



TOWN OF PORTOLA VALLEY

**7:30 PM – Special Joint Meeting of the Town Council
and the Emergency Preparedness Committee
Wednesday, May 29, 2013
Historic Schoolhouse
765 Portola Road, Portola Valley, CA 94028**

SPECIAL JOINT MEETING AGENDA

7:30 PM – CALL TO ORDER AND ROLL CALL

Councilmember Aalfs, Councilmember Derwin, Councilmember Driscoll, Vice Mayor Wengert, Mayor Richards

ORAL COMMUNICATIONS

Persons wishing to address the Town Council on any subject may do so now. Please note however, that the Council is not able to undertake extended discussion or action tonight on items not on the agenda.

CONSENT AGENDA

The following items listed on the Consent Agenda are considered routine and approved by one roll call motion. The Mayor or any member of the Town Council or of the public may request that any item listed under the Consent Agenda be removed and action taken separately.

- (1) **Approval of Minutes** – Regular Town Council Meeting of May 8, 2013 (3)
- (2) **Approval of Warrant List** – May 22, 2013 (27)
- (3) **Proclamation of the Mayor** - Honoring John “Skip” Struthers on his Retirement and Thirty-Three years of Dedicated Service to the Town of Portola Valley (36)
- (4) **Recommendation by Sustainability and Special Projects Manager** – Approve the Required Next Steps to Implement the Eight-Week Trial Period of a Farmer’s Market (37)
 - (1) License Agreement with Farmers' Market Organizer to Manage an Eight-Week Trial Period
 - (2) Resolution of the Town Council of the Town of Portola Valley Approving and Authorizing Execution of an Agreement Between the Town of Portola Valley and Maggie Foard
 - (3) Agreement with Christ Church for Limited Use Parking
 - (4) Resolution of the Town Council of the Town of Portola Valley Approving and Authorizing Execution of an Agreement Between the Town of Portola Valley and Christ Church
 - (5) Notice of Exemption
- (5) **Recommendation by Town Attorney** – Response to the San Mateo County Grand Jury - re: “Water Recycling – An Important Component of Wise Water Management” (49)

REGULAR AGENDA

- (6) **Recommendation by Emergency Preparedness Committee** – Emergency AM Radio Installation and Policy (71)
- (7) **Recommendation by Town Manager** – Approval of Mid-year Budget Amendment (82)

COUNCIL, STAFF, COMMITTEE REPORTS AND RECOMMENDATIONS

- (8) **Appointment by Mayor** – Request for Appointment of Member to the Sustainability Committee (83)
- (9) **Reports from Commission and Committee Liaisons** (85)
There are no written materials for this item.

WRITTEN COMMUNICATIONS

- (10) **Town Council Weekly Digest** – May 10, 2013 (86)
- (11) **Town Council Weekly Digest** – May 17, 2013 (102)
- (12) **Town Council Weekly Digest** – May 24, 2013 (110)

ADJOURNMENT

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. Notification 48 hours prior to the meeting will enable the Town to make reasonable arrangements to ensure accessibility to this meeting.

AVAILABILITY OF INFORMATION

Copies of all agenda reports and supporting data are available for viewing and inspection at Town Hall and at the Portola Valley Library located adjacent to Town Hall. In accordance with SB343, Town Council agenda materials, released less than 72 hours prior to the meeting, are available to the public at Town Hall, 765 Portola Road, Portola Valley, CA 94028.

SUBMITTAL OF AGENDA ITEMS

The deadline for submittal of agenda items is 12:00 Noon WEDNESDAY of the week prior to the meeting. By law no action can be taken on matters not listed on the printed agenda unless the Town Council determines that emergency action is required. Non-emergency matters brought up by the public under Communications may be referred to the administrative staff for appropriate action.

PUBLIC HEARINGS

Public Hearings provide the general public and interested parties an opportunity to provide testimony on these items. If you challenge any proposed action(s) in court, you may be limited to raising only issues you or someone else raised at the Public Hearing(s) described in this agenda, or in written correspondence delivered to the Town Council at, or prior to, the Public Hearing(s).

PORTOLA VALLEY TOWN COUNCIL REGULAR MEETING NO. 859 May 8, 2013

Mayor Richards called the meeting to order at 7:30 p.m. and led the Pledge of Allegiance. Ms. Hanlon called the roll.

Present: Councilmembers Jeff Aalfs, Maryann Derwin and Ted Driscoll; Vice Mayor Ann Wengert, Mayor John Richards

Absent: None

Others: Sharon Hanlon, Town Clerk
Nick Pegueros, Town Manager
Tom Vlastic, Town Planner
Karen Kristiansson, Principal Planner
Leigh Prince, Assistant Town Attorney

ORAL COMMUNICATIONS

Mayor Richards congratulated the community for the great level of civic participation, although he mentioned some unacceptable behavior in the parking lot after the Council meeting on April 24, 2013.

CONSENT AGENDA

- (1) Approval of Minutes: Town Council Regular Meeting of April 24, 2013 [*removed from Consent Agenda*]
- (2) Ratification of Warrant List: May 8, 2013 in the amount of \$144,417.37.
- (3) Recommendation by Town Manager: Adoption of a Resolution Establishing a Flexible Benefits Plan Document (Resolution No. 2588-2013)
 - (a) Resolution of the Town Council of the Town of Portola Valley Adopting the Cafeteria Flexible Benefit Plan Document
- (4) Recommendation by Town Attorney: Adoption of Resolution Accepting a Gift of Open Space Lot in Blue Oaks Subdivision (Resolution No. 2589-2013)
 - (a) Resolution of the Town Council of the Town of Portola Valley Accepting the Grant Deed from Buck Meadow, LLC, and Authorizing the Execution of the Agreement and Declaration of Covenants Between the Town of Portola Valley and Blue Oaks Homeowners Association.
- (5) Request from the Emergency Preparedness Committee: Referral of the Emergency AM Radio Antenna to the Architectural and Site Control Commission for Comment

By motion of Councilmember Driscoll, seconded by Vice Mayor Wengert, the Council approved Consent Agenda Items 2-5 with the following roll call vote:

Aye: Councilmembers Aalfs, Derwin and Driscoll; Vice Mayor Wengert, Mayor Richards.

No: None

- (1) Approval of Minutes: Town Council Regular Meeting of April 24, 2013 [*removed from Consent Agenda*]

Councilmember Driscoll moved to approve the minutes of the April 24, 2013, Town Council meeting, as amended. Seconded by Councilmember Aalfs, the motion carried 5-0.

REGULAR AGENDA

- (6) Public Hearing: Town Council Review of the Amendment to Conditional Use Permit X7D-30, consisting of a parcel merger and expansion of athletic facilities with new track and artificial turf infill at the Woodside Priory School at 302 Portola Road and Initial Study/Mitigated Negative Declaration, specifically regarding only whether the proposed use of artificial turf will be in harmony with the general purpose and intent of the zoning ordinance [7:35 p.m.]

Ms. Kristiansson said the Town Council would consider the information in the Planning Commission record and the written staff report for tonight's meeting, as well as comments made during the public hearing, to determine whether the artificial turf proposed for the Priory's track and field project is consistent with the general purpose and intent of the Town's Zoning Ordinance and General Plan. As stated in the staff report, she said, this doesn't mean it must be consistent with every sentence of those documents, but whether it's consistent with the overall vision for the community they set forth.

According to Ms. Kristiansson, the applicant was advised early in the process that this issue could be a difficult one and including artificial turf in the application would likely increase the time needed to act on the application. As the staff report explains, at this point it isn't a technical question but a matter of value judgment and interpretation. Staff believes that either interpretation could be supported, given a reading of the General Plan.

After tonight's public hearing, Ms. Kristiansson continued, the Council will have to determine whether the majority of the Town Council support the interpretation that artificial turf would be consistent or inconsistent with the General Plan. The Town Council will then have three sets of actions to consider.

- If the majority believes artificial turf is consistent with the General Plan, the Council should affirm the decision of the Planning Commission, using the resolution in Attachment B of the staff report.
- If the majority believes artificial turf is not consistent with the General Plan, the Council will need to decide whether the environmental documents are adequate under CEQA. As explained in the Staff Report and previous meetings, the standards for CEQA differ from the Town's standards for conditional use permit (CUP) findings. CEQA standards are limited to environmental impacts only and are much narrower in scope than the Town's finding for consistency with the General Plan, Finding 6. As a result, the Town Council could adopt the environmental documents as adequate under CEQA, but determine that the Council could not make the required findings for a CUP for the project with the artificial turf. In that case, the Council could add a condition to prohibit the use of artificial turf to the CUP. The resolutions supporting these actions are in Attachment C of the staff report.
- The Town Council could determine the environmental documents aren't adequate and should be revised to indicate the artificial turf could have potentially significant impact under CEQA and that additional mitigation measures to prohibit the use of artificial turf are needed. If this were the direction of the Council, the environmental documents would need to be revised and publicly re-circulated for 30 days. The Town Council would then need to hold another public hearing to consider comments on the revised environmental document and on the artificial turf before acting on the environmental document and the project. The Council doesn't need a resolution for this course of action, but could simply direct staff to revise the environmental document. Ms. Kristiansson said Councilmembers have been provided with both Attachments B and C because the versions in the staff report had incomplete titles.

Regardless of the action the Town Council chooses, she continued, staff believes none of the possible actions would create a precedent that's likely to lead to using artificial turf on any other playing field in Town. Those fields are owned either by the School District or by the Town itself. Under state law, the Town can't regulate the School District. As for the Town fields, the Town has more control over them as the property owner and thus can set a higher standard. Additionally, each project is always considered on its own merits and has its own unique site conditions, she said.

Councilmember Derwin asked whether installation of a rainwater catchment system, either for an artificial turf field or a grass field, had been considered for the Priory. Ms. Kristiansson said she hadn't heard anything about that.

Mayor Richards introduced the applicant, Priory Head of School Tim Molak.

Mr. Molak said the majority of the Priory's 50 acres is green and they're asking for a small section of that to be an artificial turf field. He said in their experience artificial turf is the best playing surface for the students. They're often in situations where the fields are too wet and torn up and must be closed, requiring them to find other places to play, usually a school with an artificial turf field. In asking for the Council's affirmation of the Planning Commission approval, he pointed out the artificial turf was basically for a trial period of 10 years at the most. He said as he drives Portola Valley's scenic corridor, he sees unscreened tennis courts with lots of impervious surfaces and also other different types of facilities where allowances were made.

He said the Priory's field could be very well screened and landscaped, and would be changed according to any requests by the Planning Commission or the Town Center. He said as a private school and a business, the facilities are a key factor to the Priory's customers, whether from Portola Valley or other communities. He said the school tries to balance arts, athletics, academics and values. He pointed out that when the 400-seat Performing Art Center (PAC) was approved five years ago, people worried that the Priory would become like the Lucie Stern Community Center in Palo Alto, which was never their intention. With 350 students and 50 faculty, 400 seats made sense. He said the PAC has proven to be a wonderful addition to the school and the community.

He said now we're talking about the athletic facilities that affect the school's admissions and recruiting, certainly beyond Portola Valley. He said the Priory's approved master plan included the PAC, affordable housing for the Town, and another gymnasium in the future. He said with every other institution in Town, the Town has made specific allowances, whether a senior citizen home or tennis center, because it's good for business and helps these institutions remain competitive. He said they feel the time is now to make another decision in this spirit – for the Priory and for Portola Valley. He said the Priory feels its request is fair and that it's reasonable to allow it to continue operating as a competitive school.

Among the positives for the artificial turf that Mr. Molak cited are major water conservation, the ability to play soccer games any time, sustainability, and improved, regulated drainage. He said all the other schools in the Priory's league love the artificial turf. As for concerns about cleaning it and the presence of bacteria, he said those haven't been problems at these other schools and the surface is playable year-round. He emphasized they're asking for only one of their three fields to be artificial turf, and in terms of water conservation, Mr. Molak said one grass field requires well over one million gallons of water a year.

He said they believe artificial turf is in harmony with the Town and the Priory values and what they need as a school and business in this area. He said the Planning Commission decision was a positive one for Portola Valley youth who go to the Priory and others, and allows the Priory to stay up to par with some of the other schools.

SallyAnn Reiss, Golden Oak Drive, said she got involved with the project because she sees it as a land-use issue and because she has a son (who does not play sports) who goes to the Priory. She said she's always loved the Priory because of its values. Referring to Councilmember Derwin's earlier question regarding rainwater collection, she said it's a great idea but would require an enormous water collection vehicle. She referred to a postcard sent to everyone in the Bear Gulch District that said, "Use water

wisely; it's essential," noting how ironic the timing was. She said the question to be answered tonight, whether this project is in harmony with the General Plan, involves five issues, which she addressed one by one in a PowerPoint presentation:

Environmental Harmony: Ms. Reiss, pointing out that in 2005 there was discussion about putting turf at the Town Center but the Town was unwilling to pay for the environmental study, said thanks to the Priory, a third-party environmental study has now been completed. This study showed no negative impact to the environment. She said the General Plan states, "Water conservation should be of high priority" and "We should protect the watershed of the planning area." She pointed out that rubber pellets are not water-soluble and would be caught, but fertilizer, poisons and pesticides would enter the watershed. Thus, she said artificial turf at the Priory would help protect that watershed. She said lawnmowers consume a lot of fuel and produce a lot of fumes. The Bay Area Water Supply and Conservation Agency, in Measure 5, recommended limiting turf, which our Town has also adopted, so any new project in Town is limited to 1,000 square feet of irrigated grass. The Priory would need 100,000 square feet of irrigated grass for its field project. Measure 7, which has not been instituted yet, would provide an incentive to install artificial grass in at least one sports field a year per community. She believes this is a strong endorsement from a group that studied this issue as its specialty.

Scenic Corridors: Ms. Reiss defined scenic corridors as "broad linear bands of open space along major roads in which recreational uses are acceptable when compatible with the open character of the corridor." She said while a lot of people expressed concern about "open character," residential and institutional plans include considerable screening. She said Section 2160-1 talks about how a scenic corridor should be unified in design. Section 2160-3 says, "The Portola Road Corridor should be developed so that the character of the existing orchards and open fields will be maintained." She showed photos of how the corridor looks today, with highly screen residential property. She said the Priory project is completely consistent with the scenic corridor. The Town approved the Sequoias' two-story Alzheimer's wing, added so the facility could be competitive, but required screening, Ms. Reiss claimed, adding that the Town itself has been putting in redwood trees to screen it from the road. She said the Town allowed the C1 trail to be paved because it's consistent with the road beside it. Screening along Alpine Road blocks view of the hills from the road, and there have been attempts to screen the tennis courts at Alpine Hills.

Open Space: Ms. Reiss defined open space as "unimproved and devoted to being an open space." She said the Priory was already improved space; there's no change to it, and it's still an open field. She quoted Section 2201: "Open spaces intended primarily for intensive recreation, such as parks and playfields, are addressed in the Recreation Element." She said that in going through the General Plan, she found nothing out of compliance.

Rural Harmony: Ms. Reiss said she reviewed the qualifications of what makes something rural and found nothing out of compliance. She said the qualification is "material, color and form are planned to blend in with the surrounding area." She said in our Town property, we have a mound of artificial turf and from the gate you can't tell the difference between the artificial turf and the water-irrigated lawn behind it.

Same Values as in General Plan: She said the Town was founded on the values of conservation and open space and this project is still about that. She said the General Plan was written in the 1960s and although it was supposed to be revisited every 10 years, she doesn't know when it was last reviewed. She said nothing in the project plan falls outside the rural checklist. She said that we absolutely value open space and the Priory has a lot of dedicated open space, including the field.

Ms. Reiss said she has personally researched the purchase of an electric car. Building it took a lot of energy and resources, but the end result – the ability to save fuel – made it worth it. She said, likewise, it would take resources to make the artificial turf, and everything else around it is in harmony with the General Plan. She said, as when we put little "bouquets" on the Town roof, conservation isn't always pretty but it's a necessity.

Carter Warr, Project Architect, CJW Architecture, said he's been assisting the Priory with its planning. He said the Priory, a great steward of the land, came to him to look for opportunities as they were planning a new 300-meter track. At the same time they had the opportunity to add the one-acre parcel, the Fromhertz House, to their property. As they discussed the athletic field, he said it was clear that schools compete for students, so the facilities they offer are important. The choice of the Priory over another college prep school is based on many things, including what opportunities the facilities provide for students. He said the Priory is one of the few schools without a 400-meter track and artificial turf field. All the other schools Mr. Molak mentioned offer artificial turf as a competitive advantage.

Mr. Warr said when the property got larger with the addition of the Fromhertz House, they took out the artificial elements and features to the design to make the site look more natural. He said values the Priory brought forth in planning improvements to its facility were rooted in its stewardship of the students, ethics, education, conservation and environmentalism. The artificial turf is a very good way to be a good environmental steward of the land, Mr. Warr said. He said an athletic field is artificial by definition – it may be living grass, but it's artificial and requires an enormous amount of water, fertilizer and pesticides to make a playable surface. He said the water reduction on the fields is the most responsible thing the Priory can do. The area where the artificial turf field is planned is zoned as athletic fields in the General Plan, and the Priory proposes no change in use, only a change in material.

He said there's no inconsistency with the General Plan, and the Council is to find whether artificial turf is consistent with the General Plan, not whether it is *more* or *less* consistent.

With regard to rural character, Mr. Warr said that everything about the planned project as designed is the same scale, the same color, the same form, and with the mitigations developed with the Planning Commission, the visual character is preserved. He said we shouldn't deal with this property differently than other open-space properties along the scenic corridor, many of which have activities and manmade improvements, some of which are beautiful and completely rural in character and others that aren't. He gave examples such as at Glen Oaks stables with horse packs, riding rings, heavy semi trucks and manure bins visible from the scenic corridor; Alpine Hills and its nine tennis courts and parking lot, which adds up to 2.5 acres of paved area, all visible and hardly screened from Portola Road; the Nathhorst Triangle, which provides enormous services to the community with offices and commercial areas; PV Fuel, which obviously isn't rural; and the fire station, which of course provides enormous use and function for the Town, but isn't particularly rural and not particularly natural with the parking lots and the driveway.

In addition to the facilities Ms. Reiss discussed, he added the stables, Town Center, three churches and the Village Square, most of which are less natural and more artificial and have a much larger percentage visible from the scenic corridor than the Priory's athletic field. Mr. Warr said he believes the Priory shouldn't be treated differently because there's grass on the field now. He said they only want an artificial field due to its sustainability and the scale of its use. It essentially comes down to a choice between two evils – the evil we know (grass with the chemicals and petroleum used to mow and the enormous amount of water used to maintain it) and the evil we don't know (artificial turf that the community may see as leading edge, but it's really just a state of use with schools that are competitive with the Priory).

In summary, Mr. Warr asked if the Council could find consistency for artificial turf where all the appropriate sections of the General Plan are supported and remain consistent with the current approval of the Planning Commission, instead of going back to a living grass field and the stupid waste of water and stupid use of chemicals it would require.

Mayor Richards asked for questions from the Council. There were none. He opened the Public Hearing.

Dorian Dunne, Ramona Road, said playing on artificial turf it literally makes her sick, so she's passionate about not having it in this Town. She said just as the grass field is now closed when it's too wet, the artificial turf field would be closed when it's too hot. When she played on artificial turf, it started with a bad odor, went to a bad taste in her throat, and then into a sore throat that lasted about two days. She said on hot days, she's asked to be taken off the field because the headache was immediate and intense.

According to Ms. Dunne, we don't yet know the long-term effects of artificial turf, but she's experienced the short-term effects personally, and so have her teammates.

Ms. Dunne said she read that some schools prohibited children from the fields at certain times of day and in certain weather conditions for the same reasons. Even though the Planning Commission and the Priory have spent a lot of time on this, she said it's still at best inconclusive. She said sustainability is defined as "healthy ecosystems and environments necessary to the survival and flourishing of humans and other organisms," but she hasn't heard anyone mention other organisms. She said the artificial turf is not a water-free solution; it has to be rinsed, and when you have high temperatures, the field must be misted to protect the players. She said life takes resources to maintain, but is worth it in the end.

Andy Browne, Santa Maria Avenue, said he's lived here 55 years and wanted to point out that all decisions are subjective. He asked the Councilmembers to remember what it was like as children rolling down grass-covered hills, how they felt doing it, how the grass smelled, and vote accordingly.

JoAnn Loulan, Los Trancos Circle, said she's lived in Portola Valley 26 years. She said while we have a bipartisan group here, she hopes we'll respect and be nice to each other. She said what she's been reading on the Forum hurts her feelings for people on both sides. A two-time breast cancer survivor, she said she's prejudiced against anything artificial, including pesticides and fertilizers on grass. She said 5% of breast cancers are genetic and 95% are environmental and she doesn't want more things introduced into our environment that cause more cancers. She said we have no idea what's in the artificial turf and just because someone else wasted water to make this product doesn't mean water wasn't wasted. She said many of us have quit drinking out of plastic, so why would we want our kids playing on plastic? She also noted there are now new ways to take care of grass.

Ms. Loulan said she loves the Priory and everyone there, but we need to consider the runoff to Corte Madera Creek, the misting, the cleaning of animal feces and other maintenance. She said her main concern is the chemicals used to make the artificial turf and the off-gasses from it. She said it's not real and not part of a rural environment.

Brenda Munks, Westridge Drive, said she supports the Priory's proposed artificial turf project. Although she said she hadn't planned to get involved and doesn't like public speaking, comments she read on the PV Forum about what her parents thought about this project compelled her to come forward. A Portola Valley native who's lived here most of her life and also a Priory parent, she said her dad, Bill Lane, loved this Town and dedicated much of his time and energy to promoting the thoughtful and considerate discourse that is the cornerstone of local government. While no one can say for sure what he would think of this project, she said she knows he would be smiling down from heaven, happy to see so many people participating in this democratic process.

Ms. Munks said her mother, Jean Lane, signed a letter she thought concerned open space but at this stage in her life, she didn't understand what she was signing. This issue is not open space. There are sports fields at the Priory now; there will be sports fields there when this project is completed. She said the school's been there for 50 years. Referring to a letter she sent to the Council, she said she supports the project because the Priory has presented a well-thought out plan that won't have a harmful effect on the environment. She said she's an environmentalist and doesn't know what goes into making artificial turf, but she feels the Priory has complied with every step in this process and it's time to allow it to move forward. She said the Priory is a thoughtful and considerate member of the community, every bit as concerned about our local environment as anyone in this room. She said her dad was involved in many environmental causes locally as well as throughout the state and the nation, dedicating much of his time, energy and resources to protecting our environment.

Noting that Mr. Lane's name has been brought up a few times and we don't know specifically what he'd have to say about this project, she said that during a severe drought period about 17 years ago, he replaced a large natural grass lawn area on his property under some Heritage oaks with an artificial turf lawn to cut down on water use. He let the rest of his lawn die, and was proud of what he called his "fake grass," joking with his grandkids and friends about it looking so great. That artificial turf lawn remains

there, Ms. Munks said, and the oak tree is thriving. It's on her parents' property, which was inspected and certified by the National Federation in Washington D.C. as a Backyard Wildlife Habitat Site.

Ms. Munks said the Portola Valley community has a long tradition of supporting the schools that have contributed to the excellent quality of life here, and urged the Council to approve this worthwhile project without further delay.

Virginia Bacon, Golden Oak Drive, who's lived here about 41 years, said the Priory's proposal for artificial turf is just another way of saying land use is in the eye of the beholder. She said it's as if athletic uses don't have to be natural because they're for human use and only human uses are important and need not be connected with any other. She said the Priory's rationale is that an artificial surface is needed so rain or creatures living in or on the land won't make it inconvenient for humans. Some say it would be safer for humans, she said, even though it destroys habitat. Some say it would use less water and chemicals, but it requires disinfectants and water to cool it down for longer periods than just for occasional games. She said these fields will produce heat even when there isn't a game.

According to Ms. Bacon, the jury is still out on which alternative is better in the long run. She said dirt alone would probably be the best answer because it would certainly require less care and has biodegradable properties, but it also would mean less field use. She said she doesn't think the General Plan intended creating a superset of land use, such as athletics, that sits above all others. The General Plan says that human uses need to be subservient to the land. Our plans and policies don't exclude our ecosystem and neither should athletic use. Although some would say it's only one small space, Ms. Bacon said the Priory's athletic field is larger than most home sites in Portola Valley artificial turf there would remove a significant amount of land from the natural ecosystem in a very central Portola Valley location. We don't need this island of inconsistency and can't afford to not recognize that we're connected in a global space, she said.

She said some feel private property rights are more important than property values, which encompass so much more. She said if we didn't invoke community standards, this community could be one junkyard after another. She said that fortunately, by Town ordinance, every home seller in Portola Valley has to provide a buyer with a residential data report, which clearly outlines standards by which we all abide and which have been forged over many decades. She said we have a long history of supporting open space and eliminating barriers to the natural environment. She said we have something special in Portola Valley and shouldn't throw it away. We should allow the Portola Road Corridor to be opened up and have this field be more a part of it, not smothered in vegetation like a fence. She said there's so much pressure to consider only human needs at the expense of nature, but she asked the Council to take courage and make the right choice for our Town, to be true to the values of the General Plan and the reasons it was created and reject artificial turf because it doesn't belong in Portola Valley.

Patty Murray, Redberry Ridge, thanked the Council for their terrific job listening to everyone and ensuring the democratic process is alive and well in Portola Valley. She said she understands the staff report to say the Priory's proposal is consistent with the General Plan. Citing Hovey Clark's important work on conservationism in particular, she said the Priory has been a tremendous steward of the land and values of Portola Valley, an important community member and important business to support in Town. She said we shouldn't talk about how it's been done for a zillion years, but about being a Town that supports our youth who want to play on these fields and families who want their children to enjoy the pleasures that other schools and communities have. Other communities seem to survive just fine with artificial turf.

Lindsay Bowen, Portola Road, thanked Ms. Reiss and Mr. Molak for their review of the consistency of the project with the General Plan. He said on the wall at Roberts there's a picture of a stagecoach going through Portola Valley, and if we went with the idea that picture portrays, the Town would be a much different place than we have now. There would be no paved roads and no utility poles. It would be very natural and lovely, but we would not be able to get on the Internet either. Mr. Bowen said there was an uproar about the fence put up at the Town Center to protect people at the softball field, but it no longer seems to bother anyone and seems very natural. Cutting down some trees to rebuild the soccer field allowed us to actually see the hills better. He said the Priory's proposal would be a plus for Portola Valley.

Tom Kelley, Franciscan Ridge, said he moved here in 1972 and did most of his volunteer work during the first 25 years, when he served on the School Board and the Parks and Recreation Committee. He said his children and grandchildren played ball on all the diamonds. He said he knew Bill Lane, Tom Ford and Bob Brown – the George Washington, Thomas Jefferson and Benjamin Franklin of Portola Valley. They were developers and businessmen, but they didn't want that in Portola Valley. The whole reason the Town was incorporated wasn't so we could have a police force and a fire department, he said, but to maintain a rural, natural environment and not become like Menlo Park and Palo Alto.

Mr. Kelley said Town Councils through the years have done a great job of protecting that idea and Portola Valley feels pretty much the same as it did in 1971. He said he was at meetings when Mr. Bowen pushed for plastic grass at Ford Field and it was discouraged. He said despite what the Assistant Planning Manager says, allowing artificial turf at the Priory would make it difficult to deny Mr. Bowen when he wants to put it in Ford Field. Mr. Kelley also said that if discussions with the Priory have been going on for two and a half years, at least two years of that was out of public view. He said this issue came into public view only three or four months ago. While the Priory is very organized with PowerPoint presentations and such, he said, the people of the Town are less organized on how to deal with this issue. He said a Planning Commissioner who adamantly opposed plastic grass retired and was replaced by a new person who cast the swing vote in his second meeting on the Commission, when he voted in favor of the artificial turf. He said in the new Commissioner's first meeting, he was going to vote against the plastic grass but in the second meeting he voted for it. As Mr. Kelley pointed out, the Planning Commission's decision was not unanimous.

Even with the toxicity and science issues about polymers and plastics that he knows about, he said the issue is about values, not science – what you think is good and what you think is bad. He said our history says nature and a rural environment is good. The Priory is good, but it's a successful growing business and to attract good athletes and to participate in their leagues, it feels it needs plastic grass. He said he thought businesses that want to open in Portola Valley are required to have at least 50% of their business come from within Portola Valley; but only 22% of the Priory's students come from Portola Valley.

Mr. Kelley concluded by saying that as elected officials, Councilmembers are responsible for this decision, not the hired Town Planner or appointed Planning Commissioners.

Hugh Cornish, Wyndham Drive, a 20-year resident and Priory parent who supports the artificial turf installation, said he's concerned about the direction the Town is going with regard to property rights and that a minority of residents can have such an impact. He said he's been in the residential real estate business for more than 20 years and has watched Woodside go down this path, becoming rigid and arbitrary in handling policy decisions concerning property rights. It has directly affected property values, he noted, with average home values in Woodside declining over the past three years. Woodside has earned a reputation as a difficult place to build or remodel a home. He said he owns his home in Portola Valley and never plans to leave this wonderful place, but as a property owner, he worries that property values would fall as owners' property rights shrink.

Peter Draeger, Applewood Lane, is a grateful resident of Portola Valley since 1993. He said there's an inordinate fear about things made of plastic. He pointed out many plastic things in the room, yet people say plastic in a playing field makes us unwell. He said he sent an email in support of the Priory project to the Council and is disappointed that some in the community have pushed the public process to deny the Priory the ability to make a well-intentioned, properly-vetted choice in designing the turf field.

He said the able Planning Commission had already decided that the proposed artificial turf is in agreement with the General Plan, and now it's up to the Council to decide on the same issue. Because others have influenced the Council's involvement on the grounds that democratically elected officials should review the actions of the appointed Commissioners, he also wishes to weigh in. Mr. Draeger said he believes the turf field is very appropriate to the General Plan guidelines and its appearance and use are appropriate to a wide audience. Broadly speaking, he said its legitimate purpose comes under the simple realm of things humans do to live. We are spending unnecessary effort and resources

micromanaging a benign property decision. He said this fact is well-established in the Planning Commission hearings with an elaborate environmental review.

As Mr. Draeger noted, we don't enjoy our rural community without the aesthetic compromise of roads and trails; we don't come to live here without shelter consisting of various unnatural materials. We shouldn't disingenuously disregard humans as a part of the ecology. He said the Priory has given careful attention to mitigating needs versus nature and has chosen the least impactful course of action. He said they have a reasonable goal of existing as any complete school does, with a viable playing field. He said the sounds of happy, healthy children, joyously growing and competing and playing on that field is also an important aesthetic to consider. He said this has largely been absent because the field's rarely available for the winter and early spring season sports it was developed for. He said he's personally shocked there's such a need to debate this issue so ardently when the Town has "bigger fish to fry." He asked the Council to approve the field tonight so they can leave Council chambers embarrassed and apologetic that it took so long to reasonably and amicably decide this issue.

Linda Elkind, Hawkview Street, said she agrees that the key question before us tonight involves the values you bring and emphasize as you interpret the General Plan with respect to maintaining a natural environment. She said plastic turf would kill all ecological functions in the soil underneath, the migratory corridor that organisms travel through. She said the letter she signed detailed arguments she totally agrees with. She said every Council decision involving a project's consistency with the General Plan marks a milestone, a basis on which future decisions would be made. She said Mr. Warr noted all the instances along the scenic corridor that are not natural, and if the Council decides that plastic turf on a playing field is consistent with our ideas of natural and open space, that's a new marker against which future decisions in interpreting the General Plan would fall. She said that's a key issue for her.

Stephan Dolezalek, Hillbrook Drive, said he's lived here 22 years. Although he started his career as a city planner, he said he ultimately left that for a career in law due to growing frustration over seeing too many decisions that reflected the personal desires of a very vocal few rather than adherence to the principles of good city planning and to the city's own ordinances. He said he then left a legal career in 2000 to pursue a career as a venture capitalist and has since been running one of the country's largest funds dedicated to clean energy. Thus, he said, he speaks to this issue with a background in city planning and caring very much about environmental issues. Looking out the window of the Historic Schoolhouse, he said, you see tennis courts. In our own Town Center, we decided to pave paradise, he said. We could have chosen clay or grass courts, but we chose asphalt and oil. That set a standard that said we made a choice and decided that it was okay to put in asphalt for the environmental reasons of not wanting to use the water we would have needed for grass or bear the expense of maintaining clay courts. That decision made it okay to use asphalt when the viable alternatives included grass.

Mr. Dolezalek said we confuse what we actually call artificial. The General Plan talks about natural environment, but a grass field is not a meadow and is not part of our natural environment. In the Priory's case, we would be taking out a different form of manmade material that happens to start as grass, but the way we maintain, cut and fertilize it makes it a simple choice between a different kind of environmental impact than an artificial turf field would. He said we've also heard that as we think about the health, safety and welfare of the community; children playing on these fields sustain fewer injuries, which is something else important for the Council to consider because it is very much a safety factor.

Mr. Dolezalek also pointed out that Portola Valley has only this one high school, which competes for students with all the surrounding towns, virtually all with artificial turf sports fields. As a parent of children who would like to stay in this community, he wants to make sure this one school would be a viable choice. For those concerned about setting a precedent with artificial turf at the Priory, he noted a significant safeguard against that is that the parcel is unique. Not only is it the only high school in Town, but nothing else in Town looks like this piece of property.

Annaloy Nickum, Willowbrook Drive, said she's lived here 37 years and one of the things she loves about it are groundbreaking decisions made by the Council, Planning Commission and ASCC, decisions that have been driven by strong environmental and preservationist ethics, such as the green, state-of-the-art

Town Center which has won many awards, planned-used developments with large expanses of property preserved for open space with the housing clustered, sustainability committees organized through the Town, focusing on green technologies that are available to residents, water conservation, energy conservation, etc. She said the Town has encouraged and sometimes required the use of native plants or at least drought-tolerant plants, and use policies based on geological restrictions have been copied all over the world. She said recently the Town Council added Portola Valley to the list of communities banning the use of plastic bags in businesses, which she finds ironic given the issue tonight. In other words, she said, Portola Valley has a reputation for taking dichotomous thinking and expanding it to third, fourth and fifth levels to resolve issues.

To her consternation and disappointment, Ms. Nickum said, recent Planning Commission decisions abandoned this expansive approach, falling back into a dichotomy of thinking artificial turf versus traditional grass turf. The artificial turf has been touted as saving water and doing away with pesticides and herbicides needed for traditional turf management, but we know that artificial turf does use water and chemicals and contributes to global warming. Falling away from expansive thinking, a third way of approaching playing field management has been ignored although she and others have brought it up in various public hearings, she said. This third way, which was not discussed or reviewed in any serious way in any of the environmental studies, requires no chemical fertilizers or pesticides. It uses state-of-the-art irrigation controllers that replace water as needed without creating mushy, over-watered surfaces.

According to Ms. Nickum, all of the pieces for this third alternative are available now. Paul Sachs, author of *Managing Health Sports Fields*, and Chip Osborne, founder and president of Osborne Organics, are just two of the many professionals who have used organic techniques to manage sports fields for decades in other parts of the country, she said. When she was in school studying landscape design in the 1990s, Ms. Nickum recalled her turf management class touring local communities (Sunnyvale and Campbell) to see what were then state-of-the-art irrigation controllers for community parks and fields. The driving philosophy was to apply precisely the right amount of water at the right time to maintain the fields in healthy, playable condition. She said Delta Blue Grass is working on a lower-water-use grass for playing fields. Communities such as Palo Alto and Redwood City use reclaimed water for landscape needs. She said the bar is set high to clean the water through filtering systems so as to eliminate toxic-exposure risks. She said all these pieces are waiting to be put together by a community with a reputation for forward thinking like Portola Valley.

Instead, Ms. Nickum said, the Town Council is poised to take a major step back by covering 2.5 acres of Portola Valley with plastic. She urged the Council not to allow the artificial turf, but if that's the direction it takes, she asked their pledge that artificial turf begins and ends with the Priory and that any future renovations of playing fields use the tools and techniques she's mentioned for the environmentally sound and efficient use of water. She asked the Council to not ban plastic bags and then allow 2.5 acres of plastic to be placed on our precious earth.

George Stromeyer, Longspur Street, said it's great to see democracy in action and he appreciates the opportunity to hear from his fellow Townspeople from whom he's learned a tremendous amount tonight. He said he believes his comments are relevant for three reasons.

- He's lived in Portola Valley twice, 10 years in the late 1960s and early 1970s and moved back here 35 years later. He said he likes being able to tell people from around the world how little the Town had changed. He congratulated the Council and the Townspeople for that.
- He's an environmentalist. Having initiated one of the first recycling projects in Town and being among the first proponents of keeping Windy Hill from becoming a development project, he's now active in the Peninsula Open Space Trust (POST). He grew up in Portola Valley in a time of radical environmentalism, just two houses away from our own radical environmentalist, Martin Litton, who influenced him greatly, Mr. Stromeyer said.
- He played AYSO soccer in his youth, attended the Priory, has sent two of his sons there and also has enjoyed the Priory as a community member.

Mr. Stromeyer encouraged the Council to take the high road and high view. He said he didn't come to the meeting with any prepared comments, just with an open mind and having read some of the materials provided. He said it's a subjective decision and the Council will have to achieve some balance. As a radical environmentalist in the 1970s he said, he protested vehemently against the Portola Valley Ranch development. He said today he's the world's biggest hypocrite, living there very, very happily. But he pointed out that the Ranch today is the kind of community it is because the tension it created at the time resulted in a development that achieved a very successful balance.

He also made a point about where the community and the Council put time and energy in their leadership roles for the community. Mr. Stromeyer said he agrees with Mr. Draeger, his friend and former classmate, that bigger issues warrant that focus. Noise pollution, open-space acquisition and preservation, air pollution, and traffic on weekends from all kinds of vehicles are much more relevant to achieving our values as a community. He said since he's had the opportunity to revisit the Priory as a parent – after many years of being in many different countries with different types of education – he's extremely impressed, to observe what Mr. Molak and the Benedictine leaders have accomplished in creating a unique forum for educating outstanding citizens. He highly prefers that residents send their children to this school, so he asked the Council to give the Priory the opportunity to be as competitive as possible in attracting them.

Dale Pfau, Alpine Road said Mr. Draeger and Mr. Dolezalek have already expressed most of what he had to say. The Priory field we're talking about has been an athletic field since before the Town existed, he noted, and as an athletic field it's no longer natural and no longer open space. It's inherently unnatural because of the way it's been treated and the way it's used. Mr. Pfau noted that Stanford has replaced the grass on its football fields four times since installing it six years ago. Those fields are used for football games only, not even practice, he said, and during wet winters they're unusable after three games. Mr. Pfau said it would probably take more than the Portola Valley's Town budget for a year to keep a natural field in playing condition through the wet winters we sometimes experience.

As for safety, Mr. Pfau said studies have shown that safety on artificial turf fields is much improved and the safety of our children trumps almost all other issues. He also finds it hypocritical to hear people talk about covering 2.5 acres with artificial turf when we continue to pave the Town with asphalt. He said if you add up the surface areas of new trails being covered with asphalt, it's larger than the Priory field. He said when the road collapsed in the El Niño years and the Town replaced Upper Alpine with asphalt, the creek he lives near smelled of asphalt for two years during the winter from the runoff. He said the environmental impact of a plastic turf pales in comparison to the negative impacts of asphalt, which apparently the Town feels is completely natural since it's all over the scenic corridor.

Laird Cagan, Alamos Road, said he loves living here, loves the rural nature, and his wife has two horses. An athlete all his life and a long-time soccer player, he said he favors the artificial turf field. Since playing soccer in high school and at Stanford, he's been playing adult soccer for 30 years. At age 55, Mr. Cagan said he still plays two to four times a week, and has played on all the fields in Portola Valley. He's in the Portola Valley Soccer Club, whose home field is Zot's. They play there in the fall and spring, but that field – like the others in Town – is closed most of the winter, so they have to play out of Town most of the time from November through March. He said he enjoys playing on artificial turf fields in winter because those fields are in great shape.

When Mr. Cagan was growing up on the East Coast, he played year-round soccer, and artificial turf in those days was a piece of carpet over cement. He said those fields were terrible and you got hurt when you fell, but innovation and technology have dramatically improved and now he loves playing on artificial turf. He said a new sports house in Redwood City has two fantastic indoor fields and his whole team loves playing there. He said he's played on dozens of different artificial turf fields and has never had a health issue, nor have any teammates mentioned them.

Mr. Cagan said heat's not been an issue on an artificial turf field, either. He's played in the dead of summer and never had a problem sitting on the field during halftime in his shorts. He said he's read about many problems with artificial turf fields in the PV Forum but doesn't think those people actually play on them. He said it would be very valuable to have an artificial turf field in Portola Valley. He said we don't have to turf all the fields, but having one field that can be used in the middle of winter would be terrific.

Cindie White, Portola Road, said it's amazing to see so many people involved in this democratic process, and disagrees that it's been a waste of time. Although it's taken a lot of the Council's valuable time, she appreciates the opportunity to hash it out. She said she's come to all the Town Council and Planning Commission meetings since November 2012 and the rooms aren't always this full. She encouraged Townspeople to come out for more topics besides artificial turf and then it would truly be a democratic community. She hopes this somehow gets us all more involved in the community.

Ms. White said she wanted to speak from a place of discernment, not competition and not judgment. She said at the last Planning Commission meeting Commissioner Targ said, "Saying that science has no role in values would misstate the issue, particularly in Silicon Valley." At the time, she understood him to mean that Portola Valley is Silicon Valley and we should be competitively edged, but in her opinion Portola Valley is on the fringe of Silicon Valley, and the fringe of societies is where you find the gold. She said she used to be a mover and shaker with her husband on the other side of the freeway, where lots of companies and people create amazing, leading-edge, competitive products that greatly improve the lives of people all over the world. But, Ms. White said, she's one of the movers and shakers who came to Portola Valley to get away from that, to go inward, to rejuvenate, to connect deeply with nature. She doesn't think we should be held to the same standards of leading-edge technology as Silicon Valley.

She said the issue of personal property rights has come up a lot. She and her husband own a considerable amount of property, she said, and she's a strong proponent of personal property rights. She said freedom is a huge word that means many things, and there are many ways to express freedom on your property without putting plastic grass on the scenic corridor. She said freedom also has a dark side – without some rules and values in place, there's chaos. She values our government and values the rules and the essence and the values that are in place and thinks we need to honor them. Like a family, she said that just because a child is good doesn't mean you give him everything he wants. She said the Priory is an amazing citizen in our community and she values them and the way everything looks there, but she feels since her family has been here for 41 years, other people may feel the same way she does.

Ms. White said they own Jelich Ranch on Portola Road, part of the scenic corridor, and they have an option to subdivide. She said if she came to the Town government asking to parcel it off and build, right on Portola Road, a two-story Tudor mansion for her daughter when she comes of age, they probably wouldn't allow it. She said she wouldn't want to do it because that's not why she came to Portola Valley; it wouldn't align with Portola Valley and wouldn't feel right. But if she wanted to and the Council said no, she said she wouldn't take it as a personal offense to her personal property rights. She said she'd understand that it doesn't align with the values and that certain rules need to be respected. There are so many other things they can do with their property to express their freedom.

As Ms. White sees it, the Council can decline the artificial turf and still feel as if they're allowing personal property rights. She said it feels like a lot of competition, and she's also guilty of being a competitive mom of athletes. She said she and her friends were wrapped up in their school and its image, SAT scores and whether their children were topnotch athletes – but the problem with that competitive phase in your life is always having winners and losers. When you're competitive, you're looking out for yourself and not always at the big picture because you have to win.

But she said Portola Valley is different, a rural community that values a throwback in time, a throwback way of living. We're not competitive, we're not leading-edge, trying to be the tip-top town, number one, let's get in all the rankings. She said we're about connection and community and knowing people. She said that, yes, we're going to change; nature changes and that's normal – but she feels our value is to change slowly, in line with core values because that's our soul. She said this is an emotional issue, not scientific, not technical, not a matter of right or wrong.

She said she's speaking for the 78% of students and families who don't live in Portola Valley. She respects the 22% and that they want the artificial turf, but for the 78% of families who don't live in Portola Valley, she worries that once they leave and are no longer in the competitive mode, it's residents like her who will be stuck with the long-term consequences of sacrificing Portola Valley's soul. She said it's only fair to consider that a lot of people who don't live in Town may not be here long-term to feel those effects.

Jon Silver, Portola Road, said he can't top what Ms. White just said so he just wanted to add that he agrees with the sentiments she expressed so eloquently. Mr. Silver said he also agreed with Ms. Loulan and Ms. Munks regarding democracy and hearing each other's ideas and how Bill Lane would be smiling down from heaven seeing democracy at work. He said he's heard comments that the Council shouldn't even be hearing this matter, but that reflects a fundamental misunderstanding as to the way our government functions. He said as legislature-passed bills are vetoed, the precedent is the same. Courts can review pieces of legislation signed into law for legality, enforcement, interpretation and constitutionality. He said it's a basic part of our system of checks and balances and that when people petition – which is a right protected by the First and Fourteenth Amendments – the Council has a proper role to hear them and consider what they say.

The fact that the Planning Commission decision was very close also justified a review, he said. In addition to two of five Planning Commissioners voting against artificial turf, he said four ASCC members are on record as saying that artificial turf doesn't belong on Portola Valley's scenic corridor. Although he said he's heard only a small number of vocal people oppose artificial turf, the elections may ultimately decide that. According to Mr. Silver, the last seriously contested election in Portola Valley was in 2005, when the candidates favoring the greener positions won.

He said we'll see, because that can change, that's democracy and that's what we strive for. He said the most restful vacation he ever had was two weeks in the Soviet Union in 1985. "It was so restful not to have to do democracy," he said, but he's glad he could come back here where he really had to work hard, because "democracy is hard work." He said it's also important to listen to each other with respect. He said when we put our minds together and share ideas, we find the best solutions, but that can't happen if there's anger or disrespect, when people just stop hearing each other.

He said people talk about there being a lot of plastic around and it's not a problem, but that depends on the plastic. We were told MTBE would make our gas cleaner and safer and the EPA required it, but it ended up polluting groundwater and being a very bad move for California. He said we have to be careful about not making mistakes. He said talking about artificial turf being made of TPEs, thermoplastic elastomers is like saying your car is made of metal. It's generic. What are the metals? If it's lead, maybe it's not so good. Without knowing the composition of a particular TPE, he said we don't have a way to evaluate it. He said the proposed artificial turf was never tested by any chemist who knows what's in it, at least not publicly.

When he was a physics major in college, Mr. Silver recalled, a professor told him the hardest thing sometimes wasn't answering the questions but knowing what question to ask. If we're looking for clues about TPEs in artificial turf, it would sure help a chemist or an environmental scientist to know what to look for. He said Condition 14 (in the CUP amendment the Planning Commission voted on) required vigorous water testing, which would have been useful if the material proposed was the last generation of artificial turf, but not this unknown one that hasn't yet been tested.

Mr. Silver said it's been stated that the visual thing isn't a problem but four out of the five members of ASCC disagree with that. It's also been stated that grass isn't totally natural, but that confuses the issue of what's native and natural with what's highly unnatural. He said our General Plan does not state that the Priory campus or any other place that isn't open space or a nature preserve should be returned to a pre-Columbian condition. He said it was to be developed in a way that's consistent with nature and the natural environment, allowing us to be at harmony. He said when we have a better option, a real grass field done with sustainable techniques, that's the method to use. It might mean re-scheduling six or seven games a year, he said, but you don't build a business, home or institution in Portola Valley and expect the same

conveniences you'd find in Sunnyvale. As for falling property values, Mr. Silver said it's really a red herring; the artificial field at Woodside Elementary has not buoyed up property values in Woodside.

He also said the Council should not approve the Initial Study. He said the firm that prepared it never met an artificial field proposal they didn't like, which is why they were hired. They had experience in doing such studies, mostly for government agencies, and the way to get that work is to find it's not a problem.

If we care about our children and our environment, Mr. Silver said, we try not to expose them to toxins we don't have to.

Dennis Lachman, Willowbrook Drive, said he's a big supporter of the Priory. His daughter, who had a great tenure there, graduated a long time ago. He said the scientific studies are not always right. He said he remembers in the 1970s, when he testified against nuclear power, companies such as Bechtel and General Electric all said that nuclear power was absolutely safe. Unfortunately we had events like Three Mile Island to show us there was a real problem, so we now know what they said wasn't correct, he stated, but they were able to say so because they had the power and influence.

Mr. Lachmann said with artificial grass a lot is being overlooked environmentally and physically, and there's not enough experience to know the dangers, problems or long-term effects. He said the few benefits of artificial grass don't justify putting it in without that knowledge. He also said some acquaintances who play professional sports hate artificial turf; they don't dislike it, they hate it, and aesthetically it's a bad deal.

Ms. Reiss, speaking as a mom and not a Priory representative, said she didn't expect so much talk about personal experiences, because she thought the discussion would stick to General Plan concepts. She said no one who's spoken against this project has a child at the Priory. These are our kids and our friends' kids, she said, and we're not going to put them in danger. She said it's very sad that another of her sons will be going to the Priory without his best friend. Even though this friend was accepted at the Priory, he plays soccer and the Priory doesn't have a proper soccer field so he'll go to another school. It hurts to lose friendships and good students, smart and well-rounded kids, just because the Priory doesn't have an athletic facility that meets their needs.

A lot of people have talked about the bucolic qualities of natural grass, and how we roll and play in it, she said, but her personal experience is that mowing her own lawn is a chore, pushing a heavy gas-powered mower through itchy grass. She also said she's played in a lot of different leagues and has had no issue with artificial turf. Ms. Reiss said it was interesting how people were saying we'd have to wash artificial turf to remove animal feces. She said dogs aren't allowed on school property by state law, and the only animals on the field would be the coyotes that come to feed on stray cats, rabbits or gophers. She said anyone who walks the back fields of the Priory, which she does daily, would know that unlike mushy dog poop, within 12 hours coyote feces is dry as a bone and can be swept up.

She said artificial turf is a green solution, an incredibly environmental solution, and she doesn't know why we're on different sides of the fence. Talking about plastic bags and bottled water in the same context as artificial turf is unfairly converging different issues, Ms. Reiss stated. Plastic bags have been banned because they're mobile and end up in oceans and trees because people don't recycle them properly.

She said she can give substantial statistical information, but probably no one in the room except maybe the Town Planner is an expert in any of this. So she asked the Council to go back to the reports and look at what the experts say. She said she'd also defer to the Priory for its own expertise and for knowing what its customers need, the same way The Sequoias runs its business and needed the Alzheimer's Unit.

She said the Council is asked to review this project and determine whether it's in harmony with the General Plan, if it's environmentally sound. She said the experts say yes. In citing the ways it's in line with the General Plan, she said it would:

- Protect our watershed from fertilizers and pesticides

- Reduce the use of power mowers and the accompanying fumes and sound
- Fit the design of the scenic corridors (as the pictures earlier showed)
- Retain open space – it's an open field now and it will be an open field when it's done

In addition, Ms. Reiss said, the Priory's proposal meets the rural guidelines as described in the General Plan; it's consistent with the color and form of the things around it; and it's in consistency and harmony with General Plan values. She said the project is about conservation and open space and respect for each other and the way we live here.

Bill Welling, Shoshone Place, said he doesn't consider this is an emotional or subjective process but rather a business process. He said the Planning Commission brought a business process to this matter, worked for a dozen or more sessions on it and rendered its opinion. He said we now seek the Council's approval in the context of the General Plan. He said it's not subjective, it's objective, and the Council should affirm the Planning Commission's recommendation.

Danna Breen, Alpine Road, said it's tough to see the community so divided. She said in her time on the ASCC, every Priory application has been considered carefully, deliberately and with thoughtful, supportive and helpful responses. Feedback on the PV Forum suggesting that the Priory has somehow been victimized by this process is troubling too, she said. This issue isn't just about the Priory, it's about Portola Valley and the environment in which we all live.

She said some sections of the General Plan bring tears to her eyes. She asked where else does a Town espouse seeing the stars at night, and so value its creeks, watersheds and animal habitat. She said there's poetry in the General Plan, poetry in the language of the Portola Road Corridor, which is the heart.

Ms. Breen thanked the Council for hearing the matter; with both the Planning Commission and ASCC divided, the Council's guidance was needed. She said she feels the content has been exhausted and she personally looked under every rock for a solution. She's talked to principals of schools, urban planners, turf people, soil people, landscape architects, chemists, and is overwhelmed by the content. She said she passed a fair amount of her research on to the Council. Ms. Breen considers it imperative to know the chemical compounds on this proposed generation of artificial turf, as they may end up in the creeks and/or the lungs of our children.

She said no matter the outcome tonight, the discussion gives the Portola Valley School District an opportunity to work on their grass seed choices and maintenance protocols. She said grass fields are water hogs because they've been trained that way by too much water and fertilizer. She said she's learned a lot and says Bermuda grass seeding with rye grass is being used in communities that choose not to go with plastic. She said there are huge water savings for protocols such as composting three times a year and new mowing practices, which are here now and being further developed. She said as a mother of Sausal Creek, she wants to see maintenance of the Town fields change, even if the fields aren't the greenest, because she wants our creeks to stay healthy.

Ms. Breen said it boils down to leadership for her. She's served in Town government for 22 years, including 12 years on the Conservation Committee and 10 on the frontlines of the ASCC, which has done a great job. She said most of the reason for her service stems from a deep commitment to democracy and freedom, and also because the Council inspires her. She said she remembers when John Kerry was running for President and Barack Obama came to Portola Valley, how important it was to her that the members of her Town Council were there to talk about our government. She said the Town Council inspires her and she thanks them for all they do and for this difficult decision tonight. She said their leadership is why everyone wants to be here.

She said leadership is difficult and we experience discomfort meeting by meeting, application by application. We drive to Town Center in the cold and the rain when we want to be with our families because we love this place. She said we don't always agree but we leave room for dissent and we listen; it's a good thing. She said she's a better person for her service and she knows the Council is, too. She said tonight she needs to feel the Council is representing her.

Jennifer Youstra, Cervantes Road, said that having moved to Portola Valley in 2000, she's relatively new compared to many people here. People told her it was the volunteers who really made the difference in this Town that people really stepped up. She thanked the Council for stepping up and listening tonight, and also the Planning Commission and the ASCC for the work they do. She said this process is important because it respects the roles of those volunteers. Ms. Youstra said she works for the School District and does a lot of volunteering there.

When you overturn a business process, Ms. Youstra said, there must be a really good reason, because those people take a lot of time to do what they do, to step up, to make a difference. She said in this case, the group that looked at this issue was the Planning Commission, which made a controversial decision. She said the Council also needs to think about protecting the volunteerism aspect of Portola Valley, which is as critical to our democracy as everyone showing up for tonight's meeting.

Mayor Richards closed the public hearing and declared a 10-minute break.

Mayor Richards said that as of several weeks ago, the Council hadn't seen the massive record of what had gone on during all the ASCC and Planning Commission meetings. Developments over the last few days and comments going back quite some time brought forth interesting and rather compelling arguments from people he respects on both sides of the issue. It would be a lot less complicated if water were the only issue. He said he's trying to focus on the issue as it relates to the General Plan, which he considers aesthetics and values of the Town, how we see ourselves as a Town, how we developed as a Town from the very beginning in the early 1960s.

He said that as issues arise over the years and come to the ASCC and the Planning Commission, they spend most of their time finding mitigations to make our human footprint coexist a little better and minimize our impact on our beautiful valley. He said the most common theme that's come up, with the ASCC especially, favors the living environment over the manmade. When you have a house, a driveway, a retaining wall, or whatever, you need to accommodate your living space in some way and make it work. He said the ASCC and Planning Commission have done a fabulous job over the years of adopting and adapting rules to minimize impacts as much as possible so we can still live here and function in our modern society. He said you can see over the years their insistence of the living quality of the land.

Mayor Richards said he reads into the General Plan that not only do we preserve the natural environment; we also preserve the natural living environment. He said in trying to get a feel for a better way for him to look at it personally, he thought of a hypothetical example – what if there was currently a sport de jour or some kind of roller blade hockey sport that required an asphalt field? He said you could use the newer porous asphalt products, so you could put down a porous asphalt field on three acres with a large drainage system beneath. He said the situation would be virtually the same as with the proposed artificial turf. We could even paint it green and glancing at it from a distance; you might think it was grass. He said you'd have these two three-acre parcels of petroleum product – one flat and smooth and one fuzzy, but other than that, they're virtually the same thing. He asked himself if we had that situation before us, would it be consistent with the living natural take on our Town. He said he could not honestly say it would be. We have to maximize our habitat, minimize the amount we cover it up, keep our human footprint as small as possible and be true to our roots.

Vice Mayor Wengert said tonight's meeting has left a very positive feeling for this Town and for our future. She said she feels a lot better regardless of how the decision comes down tonight, because Townspeople are participating more and she hopes to see a lot more of all the people here tonight in the future. She said the Council benefits from residents' input. She thanked everyone on both sides of this discussion because it's been very positive in a lot of ways. It makes her optimistic about the future and grateful she

lives here. She said she moved here because she's spent as much of her free time as possible outside, hiking, biking, mountaineering and running.

As Vice Mayor Wengert put it, there's a lot more commonality in a situation like this than one might think. She said she's optimistic because the core of why everyone lives here and is here tonight is that we all hold similar values. We attach high appreciation and high value to our natural environment and the living environment in which we participate every day. Despite differences of opinion relative to this specific issue, she'd like to tap into that huge core value going forward.

She said this decision is subjective – there is no right or wrong, good or evil. It's really a matter of applying our own experiences and judgment to the issue at hand. She said she's also looking to what the Priory's constituents, the children and youth of the community, need. She thinks it's reasonable to have a playing field that's competitive with what's in our environment today. Nothing is more important to her than her environment, she said, but one of her highest values in her role on the Council is to apply her best judgment. To do that, she said she must prioritize things that may not always be her personal choices, but rather what's required in the role that Councilmembers play as the final stop in this decision-making process.

In that regard, she continued, the priorities relate to our regulations, zoning, General Plan and the processes we follow to ensure conformity. A lot of subjective input goes into that process, she said, and she has the greatest respect for what the Planning Commission did, assisted by staff and the work of a lot of other individuals. She said she finds in favor of the Planning Commission's decision, believes the Council should confirm that decision and move forward with the artificial turf that the Priory has included in its project. She said it would be reasonable, consistent and fair, and it's clearly an existing use and not a conversion of open space to a field.

Vice Mayor Wengert said huge amounts of time and money have been spent on this, and she agrees with the speakers who pointed out that we have other issues to address, including the challenges of the open-space issues on the western hillsides as some of the large and significant properties there change hands in the future.

She said she believes she's adhering to the right set of priorities in supporting the Priory application as approved by the Planning Commission.

Councilmember Driscoll, indicating that this is one of the more controversial issues he's been involved with, said he's received dozens of emails about it, all from people who are environmentalists in some way or another but about evenly split on opposite sides. He said he's in a difficult position because he's not getting a clear picture whether the people he represents favor or oppose the Priory's proposal. He said he moved to a ranch here 30 years ago because he never wanted to mow a lawn again. He specifically didn't like grass because all the maintenance was a big pain. From an environmental point of view, it just didn't seem right to have a bright green lawn in a place that turns naturally brown in August. Councilmember Driscoll said he doesn't like artificial turf, either, wouldn't put it on his property and would never vote for it at the Town Center.

The problem he had as he tried to determine whether artificial turf was consistent with the spirit of the General Plan, Councilmember Driscoll said, was finding some apparent inconsistencies in the General Plan. In asking himself whether irrigated grass was consistent with the General Plan, he likewise found inconsistencies, he said. Both surfaces have aspects that are somewhat unnatural, particularly the water conservation issue with the grass. He said the result of all this is he cannot find grounds in his mind to overrule the Planning Commission, and has difficulty saying that the Priory, this fine institution, a great steward of the land and a great neighbor, can't have artificial turf on this one small portion of its property.

Councilmember Derwin said she has been on the Town Council for seven and one-half years, elected in 2005 in a contested election. At the time, Ms. Breen, who was on the Planning Commission then, introduced her to a fellow Commissioner, Leah Zaffaroni. Ms. Zaffaroni introduced her (Derwin) to the Town General Plan, a complex document that provides a set of policy statements to guide the growth and development in Portola Valley. She said Ms. Zaffaroni explained to her that she was passing on the wisdom she had received about the General Plan and its embodied Town values from its framers, including Ms. Munk's father, Bill Lane, and our illustrious former Town Planner, George Mader.

Councilmember Derwin said that since Council approved the Mayor's Climate Protection Agreement and formed our first Climate Protection Task Force in 2006, she's been at the center of every sustainability initiative in Town. She's been proud to represent Portola Valley in the greater community, which includes Washington D.C., where the Town has been recognized and lauded for its forward-thinking work in this realm. She said our commitment to the environment and sustainability makes us different from every other community in San Mateo County, and she knows this because she knows every Councilmember on every Council in San Mateo County.

As Councilmember Derwin sees it, when people move to Portola Valley, whether they know it or not, they enter into a social contract. For the privilege of living in a beautiful place, you cannot cut down any old large tree in your yard without consulting Town staff; paint window trim bright white, build a gate at the street or put up an eight-foot solid fence at the front border of your property, up-light trees, run weed-whackers at 6:00 a.m. or build a guest house 20 feet from the creek that runs through your backyard.

In Portola Valley, Councilmember Derwin continued, it's all about the small details and the details always circle back to the General Plan in a lengthy public vetting process for those who wish to challenge established policies. She said for decades our General Plan has served us well, judging by the hoards of bicyclists whirling through Town on weekends, hikers leaving their vehicles parked on Portola Road overflowing the Windy Hill parking lot, and the many people who want to live here. Strict adherence to General Plan principles has allowed modern-day Councils to hold the line and keep the Town beautiful.

She said tonight we're right up against that social contract and the General Plan as we try to answer the question, "Is the artificial turf component of the project consistent with the general purpose and intent of the Town's Zoning Ordinance and General Plan?" To answer that question, she said she's read the entire General Plan again. She also reread all the materials provided, including all the residents' letters. She did her own research and visited all nine artificial turf fields and installations on the list. She said she then made her own lists of facts about artificial turf fields and grass fields, weighing each alternative on its own merits and demerits. In doing so, she said she pulled out the issues of water, fertilizer, herbicides, playability, effects on ecosystem and climate change, aesthetics, and a catchall "gut reaction" category.

Councilmember Derwin commended the Priory on bringing our critical water problems to the attention of the community. She said Bear Gulch District residents are some of the highest residential water users in the County, probably in the region, and most likely in the state, due to their large landscapes. She said she's as guilty as anyone else, and over the last four to five years has worked on reducing her water use, installing a 30,000-gallon rainwater capture system, redoing her irrigation, removing three lawns, replacing one with native sod and two with meadows. She's been constantly replacing many non-native perennials with natives. These steps made an appreciable dent in her water bill and use, she said, but she still uses too much water.

Councilmember Derwin said there's no question that an artificial turf field uses far less water than a traditional grass field, but if you compare turf to what Ms. Nickum is calling the third way, an organic field using drought-tolerant grass, a sustainable maintenance protocol, possibly recycled water, and even a rainwater capture system, the gap shrinks. She said the same argument can be made for fertilizer and herbicides because organically maintained fields require significantly less chemicals.

She said an artificial turf field unquestionably increases playability – no rained-out games, and teams and individuals can play almost 24 hours a day, seven days a week on an even surface. Anything that gets children and adults outside and exercising supports physical and mental health and creates community, which are definite pluses for artificial turf.

She said a grass field provides habitat for insects, plants, and other organisms, and food for birds. It houses billions of beneficial organisms that break down and recycle organisms in inorganic products. Grass fields clean the air, produce oxygen, are net sequesterers of carbon dioxide and help control climate by absorbing radiation and converting it to food for growth during photosynthesis. She said grass surfaces reduce temperature extremes by absorbing the sun's heat during the day and slowly releasing it into the evening. She said a synthetic field provides no benefit to this category and can even act as a heat island, although she doesn't consider this much of an issue in Portola Valley.

Councilmember Derwin said aesthetics is an entirely subjective category. She said none of the nine turf field installations she visited looked like grass to her, mostly because they were too green or too perfect. She said the Castilleja turf circle, although not a playing field, was the best color green and the Crystal Springs field had the most grass-like texture. She said if the Council votes in favor of an artificial turf field, we should consider more intensive screening at the site since not everyone finds it aesthetically pleasing.

In her gut reaction category, she said the lack of consistency in the reported literature makes it difficult to draw conclusions about artificial turf, and she's uncomfortable with content she can't understand. She said we don't really know whether TPE is toxic, it's too early to tell. She said before TPE, crumb rubber was thought to be safe and now the thinking has changed. History is riddled with such examples, she said, including non-flammable children's nightgowns and asbestos.

Councilmember Derwin said she's uncomfortable about the recyclability of artificial turf, too. If in the end it can't be recycled, gets cut into 10x10-foot squares, she asked where it would go. Would it end up in communities of color or shipped to emerging nations? Would four-year-old Bangladesh children be sorting through discarded artificial turf along with our discarded computers in these invisible dumping grounds for our failed technologies?

Visiting the nine fields located from San Jose to Half Moon Bay to Burlingame, she said it bothered her to see all but two and the Castilleja circle fenced, with tons of signage saying what you could and could not do on the field. Her visits were on warm days, so no one was sitting on the fields because they were a little too hot. When she put her ear to the ground at a field in Cupertino to listen for signs of life, there was nothing, not one buzz of a bug.

When she totaled up scores for each category on her lists, Councilmember Derwin said she was torn between the social and health benefits of the increased playability of turf and the climate change ecosystem benefits of grass. She went back to the General Plan and eventually landed at the Sustainability Element. In the introduction, she read, "Sustainability in the broadest sense involves managing all aspects of our relationship with the environment so that survival of life on the planet as we know it will be sustained . . . The environment consists of air, water, land, plants and animals, each of which needs to be addressed when considering the sustainability of the earth." In Goals and Objectives, she read, "To strive for an optimum balance among the activities of residents, the built environment and the natural environment so as to maintain and improve the condition of life for future generations." She said it's been a long, hard road to get to this place tonight and no matter how she comes down on this issue, she will have made good friends, wonderful Town volunteers, and neighbors unhappy. Nonetheless, she said she must answer the question. She said that as a dedicated public servant who has worked hard at the forefront of sustainability in both Portola Valley and San Mateo County, in good conscience she cannot find a 2.9-acre artificial-turf field on the scenic corridor in alignment with the intent and values of the General Plan.

Councilmember Aalfs said some people raised a point about the process. He said the Council is reviewing a Planning Commission decision, and as Ms. Youstra rightly noted, it's not a decision to reverse lightly. He said he agreed to hear this again because of the controversy surrounding the decision, but he wanted to make it clear that the Council appointed the members of the Planning Commission and trusts them. He said they're very good volunteers and he wants to be very careful and thoughtful before he even considers overturning something they've ruled on.

Councilmember Aalfs said that speakers also have addressed the issue of property rights. He said there's a difference between private property rights in a residential zone versus what the Priory has, which is a CUP. A CUP allows for uses that are non-residential and it's there because those uses serve a need, primarily of the community. In the Priory's case, although the majority of students come from out of Town, this playing field area is an important contribution to the community. He said he wasn't sure the distinction between the Priory's property rights versus residential property has always been clear. The field is a public resource.

Councilmember Aalfs said he read and reread the General Plan very carefully, taking into account specific lists of points from arguments from both sides. He said he read every message, heard every phone call, and listened to every person he ran into at Roberts or Alpine Hills or his backyard. He said he agrees with the Planning Commission's finding that artificial turf is consistent with the General Plan, but considers a grass field more consistent. While this inclines him slightly to overturn the Planning Commission's decision, he reiterated his reluctance to do that. He said he also recognizes the Priory's needs, and Mr. Cagan brought up an important point about how unplayable its grass fields are. That's a concern because he doesn't want to take away something that's important to the Priory and its students – and the Town. After looking at all the tradeoffs that can be made in parsing the General Plan in this context, he said he continues to lean slightly toward a grass field but would appreciate more discussion.

Vice Mayor Wengert said Councilmember Aalfs might consider a statement on page 3 of the staff report: "The General Plan does not intend for every corridor in Portola Valley to be completely natural." She said the General Plan is designed to set an overall direction. She said we can clearly find it both ways.

Councilmember Driscoll said he didn't want to say we would today be approving artificial turf forever. He asked Ms. Kristiansson if the Council accepted the Planning Commission's decision and the Priory installed artificial turf with a 10-year lifespan, whether the Priory would come back for the CUP when it came time to replace that turf at the end of the decade. The way it's currently written, she said it would go back to the Planning Commission. Based on the experience with the artificial turf, she also confirmed that the Planning Commission could have the Priory install grass to replace the artificial turf.

Vice Mayor Wengert said 10 years is a long time and asked whether the Priory would be willing to review it in a shorter time period – if there were negative impacts, bring it back to the Planning Commission earlier than 10 years.

Mayor Richards said that as he understands it, artificial turf fields at other schools have been replaced in less than 10 years, more like six to eight years. Councilmember Derwin said she's heard that Woodside is replacing its field after six years. Councilmember Driscoll said it depends on usage, which wouldn't be as intense at the Priory.

Vice Mayor Wengert suggested there may be a way the Council can move forward and have the ability to bring it back for review sooner if data gathered along the way indicates any of the negative outcomes that people fear. She said that's not ideal from the Priory's perspective, but it might be a way to bridge the gap to make sure that all the mitigations are in place and all the testing that's required is being done, from drainage to the heat issue.

Vice Mayor Wengert said trying to get to an earlier review clearly addresses some of the concerns that have been raised and that would be monitored, as provided for in the Planning Commission's decision.

Mayor Richards said perhaps we should look at a better way to use grass that has less of an impact. Extreme water usage, fertilizers and chemicals can be mitigated to a large extent.

Councilmember Derwin said you have to sacrifice playability for grass. They wouldn't be able to play on grass as much as they would on artificial turf.

Councilmember Driscoll said he's concerned about the Town Center fields, just to change the subject very slightly. He noticed that since daylighting the creek, it doesn't look natural, and he asked whether we could do a better job of managing our fields. Mayor Richards said the third way Ms. Nickum described is certainly a possibility.

Referring to the Council's approval of a trial period for a farmers' market at its meeting on April 24, 2013, and noting concerns over the unknowns of artificial turf, Councilmember Driscoll asked whether there's a way to address some of these unknowns by having a trial period – although the capital cost associated with artificial turf wouldn't be comparable with the farmers' market trial. Mayor Richards agreed that the capital cost of replacing the fields and tearing out the entire sub-base would be high.

Ms. Prince asked whether the Council could make Finding 6 with respect to the artificial turf.

Councilmember Driscoll said he was trying to determine whether artificial turf at the Priory was any more inconsistent with the General Plan than the solar panels on his roof or anything in front of his house.

Mayor Richards said at this point we have two Councilmembers clearly on each side of the issue and undecided.

Mr. Vlasic said he wanted to make sure the Council understood the Planning Commission's condition on timeframe, because it says 10 years at outset, but if they have to replace the artificial turf sooner than that, they'd have to go back to the Planning Commission.

Vice Mayor Wengert asked what determines when it needs to be replaced. Mr. Vlasic said it would be when the Priory finds the surface can't meet its needs for play. He said 10 years is a maximum, but if it's six or seven years, when it's not functioning, which really comes down to the safety factors of the use of the surface, they can't keep it at the level they want it. Vice Mayor Wengert said the Priory was clearly in the best position to make that decision because their students play on those fields. She said she'd expect the Priory to be vigilant, with safety being a primary concern.

Councilmember Derwin said she believes converting a once-turf field to grass takes a long time; it's neither easy nor inexpensive. Mayor Richards said it's not so much time as money to replace it, to take out the drainage system below it, and put in new soil.

Councilmember Aalfs asked whether Attachment C and an unlabeled attachment would be what the Council would adopt if it accepted the CEQA documents but add the condition of the turf. Ms. Kristiansson said yes, adding that Attachment C contains two resolutions. The first affirms the Planning Commission's decision on the environmental document and the second amends the conditions the Planning Commission approved to prohibit the use of artificial turf.

Councilmember Aalfs moved to approve the resolution in Attachment C, finding the artificial turf component not consistent with the general purpose and intent of the Zoning Ordinance and General Plan, affirming the adoption of the environmental documents with the addition of a condition of approval to the CUP requiring that living grass be substituted for the artificial turf. Councilmember Derwin seconded.

Ms. Prince asked to clarify that the Council could not make Finding 6 with respect to the artificial turf when it comes to General Plan conformance. Councilmember Aalfs confirmed. Motion carried 3-2. (Aalfs, Derwin and Richards voted for; Driscoll and Wengert against).

COUNCIL, STAFF, COMMITTEE REPORTS AND RECOMMENDATIONS

(7) Reports from Commission and Committee Liaisons [10:38 p.m.]

Councilmember Derwin:

(a) Housing Element

Assemblyman Rich Gordon hosted an interesting Housing Element Committee meeting attended by representatives from Los Altos Hills, Los Altos, Sunnyvale, Mountain View, Atherton, Menlo Park, Palo Alto and Portola Valley. They discussed their common struggle to get RHNA numbers together and also whether the process really results in building any more affordable housing. They talked about finding a more productive process for getting to the RHNA numbers, she said, and Palo Alto Mayor Gregory Scharff suggested a bottom-up process, with a committee of residents talking about it. Councilmember Derwin indicated that Portola Valley's doing that right now. It was noted that Sunnyvale said they've got many new lower-paying jobs but need and want housing for these new employees. Conversely, the hill communities say they don't have room for it.

She said the group would meet again in July 2013, and the former director of California Housing and Community Development Department, who says the system is broken, would come to provide her insights. Councilmember Derwin said that if a legislative fix seems viable, Assemblymember Gordon's goal would be to start working on a bill in the fall and introduce it in January 2014.

(b) Council of Cities

YouTube's Director of Planning and Operations spoke at the April 26, 2013 meeting, talking about how politicians can use YouTube to help their cities.

(c) Poet Laureate Selection Committee

The Committee met on May 6, 2013, working on a timeline and a process for soliciting nominations and choosing the first San Mateo County Poet Laureate. (In addition to Councilmember Derwin, Committee members include California Poet Laureate Juan Felipe Herrera, East Palo Alto Poet Laureate Kalamu Chaché, San Mateo County Library Director of Library Services Anne-Marie Despain, Peninsula Arts Council President Julie Fellers, Skyline College Dean of Language Arts Mary Gutierrez, Clark Kepler of Kepler's Books, San Mateo County Fair Literary Coordinator Bardi Rosman Koodrin, San Mateo County Arts Commissioner Donald Mulliken, California Writers Club San Francisco-Peninsula Branch President Christopher Wachlin, Notre Dame de Namur University English Department Chair Marc Wolterbeek and *San Jose Mercury News* Arts Columnist Bonny Zanardi.)

(d) Library JPA Governing Board

The Board met on May 6, 2013, with discussion focused on the budget and the possibility of pursuing partnerships with Silicon Valley businesses. The JPA must tap into some donor city funds for maintenance, she said, noting that Portola Valley has nearly \$500,000 in its fund, Atherton has more than \$6 million and Woodside has about \$2.5 million. In discussing donor cities, it was noted the richer communities take in more property taxes than they spend and have a lot of excess money whereas Pacifica struggles just to keep its library open. The Board is planning a study session to discuss flexibility in how those donor funds are used.

(e) Housing Endowment and Regional Trust (HEART) of San Mateo County

Councilmember Derwin thanked Mayor Richards, Councilmember Aalfs, Mr. Pegueros, Ms. Kristiansson and Ad Hoc Affordable Housing Committee member Susan Dworak for attending the HEART's "Investing for Good" benefit luncheon on May 6, 2013.

Councilmember Aalfs:

(f) Special Nature and Science Committee

During a special meeting on April 29, 2013, the Nature and Science Committee discussed the proposal to Town Council regarding proceeding with efforts to establish a Nature Center at the Woods Estate (Hawthorns) on Midpeninsula Regional Open Space District (MROSD) property. Members have started collecting signatures to gauge interest in donating. He said he believes Committee member Treena Joi Diehl is heading up the effort. Councilmember Aalfs noted that Committee member Paul Heiple has been selected by MROSD to take part in its Imagine Project.

Mr. Silver said Committee Chair Yvonne Tryce approached him at Safeway. She made it clear the Council hadn't heard this idea, that she was a private individual who happened to be active on this Committee. Councilmember Aalfs said members made a point of acknowledging that they couldn't officially collect money for donations at this point.

(g) Planning Commission

The Planning Commission approved its proposed budget for FY 2013-2014 at its May 1, 2013 meeting,

Vice Mayor Wengert:

(h) Bicycle, Pedestrian & Traffic Safety Committee (BP&TS)

At the May 7, 2013 meeting, attended by 12 residents in addition to BP&TS Committee members, topics of discussion included the Corte Madera School crossing, hiring some crossing guards and the traffic chokepoint at the drop-off/pick-up area (corner of Corte Madera and Alpine Roads). She said parents were very vocal about the traffic issues, challenges, speeds and the difficulty of their children walking on those roads. They pushed the Committee hard to restrict traffic access on Corte Madera Road for 45-minute periods in the mornings (7:30 to 8:15 a.m.) and afternoons (2:30 to 3:15 p.m.). Vice Mayor Wengert said the PB&TS Committee is likely to make a recommendation along those lines for the Town Council's consideration.

The Committee also discussed:

- The parking issue at Windy Hill, where they're experimenting with different techniques for signage. They feel there's been some improvement in the parking situation, although some people are disregarding the signs.
- Bike Ride Home Day on May 9, 2013; an energizer station will be set up at Ladera Community Church.

WRITTEN COMMUNICATIONS [10:53 p.m.]

(8) Town Council April 26, 2013 Weekly Digest

- (a) #7 – Memo from Stacie Nerdahl, Administrative Services Manager, re Website Questions regarding website domain name change – April 26, 2013

After reviewing Ms. Nerdahl's report to Mr. Pegueros and discussing the costs and feasibility of changing the Town's website address, the Council agreed to keeping the website address as it is.

(9) Town Council May 3, 2013 Weekly Digest – None

AFFORDABLE HOUSING [10:57 p.m.]

In response to Councilmember Derwin's request for an update on the Ad Hoc Affordable Housing Committee, Mr. Pegueros said the group is in the homestretch of their efforts. Two of the three subcommittees established have completed their assignments. The first subcommittee focused on community outreach and the second looked at the Town's existing housing programs and their effectiveness.

The final subcommittee intended to look at opportunities the Town can eventually evaluate to either increase the effectiveness of existing programs or identify new ones as part of the next Housing Element. He said he thinks the group's direction is contrary to what the Town Council wanted, in that they're likely to recommend that the Town Council focus almost all its efforts in the production of second units.

Mr. Pegueros announced that Ms. Kristiansson has been appointed Deputy Town Planner. She will wrap up her assignment with Spangle Associates and her first day with the Town will be July 1, 2013.

ADJOURNMENT [11:01 p.m.]

Mayor

Town Clerk

INVOICE APPROVAL LIST REPORT - DETAIL WITH GL DIST

05/22/13

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Date: 05/22/2013

Time: 4:14 pm

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TOWN OF PORTOLA VALLEY

Vendor Name	Invoice Description1	Ref No.	Discount Date	
Vendor Name Line 2	Invoice Description2	PO No.	Pay Date	
Vendor Address	Vendor Number		Due Date	Taxes Withheld
City	Bank	Check No.	Check Date	Discount Amount
State/Province Zip/Postal	Invoice Number			Check Amount

A-A LOCK & ALARM INC	Key Copy, Janitorial Services	14174	05/22/2013	
			05/22/2013	
1251 EL CAMINO REAL	0001		05/22/2013	0.00
MENLO PARK	BOA	47629	05/22/2013	0.00
CA 94025-4208	24363			12.26

GL Number	Description	Invoice Amount	Amount Relieved
05-66-4346	Mechanical Sys Maint & Repair	12.26	0.00

Check No.	47629	Total:	12.26
Total for	A-A LOCK & ALARM INC		12.26

JEFF AALFS	Refund C&D Deposit	14172	05/22/2013	
			05/22/2013	
135 CRESCENT AVENUE	1079		05/22/2013	0.00
PORTOLA VALLEY	BOA	47630	05/22/2013	0.00
CA 94028				1,200.00

GL Number	Description	Invoice Amount	Amount Relieved
96-54-4205	C&D Deposit	1,200.00	0.00

Check No.	47630	Total:	1,200.00
Total for	JEFF AALFS		1,200.00

ALMANAC	April Advertising	14177	05/22/2013	
			05/22/2013	
450 CAMBRIDGE AVE	0048		05/22/2013	0.00
PALO ALTO	BOA	47631	05/22/2013	0.00
CA 94306	23373			232.00

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4320	Advertising	232.00	0.00

Check No.	47631	Total:	232.00
Total for	ALMANAC		232.00

BACKYARD CARNIVALS	Town Picnic Equip Rentals	14210	05/22/2013	
		00006121	05/22/2013	
3381 VINCENT ROAD	834		05/22/2013	0.00
PLEASANT HILL	BOA	47632	05/22/2013	0.00
CA 94523	3615			2,300.00

GL Number	Description	Invoice Amount	Amount Relieved
05-52-4147	Picnic/Holiday Party	2,300.00	2,300.00

Check No.	47632	Total:	2,300.00
Total for	BACKYARD CARNIVALS		2,300.00

BAY AREA PAVING CO., INC.	Wdside H'Lands, Maint Proj #13	14176	05/22/2013	
			05/22/2013	
P.O. BOX 6339	567		05/22/2013	0.00
SAN MATEO	BOA	47633	05/22/2013	0.00
CA 94403	C49-224			2,500.00

GL Number	Description	Invoice Amount	Amount Relieved
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INVOICE APPROVAL LIST REPORT - DETAIL WITH GL DIST

05/22/13

Date: 05/22/2013

Time: 4:14 pm

Page: 2

TOWN OF PORTOLA VALLEY

Vendor Name	Invoice Description1	Ref No.	Discount Date	
Vendor Name Line 2	Invoice Description2	PO No.	Pay Date	
Vendor Address	Vendor Number		Due Date	Taxes Withheld
City	Bank	Check No.	Check Date	Discount Amount
State/Province Zip/Postal	Invoice Number			Check Amount

90-00-4375	General Expenses	2,500.00	0.00	
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Check No.	47633	Total:	2,500.00
Total for	BAY AREA PAVING CO., INC.		2,500.00

CALIFORNIA WATER SERVICE CO	3/16 - 4/12 Statement	14179	05/22/2013	
			05/22/2013	
3525 ALAMEDA DE LAS PULGAS	0011		05/22/2013	0.00
MENLO PARK	BOA	47634	05/22/2013	0.00
CA 94025844				2,736.94

GL Number	Description	Invoice Amount	Amount Relieved	
05-64-4330	Utilities	2,736.94	0.00	

Check No.	47634	Total:	2,736.94
Total for	CALIFORNIA WATER SERVICE CC		2,736.94

CASEY CONSTRUCTION INC	Storm Drainage/CIP Project	14205	05/22/2013	
			05/22/2013	
620 HANDLEY TRAIL	2021		05/22/2013	0.00
EMERALD HILLS	BOA	47635	05/22/2013	0.00
CA 94062	05-576, 05-577			15,960.00

GL Number	Description	Invoice Amount	Amount Relieved	
22-68-4413	CIP Storm Drain Project	15,960.00	0.00	

Check No.	47635	Total:	15,960.00
Total for	CASEY CONSTRUCTION INC		15,960.00

CITY OF REDWOOD CITY (IT)	April IT Support	14180	05/22/2013	
			05/22/2013	
P.O. BOX 3629	586		05/22/2013	0.00
REDWOOD CITY	BOA	47636	05/22/2013	0.00
CA 94064	BR29476			1,867.00

GL Number	Description	Invoice Amount	Amount Relieved	
05-54-4216	IT & Website Consultants	1,867.00	0.00	

Check No.	47636	Total:	1,867.00
Total for	CITY OF REDWOOD CITY (IT)		1,867.00

COTTON SHIRES & ASSOC. INC.	Inclinometer Monitoring	14181	05/22/2013	
		00006100	05/22/2013	
330 VILLAGE LANE	0047		05/22/2013	0.00
LOS GATOS	BOA	47637	05/22/2013	0.00
CA 95030-7218	55442			2,717.11

GL Number	Description	Invoice Amount	Amount Relieved	
05-54-4189	Town Geologist	2,717.11	2,717.11	

COTTON SHIRES & ASSOC. INC.	April Applicant Charges	14182	05/22/2013	
			05/22/2013	
330 VILLAGE LANE	0047		05/22/2013	0.00
LOS GATOS	BOA	47637	05/22/2013	0.00
CA 95030-7218				9,861.09

GL Number	Description	Invoice Amount	Amount Relieved	
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Vendor Name Line 2	Invoice Description2	PO No.	Pay Date	
Vendor Address	Vendor Number		Due Date	Taxes Withheld
City	Bank	Check No.	Check Date	Discount Amount
State/Province Zip/Postal	Invoice Number			Check Amount

96-54-4190	Geoloqist - Charges to Appls	9,861.09	0.00	
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Check No.	47637	Total:	12,578.20
Total for	COTTON SHIRES & ASSOC. INC.		12,578.20

CULLIGAN	May Service	14183	05/22/2013	
			05/22/2013	
P. O. BOX 5277	0250		05/22/2013	0.00
CAROL STREAM	BOA	47638	05/22/2013	0.00
IL 60197-5277				40.00

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4336	Miscellaneous	40.00	0.00

Check No.	47638	Total:	40.00
Total for	CULLIGAN		40.00

JEANNIE GOLDMAN	Instructor Fees, Spring 2013	14207	05/22/2013	
			05/22/2013	
741 MANZANITA ROAD	706		05/22/2013	0.00
WOODSIDE	BOA	47639	05/22/2013	0.00
CA 94062				16,791.00

GL Number	Description	Invoice Amount	Amount Relieved
05-58-4246	Instructors & Class Refunds	16,791.00	0.00

Check No.	47639	Total:	16,791.00
Total for	JEANNIE GOLDMAN		16,791.00

HIGHWAY TECHNOLOGIES, INC	No Dumping Signs	14204	05/22/2013	
			05/22/2013	
33946 TREASURY CENTER	0067		05/22/2013	0.00
CHICAGO	BOA	47640	05/22/2013	0.00
IL 60694-6300	65123238-001			69.09

GL Number	Description	Invoice Amount	Amount Relieved
20-60-4268	Street Signs & Striping	69.09	0.00

Check No.	47640	Total:	69.09
Total for	HIGHWAY TECHNOLOGIES, INC		69.09

HORIZON	Field Pest Control	14186	05/22/2013	
			05/22/2013	
P.O. BOX 52758	0289		05/22/2013	0.00
PHOENIX	BOA	47641	05/22/2013	0.00
AZ 85072-2758	1N127671			214.13

GL Number	Description	Invoice Amount	Amount Relieved
05-58-4240	Parks & Fields Maintenance	214.13	0.00

Check No.	47641	Total:	214.13
Total for	HORIZON		214.13

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Vendor Name	Invoice Description1	Ref No.	Discount Date	
Vendor Name Line 2	Invoice Description2	PO No.	Pay Date	
Vendor Address	Vendor Number		Due Date	Taxes Withheld
City	Bank	Check No.	Check Date	Discount Amount
State/Province Zip/Postal	Invoice Number			Check Amount

ICMA	April Deferred Comp	14185	05/22/2013	
VANTAGE POINT TFER AGTS-304617			05/22/2013	
C/O M&T BANK	0084		05/22/2013	0.00
BALTIMORE	BOA	47642	05/22/2013	0.00
MD 21264-4553				500.00

GL Number	Description	Invoice Amount	Amount Relieved
05-00-2557	Defer Comp	500.00	0.00

Check No.	47642	Total:	500.00
Total for	ICMA		500.00

DAVID KJELLESVIG	Refund Deposit	14187	05/22/2013	
			05/22/2013	
5 POSSUM LANE	1077		05/22/2013	0.00
PORTOLA VALLEY	BOA	47643	05/22/2013	0.00
CA 94028				300.00

GL Number	Description	Invoice Amount	Amount Relieved
96-54-4207	Deposit Refunds, Other Charges	300.00	0.00

Check No.	47643	Total:	300.00
Total for	DAVID KJELLESVIG		300.00

KUTZMANN & ASSOCIATES	April Plan Check	14208	05/22/2013	
			05/22/2013	
39355 CALIFORNIA STREET	0090		05/22/2013	0.00
FREMONT	BOA	47644	05/22/2013	0.00
CA 94538				7,083.92

GL Number	Description	Invoice Amount	Amount Relieved
05-54-4200	Plan Check Services	7,083.92	0.00

Check No.	47644	Total:	7,083.92
Total for	KUTZMANN & ASSOCIATES		7,083.92

Laurie Lorman	Refund Litter Deposit	14190	05/22/2013	
			05/22/2013	
2360 RUPERT DRIVE	1076		05/22/2013	0.00
SAN JOSE	BOA	47645	05/22/2013	0.00
CA 95124				100.00

GL Number	Description	Invoice Amount	Amount Relieved
05-56-4226	Facility Deposit Refunds	100.00	0.00

Check No.	47645	Total:	100.00
Total for	Laurie Lorman		100.00

MIDPENINSULA ROOFING	Refund C&D Deposit	14173	05/22/2013	
			05/22/2013	
1326 MARSTEN ROAD	400		05/22/2013	0.00
BURLINGAME	BOA	47646	05/22/2013	0.00
CA 94028				3,000.00

GL Number	Description	Invoice Amount	Amount Relieved
96-54-4205	C&D Deposit	3,000.00	0.00

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Vendor Name	Invoice Description1	Ref No.	Discount Date	
Vendor Name Line 2	Invoice Description2	PO No.	Pay Date	
Vendor Address	Vendor Number		Due Date	Taxes Withheld
City	Bank	Check No.	Check Date	Discount Amount
State/Province Zip/Postal	Invoice Number			Check Amount

Check No.	47646	Total:	3,000.00
Total for	MIDPENINSULA ROOFING		3,000.00

PERS HEALTH	June Medical Premium	14203	05/22/2013	
			05/22/2013	
VIA EFT	0108		05/22/2013	0.00
	BOA	47647	05/22/2013	0.00
				16,682.19

GL Number	Description	Invoice Amount	Amount Relieved
05-50-4086	Health Insurance Medical	16,682.19	0.00

Check No.	47647	Total:	16,682.19
Total for	PERS HEALTH		16,682.19

ELIZABETH POGGI	Refund Litter Deposit	14189	05/22/2013	
			05/22/2013	
	1225		05/22/2013	0.00
	BOA	47648	05/22/2013	0.00
				100.00

GL Number	Description	Invoice Amount	Amount Relieved
05-56-4226	Facility Deposit Refunds	100.00	0.00

Check No.	47648	Total:	100.00
Total for	ELIZABETH POGGI		100.00

REGIONAL GOVERNMENT SERVICES	April Svcs, Bowerman/Padovan	14191	05/22/2013	
			05/22/2013	
P.O. BOX 1350	1165		05/22/2013	0.00
CARMEL VALLEY	BOA	47649	05/22/2013	0.00
CA 93924	3354			15,721.82

GL Number	Description	Invoice Amount	Amount Relieved
05-54-4214	Miscellaneous Consultants	15,721.82	0.00

REGIONAL GOVERNMENT SERVICES	Recruitment Consulting Svcs	14192	05/22/2013	
		00006118	05/22/2013	
P.O. BOX 1350	1165		05/22/2013	0.00
CARMEL VALLEY	BOA	47649	05/22/2013	0.00
CA 93924	3250, 3300, 3354			4,300.00

GL Number	Description	Invoice Amount	Amount Relieved
05-54-4214	Miscellaneous Consultants	4,300.00	4,300.00

Check No.	47649	Total:	20,021.82
Total for	REGIONAL GOVERNMENT SERVIC		20,021.82

RON RAMIES AUTOMOTIVE, INC.	April Fuel Statement	14193	05/22/2013	
			05/22/2013	
115 PORTOLA ROAD	422		05/22/2013	0.00
PORTOLA VALLEY	BOA	47650	05/22/2013	0.00
CA 94028				704.09

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4334	Vehicle Maintenance	704.09	0.00

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Vendor Name Line 2	Invoice Description2	PO No.	Pay Date	
Vendor Address	Vendor Number		Due Date	Taxes Withheld
City	Bank	Check No.	Check Date	Discount Amount
State/Province Zip/Postal	Invoice Number			Check Amount

Check No.	47650	Total:	704.09
Total for	RON RAMIES AUTOMOTIVE, INC.		704.09

SABRO COMMUNICATIONS INC	IDF Rack Repair	14194	05/22/2013	
		00006093	05/22/2013	
1965 O'TOOLE WAY	03601		05/22/2013	0.00
SAN JOSE	BOA	47651	05/22/2013	0.00
CA 95131	1761-RC			2,487.00

GL Number	Description	Invoice Amount	Amount Relieved
05-66-4346	Mechanical Sys Maint & Repair	2,487.00	2,487.00

Check No.	47651	Total:	2,487.00
Total for	SABRO COMMUNICATIONS INC		2,487.00

SMALL BUSINESS BENEFIT PLAN TR	June Dental/Vision	14195	05/22/2013	
			05/22/2013	
	0132		05/22/2013	0.00
BELMONT	BOA	47652	05/22/2013	0.00
CA 94002-0156				2,184.30

GL Number	Description	Invoice Amount	Amount Relieved
05-50-4090	Health Ins Dental & Vision	2,184.30	0.00

Check No.	47652	Total:	2,184.30
Total for	SMALL BUSINESS BENEFIT PLAN		2,184.30

MEGHAN SWEET	Banners, Town Picnic 2013	14196	05/22/2013	
			05/22/2013	
243 CANYON DRIVE	1205		05/22/2013	0.00
PORTOLA VALLEY	BOA	47653	05/22/2013	0.00
CA 94028				131.10

GL Number	Description	Invoice Amount	Amount Relieved
05-52-4147	Picnic/Holiday Party	131.10	0.00

Check No.	47653	Total:	131.10
Total for	MEGHAN SWEET		131.10

CRAIG TAYLOR	Reimb, EPC Tents-Alternate EOC	14209	05/22/2013	
			05/22/2013	
111 SANTA MARIA AVE	875		05/22/2013	0.00
PORTOLA VALLEY	BOA	47654	05/22/2013	0.00
CA 94028				368.88

GL Number	Description	Invoice Amount	Amount Relieved
05-52-4152	Emerq Preparedness Committee	368.88	0.00

Check No.	47654	Total:	368.88
Total for	CRAIG TAYLOR		368.88

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Vendor Name	Invoice Description1	Ref No.	Discount Date	
Vendor Name Line 2	Invoice Description2	PO No.	Pay Date	
Vendor Address	Vendor Number		Due Date	Taxes Withheld
City	Bank	Check No.	Check Date	Discount Amount
State/Province Zip/Postal	Invoice Number			Check Amount

TOWNSEND MGMT, INC	April Applicant Charges	14197	05/22/2013	
			05/22/2013	
P.O. BOX 24442	609		05/22/2013	0.00
SAN FRANCISCO	BOA	47655	05/22/2013	0.00
CA 94124				760.00

GL Number	Description	Invoice Amount	Amount Relieved
96-54-4194	Engineer - Charges to Appls	760.00	0.00

TOWNSEND MGMT, INC	Engineer Svcs, Ford Field	14206	05/22/2013	
			05/22/2013	
P.O. BOX 24442	609		05/22/2013	0.00
SAN FRANCISCO	BOA	47655	05/22/2013	0.00
CA 94124	200106-03-13			1,980.00

GL Number	Description	Invoice Amount	Amount Relieved
05-68-4531	Ford Field Renovation	1,980.00	0.00

Check No.	47655	Total:	2,740.00
Total for	TOWNSEND MGMT, INC		2,740.00

U.S. BANK EQUIPMENT FINANCE	May Copier Lease	14198	05/22/2013	
			05/22/2013	
P.O. BOX 790448	472		05/22/2013	0.00
ST. LOUIS	BOA	47656	05/22/2013	0.00
MO 63179-0448	227486164			436.32

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4312	Office Equipment	436.32	0.00

Check No.	47656	Total:	436.32
Total for	U.S. BANK EQUIPMENT FINANCE		436.32

US POSTAL SERVICE	Replenish Postal Meter	14199	05/22/2013	
		00006116	05/22/2013	
U.S. POSTAL SERVICE CMRS-FP	0127		05/22/2013	0.00
LOS ANGELES	BOA	47657	05/22/2013	0.00
CA 90096-4707				3,000.00

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4316	Postage	3,000.00	3,000.00

Check No.	47657	Total:	3,000.00
Total for	US POSTAL SERVICE		3,000.00

VERIZON WIRELESS	April Cellular	14200	05/22/2013	
			05/22/2013	
P.O. BOX 660108	0131		05/22/2013	0.00
DALLAS	BOA	47658	05/22/2013	0.00
TX 75266-0108	9703912320			184.30

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4318	Telephones	184.30	0.00

Check No.	47658	Total:	184.30
Total for	VERIZON WIRELESS		184.30

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Vendor Name	Invoice Description1	Ref No.	Discount Date	
Vendor Name Line 2	Invoice Description2	PO No.	Pay Date	
Vendor Address	Vendor Number		Due Date	Taxes Withheld
City	Bank	Check No.	Check Date	Discount Amount
State/Province Zip/Postal	Invoice Number			Check Amount

KATHY WADDELL	Instructor Dues, Spring 2013	14201	05/22/2013	
			05/22/2013	
460 CERVANTES ROAD	1354		05/22/2013	0.00
PORTOLA VALLEY	BOA	47659	05/22/2013	0.00
CA 94028				4,212.00

GL Number	Description	Invoice Amount	Amount Relieved
05-58-4246	Instructors & Class Refunds	4,212.00	0.00

Check No.	47659	Total:	4,212.00
Total for	KATHY WADDELL		4,212.00

WOODSIDE FIRE PROTECTION DISTR	2012/13 Chipper Program	14202	05/22/2013	
		00006114	05/22/2013	
3111 WOODSIDE ROAD	709		05/22/2013	0.00
WOODSIDE	BOA	47660	05/22/2013	0.00
CA 94062				18,110.00

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4333	Fire Prevention	18,110.00	18,110.00

Check No.	47660	Total:	18,110.00
Total for	WOODSIDE FIRE PROTECTION DI		18,110.00

Total Invoices: 35

Grand Total:	138,846.54
Less Credit Memos:	0.00
Net Total:	138,846.54
Less Hand Check Total:	0.00
Outstanding Invoice Total:	138,846.54

TOWN OF PORTOLA VALLEY
Warrant Disbursement Journal
May 22, 2013

Claims totaling \$138,846.54 having been duly examined by me and found to be correct are hereby approved and verified by me as due bills against the Town of Portola Valley.

Date _____

Nick Pegueros, Treasurer

Motion having been duly made and seconded, the above claims are hereby approved and allowed for payment.

Signed and sealed this (Date) _____

Sharon Hanlon, Town Clerk

Mayor

**PROCLAMATION OF THE MAYOR
TO RECOGNIZE JOHN “SKIP” STRUTHERS FOR THIRTY-THREE
YEARS OF OUTSTANDING SERVICE UPON RETIREMENT FROM
THE TOWN OF PORTOLA VALLEY**

WHEREAS, Skip Struthers began his career with the Town of Portola Valley as a Sr. Maintenance Worker on September 30, 1981; and

WHEREAS, in April 1984 “Bob and the Gang,” all World War II Veterans that were thankful to be home and living in this beautiful town, decided Skip needed a garage. So, Bob and the gang built Skip a maintenance garage. The garage was complete with all essential tools and supplies as well as a '59 Ford pickup truck donated by Bob Anderson. This historic maintenance garage was located where the Little People’s Park sits today. Upon presentation of the garage, the gang declared “Now, get to work”; and

WHEREAS, if you want to know where anything is on Town property, always ask Skip. His knowledge of what makes the town function on a daily basis and sense of what is needed is superb; and

WHEREAS, in his early years with the town, Skip made sure to include his children and father-in-law in helping with on-going Town maintenance and yard work; and

WHEREAS, Skip is known as a renaissance man with many talents, including gracing town spectators by playing his guitar and singing to his own written music; and

WHEREAS, to his fellow employees Skip was known to have a smile on his face and a perpetual habit of saying *YES* to any request made of him; and

WHEREAS, Skip embodies all the best qualities a good staff member should have, hardworking, punctual, friendly and honest; and

WHEREAS, if you ever want to be drawn in and hear a fascinating story of days gone by, ask Skip; and

WHEREAS, there is much more to the man than one is able to see over a period of time that makes him so special; and

WHEREAS, Skip has brought a lot of heart to the town and made it a better place for all to live, work and play

NOW, THEREFORE, I, John Richards, Mayor of the Town of Portola Valley, on behalf of the Council, staff, volunteers and people of the Town of Portola Valley, convey our most heartfelt congratulations on his retirement and sincere thanks on achieving the milestone of providing thirty-three years of exceptional services to the Town and its residents.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the Seal of the Town of Portola Valley to be affixed hereto this 29th day of May, 2013.

By: _____
John Richards, Mayor



MEMORANDUM

TOWN OF PORTOLA VALLEY

TO: Mayor and Members of the Town Council

FROM: Brandi de Garneau, Sustainability & Special Projects Manager

DATE: May 29, 2013

RE: **Farmers' Market Agreements and Notice of Exemption**

Per the Town Council's direction at their meeting on April 24, 2013, Staff worked with the designated Council liaison and community members to select an organizer for the eight-week trial period of the farmers' market at the Portola Valley Town Center. This panel selected Maggie Foard to organize and manage the trial period. The License Agreement with Maggie Foard and associated resolution are attached for the Council's review and approval (Attachment 1 and 2).

In addition, Staff and the Town Attorney worked with Christ Church to negotiate a shared parking agreement for the eight-week trial period. This agreement and associated resolution are attached for the Council's review and approval (Attachment 3 and 4).

As stated in the original staff report, the farmers' market has positive sustainability impacts. Staff has prepared a Notice of Exemption under the California Environmental Quality Act (Attachment 5).

The projected opening date of the farmers' market is June 13, 2013; however, depending on Ms. Foard's ability to secure vendors, the market may begin on June 20, 2013. Staff will evaluate the farmers' market following week six of the trial period and report back to the Council.

ATTACHMENTS

1. Farmers' Market License Agreement
2. Resolution Approving and Authorizing Farmers' Market License Agreement
3. Limited Use Parking Agreement
4. Resolution Approving and Authorizing Limited Use Parking Agreement
5. Notice of Exemption

APPROVED – Nick Pegueros, Town Manager *N.P.*

FARMERS' MARKET LICENSE AGREEMENT

THIS FARMERS' MARKET LICENSE AGREEMENT ("Agreement"), dated May 22, 2013, by and between THE TOWN OF PORTOLA VALLEY, a municipal corporation ("Town") and Maggie Foard, an individual ("Foard") is made with reference to the following facts:

A. Town is the owner of the real property and improvements commonly known as the Town Center located at 765 Portola Road, Portola Valley, California 94028 ("Town Center").

B. The Town desires to have and Foard desires to operate a farmers' market at the Town Center, subject to all of the terms and conditions hereinafter set forth.

NOW, THEREFORE, it is agreed as follows:

1. **Grant of License.** Town hereby grants to Foard a revocable license to use and occupy a portion of the Town Center for the purpose of operating a farmers' market wherein participating merchants will be engaged in the retail sale of agricultural products and other items customarily offered at a farmers' market for sale to the general public. The license granted herein shall authorize use and occupancy of the Town Center only by Foard and her authorized agents and participating merchants who are engaged in operation of the farmers' market pursuant to an agreement with Foard ("Participating Merchants"). The agreement between Foard and the Participating Merchants shall require each Participating Merchant to comply with all of the applicable conditions and requirements set forth in this Agreement.

2. **License Area.** The area of the Town Center to be occupied by the farmers' market operated by Foard shall be a portion of the parking area adjacent to the Historic School House, as shown on Exhibit A attached hereto and made a part hereof ("License Area"). Each of the boxes shown on Exhibit A represents the approximate location of an individual booth or area to be occupied by a Participating Merchant.

3. **Condition of License Area.** Use of the License Area is being granted to Foard in its present condition and the Town shall have no obligation to make any alterations or improvements to the License Area to accommodate the farmers' market. Foard acknowledges that the Town has made no representations or warranties concerning the condition of the License Area or its suitability for a farmers' market. It shall be the sole responsibility of Foard to conduct such inspections of the License Area as she deems necessary to satisfy herself that the License Area can be used for the farmers' market.

4. **Term; Trial Period.** The term of this Agreement shall be for the duration of an eight week trial period anticipated to begin on June 13, 2013, after approval of this Agreement by the Town Council. After six weeks of the trial period, the Town Council will evaluate the farmers' market and will consider continuing the farmers' market, setting an additional limited time frame for operation of the farmers' market, applying additional conditions, or terminating the farmers' market at the end of the trial period.

5. **Permitted Use; Conditions.** The License Area shall be used and occupied by Foard and Participating Merchants solely for the purpose of operating a farmers' market and related activities, such as entertainment, and for no other purpose without the prior written approval of the Town.

a. Date and Time of Operation. The farmers' market shall be limited to Thursday afternoons between the hours of 3:00 p.m. and 7:00 p.m., with two hours before for set-up and one hour after for clean-up. If the Town needs to cancel any particular week of the farmers' market due to a conflict with another event at Town Center, the Town shall provide Foard with at least one week advance written notice.

b. Participating Merchants; Booths; Entertainment. The maximum number of Participating Merchants shall be 25 and shall not be increased without prior written approval of the Town Council. The Town shall be provided with a booth for use by Town committees and Town staff for outreach purposes. In addition, a few local musicians and artisans may be invited to enhance the atmosphere of the farmers' market. No amplified sound of any kind shall be used.

c. Sustainability. Foard will ensure the farmers' market is "zero waste." Participating Merchants shall comply with the Reusable Bag Ordinance and shall provide compostable serve-ware and produce bags. To the greatest extent feasible, subject to Foard's reasonable discretion, Foard will seek to select vendors that are sensitive to the needs of Town residents and to engage any farms in Town as Participating Merchants.

d. Clean Up. Upon the conclusion of each farmers' market, Foard and Participating Merchants shall thoroughly clean the License Area, place all trash, waste, recycling and debris into the proper receptacle (if necessary, transporting any extra waste or recycling to the Town's corps yard and placing it in the proper receptacle), and restore the License Area to substantially the same condition as existed before the conduct of the farmers' market, including the repair of any damage to Town property resulting from the farmers' market activities.

6. **Termination.** Foard and the Town may terminate this Agreement at any time by giving at least one week advance written notice to the other party. This Agreement will automatically terminate at the end of the trial period, if not extended by the parties written agreement.

7. **Rent.** Foard shall pay to the Town as rent for the use and occupancy of the License Area the sum of One Dollar (\$1.00) per week, payable monthly in advance on the first day of each calendar month.

8. **Compliance with Legal Requirements.** Foard and Participating Merchants shall strictly comply with all applicable federal, state and local laws and regulations concerning transportation, handling, storage, and sale of food and other products offered for sale by the Participating Merchants at the farmers' market. Foard shall strictly comply with all applicable laws, ordinances and regulations pertaining to the operation of a farmers' market.

9. **Indemnity.** Foard agrees to indemnify, defend, and hold the Town, and its officers, officials, boards, commissions, employees, and agents, harmless from and against any and all claims, demands, causes of action, liabilities, costs or expenses, including attorney's fees, occasioned by or in any way connected with the condition, use or misuse of the License Area or the operation of a farmers' market thereon, or occasioned by any negligent act or omission of Foard or Participating Merchants, or arising from any breach of this Agreement by Foard or any Participating Merchants. The indemnity obligations of Foard set forth herein shall survive and continue beyond the term of this Agreement.

10. **Liability Insurance.** During the term of this Agreement, Foard, at her expense, shall procure and maintain in full force and effect: (i) comprehensive general liability insurance with an aggregate limit of not less than One Million Dollars (\$1,000,000.00) per occurrence, insuring against all liability of Foard and the Town for bodily injury and property damage arising out of or in connection with Foard's use and occupancy of the License Area. The general liability insurance policy shall name the Town, and its officers, officials, boards, commissions, employees, agents, and volunteers as insured parties thereunder, and shall be endorsed to provide that: (i) the insurance coverage thereunder shall be primary with respect to Town; and (ii) no cancellation or reduction in coverage will be made without 10 days prior written notice to the Town by the carrier.

11. **Notices.** Any notice required or permitted to be given hereunder shall be in writing and shall be mailed or personally delivered to the other party at the following address:

Town of Portola Valley
Attn: Town Manager
765 Portola Road
Portola Valley, CA 94028

Maggie Foard
265 Portola State Park Road
La Honda CA 94020

Any notice sent by mail shall be deemed received on the third business day after deposit of the notice in the U.S. Mail with proper postage prepaid thereon.

12. **Costs of Suit.** In the event legal action between the Town and Foard becomes necessary in order to enforce or interpret this Agreement, or any provision contained herein, the prevailing party shall be entitled to recover all costs and expenses that may be incurred in connection therewith, including reasonable attorney's fees.


13. **No Assignment.** This Agreement is personal to Foard and may not be assigned or transferred to any other party without the prior written consent of the Town.

14. **Successors and Assigns.** Subject to the restrictions against assignment by Foard, this Agreement shall be binding upon and inure to the benefit of the respective heirs, executors, administrators, personal representatives, successors and assigns of the parties hereto.

IN WITNESS WHEREOF, the parties have executed this Agreement on the day, month and year first written above.

TOWN OF PORTOLA VALLEY

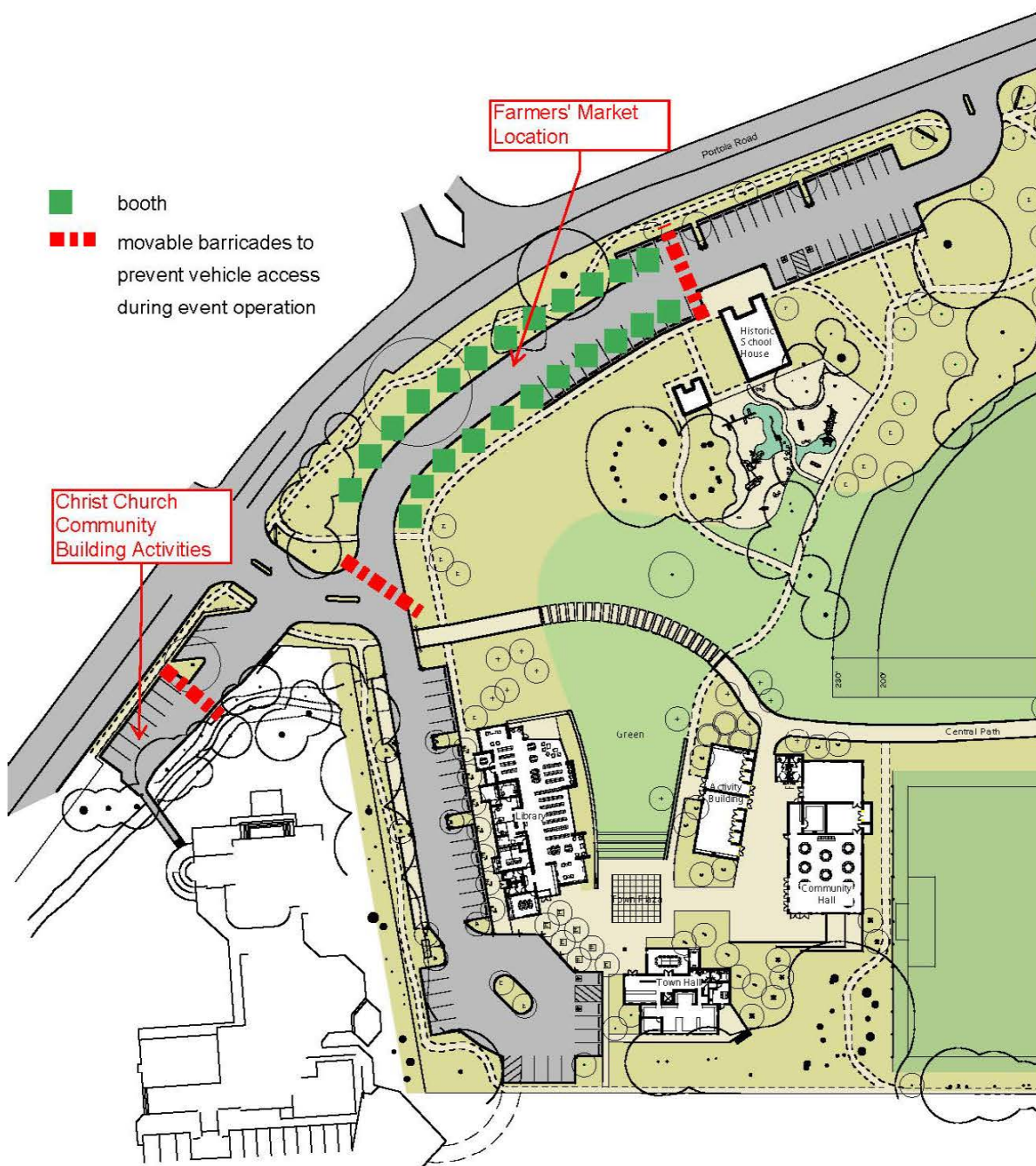
By: _____
John Richards, Mayor

MAGGIE FOARD
By: 
Maggie Foard

APPROVED AS TO FORM:

Margaret A. Sloan, Town Attorney

EXHIBIT A Site Plan for Farmers Market



RESOLUTION NO. _____-2013

**RESOLUTION OF THE TOWN COUNCIL OF THE
TOWN OF PORTOLA VALLEY APPROVING AND AUTHORIZING
EXECUTION OF AN AGREEMENT BETWEEN THE
TOWN OF PORTOLA VALLEY AND MAGGIE FOARD**

WHEREAS, the Town Council of the Town of Portola Valley has read and considered that certain Agreement for operation of a trial farmers' market at the Town Center ("Agreement") between the Town and Maggie Foard

NOW, THEREFORE, the Town Council of the Town does RESOLVE as follows:

1. Public interest and convenience require the Town of Portola Valley to enter into the Agreement described above.
2. The Town of Portola Valley hereby approves the Agreement and the Mayor is hereby authorized on behalf of the Town to execute the Agreement between the Town of Portola Valley and Maggie Foard.

PASSED AND ADOPTED this 29th day of May, 2013.

By: _____
Mayor

ATTEST:

Town Clerk

**LIMITED USE
PARKING AGREEMENT**

THIS LIMITED USE PARKING AGREEMENT ("Agreement") dated May 22, 2013, by and between THE TOWN OF PORTOLA VALLEY, a municipal corporation ("Town") and CHRIST EPISCOPAL CHURCH IN PORTOLA VALLEY, CALIFORNIA, a California nonprofit religious corporation ("Church") is made with reference to the following facts:

A. Town is the owner of the real property and improvements commonly known as the Town Center located at 765 Portola Road, Portola Valley, California 94028 ("Town Center").

B. The Church is the owner of the neighboring real property and improvements located at 815 Portola Road, Portola Valley, California 94028 ("Church").

C. The Church and the Town Center are connected via an access easement.

D. The Town will be hosting a farmers' market at the Town Center for an eight-week trial period which is anticipated to commence on June 13, 2013 and end on August 8, 2013. The farmers' market, which is intended to be a community building event, will be held on Thursday afternoons between the hours of 3:00 p.m. and 7:00 p.m., with two hours before for set-up and one hour after for clean-up.

E. The Town desires to use the Church Parking Lot for overflow parking during the farmers' market and the Church desires to serve the Portola Valley community by making its Parking Lot available for use by the community.

NOW, THEREFORE, it is agreed as follows:

1. **Farmers' Market Parking.** The Church hereby grants the Town permission to use the Church Parking Lot, as shown on Exhibit A, for overflow parking during the Thursday afternoon farmers' market. Parking shall be limited to the hours of 3:00 p.m. to 7:00 p.m. The Parking Lot includes space for up to approximately 75 cars to park.

2. **Ancillary Activities.** It is acknowledged and agreed that in an effort to serve the Portola Valley community, on farmers' market days, the Church may provide activities accessory to its church use such as face painting, bake sales or other similar activities, but may not allow food trucks at the Church.

3. **Term.** The term of this Agreement shall be for the duration of the eight-week trial period referenced in Recital D, above. The Town Council will be conducting an evaluation of the farmers' market after six weeks of the trial period. Depending upon the outcome of that evaluation, the Town and Church may consider extending

the term of this Agreement. This Agreement will terminate at the end of the farmers' market trial period, if not extended in writing by both parties.

4. **Insurance.** The Town shall include the Church as an additional insured on its event or general liability insurance policy with respect to the Town's limited use of the Church Parking Lot and shall provide the Church with a certificate of insurance confirming that coverage.


5. **Hold Harmless.** The Town agrees to indemnify, and hold harmless the Church and its directors, officers, agents and employees from any and all claims seeking recovery for injury or death of any person and loss of or damage to any property arising out of the Town's limited use of the Church Parking Lot.

IN WITNESS WHEREOF, the parties have executed this Agreement on the day, month and year first written above.

TOWN OF PORTOLA VALLEY

CHRIST EPISCOPAL CHURCH
IN PORTOLA VALLEY,
CALIFORNIA

By: _____
John Richards, Mayor

By: 
Its: MICHAEL J. LUTERCI, CEO

APPROVED AS TO FORM:

5 / 22 / 2013

Margaret A. Sloan, Town Attorney

EXHIBIT A Parking Lot Site Plan



RESOLUTION NO. _____-2013

**RESOLUTION OF THE TOWN COUNCIL OF THE
TOWN OF PORTOLA VALLEY APPROVING AND AUTHORIZING
EXECUTION OF AN AGREEMENT BETWEEN THE
TOWN OF PORTOLA VALLEY AND CHRIST CHURCH**

WHEREAS, the Town Council of the Town of Portola Valley has read and considered that certain Agreement for Shared Parking ("Agreement") between the Town and the Christ Church

NOW, THEREFORE, the Town Council of the Town does RESOLVE as follows:

1. Public interest and convenience require the Town of Portola Valley to enter into the Agreement described above.
2. The Town of Portola Valley hereby approves the Agreement and the Mayor is hereby authorized on behalf of the Town to execute the Agreement between the Town of Portola Valley and Christ Church.

PASSED AND ADOPTED this 29th day of May, 2013.

By: _____
Mayor

ATTEST:

Town Clerk

Notice of Exemption

Appendix E

To: Office of Planning and Research
P.O. Box 3044, Room 113
Sacramento, CA 95812-3044
County Clerk
County of: San Mateo
555 County Center
Redwood City, CA 94063
From: (Public Agency): Town of Portola Valley
765 Portola Road
Portola Valley, CA 94028
(Address)

Project Title: Portola Valley Farmers' Market

Project Applicant: Town of Portola Valley

Project Location - Specific:
Portola Valley Town Center - Historic Schoolhouse parking lot; 765 Portola Road, Portola Valley, CA 94028.

Project Location - City: Portola Valley Project Location - County: San Mateo

Description of Nature, Purpose and Beneficiaries of Project:
Leasing of Town Center for weekly farmers' market: may include up to 25 vendors, local musicians and artisans every Thursday from 3 - 7 p.m. The purpose of the market is to encourage community building and reduce the environmental impacts of Portola Valley residents driving to Menlo Park/Palo Alto for fresh produce.

Name of Public Agency Approving Project: Town of Portola Valley

Name of Person or Agency Carrying Out Project: Town of Portola Valley

- Exempt Status: (check one):
[] Ministerial (Sec. 21080(b)(1); 15268);
[] Declared Emergency (Sec. 21080(b)(3); 15269(a));
[] Emergency Project (Sec. 21080(b)(4); 15269(b)(c));
[X] Categorical Exemption. State type and section number: Class 1, Sec. 15301; Class 23, Sec. 15323
[] Statutory Exemptions. State code number:

Reasons why project is exempt:
The farmers' market is exempt from environmental review pursuant to California Environmental Quality Guidelines Section 15301, which exempts leasing and licensing of existing public facilities and Section 15323 which consists of normal operations of facilities for public gatherings where there is a past history of the facility being used for a similar kind of purpose. The event has positive sustainability impacts.

Lead Agency
Contact Person: Brandi de Garmeaux Area Code/Telephone/Extension: 650-851-1700

- If filed by applicant:
1. Attach certified document of exemption finding.
2. Has a Notice of Exemption been filed by the public agency approving the project? [] Yes [] No

Signature: Date: Title: Town Manager

[X] Signed by Lead Agency [] Signed by Applicant

Authority cited: Sections 21083 and 21110, Public Resources Code. Date Received for filing at OPR:
Reference: Sections 21108, 21152, and 21152.1, Public Resources Code.



MEMORANDUM

TOWN OF PORTOLA VALLEY

TO: Mayor and Members of the Council

FROM: Leigh F. Prince, Assistant Town Attorney

DATE: May 29, 2013

RE: 2012-2013 Grand Jury Report

RECOMMENDATION:

1. Review the Grand Jury Report regarding water recycling, an important component of wise water management (a copy of which is attached).
2. Authorize the Mayor to execute the attached letter responding to the Grand Jury Report or request revisions be made to the letter before it is sent.

BACKGROUND:

Each year the County's Civil Grand Jury continues its historic role of providing oversight of the operations of local governments, school districts and special districts. Each year the Grand Jury files a report with findings and recommendations, and each agency must submit comments on the report within 90 days.

DISCUSSION:

This year the Grand Jury Report pertains to water recycling. The report includes two recommendations specific to the Town. CalWater provides the Town's water service and the West Bay Sanitary District provides its wastewater service. As such, implementation of the recommendations would include cooperating, as necessary, with CalWater and the West Bay Sanitary District.

The Town Attorney's Office, in consultation with the Sustainability & Special Projects Manager, has prepared the attached draft letter for the Mayor's signature in response to the Grand Jury's findings and recommendations.

cc: Town Manager

May 29, 2013

Honorable Richard C. Livermore
Judge of the Superior Court
c/o Charlene Kresevich
Hall of Justice
400 County Center, 8th floor
Redwood City, CA 94063-1655

**RE: Response to 2012-13 Grand Jury Report
Water Recycling – An Important Component of Wise Water
Management**

Dear Judge Livermore:

The Town Council for the Town of Portola Valley (“Town”) has reviewed the findings and recommendations in the above-referenced Grand Jury Report that affect the Town. The Town agrees with the six findings presented in the Grand Jury Report and approved the following responses to the two recommendations that were specific to the Town at a public meeting on May 29, 2013:

Recommendation No. 1

Engage in active dialogue with water purveyors and wastewater treatment providers, as applicable, about the feasibility of developing a program for producing and distributing recycled water.

Response No. 1

CalWater provides the Town’s water service and the West Bay Sanitary District provides its wastewater service. The Town will discuss water recycling with CalWater during the annual meeting. The Town will cooperate with CalWater and the West Bay Sanitary District, as necessary, to implement this recommendation.

Honorable Richard C. Livermore
April 8, 2013 – Page 2

Recommendation No. 2

Conduct any studies that may be required to develop a program for recycling water.

Response No. 2

CalWater provides the Town's water service and the West Bay Sanitary District provides its wastewater service. The Town will cooperate with CalWater and the West Bay Sanitary District, as necessary, to implement this recommendation.

The Town thanks the Grand Jury for its investigation into this complex issue and for bringing this complex matter to our attention in an informative and thorough manner. Please let me know if you require additional information.

Sincerely,

John Richards
Mayor

cc: Town Council
Town Manager
Town Attorney

Superior Court of California, County of San Mateo
Hall of Justice and Records
400 County Center
Redwood City, CA 94063-1655

JOHN C. FITTON
COURT EXECUTIVE OFFICER
CLERK & JURY COMMISSIONER

(650) 599-1210
FAX (650) 363-4698
www.sanmateocourt.org

March 6, 2013

Town Council
Town of Portola Valley
765 Portola Road
Portola Valley, CA 94028

Re: Grand Jury Report: "Water Recycling – An Important Component of Wise Water Management"

Dear Councilmembers:

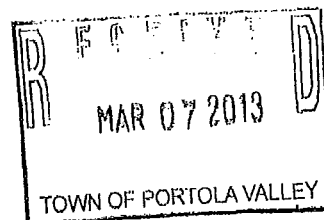
The 2012-2013 Grand Jury filed a report on March 6, 2013 which contains findings and recommendations pertaining to your agency. Your agency must submit comments, within 90 days, to the Hon. Richard C. Livermore. Your agency's response is due no later than June 4, 2013. **Please note that the response should indicate that it was approved by your governing body at a public meeting.**

For all findings, your responding agency shall indicate one of the following:

1. The respondent agrees with the finding.
2. The respondent disagrees wholly or partially with the finding, in which case the response shall specify the portion of the finding that is disputed and shall include an explanation of the reasons therefore.

Additionally, as to each Grand Jury recommendation, your responding agency shall report one of the following actions:

1. The recommendation has been implemented, with a summary regarding the implemented action.
2. The recommendation has not yet been implemented, but will be implemented in the future, with a time frame for implementation.
3. The recommendation requires further analysis, with an explanation and the scope and parameters of an analysis or study, and a time frame for the matter to be prepared for discussion by the officer or director of the agency or department being investigated or reviewed, including the governing body of the public agency when applicable. This time frame shall not exceed six months from the date of publication of the Grand Jury report.
4. The recommendation will not be implemented because it is not warranted or reasonable, with an explanation therefore.



Please submit your responses in all of the following ways:

1. Responses to be placed on file with the Clerk of the Court by the Court Executive Office.
 - Prepare original on your agency's letterhead, indicate the date of the public meeting that your governing body approved the response address and mail to Judge Livermore.

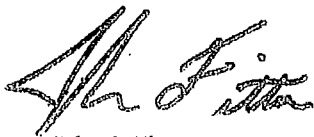
Hon. Richard C. Livermore
Judge of the Superior Court
c/o Charlene Kresevich
Hall of Justice
400 County Center; 2nd Floor
Redwood City, CA 94063-1655.

2. Responses to be placed at the Grand Jury website.
 - Copy response and send by e-mail to: grandjury@sanmateocourt.org. (Insert agency name if it is not indicated at the top of your response.)
3. Responses to be placed with the clerk of your agency.
 - File a copy of the response directly with the clerk of your agency. Do not send this copy to the Court,

For up to 45 days after the end of the term, the foreperson and the foreperson's designees are available to clarify the recommendations of the report. To reach the foreperson, please call the Grand Jury Clerk at (650) 599-1210.

If you have any questions regarding these procedures, please do not hesitate to contact Paul Okada, Chief Deputy County Counsel, at (650) 363-4761.

Very truly yours,



John C. Fitton
Court Executive Officer

JCF:ck
Enclosure

cc: Hon. Richard C. Livermore
Paul Okada

Information Copy: Town Manager



WATER RECYCLING – AN IMPORTANT COMPONENT OF WISE WATER MANAGEMENT

SUMMARY

San Mateo County's more than 720,000 residents are almost completely dependent on the Hetch Hetchy regional water system, a system vulnerable to drought and changing weather patterns. Facing an expanding population and a limited water supply, San Mateo County (County)¹ and its 20 cities and towns (Cities) must reduce their residents' dependence on imported water by diversifying their water supply sources. One way to diversify is through the increased use of recycled water.

Water recycling alone cannot completely mitigate the growing imbalance between water supply and demand, but used in conjunction with other water management options it can help the County and Cities maintain a safe and reliable water source.

Water recycling reduces regional dependence on imported water by providing a local, drought-resistant water source. It enhances water quality by reducing discharges to and diversions from ecologically sensitive water bodies. It is environmentally sustainable and has a smaller energy footprint than most other water supply sources.

The 2012-2013 San Mateo County Civil Grand Jury (Grand Jury) investigated recycled water use and found that only the cities of Daly City and Redwood City have implemented water recycling programs. The cities of Brisbane, Foster City, Pacifica, San Bruno, South San Francisco, and San Mateo have water recycling programs under consideration. The cities of Atherton, Belmont, Burlingame, Colma, Half Moon Bay, Hillsborough, Menlo Park, Millbrae, Portola Valley, San Carlos, and Woodside, plus the County, do not currently plan to develop water recycling programs. East Palo Alto did not respond to the Grand Jury's survey.

The Grand Jury recommends that Daly City and Redwood City study expansion of their programs into other non-potable uses of recycled water, as well as geographic expansion of their distribution system. The Grand Jury recommends the cities of Brisbane, Foster City, Pacifica, San Bruno, South San Francisco, and San Mateo finalize their feasibility studies and develop educational programs designed to highlight the need for recycled water, while addressing public health risk concerns. The Grand Jury recommends the remaining Cities and the County engage in active dialogue with water purveyors and wastewater treatment providers, as applicable, about the feasibility of developing programs for recycling water.

BACKGROUND

Population growth and climate change put at risk the reliability and sustainability of the water supply that many of us take for granted. Our region's imported water supplies, while still capable

¹ The term "County" in this report refers to the government of the County or the geographic area of the County, as appropriate to the context in which it is used.

of meeting demands during years of normal rainfall, are increasingly less reliable when rainfall is below normal. This problem will continue to worsen as more people and businesses move into the region thereby increasing the demand for water. The *San Francisco Bay Area Integrated Regional Water Management Plan*² highlights the growing imbalance between water supply and demand and provides a blueprint for improving the region's water supply reliability. The plan emphasizes a multi-faceted approach to addressing regional water problems and sets forth a core strategy of increasing the amount of water recycling in the region.

On February 3, 2009, the California State Water Resources Control Board (State Water Board) adopted a policy encouraging the use of recycled water. The State Water Board found that recycled water, when used in compliance with the policy, Title 22, Division 4, Chapter 3 of the California Code of Regulations (CCR), and all applicable state and federal water quality laws, is safe, and strongly supports its use.³

With regional and state support for recycled water, the Grand Jury sought to determine what efforts the County and Cities were undertaking to promote and develop programs for recycling water.

METHODOLOGY

The Grand Jury collected information about water recycling programs in the County via a survey sent to the County Public Works director and each of the Cities' managers. The Grand Jury conducted online research and interviewed representatives from Redwood City, the Bay Area Water Supply and Conservation Agency (BAWSCA), and the South Bayside System Authority. The Grand Jury also toured the South Bayside System Authority treatment facility, the Redwood City recycled water pump station, and a site in Redwood City using recycled water for irrigation.

DISCUSSION

The Need for Recycled Water

According to the City/County Association of Governments (CCAG) Energy Strategy 2012 document,⁴ the County and Cities' water supply systems may not be able to meet the challenges of population growth and climate change. The San Francisco Public Utilities Commission, operator of the Hetch Hetchy Aqueduct, estimates that the County and Cities will need an additional 5 million gallons of water per day by 2018 to meet projected demands. In order to meet this demand, the County and Cities will need to implement cost-effective and feasible water conservation and recycling programs.

² "San Francisco Bay Area Integrated Regional Water Management Plan," <http://bairwnmp.org/plan/executive-summary> (Dec. 19, 2012).

³ California Recycled Water Policy, http://www.waterboards.ca.gov/water_issues/programs/water_recycling_policy/ (Dec. 19, 2012).

⁴ "San Mateo County Energy Strategy 2012," <http://www.ccag.ca.gov/pdf/USTF/reports/Draft%20County%20Energy%20Strategy.pdf> (Dec. 19, 2012).

The County and Cities must diversify their water supply sources and reduce their residents' dependence on water from the Hetch Hetchy regional water system. Recycled water is one of the keys to reducing potable water use. Recycled water can augment water supplies, reduce the impacts and costs of wastewater disposal, and restore and improve sensitive natural environments. Water recycling would help the County and Cities realize the water conservation goals established in the California "20x2020 Water Conservation Plan," that requires urban water suppliers to reduce potable water use 20% by the year 2020.⁵

What is Recycled Water?

Recycled water is wastewater (sewage) treated to remove solids and certain other impurities, such as metals and ammonia, so the water can be used in landscape irrigation and industrial processes, or to recharge groundwater aquifers. The term "recycled water" is synonymous with "reclaimed water" or "reused water."

The Recycling Process

Sanitary sewer systems in the County (Appendix A) deliver wastewater to treatment plants where it progresses through varying degrees of treatment. The end use will dictate whether the wastewater receives primary, secondary, or tertiary treatment and disinfection. (Appendix B)

A dual piping network that keeps recycled water pipes completely separate from drinking water pipes distributes the recycled water to various end users.⁶ Effective June 1, 1993, all pipes designed to carry recycled water must be purple, or wrapped in distinctive purple tape and labeled as recycled water.⁷

Historical Use of Recycled Water

Water recycling has been a part of California's water management plan for more than 100 years.

In the early 1900s, partially treated wastewater and groundwater transformed San Francisco's Golden Gate Park from an area of sand and waste to a garden spot. In the 1930s, construction began on the McQueen Treatment Plant in Golden Gate Park to provide secondary-treated recycled water for park irrigation. This practice continued until 1978 when the McQueen plant stopped operating because it did not meet the new state standards for irrigation use.⁸

⁵ California State Water Resources Control Board - 20x2020 Agency Team on Water Conservation, http://www.swrcb.ca.gov/water_issues/hot_topics/20x2020/index.shtml (Dec. 19, 2012).

⁶ Wikipedia - Reclaimed Water, http://en.wikipedia.org/wiki/Reclaimed_water (Dec. 19, 2012).

⁷ "California Health Laws Related to Recycled Water", <http://www.cdph.ca.gov/certlic/drinkingwater/Documents/Recharge/Purplebookupdate6-01.PDF> (Dec. 19, 2012).

⁸ San Francisco Water - Recycled Water, <http://www.sfwater.org/index.aspx?page=141> (Dec. 19, 2012).

In 1929, Los Angeles County began using recycled water for landscape irrigation in parks and golf courses.⁹

In 1967, the Irvine Ranch Water District (IRWD) began recycling water at its Michelson Water Reclamation Plant. In 1991, IRWD became the first in the nation to obtain health department permits for the interior use of recycled water for flushing toilets and other non-potable uses.¹⁰

Current Use of Recycled Water

Californians use recycled water for a variety of purposes including irrigation, toilet flushing, construction, water features, dust control, cooling and air conditioning, soil compaction, commercial laundry, car washing, fire sprinkler systems, and sewer and street cleaning. (Appendix C) *Recycled water must not be used for drinking, bathing, or swimming pools!*

In addition to commercial customers, residential customers are increasingly using recycled water. In southern California, virtually all new residential development serviced by the IRWD are required to use recycled water for landscape irrigation. In northern California, Vintage Greens in Windsor is equipped with dual piping that enables homeowners to use recycled water outside and potable water indoors.¹¹

At sites using recycled water for irrigation, signs are displayed warning people not to drink from the irrigation system.



Some local governments, such as Los Angeles and Orange County, are using recycled water for indirect, potable groundwater supply augmentation. The recycled water is pumped into groundwater aquifers, is pumped out, treated again, and then finally used as drinking water. The term for this process is “groundwater recharging.”¹²

⁹ http://en.wikipedia.org/wiki/Reclaimed_water

¹⁰ Ibid.

¹¹ “Recycled Water: Safe, Successful Use in Hundreds of Cities in California and Throughout America,” A Summary Report prepared by the Redwood City Public Works Department, <http://www.datainstincts.com/images/pdf/cacities.pdf> (Dec. 19, 2012).

¹² http://en.wikipedia.org/wiki/Reclaimed_water

Benefits of Recycled Water

Water recycling reduces regional dependence on imported water by providing a local, drought-resistant water source. It enhances water quality by reducing discharges to and diversions from ecologically sensitive water bodies. It is environmentally sustainable and has a smaller energy footprint than most other water supply sources. Recycled water requires about one-eighth the energy required for seawater desalination, less than one-half the energy used by the San Francisco regional water system to bring water to the Bay Area, and one-half to three-quarters the energy required to pump groundwater.¹³

The Importance of Educating the Public about Recycled Water

The public is more likely to support the use of recycled water when it understands its role in water management objectives. Education must focus on the environmental and economic benefits of recycled water, while addressing public health risk concerns.

Redwood City has a comprehensive program for educating the public about recycled water. The City uses printed materials and engages in public outreach activities in order to increase the public's understanding and acceptance of recycled water. Redwood City also requires that all recycled water site supervisors attend a Site Supervisor Certification Workshop.

Safety Concerns about Recycled Water

When used properly and for its intended use, recycled water is safe. A 2005 study titled, "Irrigation of Parks, Playgrounds, and Schoolyards with Reclaimed Water," found that there had been no incidences of illness or disease from either microbial pathogens or chemicals, and the risks of using recycled water for irrigation were not measurably different from irrigation using potable water. Studies by the National Academies of Science and the Monterey Regional Water Pollution Control Agency, have found recycled water to be safe for agricultural use.¹⁴

State law regulates the production and use of recycled water. Title 22, Division 4, Chapter 3 of the CCR establishes water quality and public health requirements for recycled water. The California Department of Public Health is responsible for establishing these requirements and regional water quality control boards are responsible for their enforcement. In addition, Title 17, Division 1, Chapter 5 of the CCR establishes requirements to prevent cross connections between recycled water systems and drinking water systems. State and local health departments enforce these regulations.¹⁵

¹³ "Importance of Recycled Water to the San Francisco Bay Area" - Bay Area Recycled Water Coalition <http://www.barwc.org/files/LinkClick.pdf> (Dec. 19, 2012).

¹⁴ http://en.wikipedia.org/wiki/Reclaimed_water

¹⁵ California Department of Public Health Regulations Related to Recycled Water - January 2009, <http://www.cdph.ca.gov/certlic/drinkingwater/Documents/Lawbook/RWregulations-01-2009.pdf> (Dec. 19, 2012).

Cost Concerns about Recycled Water

Most recycled water projects are cost competitive with other water management options when the full range of benefits is considered. For example, the State Recycled Water Task Force, which convened in 2001, estimated that the cost of a recycled water program averaged about \$1,025 per acre-foot (325,853 gallons). The Task Force noted this cost was comparable to costs of other water supply options, including new dams, reservoirs, and desalination. The Task Force's average unit cost estimate is very close to the average unit cost of 26 Bay Area recycled water projects evaluated in 2005. Collectively, the Bay Area projects had an average unit cost between \$1,000 and \$1,200 per acre-foot.¹⁶

People often use unequal comparisons when evaluating the relative cost of recycled water. For example, the cost of recycled water at the customer's *location* gets compared to the cost of other water supplies at their *source*, without taking into account the transmission, treatment, and distribution costs associated with moving water from its source to the customer's location. Cost comparisons with other supply options commonly ignore differences in delivery reliability and do not account for the cost of wastewater disposal and environmental impact.¹⁷

Federal, state, and local funding is available to help offset the cost of designing, constructing, and operating water recycling systems. Federal funding is available through the U.S. Bureau of Reclamation under Title XVI of the 1992 Reclamation Wastewater and Groundwater Study & Facilities Act (PL 102-575).¹⁸ State grants are available from a variety of sources including the State Water Board and the California Department of Water Resources.¹⁹ Local funding can include municipal debt repaid through utility rate increases, impact fees, or special assessments.

Cost of Recycled Water to the End User

To encourage the use of recycled water, end users often receive a discount on their water utility bills.²⁰ Redwood City, for example, uses the following recycled water pricing policy:

- **For existing irrigation meters/accounts that connect to recycled water:** Twenty five percent discount on monthly water utility bills beginning with the first billing period following connection to the Recycled Water Project. Discount shall apply to prevailing drinking water rates and charges in effect at the time of physical connection. The City will perform and pay for customer site retrofits related to landscape irrigation.
- **For existing industrial meters/accounts that connect to recycled water:** Forty percent discount on monthly water utility bills beginning with the first billing period following

¹⁶ <http://www.barwc.org/files/LinkClick.pdf>

¹⁷ Ibid.

¹⁸ US Department of the Interior/Bureau of Reclamation – Title XVI (Water Reclamation and Reuse) Program, <http://www.usbr.gov/lc/social/titlexvi.html> (Dec. 19, 2012).

¹⁹ California State Water Resources Control Board – Water Recycling Funding Program, http://www.waterboards.ca.gov/water_issues/programs/grants_loans/water_recycling/ (Dec. 19, 2012).

²⁰ http://en.wikipedia.org/wiki/Reclaimed_water

connection to the Recycled Water Project. Discount shall apply to prevailing drinking water rates and charges in effect at the time of physical connection. Customers will pay for and perform all facilities retrofits for industrial uses.

The North San Mateo County Sanitation District, a subsidiary district of the City of Daly City, also charges its customers using recycled water less than it charges customers using potable water.

The Need for Regional Collaboration

The growing imbalance between water supply and demand is a statewide problem, not just a problem in the County. Nevertheless, local water recycling projects are necessary to develop the infrastructure and public acceptance for a regional program.

While there is tremendous opportunity for recycled water in the County, there are numerous regional challenges that need to be addressed in order for local governments to realize the potential benefits of recycled water. These challenges include securing federal and state participation in regional projects, coordinating local water plans and projects for regional benefits, resolving jurisdictional constraints, improving public understanding of recycled water, and addressing health risk misconceptions.²¹

BAWSCA is one agency that helps to coordinate local water plans and projects. BAWSCA represents the interests of 24 cities and water districts and 2 private utilities in Alameda, Santa Clara, and San Mateo counties that purchase water wholesale from the San Francisco regional water system.²² BAWSCA has initiated work on a long-term reliable water supply plan. This plan will quantify the projected water supply needs of its member agencies through year 2035 and identify water supply management projects that meet those needs. BAWSCA has also been helpful in coordinating the inclusion of local water recycling projects in regional packages submitted for state grant funding.

²¹ <http://www.barwc.org/files/LinkClick.pdf>

²² Bay Area Water Supply and Conservation Agency, <http://bawasca.org/about/> (Dec. 19, 2012).

Summary of Recycled Water Survey Responses

Existing Recycled Water Programs	
<p>Daly City/ North San Mateo County Sanitation District</p>	<p>The North San Mateo County Sanitation District, a subsidiary district of Daly City, began delivering recycled water to commercial customers in August 2004. The distribution system consists of 4.85 miles of distribution pipeline, 2 pump stations, and 1.4 million gallons of storage. The geographic area served is Northern San Mateo County and the Southwest portion of the City/County of San Francisco through contractual agreements with its golf clubs. This represents 4.2% of the Sanitation District's geographic area. At maximum production, 41% of the Sanitation District's sewage effluent becomes recycled water. Median landscape and playing field irrigation, sewer main flushing, and turf irrigation at the Olympic, San Francisco, Lake Merced, and Harding Park Golf Clubs are the primary uses for the recycled water. Actual usage billed in hundred cubic feet units (748 gallons) determines the charges for recycled water. There are plans to conduct supplementary tests in the winter/spring 2012-2013 to determine if Colma cemeteries, Park Merced, and San Francisco State University can receive recycled water.</p>
<p>Redwood City</p>	<p>In 2002, Redwood City began planning for the development of a citywide recycled water system to address the very real possibility of severe water shortages in the coming years. The city had been exceeding its Hetch Hetchy water allotment and was searching for a way to use less water. In 2003, the City formed a Community Task Force on Recycled Water to build community support for the project. Initial opposition to the project centered on the safety of children at playgrounds and parks. Physical construction of the recycled water project began in 2005. Phase I of the project became operational in 2010. The distribution system consists of 15+ miles of distribution pipeline, 1 pump station, and 4.36 million gallons of storage. The geographic area served includes Redwood Shores and Seaport. This represents 50% of the geographic area of Redwood City. Currently, Redwood City uses 6% of its sewage effluent as</p>

	<p>recycled water. In 2011, the city saved 169 million gallons of potable water. Redwood City uses recycled water for commercial and residential irrigation, dust control, water features, car washing, and sewer lift station cleaning. Actual usage by metering determines the charges for recycled water. Phase II of the Recycled Water Project calls for expansion into the area west of US 101. In the future, Redwood City can deliver recycled water to adjacent cities.</p>
Recycled Water Projects under Consideration	
Brisbane	<p>Brisbane has a proposed recycled water project under environmental review. The project known as "Brisbane Baylands" is approximately one square mile of underdeveloped brownfield southwest of Candlestick Park on the west side of US 101. Irrigation and toilet flushing within commercial buildings will be the primary uses of the recycled water.</p>
Foster City	<p>Foster City, the Estero Municipal Improvement District, and the City of San Mateo are preparing a Wastewater Treatment Plant Master Plan that will explore the feasibility of producing recycled water. The expected completion date is May 2013.</p>
Pacifica	<p>Pacifica, through a contract with the North Coast County Water District, plans to deliver recycled water for irrigation to Sharp Park Golf Course, Fairway Ballpark, Oceana High School and Ingrid B. Lacy Middle School fields, and the Beach Boulevard Promenade in the Spring of 2013. This represents 10% of its geographic jurisdiction. The recycled water system includes one pump station, three miles of distribution pipeline, and a 400,000-gallon tank. Pacifica anticipates potable water savings of 50 million gallons each year. Recycled water rates will be less than potable water rates.</p>
San Bruno and South San Francisco	<p>San Bruno owns and operates a Water Quality Control plant jointly with South San Francisco. In 2009, a Recycled Water Feasibility Study was completed. A program for recycling water could be operational in the year 2020. The proposed facilities would include approximately four miles of distribution pipe, a 1.4 million gallon per day tertiary treatment system, and two storage tanks. Landscape irrigation at parks and schools in the service area, including the Golden Gate</p>

	National Cemetery and Commodore Park in San Bruno, will be the primary uses for the recycled water.
City of San Mateo	The City of San Mateo is performing a market analysis to identify demand for recycled water. The city plans to serve low-lying areas, encompassing 30-50% of the city's geographic area. Irrigation would be the main use of recycled water.
Cities/Towns Not Planning on Developing Recycled Water Programs	
Atherton	Atherton stated that CalWater handles its water issues. ²³ The West Bay Sanitary District collects Atherton's sewage and the South Bayside System Authority treats it.
Belmont	Belmont is not involved in water distribution or wastewater treatment and does not have the infrastructure to undertake such function. The South Bayside System Authority treats its wastewater.
Burlingame	Burlingame uses a small amount of recycled water at the wastewater treatment plant for washing down equipment, but has no plans to develop a program for distributing recycled water.
Colma	Colma does not have a sewer treatment plant, nor is it a water purveyor. Therefore, the revenue source to fund a capital improvement, such as the infrastructure for a recycled water system, becomes very unlikely. Colma would be interested in recycled water for irrigation purposes. The North San Mateo County Sanitation District, a subsidiary district of Daly City, plans to conduct supplementary tests in the winter/spring 2012-2013 to determine if Colma cemeteries can receive recycled water.
Half Moon Bay	The Sewer-Authority Mid-Coastside or the Coastside County Water District is the agency that would implement a program for recycling water. These agencies are responsible for wastewater treatment and water distribution respectively within the city limits of Half Moon Bay.
Hillsborough	Hillsborough does not plan to recycle water. The adjacent cities of Burlingame and San Mateo treat Hillsborough's sewage.

²³ The Grand Jury has limited legal authority to investigate private utility companies such as CalWater.

Menlo Park	Menlo Park did not cite a reason for not developing a program.
Millbrae	Millbrae, from 1988 to 2009, used recycled water for landscaping at the US 101/Millbrae Avenue interchange. The practice stopped in 2009 due to renovations at the city's wastewater treatment plant. The city has one pump station and less than one mile of distribution pipe. The city currently has no plans to expand the distribution system stating that it would be cost prohibitive to do so.
Portola Valley	CalWater provides Portola Valley's water service and the West Bay Sanitary District provides its wastewater service. Neither of these utilities have plans to construct a recycled water system to serve Portola Valley.
San Carlos	San Carlos cited the distance to the treatment facility and overall cost as reasons for not pursuing a recycled water program.
Woodside	Woodside did not cite a reason for not developing a program.
County of San Mateo	Recycled water programs usually exist at large-scale wastewater treatment facilities. The County does not operate any large-scale wastewater treatment facilities.

Survey Non-Responders

East Palo Alto did not respond to the Grand Jury's survey on Recycled Water.

FINDINGS

- F1. There is a growing imbalance in the County and the region between water supply and demand.
- F2. The County and Cities must reduce their residents' dependence on imported water by diversifying their water supply sources.
- F3. Water recycling alone cannot completely mitigate the growing imbalance between water supply and demand, but used in conjunction with other water management options it can help the County and Cities maintain a safe and reliable water source.
- F4. Properly produced and used, recycled water poses little or no public health risk.
- F5. Educational programs are necessary to highlight the growing importance of recycled water in the County and the region.
- F6. The County and Cities would benefit from collaborative arrangements to jointly produce and distribute recycled water where appropriate.

RECOMMENDATIONS

The 2012-2013 San Mateo County Civil Grand Jury recommends that, the *City Councils of Daly City and Redwood City* do the following, on or before June 30, 2014:

- R1. Study expansion of their programs into other non-potable uses of recycled water.
- R2. Study geographic expansion of their recycled water distribution systems.

The Grand Jury recommends that the *City Councils of Brisbane, Foster City, Pacifica, San Bruno, South San Francisco, and San Mateo* do the following, on or before June 30, 2014:

- R3. Finalize current feasibility studies.
- R4. Actively pursue partnerships for producing and distributing recycled water.
- R5. Develop educational programs designed to highlight the need for recycled water, while addressing public health risk concerns.

The Grand Jury recommends that the *County Board of Supervisors and the City/Town Councils of Atherton, Belmont, Burlingame, Colma, East Palo Alto, Half Moon Bay, Hillsborough, Menlo Park, Millbrae, Portola Valley, San Carlos, and Woodside* do the following, on or before June 30, 2015:

- R6. Engage in active dialogue with water purveyors and wastewater treatment providers, as applicable, about the feasibility of developing a program for producing and distributing recycled water.
- R7. Conduct any studies that may be required to develop a program for recycling water.

REQUEST FOR RESPONSES

Pursuant to Penal code section 933.05, the Grand Jury requests the following to respond to the foregoing Findings and Recommendations referring in each instance to the number thereof:

- County Board of Supervisors
- Each City/Town Council in the County

The governing bodies indicated above should be aware that the comment or response of the governing body must be conducted subject to the notice, agenda, and open meeting requirements of the Brown Act.

Reports issued by the Civil Grand Jury do not identify individuals interviewed. Penal Code Section 929 requires that reports of the Grand Jury not contain the name of any person or facts leading to the identity of any person who provides information to the Civil Grand Jury.

APPENDIX A

Sewage Collection Systems within Each Treatment Plant Service Area in the County

Treatment Plant Operator	Collection System Operator **	Serves Unincorporated Area	County District *
North San Mateo County Sanitation District	City of Daly City Town of Colma Westborough County Water District	X	
City of Pacifica	City of Pacifica		
Sewer Authority Mid-Coast	City of Half Moon Bay Montara Sanitary District Granada Sanitary District	X X	
City of San Francisco-Southeast Treatment Plant	City of Brisbane Bayshore Sanitary District Guadalupe Valley Municipal Improvement District	X	
South San Francisco-San Bruno	City of South San Francisco City of San Bruno	X	
Airports Commission, City and County of San Francisco	San Francisco International Airport	X	
City of Millbrae	City of Millbrae		
City of Burlingame	City of Burlingame Burlingame Hills Sewer Maintenance District Town of Hillsborough (part)	X	X
City of San Mateo-Estero Municipal Improvement District	Town of Hillsborough (part) City of San Mateo Crystal Springs County Sanitation District Estero Municipal Improvement District	X	X

Treatment Plant Operator	Collection System Operator **	Serves Unincorporated Area	County District *
South Bayside System Authority	City of Belmont		
	City of San Carlos		
	Harbor Industrial Sewer Maintenance District	X	X
	Scenic Heights County Sanitation District	X	X
	Devonshire County Sanitation District	X	X
	City of Redwood City		
	Edgewood Sewer Maintenance District	X	X
	Emerald Lake Heights Sewer Maintenance District	X	X
	Fair Oaks Sewer Maintenance District	X	X
	Kensington Square Sewer Maintenance District	X	X
	Oak Knoll Sewer Maintenance District	X	X
West Bay Sanitary District	X		
City of Palo Alto	East Palo Alto Sanitary District		

Source: San Mateo County Planning Division

* The County Public Works Department provides sewer collection services for residents and businesses in the ten sewer maintenance and sanitation districts within the County.

The County does not operate sewage treatment facilities.

** Sewage from all districts flows through the downstream agency's pipes to the wastewater treatment plant. All districts have agreements with the downstream agencies to pay for the use of their pipes and treatment.

APPENDIX B

RECYCLED WATER USES* ALLOWED IN CALIFORNIA

The authority is provided by Water Reuse Association of California from the December 2, 2000 Title 27 adopted Water Recycling Criteria, and subsequent amendments.

Recycled Water Use	Treatment Level			
	Disinfected Tertiary Recycled Water	Disinfected Secondary 22 Recycled Water	Disinfected Secondary 23 Recycled Water	Undisinfected Secondary Recycled Water
Other Uses:				
Groundwater recharge	All uses under special case by case permit by RWCCB			
Flushing toilets and urinals				
Emptying drain traps				
Industrial process water that may contact workers				
Structural fire fighting				
Decorative fountains				
Commercial fountains				
Backfill/consolidation around potable water pipelines				
Airfield and/or parking for commercial outdoor use				
Commercial car washes, not including the water, excluding the general public from the washing process				
Industrial process water that will not come into contact with workers				
Industrial boiler feed				
Nonstructural fire fighting				
Backfill/consolidation around nonpotable piping				
Soil compaction				
Mixing concrete				
Dust control on roads and airpays				
Cleaning roads, sidewalks and outdoor work areas				
Flushing sanitary sewers				

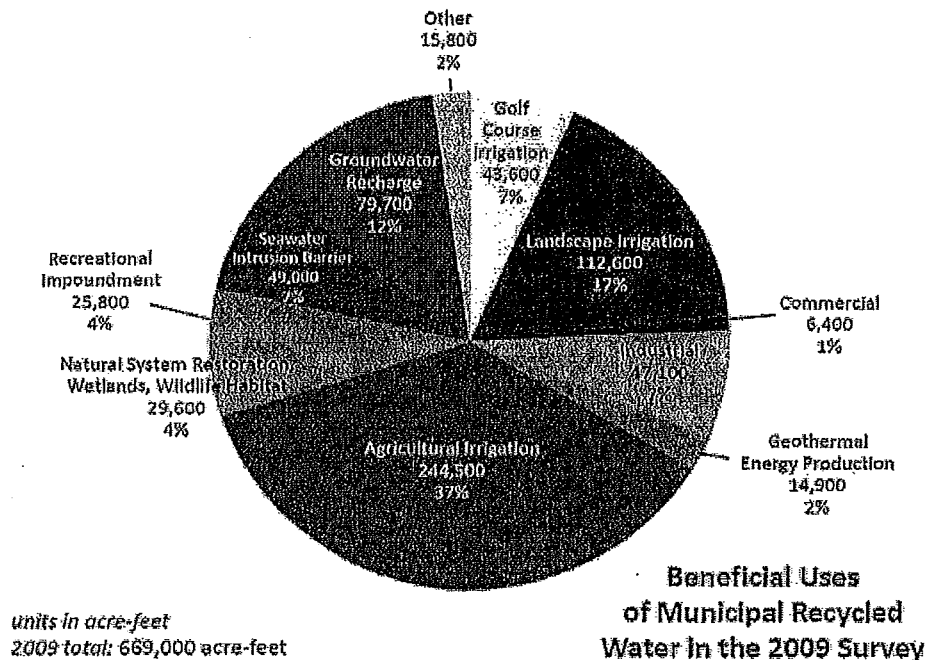
* This is the list of uses approved in 2000 with Title 27, California Water Recycling Criteria. This chart is only an informal summary of uses allowed in this version. For complete details, see the original document by the Water Reuse Association of California, October 23, 2002, Jerry Brown, Workshop Coordinator. The document is located at: <http://www.wra.org/CaliforniaWaterRecyclingCriteria.pdf>

¹ http://www.wra.org/CaliforniaWaterRecyclingCriteria.pdf
² With conventional tertiary treatment, a 99.99% removal for two years or more is necessary without filtration.
³ Only after the water has been treated to public or employee use the water is fit for use.
⁴ For the Groundwater Recharge Ordinance, available from the California Department of Health Services.

APPENDIX C

2009 Municipal Wastewater Survey Results

(Conducted by the State Water Resources Control Board and the Department of Water Resources)



An acre-foot is the amount of water needed to cover one acre to a depth of one foot. It is equivalent to 325,853 gallons

Golf Course Irrigation = Public and private courses

Landscape Irrigation = Non-golf course related landscape irrigation, including buildings, highways, schools, and parks

Commercial = Business use, such as laundries and office buildings

Industrial = Manufacturing facilities, cooling towers

Geothermal Energy Production = Augmentation of geothermal fields

Agricultural Irrigation = Pasture or crop irrigation

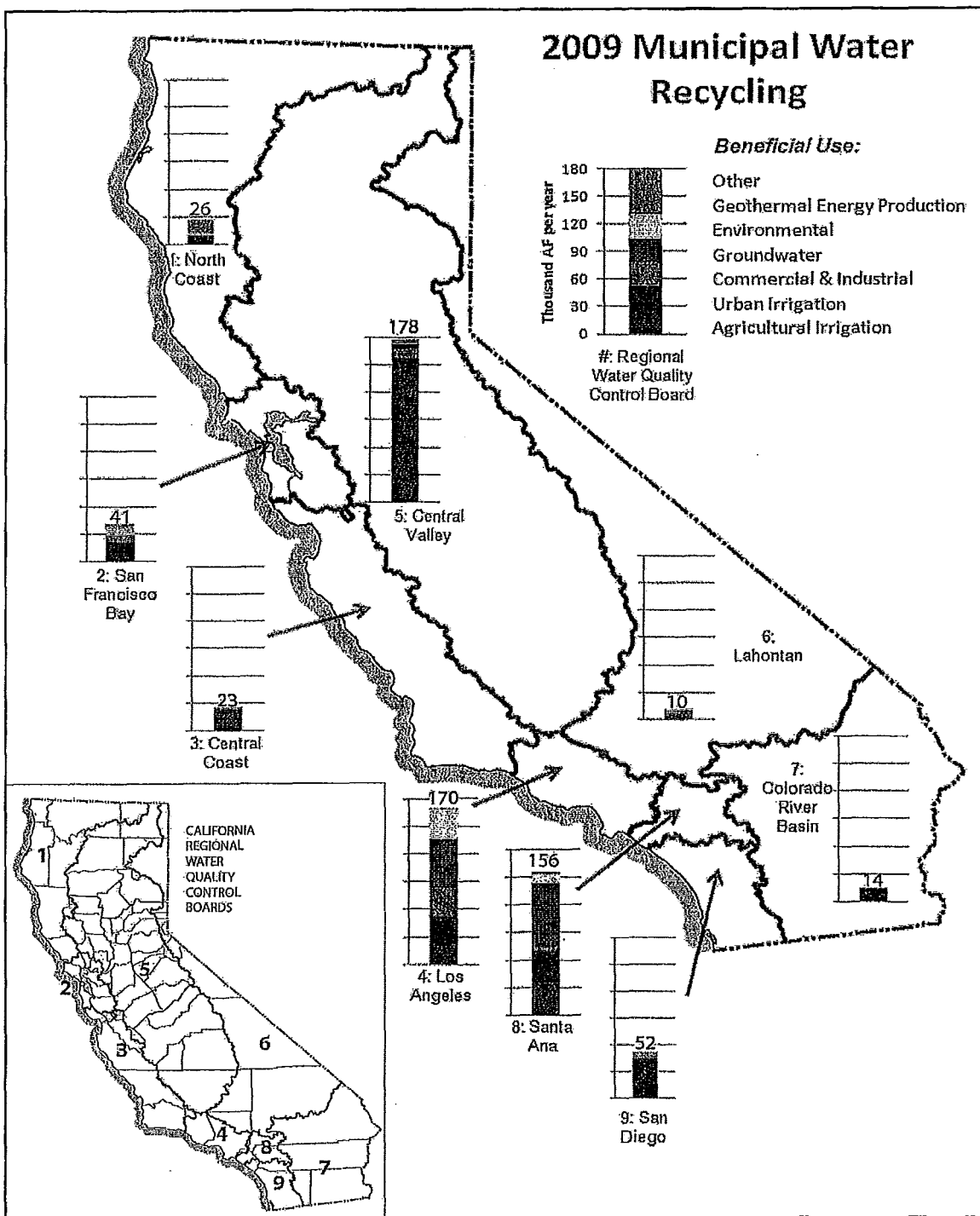
Natural System Restoration, Wetlands, Wildlife Habitat = Addition to wetlands

Recreational Impoundment = Addition to recreational lakes

Seawater Intrusion Barrier = Groundwater injection to prevent or reduce seawater intrusion

Groundwater Recharge = Recharge basins to augment depleted groundwater aquifers

Other = Construction Use, dust control, or unknown



Issued: March 6, 2013



MEMORANDUM

TOWN OF PORTOLA VALLEY

TO: Mayor and Members of the Town Council

FROM: Nick Pegueros, Town Manager

DATE: May 29, 2013

RE: **Approval of AM Radio Antenna Installation along the Western Edge of the Parking Lot Outside of Town Hall**

RECOMMENDATION:

It is recommended that the Town Council approve the Emergency Preparedness Committee's (EPC) request to install a permanent radio antenna at the Town Center.

BACKGROUND:

At the April 24, 2013 meeting, the Town Council requested that the Architectural and Site Control Commission (ASCC) offer comment on the EPC's request to install an AM radio antenna at town center to provide for emergency communications in the event of a disaster. The ASCC met on May 13th to offer comment on the attached proposal from the EPC.

DISCUSSION:

The Town Planner reports that the ASCC met on May 13th at the site of the proposed installation to discuss the EPC's proposal. The ASCC reached consensus (5-0) that an installation site along the west property line would be acceptable, but at the west end of the planter at the south end of the parking spaces (i.e., just back of the small planted oak.) The ASCC also commented that the antenna should have the color of black with white whip and that the mast should be metal pipe painted black or dark brown that can also serve to facilitate grounding. The ASCC also requested that the adjacent small oak be managed to avoid conflict with antenna.

The ASCC also concluded that the Sheriff's office/maintenance building at the south end of the soccer field would be a preferred location if a conduit exists that can be used to connect the antenna to the EOC is available to avoid the need for trenching. Upon investigation, staff did not find a conduit linking the Sheriff's office/Maintenance building to the EOC.

ATTACHMENT:

1. Memo from the EPC

To: Portola Valley Town Council
 Members: John Richards, Mayor, Ann Wengert, Vice-mayor,
 Jeff Aalfs, Maryann Derwin, Ted Driscoll

From: Emergency Preparedness Committee.
 Members: John Boice, Dave Howes, Diana Koin, Anne Kopf-Sill,
 Chris Raanes, Ray Rothrock/Chair, Craig Taylor, Bud Trapp, and
 Stuart Young
 Liaison Members: Gary Nielson, Sheriff, John Richards, Town
 Council, and Timothy Reid, San Mateo County, Dan Ghiorso, WPFDF Fire
 Chief

Cc: Nick Pergueros, Town Manager, Tom Vlassic

Date: May 8, 2013

This memo details the recommendation to the Portola Valley Town Council for the location and installation of an antenna for TIS (Traveler's Information Service) AM broadcast for essential use during emergencies and other town functions.

EPC Charter

Item 5 in the charter of the Emergency Preparedness Committee (EPC) states:

5. Ensure the existence of appropriate emergency communication facilities such as radio networks and telephone calling trees.

In the EPC's evaluation of communications methods and systems, the EPC determined that the town would greatly benefit by having a highly reliable broadcast communications capability during an emergency. It is a generally accepted element that a key success factor for the management of an emergency is clear, concise communications from the organization managing the emergency to those affected by the emergency.. This is a real world-tested tenet of successful emergency management.

Assessment and Options

In 2011 the EPC determined that the Town officials needed a direct means to communicate with all citizens of Portola Valley during an emergency. EPC investigated many options to accomplish direct communications. These included providing pagers to every citizen's home, two-way radios to every household, low power broadcast FM radio, sideband weather channel broadcasts, and broadcast AM radio. While telephone-calling trees are perfectly good, recent emergencies in other parts of the country indicate that telephones, landline and cell, are unreliable. Already existing is the San Mateo County SMS emergency system. This, however, is a voluntary subscriber system and still relies on the telephone

and Internet networks to operate properly. And, presently, the Town EOC is set up to coordinate communications through CERPP by way of a two-way radio system that reaches the various neighborhood districts in Portola Valley but relies heavily on volunteer participation. Netting it all out, broadcast radio is by far the most effective and reliable means to get the word out to citizens since this is a one-to-many system, does not require landlines or Internet, does not require a large team of volunteers to activate anything, and has a track record of working in many emergencies. Citizens only need a receiver.

Conclusion: TIS AM Radio

In 2011, after considerable research the EPC concluded that AM radio was the best method to reach the citizens of Portola Valley in real time during an emergency. This was based largely on the fact that AM has decent transmission characteristics and that everyone has an AM radio in their car, or could acquire one for very little money. AM radio is extremely common. AM radios could also be provided very inexpensively to citizens without cars or other means of receiving AM.

The EPC then commenced a test of AM broadcast capability using amateur radio frequencies near the AM band to determine if it would work. It worked well enough to pursue an AM broadcast radio license and equipment. In 2012, the EPC recommended to the Town and it acquired the FCC license and the portable AM radio equipment for AM broadcast radio operating under the Traveler's Information System regulations, Part 90. TIS is normally used for parks, airports, and other general-purpose public information systems directed at traveler's but is often used for the EPC's purposes as well. Several other local communities, San Mateo and Sunnyvale, for example, run TIS stations for this same purpose. The cost of the system was covered under a grant from the state. Portola Valley is licensed to operate a TIS broadcast AM radio on 1680 kHz under the call sign WQQA726, for ten years as of 10/10/12. The license is renewable.

Need for Full Time Operation

With the portable system in hand and subsequent testing showing it had excellent coverage across Portola Valley, conversations with Town Council in December 2012, interested citizens and other officials suggested that an AM broadcast system would be beneficial and useful if operated 24x7 or full-time for general information about Portola Valley. The EPC then pursued options to put the AM radio on the air 24x7. The acquired system had only a portable antenna and portable radio equipment. It was clear that a permanent antenna installation was necessary and the existing radio equipment could easily be used. The question – where to locate a permanent antenna.

Criteria for Location of Antenna

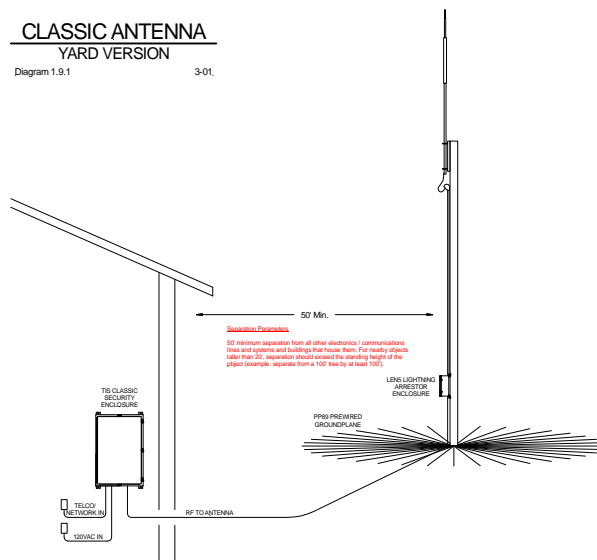
The EPC considered a number of criteria for location of an AM antenna. Those criteria are:

1. Performance to cover the largest portion of homes.
2. Safety and health concerns near the antenna.
3. Hopefully none, but minimum radio frequency interference with existing electronics and telephones.
4. Appearance and fit to Portola Valley surroundings.
5. Operational ease and access to the equipment.
6. Ease of maintenance, installation, and cleanliness of operating area or room.
7. Survivability in an earthquake and other emergencies.
8. Availability of emergency power.
9. Compliance with FCC Part 90, the governing regulations.

Antenna Specifications

To meet the first criterion on the list, that is to have the radio transmissions cover and be readable over the largest portion of homes, the following guidelines are recommended by manufacturer's experts. The antenna should be located a distance from other objects at least as tall as those objects, e.g. trees. It should be located well above grade, at least six feet but as high as fifty feet. And, a corresponding grounding system be installed and affixed the antenna base. The preferred grounding system is a 12 feet in diameter "octopus" and located at the base of the mast. This is a difficult spec to meet in the vicinity of the Town Hall. The antenna is 22' in height.

A technical diagram of a typical yard installation of the antenna is shown below.



There are many photographs of TIS installations on the web. Many of these photos suggest that ideal installations are not required for a successful TIS installation. Further, conversations with the manufacturer support this conclusion, too. Some members of the EPC are amateur radio operators with many decades of experience operating radio stations similar to the proposed TIS station.

Antenna Locations Considered

The EPC investigated several locations for the installation of a permanent antenna for the AM radio. At the suggestion of the Town council, in March 2013 Rothrock met with Ms. Danna Breen and Mr. Howard Young to discuss options for a location.

The EPC then met on April 6, 2013 to evaluate all possible options, including those identified by Breen and Young, and to conduct a broadcast test if a suitable location was identified.

The EPC considered additional locations for the installation of a permanent AM radio antenna. Many locations were considered:

1. Town maintenance shed.
2. Sheriff's building south of Town Hall.
3. WFPD #8 (Alpine and Portola Road)
4. Town Center, roof.
5. Woodside Priory School.
6. Corte Madera School.
7. California Water Tank on Peak Lane.
8. Sequoia Residences.
9. A Private Residence in Portola Valley.
10. Christ Church (next door to Town Center).
11. Near Town Center, mounted on a light standard or stand-alone pole.
12. Replaced existing flag pole with an embedded AM antenna

The EPC walked to each potential location within reasonable range of the Town Hall and discussed the pros and cons of each. Data was collected such as distance to EOC, risks to antenna tampering, earthquake survivability if attached to a building, interference with normal town activities, and other elements that may affect performance of the AM antenna. It should be noted that the manufacturer specifically does not recommend a roof-mounted installation. At AM radio frequencies this can cause interference to equipment inside the building on which the antenna is mounted.

The EPC concluded that the likely best suited location based on the criteria was a standalone installation along the western fence of the Town Hall parking lot about 20 to 50 feet from the Town Hall building. The distant second location would be along the edge of the parking lot of Christ Church, south side, about 150 feet from Town Hall. This location is not on Town land. An even distant third is replacing the flagpole. This, however would be custom engineering project and would require FCC certification. It would be very expensive, upwards of \$50,000 or more. Mounting the antenna on top of the flagpole is possible but the flag would always look at half-mast. The EPC also concluded that having the AM radio in the EOC was essential for proper operation and care.

With this conclusion reached, the EPC assembled the portable AM antenna system, placed it near the western fence (see photograph at end of memo) and tested the AM radio broadcast throughout the town. Several committee members were dispatched to the "four corners" of Portola Valley to report back reception and readability of the message.

The results were documented and compared to other tests conducted earlier at other locations. The EPC concluded that this antenna location sent an understandable AM radio signal to at least 90% of the homes. Besides this good

coverage and performance, the antenna had the benefit of a short feed line near the EOC, out of the way of other activities in the town center, no radio frequency interferences, mounted high off the ground would present no potential safety issues to citizens or town personnel, easy maintenance, and likely not noticed by people coming into the parking lot. It met nearly all the criteria established by the EPC but certainly the criteria EPC thought essential.

Recommended Location

Therefore, all things considered – performance, control, safety, maintenance, costs -- EPC recommends installation of this antenna to support a full time TIS AM radio broadcast capability at the location along the western fence of the parking lot just north of the Town Hall building. The exact location to be determined at the time of installation. Procedures for use and control of the broadcast messages were submitted in a separate document.

Recommendations for Erecting the Antenna

As mentioned, it is difficult to meet the ideal antenna location and installation configuration in the vicinity of the Town Hall. Because the test results were so good with the temporary antenna at the western fence location, the EPC recommends an installation of a standalone antenna at this location. Below is the EPC's view of how this antenna would be erected at this location.

The antenna would be affixed to a mast constructed of wood or metal at the recommended location. The mast would be set in the ground at sufficient depth and secured accordingly so that it would be free standing requiring no guy wires. Further, the bottom of the antenna should be 10' to 15' above grade. At this height, the principal broadcast radio energy is well above ground level and thus above any people in the vicinity and well away from curious citizens. This height makes the antenna more clear from surrounding trees, bushes, and parked cars in the area all of which degrades performance. The specific location of the mast would be such that it would not interfere with any vehicles parked nearby or be at risk if a vehicle were to over run the stop curbs of the parking lot.

The antenna is 22' in height. With an overlapping 2' mounting bracket to the mast, and with the bottom of the antenna at 10' above grade, would make the entire assembly of mast and antenna 30' in total height. The top 4' feet of the antenna is manufactured white. This is typical to better blend in with sky views. If necessary, this portion could be painted out black for better appearance. This could be done post installation.

The mast would need to be of sufficient diameter and material to survive expected wind and other loads, including loads from an earthquake. Rough calculations suggest the diameter of the mast would probably be less than 4", similar to the timber used for the parking lot lights. There would be no guy wires. Engineering

the mast would be straightforward. Manufacturer's experts will be consulted to make sure the installation conforms to all standards.

The mast could be painted out if desired. Color and style of paint of the mast could easily conform to Portola Valley standards. The antenna is black anodized aluminum. From other research online, an installation of this type is normal and standard for TIS installations.

The other key element of the antenna is the grounding system. Grounding an antenna such as this is essential for its proper performance. The EPC recommends at least two 8 foot brass grounding rods be driven into the ground at the base of the mounting mast and the antenna grounding connections affixed. While desired, the "octopus" type of grounding illustrated in the diagram is not required for a proper ground.

The radio equipment would be located in the current EOC radio room thus providing excellent access during an emergency and during other occasions as well as a clean, environmentally controlled space to minimize maintenance and other issues with the equipment. A feed line from the antenna to the radio will need to be laid down. While we have not investigated potentially conflicting buried infrastructure, the EPC suggests a shallow trench be dug along the fence line south from the antenna towards the redwood grove, then east along the south end of the Town Hall building and then north to the window under the eave of the building at the EOC radio room. The feed line could then be threaded through a penetration in the wall of the EOC under the window. Alternatively, there is a roof access point near the other antenna feed lines. The feed line could be brought in at that location as well. It would have to run it up the south side of the building.. The feed line should be protected with standard conduit.

Except for the trenching, professional labor and any electrical work that may be required, the antenna equipment, consultancy, and related services would cost less than \$6,000.

Acknowledgements

The EPC wishes to thank members of the Town Council especially John Richards for his guidance, Gary Nielson, sheriff, Danna Breen of the ASCC, and Howard Young of the town staff for their inputs, support, and comments regarding his important project. Many citizens were involved at various stages of this project – too many to name, but thank you.

The EPC chair wishes to thank the whole EPC committee for their commitment, their time, and their expertise involved in developing this plan, implementation, and recommendation for a TIS AM radio broadcast system for the citizens of the Town of Portola Valley.

The following photographs were taken on April 6, 2013 during the testing of AM radio from the recommended location.



This temporary antenna is mounted on the manufacturer's portable stand about 4' above the ground, with vehicles nearby. Note, lying on the ground is the "octopus" or the portable ground plane required for good AM broadcast. In the permanent installation the ground would be two 8' brass rods driven into the ground at the bottom of the mounting structure.



This is the radio and radio cabinet. It is portable complete with a backup power supply of similar size. With the portable antenna, it can essentially be operated from anywhere for many days without recharging.



MEMORANDUM

TOWN OF PORTOLA VALLEY

TO: Mayor and Members of the Town Council

FROM: Nick Pegueros, Town Manager

DATE: May 29, 2013

RE: **Approval of Emergency AM Radio Use Policy**

RECOMMENDATION:

It is recommended that the Town Council approve the following Emergency AM Radio use policy that was developed by the EPC in conjunction with town staff:

Town Policy for Use of AM Radio

The Town has installed an AM radio (1680) as an additional communication tool intended to provide reliable information that is critical to the safety of Portola Valley residents particularly in the event of an emergency. It has battery backup power and most residents have battery-operated AM radios in their homes and cars. This is a communication tool that is more likely than other modes to be functional in a widespread disaster such as an earthquake.

During an emergency, the Director of Emergency Services will have sole discretion over the messages to be distributed on the AM radio. During non-emergency times, the Town Manager will direct the messages to be broadcast. It should be noted that this radio was licensed under the Travelers' Information Stations (TIS) and is subject to the FCC Part 90 rules governing those licenses. It is the intent of the Town of Portola Valley to limit the use of this system to public safety purposes.



MEMORANDUM

TOWN OF PORTOLA VALLEY

TO: Mayor and Members of the Town Council

FROM: Nick Pegueros, Town Manager

DATE: May 29, 2013

RE: **FYE 06/30/13 Budget Amendments**

With the end of the fiscal year approaching on June 30, the Council is requested to approve the following budget amendments:

Fund	Orig Budget	Amended	Net Change
1 General Fund (05)			
Administration & Operations	1,736,488	1,736,488	-
Committees & Commissions	186,649	186,649	-
Consultant Services	435,445	435,445	-
Miscellaneous Expenses	41,591	26,117	(15,474.00)
Parks Operations	182,950	182,950	-
Public Works Operations	23,000	23,000	-
Service Agreements	822,497	822,497	-
Services & Supplies	301,321	316,795	15,474.00
Town Center Facilities	118,841	118,841	-
Capital Improvements	483,000	483,000	-
General Fund (05) Net Change to Adopted Expenditures Budget:			\$ -

2 Inclusionary-in-Lieu (45)			
General Revenue	-	2,790,096	2,790,096.08
General Expenditures	-	71,914	(71,914.38)
Inclusionary Fund (45) Net Change to Adopted Rev/Exp Budgets:			\$ 2,718,181.70

3 Storm Damage (50)			
Alpine Road Storm Damage (CIP)	-	22,000	(22,000.00)

Amendment number 1 has no impact on the General Fund's fund balance. Amendment number 2 is for the purpose of recording the Blue Oaks transaction and costs associated with the sale of the property. Amendment number 3 records the expenses incurred for the Upper Alpine storm damage caused in December 2012.

Sharon Hanlon

From: Brandi de Garmeaux
Sent: Monday, May 20, 2013 4:59 PM
To: Sharon Hanlon
Subject: Recommended Appointment of New Member to Sustainability Committee

Dear Mayor and Members of the Town Council,

At its regular meeting on Monday, May 20, 2013, the Sustainability Committee voted to recommend the appointment of Stephen Marra to fill an open position on the Sustainability Committee.

Best regards,

Brandi

Brandi de Garmeaux
Sustainability & Special Projects Manager
Town of Portola Valley
650.851.1700 ext. 222

Sharon Hanlon

Submission information

 Submitter DB ID : 1929
 Submitter's language : Default language
 Time to take the survey : 3 min. , 21 sec.
 Submission recorded on : 2/21/2013 9:37:43 AM

Survey answers

 Full Name:*
 steve marra

Name of Committee I'm Interested in Serving On:
 (Please note that only the committees currently seeking volunteers are listed.)

Community Events Committee
 Cultural Arts Committee
 Emergency Preparedness
 Nature & Science
 Open Space Acquisition Advisory
 Parks & Recreation Committee
 Sustainability
 Teen Committee
 Trails & Paths

Email Address:*
srmarra@sbcglobal.net

Address (include city/zip):*
 312 canyon dr, portola valley, ca 94028

Number of years in Portola Valley:*
 14

Home Telephone Number:*
 Cellular Telephone Number:
 Other Telephone Number:
 Preferred Telephone Contact Number
 Home
 Cell
 Other

I prefer to receive Town communications via:
 E-Mail (recommended)
 U.S. Mail

Please state why you have an interest in this committee, and state any background or experience you may have that may be useful in your service to this committee:*

I am very focused on sustainability topics and issues and feel awareness of these topics is really key to ensuring next generation has a healthy and reasonable environment.

In the past I have been a member of the Cultural Arts and BPTS Comm.
 Do you have any personal or financial interest that could be perceived by others as a conflict of interest relative to your service on the committee? If so, please describe:*

no

#9

There are no written materials for this agenda item.

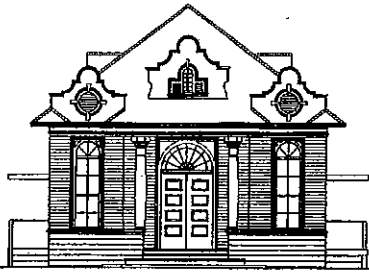
TOWN COUNCIL WEEKLY DIGEST

Friday – May 10, 2013

1. Agenda (Action) – Town Council – Wednesday, May 8, 2013
2. Agenda – ASCC Field Meetings and Special Meeting – Monday, May 13, 2013
3. Agenda – Trails & Paths Committee – Tuesday, May 14, 2013
4. Agenda – Affordable Housing Ad-Hoc Committee – Tuesday, May 14, 2013
5. Agenda – Open Space Committee – Tuesday, May 14, 2013
6. Agenda – Planning Commission – Wednesday, May 15, 2013
7. Month End Financial Report – April 2013
8. Issued Building Permit Activity – April 2013
9. League of California Cities re: Designation of Voting Delegates and Alternates for Annual Conference – September 18 – 20, 2013
10. Memo from Nick Pegueros, Town Manager re: Weekly Update – May 10, 2013

Attached Separates (Council Only)

1. San Mateo County Mosquito and Vector Control – April 2013
2. Western City Magazine – May 2013
3. Labor Newsletter – May 2013
4. Invitation to attend HIP Housing's Willow Road Open House – May 8, 2013



TOWN OF PORTOLA VALLEY

7:30 PM – Town Council Meeting

Wednesday, May 8, 2013

Historic Schoolhouse

765 Portola Road, Portola Valley, CA 94028

ACTION MEETING AGENDA

7:30 PM – CALL TO ORDER AND ROLL CALL

Councilmember Aalfs, Councilmember Derwin, Councilmember Driscoll, Vice Mayor Wengert, Mayor Richards

All Present

ORAL COMMUNICATIONS

Persons wishing to address the Town Council on any subject may do so now. Please note however, that the Council is not able to undertake extended discussion or action tonight on items not on the agenda.

Councilmember Derwin - The Board of Supervisors officially proclaimed April 2013 to be National Poetry month.

CONSENT AGENDA

The following items listed on the Consent Agenda are considered routine and approved by one roll call motion. The Mayor or any member of the Town Council or of the public may request that any item listed under the Consent Agenda be removed and action taken separately.

- (1) **Approval of Minutes** – Regular Town Council Meeting of April 24, 2013

Approved as Amended 5-0

- (2) **Approval of Warrant List** – May 8, 2013

- (3) **Recommendation by Town Manager** – Adoption of a Resolution Establishing a Flexible Benefits Plan Document

(a) Resolution of the Town Council of the Town of Portola Valley Adopting the Cafeteria Flexible Benefit Plan Document Benefit Plan Document (Resolution No. 2588-2013)

- (4) **Recommendation by Town Attorney** – Adoption of a Resolution Accepting a Gift of Open Space Lot in Blue Oaks Subdivision

(a) Resolution of the Town Council of the Town of Portola Valley Accepting the Grant Deed from Buck Meadow, LLC and Authorizing the Execution of the Agreement and Declaration of Covenants Between the Town of Portola Valley and Blue Oaks Homeowners Association (Resolution No. 2589-2013)

- (5) **Request from the Emergency Preparedness Committee** – Referral of the Emergency AM Radio Antenna to the Architectural and Site Control Commission for Comment

Items 2 – 5, Approved 5-0

REGULAR AGENDA

PUBLIC HEARING

- (6) **PUBLIC HEARING - Town Council Review** of the Amendment to Conditional Use Permit X7D-30, consisting of a parcel merger and expansion of athletic facilities with new track and artificial turf infill at the Woodside Priory School at 302 Portola Road and Initial Study/Mitigated Negative Declaration, specifically regarding only whether the proposed use of artificial turf will be in harmony with the general purpose and intent of the zoning ordinance and general plan.

Council affirmed the approval of the Initial Study/Mitigated Negative Declaration and amended the conditions of approval for the amendment to Conditional Use Permit X7D-30 to prohibit the use of artificial turf. Resolutions 2591-2013 and 2592-2013 Approved 3-2, Councilmember Driscoll and Vice Mayor Wengert opposed.

COUNCIL, STAFF, COMMITTEE REPORTS AND RECOMMENDATIONS

(7) Reports from Commission and Committee Liaisons

There are no written materials for this item.

Councilmember Derwin - Attended a housing element committee which was convened by Assemblyman Rich Gordon, and met with a number of local cities to discuss how the cities can actually meet the RHNA affordable housing numbers.

April Council of Cities dinner meeting was held at YouTube. The Director of Planning and Operations spoke on available programs that politicians can utilize on YouTube to aid in their campaigns and city government.

San Mateo County Poet Lauriat Advisory Committee met to choose a Poet Lauriat.

Library JPA met and discussed the possibility of tapping into their donor funds.

HEART lunch discussed affordable housing.

Councilmember Aalfs – Nature & Science Committee met and is raising money to raise money for a Science and Nature Center at the Woods Estate.

Planning Commission – Approved budget for FY 2013 - 2014

Councilmember Driscoll – Will attend a Cable Committee meeting on Thursday, May 9, 2013

Vice Mayor Wengert – Bicycle, Pedestrian & Traffic Safety Committee spoke on the topic of congested traffic at Corte Madera School. One suggestion was to have a 45 minute drop-off and pick-up time in the a.m. and p.m. The Committee is looking to distribute a neighborhood survey regarding the traffic congestion and ask the Council for restricted traffic access at the school. Also discussed was Windy Hill parking issue and looking to post events to the PV Forum.

Mayor Richards - None

WRITTEN COMMUNICATIONS

(8) Town Council Weekly Digest – April 26, 2013

#7 – Council agreed to keep website domain name as is, no changes.

(9) Town Council Weekly Digest – May 3, 2013

Town Manager Pegueros reported on current status of the Affordable Housing Ad-Hoc Committee and announced that Karen Kristiansson has been appointed to the position of Deputy Town Planner. Karen will begin on July 1st.

ADJOURNMENT: 11:00 pm

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. Notification 48 hours prior to the meeting will enable the Town to make reasonable arrangements to ensure accessibility to this meeting.

AVAILABILITY OF INFORMATION

Copies of all agenda reports and supporting data are available for viewing and inspection at Town Hall and at the Portola Valley Library located adjacent to Town Hall. In accordance with SB343, Town Council agenda materials, released less than 72 hours prior to the meeting, are available to the public at Town Hall, 765 Portola Road, Portola Valley, CA 94028.

SUBMITTAL OF AGENDA ITEMS

The deadline for submittal of agenda items is 12:00 Noon WEDNESDAY of the week prior to the meeting. By law no action can be taken on matters not listed on the printed agenda unless the Town Council determines that emergency action is required. Non-emergency matters brought up by the public under Communications may be referred to the administrative staff for appropriate action.

PUBLIC HEARINGS

Public Hearings provide the general public and interested parties an opportunity to provide testimony on these items. If you challenge any proposed action(s) in court, you may be limited to raising only issues you or someone else raised at the Public Hearing(s) described in this agenda, or in written correspondence delivered to the Town Council at, or prior to, the Public Hearing(s).



**TOWN OF PORTOLA VALLEY
ARCHITECTURAL AND SITE CONTROL COMMISSION (ASCC)
Monday, May 13, 2013
Special Field Meetings (time and place as listed herein)
7:00 PM – Special ASCC Meeting
Historic Schoolhouse
765 Portola Road, Portola Valley, CA 94028**

SPECIAL ASCC FIELD MEETING*

3:30 p.m., 308 Canyon Afternoon session for preliminary consideration of plans for new residential redevelopment of a .37-acre Brookside Park property. (ASCC review to continue at Regular Meeting)

SPECIAL JOINT ASCC/PLANNING COMMISSION FIELD MEETING – Includes Town Council Attendance*

4:30 p.m. 555 Portola Road. Afternoon session for consideration of proposed amendments to the Neely/Myers conditional use permit (CUP) X7D-169 to include vineyard uses in the "Meadow Preserve" area. Convene at the MROSD parking lot. (ASCC review to continue at Regular Meeting)

7:00 PM - SPECIAL AGENDA*

1. Call to Order:
2. Roll Call: Breen, Clark, Hughes, Koch, Ross
3. Oral Communications:

Persons wishing to address the Commission on any subject, not on the agenda, may do so now. Please note, however, the Commission is not able to undertake extended discussion or action tonight on items not on the agenda.

4. a. Review and Recommendation to the Town Council, Emergency Preparedness Committee (EPC) Recommendation for an AM Antenna Installation at the Town Center
5. Old Business:
 - a. Continued Architectural Review for New Residence with Detached Pool House, Swimming Pool and Horse-keeping Facilities, and Site Development Permit X9H-649, 117 Pinon Drive, Divita
6. New Business:
 - a. Proposed Amendments to Conditional Use Permits (CUP) X7D-169 and X7D-151, 555 Portola Road, Neely/Myers
 - b. Architectural Review for Storage Loft Addition, 260 Willowbrook Drive, Warr
 - c. Preliminary Review, Architectural Review and Site Development Permit X9H-653 for Residential Redevelopment, 308 Canyon Drive, Lenderking

7. Commission and Staff Reports
8. Approval of Minutes: April 22, 2013
9. Adjournment

*For more information on the projects to be considered by the ASCC at the Special Field and Regular meetings, as well as the scope of reviews and actions tentatively anticipated, please contact Carol Borck in the Planning Department at Portola Valley Town Hall, 650-851-1700 ex. 211. Further, the start times for other than the first Special Field meeting are tentative and dependent on the actual time needed for the preceding Special Field meeting.

PROPERTY OWNER ATTENDANCE. The ASCC strongly encourages a property owner whose application is being heard by the ASCC to attend the ASCC meeting. Often issues arise that only property owners can responsibly address. In such cases, if the property owner is not present it may be necessary to delay action until the property owner can meet with the ASCC.

WRITTEN MATERIALS. Any writing or documents provided to a majority of the Town Council or Commissions regarding any item on this agenda will be made available for public inspection at Town Hall located 765 Portola Road, Portola Valley, CA during normal business hours.

ASSISTANCE FOR PERSONS WITH DISABILITIES

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the Assistant Planner at 650-851-1700, extension 211. Notification 48 hours prior to the meeting will enable the Town to make reasonable arrangements to ensure accessibility to this meeting.

PUBLIC HEARINGS

Public Hearings provide the general public and interested parties an opportunity to provide testimony on these items. If you challenge a proposed action(s) in court, you may be limited to raising only those issues you or someone else raised at the Public Hearing(s) described later in this agenda, or in written correspondence delivered to the Planning Commission at, or prior to, the Public Hearing(s).

This Notice is Posted in Compliance with the Government Code of the State of California.

Date: May 10, 2013

CheyAnne Brown
Planning Technician



TOWN OF PORTOLA VALLEY
Trails and Paths Committee
Tuesday, May 14, 2013 - 8:15 AM
Historic Schoolhouse
765 Portola Road, Portola Valley, CA

AGENDA

1. Call to Order
2. Oral Communications
3. Approval of Minutes from April 9, 2013
4. Financial Review
5. Old Business
 - a) Community Hike: June 22nd
 - b) Update on driveway scoring
 - c) Discussion of review of plans
6. New Business
 - a) Trail Work April 2013
 - b) Town Picnic (Saturday June 8 from 10:30am – 2:00pm)
 - c) Trail gate list and locks
 - d) Discussion of signage regarding bicycles on Alpine Road Trail
7. Other Business
8. Adjournment

Enclosures:

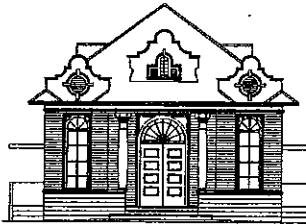
Minutes from Regular Meeting of April 9, 2013
Financial Review
Trail work and map – April 2013
Trail map Portola Valley Ranch / Blue Oaks



TOWN OF PORTOLA VALLEY
Affordable Housing Ad-Hoc Committee
Tuesday – May 14, 2013 at 7:00 p.m.
Historic Schoolhouse
765 Portola Road, Portola Valley, CA 94028

AGENDA

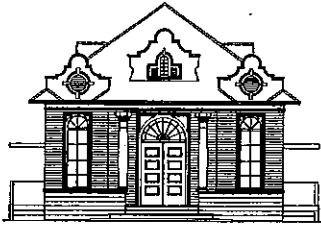
1. Call To Order
2. Oral Communications
3. Approval of April 16, 2013 Meeting Minutes
4. Approval of April 30, 2013 Meeting Minutes
5. Discussion of Draft Mission Statement and Criteria for Achieving Affordable Housing Requirements (7:10)
6. Wrap up and discussion of next meeting: May 28th (8:50)
7. Adjournment (9:00)



**Town of Portola Valley
Open Space Acquisition Advisory Committee
Tuesday, May 14, 2013, 7:30 pm
Town Hall Conference Room
765 Portola Road, Portola Valley, CA 94028**

AGENDA

1. Call to Order
2. Oral Communications
3. Approval of March 19, 2013 minutes
4. Meet potential new committee member Nona Chiariello
5. Property Updates
6. Conservation Monitoring Plan
7. Definition for Open Space Fund
8. Nature Trail
9. Date for next meeting
10. Adjournment



**TOWN OF PORTOLA VALLEY
REGULAR PLANNING COMMISSION MEETING
765 Portola Road, Portola Valley, CA 94028
Wednesday, May 15, 2013 – 7:30 p.m.
Council Chambers (Historic Schoolhouse)**

AGENDA

Call to Order, Roll Call

Commissioners McIntosh, McKitterick, Targ, Chairperson Von Feldt, and Vice-Chairperson Gilbert

Oral Communications

Persons wishing to address the Commission on any subject, not on the agenda, may do so now. Please note, however, the Commission is not able to undertake extended discussion or action tonight on items not on the agenda.

Regular Agenda

1. *Public Hearing:* Site Development Permit X9H-649, for New Residential development, 117 Pinon Drive, Divita

Commission, Staff, Committee Reports and Recommendations

Approval of Minutes: May 1, 2013

Adjournment:

ASSISTANCE FOR PERSONS WITH DISABILITIES

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the Assistant Planner at 650-851-1700 ext. 211. Notification 48 hours prior to the meeting will enable the Town to make reasonable arrangements to ensure accessibility to this meeting.

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PUBLIC HEARINGS

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Hearing(s) described later in this agenda, or in written correspondence delivered to the Planning Commission at, or prior to, the Public Hearing(s).

This Notice is posted in compliance with the Government Code of the State of California.

Date: May 10, 2013

CheyAnne Brown
Planning Technician



MONTH END FINANCIAL REPORT

FOR THE MONTH OF: April 2013

C	Bank of America	\$146,324.32
A	Local Agency Investment Fund (0.285%)	\$10,468,920.27
S		
H	Total Cash	\$10,615,244.59
<hr/>		
F	05 General Fund	\$2,602,743.72
U	08 Grants	10,810.96
N	10 Safety Tax	17,648.55
D	15 Open Space	3,528,544.76
S	20 Gas Tax	6,618.35
	22 Measure M	(293.47)
	25 Library Fund	483,829.00
	30 Public Safety/COPS	(29,339.63)
	40 Park in Lieu	6,240.65
	45 Inclusion In Lieu	2,880,006.08
	60 Measure A	199,774.40
	65 Road Fees	138,824.94
	75 Crescent M.D.	97,238.81
	80 PVR M.D.	14,196.59
	85 Wayside I M.D.	5,737.11
	86 Wayside II M.D.	(63,633.59)
	90 Woodside Highlands M.D.	153,651.84
	95 Arrowhead Mdws M.D.	(1,799.67)
	96 Customer Deposits	564,445.19
	Total Fund Balance	\$10,615,244.59
<hr/>		
A	Beginning Cash Balance:	\$9,989,374.25
C	Revenues for Month:	953,545.02
T	LAIF Interest (0.28%)	6,759.30
I	Total Revenues for Month:	\$960,304.32
V		
I	Warrant List 4/10/2013	(\$118,671.11)
T	Warrant List 4/24/2013	(124,767.91)
Y	Payroll	(91,725.11)
R	Total Expenses for Month:	(\$335,164.13)
E		
C	Total JE's and Void Checks:	\$730.15
A		
P	Ending Cash Balance	\$10,615,244.59

FISCAL HEALTH SUMMARY:

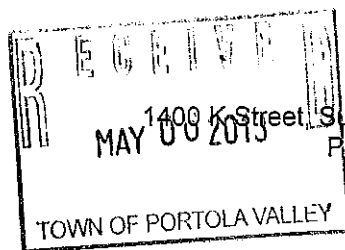
Unreserved/Spendable Percentage of General Fund:	69.89%
<i>Adopted Town Policy is 60%</i>	
Days of Running Liquidity of Spendable General Fund:	255
<i>GASB recommends no less than 90 days</i>	

Per CGC #53646 governing the reporting of cash and investments, the Town's investment portfolio is in compliance with its adopted Investment Policy. Based on anticipated cash flows and current investments, the Town is able to meet its expenditure requirements for the next six months.

Town of Portola Valley

Issued Building Permit Activity: April 2013

	Permits This Month	Permits FY 12-13 To Date	Total Valuation This Month	Total Valuation FY 12-13 To Date	Application Fees Collected This Month	Application Fees FY 12-13 To Date	Plan Check Fees Collected This Month	Plan Check Fees FY 12-13 To Date	Total Fees Collected FY 12-13	Total Fees Collected FY 11-12
New Residence	1	7	860,000	9,406,987	3,065.00	36,146.00	4,943.75	40,993.46	77,139.46	27,289.68
Commercial/Other	0	1	0	68,032	0.00	1,505.00	0.00	509.44	2,014.44	320.92
Additions	1	22	406,500	3,421,625	5,850.00	39,014.91	2,741.55	19,553.46	58,568.37	43,151.15
Second Units	2	4	484,000	674,000	4,323.00	7,777.00	2,640.00	4,560.00	12,337.00	9,917.33
Remodels	10	36	1,209,500	3,122,118	11,586.75	38,220.25	2,010.14	10,930.27	49,150.52	50,340.35
Pools	0	0	0	0	0.00	0.00	0.00	0.00	0.00	15,384.97
Stables	0	0	0	0	0.00	0.00	0.00	0.00	0.00	0.00
Termite/Repairs	0	3	0	295,500	0.00	2,401.25	0.00	1,279.44	3,680.69	665.11
Signs	0	0	0	0	0.00	0.00	0.00	0.00	0.00	0.00
House Demos	0	4	0	0	0.00	1,054.00	0.00	88.00	1,142.00	500.00
Other	15	128	986,086	4,362,792	7,508.60	53,390.60	709.50	6,240.95	59,631.55	48,737.64
	29	205	3,946,086	21,351,054	32,333.35	179,509.01	13,044.94	84,155.02	263,664.03	196,307.15
Electrical	20	114	0	0	5,753.12	24,507.45	0.00	0.00	24,507.45	7,057.39
Plumbing	20	82	0	0	5,068.56	23,738.03	0.00	0.00	23,738.03	6,929.96
Mechanical	9	55	0	0	3,397.95	16,537.01	0.00	0.00	16,537.01	4,222.15
Total Permits	78	456	3,946,086	21,351,054	46,552.98	244,291.50	13,044.94	84,155.02	328,446.52	214,516.65



1400 K Street, Suite 400 • Sacramento, California 95814
 Phone: 916.658.8200 Fax: 916.658.8240
 www.cacities.org

Council Action Advised by August 2, 2013.

PLEASE NOTE: You are receiving this letter and form earlier than usual because hotel space near the Sacramento Convention Center for the Annual Conference will be especially tight this year. As a result, we want to encourage you to make your hotel reservations early.

April 26, 2013

TO: Mayors, City Managers and City Clerks

**RE: DESIGNATION OF VOTING DELEGATES AND ALTERNATES
 League of California Cities Annual Conference – September 18 - 20, Sacramento**

The League's 2013 Annual Conference is scheduled for September 18 - 20 in Sacramento. An important part of the Annual Conference is the Annual Business Meeting (*at the General Assembly*), scheduled for noon on Friday, September 20, at the Sacramento Convention Center. At this meeting, the League membership considers and takes action on resolutions that establish League policy.

In order to vote at the Annual Business Meeting, your city council must designate a voting delegate. Your city may also appoint up to two alternate voting delegates, one of whom may vote in the event that the designated voting delegate is unable to serve in that capacity.

Please complete the attached Voting Delegate form and return it to the League's office no later than Friday, August 23, 2013. This will allow us time to establish voting delegate/alternates' records prior to the conference.

Please note the following procedures that are intended to ensure the integrity of the voting process at the Annual Business Meeting.

- **Action by Council Required.** Consistent with League bylaws, a city's voting delegate and up to two alternates must be designated by the city council. When completing the attached Voting Delegate form, please attach either a copy of the council resolution that reflects the council action taken, or have your city clerk or mayor sign the form affirming that the names provided are those selected by the city council. Please note that designating the voting delegate and alternates must be done by city council action and cannot be accomplished by individual action of the mayor or city manager alone.
- **Conference Registration Required.** The voting delegate and alternates must be registered to attend the conference. They need not register for the entire conference; they may register for Friday only. To register for the conference, please go to our website: www.cacities.org. In order to cast a vote, at least one person must be present at the



1400 K Street, Suite 400 • Sacramento, California 95814
Phone: 916.658.8200 Fax: 916.658.8240
www.cacities.org

Annual Conference Voting Procedures 2013 Annual Conference

1. **One City One Vote.** Each member city has a right to cast one vote on matters pertaining to League policy.
2. **Designating a City Voting Representative.** Prior to the Annual Conference, each city council may designate a voting delegate and up to two alternates; these individuals are identified on the Voting Delegate Form provided to the League Credentials Committee.
3. **Registering with the Credentials Committee.** The voting delegate, or alternates, may pick up the city's voting card at the Voting Delegate Desk in the conference registration area. Voting delegates and alternates must sign in at the Voting Delegate Desk. Here they will receive a special sticker on their name badge and thus be admitted to the voting area at the Business Meeting.
4. **Signing Initiated Resolution Petitions.** Only those individuals who are voting delegates (or alternates), and who have picked up their city's voting card by providing a signature to the Credentials Committee at the Voting Delegate Desk, may sign petitions to initiate a resolution.
5. **Voting.** To cast the city's vote, a city official must have in his or her possession the city's voting card and be registered with the Credentials Committee. The voting card may be transferred freely between the voting delegate and alternates, but may not be transferred to another city official who is neither a voting delegate or alternate.
6. **Voting Area at Business Meeting.** At the Business Meeting, individuals with a voting card will sit in a designated area. Admission will be limited to those individuals with a special sticker on their name badge identifying them as a voting delegate or alternate.
7. **Resolving Disputes.** In case of dispute, the Credentials Committee will determine the validity of signatures on petitioned resolutions and the right of a city official to vote at the Business Meeting.



CITY: _____

2013 ANNUAL CONFERENCE
VOTING DELEGATE/ALTERNATE FORM

Please complete this form and return it to the League office by Friday, August 23, 2013. Forms not sent by this deadline may be submitted to the Voting Delegate Desk located in the Annual Conference Registration Area. Your city council may designate one voting delegate and up to two alternates.

In order to vote at the Annual Business Meeting (General Assembly), voting delegates and alternates must be designated by your city council. Please attach the council resolution as proof of designation. As an alternative, the Mayor or City Clerk may sign this form, affirming that the designation reflects the action taken by the council.

Please note: Voting delegates and alternates will be seated in a separate area at the Annual Business Meeting. Admission to this designated area will be limited to individuals (voting delegates and alternates) who are identified with a special sticker on their conference badge. This sticker can be obtained only at the Voting Delegate Desk.

1. VOTING DELEGATE

Name: _____

Title: _____

2. VOTING DELEGATE - ALTERNATE

Name: _____

Title: _____

3. VOTING DELEGATE - ALTERNATE

Name: _____

Title: _____

PLEASE ATTACH COUNCIL RESOLUTION DESIGNATING VOTING DELEGATE AND ALTERNATES.

OR

ATTEST: I affirm that the information provided reflects action by the city council to designate the voting delegate and alternate(s).

Name: _____ E-mail _____

Mayor or City Clerk _____ Phone: _____
(circle one) (signature)

Date: _____

Please complete and return by Friday, August 23, 2013

League of California Cities
ATTN: Mary McCullough
1400 K Street
Sacramento, CA 95814

FAX: (916) 658-8240
E-mail: mmccullough@cacities.org
(916) 658-8247



MEMORANDUM

TOWN OF PORTOLA VALLEY

TO: Mayor and Members of the Town Council
FROM: Nick Pegueros, Town Manager
DATE: May 10, 2013
RE: Weekly Update

The purpose of this report is to provide a summary update on items/projects of interest for the week ended May 10, 2013.

- 1. Deputy Town Planner Appointed** - I'm pleased to report that Karen Kristiansson has been appointed to the position of deputy town planner for the town. Karen's current role as principal planner at Spangle Associates has given her a unique set of knowledge and relevant experience that will benefit the town as we prepare for the retirement of contract Town Planner, Tom Vlastic, in December 2014. Please join me in welcoming Karen to Town staff. Karen will close-up her projects at Spangle over the next several weeks and will be in-house full time beginning July 1st. A press release is forthcoming and will be posted to the Town's website.
- 2. Skip's Retirement** - Skip's begins his retirement from the Town next Thursday, May 16th following 34 years of service. We will all miss Skip's recant of days past and his friendly demeanor. Staff will wish Skip a happy retirement next Thursday during lunch.
- 3. Street Resurfacing Project Notices** – Residents who will experience road closures due to the upcoming street resurfacing project will receive a notice in the mail this weekend or early next week. The notice outlines the project scope, provides general timelines, and directs questions to the contractor who will do the work. Additional notices will be provided two days prior to any road closures.

TOWN COUNCIL WEEKLY DIGEST

Friday – May 17, 2013

1. Agenda – Sustainability Committee – Monday, May 20, 2013
2. Agenda – Parks & Recreation Committee – Monday, May 20, 2013
3. Notice from Public Works Director re: Street Resurfacing – May 15 through June 28, 2013
4. Letter from Sandra Patterson to the Town Council with comment on the Meadow Preserve
5. Holiday Notice – Town Hall will be closed in observance of Memorial Day – Monday, May 27, 2013
6. Memo from Nick Pegueros, Town Manager re: Weekly Update – May 17, 2013

Attached Separates (Council Only)

1. Comcast – Jan – March 2013
2. Kaiser Permanente Community Briefings – Spring 2013
3. Colantuono & Levin Update on Public Law – Spring 2013
4. SLAC Public Lecture – Black Holes and Galaxies – May 21, 2013



TOWN OF PORTOLA VALLEY
Sustainability Committee Meeting
Monday, May 20, 2013 3:30PM
Town Hall, Conference Room
765 Portola Road, Portola Valley, CA 94028

AGENDA

1. Call To Order
2. Oral Communications
3. Approval of Minutes from April 15, 2013
4. Interview and Appointment of New Member
5. Update on Programs/Projects/Outreach
6. Next Steps, Next Meeting Date & Reminders
 - a. Next Meeting on June 17, 2013
7. Announcements
8. Adjournment

Intern
Budget
Interviews

Plan for 2013



Town of Portola Valley
Parks & Recreation Committee Meeting
Monday, May 20, 2013 – 7:30 pm
Historic Schoolhouse
765 Portola Road, Portola Valley, CA

AGENDA

1. Call to Order
2. Oral Communications (*5 minutes*)
Persons wishing to address the Committee on any subject, not on the agenda, may do so now. Please note however, the Committee is not able to undertake extended discussion or action tonight on items not on the agenda. *Two minutes per person.*
3. Approval of Minutes: April 15, 2013 (*5 minutes*)
4. Reports from Staff and Council (*5 minutes*)
5. Zots to Tots Planning (*5 minutes*)
6. Ford Field Renovation Update (*15 minutes*)
7. Discussion of possible Skateboard ramp plan (*15 minutes*)
8. Discussion of Parks and Rec role in Town Picnic planning (*15 minutes*)
9. Adjournment

Next meeting: June 17, 2013

TOWN of PORTOLA VALLEY

Town Hall: 765 Portola Road, Portola Valley, CA 94028 Tel: (650) 851-1700 Fax: (650) 851-4677

May 8, 2013

Re: Notice of Street Resurfacing. May 15 - June 28, 2013

Adair Lane, Antonio Court, Applewood Lane, Arastradero Road, Campo Road, Cordova Court, Grove Drive, Hillbrook Drive, Iroquois Trail, Los Charros Lane, Montara Court, Palmer Lane, Sausal Drive, Shawnee Pass, Shoshone Place, Sierra Lane, Tagus Court, Tan Oak Drive, Valencia Court, Wyndham Drive. (see 2nd page for additional information)

Dear Resident:

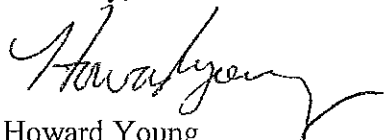
The purpose of this letter is to notify you that the Town of Portola Valley will be performing street resurfacing on portions of the above listed streets. Work is scheduled to take place between the dates listed above, weather permitting. The repairs will include grinding worn areas, crack sealing, a surface treatment of slurry sealing or cape sealing, and repainting traffic markings.

Traffic will have limited access through these streets during the street resurfacing process. Traffic controls within the construction area will be in place. Normal construction hours are Monday through Friday from 8:00 a.m. to 5:30 p.m. Two days prior to construction, "No Parking" and "Tow-away" signs will be posted with the effective time and date. Roads will be reopened to full traffic and parking at the end of each working day, however, during the construction period, loose gravel and an uneven pavement surface will result from removing the surface asphalt. For the entire project, we estimate it will take 3 weeks to repair damaged pavement sections, 2 weeks to apply surface seals, and 1 week to repaint traffic markings. To maintain competitive prices, the contractor, "Half Moon Bay Grading and Paving" is allowed to schedule the work in a cost effective manner which may result in a time lag between repair and resurfacing.

We are aware there will be residents who will be inconvenienced by the street resurfacing work and we ask for your cooperation and understanding. This improvement will result in an improved street that will serve the area for many years.

Additional information and updates are available on the Towns website at <http://www.portolavalley.net> under information for residents, public works projects. If you have any questions about the street resurfacing project, please call me at 650-851-1700 x 200 or email at hyoung@portolavalley.net

Sincerely,



Howard Young
Public Works Director

Cc: Public Works Committee
Woodside Fire Dept.

Green Waste Recovery
San Mateo County Sheriff

Street Resurfacing list for slurry seal or cape seal treatments:

1.	Adair Lane	Entire length
2.	Antonio Court	Entire length
3.	Applewood Lane	Entire length
4.	Arastradero Road	Entire length to Town Limits
5.	Campo Road	Entire length
6.	Cordova Court	Entire length
7.	Grove Drive (asphalt overlay)	Tinturn to end
8.	Hillbrook Drive	Entire length
9.	Iroquois Trail*	Entire length
10.	Los Charros lane	Entire length
11.	Montara Court	Entire length
12.	Palmer Lane	Entire length
13.	Sausal Drive	Entire length
14.	Shawnee Pass*	Entire length
15.	Shoshone Place	Entire length
16.	Sierra Lane	Entire length
17.	Tagus Court	Entire length
18.	Tan Oak Drive	Entire length
19.	Valencia Court	Entire length
20.	Wyndham Drive	Entire length

*Street will be resurfaced when school is not in session. Either on a Saturday or after June 14.

In the surface seal process, there can be material cure times of up to 1 week between the asphalt repair process and the application of the slurry/cape seal top coat.

The cape seal road treatment is a 2 coat process of gravel and slurry. Several days may occur between resurfacing coats.

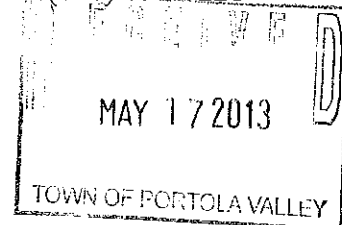
Note: The contractor will be hand delivering printed notices to residents indicating the exact date your street is scheduled for the actual street resurfacing seal treatment which may affect access until the surface has cured and dried enough to allow traffic. Please do not wet or drive on surfaces until dried, it will affect the final look of the product and track onto surfaces.

Sandra Patterson
126 Stonegate Road
Portola Valley, CA 94028

Telephone (650) 851-8811

sjpatt@comcast.net

Fax (650) 851-7221



May 15, 2013

Portola Valley Town Council
Portola Valley, CA 94028

Dear Members of the Portola Valley Town Council:

My husband, Wil, and I appreciated the opportunity to tour the Meadow Preserve area with members of the ASCC/Planning Commission this past Monday. We were pleased to witness the careful consideration being directed toward the proposed amendment to the Neely/Myers conditional use permit.

A good deal of planning has been focused on the landscape bordering Portola Road. We would encourage members of the ASCC/Planning Commission/Town Council to view the Meadow Preserve from a higher elevation – from the Westridge area or from our home on Stonegate Road. As a member of the town Conservation Committee on the tour remarked, the meadow appears to be cut in half by this proposed use of additional acreage for vineyards or crops.

The Neely/Myer proposal seems purposely vague regarding the cultivation of crops. Issues regarding farming activity, including fertilizers/pesticides, along with traffic, noise, dust, and above of all, safety, must be addressed and resolved. The generation of additional traffic flow in and out of the meadow onto Portola Road must be closely examined so as not to pose a danger to the many cyclists, joggers/hikers, and equestrians who use the trail along the Meadow Preserve.

My husband and I have been Stonegate residents for 25 years and feel so fortunate to live in a town where the environment and conservation are highly valued. We believe the wildlife, the beauty and serenity of the Meadow Preserve will be disturbed or, more likely, damaged for a few acres of unnamed crops or vineyards. What if the owners tire of this new venture? Will the meadow be restored to its original state?

The Meadow Preserve is unique and contributes to what makes Portola Valley a naturally beautiful place for its residents and visitors. We urge the leaders of Portola Valley not to approve the proposed amendment to the Neely/Myers conditional use permit. Thank you for taking time to consider our request.

Sincerely,


Sandra Patterson


Wilcox Patterson



PORTOLA VALLEY TOWN HALL

WILL BE CLOSED

Monday, May 27, 2013
In observance of Memorial Day



In Case of Emergency: Sheriff's Office: 911



MEMORANDUM

TOWN OF PORTOLA VALLEY

TO: Mayor and Members of the Town Council
FROM: Nick Pegueros, Town Manager
DATE: May 17, 2013
RE: Weekly Update

The purpose of this report is to provide a summary update on items/projects of interest for the week ended May 17, 2013.

1. **Ford Field Contributions** – Howard reports that the Sand Hill Foundation will send their \$100,000 check for the Ford Field project in the next few weeks. Once received, we will have roughly 50% of the project revenues. While the State funds could be made available in advance, the application process to request an advance is quite cumbersome and yields no significant benefit.
2. **Street Resurfacing Project Started** – The project began this week and staff has not received a significant number of complaints. Work will wrap up by the end of June.
3. **PV Post** – The spring edition of the newsletter is under final review and will be distributed by Wednesday next week. We have experienced a number of complications in the production of this newsletter and staff is working to identify a new strategy to disseminate news to the community. A recommendation on the new strategy is anticipated to go to the Council in July/August.
4. **Retirement of Skip Struthers** – Staff hosted a luncheon on Thursday for Skip Struthers and his immediate family to thank him for an impressive 33 years of loyal service to the Town and wish him well as he prepares for retirement. Recruitment for a new Town maintenance worker will begin soon.

TOWN COUNCIL WEEKLY DIGEST

Friday – May 24, 2013

1. Agenda – Finance Committee – Tuesday, May 28, 2013
2. Agenda – Conservation Committee – Tuesday, May 28, 2013
3. Agenda – Affordable Housing Ad-Hoc Committee – Tuesday, May 28, 2013
3. ASCC (Special) – May 29, 2013 (Historic Schoolhouse)
4. Letter from Supervisor Adrienne Tissier re: 9th Annual Disaster Preparedness Day – Saturday, June 8, 2013 from 10:00 a.m. - 2:00 p.m.
5. Invitation to Community Meeting – Portola Valley & Woodside SOD-BLITZ – Saturday, May 25, 2013, 1:00 p.m.
6. Memo from Nick Pegueros, Town Manager re: Weekly Update – May 24, 2013

Attached Separates (Council Only)

1. Invitation – San Mateo County Fair – June 8 – 16, 2013
2. Invitation – 79th Annual San Mateo County Fair Celebration – June 10, 2013
3. Service Matters – Spring 2013, May – June 2013 / Issue No. 124



TOWN OF PORTOLA VALLEY
Finance Committee
Tuesday, May 28, 2013 – 5:30 PM
Town Hall Conference Room
765 Portola Road, Portola Valley, CA

AGENDA

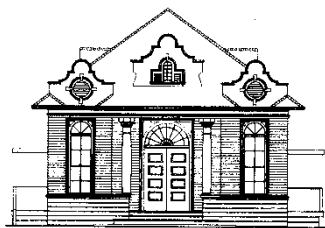
1. Call to Order
2. Oral Communication
3. Approve minutes from October 22, 2012 meeting
4. New Business
 - Proposed Budget for 2013-14
5. Adjournment



TOWN OF PORTOLA VALLEY
Conservation Committee
Tuesday, May 28, 2013 - 7:45 PM
Historic Schoolhouse
765 Portola Road, Portola Valley, CA 94028

AGENDA

1. Call to Order
2. Oral Communications
3. Approval of Minutes - April 23, 2013
4. A. Site Permits
 NEW - 357 Westridge
 REVISED - 25 Larguita (ASCC 5/29)
 B. Tree Permits - None
5. Old Business
 - A. Backyard habitat - DeStaebler
 - B. Tip of the month - Plunder
 - C. Earth Day 4/27 review - how to improve next year?
 - D. Town Picnic - June 8
 - E. Final native plant lists for town website and ASCC - recommended, discouraged, invasive
 - F. Weeding checklist/creek maintenance calendar
 - G. Intern - subcommittee to task/supervise
 - H. MROSD Imagine project - Heiple
 - I. Portola Road Corridor Taskforce report - comments?
6. New Business
 - A. "How to spray for ticks?" response
7. Action Plan
8. Announcements
9. Adjournment



TOWN OF PORTOLA VALLEY
Affordable Housing Ad-Hoc Committee
Tuesday – May 28, 2013 at 7:00 p.m.
Historic Schoolhouse
765 Portola Road, Portola Valley, CA 94028

AGENDA

1. Call To Order
2. Oral Communications
3. Approval of May 14,2013 Meeting Minutes
4. Discussion of Draft Report to the Town Council from the Committee (7:10)
5. Wrap up and discussion (8:50)
6. Adjournment (9:00)



**TOWN OF PORTOLA VALLEY
ARCHITECTURAL AND SITE CONTROL COMMISSION (ASCC)
Wednesday, May 29, 2013
Special Joint Field Meeting (time and place as listed herein)
7:30 PM – Special ASCC Meeting
Historic Schoolhouse
765 Portola Road, Portola Valley, CA 94028**

SPECIAL JOINT ASCC/PLANNING COMMISSION FIELD MEETING*

4:00 p.m. 25 Larguita Lane, Afternoon session for preliminary consideration of plans for residential redevelopment of a 2.5-acre Westridge Subdivision property. (ASCC review to continue at Regular Meeting)

7:30 PM - SPECIAL AGENDA*

1. Call to Order:
2. Roll Call: Breen, Clark, Hughes, Koch, Ross
3. Oral Communications:

Persons wishing to address the Commission on any subject, not on the agenda, may do so now. Please note, however, the Commission is not able to undertake extended discussion or action tonight on items not on the agenda.

4. Old Business:
 - a. Continuing Review, Architectural Review and Site Development Permit X9H-653 for Residential Redevelopment, 308 Canyon Drive, Lenderking
5. New Business:
 - a. Preliminary Architectural Review for New Residence with Detached Garage/Guest House Accessory Structure and Horse-Keeping Facilities, and Site Development Permit X9H-652, 25 Larguita Lane, Shostak
 - b. Architectural Review for Residential Additions and Remodeling, 140 Corte Madera Road, Lee
6.
 - a. Review of Draft Portola Road Corridor Plan
 - b. Commission and Staff Reports
7. Approval of Minutes: May 13, 2013
8. Adjournment

*For more information on the projects to be considered by the ASCC at the Special Field and Regular meetings, as well as the scope of reviews and actions tentatively anticipated, please contact Carol Borck in the Planning Department at Portola Valley Town Hall, 650-851-1700 ex. 211. Further, the start times for other than the first Special Field meeting are tentative and dependent on the actual time needed for the preceding Special Field meeting.

PROPERTY OWNER ATTENDANCE. The ASCC strongly encourages a property owner whose application is being heard by the ASCC to attend the ASCC meeting. Often issues arise that only property owners can responsibly address. In such cases, if the property owner is not present it may be necessary to delay action until the property owner can meet with the ASCC.

WRITTEN MATERIALS. Any writing or documents provided to a majority of the Town Council or Commissions regarding any item on this agenda will be made available for public inspection at Town Hall located 765 Portola Road, Portola Valley, CA during normal business hours.

ASSISTANCE FOR PERSONS WITH DISABILITIES

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the Assistant Planner at 650-851-1700, extension 211. Notification 48 hours prior to the meeting will enable the Town to make reasonable arrangements to ensure accessibility to this meeting.

PUBLIC HEARINGS

Public Hearings provide the general public and interested parties an opportunity to provide testimony on these items. If you challenge a proposed action(s) in court, you may be limited to raising only those issues you or someone else raised at the Public Hearing(s) described later in this agenda, or in written correspondence delivered to the Planning Commission at, or prior to, the Public Hearing(s).

This Notice is Posted in Compliance with the Government Code of the State of California.

Date: May 24, 2013

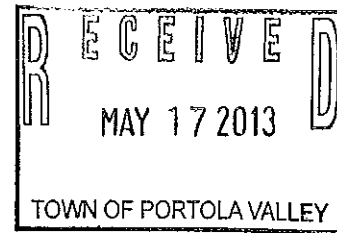
CheyAnne Brown
Planning Technician

Adrienne J. Tissier

Member • Board of Supervisors • San Mateo County

May 15, 2013

Mr. Nick Pegueros
Town Manager
Town of Portola Valley
765 Portola Road, CA 94028



Dear Mr. Pegueros:

This year, San Mateo County will be holding the 9th Annual Disaster Preparedness Day on **Saturday, June 8, 2013, from 10:00 a.m. to 2:00 p.m., at the San Mateo County Event Center** located at 1346 Saratoga Avenue in the City of San Mateo. The event will be held in conjunction with the San Mateo County Fair.

Each year thousands of San Mateo County residents attend Disaster Preparedness Day for free CPR classes, to view dozens of booths, receive disaster preparedness education and witness a CERT (Community Emergency Response Team) Exercise. Residents that arrive between 10 a.m. and 11 a.m. receive free parking and free admission to the County Fair.

Police and fire departments in each of the cities in San Mateo County have already received an invitation to reserve a space at the event to teach residents about disaster contingency plans.

We ask that you please post the enclosed color copies of the event flyers and make the black and white copies available in a public place.

If you have any questions, or would like additional flyers, please contact my office at (650) 363-4572. For questions on reserving a space at the event for your city's public safety agency, please contact Stephen Mahaley of the Office of Emergency Services at (650) 363-4955.

Thank you for your partnership.

Sincerely,

Supervisor Adrienne J. Tissier

400 County Center, Redwood City, California 94063

Direct Line (650) 363-4572 • Fax (650) 701-0564

~9TH ANNUAL SAN MATEO COUNTY~

DISASTER PREPAREDNESS DAY

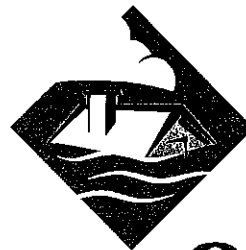
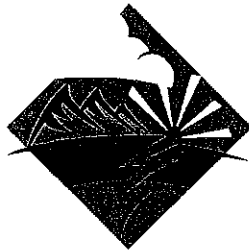
IS YOUR FAMILY READY?

FIRE

EARTHQUAKE

TSUNAMI

TERRORISM



SATURDAY, JUNE 8, 2013

10AM - 2PM, SAN MATEO COUNTY EVENT CENTER,
1346 SARATOGA AVENUE, SAN MATEO

**ARRIVE BEFORE 11AM FOR FREE PARKING
& FREE ADMISSION TO THE COUNTY FAIR**

Family & Friends
CPR Saturday!
Take a free & fast
course in basic CPR

**Emergency Kit and Disaster
Plan Instructions**

**First-Aid, Police, Fire & Emergency
Equipment Demonstrations**

For more information, contact Office of Emergency Services at (650) 363-4790
or the Office of Supervisor Adrienne J. Tissier (650) 363-4572

SMC Alert QR



PG&E Corporation.



SMCAAlert.info
San Mateo County's Community Alert System



San Mateo County Fair
June 8th-16th, 2013

SMC Ready QR



Portola Valley & Woodside SOD-BLITZ

SUDDEN OAK DEATH /PHYTOPHTHORA RAMORUM

Community Meeting & Instruction

1:00 P.M. on Saturday, May 25, 2013

Woodside Town Hall, 2955 Woodside Road, Woodside

Specimen Collection in the Field: May 25 and/or 26, 2013



SUDDEN OAK DEATH (SOD) IS A MAJOR PROBLEM IN OUR AREA. **YOU CAN BE A CITIZEN-SCIENTIST AND BE PART OF THE SOLUTION.**

To aid in understanding SOD, residents are invited to collect specimens that will be used in producing detailed local maps of the disease distribution.

A short training will be held on Saturday, May 25, at 1:00 P.M. at Woodside Town Hall. At this meeting volunteers will learn to:

- identify Bay Laurel trees, which are frequent carriers of the disease
- collect samples of Bay Laurel leaves
- record sample locations using addresses or GPS (samples may be collected anywhere in the area, including areas that were sampled in previous years)
- use distributed materials for specimen collection and labeling

If you have GPS equipment, please bring it to the meeting for instructions to assist in permanent monitoring of trees.

Matteo Garbelotto, Associate Adjunct Professor in the Department of Environmental Science, Policy and Management at U.C. Berkeley will answer questions about Sudden Oak Death and this study.

Samples will be collected by volunteers on Saturday, May 25 and/or Sunday, May 26 and returned to Woodside Town Hall for pickup by 4 p.m. on Sunday.

U.C. Berkeley diagnostic laboratory will analyze each sample through microscopic and DNA analysis. After all samples have been tested, a map will be generated confirming the presence or absence of the pathogen in the area. This map will expand the mapping which was generated by the SOD-BLITZs held in 2008, 2009, 2010, 2011 and 2012. To see results from previous years, visit www.matteolab.com.

For more information, contact:

Kevin Bryant, Town of Woodside, 851-6790, kbryant@woodsidetown.org

Carol Borck, Town of Portola Valley, 851-1700 x211, cborck@portolavalley.net



MEMORANDUM

TOWN OF PORTOLA VALLEY

TO: Mayor and Members of the Town Council
FROM: Nick Pegueros, Town Manager
DATE: May 24, 2013
RE: Weekly Update

The purpose of this report is to provide a summary update on items/projects of interest for the week ended May 24, 2013.

1. **Fire Risk Mitigation** – You may have seen crews from Go Native at Portola and Alpine Roads clearing the right-of-way of tall dry vegetation. This work will continue in the next week on Upper Alpine and Los Trancos Roads, as well as on the Town's trails.
2. **Community Hall Rentals** – It was brought to my attention this week that the policy governing Community Hall rentals for private parties could benefit from an update to clarify the purpose of the facility and who the facility should serve. Staff will be working on an update to recommend to the Council in June.
3. **Spring edition of *PV Post* has been published.** You can access it via the Town website or by [clicking here](#).
4. **Town Picnic Coming Together** – The Scouts have really done a great job of stepping up to ensure that the picnic happens this year. More information on the day's events can be found by visiting the Town website or [clicking here](#).
5. **Water line to Town Center Repaired** – The main water line serving Town Center broke last week and repair crews have finished up their repair of the line on Friday.