



**TOWN OF PORTOLA VALLEY**  
**Parks & Recreation**  
**Committee Meeting**  
**Tuesday, April 18, 2023**  
**7:30 p.m.**

**Patty Dewes, Chair**  
**Karen Askey, Member**  
**David Bailey, Member**  
**Lindsay Bowen, Member**  
**Carrie Fregosi, Member**  
**Jon Myers, Member**

**REGULAR MEETING**

**HISTORIC SCHOOLHOUSE– 775 PORTOLA RD. – PORTOLA VALLEY, CA**

**REMOTE MEETING ADVISORY:** On March 1, 2023, all committees in Portola Valley will return to conducting in-person meetings. A Zoom link will be provided for members of the public to participate remotely; however, the Town cannot guarantee there will be no technical issues with the software during the meeting. For best public participation results, attending the meeting in-person is advised.

**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 [towncenter@portolavalley.net](mailto:towncenter@portolavalley.net). 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/87036754676?pwd=ZlA3a2RjanlrRFFqSWtsR3V0UDI5QT09>

**Webinar ID: 870 3675 4676**

**Passcode: 934963**

**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*

**CALL TO ORDER & ROLL CALL**

**1. ORAL COMMUNICATIONS FOR ITEMS NOT ON THE AGENDA**

*Speakers' time is limited to two minutes.*

**2. APPROVAL OF MINUTES:**

- a. March 21, 2023

**3. NEW BUSINESS:**

- a. Discuss Court Maintenance/Status: Cracks, Re-lining Court #3, All Sports Court, notification board (plexiglass missing).
- b. Review and Discuss Committee Membership
- c. Parks and Recreation Committee Budget Proposal 2023-2024

**4. OLD BUSINESS:**

- a. Discuss Court Usage/Reservation Policy
- b. Review plans for Trivia Night
- c. Review update on Dog Park Proposal
- d. Review proposal for Simplifying and Clarifying Committee Operations
- e. Review and Discuss plans for Skateboard Ramp
- f. Review and Discuss Hawthorns Property Planning
- g. Review and Discuss Parks and Recreation Web Page Updates
- h. Review and Discuss Measures for Protecting Recreational Space
- i. Review and Discuss any updates on CA State Grant
- j. Review and Discuss any updates on Donated Horse Sculpture
- k. Review and Discuss any updates on Parking at Rossotti's

**5. ADJOURNMENT**

The next regularly scheduled meeting date Tuesday, May 16 at 7:30 p.m.

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**Land Acknowledgement:**

The Town of Portola Valley acknowledges the colonial history of this land we dwell upon—the unceded territory of the Ramaytush (rah-my-toosh) Ohlone, Tamien Nation, and Muwekma (mah-WEK-mah) Ohlone, who endured a human and cultural genocide that included removal from their lands and their sacred relationship to the land. Portola Valley recognizes that we profit from the commodification of land seized from indigenous peoples and now bear the ecological consequences. We seek to understand the impact of these legacies on all beings and to find ways to make repair.



**TOWN OF PORTOLA VALLEY**  
**Parks and Recreation Committee Meeting**  
**Date & Time: March 21, 2023 @ 7:30 PM**  
**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, Lindsay Bowen, Karen Askey, David Bailey. This represents a quorum. **Town Council Member:** Sarah Wernikoff, present. **Members absent:** Carrie Fregosi

**Approval of Minutes:** Minutes from the previous meeting were approved by a unanimous vote.

**Oral Communications: None**

**New Business:**

- a. **Skateboard Ramp:** Patty will re-circulate the info from the last inquiry into this subject.
- b. **Town Black-Out Dates:** Jon to reinforce with Town staff that we need to be involved **before** these decisions are made to ensure there is no conflict w/ Field usage.
- c. **Proposal for Simplifying and Clarifying Committee Operations:** Deferred until next meeting as materials for discussion were not available.

**Old Business:**

- a. **Court Usage Reservation Policy:** We had a very spirited and fruitful discussion. It was suggested that we get more feedback about the recent modifications, especially from the tennis community.
- b. **Trivia Night Proposal:** Scheduled for May 13. We discussed and decided that there would be no admission charge. Karen/Jon are working w/ Town staff and others regarding registration, posters/banners, logistics of food/drink, prizes, volunteers, logistics, etc. Patty will work w/ Sarah and Town Staff to get approval for ~\$2K budget.
- c. **Dog Park:** Karen is holding meetings with Jon Silver and Catherine Magill (Conservation Committee Chair) to assess options. The Conservation Committee is still opposed to any fencing that would hinder wildlife movement and/or interrupt scenic corridors.
- d. **Hawthorns Property Planning:** Town Advisory Committee met with Mid-Pen to review their multi-year plan. There are many things to work out; trails, access, status/plan for existing buildings, parking, etc.
- e. **Town Web Pages:** Karen is working with Kari on mock-ups, we will review at the next meeting. We are also hoping the Town will vote to lift the Covid restrictions so that we can remove those pages.
- f. **Measures for Protecting Recreational Space:** No update
- g. **CA State Grant:** No new information
- h. **Donated Horse Sculpture:** No new information
- i. **Parking at Rossotti's:** Patty met w/ Rossotti's representatives and PV Public Works. Zotts has a proposal before the ASCC to expand/upgrade their kitchen facilities, so parking was raised as a concern. I reiterated to Zotts that parking for the Field continues to be an issue, there are complaints about inadequate parking for parents, coaches, referees, etc. and that usage of the Field has been reduced because of this. Zotts has added parking attendants and reserved parking. They are also considering a new exit onto Alpine Rd. which might help traffic flow and easier drop-offs. I indicated that we would have no problem with this approach but that we wanted to increase the # of reserved parking spaces, particularly at peak game/practice times. We will continue to work w/ them.

**Next Meeting Tuesday April 18, 2023 @ 7:30 PM.**

Meeting was adjourned at 9:35 PM

Patty Dewes, Secretary

# DRAFT: Proposal For Simplifying and Clarifying Committee Operations

## Goal

The goal of this initiative is to strengthen our volunteer community and improve overall operational efficiency for both volunteers and staff. Brown-Act rules, that generally assume more political governing bodies, can be cumbersome for our volunteer committee members and staff. Below are ideas for alternative committee structures that allow more flexible committee organization. This initiative is part of the 2022-2023 Council Priorities.

## Process

Review the current operating procedures for committees (eg, Brown Act requirements, in-person vs remote participation) by the Committee of Committees (committee chairs or their representative, and the council subcommittee (Sarah and Craig)). The committee representatives would collect feedback from their respective committees to be incorporated into a working draft to be reviewed by the Committee of Committees and submitted to the Council.

## Alternative Committee Structures For Discussion

How do we continue to support and enhance our volunteer culture of involvement and inclusiveness? Use both the volunteer and staff resources wisely? Possible committee structures are listed below for discussion and refinement. A Council subcommittee is called out in the table. This subcommittee is different from the Council Liaison. The purpose of the subcommittee is to ensure that there is coordination across all committees with respect to charter and membership without violating the Brown Act. For Brown Act Committees this role is fulfilled by the entire Council.

<b>CRITERIA</b>	<b>Brown Act Committee</b>	<b>Non-Brown Act Committee</b>	<b>Group</b>
<b>Description</b>	Current structure.	Closer to the original PV committee intent.	Supports key Town events, projects and initiatives.
<b>Member Appointment</b>	By Council	By Council subcommittee	Open membership
<b>Meeting Requirement for Members</b>	In person	In person or hybrid	In person or hybrid
<b>Public Participation</b>	In person or hybrid	In person or hybrid	In person or hybrid
<b>Charter</b>	Formal defined by the Council	Defined by the Non-Brown Act Committee, approved by Council subcommittee	
<b>Noticing</b>	Yes, per Brown (72 hrs)	Yes, TBD on exact timing	Yes, in Town calendar
<b>Agenda Setting</b>	Yes, per Brown Act, with review by Council liaison and Town Manager	Yes, with review by Council liaison (possibly self-serve in the future).	TBD

## DRAFT: Proposal For Simplifying and Clarifying Committee Operations

<b>Minutes</b>	Yes, per Brown Act	Yes, non-Brown Act*	TBD
<b>Council Access</b>	Direct	Direct	Direct
<b>Council liaison</b>	Assigned	Assigned	Assigned
<b>Staff member</b>	Assigned	As needed	As needed
<b>Issue resolution</b>	As needed, Chair to Council liaison to Town Manager (to Council if needed)	As needed, Chair to Council liaison to Town Manager (to Council if needed)	As needed, Chair to Council liaison to Town Manager (to Council if needed)
<b>PROS</b>	<ul style="list-style-type: none"> <li>• Maximum oversight</li> </ul>	<ul style="list-style-type: none"> <li>• Flexibility for committee members*</li> <li>• Hybrid meetings</li> <li>• Lower impact on staff/resources</li> </ul>	<ul style="list-style-type: none"> <li>• Maximum flexibility for group members*</li> <li>• Hybrid meetings</li> <li>• Lowest impact on staffing/resources</li> </ul>

\* To be determined: Examples: simplify agenda setting and meeting noticing, provide flexibility on in-person requirements, determine quorum requirement, video recording, action vs detailed minutes, etc.

### Questions for Committees to Consider:

1. Does the “Alternative Committee Structures” above seem like a step in the right direction?
2. Is your committee open to changing to an alternative non-Brown Act body? If so, is Alt 1 or Alt 2 appealing, or is there another alternative that would work better for your committee?
3. How should we handle hybrid meeting (zoom) participation for committee members and residents under the different alternative structures? Examples: full remote participation, limited participation, viewing only, no remote. Should it be uniform by committee type or at the discretion of each committee?
4. Type of minutes: action, summary or verbatim minutes?
5. Thoughts on reducing required staff time given we have 17 committees?
6. Do you have ideas for increasing volunteer participation?
7. How can we make it easier to volunteer?

## **DRAFT: Proposal For Simplifying and Clarifying Committee Operations**

### **Current Committee List (for reference)**

Bicycle, Pedestrian, and Traffic Safety  
Cable and Utilities Undergrounding  
Conservation  
Cultural Arts  
Emergency Preparedness  
Finance and Audit  
Geologic Safety  
Historic Resources  
Nature and Science  
Open Space  
Parks and Recreation  
Public Works  
Race and Equity  
Sustainability  
Trails and Paths  
Wildfire Preparedness  
Woodside Highlands Road Maintenance

# DRAFT: Proposal For Simplifying and Clarifying Committee Operations

## Minutes From Committee of Committee Meeting 3/14/2023

### Committee: Proposal for simplifying and clarifying committee operations

Tuesday, March 14, 2023

1. **CALL TO ORDER:** 4:40 PM
2. **PUBLIC COMMENTS:** None

### Attending:

**Town Council:** Craig Taylor, Sarah Wernikoff

**Judith Murphy** (Moderator)

**Bicycle Pedestrian and Traffic Safety:** Ed Holland

**Conservation:** Catherine MaGill (Zoom)

**Emergency Preparedness:** Dale Pfau (Zoom), Jerry Shefren

**Finance and Audit:** George Savage

**Geologic Safety:** Nan Shostak, Gary Ernst, Chet and Bob Wrucke

**Historic Resources:** Nancy Lund

**Open Space:** Betsy Morgenthaler

**Parks and Recreation:** Patty Dewes

**Public Works:** Alex Doherty

**Sustainability:** Scott Elrod, Rebecca Flynn

**Trails and Paths:** Gary Hanning

**Wildfire Preparedness:** Jennifer Hammer

**Public:** Anne Kopf-Sill, Dave Cardinal, Rita Comes, Kristi Corley

### 3. DISCUSSION ITEMS

**a. Discuss “Proposal For Simplifying and Clarifying Committee Operations”** Craig opened the meeting by welcoming and thanking all who were attending, particularly given the weather conditions. The purpose of the meeting was to convene the Towns’ Committee Chairs to get their input on a framework for improving the overall operational efficiency for both volunteers and staff. This initiative originated as part of the Town Council’s 2022-23 Council Priorities. He stressed that this was NOT a decision-making meeting, but an introduction and invitation for discussion.

The meeting outcomes were to:

- Review the DRAFT of the alternative committee structures
- Gather initial POV, concerns, questions, etc.
- Incorporate the input and update the DRAFT
- Ask the Chairs to take the DRAFT to their Committees for discussion
- Reconvene, at some future date, to reiterate the proposal

The goal would be to take the proposal to the Town Council for approval, hopefully by the end of the fiscal year and then incorporate the changes in an overall update of the Committee Handbook.

## **DRAFT: Proposal For Simplifying and Clarifying Committee Operations**

Sarah provided some background – we have about 400 volunteers in a town w/ ~3600 adults for a participation rate of 11%. This is great but there is feedback from the Committees and staff that:

- It is becoming increasingly challenging to accommodate and comply w/ Brown Act requirements
- There are opportunities to improve alignment between Town Council and Committee priorities
- Not all committee policies and procedures are being implemented consistently
- Aspects of the Committee Handbook are ambiguous and outdated
- All or some of these factors “may” affect our ability to attract more volunteers

### **Comments regarding the framework:**

Point of Clarification: ANY committee appointed by the full Town Council (permanent or ad hoc) is subject to the Brown Act.

Point of Clarification: ALL our Committees are “advisory.” This means they might not have been subject to Brown Act requirements given that all decisions need to be reviewed by the Town Council before implementation. Only the Planning Commission and the ASCC can make decisions which can then be appealed to the Town Council, if needed.

### **Overall:**

- Can the framework ID the committees that are “required” by the General Plan (Conservation, Trails, BPTS) and why? This would “help” the other committees have some clarification about what is squarely in column #1.
- Can the framework ID what actions committees in columns #2 and #3 can engage in. . . What types of decisions can they make, documents they can review?
- Charter – very important and must be defined clearly for all 3 columns
- Description – supportive of strong volunteer participation is true for all 3 columns
- Member appointment: Town Council subcommittee to approve member appointments is all they do; the committee’s primary relationship is still w/ their Council liaisons for all other business.
- Agenda setting: Would like clarity on this for Columns 2 & 3, sometimes staff input is helpful and/or needed.
- Council Liaison: A goal of this structure would be to strengthen the relationship between the Council liaison and the committees
- Issue resolution, does not need to go through all levels unless necessary
- Transparency is STILL very important; we will get judged on how well this is handled. Somewhere in the process, the public must have transparency, through budget review, Town Council review, some other method. . . ?

### **Overall comments:**

- There is general support for the approach, outline, opening the discussion
- There is general agreement that committees would LOVE to have some flexibility and/or be released from Brown Act requirements.
- There is concern about transparency and communication, especially if it involves issues critical to our residents, i.e. safety



## **DRAFT: Proposal For Simplifying and Clarifying Committee Operations**

- Concerned about enforcement. This will potentially put more work on the council liaisons to be gatekeepers
- Residents still want to participate; how do we ensure this will happen?
- Elephant in the room, do we have too many committees that spread our limited volunteerism too thin?
- Chairs should bring back examples from their committee discussions.
- Chairs should be **more specific about what is meant by transparency.** . .

### **Actions:**

- Dewes to provide notes to Craig/Sarah
- DRAFT to be updated and distributed to all Chairs
- Chairs take DRAFT to Committees for review and discussion
- Chairs to provide feedback to Craig/Sarah (Dewes to consolidate)
- Next meeting TBD

### **3b. Council priorities rollout - Deferred**

4. **ADJOURNMENT:** 6:20 PM

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**From:** Patty Dewes <patty33937@gmail.com>  
**Sent:** Tuesday, April 11, 2023 1:08 PM  
**To:** Jon Myers; Karen Askey; David Bailey; Carrie Fregosi; Lindsay Bowen  
**Cc:** Sarah Wernikoff  
**Subject:** Proposal Parks and Rec Budget

The budget proposal for the 2023-2024 fiscal year is due to the Town on Friday, May 12. Here is a summary of last year's budget and actual expenditures:

**Parks and Recreation Committee  
2022-2023 Budget and Expenditures**

	<b>Approved</b>	<b>Spent</b>	<b>Remaining</b>
Town Picnic	\$ 22,000	\$ 16,191	\$ 5,809
Zotts to Tots	\$ 5,000	\$ 6,175	\$ (1,175)
Zotts to Tots - Reg Fees		\$ (3,440)	\$ 3,440
Trivia Night - Est		\$ 2,000	\$ (2,000)
<b>Total</b>	<b>\$ 27,000</b>	<b>\$ 20,926</b>	<b>\$ 6,074</b>

We will discuss this at Tuesday night's meeting.  
Thanks,  
Patty

## **\*\*PROPOSAL\*\* PV Town Center Court Usage Recommendation**

Town Center Courts are meant to be used primarily by our residents. We strive to balance the needs of Tennis, Pickleball and other user of our courts so that there is equity in the availability and usage of the courts. We believe reservations should be kept to a minimum, so courts are more available to all.

**In order to establish priority and manage reservations, the courts will be assigned priority groups:**

	<b>Court #1 – Priority Group Pickleball (unless otherwise noted)</b>	<b>Court #2 – Priority Group Tennis (unless otherwise noted)</b>
<b>Sunday</b>	8:00 a.m. to 1:00 p.m. – Priority Pickleball 1:00 p.m. to Dark – Priority Tennis	8:00 a.m. – 1:00 p.m. – Priority Pickleball 1:00 p.m. to Dark – Priority Tennis
<b>Monday</b> <b>Tuesday</b> <b>Wednesday</b> <b>Thursday</b> <b>Friday</b>	<b>Courts A&amp;B (closest to Softball Field):</b> Reservations allowed from 11:00 a.m. to 1:00 p.m. Open play at all other times <b>Courts C&amp;D (closest to parking lot):</b> Open Play at all times, reservations not allowed	<b>Full Court:</b> Open Play when not reserved.
<b>Saturday</b>	8:00 a.m. to 1:00 p.m. – Priority Tennis 1:00 p.m. to Dark – Priority Pickleball	8:00 a.m. to 1:00 p.m. – Priority Tennis 1:00 p.m. to Dark – Priority Pickleball

**Any court may be used by a non-priority group UNTIL someone from the priority group shows up to play or has a reservation.** Non-priority groups must vacate the court within 10 minutes to priority group. Court #2 may only be reserved for tennis

**Non-residents may ONLY make “same” day reservations, and they will have court usage visibility on Skedda.** (Residents are defined as living within the boundaries of Portola Valley including Los Trancos/Vista Verde).

Pickleball players will be responsible for developing and managing governance regarding drop-in play and open play. Please reference the PVPickleball web pages for more information

### **Reservations:**

- Reservations will open on the 15<sup>th</sup> of the month for the following month (i.e. open on February 15 for March reservations)
- A resident may only make 2 reservations per week.
- Recurring reservations will not be allowed.
- Groups may request from the Parks and Recreations Chairperson (the Skedda System Administrator) an extended reservation for a specific purpose (i.e., special event, league/match play). Requests must be made within a reasonable time frame. Approval is at the discretion of the System Administrator.
- PV Parks and Recreations Classes/Clinics, CMS and any other Town approved uses have priority and will be scheduled by the System Administrator.
- Court availability may NOT be posted on social media at any time.

### **Rolling Pickleball Nets:**

- Must be properly returned to storage area when no longer needed (i.e. no players waiting).
- May ONLY be used on Court #1. IF Court #2 is being used for Pickleball, only the temporary nets may be used.

Note: This policy will take effect 30 days from the date of Town Council approval and will be revisited 3 months from the start date for evaluation of any changes.