

SPECIAL TOWN COUNCIL MEETING NO. 744, APRIL 30, 2008

ROLL CALL

Mayor Derwin called the meeting to order at 8:00 p.m. and led the Pledge of Allegiance. Ms. McDougall called the roll:

Present: Councilmembers Driscoll, Merk and Toben, and Mayor Derwin  
Absent: Councilmember Wengert  
Others: Asst. Town Attorney Siegel, Public Works Director Young, Asst. Town Administrator McDougall and Town Clerk Hanlon

Mayor Derwin noted that staff asked that shelving for the library be added to the agenda as an urgency item because of the significant lead-time. By motion and second, the item was added by a vote of 4-0.

ORAL COMMUNICATIONS: None

REGULAR AGENDA

(A) Shelving for New Library (Urgency Item)

Ms. McDougall reviewed her memo of 4/30/08 and recommendation to have Ross McDonald Co., purchase and install the library shelving at a cost not to exceed \$139,795.24. Responding to Councilmember Toben, she said she did not know if quotes had been solicited from any other suppliers. The architects had been working with this particular company. Responding to Councilmember Toben, she said Ms. Howard recommended using the project's soft cost budget and the Library 25 fund. The soft cost budget included \$75,000 for IT equipment that was no longer necessary. There was \$7,500 for EOC communications equipment, but a donation had been made that would cover that. The Library 25 fund could be used for purchasing items that would be needed for the library. This fund was the JPA allocation for this project and totaled \$122,000. The library was comfortable with the recommended funding approach.

Councilmember Driscoll said the Town was supposed to pay for the buildings and the structures, and the library system--through their own funds and from the Friends of the Library donations--was supposed to handle the non-attached things. The JPA had its own ideas about how it wanted to furnish the library, as did the Friends. The Council agreed to let the library furnish it themselves. He understood that the JPA, Friends and Jim Goring had been working together to try to come up with a coordinated solution. He was disappointed that there was no one to present that to the Council. But, he understood the urgency of the item.

After discussion, Councilmember Driscoll suggested authorizing the signing of the contract to start the clock. The actual budgetary allocations and where the money came from to cover the expenses when they came in could be dealt with later. Ms. Howard could provide additional explanation for her recommendation to cover the expenses. Councilmember Driscoll moved to adopt Resolution No. 2394-2008 Approving and Authorizing Execution of an Agreement Between the Town and Ross McDonald Co., Inc. Councilmember Toben seconded the motion.

Responding to Councilmember Merk, Councilmember Driscoll said he would prefer to have more bids but was inclined to trust Jim Goring. Responding to Councilmember Toben, he confirmed that the ADT had had little to do with the library. Councilmember Toben said it was a little unsettling to be suddenly confronted with a \$140,000 urgency item without much backup. If others felt this was necessary, he would not object.

Councilmember Driscoll said this item had come forward because of circumstances that could not have been foreseen. He re-iterated that the Town Administrator should be requested to give a much clearer description of where the money was coming from and why it was being handled this way.

Councilmember Merk noted that the quotation was dated 4/14/08, which was two weeks ago. He thought it could have come up at the previous meeting. He was somewhat uncomfortable to see it tonight.

Mayor Derwin called for the vote, and the motion carried 4-0.

(1) Friends of Sausal Creek Report on Status of Fundraising Efforts

Alex Von Feldt, Friends of Sausal Creek, reviewed her memo of 4/30/08 on the status of the creek fundraising, a matching grant, services offered by Acterra, grant submittals, fundraising training, expenditures, and planned activities. Danna Breen noted that a local resident had offered to grow natives for the creek; that would also help the budget. Responding to Councilmember Merk, Ms. Von Feldt said the matching grant time period was from May 1 to October 1. Responding to Councilmember Merk, she said there were personnel changes at Acterra, but Jerry Hearn indicated he would be involved with the project. Responding to Councilmember Toben, she said a major donor campaign had been going on since the beginning and had been addressed in the fundraising training.

Councilmembers congratulated the team for an amazing effort. Ms. Von Feldt noted that the project was very exciting for some people.

(2) Town Center Project Phase 2B / Sausal Creek Daylighting Phase 1 Bid Packages 19, 22, 26-29, and 32 (Project No. 2006-PW03D)

Mr. Young reviewed his memo of 4/30/08 on bid packages for the Town Center project (phase 2B) and Sausal Creek daylighting project (phase 1). For the creek, he noted that the estimated cost was \$363,550, and the bids opened at \$451,200, which was about \$113,650 over budget. Responding to Councilmember Merk, he said the creek work was for phase 1 only and did not include landscaping. Responding to Councilmember Merk, he said "n/a" on Exhibit A meant "not applicable." The bid for package #28 from Sanco Pipelines was \$75,000 for the creek work; the total was still \$94,965. The work involved primarily moving the concrete pipe over. He confirmed for Councilmember Merk that the work would be completed in the 2008/2009 fiscal year as opposed to 2009/2010 fiscal year.

Responding to Councilmember Toben, Mr. Young said an 8% contingency was built in to handle unforeseen situations. It was not included in the figures shown but had been budgeted for. Responding to Councilmember Driscoll, he confirmed that the staff was talking with the designers to see if 40% of the concrete could be eliminated; it might not amount to a 40% reduction in the cost. Responding to Councilmember Merk, he said the pipe would be designed for a 100-year event; the headwalls would be for a 50-year event. The designers were comfortable with this because it was felt that the wall sizes had been over designed and included encasement of the existing concrete culvert. They did calculations on what the scour would be, and it shouldn't exceed 3 feet—even in a 100-year event. Councilmember Merk said he observed scour of 4' behind Windham Dr. in 1982. He did not want the Town to build a bridge that would be undercut by a 100-year event that in the history of Portola Valley happened every decade or two. Mr. Young noted that some of the walls upstream and downstream were significantly smaller than the ones being designed. Those walls had been in for 50 years. Councilmember Merk said they had been overtopped. He had some concern about the capacity to withhold extreme situations. All it took was one debris flow. There were incredible surges.

Councilmember Driscoll said that might be true if the creek was uninhibited all the way to the bridge, but for now everything would have to pass through the existing culvert upstream. It would likely cause problems upstream before it caused problems on the site. The creek could only put out whatever that 5' pipe put out. At some point in the not too distant future, it was hoped that the rest of the pipe could be opened up. The

interest was to fast track this project to get it done. As a consequence, the Town went to bid after having the drawings for only a week or two. As the bids went out, the walls were looked at more closely, and they appeared to be over designed. Originally, they planned to excavate six feet below the bottom of the creek, or 18 feet below the ground surface. That was one of the reasons the contract was high. Mr. Young was looking at ways to cut costs somewhat. He agreed it was important that it not be under designed.

Responding to Bernie Bayuk, Paloma, Mr. Young said the \$2,076,398 figure was for the work remaining on the Town Center project (phase 2b) and phase 1 of the creek project combined. Mr. Bayuk asked about the total cost and the amount of the donations. Councilmember Toben said \$664,000 had been donated for the creek project, and the Council was being asked to approve phase 1 of the creek work at \$451,200. Responding to Mr. Bayuk, Councilmember Driscoll confirmed that phase 1 for the creek included excavating the route for the creek; it did not include diverting the creek into it.

Responding to Wil Patterson, Stonegate, Councilmember Driscoll said the estimate for construction of phase 2 of the creek was \$529,000, which included planting at \$100,000. Another party was willing to help with the planting for less.

Councilmember Merk moved approval of Resolution No. 2395-2008 Awarding Contracts for the Town Center Project Phase 2B and Sausal Creek Daylighting Phase 1 (Town Center Project # 2006-PW03D). Councilmember Driscoll seconded, and the motion carried 4-0.

Mr. Young said there were formal and informal bid packages. The informal bid packages would be coming next month. He recommended that bid package #35 for wood flooring be an informal bid package. It was originally a formal package because the Town didn't know what kind of wood would be used. Councilmember Merk moved to include bid package #35 in the informal bid process. Councilmember Driscoll seconded, and the motion carried 4-0.

After discussion, Council agreed to agendaize creek planting for the May 14 meeting.

(3) Presentation by Emergency Preparedness Committee on Water Storage and EOC at New Town Center

(a) Water Resource Availability

Craig Taylor gave a presentation on water resource availability in Town during an emergency. He and Councilmembers discussed: 1) Cal Water's plan for ways of dealing with mains across the fault; 2) training of local groups to help Cal Water; 3) step by step instructions for running a fire hose across the fault and drills; 4) water requirements for residents per day; 5) sources of water (e.g., pools) in Town; 6) need for water for EOC personnel and staff; 7) possible storage; 8) amount of water needed; 9) tank pros and cons; 10) pros and cons of jugs; 11) size and location of water containers/tank/cistern at Town Center; and 12) education of residents. Ms. Plunder said Ray Rothrock would be happy to come to the ADT meeting to discuss: a) the location of the recommended 2,500-gallon tank at Town Center for EOC personnel; and b) the proposed space for the water bottles. Responding to Councilmember Toben, she said it was estimated that 10% of the citizens would be totally unprepared in terms of water.

Councilmember Driscoll said Mr. Young mentioned a trailer with a 1,000 tank on it to transport water to playing fields. Councilmember Merk said redundancy was important in an emergency.

(b) EOC Layout and Equipment

John Boice discussed: 1) work done in gathering information for a plan for the Town's EOC; 2) field trips to other EOC's; 3) input from the Fire Marshal and Chief; 4) subcommittee formed to look into equipment and capabilities; 5) interface with ADT; 6) the memo of 3/19/08 prepared with the help of a consultant

recommended by WFPD; 7) lack of plugs shown on the electrical plan for the EOC; 8) list of equipment

needed; 9) estimated cost (\$46,000) for the equipment and installation; 9) suggested communications, computers and audio video equipment; and 10) things that still needed to be looked into. To proceed further, he said the Committee would like some direction from the Council on the contents of the memo and proposed layout of the EOC.

Councilmember Toben said he liked what was proposed and felt the Town should move forward quickly. Craig Taylor said it was very important that the EOC have enough power. He thought three circuits would be necessary. Councilmember Driscoll suggested using an external conduit so it could be rewired at a later date if necessary. Councilmember Merk felt there should be conduits in the walls. Mr. Boice added that there were a lot of components to this. He preferred that there be one supplier to supply the equipment, install it, and provide some training.

Councilmember Merk said the March 19 memo was excellent. He said raceways for the antennas for the microwave, the satellite phone, the ordinary TV, both radios and perhaps for scanners should be included. How the EOC communicated with the Town's public works people also needed to be determined. Right now, they had Nextel cell phones. If the cell phones were down, there would be communication problems. Regarding the layout, he said space would also be needed for liaisons. In certain situations, there might be liaisons from the Sheriff's Dept., a liaison from the fire department or some intermediaries between those two departments. He also felt there should be more television sets; two TVs was the absolute minimum. There were four at Foster City. They didn't need to have a huge screen—just something so that people could see out of the corner of their eye what the different news media were reporting. Mr. Boice noted that the consultant felt people in the back of the room should be able to see the screen. Councilmember Merk said each station needed to have flashlights and batteries, manuals, and a place for those things to be stored. Mr. Boice said each station would have a pull out tray. Councilmember Merk said he was concerned whether the space behind the door to the lobby was big enough for the rack of A/V equipment and all of the items that would need to be stored. Mr. Boice said it had not been determined where the rack would be. In terms of shades, Councilmember Merk said Mr. Strain thought there might be something that could come up from the bottom on the windows. You needed to stop curious reporters from looking in. Responding to Mr. Boice, Councilmember Merk said there was a lot of glass because the room was designed to be a conference room.

Councilmember Driscoll suggested that the raceways, conduits, outlets, etc., be added to the diagram. It would be given to Mr. Strain so it could be communicated to whoever was doing the work. Mr. Boice said he would refine the diagram. He added that this kind of system required a lot of education and on-going training. It would require the Council to take part in a lot of training sessions to be able to operate the system.

(c) EOC Staffing

Councilmember Merk said the Committee was also seeking conceptual approval of outreach to other committees, such as Parks and Rec and Public Works, to be trained to assist in emergencies. Councilmember Driscoll suggested putting something in the newsletter or Post to get the citizenry involved as well. Ms. Plunder said there were two different aspects of the training: 1) having enough volunteers for staffing; and 2) command and control training. Ms. Howard had suggested that the new Police Commissioner be the command and control person. The whole EOC flow was only as good as the command and control, and he would need to be trained properly. At the July 30 meeting, she would like to have another EOC practice session. The training in the EOC itself would be much more technologically advanced, and Mr. Kabcenell was looking into software, etc.

Mr. Taylor said he hoped that all the liaisons to the Town committees would convey that this was everyone's issue. Having all the committee members believe it was his/her job to do this was important. It needed to be a Town-wide collection of committee members. He suggested liaisons approach the committees and explain what was needed and ask each committee what they would be willing to help with. He said he

would write up some ideas. Councilmember Toben said the October 29 Wednesday meeting might be an all committee training session. He agreed that this should be part of the expectations for committee service in Town.

Responding to Ms. Plunder, Mayor Derwin said the flier asking for volunteers could be added to the next mailing. Responding to Councilmember Merk, Ms. Plunder said she would add a contact person and indicate that the recruitment was for EOC volunteers.

Councilmembers thanked the Committee members for their work.

ADJOURNMENT

The meeting adjourned at 10:00 p.m.

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Mayor

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Town Clerk