020	
165 CHEROKEE WAY	1465		03/25/2020	0.00
PORTOLA VALLEY	BOA	54502	03/25/2020	0.00
CA 94028				141.00

GL Number	Description	Invoice Amount	Amount Relieved
05-58-4338	Event Insurance	141.00	0.00

Check No.	54502	Total:	141.00
Total for	CAROLYN ROGERS		141.00

SHARP BUSINESS SYSTEMS	February Copies	22095	03/25/2020	
			03/25/2020	
DEPT. LA 21510	0199		03/25/2020	0.00
PASADENA	BOA	54503	03/25/2020	0.00
CA 91185-1510	9002641454			308.88

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4308	Office Supplies	308.88	0.00

Check No.	54503	Total:	308.88
Total for	SHARP BUSINESS SYSTEMS		308.88

SMALL BUSINESS BENEFIT PLAN TR	April Dental/Vision	22103	03/25/2020	
			03/25/2020	
	0132		03/25/2020	0.00
BELMONT	BOA	54504	03/25/2020	0.00
CA 94002-0156				2,311.00

GL Number	Description	Invoice Amount	Amount Relieved
05-50-4090	Health Ins Dental & Vision	2,311.00	0.00

Check No.	54504	Total:	2,311.00
Total for	SMALL BUSINESS BENEFIT PLAN		2,311.00

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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
VERIZON WIRELESS	February Cellular	22096	03/25/2020	
			03/25/2020	
P.O. BOX 660108	0131		03/25/2020	0.00
DALLAS	BOA	54505	03/25/2020	0.00
TX 75266-0108	9849146510			352.05

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4318	Telephones	352.05	0.00

Check No.	54505	Total:	352.05
Total for	VERIZON WIRELESS		352.05

Total Invoices:	37	Grand Total:	67,059.00
		Less Credit Memos:	0.00
		Net Total:	67,059.00
		Less Hand Check Total:	0.00
		Outstanding Invoice Total:	67,059.00

TOWN OF PORTOLA VALLEY
Warrant Disbursement Journal
March 25, 2020

Claims totaling \$67,059.00 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: Jeremy Dennis, Town Manager

DATE: March 25, 2020

RE: Town Council Recognition of “Portola Valley Neighbors United” For Facility Use

RECOMMENDATION

Staff recommends that the Town Council recognize “Portola Valley Neighbors United” as a Community/Neighborhood Sponsored Local Group user type.

BACKGROUND

The Town Council has the authority to recognize, for the purposes of using the Town’s Community Hall, organizations as a “group”. In the past, the Council has recognized The Portola Valley Women’s Club, PV Garden Club, and Westridge Garden Club for such facility use. Recognizing an organization as a “group” establishes a priority level for said user type in accordance with the Town of Portola Valley Community Hall and Activity Rooms Use/Rental Policies and Procedures.

DISCUSSION

Portola Valley Neighbors United (PVNU), a recently formed neighborhood organization, has requested that they be recognized as a group in order to meet in the Community Hall. Such recognition is not necessary for other Town facilities, and PVNU has requested and been granted meeting space in the Historic Schoolhouse.

A description from PVNU of their mission, goals and initiatives is attached (Attachment 1).

FISCAL IMPACT

None.

ATTACHMENT

1. PVNU description

Approved by: Jeremy Dennis, Town Manager

A handwritten signature in black ink, appearing to read 'Jeremy Dennis', is written over the printed name.

Portola Valley Neighbors United

Portola Valley Neighbors United LLC (PVNU) is a neighborhood organization in Portola Valley, founded in January 2020, to respond to several difficult town issues and preserve the town's rural nature. Portola Valley's community goals, as listed in the town's General Plan, are endorsed by PVNU. A community goal, endorsed by PVNU, is to "preserve the natural features and open space of the planning area because they are unusual and valuable assets for the planning area, the Peninsula and the entire Bay Area". PVNU is entirely run by volunteers and we plan to apply for nonprofit status.

Mission

The Mission of PVNU is to help our local government make good decisions in light of the character of our small, rural community located on a Wildland Urban Interface (WUI) in a high risk fire district on the edge of a rapidly developing industrial area.

Goals

The goals of PVNU are to maintain, protect and encourage the local California native flora and fauna, while insisting on fire safe design and development in the context of Portola Valley's General Plan and Climate Change by:

- providing wildlife corridors
- creating and maintaining natural paths through out the area to enhance wildlife corridors
- connecting foot and bridle trails
- enhancing walkable community connections

Initiatives

SCENIC CORRIDORS

A feature of Portola Valley is the desirability of keeping the two main roads, Alpine and Portola Road, looking rural. The community rallied to protect the Alpine and Portola Road Scenic Corridors and to defend the General Plan throughout 2019 at considerable emotional and time expense. PVNU intends to build on these activities.

SAVE RURAL PORTOLA VALLEY

Traditionally, the Portola Valley Trails Association, founded in 1968 protected and enhanced trails for horses and hikers. Now disbanded, PVNU seized the opportunity to go beyond the mandate of the Trails Association to "Save Rural

Portola Valley”, Faced with legislative pressure, PVNU plans to engage residents, town staff and the volunteer town council and as they address a plethora of issues that affect Portola Valley’s rural nature.

STANFORD WEDGE PROPERTY

PVNU is working to protect the wildlife corridor owned by Stanford that connects Felt Lake to Westridge. In particular, PVNU wants to ensure the fire safety and protect the rural ecosystem of the Stanford Wedge before the late summer and fall fire season. To this end it is collecting signatures to petition Stanford to reduce the fire risk and keep the area rural.

FROG POND ECOSYSTEM AND WINDY HILL OPEN SPACE CORRIDOR

PVNU will work to ensure the Frog Pond Ecosystem is preserved as open space. Also PVNU will work to ensure that the Alpine Road corridor that connects the two Windy Hill areas from the Hawthorns area (currently not accessible to the general public) to the trails up Windy Hill is protected.

AFFORDABLE HOUSING FOR LOW INCOME FAMILIES

Portola Valley Neighbors United (PVNU) is committed to assisting our community alleviate the shortage of affordable housing for low and very low income families who reside and work in and around Portola Valley. We believe in doing so through housing that

- fairly meets the actual needs of low income families working in and around Portola Valley,
- is safe for the community as a whole,
- is compatible with our Town’s rural character and majestic wildlands, and
- conforms to the maximum extent possible with our General Plan and Municipal Code.

We do not support the urbanization or commercialization of Portola Valley, the destruction of its wildlife habitat, or the promotion of reckless and unsafe development through misguided interpretation or non-application of our General Plan and Municipal Code. We believe the Town’s General Plan and Municipal Code embody the community’s consensus about development in Portola Valley and should be consistently and transparently applied to all development within Portola Valley.



TOWN OF PORTOLA VALLEY

STAFF REPORT

TO: Mayor and Members of the Town Council

FROM: Jeremy Dennis, Town Manager

DATE: March 25, 2020

RE: Frog Pond Open Space Restricted Fund

RECOMMENDATION

Staff recommends that the Town Council direct staff to create a restricted fund to support maintenance of the Frog Pond Open Space.

BACKGROUND

On December 11, 2019, the Town Council indicated their interest in designating the road remnant Frog Pond parcel as open space. As this item was not agendaized at the December 11 meeting, no formal action took place, and the item will return to Council at a future meeting.

A request from a resident to support the current Frog Pond Open Space was received by staff, through the Chair of the Conservation Committee, in February. This request is similar to the efforts on the “road remnant” portion of the property, but would be for the existing portion of the Frog Pond Open Space property.

DISCUSSION

As with the “road remnant” restricted account direction in February 2020, staff is recommending that a restricted fund for the current Frog Pond Open Space be created. This restricted fund would be to support annual maintenance of the property, per the direction of the Conservation Committee (and the guidance of the Open Space Acquisition Advisory Committee “vision statement”, to be recommended to the Council at a later date).

Should the Council direct staff to create such a restricted fund, further direction to staff may be to consider additional restricted funds to support various open space properties in Portola Valley.

Staff shall return to the Council at a future meeting to discuss the following related items:

- Expansion of Frog Pond Open Space, pending a survey of the road remnant property and future right-of-way needs as established by the Public Works Director (staff will provide an update on progress at this meeting)
- Staff recommendations regarding the Open Space Acquisition Advisory and Conservation Committee recommendations on a connected open space experience between Windy Hill and the future Hawthorn's open space properties
- Staff recommendations regarding town right-of-way in scenic corridors adjacent to other town-owned property and their status

FISCAL IMPACT

There is no fiscal impact associated with the creation of this restricted fund. It is anticipated that residents who wish to support the Frog Pond Open Space will contribute funds to its ongoing maintenance.

Approved by: Jeremy Dennis, Town Manager



There are no written materials for Updates on COVID-19 and Town Response



MEMORANDUM

TOWN OF PORTOLA VALLEY

TO: Mayor and Members of the Town Council

FROM: Howard Young, Public Works Director

DATE: March 25, 2020

RE: **FY 2019-20 Street Resurfacing Project- Surface Seals
Project #2020-PW01**

RECOMMENDATION

1. Adopt the attached resolution approving plans and specifications for the FY 2019-20 Street Resurfacing project and calling for sealed bids for this project.
2. Authorize the Town Manager to award the project to the lowest responsible bidder with a total contract and change order amount not to exceed \$596,604 (base bid and additive bid alternate one). This would include authorization to add to (or subtract from) the project, additional work as recommended by the Public Works Director if the allocated amount allows, in an effort to maximize paved areas and utilize the entire allocated amount.
3. Authorize the Town Manager to award additive bid alternate two as aligned with the Council adopted budget for improvements related to the Pedestrian Safety Study.

BACKGROUND AND DISCUSSION

Regular and strategic maintenance of the Town's roads is a cost-effective way to provide greater safety and usability for road users and extend the life of the roadway system. Each year the Town completes a road maintenance project that incorporates treatments as appropriate. The preparation of construction documents for this year's street resurfacing program is completed. This project will include extensive repair to the roadway base and apply a preventative maintenance surface seal on sections of roads as listed on Attachment 1. Also included are additive bid alternate for additional roads and pavement markings and signs related to the Pedestrian Safety Study. These bid alternates provide flexibility, savings, and efficiency. Bid alternates can be selected if the budget allows. Bid award will be based on the base bid amount.

This year's project will include upgrades to pavement markings and signage at three locations according to the Town Council approved Pedestrian Safety Study. We note that there are sections on the street resurfacing list that contain intersections identified within the

Pedestrian Safety Study. Staff has determined that incorporating the project into the annual

street resurfacing project avoids duplication/removal of work on sections already planned for street surfacing on the Pedestrian Safety Study list and offers efficiency and savings at other locations outside the limits of the street resurfacing (see Attachment 1 for locations). Should other funding be made available, those funds will be used for the Pedestrian Safety Study projects in lieu of the road resurfacing project; adoption of this resolution does not require that funds be used for the purpose, but makes them available should it be the best way to fund it.

The street sections selected for treatment this year were based on the Town's Pavement Management System and field surveys. A copy of the Plans and Specifications are available for review at Town Hall in the office of the Town Clerk.

The following is our anticipated project schedule for this project weather dependent:

Town publicly advertises for the project:	Week of March 30, 2020
Bid Opening:	Week of April 20, 2020
Town Manager awards contract:	Week of May 11, 2020
Construction begins:	Week of May 25, 2020
Construction completed:	Week of July 10, 2020

Additive Bid Alternates

Two additive bid alternates are included in the overall package:

1. Additive Bid Alternate One is a standard alternate for three streets that may be included should costs allow (Attachment 1).
2. Additive Bid Alternate Two incorporate six locations outside the resurfacing limits for pavement markings and signage (Attachment 1). Staff anticipates that pricing and performing striping improvements with along with the street resurfacing project would result in cost savings and efficiency. These improvements will be charged to the Pedestrian Safety Study Improvements budget of the adopted budget.

COVID-19

This schedule, and the project, are contingent on COVID-19 developments, and may need to be modified based on new information and fiscal considerations from this crisis.

FISCAL IMPACT

The estimated cost of the base bid of this street resurfacing project is \$596,604 including a 10% construction contingency. It also includes \$11,000 of new signage related to the Pedestrian Safety Study within its paving limits. The pavement markings will be part of the resurfacing project budget, however, the new associated additional signs will be allocated to the Pedestrian Safety Study Improvements budget.

The base bid estimate cost does not include the additive bid alternates. Additive bid alternate one adds additional streets to the program (Attachment 1) and is estimated at \$56,189.

Additive bid alternate two is related to traffic improvements as outlined in the Pedestrian Safety Study and is estimated at \$35,000 with contingency.

The additive bid alternates or portions will only be executed if each of the projects budgets allows. The adopted 2018/2019 budget for the Annual Street Resurfacing project is \$583,310 including construction and soft costs such as design, testing, and inspection. An additional \$78,000 in estimated SB1 funding contributes to street resurfacing for a total of \$661,310. The adopted budget for improvements related to the Pedestrian Safety Study is \$285,000.

ATTACHMENTS

1. Street sections for base bid and additive bid alternates
2. Resolution

APPROVED BY: Jeremy Dennis, Town Manager

A handwritten signature in black ink, appearing to read "Jeremy Dennis", is positioned to the right of the "APPROVED BY" text.

ATTACHMENT #1

FY 2019/2020 Street Resurfacing Project - Street sections for base bid and additive bid alternates

Bid item	Road	Section (Approximate)	Engineers estimate with 10% contingency
1	Base Bid 1		\$ 596,604.00
	Alpine Road	Portola Rd to Hillbrook Dr	
	Antonio Court	Entire length	
	Applewood Lane	Entire length	
	Ash Lane	Entire length	
	Buckeye	Entire length	
	Cervantes Road (East end)	Minoca Dr to Westridge Dr (East)	
	Coalmine View	Entire length	
	Coyote Hill	Entire length	
	Echo Lane	Entire length	
	Firethorn Way	Entire length	
	Georgia Lane	Entire length	
	Golden Oak Drive (West end closest to Los Trancos)	Alpine Rd to 125 Golden Oak Dr	
	Long Spur	Entire length	
	Navajo Place	Entire length	
	Palmer Lane	Entire length	
	Pompanio	Entire length	
	Portola Road	Alpine Rd to Portola Green Circle	
	Portola Road	Stonegate Dr to 815 Portola Rd	
	Quail	Entire length	
	Tagus Court	Entire length	
	Valencia Court	Entire length	
	Westridge Drive	Paloma Rd to 880 Westridge Dr	
	<i>Pedestrian pavement markings and signs</i>	<i>Alpine Rd at Portola Rd</i>	
	<i>per Pedestrian Safety Study within resurfaced areas</i>	<i>Portola Rd at Farm Rd</i>	
	<i>(\$11,000 for signs allocated to Pedestrian Safety project)</i>	<i>Portola Rd at Westridge Dr</i>	
2	Additive Bid Alternate 1		\$ 56,189.00
	Hawk View	Entire length	
	Los Charros Lane	Entire length	
	Thistle	Entire length	
3	Additive Bid Alternate 2		
	Pedestrian Pavement markings and signs	Alpine Rd at Corte Madera Dr	\$ 35,000.00
	per Pedestrian Safety Study outside of resurfaced areas	Alpine Rd at Westridge Dr	
		Portola Rd at Grove Dr	
		Portola Rd at 900 Portola Rd	
		Portola Rd at Wyndham Dr	
		Shawnee Pass at Iroquois Tr	

RESOLUTION NO. _____-2020

A RESOLUTION OF THE TOWN COUNCIL OF THE
TOWN OF PORTOLA VALLEY
APPROVING PLANS AND SPECIFICATIONS AND
CALLING FOR BIDS FOR THE
2019/2020 STREET RESURFACING PROJECT – SURFACE SEALS
No. 2020-PW01

The Town Council of the Town of Portola Valley does RESOLVE as follows:

Section 1. The Town Council hereby approves and adopts plans and specifications for the work in the Town of Portola Valley known as the 2019/2020 Street Resurfacing Project – Surface Seals No. 2020-PW01.

Section 2. Due to public interest and convenience, the Town Council hereby orders that the work and improvements, as set forth and described in said plans and specifications, be advertised for bid and performed subject to an acceptable bid. The Town Council further orders that all of the work and improvements will be done under the direction of and to the satisfaction of the Public Works Director; and all of the work shall be done in accordance with the plans and specifications.

Section 3. Not less than the prevailing rate of per diem wages and holiday and overtime work shall be paid for any work proposed to be performed in the performance of the public work under the plans and specifications.

Section 4. The Town Clerk of the Town is hereby directed to post by two (2) successive postings in the three (3) public places that have been designated by ordinance as the places for posting public notices, there being no newspaper published in the Town, and not less than five (5) days apart, a notice inviting sealed proposals or bids for the construction of the work and improvements and referring to the plans and specifications on file in the Office of the Town Clerk, the first of which postings shall be at least ten (10) days prior to the time fixed for opening bids.

Section 5. All proposals or bids shall be accompanied by a certified check payable to the order of the Town, or cash, amounting to ten percent (10%) of the bid, or by a bond in said amount and payable to the Town, signed by a corporate surety or by the bidder and two sureties who shall justify before any officer competent to administer an oath, in double said amount and over and above all statutory exemptions. The check shall be forfeited, or the bond shall become payable to the Town, if the bidder does not, after the contract has been awarded, and within the time specified in the plans and specifications, enter into a contract with the Town, in the form set forth in the specifications. The faithful performance of the contract shall be assured by an undertaking in the amount of one hundred percent (100%) of the amount so bid, with sureties satisfactory to the Town, and which shall be accompanied by a payment bond (labor and materials) in a sum not less than one hundred percent (100%) of the amount of the bid.

Section 6. The sealed proposals or bids shall be delivered to the Public Works Director of the Town as stated on the Notice Inviting Bids, or other later date as directed by the Public Works Director, at the Office of the Town Clerk in the Town Hall, 765 Portola Road, in the Town, said time being not less than ten (10) days from the time of the first publication of said notice. Bids will be publicly opened, examined, and the Town Manager will take action awarding the contract or rejecting all bids not later than forty five (45) days after the expiration of the time prescribed for the receipt of bids; provided the award may be made after the expiration of the specified times, if the bidder shall not have given to the Town notice in writing of the withdrawal of such bid on proposal. The Public Works Director is authorized to add or subtract work to comply with budget requirements.

Section 7. The Town Council of the Town hereby reserves the right to reject any and all bids.

PASSED AND ADOPTED this 25th day of March 2020.

Mayor

ATTEST:

Town Clerk

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

There are no written materials for Town Manager Report

TOWN COUNCIL WEEKLY DIGEST

Thursday – February 27, 2020

1. Agenda (Canceled) – Parks & Recreation Committee – Monday, March 2, 2020
2. Agenda – Bicycle, Pedestrian & Traffic Safety Committee - Wednesday, March 4, 2020
3. Agenda (Canceled) – Planning Commission – Wednesday, March 4, 2020
4. Agenda – Emergency Preparedness Committee – Thursday, March 5, 2020
5. Agenda – Ad Hoc Wildfire Preparation Committee – Wednesday, March 4, 2020

Attached Separates (Council Only)

(placed in your town hall mailbox)

1. None



Town of Portola Valley
Parks & Recreation Committee Meeting
Monday, March 2, 2020 – 7:30 pm
MEETING CANCELLATION NOTICE
765 Portola Road, Portola Valley, CA

PARKS & RECREATION **COMMITTEE MEETING**

CANCELLATION NOTICE

The regular meeting of the Parks & Recreation Committee scheduled for Monday, March 2, 2020 has been canceled. A special meeting has been called for Monday, March 16, at 7:30 pm in the Historic Schoolhouse.



TOWN OF PORTOLA VALLEY
Bicycle, Pedestrian and Traffic Safety
Committee Meeting
Wednesday, March 4, 2020 – 8:15 AM
Historic Schoolhouse
765 Portola Road, Portola Valley, CA

MEETING AGENDA

1. Roll Call
2. Review and Approval of the Minutes of the February 5th, 2020 meeting
3. Resident and Committee Open Comments
4. Sheriff's Report
 - a. Accidents and Citations
 - b. Updated requests for Law enforcement presence, as required
5. Public Works update
6. Ongoing Committee Business
 - a. BPTS Annual Report to Town Council – Establish date for reporting to Town Council, and Subcommittee for report writing
 - b. Discussion of BPTS Priorities for 2020
 - i. Oversight of Pedestrian and traffic safety planning
 - ii. Outreach and Events – TBD
 - iii. Education – Identify opportunities
 - iv. Invitation for Committee input
 - c. School Crossing Flags at CMS – Review current status and requirements for maintenance
 - d. Recommendation for a letter of support for Mr. Ted Selker/private initiative for bicycle safety, to be addressed from PV Town Council to the County of San Mateo, as part of an ongoing campaign
 - e. Overview of February 10th ASCC meeting to review design templates pursuant to pedestrian safety improvements outlined in the Krupka Consulting report
 - f. Neely Winery development
 - i. Request guidance from Town on the need for a traffic/parking impact assessment
 - g. Stanford Wedge Development proposal
 - i. Does BPTS seek a role in determining impact on road safety and additional traffic?
Request for guidance
 - h. Windy Hill parking monitor
7. Matters Arising
8. Next meeting scheduled: April 1st, 2020. Default time of 8:15 AM
9. Adjournment



TOWN OF PORTOLA VALLEY
7:00 PM – Regular Meeting of the Planning Commission
Wednesday, March 4, 2020
Historic Schoolhouse
765 Portola Road, Portola Valley, CA 94028

NOTICE OF MEETING CANCELLATION

PORTOLA VALLEY PLANNING COMMISSION MEETING REGULARLY SCHEDULED FOR

Wednesday, March 4, 2020

Notice is hereby given that the Portola Valley Planning Commission meeting regularly scheduled for Wednesday, March 4, 2020 has been cancelled.

The next regular meeting of the Portola Valley Planning Commission is scheduled for Wednesday, March 18, 2020 at 7:00 PM, in the Historic Schoolhouse, located at 765 Portola Road, Portola Valley, CA.



TOWN OF PORTOLA VALLEY
Meeting of the
Emergency Preparedness Committee
Thursday, March 5th, 2020 - 8:00 AM
EOC / Town Hall
765 Portola Road, Portola Valley, CA 94028

MEETING AGENDA

1. 8:00 Call to order
 - Members: Mark Bercow, Lorrie Duval, Dave Howes, Dale Pfau, Chris Raanes, Ray Rothrock, Jerry Shefren, Craig Taylor, Bud Trapp,
2. 8:01 Introductions: All committee members to identify themselves including a one or two word descriptor of role, followed by guests using the same format
3. 8:05 Oral Communications
 - Note that issues brought up under oral communications that are not on the agenda will be limited to 5 minutes
4. 8:10 Approve minutes for February 6, 2020
5. 8:20 Discuss annual report to the Town Council
 - Agenda
 - March 25, April 8, or April 22
6. 8:40 CERPP/WFPD Report (Lindner/Brown)
 - General report
7. 8:45 Town Report (de Garmeaux)
 - Discuss Request for 2019-'20 Budget Expenditure
8. 8:50 Committee Reports
 - Medical Subcommittee (Shefren)
 - Communications Subcommittee (Rothrock)
 - Outreach Subcommittee (Duval)
 - CERT/Town/Woodside integration Subcommittee (Raanes)
9. 8:59 Next meeting is April 2, 2020
 - Identify any specific agenda items for next meeting
 - Quorum check
10. 9:00 Adjourn promptly at 9:00AM.



TOWN OF PORTOLA VALLEY
Ad Hoc Wildfire Preparation Committee
Wednesday, March 4, 2020 5:00 PM
Historic Schoolhouse
765 Portola Road, Portola Valley, CA 94028

MEETING AGENDA

1. Call to Order
2. Open Communications for Items not on Agenda
3. Recommend Vacant Committee Position to Council
4. Insurance Non-Renewals Discussion
5. Community Wildfire Protection Plan Discussion – Should the Town develop such a plan?
6. Hillsborough Wildland Urban Interface (WUI) Ordinance Presentation
7. Staff Updates
8. Committee Member Updates
9. Adjourn

TOWN COUNCIL WEEKLY DIGEST

Thursday – March 5, 2020

1. Agenda (Cancellation) – Architectural & Site Control Commission – Monday, March 9, 2020
2. Agenda – Cultural Arts Committee – Thursday, March 12, 2020
3. Agenda – Open Space Acquisition Advisory Committee – Thursday, March 12, 2020
4. 2020 Roster of Appointments for City Selection Committee
5. [Western City Magazine – March 2020](#)

Attached Separates (Council Only)

(placed in your town hall mailbox)

1. Invitation to Sustainable San Mateo County 21st Annual Sustainability Awards – Thursday, April 2, 2020

**TOWN OF PORTOLA VALLEY**

**7:00 PM – Regular Meeting of the Architectural and Site Control
Commission (ASCC)
Monday, March 9, 2020
Historic Schoolhouse
765 Portola Road, Portola Valley, CA 94028**

NOTICE OF MEETING CANCELLATION**ARCHITECTURAL AND SITE CONTROL COMMISSION
MEETING REGULARLY SCHEDULED FOR****Monday, March 9, 2020**

Notice is hereby given that the Portola Valley Architectural and Site Control Commission meeting regularly scheduled for March 9, 2020 has been cancelled.

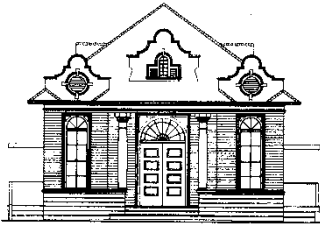
The next regular meeting of the Portola Valley Architectural and Site Control Commission is scheduled for Monday, March 23, 2020 at 7:00 PM, in the Historic Schoolhouse, located at 765 Portola Road, Portola Valley, CA.



TOWN OF PORTOLA VALLEY
Cultural Arts Committee Meeting
Thursday, March 12, 2020 - 1:00 PM
Historic Schoolhouse
765 Portola Road, Portola Valley, CA

MEETING AGENDA

1. Call to Order
2. Oral Communications
3. Approve Minutes from February 13, 2020
4. Review 2020 Budget (PB has revised #'s to review)
5. Photo Exhibit:
Sally and Sue to report on school interest/support
6. PV Palooza:
Progress Update from John Badger and Paige, potential request for help where needed
7. Summer Concert:
Dates are June 25th, July 16th and August 20th. Advertising has begun. Almanac article too.
8. Adjournment



**Town of Portola Valley
Open Space Acquisition Advisory Committee
Thursday, March 12, 2020, 7:30 PM
Historic Schoolhouse
765 Portola Road, Portola Valley, CA 94028**

OPEN SPACE ACQUISITION ADVISORY COMMITTEE MEETING AGENDA

- 1. Call to Order**
- 2. Roll Call**
- 3. Oral Communications**
- 4. Approval of January 23, 2020 Minutes**
- 5. Old Business**
 - a. Frog Pond/Alpine Road Open Space Update:** Nona C, Craig T
 - b. Shady Trail Fire Mitigation Update:** Gary N
 - c. Open Space Brochure and Map:** Craig T, Nona C
 - d. Inaccessible Underutilized Open Space Properties Update:** Chip M
- 6. New Business**
 - a. Committee Leadership – Vice Chair?:** Terry L
 - b. Open Space Vision Statements – Next Priority(ies):** Terry L
 - c. Stanford Wedge Update:** Craig H
 - d. Annual Report / Council Priorities:** Craig H / Terry L
 - e. Additional Committee Membership Recruitment:** Terry L
- 7. Date & Time of Next Meeting**
- 8. Adjournment**

2020 ROSTER OF APPOINTMENTS

BY THE

SAN MATEO COUNTY BOARD OF SUPERVISORS

AND

CITY SELECTION COMMITTEE

Warren Slocum, President
San Mateo County Board of Supervisors

Sue Vaterlaus, Chairperson
City Selection Committee

Sukhmani S. Purewal, Secretary
City Selection Committee

Northern Judicial Cities

Brisbane
Colma
Daly City
Pacifica
San Bruno
South San Francisco

Central Judicial Cities

Belmont
Burlingame
Foster City
Half Moon Bay
Hillsborough
Millbrae
San Mateo

Southern Judicial Cities

Atherton
East Palo Alto
Menlo Park
Portola Valley
Redwood City
San Carlos
Woodside

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2020 VACANCY LISTING

Vacant Seats and Terms Expired or Due to Expire

Between January 1, 2020 and December 31, 2020

(Please note listing has been updated as of February 28, 2020; vacancy listing will reflect balance of the year)

DOMESTIC VIOLENCE COUNCIL (DVC)

	<u>Appointed</u>	<u>Expires</u>	<u>Representing</u>
Catherine Carlton, Menlo Park	1/1/14	12/31/20	Cities
Ann Keighran, Burlingame	1/1/18	12/31/20	Cities – Alternate

HOUSING AND COMMUNITY DEVELOPMENT COMMITTEE

	<u>Appointed</u>	<u>Expires</u>	<u>Representing</u>
Ron Collins, San Carlos	1/01/13	12/31/20	Cities
Donna Colson, Burlingame	1/01/17	12/31/20	Cities

SAN MATEO COUNTY TRANSIT DISTRICT (SAMTRANS)

	<u>Appointed</u>	<u>Expires</u>	<u>Representing</u>
Ron Collins, San Carlos (Jeff Gee's Term)	12/18	12/31/20	Cities Southern

SAN MATEO COUNTY TRANSPORTATION AUTHORITY (SMCTA)

	<u>Appointed</u>	<u>Expires</u>	<u>Representing</u>
Julia Mates, Belmont	10/25/19	12/31/20	Cities Central
Carlos Romero, East Palo Alto	01/01/19	12/31/20	Cities Southern

ASSOCIATION OF BAY AREA GOVERNMENTS (ABAG)

Executive Board

<u>CURRENT MEMBERSHIP</u> (San Mateo County)	Date First <u>Appointed</u>	Current Term <u>Expires</u>	<u>Representing</u>
Dave Pine	01/10/12	12/31/20	Board of Supervisors
David J. Canepa	01/28/20	12/31/20	Board of Supervisors
Richard Garbarino, South San Francisco	01/25/19	06/30/21	Cities
Wayne Lee, Millbrae	12/16/16	06/30/21	Cities
<u>Alternate Members</u>			
Carlos Romero, East Palo Alto	01/27/17	06/30/21	Cities
Sam Hindi, Foster City	06/28/19	06/30/21	Cities

Authority: Government Code Section 6500; Joint Powers Agreement Resolution 15506 adopted September 26, 1960, amended Resolution 15815 adopted January 12, 1961.

Membership requirements: Two Supervisors and two City Councilmembers.

Term of office: 2 years

Duties: The Executive Board shall have the budgetary duties and responsibilities set forth in Article XI [of the ABAG Bylaws]. The Executive Board shall submit a full report of its activities at the General Assembly's annual meeting. Subject to any constraint or limitation imposed by the General Assembly, the Executive Board shall exercise all powers of the Association between meetings of the General Assembly; provided that, the Executive Board shall not amend these Bylaws, nor shall it exercise the budgetary powers reserved to the General Assembly under Article XI of these Bylaws. The Executive Board shall be responsible for carrying out policy decisions made by the General Assembly. Recommendations from committees for policy actions shall be made to the Executive Board. Unless otherwise directed by the General Assembly, the Executive Board may take action on such recommendations.

Appointment: Supervisors are appointed by the Board of Supervisors, City Councilmembers are appointed by the City Selection Committee (Open Seat).

Compensation: \$150 per Board or Committee meeting, with a maximum of 48 meetings per year.

Meetings: 3rd Thursdays/alternate month, 7:00 p.m. – 9:00 p.m., Bay Area Metro Center, 375 Beale Street, San Francisco.

Contact: Fred Castro, Clerk of the Board, ABAG, Bay Area Metro Center, 375 Beale Street, Suite 700, San Francisco, CA 94105. 415-820-7913, fcastro@bayareametro.gov

ABAG Contact: Brad Paul, Deputy Executive Director, Local Government Services, Metropolitan Transportation Commission, Bay Area Metro Center 375 Beale Street, Suite 800, San Francisco (415) 820-7955, bpaul@bayareametro.gov.

Rev. 2/28/2020

BAY AREA AIR QUALITY MANAGEMENT DISTRICT (BAAQMD)

<u>CURRENT MEMBERSHIP</u>	<u>Date First Appointed</u>	<u>Current Term Expires</u>	<u>Representing</u>
Carole Groom, Board of Directors	01/21/09	01/21/21	Board of Supervisors
David J. Canepa, Board of Directors	01/03/17	12/31/23	Board of Supervisors
Davina Hurt, Belmont	10/25/19	12/31/21	Cities

Authority: Health and Safety Code, Section 40200.

Membership requirements: Member of the Board of Supervisors and a City Councilmember.

Term of office: 4 years for members appointed by the Board of Supervisors; 2 years for members appointed by the City Selection Committee.

Duties: The Board is the governing body of the District and shall exercise all powers of the District, except as otherwise provided. The Board establishes and executes an effective program for the reduction of air contaminants within the District.

Appointment: Supervisor appointed by the Board of Supervisors, Councilmember appointed by the City Selection Committee.

Compensation: \$100 per meeting, plus travel expenses, per diem shall not exceed \$6,000 per year.

Meetings: 1st & 3rd Wednesdays of the month, 9:30 a.m. at the Air Quality Management District, 939 Ellis Street, 7th Floor, San Francisco.

Contact: Marcy Hiratzka, Clerk of the Board, 375 Beale Street Suite 600 San Francisco, CA 94105. (415) 749-5073, mhiratzka@baaqmd.gov

Rev. 2/28/2020

CALIFORNIA IDENTIFICATION SYSTEM (CAL-ID)

<u>CURRENT MEMBERSHIP</u>	<u>Date First Appointed</u>	<u>Current Term Expires</u>	<u>Representing</u>
David J. Canepa	1/03/2017	12/31/20	Board of Supervisors
Carlos Bollanos, Sheriff's Office			Sheriff
Jeff Maltbie, San Carlos			City Manager
Steve Wagstaffe, DA's Office			District Attorney
Albert Pardini, City of East Palo Alto PD, Chair			Chief
Kirk Stratton, Town of Colma PD, Co-Chair			Chief
Glenn Sylvester, Daly City	1/01/2017	12/31/22	Cities

Authority: Penal Code Section 11112.4, Resolution 47314 adopted September 24, 1985.

Membership requirements: 7 members; one member of the Board of Supervisors, Sheriff, District Attorney, Chief of Police of the Department having the largest number of sworn personnel within the County, 2nd Chief selected by all other Chiefs within the County, 1 representative of the Cities, and member-at-large.

Term of Office: 3 years, beginning on January 1st and ending December 31st

Duties: Determine the placement of Random Access Network (RAN) equipment within the County and to coordinate acceptance, delivery and installation. Develop procedures necessary to regulate the use and maintenance of the equipment, adhering to the policy guidelines and procedures adopted by the State Department of Justice.

Appointment: Councilmember is appointed by City Selection Committee, on behalf of the Council of Cities; Supervisor by the Board of Supervisors; 2nd Police Chief by Police Chiefs Association; and member-at-large is chosen by other members.

Compensation: None

Meetings: Various locations, 2:00 p.m.

Contact: Alex Karagianes, Laboratory Director, San Mateo County Sheriff's Dept., Crime Lab (650) 312-5307 akaragianes@smcgov.org

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DOMESTIC VIOLENCE COUNCIL (DVC)

<u>CURRENT MEMBERSHIP</u>	<u>Appointed</u>	<u>Expires</u>	<u>Category</u>
Warren Slocum			Board of Supervisors
Michael Callagy			County Manager
Sgt. Joseph Cang			Sheriff
Al Serrato			District Attorney
Selina Toy-Lee			HSA
Lori Smiley-Klingler			Probation
Noelle Bruton			Health System
Robert Foucrault			Coroner
Robert Spencer			SMMC/Keller Center
Mark Duri			Police Chief's Association
Molly Henricks			SMCOE
Colsaria Henderson	1/1/19	12/31/21	CORA
Becky Abens	1/1/19	12/31/21	CSW
Sue Datta	10/1/19	12/31/21	CSW
Nicole Reyes	1/1/18	12/31/21	Bay Area Legal Aid
Jenny Horne	6/1/18	6/30/21	Legal Aid of SMC
Becky Arredondo	6/1/18	6/30/21	Correctional Health
Kristi Lynn Denham	1/26/13	12/31/20	At-Large
Rose Mukhar	6/1/18	12/31/21	At-Large
Lauren Zorfas	6/1/18	12/31/21	At-Large
Cynthia Hunter	7/23/19	12/31/22	At-Large
VACANT			Non-profit
<u>City Selection Appointments:</u>			
Catherine Carlton, Menlo Park	1/1/14	12/31/20	Cities
Ann Keighran, Burlingame	1/1/18	12/31/20	Cities – Alternate

Authority: Resolution 62407 adopted November 17, 1998, Amended Resolution 68609 adopted March 27, 2007.

Membership: A member of the Board of Supervisors; the County Manager or his/her representative, the Presiding Judge of the Superior Court or his/her representative; the Sheriff or his/her representative; the District Attorney or his/her representative; the Coroner or his/her representative; the County Superintendent of Schools or his/her representative; the Chief Probation Officer or his/her representative; the Director of the Health System or his/her representative; the Director of Human Services or his/her representative; the Director of the Keller Center or his/her representative; a representative of the Council of Cities; a representative of the Police Chiefs' Association; a representative of the Commission on the Status of Women; two individuals representing non-profit agencies servicing battered women; one individual representing agencies or individuals who provide treatment services to batterers; one individual representing each of the two non-profit agencies providing legal services to battered women; and four individuals representing the community at large.

- Term of Office: 3 years; maximum of 4 terms or 12 years
- Duties: To evaluate, make recommendations and initiate activities regarding: current responses of law enforcement, the judicial system, health care services and community resources; local government efforts to reduce domestic and family violence; public awareness and public education necessary to effect prevention activities; the collection of statistics and data; the adequacy of federal, state and local laws; and the need for services for those who are victims of domestic and family violence. The Council will develop an annual work plan and submit an annual report to the Board of Supervisors.
- Appointment: The members representing non-profit agencies servicing battered women, agencies or individuals who provide treatment services to batterers, the non-profit agency providing legal services to battered women and the community at large are appointed by the Board of Supervisors.
- Compensation: None
- Meetings: 2nd Thursday/month on a quarterly basis (January, April, July, October), Room 101 (1st floor), 3:00 PM 455 County Center, Redwood City
- Contact: Tanya Beat, Director, Commission of Status of Women, 455 County Center, 5th Floor, Redwood City 94063, (650) 363-4467, tbeat@smcgov.org

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HOUSING AND COMMUNITY DEVELOPMENT COMMITTEE

CURRENT MEMBERSHIP

	<u>Date First Appointed</u>	<u>Current Term Expires</u>	<u>Representing</u>
Joan Kilroe	1/1//20	12/31/23	Commission on Aging
Richard Halloran	10/23/18	06/30/20	Comm. on Disabilities
Laura Escobar	1/15/13	12/31/22	Homeless Continuum of Care
Linda Lopez	01/28/03	12/31/22	North Fair Oaks
Larry Moody Community	03/01/11	12/31/23	Low-Income
Elaina Cuzick	02/9/16	12/31/20	Unincorporated County
Sandra Council	02/9/16	12/31/20	City of San Mateo
Dean Isaacs	3/01/11	12/31/23	Member-At-Large
Ramanan Raghavendran	06/21/16	12/31/23	Member At-Large
Jenny Skoble	06/21/16	12/31/23	Member At-Large
Annie Tsai	1/8/19	12/31/22	Member-At-Large
Nell Selander	10/23/18	12/31/20	City of South San Francisco-Economic Development and Housing Deputy Mngr. Member-At-Large

VACANT

City Selection Appointments:

Ron Collins, San Carlos	01/01/13	12/31/20	Cities
Donna Colson, Burlingame	01/01/17	12/31/20	Cities

Authority: Housing and Safety Code 34120.5; Ordinance Code § 2.08010-050; Resolution 65783 adopted January 28, 2003.

Membership requirements:

15-17 member; Two member appointed by the Council of Cities, one member appointed by the Commission on Aging, one member appointed by the Commission on Disabilities, one member appointed by the Executive committee of the Continuum of Care Planning Board, one member living in the unincorporated area of North Fair Oaks, one member living in the unincorporated Coastside, one member living in a low-income community, six-eight Members-At-Large, one of whom shall have experience or expertise in real estate, finance, development or operations and one member appointed by each Entitlement city in the County HOME Consortium (currently only South San Francisco).

Term of office: Four years; maximum 12 years.

Duties: Make recommendations to the Board of Supervisors, through the Director of the Office of Housing, Human Services Agency, related to the expenditure of all housing and community development funds' to review and provide a forum for public comment on affordable housing and community development needs and priorities related to the development of the Consolidated Plan and related Annual Action Plans, and to formulate recommendations thereon; and to review and provide a forum for public comment on

accomplishments and performance as related to said Consolidated Plan and Action Plans.

Appointment: The members of the Committee shall be appointed by the Board of Supervisors. The categorical members shall be nominated by their respective agencies, however, the Board of Supervisors retains the discretion to confirm or reject such nominations.

Compensation: None.

Meeting: Minimum of four formal public meetings per fiscal year.

Contact: Douglas W. Frederick, 264 Harbor Boulevard, Building A, Belmont 94002, (650) 802-3358, dwfrederick@smchousing.org

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HOUSING ENDOWMENT AND REGIONAL TRUST (HEART)

<u>CURRENT MEMBERSHIP</u>	<u>Date First Appointed</u>	<u>Current Term Expires</u>	<u>Representing</u>
Supervisor Don Horsley	05/24/11	12/31/20	San Mateo County
Supervisor Warren Slocum	01/28/14	12/31/20	San Mateo County
Julie Baigent	07/25/07	02/28/20	At-Large
Karyl Eldridge	12/17/03	02/28/20	At-Large
James Ruigomez	09/27/17	02/28/20	At-Large
Larry Franzella	01/27/06	02/28/22	At-Large
Pam Frisella	12/04/14	02/28/20	At-Large
Kitty Lopez	01/27/16	02/28/22	At-Large
Jack Matthews	01/27/16	02/28/22	At-Large
Robert Morehead	09/27/17	02/28/22	At-Large
Dave Hopkins	04/25/18	02/28/22	At-Large
Nancy Magee	03/26/19	02/28/22	At-Large

City Selection Appointments

Rick Bonilla, San Mateo	12/18/15	02/28/21	Cities
Sara McDowell, San Carlos	04/26/19	02/28/21	Cities
Sam Hindi, Foster City	10/25/19	02/28/21	Cities
Glenn R. Sylvester, Daly City	1/26/18	02/28/22	Cities
Michael Brownrigg, Burlingame	01/25/19	02/28/22	Cities
Deborah Penrose, Half Moon Bay	01/25/19	02/28/22	Cities
Anne Oliva, Millbrae	03/25/16	02/28/22	Cities
Mark Nagales, S. San Francisco	01/25/19	02/28/22	Cities
Diane Howard, Redwood City	01/24/14	02/28/23	Cities

Authority: Resolution 65988 adopted May 31, 2003 approving the Joint Powers Agreement joining the Housing Endowment and Trust of San Mateo County

Membership Reqs: 2 Supervisors & 9 City Council Members (Member Agencies only); 10 members At-Large

Term of office: Supervisors serve at the pleasure of the Board of Supervisors, Cities and Members At-Large serve 3 years, beginning on March 1st and ending the last day of February.

Duties: The member shall be responsible for the joint fundraising, planning, adoption, financing, administration, review, monitoring, enforcement, and reporting of certain workforce and affordable housing program activities in San Mateo County.

Appointment: Supervisors are appointed by the Board of Supervisors, City Council Members are appointed by the City Selection Committee and At-Large members are appointed by the HEART Board of Directors.

Compensation: None.

Meetings: 4th Wednesday of the month, 3:00-4:30 pm, Silicon Valley Community Foundation Conference Center, 1300 S. El Camino Real, San Mateo

Contact: Armando Sanchez, HEART (650) 204-5641; asanchez@heartofsmc.org

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LOCAL AGENCY FORMATION COMMISSION (LAFCo)

<u>CURRENT MEMBERSHIP</u>	<u>Date First Appointed</u>	<u>Current Term Expires</u>	<u>Representing</u>
Don Horsley	Jan. 2011	Dec, 2020	Board of Supervisors
Warren Slocum	Jan. 2013	Dec, 2020	Board of Supervisors
Mike O'Neill, Pacifica	July 2013	May, 2022	Cities
Richard Garbarino, South San Francisco	Jan. 2011	May, 2021	Cities
Ann Draper	May, 2016	May, 2022	Public Member
Joshua Cosgrove	Nov. 2012	May, 2022	Special District
Ric Lohman		May, 2020	Special District
<u>Alternate Members</u>			
Harvey Rarback, Half Moon Bay	July, 2017	May, 2023	Cities
Kati Martin	Sept. 2017	May, 2020	Special District
James O'Neill		May, 2022	Public Member
Supervisor Dave Pine	April, 2017	Dec, 2020	Board of Supervisors

Authority: Government Code sections 56000 et seq.

Membership requirements: 7 members; 2 representing the County, who shall be members of the Board of Supervisors; 2 representing the cities in the county, who shall be city officers; 2 representing special district in the county, who shall be elected or appointed special district officers residing in the county, and who may not be members of a legislative body of a city or county; and 1 member representing the general public. The public member may not be an officer or employee of the county, a city or district within the territory of the county. There shall be alternates for all members representing public entities, and there may be an alternate for the public member. (Govt. Code §§ 56325 – 56332)

Term of office: 4 years expiring 1st Monday in May.

Duties: Reviews proposals for the incorporation of cities, the exclusion of territory from a city, disincorporation of a city, consolidation of two or more cities, or the development of new communities. Reviews proposals for the formation of special districts, detachments, dissolutions, mergers, reorganizations, consolidations, and the annexation of territory to local agencies. Initiates and makes studies of existing governmental agencies determining the maximum service area and service capabilities. (Govt. Code § 56375)

Appointment: The Board of Supervisors appoints 2 of its members and an alternate; City Selection Committee appoints the 2 city representatives and an alternate; the independent special district selection committee appoints 2 members to represent independent special districts in the county and an alternate; the other members of the commission appoint 1 public member and an alternate.

Compensation: \$100 per meeting

Meetings: Meetings are on the third Wednesday of odd-numbered months at 2:30 p.m. in the Board of Supervisors Chambers at the Hall of Justice in Redwood City. Extra meetings may be held as needed.

Contact: Angela Montes, LAFCo, County Office Building, 455 County Center, Redwood City 94063. (650) 363-4220, amontescardenas@smcgov.org

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METROPOLITAN TRANSPORTATION COMMISSION (MTC)

<u>CURRENT MEMBERSHIP</u>	<u>Date First Appointed</u>	<u>Current Term Expires</u>	<u>Representing</u>
Warren Slocum	01/11/17	02/10/23	Board of Supervisors
Gina Papan, Millbrae	01/25/19	02/09/23	Cities
Amy Rein Worth			Cities of Contra Costa County
Dave Cortese			Santa Clara County
Jimmy Stracner			US Dept of Housing & Urban Dev.
Jeannie Bruins			Cities of Santa Clara County
Carol Dutra-Vernaci			Cities of Alameda County
Hillary Ronen			City & County of San Francisco
Dorene Giacopini			US Dept of Transportation
Federal Glover			Contra Costa County
Scott Haggerty			Alameda County
Anne Halsted			SF Bay Conservation & Dev Comm
Damon Connolly			Marin County & Cities
Sam Liccardo			San Jose Mayor's Appointee
Alfredo Pedroza			Napa County & Cities
Jake Mackenzie			Sonoma County & Cities
David Rabbitt			Association of Bay Area Govts.
Tony Tavares			CA State Transportation Agency
Libby Schaff			Oakland Mayor's Appointee
James Spering			Solano County & Cities
Nick Josefowitz			San Francisco Mayor's Appointee

Authority: Government Code Section 66500.

Membership requirements: 19 members, 16 voting and 2 non-voting; 2 representatives of the City and County of San Francisco, 2 representatives each from Alameda, Contra Costa, San Mateo and Santa Clara Counties, 1 representative from Marin, Napa, Solano and Sonoma Counties, a representative of the Association of Bay Area Governments, a representative of the San Francisco Bay Conservation and Development Commission, a representative of the Secretary of Business and Transportation, and a representative of the U.S. Department of Transportation and Federal Highway Administration. Members are selected based on their special familiarity with the problems and issues in the field of transportation.

Term of office: 4 years

Duties: Maintains a regional transportation plan for the Bay Area which includes interstate highways, California freeway and expressway system, transbay bridges, mass transit systems, bicycle and pedestrian facilities, seaports and airports. Commission reviews applications for state and federal transportation funds, paying particular attention to the interfacing of the various modes of transportation.

Appointment: For members from San Francisco, the Mayor appoints 1 member and the Board of Supervisors appoints 1 member; for members from Alameda, Contra Costa, San Mateo, and Santa Clara Counties, the City Selection Committee of each county shall appoint 1

member, and the Board of Supervisors shall appoint 1 member. The City Selection Committee's of Marin, Napa, Solano, and Sonoma Counties furnish to the Board of Supervisors the names of 3 nominees and the Board of Supervisors shall appoint 1 of the nominees to represent the county. The Association of Bay Area Governments and the SF Bay Conservation and Development Commission each appoint 1 member. The Secretary for Business and Transportation appoints 1 non-voting member and the U.S. Department of Transportation and Federal Highway Administration appoint 1 non-voting member.

Compensation: \$100/meeting, not to exceed \$500/month.

Meetings: 4th Wednesday of the month, 10:00 a.m., Metro Center, 101 8th Street, Oakland.

Contact: Rosy Leyva, Commission Secretary, Metropolitan Transportation Commission, Bay Area Metro Center, 375 Beale Street, San Francisco, CA 94105. (415) 778-6775, rleyva@mtc.ca.gov

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PENINSULA CORRIDOR JOINT POWERS BOARD (CALTRAIN)

<u>CURRENT MEMBERSHIP</u>	<u>Date First appointed</u>	<u>No Term Length</u>	<u>Appointed by</u>
Dave Pine	01/17		Board of Supervisors
Ronald Collins, San Carlos	01/25/19		Cities
Charles Stone			SamTrans
Monique Zmuda			SF Mayor
Cheryl Brinkman			SF MTA
Shamann Walton			SF Board of Supervisors
Jeannie Bruins			MTC
Cindy Chavez			Santa Clara Board of Sups
Devora "Dev" Davis			City of San Jose

Authority: Gov. Code Sec. 6500 and Joint Powers Agreement of October 18th 1991 and amended December 6th 1994 between SamTrans, Santa Clara County Transit and the City and County of San Francisco.

Membership requirements: SamTrans Board:
 One Supervisor, one Councilmember (currently serving on SamTrans Board), one SamTrans Director
 City and County of San Francisco
 One appointed by the Mayor, one appointed by the board of supervisors and one appointed by SFMTA
 Santa Clara Valley Transportation Authority (VTA)
 Two Directors representing the County of Santa Clara or the City of San Jose and the Santa Clara County representatives to the Metropolitan Transportation Commission

Term of office: There is no term length, although the members serve at the pleasure of their appointing bodies.

Duties: Sets policy and approves funding for the operation of Peninsula Commute Service.

Appointment: See Membership Requirements (above)

Compensation: \$100 per meeting, \$400 maximum in a month

Meetings: 1st Thursday of each month at 10:00 a.m., at San Mateo County Transit District Offices, 1250 San Carlos Avenue, San Carlos 94070.

Contact: Dora Seamans, District Secretary, seamansd@samtrans.com (650-508-6242); and Christine Boland, Assistant District Secretary, bolandc@samtrans.com (650) 622-7888. 1250 San Carlos Avenue, P.O. Box 3006, San Carlos, CA 94070.

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SAN MATEO COUNTY TRANSIT DISTRICT (SAMTRANS)

<u>CURRENT MEMBERSHIP</u>	<u>Date First Appointed</u>	<u>Current Term Expires</u>	<u>Category</u>
Carole Groom, Board of Directors	1/11	12/31/20	Board of Supervisors
Dave Pine, Board of Directors	1/17	12/31/22	Board of Supervisors
Charles Stone, Belmont	1/15	12/31/22	Cities Central
Ron Collins, San Carlos (Jeff Gee's Term)	12/18	12/31/20	Cities Southern
Karyl Matsumoto, South San Francisco	3/07	12/31/22	Cities Northern
Rose Guilbault	3/06	12/31/20	Public Member
Marina Fraser		12/31/22	Public Member (Coast)
Josh Powell	1/17	12/31/20	Public Member
Peter Ratto	2/15	12/31/22	Transit Expert

Authority: San Mateo County Transit District Act

Membership requirements: Nine (9) members; three (3) representing Board of Supervisors (one of which is a transit expert), three (3) City Council Members representing City Selection Committee (Northern, Central, & Southern), three (3) public members (one of which is a coastal zone resident).

Term of office: 4 years, terms run January 1st to December 31st.

Duties: Sets policy and approves funding for the transit district.

Appointment: Supervisors and the "expert" are appointed by the Board of Supervisors. The three councilmembers are appointed by the City Selection Committee, The 3 public members are appointed by six non-public members of the SamTrans board.

Compensation: \$100 per meeting, not to exceed \$400 a month.

Meetings: 2nd Wednesday of the month, 2:00 p.m., at San Mateo County Transit District Offices, 1250 San Carlos Avenue, San Carlos 94070.

Contact: Dora Seamans, District Secretary, seamansd@samtrans.com (650-508-6242); and Christine Boland, Assistant District Secretary, bolandc@samtrans.com (650) 622-7888. 1250 San Carlos Avenue, P.O. Box 3006, San Carlos, CA 94070.

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SAN MATEO COUNTY TRANSPORTATION AUTHORITY (SMCTA)

	First Date	Current Term	
<u>CURRENT MEMBERSHIP</u>	<u>Appointed</u>	<u>Expires</u>	<u>Representing</u>
Carole Groom	01/06/09	12/31/20	Board of Supervisors
Don Horsley	01/11/11	12/31/21	Board of Supervisors
Karyl Matsumoto, South San Francisco	01/09/08	12/31/20	SamTrans
Emily Beach, Burlingame	12/16/16	12/31/21	Cities-At-Large
Rico Medina, San Bruno	1/1/18	12/31/21	Cities Northern
Julia Mates, Belmont	10/25/19	12/31/20	Cities Central
Carlos Romero, East Palo Alto	01/01/19	12/31/20	Cities Southern

Authority: Bay Area County Traffic and Transportation Funding Act, and San Mateo County Ordinance 3135 adopted March 8, 1988

Membership

Requirements: Seven members; two Supervisors, one member of the SamTrans Board of Directors, who must be an elected official, and four representatives of the cities, one from each Judicial District, and one at large.

Term of Office: 2 years - Term begins January 1st and ends December 31st.

Duties: To implement Measure A as passed June 7, 1988.

Appointment: Supervisors by the Board of Supervisors, SamTrans Director by the SamTrans Board of Directors, City representative by the City Selection Committee on behalf of the Council of Cities.

Compensation: \$100 per day, maximum \$400 per month.

Meetings: 1st Thursday of each month at 5:00 p.m., at San Mateo County Transit District Offices, 1250 San Carlos Avenue, San Carlos, 94070.

Contact: Dora Seamans, District Secretary, seamansd@samtrans.com (650-508-6242); and Christine Boland, Assistant District Secretary, bolandc@samtrans.com (650) 622-7888. 1250 San Carlos Avenue, P.O. Box 3006, San Carlos, CA 94070.

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ADDITIONAL APPOINTMENTS BY THE CITY SELECTION COMMITTEE:

1. ASSOCIATION OF BAY AREA GOVERNMENTS – REGIONAL PLANNING COMMITTEE (ABAG-RPC)

The Regional Planning Committee, or RPC, provides oversight to the executive board on matters related to the preparation and implementation of regional planning activities, such as Plan Bay Area. The RPC receives input on special plans, or reports from various task forces or regional agencies. It also advises on comprehensive planning policies and procedures, along with other matters as assigned by the ABAG Executive Board.

At the August 26, 2019 City Selection Committee Meeting, **Council Member Rick Bonilla, City of San Mateo** was appointed to serve on the Association of Bay Area Governments Regional Planning Committee (ABAG-RPC), for a term of two (2) years beginning October 2, 2019 through October 1, 2021.

For any questions, please email Fred Castro, Clerk of the Board, ABAG at fcastro@bayareametro.gov

2. CASA LEGISLATIVE TASK FORCE – ABAG/MTC

Both Metropolitan Transportation Commission (MTC) and Association of Bay Area Governments (ABAG) directed the formation of a task force to engage in the legislative process. The task force met monthly during the 2019 state legislation session to receive progress reports and to engage on CASA related legislation.

At the March 14, 2019 City Selection Committee Meeting, **Mayor Donna Colson, City of Burlingame** and **Council Member Cliff Lentz, City of Brisbane** were appointed representing San Mateo County City Selection Committee to serve on the CASA Legislative Task Force, formed by Association of Bay Area Governments (ABAG) Executive Board and Metropolitan Transportation Commission (MTC)

The Legislative Task Force has been dissolved and is no longer operational.

3. SAN MATEO COUNTY CONSOLIDATED OVERSIGHT BOARD

At the January 26, 2018 City Selection Committee Meeting, **Council Member Mark Addiego, City of South San Francisco** was appointed to serve as board member and **Mayor Juslyn C. Manalo, City of Daly City** was appointed as an Alternate to serve on the newly established San Mateo County Consolidated Oversight Board, which will replace all the existing oversight boards for successor agencies to redevelopment agencies in the County of San Mateo. No term limits.

For any questions, please email Shirley Tourel, Assistant Controller, County of San Mateo at stourel@smcgov.org or call (650)599-1149

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TOWN COUNCIL WEEKLY DIGEST

Thursday – March 12, 2020

1. Agenda (Canceled) – Sustainability Committee – Monday, March 16, 2020
2. Agenda (Canceled) – Parks & Recreation Committee – Monday, March 16, 2020
3. Agenda (Canceled) – Trails & Paths Committee – Tuesday, March 17, 2020
4. Letter from the Portola Valley Neighbors United re Stanford Wedge Housing Project

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

1. LABOR Newspaper – March 2020



TOWN OF PORTOLA VALLEY
Sustainability Committee Meeting
Monday, March 16, 2020 10:30AM to 12:30 PM
Town Hall – Conference Room
NOTICE OF CANCELLATION

SUSTAINABILITY COMMITTEE

MEETING CANCELLATION NOTICE

**The regular meeting of the Sustainability Committee,
scheduled for Monday, March 16, 2020,
has been canceled.**



Town of Portola Valley
Special Parks & Recreation Committee
Meeting
Monday, March 16, 2020 – 7:30 pm
MEETING CANCELLATION NOTICE
765 Portola Road, Portola Valley, CA

PARKS & RECREATION
COMMITTEE MEETING

CANCELLATION NOTICE

The special meeting of the Parks & Recreation Committee scheduled for Monday, March 16, 2020 has been canceled.



Town of Portola Valley
Trails and Paths Committee Meeting
Notice of Cancellation
Tuesday, March 17, 2020

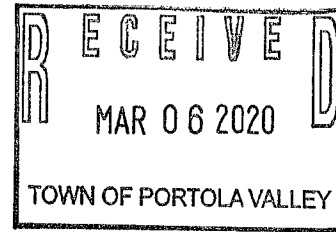
TRAILS & PATHS COMMITTEE MEETING

CANCELLATION NOTICE

The regular meeting of the Trails and Paths Committee, scheduled for Tuesday, March 17, 2020 has been canceled.

March 4, 2020

Planning Commission
Town of Portola Valley
765 Portola Road
Portola Valley, CA 94028



Re: Project No. PLN-ARCH0021-2019
High Density Housing Development Proposal, Alpine Canyon, 3530
Alpine Road, Portola Valley CA aka Stanford Wedge Housing Project

We write to ensure that the Town ordinances regulating the development of land within Portola Valley are consistently and fairly enforced, and that the residents of Portola Valley are fully and timely informed of the decisions by which our ordinances are enforced.

Stanford's Proposed Project Fails to Comply With the Town's Zoning Ordinance for Affordable Housing

Chapter 18.17 of the Portola Valley Municipal Code was adopted in 2014 to govern how the Town of Portola Valley would implement the State Bonus Density Law for projects, such as Stanford's proposed project, that purport to provide affordable housing as part of a larger housing development.

Pursuant to section 18.17.040, any applicant requesting a density bonus, incentive(s) and/or waiver(s) pursuant to California's State Density Bonus Law must provide the town with a written proposal submitted prior to or concurrently with the filing of the planning application for the housing development. The applicant's written proposal must be processed in conjunction with the underlying application and must include:

1. Requested Density Bonus. Evidence that the project meets the thresholds required by the State Density Bonus Law, including calculations showing the maximum base density, the number/percentage of affordable units, identification of the income level at which such units will be restricted, the number of additional market rate units resulting from the density bonus allowable under State Density Bonus Law, and the resulting units per acre.

2. Requested Incentive(s). A "report evidencing that the requested incentive(s) results in identifiable, financially sufficient and actual cost

reductions that are necessary to make the housing units economically feasible. The report shall be sufficiently detailed to enable the Town to verify its conclusions. If the Town requires the services of specialized financial consultants to review and corroborate the analysis, the applicant shall be liable for all costs incurred in reviewing the documentation.”

3. Requested Waiver(s). “The written proposal shall include an explanation of the waiver(s) of development standards requested and why they are necessary to make the construction of the project physically possible. Any requested waiver(s) shall not exceed the density bonus percentage to which the project is entitled pursuant to State Density Bonus Law and to the extent any requested waiver exceeds such percentage, it will be considered a request for an incentive.”

Pursuant to section 18.17.070, “[a]ffordable units shall be of equal design and quality as the market rate units.” Exteriors, including architecture and elevations, and “floor plans of the affordable units shall be similar to the market rate units.” Interior finishes and amenities may differ from those provided in the market rate units, but neither the workmanship nor the products may be of substandard or inferior quality as determined by the town building official. “The number of bedrooms in the affordable units shall be consistent with the mix of market rate units.”

In short, the design, floorplan and mix of bedroom numbers Stanford proposes to sell as market rate homes establishes the standard of design, floor plans and mix of bedroom numbers that the “affordable” housing units it proposes to build must also meet.

The strong public policy underlying section 18.17.070 is clear: developers such as Stanford should not seek concessions in our zoning laws or incentives to build more housing units than our Municipal Code would permit on the pretext of supplying affordable housing for low income families unless the “affordable housing” they provide is similar in design, floorplan and bedroom numbers to the mix of market rate houses they wish to build.

Stanford’s application fulfills none of the underlined requirements or policies of the ordinance.

On September 12, 2019 Stanford submitted the following project description to the Town:

"Physical Development

"Maximum allowable density at the site is governed by the Municipal Code and the State Density Bonus Law (Government Code section 65915). Municipal Code sections 18.50.040 and 18.50.050(A) impose a slope-density formula that yields just over 20 lots for the site. Municipal Code sections 17.20.215, 18.04.055 and 18.44.060(H) allow and require inclusionary housing that may be configured as multifamily housing, resulting in a maximum base density of 18 single-family units and 12 multifamily affordable units (or 30 total base units). By restricting 20% of these units to low-income households, the project qualifies under state law for a 35% density bonus, which would allow 11 additional market-rate units. The project proposes 9 rather than 11 bonus market-rate units, resulting in a total of 27 market-rate single-family homes and 12 affordable multifamily units on a total of 30 developable lots.

"This development would be clustered on roughly 6 acres (or 8% of the total site area) of the flattest and most readily developable area of the property next to Alpine Road.

"The 27 single-family homes would be located on clustered lots as a planned unit development. Most of these homes would be separated from each other, while 6 of the homes would be configured into 3 duets. Each single-family home would be located on its own lot. The homes would be two stories, each having three or four bedrooms and a study. No accessory dwelling units would be constructed as part of the project. The single-family homes are anticipated to range from approximately 1,800 square feet to 2,100 square feet. Parking in the amounts required by the State Density Bonus Law would be accommodated through a combination of one-car garages and uncovered parking spaces primarily located on each lot. Lot sizes would be in the range of 3,300 to 4,800 square feet. These lot sizes are smaller than those permitted by local zoning, but would be permitted pursuant to a State Density Bonus Law incentive/concession. The individual homes would have private

fenced rear yards. Each single-family lot would be subject to a ground lease.

"Under the Town of Portola Valley's inclusionary lot requirements, three lots must be developed as affordable housing. Up to 4 affordable units may be placed on each lot provided under the inclusionary housing program, allowing up to 12 multifamily affordable units on the property. At least 6 of the 12 affordable units would be set aside for low-income households.

"The 12 multifamily rental units would be clustered on three lots of approximately 6,200 to 8,300 square feet each, with a four-unit building on each lot. Each multifamily building would contain two studio units (approximately 475 SF each), one 1-bedroom unit (approximately 600 SF), and one 2-bedroom unit (approximately 975 SF). The project would provide parking consistent with the requirements of the State Density Bonus Law.

"The architectural style of the single-family homes and the multifamily buildings could be characterized as traditional in form and modern in execution. Simple gable roof forms, two-story bays, and covered entries would be clad in painted cement fiber siding with wood accents, standing seam metal roofs, and large metal-clad wood windows with narrow trim and crisp detailing. Colors would be muted—gray to gray-blue tones—typically with two colors per building, and gray metal roofs."

Contrary to section 18.17.040, the proposal submitted by Stanford provides no written calculation demonstrating how the application of Municipal Code sections 18.50.040 and 18.50.050(A) results in "just over 20 lots" for the 6-acre site. By what calculation does Stanford arrive at 20 separate lots on a 6-acre site that is zoned RE-3.5/SD-2? The minimum lot size in an RE-3.5 district is 3.5 acres per house. Stanford elsewhere states on its project website that the average slope of the 75-acre parcel is greater than 20%. Ordinarily, application of the SD-2 slope density adjustment would increase, not decrease, the minimum acreage per house on Stanford's steep site to require lots of at least 7.0 acres or more per housing structure.

Nowhere does Stanford disclose the number of houses/acre it proposes to develop, but that number is at least 5 structures/acre and more likely

higher. Apparently, Stanford is seeking a concession that would increase density from 1 house/7 acres to 5 or more houses/1 acre. That waiver far exceeds the density bonus percentage to which the project is entitled under the State Density Bonus Law. Is Stanford seeking an incentive or waiver from the Town to allow such dense construction on land zoned RE-3.5/SD-2?

Contrary to section 18.17.040, the proposal submitted by Stanford also neglects to provide any report evidencing in detail what incentives it is requesting or how they will result in identifiable, financially sufficient and actual cost reductions that are necessary to make the housing units economically feasible. Nor has Stanford submitted a written explanation of the waiver(s) of development standards it is requesting and why they are necessary to make the construction of the project physically possible. Clearly, however, the waivers Stanford seeks far exceed the density bonus percentage to which the project is entitled.

Finally, and by far most significantly, contrary to section 18.17.070, Stanford's proposal does not provide "affordable units of equal design and quality as the market rate units." All of Stanford's proposed market rate units are three- and four-bedroom two story houses. None of Stanford's proposed affordable units are three- or four-bedroom houses. Indeed, half of the affordable units proposed by Stanford are one-person single room apartments with total square footage that is less than 1/5 the total square footage of the smallest market rate unit proposed by Stanford. The remaining affordable units are either one-bedroom or two-bedroom apartments, all with less than half the total square footage of the smallest market rate unit. The floor plans of the affordable units are not similar to the market rate units and the number of bedrooms in the affordable units is not consistent with the mix of market rate units.

Does Stanford claim that such stark differentiation in floorplan and bedroom numbers between the affordable and market rate units it proposes to provide is somehow economically justified? If so, where is the detailed and verifiable justification for that contention which section 18.17.040 requires?

Why Has the Town Staff Failed to Require Stanford to Comply With the Town's Zoning Ordinance for Affordable Housing?

On October 11, 2019 Laura Russell, Director of Planning and Building for Portola Valley, sent Stanford a letter listing some of the clear deficiencies in Stanford's submission for the proposed project. Regarding application of the State Density Bonus Law, she wrote:

"Application of State Density Bonus:

"a. The application does not include sufficient information for the Town to determine whether the requested incentives are appropriate. Please provide information explaining why the lot sizes cannot conform to the minimum lot size requirements for the zoning district and why the proposed lot sizes are necessary. Also please explain why the lot size reductions cannot be accomplished through a Variance.

"b. The application does not include sufficient information for the Town to determine if the requested incentives are providing identifiable and actual cost reductions to provide for affordable housing costs. Please provide additional detail regarding how the cost reductions were calculated and how those provide for the affordable housing costs. Please provide more detailed information on the anticipated affordable housing costs, how the costs were calculated and whether the costs take into account any rental revenue.

"c. Please provide additional information to explain why the application of the Town's development standards would physically preclude the project at the requested density or the requested incentives. Please provide additional information and explanation regarding the requested waivers. For example, would reducing the proposed floor area allow for the requested density while also satisfying the base zoning district setback requirements?"

Obviously cognizant of the deficiencies in Stanford's application under section 18.17.40, Ms. Russell requested Stanford to provide some but not all of the information the ordinance requires. Notably, she did not mention the application's failure to comply with section 18.17.070, or ask for any

explanation by Stanford why it proposed to provide much smaller units for affordable housing than its proposed market rate housing for faculty members.

On November 23, 2019 Stanford submitted plans for the proposed project. Nothing in the plans submitted by Stanford addressed the deficiencies noted in Ms. Russell's October 11 letter, or supplemented the September 12 project proposal previously submitted by Stanford.

Nonetheless, on December 21, 2019 Laura Russell sent Stanford a second letter listing deficiencies in Stanford's submission for the proposed project. Regarding application of the State Density Bonus Law, the letter repeated paragraphs a, b and c above with strike-throughs striking the entire text of all three paragraphs and then added the following new paragraph:

"While the overall application remains incomplete, the Town determines that the information you have provided on density bonus is satisfactory (complete for processing). Based on the information presented thus far, Stanford appears to be entitled to a 35% density bonus or up to 10.5 (rounded to 11). We acknowledge that Stanford is only seeking 9 density bonus units."

Nothing in any of the documents posted to the Town's website provides the calculation by which Stanford or the Town conclude that Stanford is allowed to build 20 houses on a 6-acre site zoned RE-3.5/SD2.0 before any waivers or concessions under the zoning ordinance. Nothing lists or justifies the incentives and waivers Stanford is seeking. And nothing explains the failure to enforce the ordinance's requirement for affordable housing of equal design and quality to the market rate houses or exteriors and floors plans similar to the market rate units, with bedrooms consistent in number to the mix of bedrooms in the market rate houses.

What changed between October 11 and December 21? Nothing on the project websites of Stanford or the Town reveal any disclosure or amendment by Stanford that would satisfy the ordinance's requirements.

How can the Planning Commission push this project forward to an EIR when it is incomplete on its face? This application should have been

rejected by the Town's Building Department when it was submitted without any of the substantiation and explanation our zoning ordinance requires.

Even more importantly, the project proposed in this application should be rejected for failure to comply with section 18.17.070 of our Municipal Code. There is simply no reason to incentivize Stanford or any other developer to provide substandard housing for low income families. Nor is there any reason for the taxpayers to watch the Town waste its citizens' money and time on projects that do not begin to comply with the minimal requirements for plan submission and review.

Simply put, why is the Town staff failing to enforce these requirements as our ordinance requires? And why is the Planning Commission failing to ensure that that they do so?

Sincerely,

The Undersigned Residents of Portola Valley

cc: Portola Valley Town Council
Laura Russell, Portola Valley Planning and Building Director
John Donahoe, Stanford University, Director, Planning & Entitlement

I have read and reviewed the attached letter to the Portola Valley Planning Commission regarding Stanford's proposed high-density housing development in the Alpine canyon in Portola Valley. I agree to include my name and address as a signatory of the letter, and to have the letter sent to the Town of Portola Valley and local media on my behalf.

Ulrich Aldag
909 Westridge Drive

George and Barbara Andreini
187 Mapache Drive

Daniel Alegria and Mary Hufty
257 Mapache Drive

William Arnold
168 Pinon Drive

Marian Bach and Mark Sausville
150 Fawn Lane

Jay and Claire Jernick
33 Grove Drive

Tom and Helen Buckholz
157 Westridge Drive

Leslie Kriese
1 Wintercreek

Nancy Chou
5 Coyote Court

Taryn Lamm
240 Golden Oak Drive

Rita Comes Whitney
300 Westridge Drive

Steve Liang
237 Mapache Drive

Kristi Corley
15 Golden Oak Drive

Lisa and Bruce Lovazzano
287 Westridge Drive

Rusty and Kristin Day
178 Pinon Drive

John Matlock
155 Portola Road

Joi Deasor
35 Saddleback Drive

Robert Morgan
20 Bear Gulch Drive

Suzy Dickinson
345 Portola Road

Matthew and Lori Muffly
187 Westridge Drive

Timothy Duran
25 Zapata Way

Dorian and Teri McKelvy
130 Shawnee Pass

Waltraud Finch
800 Westridge Drive

John B. Mumford
190 Ramoso Road

Stephen and Aisha Gillett
479 Westridge Drive

John D. Mumford
191 Ramoso Road

Anthony Guichard
225 Alamos Road

Christine Mumford
405 Golden Oak Drive

Matthew and Dorian Hemington
3510 Alpine Road

Ward and Mary Paine
290 Mapache Drive

Beth Rabuczewski
4540 Alpine Road

Tim and Joye Scott
127 Westridge Drive

Loverine Taylor
35 Naranja Way

Sylvia and Andrew Thompson
840 Westridge Drive

Jami Worthington
25 Buckeye Court

Jane and Don Yates
50 Bear Paw

TOWN COUNCIL WEEKLY DIGEST

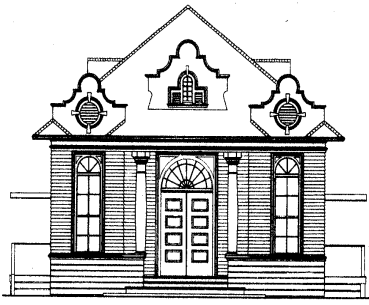
Thursday – March 19, 2020

1. Agenda (Canceled) – Architectural & Site Control Commission – Monday, March 23, 2020
2. Agenda (Canceled) – Conservation Committee – Monday, March 24, 2020
3. Letter to the Community from the Mayor in response to COVID-19 – March 18, 2020
4. Notice to the Community - Planning and Building Department Guidance re COVID-19 - March 18, 2020

Attached Separates (Council Only)

(placed in your town hall mailbox)

1. None



TOWN OF PORTOLA VALLEY

**7:00 PM – Regular Meeting of the Architectural and Site Control
Commission (ASCC)**

Monday, March 23, 2020

Historic Schoolhouse

765 Portola Road, Portola Valley, CA 94028

NOTICE OF MEETING CANCELLATION

**ARCHITECTURAL AND SITE CONTROL COMMISSION
MEETING REGULARLY SCHEDULED FOR**

Monday, March 23, 2020

Notice is hereby given that the Portola Valley Architectural and Site Control Commission meeting regularly scheduled for March 23, 2020 has been cancelled.



**Town of Portola Valley
Conservation Committee Meeting
Notice of Cancellation
Tuesday, March 24, 2020**

**CONSERVATION COMMITTEE
MEETING CANCELLATION NOTICE**

The regular meeting of the Conservation Committee
scheduled for Tuesday, March 24, 2020
has been canceled.

TOWN of PORTOLA VALLEY

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

March 18, 2020

Dear Friends and Neighbors,

We are living through an unprecedented health and social crisis, and we must work together to protect our families and our community. I know that many of you are feeling nervous, scared, and frustrated; the foundations of our lives, social and economic, are being challenged. All of us at the Town are doing everything we can to help you and our community as a whole. We are working hard to find new ways to continue to provide essential services while doing our part to flatten the curve and slow the spread of this deadly virus.

During this lockdown period, which may last several weeks, the Town will continue working to provide information and resources on:

- * Community safety
- * Employee safety
- * Delivery of essential public services
- * Information from the county and state on health and economic assistance

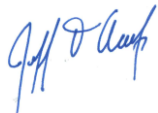
As stressful as the past few weeks have been, I am continually amazed at the spirit of friendship and concern I see. So many of you have reached out to us, or simply acted on your own, to look out for your neighbors and our most vulnerable citizens. The result is new social networks, forming through the hard work of the community, to make sure that no one is forgotten. Thanks to everyone working to ensure the safety of us all.

Last night, the Council passed a resolution declaring a local emergency. This allows us to access more of the County, State, and National resources to help out Town weather this pandemic.

Also, last night the Town Council held our first ever virtual meeting via Zoom. Approximately 40 people joined online. While we chose not to field comments during the meeting at this time, we will try to incorporate public participation in our future meetings; your input is important to us. Thank you for your patience as we navigate the new normal.

We will continue to keep you informed on local developments; below you will find updates to Town Services, from our partners, and resources that may be relevant to you. Please keep contacting us if you have questions or suggestions, and please check in on your friends, family and neighbors to make sure they're okay. As difficult as this is, I know we'll be able to get through it together.

Best Regards,



Jeff Aalfs, Mayor

Below we have compiled a large list of information on:

- 1. Town Actions**
- 2. Town Information**
- 3. Resources and Information for Health and Safety**
- 4. Resources and Information on Economic help and Services from County or State**
- 5. Resources and Information for Businesses and Workers**

Town Actions

Town staff is doing their part to stay healthy, reduce potential transmission, to flatten the curve, and provide essential services. To that end, the following measures are in place:

- * Town Hall is not accepting in-person visits at this time as Town staff is working remotely. Call 650-851-1700 x200 if you need assistance with Town services. Your call will be returned as soon as possible.
- * All “non-essential” events, classes, practices, meetings, and gatherings – indoors and/or outdoors - at the Town Center are canceled effective Friday, March 13, 2020. No new facilities rental applications will be accepted until new guidance is received from the County.
- * If you are using Town Center outdoor areas, please note the County Health Office had prohibited any gathering of people not living in the same household. Please, if you are sick with any illness do not go outside.
- * The Playground and Library are closed.
- * All Bathrooms are closed.
- * Planning and Building services have been reduced. [Click here for more information.](#)
- * No Styrofoam will be accepted at this time.
- * Town Council meetings will be available for remote access through the Town’s AM radio station and Zoom.
- * Enrollment for the Spring Quarter Parks and Rec Classes is on hold and the Town may need to cancel classes based on new guidance.

Town Information

Stores and restaurants in Portola Valley

We will update this list as we gather information – Until then, call your favorite restaurants to see if they have pickup or delivery options.

- * Roberts Market – Open with special senior shopping every day from 9:30 -10 AM
- * Parkside Grille available for take out
- * Portola Cafe Deli available for take out
- * Alpine Inn delivery & takeout program will be coming in the next few days
- * For members of Alpine Hills Tennis and Swim Club - providing curbside food service

Resources and Information for Health and Safety

Keep up to date with County actions and statistics

You can find current actions [here](#).

Information and statistics from County Health can be found [here](#).

Questions by phone

Please call 211, for all non-emergency and non-medical inquiries.

Read the full FAQ: <https://www.smcgov.org/shelter-place-faqs>

What can't I do?	What's Closed?
<ul style="list-style-type: none">* You cannot engage in group activities in person with others outside your household group.* You cannot have dinner parties. You cannot invite friends over to your home to hang out.* You cannot go to bars or nightclubs.* You cannot go to a nail salon or get your hair cut by a stylist or barber.* You cannot go shopping for non-essential goods.* You cannot take unnecessary trips on public transport or in your car or motorbike.	<ul style="list-style-type: none">* Dine-in restaurants* Bars and nightclubs* Entertainment venues* Gyms and fitness studios
What will Remain Open? These essential services will remain open as able	
<ul style="list-style-type: none">* City/County government services: police stations, fire stations, hospitals/clinics and healthcare operations, jails, courts, garbage/sanitation, transportation including BART and Caltrain (use of public transportation is limited to essential required travel only), utilities (water, power and gas)* Gas stations* Pharmacies* Food: Grocery stores, farmers markets, food banks, convenience stores, take-out and delivery restaurants* Hardware stores/plumbers/electricians and those who provide services necessary to maintaining the safety, sanitation, and essential operation of residences* Banks* Community benefit organizations on a case-by-case basis* Laundromats/laundry services* Cemeteries	

Resources and Information on Economic help and Services from County or State

Eviction Moratoria:

Local governments throughout California have adopted or are considering prohibitions on evictions of residents who have been affected by fallout of the coronavirus pandemic. This is a rapidly developing situation, and CAA will update this page as new information becomes available. [Read CAA's story.](#) CAA urges rental housing providers to act with compassion in dealing with residents who face coronavirus-related hardships.

CPUC Ensures Essential Utility Services For Consumers To Assist In Covid-19 Mitigation

The California Public Utilities Commission's (CPUC) determined that energy, water, sewer, and communications companies under CPUC jurisdiction should halt customer disconnections for non-payment as a result of the State of Emergency. [Read more here](#)

Governor Newsom Issues Executive Order to Protect Ongoing Safety Net Services for Most Vulnerable Californians During COVID-19 Outbreak

The order waives eligibility re-determinations for 90 days for Californians who participate in:

- * Medi-Cal health coverage
- * CalFresh food assistance
- * CalWORKS
- * Cash Assistance for Immigrants; and
- * In-Home Supportive Services

If you need help from one of the Social Service Agencies in the County

Residents can call one of the eight Core Service Agencies located throughout the county. A list of the Core Services Agencies is available online: <https://hsa.smcgov.org/emergency-safety-net-assistance-core-service-agencies>)

Resources and Information for Businesses and Workers

Assistance & Guidance for Businesses and Workers Impacted By Covid-19

SAMCEDA is compiling business assistance programs and a variety of other resources as quickly as possible and as they become available.

[Please check back here frequently for updates.](#)

Relief for Small Business:

There is effort on the federal level to grant relief to small businesses. [Learn more](#)

How to work from home during shelter in place

Business owners who have questions about their ability to work during the shelter in place order can contact SMC at (650) 363-4588 - hotline



TOWN of PORTOLA VALLEY

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

Updated March 18, 2020

Planning and Building Department Guidance COVID-19

Our overarching priority is to protect the health of the community and provide essential services to residents. After thought and consideration, the Town Council decided to suspend all private construction activity in Portola Valley, effective March 23, 2020. We ask that you make arrangements to secure your job sites so that all activity will end by **5 pm on Sunday, March 22**. Construction activities are allowed to take place on Saturday, March 21 and Sunday, March 22 from 8:00 am to 5:00 pm to allow you to finish necessary work to suspend construction and secure sites. This work suspension will last through the Local Emergency.

Below are details for each type of permitting activity:

1. Submittal of Building and Planning Permit Applications

No new building permit or planning applications will be accepted, unless required for sanitation and life-safety purposes (such as water heater, furnace repair, fire hazard/electrical repair, incident referred by the Sheriff or Woodside Fire Protection District, or conditions that may cause severe erosion). If there are any sanitation or life-safety repairs needed, please email us at planbuild@portolavalley.net. Include a description of the situation and why the work is necessary for sanitation or life safety.

2. Processing of Building and Planning Permits Currently Under Review

Staff will continue to process projects already submitted to the extent it can be done remotely. All correspondence between applicants and staff members will occur remotely by email, phone and teleconference. Resubmittals will be accepted at the discretion of staff if they can be received and reviewed electronically.

3. Issuance of Planning and Building Permits

No Planning or Building permits will be issued during this time, unless required for sanitation and life safety as described above.

4. Scheduling and Conducting Building Construction Inspections

As of March 18, 2020, no new inspections will be scheduled, with the exception of the following:

- Sanitation and life-safety inspections, as determined by the Planning & Building Director.
- Critical inspections that were scheduled prior to this date and cancelled by the Town may be rescheduled only if the inspection could occur safely, at the discretion of the Planning & Building Director.
- Inspections that are critically necessary for sites to secure in-progress work during the work suspension in Town, at the discretion of the Planning & Building Director. To request this type of inspection, email Laura Russell at lrussell@portolavalley.net with a description of the situation and why the inspection is critical to secure the project site. **We anticipate many requests for exceptions, so please consider your request in light of the Council's direction. We thank you in advance for your understanding as it may take some time to immediately return your scheduling request.**

Please note that inspection services may be limited due to the availability of inspectors. All in-person inspections will follow social distancing protocols and may be cancelled at the discretion of the inspector for safety reasons. The Town may adopt additional criteria for inspections as additional information becomes available.

5. Public Meetings

At this time, regular meetings of the Planning Commission and Architectural and Site Control Commission (ASCC) are cancelled. At the discretion of the Planning & Building Director, meetings may be scheduled in the future for essential business only.

We understand that these are very challenging times and that all decisions have consequences for the parties involved. We are working to the best of our ability and ask for your continued understanding as we address this evolving situation.

Most importantly, we hope you and yours remain well.