

RESOLUTION NO. ____

**RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF PORTOLA
VALLEY ADOPTING THE WOODSIDE HIGHLANDS ROAD MAINTENANCE
DISTRICT RESIDENTS' ADVISORY COMMITTEE CHARTER**

WHEREAS, the Woodside Highlands Road Maintenance District (WHRMD) has existed since its inception in 1972. It was created to support maintenance of roads and related structures within the District for the residents who live along Santa Maria Avenue and its connected roads, a private road system;

WHEREAS, maintenance of the WHRMD roads and right of ways is outlined in the Portola Valley Town Resolution 374-1972 and July 10, 1972 Procedure Directive ("1972 Directive");

WHEREAS, the 1972 Directive describes a "Citizens Advisory Board" that is intended to support the above work and provide recommendations to the WHRMD Board, which is the Town Council;

WHEREAS, the funds that support the District's work come from property taxes collected by the County, including a Special Assessment, and are held by the Town and are disbursed according to the Procedure Directive after approval by the Town Council, serving as the Woodside Highlands Road Maintenance District Board (WHRMD);

WHEREAS, The Woodside Highlands Improvement Association (WHIA) has its own committees, including a Roads Committee, which has historically performed the duties of the WHRMD Citizen Advisory Board; and

WHEREAS, the Town Council has read and considered the Charter.

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

1. The Citizens Advisory Committee referenced in the 1972 Directive is re-named the Woodside Highlands Road Maintenance District (WHRMD) Residents' Advisory Committee (changing the name from a board to a committee, matching the Town's naming conventions).
2. The WHRMD Residents' Advisory Committee shall be governed by the Residents' Advisory Committee Charter attached and incorporated as Exhibit A.
3. To the extent this resolution conflicts with the 1972 Directive, this Resolution shall govern.

4. Nothing in this resolution shall be construed as transferring road ownership or maintenance responsibility to the Town and all such roads shall continue to be and maintained by the homeowners of the Woodside Highlands through the WHRMD.

PASSED AND ADOPTED this 14th day of October, 2020.

By: _____
Jeff Aalfs, Mayor

ATTEST:

Sharon Hanlon, Town Clerk

Exhibit A
Woodside Highlands Road Maintenance District
Residents' Advisory Committee

Charter

OBJECTIVES

Support the maintenance of the Woodside Highlands Road Maintenance District (District) roads and rights of ways, as outlined by the Portola Valley Town Resolution 374- 1972 and July 10, 1972 Procedure Directive. The Procedure Directive defines the Citizens Advisory Board (CAB), this charter renames the CAB as the Residents' Advisory Committee (CAC) to bring it in line with the general committee structure of the Town.

DUTIES AND FUNCTIONS

1. Provide recommendations to the Portola Valley Town Council, serving as the Woodside Highlands Road Maintenance District Board (Board), to preserve the integrity of the traveled surface and related structures and such supplementary repair that protect the road and associated right of way.
2. Develop and submit an annual budget in line with annual assessment revenue to the Board to support anticipated roadwork and repairs subject to the approval of the Board.
3. Determine the time and place of needed repairs. Exceptional and unanticipated expenses may, as needed, be approved by the Council.
4. Expenses \$5,000 or less, in the approved budget, can be paid by submitting an invoice to the Town Clerk with the signature of the Chair of the CAC. Approved expenses over \$5,000 require a purchase order. Purchase orders will be generated by the Town based on a signed request from the Chair of the CAC.
5. An Annual Report of activities and revenue, and expenses will be compiled and presented to the residents of the District.

RESPONSIBLE TO

Portola Valley Town Council serving as the WHRMD Board.

MEMBERSHIP

The Committee shall consist of seven regular voting members appointed by the Council. The members serve two-year terms and must be residents of the District.

MEETINGS

Meetings of the Committee may be held as needed but at least semi-annually. Meetings will be noticed, public meetings presided over by a chair elected by the members of the Committee, and the proceedings shall be recorded by a secretary selected by the members.