



**TOWN OF PORTOLA VALLEY**  
**Race and Equity Committee Meeting**  
**October 11, 2022**  
**7:00 pm**

**Kim Marinucci**, Chair  
**Johnathan Clark**, Vice Chair  
**Lucy Neely**, Secretary  
**Patt Baenen**, Member  
**Adnan Iftekhhar**, Member  
**Cole Kawaja**, Member  
**Judith Murphy**, Member  
**Andrew Pierce**, Member

**SPECIAL VIRTUAL MEETING**

**REMOTE MEETING COVID-19 MEETING ADVISORY:** On September 16, 2021, 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. COVID-19 is still a major health concern and virtual attendance to the Town Council meeting is encouraged, particularly during case increases.

**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 or by email at [mthurman@portolavalley.net](mailto:mthurman@portolavalley.net) 48 hours prior to the meeting start time. Notification 48 hours prior to the meeting will enable the Town to make reasonable arrangements to ensure accessibility to this meeting.

**VIRTUAL PARTICIPATION VIA ZOOM**

**To access the meeting by computer:**

<https://us06web.zoom.us/j/83333744069?pwd=R2FyUlpnS0RocGlpcDdkbVpvN3lOUT09>

**Webinar ID:** 833 3374 4069

**Passcode:** 571419

**To access the meeting by phone:**

1-669-900-6833 or

1-888-788-0099 (toll-free)

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

- 1. CALL TO ORDER & ROLL CALL, Land Acknowledgment, Icebreaker**
- 2. ORAL COMMUNICATIONS FOR ITEMS NOT ON THE AGENDA**  
*Speakers' time is limited to two minutes.*
- 3. APPROVAL OF MINUTES:**
  - a. July 12, 2022
  - b. August 9, 2022
- 4. NEW BUSINESS:**
  - a. Discuss plan to outline how to spend Inclusionary Housing Fund resources to give to the Town Council as guidelines.
    - i. Housing Subcommittee Meeting Notes
  - b. Announcement of event: *We've Come This Far by Faith: Songs from the Black Experience* with Dr. Terence Elliott and the Nymanii Ensemble. Suggestions for spreading the word.
  - c. Upcoming officer elections in January
- 5. OLD BUSINESS:**
  - a. Fixin San Mateo: Report of research by Pierce. Recommendation to Town Council.
  - b. Land acknowledgment recommendation for giving to local tribes
  - c. Subcommittee reviews

d. Discuss procedure for Google Docs in agenda preparation

**6. ADJOURNMENT**

The next regularly scheduled meeting date is November 8, 2022 at 7pm.

TOWN OF PORTOLA VALLEY  
Race and Equity Committee Meeting  
July 12, 2022  
6:30 p.m.

1. CALL TO ORDER & ROLL CALL & LAND ACKNOWLEDGMENT

- Call to order at 6:31 pm.
- Roll Call: Committee Members: Marinucci (chair), Clark (vice chair), Iftekhar, Baenen, Pierce, Neely (secretary). Council Liaisons: Derwin, Richards; Public: Kirsten Kingdon
- Chair Marinucci shares land acknowledgement for first time.

2. ORAL COMMUNICATIONS FOR ITEMS NOT ON THE AGENDA

- Iftekhar asks if it is standard practice to have the zoom chat disabled? Council members answer that chat has been disabled in town meetings, may be brought back.

3. APPROVAL OF MINUTES:

- No changes to minutes from May 10, 2022 meeting. Baenen motions to approve minutes, Iftekhar seconds. Committee votes to approve

4. NEW BUSINESS:

a. Potential new member introduction — Kirsten Kingdon introduces herself. Moved to Sequoias 9 years ago, interested in issues of racial justice since youth, member of Valley Presbyterian Church and on Matthew25 committee. Involved in discussions at Sequoias around this subject matter. History and hiking buff and loves to learn about local history. Learned about committee through church and through town seal subcommittee meeting. Iftekhar asks Kingdon about use/understanding of equity vs equality. Baenen asks what work Kingdon would be interested in working on the committee. Kingdon mentions programming with churches and schools, is a former teacher. Active in gay advocacy; mentions non-binary advocacy. Taught 7th and 8th grade english and health. Murphy mentions that it is a good idea to observe a meeting before deciding if interested.

b. Inclusionary Housing Funds — Marinucci notes that the recommendation is the topic go to the Housing Subcommittee, asks subcommittee if they are available for that. Murphy answers yes, and that she would like more direction on what our goals are. Richards recommends starting with high level concepts. Iftekhar notes he hasn't signed up for any subcommittee and wonders what the process is, questions about Murphy's ask if council is asking committees to help frame guidelines. Pierce notes we could usefully triangulate between what city said when they collected the money, what the restrictions are on it, and notes that the council would be remiss to not ask what our committees perspective on the guidelines would be. Derwin: would it be grants or loans, low-income or very low-income? Richards: tradition of PV committees offering recommendations. Murphy: we can offer a recommendation, saying 'wait' doesn't really make sense. Neely: is there a timeline for the council to discuss this policy? Neely steps down from housing subcommittee and Iftekhar joins. Marinucci wonders if the council will hire consultant to formulate the policy. Richards and Derwin think not.

c. Endorsement requested for Fixin' San Mateo; <https://fixinsmc.org/> — Murphy is asking for Fixin' to make a presentation to the committee in order to learn more and decide whether to endorse. Derwin: notes that she thinks this work will change with the new sheriff, will be more open to citizen oversight, etc. Neely: how long will they present for? Murphy 20-25 minutes. Iftekhar: including questions? Yes. Corley: wonders if we can do buyback program here is PV as opposed to needing to drive up to San Mateo. Derwin: We have donated to them in the past. They call the shots on sites. Corley: maybe marketing better to the community. Murphy: could be part of a monthly communication from committee to community, which could be a future agenda item.

d. Town seal feedback with committee — tabled to a future meeting.

e. New member applicant process — Marinucci: refer to proposal for process for a new member in agenda packet. Thoughts? Pierce: technically council appoints members, we can make the recommendation to them. Derwin: can only think of one member who applied to a committee and was not appointed. Iftekhar: is this in addition to/a next step from the online application process? Marinucci: yes. Murphy: it seems like this is just formally writing what the process already is. Marinucci: i think the new part would be the agenda item/discussion in the next meeting. Neely: not sure if this is even legal, but do we want to intentionally determine criteria of representation on the committee? Pierce: could be 14th amendment issues. Recommends seeking diversity but not formalizing with a formula. Murphy: appreciates the question but thinks it's not legal, so we just do our darndest. Thinks having a follow-up public discussion would be awkward. Derwin: could have a subcommittee. Clark: Diversity matters. Diversity matters to me. Iftekhar: having hard conversations is part of the process. The more we can do it in a public forum the more we can do it in our private lives. Also important to take diverse perspectives of individuals in the community and bring them into the committee discussion. Marinucci: do we want to create a process or just leave it the way it is? Group agrees to leave it the way it is.

f. Check in on how we're doing — tabled til future meeting

## 5. OLD BUSINESS:

### a. Subcommittee updates

- Ad Hoc Housing Element Committee: Pierce: we've met since the last ADHEC meeting and there's not much update. Neely: how would you say the process and result went from a race and equity perspective? Pierce: some people don't want to equate race and economics, but if you don't have low income housing you're not going to have black and latino populations in the bay area. Hard to get representation in this town. It's a very white town and the white people are very articulate and aware of their self-interest/needs. Pierce was opposed to all the low income housing being put at the edge of town. The idea that JADUs are a low-income solution felt offensive. Emphasis on ADUs solving low-income is border-line racist. Corley: i think ADUs are a valid solution that can help people. Murphy: the work of this committee will be more important as the process goes on, even more so than in the housing element process so far.
- Housing subcommittee: no update.
- Town Seal Review: Marinucci: a little bit back to the drawing board. Neely: I love this project. Very grateful that we're able to proceed organically and naturally and the conversations I have been having show that people do care about this public symbol and want to see it revised.
- Town Policies: Pierce: no update

b. Year-long calendar proposal (Baenen) — Baenen: trying to make the content both more current, inspirational, positive, as well as communicating the tragic that was emphasized in previous draft.

c. Check-in supporting monthly demonstration — Lucy recommit to sending notice out to community publicizing monthly demonstration. Iftekhar: suggests 'communications' committee. Group expresses enthusiasm for idea.

Also — Pierce: I'm from Highland Park and very connected to the place and event where there was just a shooting. If people would like to learn more about it, I can tell you. It wasn't a lone wolf. There's a reason it was Jewish and Hispanic people who were the victims. Marinucci: I'd like to hear more, can we put this on the agenda of next meeting? [group agrees]

6. ADJOURNMENT — 8:02 pm. The next regularly scheduled meeting date is August 9, 2022

**RACE AND EQUITY COMMITTEE MINUTES  
AUGUST 9, 2022**

1. **Present: Baneen, Iftexhar, Kawaja, Marinucci, Murphy, Pierce,**
2. **Also Present: Jim Lawrence, Nancy Goodban, Kristen Kingdon, Kristy Corley, John Richards, Council representative**
3. **Absent: Clark, Neely**
4. **CALL TO ORDER at 7:05**
5. **LAND ACKNOWLEDGMENT**
6. **ICE BREAKER – members share**
7. **ORAL COMMUNICATIONS FOR ITEMS NOT ON THE AGENDA**

None

8. **APPROVAL OF MINUTES:**

- a. Special meeting, June 30, 2022 approved as written
- b. Regular meeting, July 12, 2022 not included in packet so will be voted on next meeting.

9. **NEW BUSINESS:**

- a. Fixin' San Mateo presentation (25 mins) Local grass roots, non-profit, non-partisan, all volunteer organization working to enact effective civilian oversight of the San Mateo County Sheriff's office. AB1185 authorizes Board of Supervisors to create oversight boards. No checks and balances on Sheriff as on other governmental office holders – Although County funds (\$300Million annually), it has no authority over the Sheriff. Goals are transparency, trust, protection of civil rights, support of effective policing and managing risk. This is the link to the slide deck presentation: [https://docs.google.com/presentation/d/1jQvCaepuMiMyET4IWwO1o2riywHofpag/edit#slide=id.g13dccc50928\\_0\\_0](https://docs.google.com/presentation/d/1jQvCaepuMiMyET4IWwO1o2riywHofpag/edit#slide=id.g13dccc50928_0_0) Nancy will send sheriff budget information Pierce requested and the resolution that HMB passed. Members will review materials and make a recommendation to the Town Council at the next meeting.
- b. Group norms (Adnan, 10 mins) Reviewed meeting guidelines and agreed they are important.
- c. Organizing our work/documents (Adnan, 5 mins). Very useful concise and most importantly, searchable. These are available to the public but editable only by committee members. Many thanks to Adnan for setting this up and managing it.

-Agenda proposal Google document – members please put suggestions for items to include on agenda here. [https://docs.google.com/document/d/14iGvhfyqNel\\_HX2gfgWcNP-cExWU2WBSP5kU3i6DLo/edit](https://docs.google.com/document/d/14iGvhfyqNel_HX2gfgWcNP-cExWU2WBSP5kU3i6DLo/edit)

-Organizing document in Google docs contains all agendas, minutes, subcommittee meetings.

Searchable. <https://docs.google.com/document/d/12zYXLiAAdmxFBvcfpHMA5kupt-eCIQMqStFd-JKo9WI/edit>

- d. Accept Memo on Text and Email Policy (5 mins) All members agree to abide by new Town policy. We would like chat function re-established, limited to committee members to prevent zoom bombing and saved to be part of public record.
- e. Booth at Zots to Tots, Sept 17 (5 mins) We agreed it is desirable to have a booth at Town Picnic to represent us and for interacting with residents. Subcommittee of Marinucci and Baneen formed.
- f. Land acknowledgment: Draft memo and revised land acknowledgment to the Town Council (15 mins). Discussed details of wording of revision. Approved and will be sent to Council by Chair.

10. **OLD BUSINESS:**

- a. Inclusionary Housing Fund subcommittee report—first draft recommendation on how to use inclusionary funds (10-15 mins). Briefly presented. Subcommittee will meet again to get Pierce input; revision will be in next agenda packet.
- b. Subcommittee reports (Housing Element, Calendar/communications, Town seal) – skipped because of time.

## **11. ADJOURNMENT at 8:10**

The next regularly scheduled meeting date is Tuesday, September 6, 6:30pm.

Submitted by Judith Murphy

### ORGANIZING OUR WORK

#### **Agenda, Meeting Notes, Frequently Used Documents:**

<https://docs.google.com/document/d/12zYXLiAAdmxFBvcfpHMA5kupt-eCIQMqStFd-JKo9WI/edit>

#### **Agenda requests:**

[https://docs.google.com/document/d/14iGvhfjygNel\\_HX2gfgWcNP-cExWU2WBSP5kU3i6DLo/edit](https://docs.google.com/document/d/14iGvhfjygNel_HX2gfgWcNP-cExWU2WBSP5kU3i6DLo/edit)

# How to spend Inclusionary Housing Fund resources?

## Reorganization/consolidation of 6/19 discussion

### FUNDING PRIORITIES

- Limit to housing for Low and Very Low income housing?
  - Yes.
  - Concessions, fee reduction, etc are a separate matter and should be available to all units that count toward rhna.
- Financial Assistance – Use up as direct aid vs. maintain ongoing program?
  - Maintaining the program is important so incentives can continue into the future.
  - Loans better than direct aid; repayment will re-fund the program.
    - Loans preferable to grants
    - Loan fees could grow the fund.
- A few larger vs many smaller projects?
  - Suggest language: No more than 33% of the total fund will be allocated to any 1 project.
- Support ADUs
  - Direct immediate support to ADU conversions and JADUs since those are the faster, lower cost projects.
    - Dedicated staff, streamlined process for all
    - Financial assistance for selected - criteria?
    - Prioritize JADUs and conversion of permitted accessory buildings that need only added kitchen or bath to become ADUs to count toward rhna.
- Consider use for Affiliated housing
  - Sequoias, Priory and Stanford are already partners.
  - Actively solicit additional affiliated housing partners.
- Require BMR contracts for rentals
  - Yes, for any projects receiving financial assistance.
    - Not for those just getting fee waivers, expedited approvals, etc.
  - Require this and must have monitoring structures in place before loans made.
  - Monitoring –confirm amortization schedule, loan payments, actually rented? Actually rented to low income?
- Income requirements to get aid? Should we be giving these funds to wealthy residents?
  - Needs further discussion and details.
- Use for hiring consultants?
  - No for hiring a consultant
  - Yes for dedicated staffing in the Planning Dept to streamline the process; perhaps hiring a dedicated staff member for (3) years.
  - Suggest looking at additional resources such as apprenticeships/internships
    - Corte Madera Apprenticeships?
    - Woodside Priory Internships?
    - Local college/university internships?

- Notice of Funding Availability? If using the HTF to assist nonprofits providing housing-related services, consider using a competitive process to award these funds
  - This is appropriate only with specific identified projects as planning begins.



# We've Come This Far by Faith: Songs From the Black Experience



Terence Elliott, EdD, and Nymani Music Ensemble will take us on a journey through the history of the African-American experience through song and storytelling. This event draws from Dr. Elliott's book, *"Spirit, Rhythm, and Story: Community Building and Healing Through Song."*

~ **Sunday, October 16, 2022** ~

**10:45 am**

**Preview at Valley Presbyterian Church**  
*(945 Portola Road, Portola Valley)*  
Lunch on the patio after worship

**3:00 pm**

**Event at Trinity Presbyterian Church**  
*(1106 Alameda de las Pulgas, San Carlos)*  
FREE to the community

*Join us for an inspiring experience!*



Co-hosted by the  
Racial Justice Advocacy Group  
at TPC and the  
Matthew 25 Team at VPC



Valley  
Presbyterian  
Church