



Town of Portola Valley

Woodside Highlands Road Maintenance District
Residents' Advisory Committee Meeting (WHRMD RAC)
Tuesday, March 23, 2021 – 7:00 PM

Special Videoconference Meeting via Zoom

VIDEOCONFERENCE MEETING AGENDA

Remote Meeting Covid-19 Advisory: On March 17, 2020, the Governor of California issued Executive Order N-29-20, suspending certain provisions of the Ralph M. Brown Act in order to allow for local legislative bodies to conduct their meetings telephonically or by other electronic means. Pursuant to the statewide Shelter-In-Place Order issued by the Governor in Executive Order N-33-20 on March 19, 2020, and the CDC's social distancing guidelines which discourage large public gatherings, Portola Valley Town Council meetings are being conducted electronically. The meeting is not available for in-person attendance.

Members of the public may attend the meeting by video or phone linked in this agenda.

Join Zoom Meeting:

<https://zoom.us/j/91089848873?pwd=Y2hmY1BHYWIBR1dIMVYzaWdTQm5kUT09>

Phone into Zoom Meeting:

1-669-900-6833

1-877-853-5247 (toll-free)

*Mute/Unmute – Press *6 / Raise Hand – Press *9*

Meeting ID: 910 8984 8873

Password: 300616

1. Call to Order
2. Roll Call: Members present, absent and guests; Assign Secretary for meeting
3. Oral Communications
4. Approval of Minutes from March 9, 2021
5. Old Business
 1. Projects Schedule & Reports
 - Paving Subcommittee
 - Drains Subcommittee
 - Signage Subcommittee
 2. Spring Road Day
 3. Financial Statement
 4. Survey: Lower Santa Maria
6. New Business
 1. Projects Submitted by Residents
 - a. BGT Markers
 - b. Upgrading the Road: One Turn at a Time
 - c. Widening the Road
 - d. swale along Upper Santa Maria (at 145)

7. Other Business:

8. Announcements:

9. Adjournment:

Date & Time of Next Meeting



TOWN OF PORTOLA VALLEY
WHRMD RAC Committee Meeting
Date: Feb 9 2021
7:00 PM through ZOOM
765 Portola Road, Portola Valley, CA

WHRMD RAC COMMITTEE MEETING MINUTES

1. Call to Order: The meeting was called to order at 7: 05 PM

2. Roll Call: Present: Frank Crow, Teresa Godfrey, Mike Grant, Jean Isaacson, Matt King, Tim McDonald. Absent: Georg Schuele; Guests: Annelise Connell, Craig Hughes, Bill Rehlich, Craig Taylor, Steve Toben.

3. Oral Communications:

Annelise Connell described an unofficial website she created for the Resident Advisory Committee.

4. Approval of Minutes: The minutes of the RAC meeting on February 9 were unanimously approved.

5. Old Business:

a. Budget: Matt announced that the budget for 2020-2021 has gone to the Town Council for approval at their meeting on March 10. No changes have been made since the budget was last discussed and approved.

b. Spring Road Day Date: It was noted that Road Day should be scheduled immediately before paving so that all culverts, drains and vegetation is trimmed back to assist the paving process. Adding a complication is the unofficial information that Cal Water may be digging up and replacing some portions of the water main along Santa Maria. Tim volunteered to pursue with Cal Water to ascertain their plans.

c. Projects Schedule & Reports

(1) Paving Subcommittee: Matt, Frank, Georg

(a) Major Paving Along Lower Santa Maria to the Lower Russell Intersection

Matt described in detail the several bids received from paving contractors. He and other RAC members walked the road(s) with 10 different vendors, and heard back from six.

The proposals were very different in scope. The question of **traffic control** was discussed as well as the possibility of hiring an expert to check on the **quality of the paving material** being used. In general, the vendors comments were that the road was in “pretty good” condition. Tim mentioned that he had been told that Cal Water was planning to lay a new main under part of Santa Maria (see above under Spring Road Day). It was agreed that he would ask the Town for the appropriate contact at Cal Water to ask if and when they plan to do this so that we can delay paving until afterward. Any relevant findings from the Drain Subcommittee would also figure into the timing.

It was suggested that residents might want to consider having the chosen paving company do their own driveways. There was consensus that the bid from Bay Area Paving appears to have the most comprehensive proposal and is under the budgeted expense.

Matt will work with Bay Area Paving to firm up their proposal and will bring it back to the RAC for review and approval.

(b) Area on Upper Santa Maria along the Erickson-McConnell Properties: Craig and Matt volunteered to patch the cracks in the swale along this area of the roadway.

(2) Drain Subcommittee: Mike, Frank and Jean described their walk-about on February 20, from the lower Russell / Santa Maria intersection to Portola Road. Drainage for the most part seemed to be working well. It was agreed the further research would be done to see if there is a way to close off the catch basin leading to the Toben property below Isaacson and deliver that water instead to the large, main drainage crossing the Berka/Akers property. The drain pipes currently carrying this water are in poor condition, and exit at the old retaining wall below Santa Maria . Craig suggested that we consult with Howard Young about any issues he might see with redirecting this water to the large drainage.

(3) Signage Subcommittee: Tim reported on the new traffic signs he has put up and said more signs are coming. It was agreed that the new signs looked good. When finished, Tim will submit his expenses to Matt for reimbursement.

6. New Business:

a. **Financial Statement:** Matt is working with Town Staff to understand the current status of Revenue and Expense. There is a new accounting system that is delaying the Town staff from getting this information.

A budget for 2021-2022 will need to be developed and forwarded to the Town Council before the end of June.

Annelise said she went in person to the County assessor's office. They have the meaning of the three letters they use in their description of the monies we receive. She noted that it is San Mateo County, not the Town, that collects and distributes our funds.

b. **Survey Lower Santa Maria:** Teresa talked with Howard about the idea of doing a survey to delineate the boundary between our RMD and Portola Road. Sharon Hanlon has been asked to find a survey from a project at the Toben property to help establish reference points. Jean will ask the Berka/Akers for their survey as another reference.

c. **Projects Submitted by Residents:** Several notices were sent to all WH residents asking them to submit ideas for projects. To date, the following ideas were submitted:

1. BGT markers (Connell)
2. Upgrading the Road: One Turn at a Time (Connell)
3. Widening the Road (Madison)
4. Swale along Upper Santa Maria @ 145 (Godfrey): see above 1(b) above

7. Other Business: None

8. Announcements: The next meeting was scheduled for Tuesday, March 23, 2021, 7:00 p.m. via Zoom to complete the Road Paving discussions and decision.

9. The meeting was adjourned at 8: 40 p.m.

Minutes submitted by Jean Isaacson
March 15, 2021