

TOWN COUNCIL SPECIAL MEETING NO. 818, JULY 27, 2011

Mayor Driscoll called the special meeting to order at 7:00 p.m. in the Redwood Grove adjacent to the Historic Schoolhouse, and led the Pledge of Allegiance. Ms. Howard called the roll.

Present: Councilmembers Steve Toben, Vice Mayor Maryann Derwin; Mayor Ted Driscoll

Absent: Councilmembers John Richards and Ann Wengert

Others: Angela Howard, Town Manager
Janet McDougall, Assistant Town Manager
Sharon Hanlon, Town Clerk
Sandy Sloan, Town Attorney
Brandi de Garreaux, Sustainability & Resource Efficiency (SURE) Coordinator

Mayor Driscoll noted that this is the first time the Town Council has met in the Redwood Grove, and said that he hoped it would become a routine each summer because the space is so spectacular, one of the nicest in the Town Center complex and a natural amphitheatre.

ORAL COMMUNICATIONS

PG&E Government Relations Representative Jim Cogan introduced himself, and expressed his pleasure to have the roll of liaison and work with the Town Council and staff. Mr. Cogan told residents to feel free to contact PG&E when outages occur.

CONSENT AGENDA

- (1) Approval of minutes of Regular Town Council Meeting of July 13, 2011 [*removed from Consent Agenda*]
- (2) Ratification of Warrant List of July 27, 2011 in the amount of \$181,724.81
- (3) Recommendation by Public Works Director – Notice of Completion for the 2010-2011 Street Resurfacing Project
 - (a) Adoption of a resolution of the Town Council of the Town of Portola Valley to accept the completed 2010-2011 Street Resurfacing Project #2010-PW02 and authorizing final payment to Half Moon Bay Grading and Paving, Inc. concerning such Work, and directing the Town Clerk to file a Notice of Completion (Resolution No. 2530-2011)
- (4) Recommendation by Assistant Town Manager – A resolution denying the claim of Allison McLaughlin
 - (a) Adoption of a resolution of the Town Council of the Town of Portola Valley denying the claim of Allison McLaughlin (Resolution No. 2531-2011)
- (5) Recommendation by Administrative Services Officer – Adoption of a General Fund Minimum Fund Balance Policy (Reserves Policy) for the Town
- (6) Recommendation by Town Attorney – Response to 2010-2011 Grand Jury reports

Report dated May 19, 2011 “TASERS Standardizing to Save Lives and Reduce Injuries” and Report dated May 24, 2011 “Cell Towers: Public Opposition and Revenue Source”

By motion of Councilmember Toben, seconded by Vice Mayor Derwin, Items 2 through 6 on the Consent Agenda were approved with the following roll call vote:

Aye: Councilmember Toben, Vice Mayor Derwin, Mayor Driscoll

No: None

REGULAR AGENDA

- (1) Approval of minutes of Regular Town Council Meeting of June 8, 2011

Councilmember Toben moved to approve the minutes of the Regular Town Council Meeting of June 8, 2011 as amended. Seconded by Vice Mayor Derwin, the motion passed 3-0.

- (7) Presentation – By Diane Rummel of the San Mateo County Historical Association with a Salute to the Town of Portola Valley on its Historic Preservation of Buildings and Ambiance of Entire Township [7:10 p.m.]

Ms. Rummel, wearing a period costume, noted that Portola Valley's Historic Schoolhouse is a magnet that draws visitors to the community and gives them a feel for the Town. She credited the Town for protecting this ambience for many years, and said that in reading the Town history on its website she was amazed to learn how carefully this protection has been planned.

The San Mateo County Historical Association manages three historic sites in the County, Ms. Rummel said, including the 1854 Sanchez Adobe in Pacifica, the 1854 Woodside Store in Woodside and the 1910 Courthouse in Redwood City, which now houses the San Mateo County History Museum. In 1977, *La Peninsula*, the Historical Association's twice-yearly journal, featured four of the big estates that were in Portola Valley in the early 1800s, including Herbert Law's fabled architectural phenomena.

The museum, Ms. Rummel continued, includes memorabilia on high-achievement athletes such as Olympic gold medalist Lillian "Pokey" Watson Richardson (world-class swimmer who previously lived in Portola Valley) and Eric Byrnes (an outfielder with the Oakland Athletics, the Colorado Rockies, the Baltimore Orioles, Arizona Diamondbacks and Seattle Mariners who was born in Redwood City).

To salute Portola Valley's efforts in preserving the Town's historical experience, she offered all residents a "free admission day" to visit the History Museum, with only a driver's license showing proof of residency needed to gain entry. Mayor Driscoll accepted the certificate that she presented to the Town, and told Ms. Rummel that Historic Resources Committee Chair Nancy Lund had proposed October 1, 2011, as the free day at the History Museum because it's also associated with the 150th anniversary of the Portola Valley School District.

- (8) Presentation – By Mayor Driscoll awarding a Green Business Certificate to The Sequoias [7:16 p.m.]

With a contingent of representatives from The Sequoias present, Mayor Driscoll invited Executive Director Ira Kurtz to speak. He, in turn, invited Onnolee Trapp, representing residents and Jim Dunne representing staff, to join him. Mr. Kurtz said that nearly 500 people have been involved in the facility's green building effort over a two-year period, but without Ms. Trapp and Mr. Dunne, it would not have happened, because they spearheaded the effort. He also thanked Ms. de Garmeaux in particular for the assistance she's provided all along.

Mayor Driscoll recognized The Sequoias as Portola Valley's first green-certified business, and also the first senior living facility to earn that status in all of San Mateo County. He added, too, that Portola Valley's Town Center was the first such complex in all of the United States to become LEED platinum-certified.

Ms. Trapp expressed her appreciation to the Town for its support, and not just in regard to the green business certification. She said that when she became active in The Sequoias' Residents Council, the Mayor and Councilmembers met with her group from time to time, in addition to conducting Town Council meetings at The Sequoias once a year. In addition, she said, the Town has given the facility staff time, enabling Ms. de Garneau to help them achieve the green building certification.

Gary Gomez, from the Sequoias, also came to the dais to thank Ms. de Garneau for all of her help.

Mr. Dunn said that The Sequoias takes environmental consciousness and sustainability very seriously and will continue to work on becoming greener and greener.

- (9) Presentation – By Douglas Alfaro, San Mateo County Manager's Office, and Napallo Gomez-Somer, Energy Upgrade Specialist for Ecology Action with Energy Upgrade California, a new statewide program offering rebates for home energy improvements [7:20 p.m.]

Mr. Alfaro, continuing on the theme of environmental consciousness – including reduction of greenhouse gas emissions – said he wanted to highlight some of the resources available to Town residents through the Energy Upgrade program. He also noted that Portola Valley has a grant from San Mateo County to promote the program, adding that Town officials and staff have taken leadership and devoted considerable time and resources toward making the program available and making residents aware of it.

By way of background, Mr. Alfaro described Energy Upgrade as a statewide program offered in partnership with counties, utilities and communities that localize it. Residents in participating communities are eligible for up to \$4,000 for home-energy improvements, he explained, pointing out that the program encourages people to think about treating their homes as "systems" rather than just changing light bulbs or just adding insulation to achieve greater impact from making energy-efficiency improvements and adjusting day-to-day behaviors.

Program goals are two-fold, Mr. Alfaro continued. One objective is to generate consistent comfort, so that homes are cool, or warm, when they need to be, throughout the year, improve health via better air quality and reduce energy costs. Another objective is to spark economic vitality, connecting homeowners with participating contractors to make appropriate and effective improvements.

Mr. Gomez-Somer said that in an effort to build awareness, they look at every potential communication channel, and to that end have been working closely with Ms. de Garneau. He said that Energy Upgrade California also would be happy to make presentations to service groups, so that more and more people know that the program is supported by multiple entities and offers multiple benefits.

He also mentioned that Ms. de Garneau has been working on the High Energy Home Assessments program, which gives homeowners another opportunity to improve energy efficiency. With the leadership by staff and Town officials, he said that Portola Valley could really be a "shining star."

Councilmember Toben, noting that he's involved with work to increase offerings in community colleges for students who want to learn trades related to energy upgrades, asked whether San Mateo County also is working with community colleges to advance the job-creation objective. In response, Mr. Alfaro said that it is, pointing out that in addition to environment and sustainability-related goals, the county also has workforce and economic-related goals in the program. He indicated that San Mateo County has served as a resource to connect contractors, for example, and people who want to enter the field. Beyond resources provided by Energy Upgrade California, he also described an interface with Home Energy Retrofit Occupations (HOME) grants that enable 14 community colleges – such as Skyline – to offer courses ranging from sales training all the way through to actual nuts-and-bolts construction.

Councilmember Toben also asked about efforts being made at county level to measure and track progress toward the goals of AB32 (the Global Warming Solutions Act). He noted that Portola Valley has adopted a resolution endorsing the U.S. Mayors' Climate Protection Agreement as well. But he added that

it isn't entirely clear how quickly we're gaining on those goals, and it's important to apply a yardstick to these efforts.

In response to Councilmember Toben's questions about metrics, Mr. Alfaro explained that a major focus of the Energy Upgrade California program concerns testing and measurement. Among the frequently communicated phrases, he said, is, "If it's not a test, it's a guess." Accordingly, local programs begin with an energy assessment to establish a baseline for each home, with another assessment performed after improvements have been made. Those results, in turn, are converted to data about reductions in GHG emissions, kilowatt hours, etc. And, he said, the statewide program is working regionally to get that data fed to the State via utility partners to determine how the needle has been moved.

When Councilmember Toben asked whether we're moving the needle, Mr. Alfaro responded that he believes so, but that such efforts take time – getting the information into communities, spreading the word and creating a snowball effect. He said that the program only launched officially on March 1, 2011, but they want to build momentum and awareness.

COUNCIL, STAFF, COMMITTEE REPORTS AND RECOMMENDATIONS

(10) Reports from Commission and Committee Liaisons [7:30 p.m.]

(a) Emergency Preparedness Committee

Councilmember Toben reported that a highlight of the July 21, 2011 meeting was a presentation from Woodside resident, Stephanie Trehitt, who has taken on the responsibility of the safety of animals in the event of threats due to earthquakes and fires. He said that the planning has been fairly extensive, with respect to evacuating and sheltering horses and rounding up pets. He noted that in some cases, people who own very valuable horses or have strong emotional attachments to their pets may be inclined to put themselves at risk to rescue these animals, which poses a real challenge to firefighters and law enforcement officials.

EPC members also had a significant conversation about the percentage of residents within the Woodside Fire Protection District who are current subscribers to San Mateo County (SMC) Alert, which gives them a way of knowing directly, through cell phones and emails, whether a fire is approaching and evacuation needs to be considered. SMC Alert also reports on mountain lion sightings and what to do about it. Councilmember Toben reported that 40% to 50% of Portola Valley residents already subscribe to SMC Alert.

Councilmember Toben also told the Council that Ms. Howard and her subcommittee are busy preparing for the simulation that's planned for August 31, 2011. Ms. Howard said they're planning a site-wide drill, as well as discussing and envisioning what different activities would take place in different locations in the event of an emergency.

(b) Cultural Arts Committee

Vice Mayor Derwin said that the Cultural Arts Committee met on July 14, 2011. The group is planning an art show at The Priory in October 2011. Members discussed the music series, she reported, indicating that the concert last week was crowded and another one is scheduled for August 25, 2011.

In terms of the rotation of officers, she said that so far no one has stepped up to succeed Co-Chairs Deirdre Clark and Steve Marra.

(c) Sustainability Committee

The Sustainability Committee met on July 18, 2011, according to Vice Mayor Derwin, who indicated that Ms. de Garmeaux updated the committee on Energy Upgrade Portola Valley and Acterra Marketing/Outreach Associate Davena Gentry provided an update on Acterra High Energy Homes Project.

The Acterra program is doing very well, Vice Mayor Derwin said, having taken 31 people through the process and already meeting 23% of the program's energy goals. Acterra also now has a part-time telephone assessor to help homeowners, and is doing additional outreach and events. She said that Ms. de Garmeaux attended an event in Portola Valley, where a resident reported already saving \$500 monthly as a result of implementing recommendations made in the assessment.

Acterra has asked the Town to send a letter to all residents to invite them to participate in the program. Vice Mayor Derwin said that Acterra also proposed a "Town Council challenge," but noted that she's already done an assessment and an upgrade. Mayor Driscoll and Councilmember Toben indicated that they have done the same, and Mayor Driscoll said that he's sure that Councilmember Richards has done so as well.

Ms. Gentry told the Council that homeowners no longer need to have PG&E bills of \$500-plus per month to qualify for assessments, opening up participation to many more residents than in the past. Ms. Gentry also pointed out that out of the 31 participants that Vice Mayor Derwin mentioned, 13 are from Portola Valley – the highest rate of participation in the project.

In terms of the Energy Upgrade, Vice Mayor Derwin indicated that 25 upgrades have been completed in San Mateo County as of the Sustainability Committee's July 18, 2011 meeting. Other Energy Upgrade activities include extended outreach, plans for another Contractor Workshop, and a forum scheduled for July 29, 2011. In terms of outreach, she said that Sustainability Committee members are approaching other Town committees to do outreach.

Vice Mayor Derwin commented on the many "really incredible" printed pieces that SURE intern Lauren Lee has been working on, including a series of profile postcards and a brochure that shows people how to use smart strips.

WRITTEN COMMUNICATIONS [7:38 p.m.]

(11) Town Council July 15, 2011 Weekly Digest

- a) #1 – Letter to Town Council from Jon Silver regarding alteration of the trail in front of 10 Grove Drive – July 13, 2011

Mayor Driscoll indicated that as he understands it, the Town staff is addressing this issue, and pointed out that no trail work was authorized beyond what had been spelled out.

From the audience, Mr. Silver read a letter that he'd addressed to Mayor Driscoll and the Town Council into the record. Dated July 27, 2011, he'd written: *I wish to compliment the Town's Public Works Director for the painstaking work he has engaged in to resolve the Grove Drive trail situation. The remedy that he, in consultation with Trails Committee Chair Susan Gold, has developed, seems ideal. Thank you, Howard.*

- b) #2 – Email to Council from Linda Yates regarding Forest Stewardship Council (FSC) Award Application – July 13, 2011

Councilmember Toben, Vice Mayor Derwin and Mayor Driscoll all will sign a letter helping Ms. Yates qualify for the U.S. & FSC Canada Seventh Annual Design & Build with FSC Award.

(12) Town Council July 22, 2011 Weekly Digest

- a) #1 – Letter to Mayor Driscoll from Supervisor Adrienne Tissier regarding the survival of Caltrain – July 18, 2011

As a member of the San Mateo County Board of Supervisors as well as a member of the Board of Directors of both Caltrain and SamTrans, Ms. Tissier invited Mayor Driscoll or his designee to a meeting to hear a presentation on the current and future conditions affecting Caltrain and SamTrans, and to discuss building a coalition of community leaders and the public. Mayor Driscoll indicated that he will attend the meeting, which is scheduled for August 3, 2011, in San Carlos.

- b) #6 – Memorandum to Town Council from Susan Gold regarding proposed Dengler Preserve Nature Trail – July 14, 2011

Vice Mayor Derwin said that she tends to agree with Ms. Gold, who articulated why the trail does not make sense at Dengler Preserve but might be a good idea at the Spring Down parcel.

- c) #4 Attached Separates – San Mateo County Mosquito and Vector Control's Entomology Report – June 2011

Calling attention to this item, Mayor Derwin noted that mosquitoes had joined the meeting so it was time to adjourn.

ADJOURNMENT [7:40 p.m.]

Mayor

Town Clerk