



TOWN OF PORTOLA VALLEY
Special Woodside Highlands Road
Maintenance District Resident Advisory
Committee Meeting
Monday, December 4, 2023
Meeting Time: 6:15 PM

Teresa Godfrey, Chair
Matthew King, Vice Chair
Franklin Crow, Member
Jean Isaacson, Member
Tim McDonald, Member
Georg Schuele, Member

SPECIAL MEETING

HISTORIC SCHOOLHOUSE- 765 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. 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/81389229811?pwd=QaoRa8Wcbfu3uaLMUo5zjtjGWGhkGT.1>

Webinar ID: 813 8922 9811

Passcode: 537792

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. APPROVAL OF MINUTES:**
 - a. October 19, 2023
- 4. NEW BUSINESS:**
 - a. Road Striping Bid: Quality Striping (F.Crow)
 - b. Trinity Swale : Discussion (Bortolotto bid, other)(T.McDonald,F.Crow)
 - c. Leaning tree: 45 Santa Maria (Isaacson, Godfrey)
 - d. Mirror by 31 Santa Maria (Schuele)
 - e. Paving 2024 (King)
 - f. Committee Activities (discussion): Upcoming meeting with Town Mgr (Godfrey)
- 5. OLD BUSINESS:**
 - a. Financial Report (King)
 - b. Re-sculpturing Santa Maria-LeRoy drainage (Godfrey)
 - c. Smoot Retaining Wall 10 Russell (King, Godfrey)
 - d. Comcast Battery Placement Follow-up (Isaacson, Godfrey)
 - e. Final Cost of Drain Repair: Russell: (\$5543) (Godfrey)
 - f. Final Cost of Drain Repair: 21 Santa Maria (\$951.)
 - g. Drains Maintenance (Isaacson, all)
- 6. ADJOURNMENT**

This body meets as needed and does not have a regular meeting schedule.

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.

DRAFT MINUTES

WOODSIDE HIGHLANDS ROAD MAINTENANCE DISTRICT RESIDENT ADVISORY COMMITTEE MEETING

Thursday, October 19, 2023; 6:30 pm

1. Call to Order & Roll Call

The meeting was called to order by the Chair, Teresa Godfrey, at 6:30 p.m.

Committee Members present: Teresa Godfrey, Matthew King, Jean Isaacson, Tim McDonald, Georg Schuele. Frank Crow

Guests: Gary Godfrey, Win Farrar, Mike Katz, Bernadine Pareno, Annelise Connell

2. Oral Communications for Items not on the agenda

a. The RAC received a note from Karin A Eckelmeyer who suggest a placement of a mirror at 31 Santa Maria to support visualization of traffic when turning on the 31 SM property. Georg Schuele will examine and report back with a suggestion

b. The RAC received a note from Bonnie Sibly about the leaning tree across 45 Santa Maria. This tree was regularly inspected by an arborist with a good health status. The WHRMD RAC scheduled a follow up inspection in November.

c.) Frank Crow reported dirt on the first turn of Santa Maria and volunteered to organize a team for some cleanup.

d.) Annalise Connell made the suggestion to include street names and house numbers on minutes for better readability

e.) Matt King reported significant swale damage on the steep section of Russel (opposed to 114 Russel), about 60ft in length. It was M- S - C to get a quote and approve repair of up to \$2k.

3. Approval of Minutes: It was motioned-seconded-carried (M-S-C) to approve the minutes of the July 31, 2022 as presented.

4. New Business

a.) Comcast has the state requirement to place 72hrs battery power supply at the bottom of the hill. There was a meeting with Comcast representative and several options were discussed. Comcast will come back with engineering drawings at the beginning of 2024.

b.) Tim McDonald reported that the Santa Maria drain flume at 1077 Portola Road needs small repairs. It was M- S - C to do the repair of up to \$1k.

c.) Jean Isaacson reported potentially unstable edge of the road and support damage at 21 Santa Maria. Potentially the wood placed there needs to get replaced. Mike Katz mentioned that he received notice of a power pole to be replaced and WH might get the old pole Jean Isaacson will follow-up with PG&E.

5. Old Business:

a.) We have asked whether the Town Council has approved the WHRMD RAC the 2023/2024 budget as submitted several months ago Matt King will follow up.

b.) Frank Crow gave an update on striping. Still working on getting a response to our request for a quote.

c.) Catch drain below 62 Santa Maria is now all cleaned. Thank you Matt and Jean.

d.) There was a meeting with the paving company Bortolotto and they accepted that they made a mistake during their paving project at the intersection on Leroy and Santa Maria and promised to correct this. Schedules are in the works.

e.) Paving of the swale at Trinity a bid is pending from Bortolotto .

f.) There was a meeting to discuss road issues at 12 Santa Maria and it was determined that no action is needed.

g. There was a meeting with the owner of 10 Russel regarding of the integrity of the small retaining wall along the property. The owner wants to repair the fence and wants the RAC to consider a wall repair while he is working on the fence. It was discussed to have Bruce Willard inspect the wall for structural integrity and give the RAC a recommendation. Matt King will coordinate.

h.) Veni Vidi Vici – for the fall cleanup days. Thanks for everyone involved.

8. ADJOURNMENT

The meeting was adjourned at 7.38PM . This body meets as needed and does not have a regular meeting schedule. It is expected to next meet in January or February after the Paving Subcommittee meets to develop a plan for possible summer paving.

Minutes submitted by: Georg Schuele

G. Bortolotto & Company, Inc.



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San Carlos, CA 94070
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DIR No. 1000002795 Exp. 6-30-25
License No. 397341A Exp. 1-31-25

QUOTATION

November 8, 2023

Woodside Highlands Road Maintenance District
c/o Teresa Godfrey, Resident Advisory Committee Chair
(650) 224-9162

RE: Raise Swale – Santa Maria Area of Town of Portola Valley

G. Bortolotto & Company proposes to perform all of the work and provide materials for the completion of the work described below for the process indicated:

Scope of Work: Raise an estimated 160LF of the swale at the edge of the roadway by approximately 4 inches

Pricing: \$ 9300.00 Lump Sum

Inclusions: Equipment, Trucking, Labor, Materials, Mobilization, and Traffic Control.

Notations: All work will be in accordance to CalTrans Specifications.

TERM AND CONDITIONS

The foregoing proposal made by G. Bortolotto & Company, hereinafter referred to as the contractor, will expire (at the option of the contractor) within 15 days from the date hereof, unless accepted within said time. The customer agrees to pay the charges for the above described work, plus any charge for extras, in full at the office of the contractor upon completion. (Any alteration or deviation from the above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate.) Progress payments for work in progress shall be made on the 10th day of the month following the date of billing. No adjustments or allowance will be made unless a claim in writing is filed with the contractor at his office within ten (10) days from the completion of work. No credit or adjustment will be allowed by the contractor unless made in writing by an authorized agent of the contractor. The customer shall not be allowed any offset or credit for personal injuries sustained or for property damage claimed against the contractor since the contractor maintains public liability insurance. In the event payment is not made in accordance with the term and conditions set forth herein, the unpaid balance shall bear a delinquency charge of 1 1/2 % per month and in the event an action be commenced for the collection of the unpaid balance, the customer agrees to pay a reasonable attorney's fee. It is understood that the contractor will not be responsible for any damage caused to any underground services in connection with the above-mentioned construction. Said damage will be the sole responsibility of the customer.

ACCEPTANCE: We hereby accept the foregoing proposal and do hereby authorize you to proceed with the work.

NOTE: Please complete Signature, Company Name and Date in Blue Ink and return.
NO work will commence until signed acceptance is received.

Signature: _____ Company Name: _____ Date: _____

Under the MECHANIC'S LIEN LAW (California Civil Code, Section 3109 etseq.), any contractor, subcontractor, laborer, supplier or other person who helps to improve your property but is not paid for his work or supplies has a right to enforce a claim against your property. This means that, after a court hearing, your property could be sold by a court officer and proceeds of the sale used to satisfy the indebtedness. This can happen even if you have paid your own contractor in full, if the subcontractor, laborer or supplier remains unpaid.

G. Bortolotto & Company

Robert Bortolotto, President

By: _____