

**TOWN OF PORTOLA VALLEY**  
**Sustainability Committee Meeting**  
**May 18, 2023**  
**7:00 PM**

**Scott Elrod**, Chair  
**Jason Saleh**, Vice Chair  
**Rebecca Flynn**, Secretary  
**Leslie Field**, Member  
**Ronny Krashinsky**, Member  
**Loverine Taylor**, Member  
**Anita Wotiz**, 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/85951634101?pwd=VDAzNWwhGNWlldDgxeEMzVFVHVUJrdz09>

**Meeting ID:** 859 5163 4101

**Passcode:** 277519

**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**
2. **ORAL COMMUNICATIONS FOR ITEMS NOT ON THE AGENDA**  
*Speakers' time is limited to two minutes.*
3. **INTRODUCTIONS**
4. **PRESENTATIONS/ANNOUNCEMENTS**
5. **APPROVAL OF MINUTES:**
  - a. Meeting of April 20, 2023
6. **OLD BUSINESS:**
  - a. Updates from Brandi
    - i. Smart Water Meters - AMI Pilot Project with CalWater
    - ii. Climate Action Plan 2030
    - iii. SB 1383 - State's Climate Pollutant Reduction Strategy targeting organic waste disposal and surplus food
    - iv. Green building amendments and electrification of existing buildings
    - v. Disposable Foodware Ordinance
    - vi. Greenwaste interactions, including HEA insert in future Greenwaste mailings
  - b. Feedback on committee participation in Wildfire Preparedness Fair
  - c. Review ongoing effort to issue "Public Service Announcements" on PVForum
  - d. Library loaner program:
    - i. Need for a longer-term plan for the library loaner program, in order to engage Garrett Kuramoto at PV Library (Anita)
  - e. Findings on ways to engage children on sustainability (Ronny)
  - f. How our committee will engage with Community Emergency Response Team

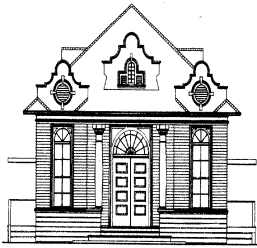
- g. Review and update committee priorities for 2023:
  - i. Community education: Public Service Announcements to encourage greenhouse gas and water use reduction
  - ii. Smart water meter usage with Cal Water: education and outreach
  - iii. Climate Action Plan
  - iv. Existing building stock electrification ordinances
  - v. Demonstration units – Induction stove top, backup power, smart meter gadgets
  - vi. Preparing for drought - including update to MWELo and drought sections on Town website

**7. NEXT MEETING AND PROPOSED AGENDA TOPICS**

**8. ADJOURNMENT**

The next regularly scheduled meeting date is June 15, 2023.

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**  
**Sustainability Committee Meeting**  
**March 16, 2023**  
**7:00 PM**

**Scott Elrod**, Chair  
**Jason Saleh**, Vice Chair  
**Rebecca Flynn**, Secretary  
**Ronny Krashinsky**, Member  
**Loverine Taylor**, Member  
**Anita Wotiz**, Member

**IN-PERSON MEETING**  
**HISTORIC SCHOOLHOUSE- 775 PORTOLA RD. – PORTOLA VALLEY, CA**

- 1. CALL TO ORDER & ROLL CALL 7:03 PM**  
Committee: **Scott Elrod (chair), Rebecca Flynn (Secy), Ronny Krashinsky, Loverine Taylor, Anita Wotiz, Brandi De Garneau**  
Absent: **Jason Salah (vice chair)**  
Community: **David Cardinal, Judy Murphy**
  
- 2. ORAL COMMUNICATIONS FOR ITEMS NOT ON THE AGENDA**  
SE: Committee of Committees meeting: Certain committees could become a non-Brown Act Committee if they chose to if the committee is appointed by a subcommittee of the Town Council instead of the whole Town Council.  
LT: CERT (Community emergency response team) looking to get a sustainability focus/group going. We can add to the next agenda to discuss.
  
- 3. INTRODUCTIONS**
  
- 4. PRESENTATIONS/ANNOUNCEMENTS**
  - a. Leslie Field has applied to be a member of the committee. TC still needs to approve.
  
- 5. APPROVAL OF MINUTES:**
  - a. Meeting of February 16, 2023
  - b. Moved, seconded, and approved by all.
  
- 6. OLD BUSINESS:**
  - a. Updates from Brandi
    - Changes of Town Mgr, Town Clerk and new Asst Town Mgr, helping with onboarding
    - Working with Kari to update parts of the website on smart meters and other topics.
    - Smart Water Meters - AMI Pilot Project with CalWater
      - Hasn't gotten responses yet from Cal Water, Brandi will follow up.
    - Climate Action Plan 2030
      - Still working on it with intern. Needs to go to the Town Council to launch outreach plan. Received new measures from the County. The SC will help refine the measures and actions as well as the outreach.
      - LT requests a history of the CAP for institutional memory.
    - SB 1383 - State's Climate Pollutant Reduction Strategy targeting organic waste disposal and surplus food – continuing on regulatory items required.
    - Green building amendments and electrification of existing buildings – new projects have to comply with the ordinance. Some refinements necessary for reporting.
    - Disposable Foodware Ordinance – on hold.
  - b. Review ongoing effort to issue "Public Service Announcements" on PVForum
    - RF posted one about Heat pump technology.
    - RF posted one about Climate clock and carbon calculator.
    - RF has drafted one on hot water recirculating pumps.
    - AW plans to write something on plastics for April.
    - Judy Murphy recommends topicality such as a reminder about the solar loaner program and the brochure on emergency preparedness.

- c. Share reflections on En-ROADS climate simulation workshop held in February.
  - Workshop went well, well attended, people were engaged, raised questions about unintended consequences, segment on advocacy good.
  - Perhaps needs a stronger connecting to action.
  - Perhaps needs an optional registration to be able to provide the links for the zoom and google file prior to the workshop.
  - Perhaps more interaction with Steve and Laura after the breakout groups.
- d. Final planning for WildFire Preparedness Fair on April 22, 2023; review logo draft for table banner
  - Back up power unit
  - Smart plugs with other appliances, check about instructions. RK to check appliances. SE to pick up the plugs from Town Hall.
  - Electrification: induction cooktop
  - Books on Climate Change, particularly related to wildfire increases, and card lists. LT will send list of 4 books to Brandi to purchase and check with library. *California Burning* is one highly recommended book.
  - Topic: Resiliency is sustainable. Battery power is more sustainable than generators. Sustainable preparedness. Electrification: Removing gas from your house keeps your house safer.
  - SE and RF to work on mission statement for booth.
  - Logo approved for table banner. All voted in approval for new banner, within our budget.
  - SE to coordinate with Library for getting the solar battery and the induction cooktop for the Fair.
- e. Discuss possible HEA insert in future Greenwaste mailings
  - Brandi to report back.
- f. Review suggestion from community member in regard to electric leaf blower adoption
  - Resident Bruce McAuley asking about the voucher program and enforcement. Voucher program no longer in place.
  - Resident Judy Murphy recommends trialing a code enforcement and sending out reminders for new residents and a flyer in English and Spanish to put on gardeners' trucks. Bay area Air Quality Mgt is banning gas heat appliances. Brandi will look up state ordinance and look up to update the flyer [portolavalley.net/](https://www.portolavalley.net/) <https://www.portolavalley.net/business/electric-leaf-blower-incentive>.
- g. Library loaner program:
  - Lomi: Anita reviewing Lomi home composter. Uses it 3x/wk to produce compost from household food waste. It takes from 4 hours to 16 hours depending on mode. Runs about \$500 plus recurring costs of filters. Jay reviewed Lomi composter life cycle impact. Lomi calculates that the machine offsets its own manufacturing in terms of GHG emissions. Anita to follow up with Garrett about the machine and then to Brandi to order one if the library is ok. Need a manual.
  - Discuss possible loaner items oriented toward kids (Ronny) – electricity monitor loaners and provide kid's worksheet (Efficiency Maine). SMC Library and Sustainability SMC hosts summer workshops for middle scholars and other youth activities. Can promote activities on PVForum. Ronny to follow up with Garrett at the library.
  - Discuss electric leaf blower and/or weed-wacker loaner (Scott)
  - Temporary replacement heat pump water heater (Anita) – Sunworks says that the HPWHs are now ubiquitous and can be obtained quickly and there is even one available at 120 version and can be installed quickly so no need for temp loaner. BayRen.org keeps a list of approved contractors and enables rebates for installation.
- h. Discuss current observations about Greenwaste trash collection (defer to next meeting).

- i. Discuss whether to conduct a survey in the community related to update of the Water Efficient Landscaping Ordinance (WELO). Any survey needs to be approved by the TC. Getting people engaged with what they can do with their property to mitigate the effects of drought. Get ideas to and from the people about water conservation. How to plan for deluges and how to plan for droughts. Understanding their issues and their solutions. Loverine to work on some ideas for questions.
- j. Inputs to the Race and Equity Committee on current version of “land acknowledgement” statement used in Town communications (Committee approves the statement with perhaps a better word for “commodification”.such as exploitation.)
- k. Review and update committee priorities for 2023:
  - i. Community education: Public Service Announcements to encourage greenhouse gas and water use reduction.
  - ii. Smart water meter usage with Cal Water: education and outreach
  - iii. Climate Action Plan
  - iv. Existing building stock electrification ordinances
  - v. Demonstration units – Induction stove top, backup power, smart meter gadgets
  - vi. Preparing for drought - including update to MWELo and drought sections on Town website

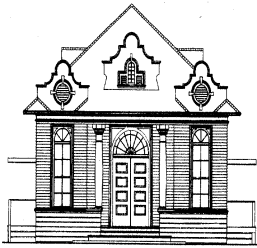
#### **7. NEXT MEETING AND PROPOSED AGENDA TOPICS**

- a. Council priorities
- b. Cert Sustainability
- c. Greenwaste trash collection
- d. Water Survey
- e. 10-minute historical recap of some issue by an expert (CAP, WELO, etc)

#### **8. ADJOURNMENT**

The next regularly scheduled meeting date is April 20, 2023.  
Adjourned at 9:04. PM

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**  
**Sustainability Committee Meeting**  
**April 20, 2023**  
**7:00 PM**

**Scott Elrod**, Chair  
**Jason Saleh**, Vice Chair  
**Rebecca Flynn**, Secretary  
**Leslie Field**, Member  
**Ronny Krashinsky**, Member  
**Loverine Taylor**, Member  
**Anita Wotiz**, Member

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

**1. CALL TO ORDER & ROLL CALL, 7 PM**

**Present:** **Scott Elrod**, Chair, **Jason Saleh**, Vice Chair, **Rebecca Flynn**, Secretary,  
**Leslie Field**, Member, **Ronny Krashinsky**, Member, **Loverine Taylor**, Member,  
**Anita Wotiz**, Member

**Town Liaison :** Mayor Jeff Aalfs, Brandi de Garneau

**Community:** Kristi Corley, Rita Comes

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

*Speakers' time is limited to two minutes.*

Valley Pres is offering movie, 2040. Noon to 2 pm this Sunday 4/23/2023.

**3. INTRODUCTIONS**

- a. Welcome Leslie Field as new member of the Committee. Runs several nonprofits focused on ice preservation. Teaches a climate course at Stanford. Pivoting her consulting company to ice, water, wildfires.

**4. PRESENTATIONS/ANNOUNCEMENTS**

Mayor Jeff Aalfs on current Council priorities:

Safety

- Emergency Preparedness
- Emergency Response
- Assessment and Mitigation of Hazard and Risk
- Public Safety
- Community Preparedness and Awareness

Fiscal Responsibility

- Timely Fiscal Auditing and Reporting
- Operational Efficiencies
- Transparency
- Community Engagement/Communications

Forward thinking Planning

- LT revenue needs
- LT revenue sources
- Town Center Master Plan
- Monitoring Infrastructure:
  - PG&E (can't share power with neighbors), microgrids
- General Plan Update

Sustainable and Resilient Town

- Promoting Sustainability
  - more outside advocacy for promoting sustainability?
  - Earth Day or Sustainability Day?
  - More specific goals? Reduce GHG emissions, reduce water usage, other concrete goals?
- Land use
- Protecting and Enhancing Environmental Resources
- Post-Adoption Housing Element Process

**5. APPROVAL OF MINUTES:**

- a. Meeting of March 16, 2023. Minutes: motioned, seconded, and approved by full committee.

**6. OLD BUSINESS:**

- a. Updates from Brandi
  - i. Smart Water Meters - AMI Pilot Project with CalWater
    1. Overview of context/history/issues

Grew out of the drought emergency and catastrophic leaks by residents - impetus for smart meters.  
2010 PV wrote letter to CPUC. Did not have support by Dept of Public Advocacy Rate case required by investor-owned private utilities before the CPUC. Have to prove to CPUC and office of Rate payers Advocacy. (Public owned utilities do not have to go through them)  
2016 Calwater project not approved by CPUC  
2018 Calwater submitted again for Bear Gulch District.  
2018 PV applied as a party the case. PV (Maryann Derwin led the effort with Brandi) supported Cal water, provided research, worked with Calwater for data. BdG presented to CPUC. Calculated the increase to individual customers. It was minuscule compared to thousands of cost to individual customers.  
2020 AMI pilot project finally approved by CPUC.  
Update today: Brandi spoke with Dawn Smithson. Still have staffing issues. Currently installing in Los Trancos. Expect to start installing in main PV in couple of months.  
CalWater will not be removing Flumes. Advantages to CalWater switching to CalWater's meter. Brandi to check with Dawn to understand the issue with different types of smart meters and why CalWater would prefer people change to their new meters. The new smart meter is a major increase in convenience to residents and will be promoted as such to the community.  
Kristi Corley: Alpine Tennis may have a new smart meter. KC saw water coming out of the smart meter. May have been overcharge. Wants a study to compare current franchise to publicly owned water service. KC was notified that Alpine Club needs to work directly with their water service supplier.
    - ii. Climate Action Plan 2030
      1. Continuing to make progress. Council postponed the agenda to late summer to early fall. Intern will return early summer to continue the work.
    - iii. SB 1383 - State's Climate Pollutant Reduction Strategy targeting organic waste disposal and surplus food. PV making progress and working with Greenwaste to work out new regulations that go into effect in July. Compost and food regulation education planning.
    - iv. Green building amendments and electrification of existing buildings
      1. Continuing to work with Building Official and staff to create checklists to implement new regulations.
    - v. Disposable Foodware Ordinance
    - vi. Greenwaste interactions, including HEA insert in future Greenwaste mailings.
      1. Meeting with Greenwaste to discuss service concerns and inquire about HEA insert. Also requested tour of Greenwaste and composting..Greenwaste available in June or July (3-4 hours) for the committee tour. Maximum 7 for both. (or 13 for the Materials Reclamation Facility-MRF). Brandi will check on Doodle poll for dates that work for the committee.
  - b. Review ongoing effort to issue "Public Service Announcements" on PVForum
    - i. Anita authored one on plastics, coming out next week.
    - ii. Rebecca authored one on recirculated pumps.
    - iii. Rebecca to think about one on "why electric" for fall.
    - iv. Jay drafted one on transportation and EVs. Will issue for May.

- v. Loverine subscribed to Sunset – nice article about rain gardens.
  - vi. Need an article about air transportation and GHG. Scott will draft something.
  - vii. LF asked about educating people about solutions and hope. Some critical short-term forces that are being addressed. Talking about promising new technology. As well as encouraging involvement and action, key messaging to get people to make changes. The more personal the message, the more social pressure, the more it resonates with people and the more likely they might take action to reduce GHG.
  - viii. Anita considering one on Food waste. Get input from Laura Stec.
  - ix. Anita on regenerative agriculture (TomKat ranch?). Rita Comes spoke about Hidden Villa ([hiddenvilla.org](http://hiddenvilla.org)). HV has a video on their website. Rita available to give a tour.
- c. Possibility of adding new committee members
- i. Currently reached our capacity of 7, Previously was at 9 but reduced to 7 to meet quorum. Increase would require 9 and quorum would increase to 5. Currently 1 person has expressed interest in joining. Residents can attend without joining the committee. Currently the committee is not interested in increasing the committee due to quorum concerns and need for two new members.
- d. Final planning for Portola Valley Wildfire Preparedness Fair on April 22, 2023
- i. Opening doors 8:30. Recommend we be there by 9 am. Park at Windmill school.
  - ii. Emporia devices for first 25 people. Handout with QR code for installation
  - iii. Solar battery backup power unit
  - iv. Induction cooktops
  - v. Books and book ends
  - vi. Banners
  - vii. GHG flyers
  - viii. Battery flyers for emergency
  - ix. Brandi to check with Kari about bamboo stands.
- e. Possibility of converting a number of committees, including Sustainability, to a form that is not under the Brown Act
- i. Committees that are advisory do not need to be formal Brown Act committees. If a committee is created by a Council subcommittee (instead of full council), then the committee no longer has to abide by all the Brown Act requirements. Would relieve quorum requirements and would be able to attend meetings via zoom.
  - ii. Kristi Corley asked for clarification and asked for a copy of the memo from Craig Taylor and Sarah Wernikoff.
  - iii. Rita Comes commented.
  - iv. Recommendation to the Council that the Sustainability committee prefers not be a formal Brown Act Committee. All in favor.
- f. Library loaner program: (Deferred to May)
- i. Feedback from Garrett on possible inclusion of Lomi composter (Anita)
  - ii. Possible loaner items oriented toward kids (Ronny)
- g. How our committee will engage with Community Emergency Response Team (Deferred to May)
- h. Budget request to Council for FY23-24
- i. See attached
  - ii. Moved to accept the budget. All voted in favor.
- i. Review and update committee priorities for 2023:
- i. Community education: Public Service Announcements to encourage greenhouse gas and water use reduction.
  - ii. Smart water meter usage with Cal Water: education and outreach
  - iii. Climate Action Plan
  - iv. Existing building stock electrification ordinances



- v. Demonstration units – Induction stove top, backup power, smart meter gadgets
- vi. Preparing for drought - including update to MWELo and drought sections on Town website

#### **7. NEXT MEETING AND PROPOSED AGENDA TOPICS**

Loaner discussion – library needs a plan for items.- Anita

SMC sustainability items - Ronny

CERT - Loverine

Feedback from wildfire – all who attended.

#### **8. ADJOURNMENT at 9:20 PM**

The next regularly scheduled meeting date is May 18, 2023. Jay to Chair the meeting as Scott out of town.

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.

## Priorities

The Council's Priorities are below listed with solid bullet points; Safety, Fiscal Responsibility and Accountable Governance, Forward Thinking Planning and Sustainable and Resilient Town. Each Priority has a second level focus area below to help clarify direction of projects. Some focus areas have examples included but are not meant to be exhaustive, just illustrative.

- Safety
  - Emergency Preparedness
    - e.g. Evacuation Planning
  - Emergency Response
    - e.g. Coordinating First Responders
  - Assessment and Mitigation of Hazard and Risk
  - Public Safety (Crime)
  - Community Preparedness and Awareness
- Fiscal Responsibility and Accountable Governance
  - Timely Fiscal Auditing and Reporting
  - Operational Efficiencies
  - Transparency
  - Community Engagement/Communications
- Forward Thinking Planning
  - Long-Term Revenue Needs
  - Long-Term Revenue Sources
  - Town Center Master Plan
  - Monitoring Infrastructure
  - General Plan Update
- Sustainable and Resilient Town
  - Promoting Sustainability
  - Land Use
    - e.g. Planning Affordable Housing
  - Protecting and Enhancing Environmental Resources
  - Post-Adoption Housing Element Process

Next steps –

Committee involvement – add to agendas for each committee, liaison discussion, to solicit projects.

# 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 McGill (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





# Town of Portola Valley

## BUDGET WORKSHEET

Committee/Commission: Sustainability Committee

Submitted by: \_\_\_\_\_

ITEM #	BUDGET REQUEST OR ITEM DESCRIPTION/ACTIVITY: Please describe your budget request as clearly as possible.	ADOPTED 2019-20 BUDGET	ADOPTED 2020-2021 BUDGET	PROPOSED 2021-2022 BUDGET	FUTURE YEAR BUDGETS *		
					2022-23	2023-24	2024-25
1	Garden Tour	\$1,500		<b>\$1,500</b>	<b>\$1,500</b>	<b>\$500</b>	
2	Education & Outreach - social media ads/printed materials/banners/mailer	\$1,500	\$500	<b>\$1,000</b>	<b>\$1,000</b>	<b>\$1,000</b>	
3	Table at Earth Fair or Other Climate Change/Earth Day Activity	\$600		<b>\$600</b>	<b>\$600</b>	<b>\$600</b>	
4	Virtual Technology Tour - EV/Battery Backup with Raffle	\$1,000		<b>\$500</b>	<b>\$500</b>	<b>\$500</b>	
5	Sustainability Loaner Items			<b>\$2,000</b>	<b>\$500</b>	<b>\$2,000</b>	
6	Raffle or Giveaway for Sustainability/Emergency Prep Tool to promote event attendance and/or energy/water efficiency			<b>\$1,000</b>	<b>\$1,000</b>	<b>\$1,000</b>	
7	CalWater Smart Water Meter Implementation - Promote/Educate	\$2,000	\$2,000	<b>\$1,000</b>	<b>\$1,000</b>	<b>\$500</b>	
8	Film/Lecture Series & Special Hands-On Workshop	\$3,500	\$1,000	<b>\$2,500</b>	<b>\$2,500</b>	<b>\$2,500</b>	
9	Supplemental Books for Climate Action Book Club	\$500	\$500	<b>\$500</b>	<b>\$500</b>	<b>\$500</b>	
<b>TOTAL BUDGET</b>		<b>\$10,600</b>	<b>\$4,000</b>	<b>\$10,600</b>	<b>\$9,100</b>	<b>\$9,100</b>	
					* Future Budget Requests are merely estimates for capital items (ie. furniture, computers, trucks, roads, etc.) that you anticipate purchasing/building in future years. Future year budgets are not binding on the Council, but provide a heads-up for possible costs in the future.		