



**Town of Portola Valley
Special Parks & Recreation Committee Meeting
Monday, October 4, 2021, 7:30pm-9pm
Zoom Videoconference**

Meeting Agenda

Remote Meeting Covid-19 Advisory: On September 16, the Governor signed AB 361, amending the Ralph M. Brown Act (Brown Act) to allow legislative bodies to continue to meet virtually during the present public health emergency. AB 361 is an urgency bill which goes into effect on October 1, 2021. The bill extends the teleconference procedures authorized in Executive Order N-29-20, which expired on September 30, 2021, during the current COVID-19 pandemic and allows future teleconference procedures under limited circumstances defined in the bill. Portola Valley Town Council and commission and committee public meetings are being conducted electronically to prevent imminent risks to the health or safety of attendees. 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 Video Meeting:

<https://us06web.zoom.us/j/86581539007?pwd=MWpxYU14SllaOENvZUMxcW9wMVVCZz09>

Phone into Zoom Meeting:

1-669-900-6833 or 1-877-853-5247 (toll-free)

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

Meeting ID: 865 8153 9007

Password: 917384

1. **Call to Order**
2. **Oral Communications: Persons wishing to address the Committee on any subject, not on the agenda, may do so now. Please note however, the Committee is not able to undertake extended discussion or action tonight on items not on the agenda. Two minutes per person.**
3. **Approval of Minutes:** September 9, 2021
4. **Adoption of a Resolution Confirming the State of Emergency and Need to Continue Conducting Town Public Meetings Remotely**
 - (a) Adoption of a Resolution of the Parks & Recreation Committee of the Town of Portola Valley Confirming Existing State Emergency and Authorizing Continued Remote Public Meetings (Resolution No. __)
5. **Town Picnic and Zotts to Tots**
6. **Dog park proposal**
7. **All Sports Court plan/Skateboard ramp**
8. **Field and court user fees**
9. **Parks & Rec meeting schedule**
10. **Parks & Rec membership**
11. **Adjournment**

Next Meeting – November 1, 2021, at 5:30 pm



TOWN OF PORTOLA VALLEY
Parks and Recreation Committee Meeting
Date: September 9, 2021
7:30 PM Zoom Link ONLY
765 Portola Road, Portola Valley, CA

Parks and Rec Committee Meeting Minutes

Call to Order: The meeting was called to order at 7:35 PM

Roll Call:

Members present: Jon Myers, Patty Dewes, David Bailey, Lindsay Bowen **Absent:** Carrie Fregosi, Heriberto Diarte

Guests: PV Town Council Liaison: None, PV Residents: None

Approval of Minutes: Minutes from the previous meeting were approved.

Oral Communications: None.

Old Business:

- **Dog Park:** Jeremy reached out to the Committee to share possible locations for the Dog Park. We are reviewing the options although nothing has emerged “yet” that looks like a viable alternative.
- **Skateboard Ramp:** There are skateboard ramps available on the internet that look like very possible options. They have all sizes, weather proofing, etc. Assembly is required although it only requires a drill and looks straightforward. Pricing is also very reasonable and much less than what was budgeted. The Committee voted to present this alternative to the Town so that we could move forward on this action item.
- **Zotts to Tots/Town Picnic:** Continuing to work on the following:
 - **Zotts to Tots:**
 - i. Continuing to work w/ the BP&T Safety Committee, the Town and the Sherriff’s office on the logistics to shutting down the racecourse on Alpine and Portola Road. For a “hard” closer, we will need a substantial # of volunteers to monitor each intersection as the Sheriff’s office can only commit 5 officers to assist the effort. Also looking at a “rolling” closure as another option. Patty is also reaching out to a private firm to understand their cost if we need to engage them.
 - ii. T-shirts have been ordered
 - iii. Registration will begin this week
 - iv. Jon/Patty working on logistics for finish line, capturing category winners, etc.
 - v. Jon will procure flags, bibs, trophies, medals, etc.
 - vi. Water, First Aid to be available at finish (TBD)
 - **Town Picnic:**
 - i. The pick up for the rental equipment (tables, chairs, canopies, etc.) and the stage breakdown will be occurring on Sunday morning. Jon/David are working w/ Little League and Alpine Strikers to adjust the starting times of play on Sunday, October 10 as we clean up the fields after the Town Picnic.
 - ii. We decided to go ahead with the Pumpkin Patch which will be new this year.
 - iii. Patty will reach out to the Conservation Committee to ensure we locate the Petting Zoo/Pony Rides and the Pumpkin Patch in an area that is acceptable to them.
 - iv. We are working w/ the Cultural Arts Committee on logistics around the concerts. Will need lighting for the evening, as it will be very dark at the end of the concert and there is no lighting around the area of the stage, etc.

- v. We are capturing lists of volunteers which we will need.
- vi. Working w/ the Town to ensure all deposits have been made, contracts signed, etc.
 - 1. So far the following activities have been or are in the process of being confirmed;
 - a. Inflatables/games
 - b. Pony Rides/Petting Zoo
 - c. Face Painting/Henna
 - d. Pumpkin Patch
 - 2. Additionally we will be having the Fire truck and many community and committee booths.
 - 3. We are working w/ resources to sign the Food and Alcohol Trucks and also the Boy Scouts who are selling hamburgers
 - 4. Just added a Pickleball demo and active lessons/playing for beginners
- **User Fees:** In process

New Business: After discussion a proposal was made and approved to move the Date/Time of the monthly meetings to the Second Tuesday of each month at 7:30 p.m. although we will keep the October meeting as originally scheduled so that we meet prior to Z2T and Town Picnic.

Next Meeting Tuesday, October 4 @ 7:30 p.m.

Meeting was adjourned at 9:00 p.m.

Respectfully submitted:

Patty Dewes

Secretary



TOWN OF PORTOLA VALLEY

STAFF REPORT

TO: Chair Meyers and Members of the Parks & Recreation Committee

FROM: Cara Silver, Town Attorney

DATE: October 13, 2021

RE: Adoption of Resolution Confirming the State of Emergency and Need to Continue Conducting Town Public Meetings Remotely

RECOMMENDATION

Staff recommends that the Parks & Recreation Committee adopt the attached Resolution Confirming the State of Emergency and Need to Continue Conducting Town Public Meetings Remotely. The Committee is required to adopt this resolution to address the “gap” period between the effective date of the new law and the Town Council’s next scheduled meeting. Subsequent renewals of this resolution will be acted on by the Town Council.

BACKGROUND

On September 16, the Governor signed AB 361, amending the Ralph M. Brown Act (Brown Act) to allow legislative bodies to continue to meet virtually during the present public health emergency. AB 361 is an urgency bill which goes into effect on October 1, 2021 and expires on January 1, 2024 (portions of the bill applying to the State legislature and school districts expire earlier). The bill extends the teleconference procedures authorized in Executive Order N-29-20 (set to expire September 30, 2021) during the current COVID-19 pandemic and allows future teleconference procedures under limited circumstances defined in the bill. Effective October 1, 2021, cities must comply with AB 361 if they want to conduct entirely remote meetings.

AB 361 varies from Executive Order N-29-20 in several key areas, including:

- **Scope:** AB 361 applies to meetings during a proclaimed state of emergency and state, or local officials have imposed or recommended measures to promote social distancing. (“State of emergency” is defined as a state of emergency declared by the Governor under Government Code Section 8625.) It also applies to other states of emergency proclaimed by the Governor where holding in person meetings would “present imminent risks to the health or safety of attendees”. An example of this is an ongoing wildfire in the area. The legislative

body must make an initial finding that meeting in person would "present an imminent risk to the health or safety of attendees".

- Requirements during meeting: AB 361 requires several procedural safeguards, such as giving the public ability to address the legislative body directly, providing information on how to address the body, providing either a call-in or internet-based service option, requirement to stop meeting if call-in or internet-based option fails, comments may not be required to be submitted in advance, and pre-registrations (except as required by call-in or internet platform) are prohibited.

- Comment periods: Public members must be given a reasonable time to register to provide public comment and agencies that provide a timed public comment period shall not close the public comment period until that time period has expired.

- Renewal of emergency findings: If the appointed body desires to continue using the teleconference exception, it must confirm the circumstances of the state of emergency 30 days after the first teleconference meeting and every 30 days thereafter.

DISCUSSION

Staff is planning on returning to in person meetings soon. However, some members of the Council, its commissions/committees, staff and the public may want to continue attending remotely. To accomplish this, staff has been working with a vendor to install equipment in the Schoolhouse to accommodate hybrid remote meetings. Until that service is installed, staff recommends that all public meetings continue to be remote.

SB 361 requires the Council to make a regular finding confirming the state of emergency and the need for continued remote hearings. Staff will therefore be agendaizing this finding on every Council, Commission, and Committee meeting agenda until a decision to transition to in person meetings has been made. Council will also be requested to make these findings on behalf of its commissions and committees as well, so there is a uniform policy on public meetings.

ATTACHMENT

1. Resolution
2. [AB 361](#)

RESOLUTION NO. _____

**RESOLUTION OF THE PARKS AND RECREATION COMMITTEE OF THE
TOWN OF PORTOLA VALLEY
CONFIRMING EXISTING STATE EMERGENCY AND AUTHORIZING CONTINUED
REMOTE PUBLIC MEETINGS UNDER AB 361**

The Parks and Recreation Committee of the Town of Portola Valley does RESOLVE as follows:

WHEREAS, on March 4, 2020, the Governor of the State of California declared a state of emergency, as defined under the California Emergency Services Act, due to the COVID-19 pandemic and the State of Emergency remains in effect;

WHEREAS, beginning in March 2020, the Governor’s Executive Order N-29-20 suspended Brown Act requirements related to teleconferencing during the COVID-19 pandemic provided that notice, accessibility, and other requirements were met, and the public was allowed to observe and address the legislative body at the meeting;

WHEREAS, Executive Order N-08-21 extended the previous order until September 30, 2021;

WHEREAS, the Town Council and the Town’s boards, commissions, and committees have conducted their meetings virtually, as authorized by the Executive Order, since March 17, 2020;

WHEREAS, on September 16, 2021, the Governor signed into law AB 361, an urgency measure effective upon adoption, that provides flexibility to government bodies, allowing them to meet virtually without conforming to the Brown Act teleconferencing rules during a declared state of emergency if: (i) State or local officials have imposed or recommended measures to promote social distancing; (ii) the legislative body is meeting to determine whether, as a result of the emergency, meeting in person presents imminent risks to the health or safety of attendees; or (iii) the legislative body has determined that meeting in person would present imminent risks to the health or safety of attendees;

WHEREAS, Cal/OSHA COVID-19 Emergency Temporary Standards (“ETS”) require certain employers to implement social distancing requirements in the work place during the current COVID-19 pandemic; the Santa Clara County Public Health Department currently recommends measures to promote social distancing in combination with other safety precautions when activities occur in shared indoor spaces to mitigate the risk of COVID-19 transmission; the San Mateo County Public Health Officer has directed face coverings to be worn, regardless of vaccination status, over the mouth and nose, in all indoor public settings, venues, gatherings, and workplaces, such as, but not limited to: offices, retail stores, restaurants and bars, theaters, family entertainment centers, conference centers and government offices serving the public; and on July 12, 2021, the Town Manager issued work place guidelines imposing safety protocols on persons attending Town Hall facilities;

WHEREAS, in the last few months, the Delta variant has surged in the United States and become the predominant COVID-19 variant, accounting for more than 99% of COVID-19 cases and higher hospitalization rates;

WHEREAS, the Delta variant is believed by medical experts to be twice as contagious as previous variants, and data has shown the variant has increased transmissibility even among some vaccinated people;

WHEREAS, due to uncertainty and concerns about the Delta variant and current conditions, many workplaces that had announced a return to regular in-person operations have pushed back the full return date until later in the year or next year;

WHEREAS, virtual meetings have not diminished the public's ability to observe and participate and have expanded opportunities to do so for some communities; and

WHEREAS, given the heightened risks of the predominant variant of COVID-19 in the community, holding meetings with all members of the legislative body, staff, and the public in attendance in person in a shared indoor meeting space would pose an unnecessary and immediate risk to the attendees.

NOW, THEREFORE, BE IT RESOLVED by the Parks and Recreation Committee of the Town of Portola Valley that:

1. The Town Committee adopts the recitals set forth above as findings of fact.
2. The Town Committee hereby determines that, as a result of the emergency, meeting in person presents imminent risks to the health or safety of attendees.
3. In accordance with AB 361, based on the findings and determinations herein, meetings of the Town Council and Town commissions and committees will be held virtually, with Brown Act teleconferencing rules suspended.
4. This resolution shall be effective upon adoption and remain in effect so long as the Council confirms the continuing state of emergency and need for remote meetings as required under AB 361.

PASSED AND ADOPTED this 4th day of October 2021.

By: _____
Jon Meyers, Committee Chair

ATTEST:

Sharon Hanlon, Town Clerk