



TOWN OF PORTOLA VALLEY

7:30 PM – Regular Meeting of the Town Council
 Wednesday, August 28, 2013
 Historic Schoolhouse
 765 Portola Road, Portola Valley, CA 94028

REGULAR MEETING AGENDA

7:30 PM – CALL TO ORDER AND ROLL CALL

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

- (1) **PRESENTATION:** “*Portola Valley Ambience: A visual tour of a wonderful place to call home*” by Sheldon Breiner (3)

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.

- (2) **Approval of Minutes** – Regular Town Council Meeting of July 24, 2013 (4)
- (3) **Ratification of Warrant List** – August 14, 2013 (17)
- (4) **Approval of Warrant List** – August 28, 2013 (33)
- (5) **Recommendation by Administrative Services Manager** – Consultant Service Agreement Between the Town of Portola Valley and Townsend Management Incorporated (42)
- (6) **Recommendation by Administrative Services Manager** – Fiscal Year Ending 06/30/13 Interfund Transfers and Budget Amendments (57)
- (7) **Appointment by Mayor** – Request for appointment of members to the Nature & Science Committee (58)
- (8) **Appointment by Mayor** – Request for appointment of members to the Open Space Acquisition Advisory Committee (62)
- (9) **Appointment by Mayor** – Request for appointment of a member to the Parks & Recreation Committee (65)
- (10) **Recommendation by Mayor** – Amendment to Agreement between the Town of Portola Valley and Jorgenson, Siegel, McClure & Flegel, LLP for Provision of Legal Services (68)
- (a) Resolution of the Town Council of the Town of Portola Valley Approving and Authorizing Execution of a First Amendment to Agreement for Legal Services Between the Town of Portola Valley and the Law Offices of Jorgenson, Siegel, McClure & Flegel, LLP (Resolution No. ____)
- (11) **Proclamation of the Mayor** - Honoring Sandy Sloan, on her Retirement and Twenty years of Dedicated Service to The Town of Portola Valley (72)

REGULAR AGENDA

- (12) **Recommendation by Conservation Committee** – Request Support of a Program to Encourage Homeowners to Preserve and Recreate Wildlife Habitat (73)
- (13) **Report from Sustainability & Special Projects Manager** – Consideration of Allowing Hot Prepared Foods at the Farmers' Market and Food Trucks at Special Town Events (79)

COUNCIL, STAFF, COMMITTEE REPORTS AND RECOMMENDATIONS

- (14) **Reports from Commission and Committee Liaisons** (89)
There are no written materials for this item.

WRITTEN COMMUNICATIONS

(15) **Town Council Weekly Digest** – July 26, 2013 (90)

(16) **Town Council Weekly Digest** – August 2, 2013 (124)

(17) **Town Council Weekly Digest** – August 9, 2013 (132)

(18) **Town Council Weekly Digest** – August 16, 2013 (155)

(19) **Town Council Weekly Digest** – August 23, 2013 (188)

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).

From: Sheldon Breiner [<mailto:sheldon@breiner.com>]
Sent: Friday, August 23, 2013 10:57 AM
To: Nick Pegueros
Cc: Suechaput@yahoo.com; Sharon Hanlon
Subject: RE: Presentation on Wednesday 8/28 - PV DVD approval

Nick,

I shall present a proposal to the Town Council, approving in principle, the distribution to all Town homeowners, of a photo/music DVD slideshow to be entitled, “*Portola Valley Ambience*: a visual tour of a wonderful place to call home”.

I am not asking for money from the Town, nor any specific actions on the part of the Town, other than a list of addresses of Town residences and *approval of the product and project in terms of its intent to provide all citizens an artistic, enjoyable media in keeping with Town values as perceived by the Town Administration*. We propose to show the Town Administration the semi-final product for final approval as part of this request.

The DVD will contain many of those images that appear today on a [link](#) at the bottom of the Town website, together with some dynamic aeriels virtually flying over the Town using Google Earth, an aerial dynamic view of the Town Center from a radio-controlled camera hanging from a kite over the Town Center (attached here as a Quicktime file*) – all accompanied by classical music with a probable time of play of about 30 minutes. All the preceding things exist except the Google Earth images and the music selection.

We propose to produce about 1800 copies to be mailed to Town residences, assuming the Town provides addresses of homes in the Town. Another 700 will be produced for the Town for distribution, over time, to others as the Town Administration deems appropriate.

Assuming we get an approval from the Town per the aforementioned, we shall make a formal proposal to the Lane Trust and/or others as necessary, following up on several conversations I have had with our Town hero, the late, honorable Bill lane, who offered to help finance the costs for production and distribution. The estimated principal costs are: reproduction \$1.50/ea, digital post-production of about \$1,000 and mailing costs of about \$1.50/ea. If the Town so desires, it could pay for the latter.

We believe that the end result will be well-received by the Town residents as a memorable reminder of the beauty and nature of this lovely Town in which we live and serve to make all residents and those fortunate to see this media, appreciate the true ‘*Ambience*’ of this environment which we shall never simply take for granted. Who knows, it might even enhance property values.

Please, ask questions as they arise and, hopefully, agree with the objectives of this project.

Respectfully,



Sheldon Breiner
producer and photographer and Town resident since its inception in 1964

PORTOLA VALLEY TOWN COUNCIL REGULAR MEETING NO. 863 JULY 24, 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: Nick Pegueros, Town Manager
Sharon Hanlon, Town Clerk
Brandi de Garneau, Sustainability & Special Projects Manager
Stacie Nerdahl, Administrative Services Manager
Sandy Sloan, Town Attorney

Mayor Richards announced that Item 9 would be moved up to be heard first in the Regular Agenda.

ORAL COMMUNICATIONS

None.

CONSENT AGENDA [7:32 p.m.]

- (1) Approval of Minutes: Town Council Regular Meeting of June 26, 2013 [*removed from Consent Agenda*]
- (2) Ratification of Warrant List: July 10, 2013 in the amount of \$275,356.75
- (3) Ratification of Warrant List: July 24, 2013 in the amount of \$239,046.86
- (4) Recommendation by Public Works Director: Notice of Completion for the Town of Portola Valley 2012/2013 Street Resurfacing Project #2012-PW01
 - (a) Adoption of a Resolution of the Town Council of the Town of Portola Valley to accept the completed 2012/2013 Street Resurfacing Project #2012-PW01 and authorizing final payment to Half Moon Bay Grading and Paving, Inc. concerning such work, and directing the Town Clerk to file a Notice of Completion (Resolution No. 2603-2013)
- (5) Recommendation by Mayor: Town Manager Employment Agreement
 - (a) Adoption of a Resolution of the Town Council of the Town of Portola Valley approving and authorizing execution of Amendment No. 2 to the Town Manager Employment Agreement between the Town of Portola Valley and Nicholas Pegueros (Resolution No. 2604-2013)
- (6) Recommendation by Administrative Services Manager: Consultant Services Agreements between the Town of Portola Valley and
 - (a) CleanStreet for Street Sweeping Services
 - (b) Cotton, Shires & Associates, Inc. for Geologic Services
 - (c) CSG Consultants, Inc. for building Plan Review/Inspection Services
 - (d) Kutzmann and Associates, Inc. for Plan Review Services

- (e) Nolte Associates, Inc. for Engineering Services
 - (f) Spangle Associates
- (7) Recommendation by Town Clerk: Adoption of a Resolution Appointing Director to ABAG PLAN Corporation for the Town of Portola Valley
- (a) Adoption a Resolution of the Town Council of the Town of Portola Valley appointing Directors to Association of Bay Area Governments - Pooled Liability Assurance Network (ABAG-PLAN) Corporation on behalf of the Town of Portola Valley (Resolution No. 2605-2013)

By motion of Councilmember Driscoll, seconded by Councilmember Aalfs, the Council approved the Consent Agenda Items 2 through 7 with the following roll call vote:

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

No: None

- (1) Approval of Minutes: Regular Town Council Meeting of June 26, 2013

Councilmember Aalfs moved to approve the minutes of the June 26, 2013 Regular Town Council Meeting, as amended. Seconded by Councilmember Derwin, the motion carried 5-0.

REGULAR AGENDA

- (9) Report from Sustainability & Special Projects Manager: Farmers' Market Trial Period Findings and Recommendation [7:38 p.m.]

On the basis of the Farmers' Market trial period, which began on June 13, 2013, Ms. de Garmeaux said that staff recommends Council's approval to continue the event for a full year and consider the addition of food trucks and/or hot food carts. She said the Farmers' Market is fulfilling its intended goal of being a community-oriented event that promotes fresh produce and other products, provides a venue for residents to socialize, and creates the opportunity to learn about agriculture and sustainability. Summer concert series performances were held in conjunction with two of the Farmers' Markets.

Between 14 and 20 vendors – including Webb Ranch and Jelich Ranch – have participated in each event, with products ranging from fresh, organic produce, flowers, local corn and stone fruits to grass-fed beef, wild seafood, artisan cheese, chocolates, baked goods, nuts and nut butters. Ms. de Garmeaux said there's also been music and crafts.

During the trial period, staff informally surveyed attendees on three occasions to get a sense of how many residents were among them, solicited feedback from local food retailers and received public input. Approximately 74% of the attendees live in Portola Valley. The surveys revealed that 61% of the residents shopping at the Farmers' Markets had been shopping at other farmers' markets, mostly in Menlo Park and Palo Alto.

Ms. de Garmeaux said staff reached out to local businesses and neighbors around Town Center, Springdown and Christ Church last week. Springdown has had no issues with the Farmers' Market and doesn't anticipate any issues with the addition of food trucks. After the summer break, Christ Church, which is supportive of both the Farmers' Market and food trucks, plans to start programming in conjunction with the Farmers' Market, Ms. de Garmeaux said. The church also wants to continue the shared parking agreement with the Town.

Parkside Grille is supportive of what the community wants, Ms. de Garneau reported, the Portola Café Deli is supportive of the Farmers' Market but is concerned about bringing in food trucks, and Roberts Market is concerned about both the Farmers' Market and the impact of food trucks on its business. Ms. de Garneau explained that staff and the market organizers have presented ideas to these merchants to engage their businesses in the market. For instance, she said, Parkside Grille prepared special dishes featuring fare from the Farmers' Market either the evening of the event or the next night, and Portola Café Deli served special pizzas. She said they've brainstormed several ideas with Roberts Market, such as featuring particular local vendors or specialty-food vendors. She said they'd continue working with these businesses to bring ideas to fruition.

About 60 letters about the Farmers' Market have been submitted, Ms. de Garneau said. According to the input, serving hot foods would be helpful to parents of small children and others who want more diversity in their dining options. Quite a number of residents commented on the Farmers' Market being a very informal way to socialize with neighbors, reconnect with old friends and make new friends, she said.

With a booth set up at each Farmers' Market, Ms. de Garneau said the Town has been able not only to inform residents about some programs available to them, but also to listen to and follow up on concerns. She also pointed out that the Library is adding programming in conjunction with the Farmers' Market, starting with Story Time in the Redwood Grove. The Tuesday Harvest Speaker Series will shift to Thursdays to make these events even more convenient to residents who are already at Town Center for the Farmers' Market, and Town committees have been invited to help staff the Town booth in August to let residents know about upcoming events.

Councilmember Driscoll asked whether the Farmers' Market would operate in January. Ms. de Garneau said staff is asking the Council to give the Town Manager authorization to work with the organizers and staff on a winter schedule, and perhaps experiment with the vendors and the community to determine what works. She said earlier hours are a possibility too, so that vendors could be packed up by dark.

Bob Bondy, Saddleback Drive, said the Farmers' Market is effective in bringing people together, and it's great to see children playing and laughing. On the other hand, he said, the Farmers' Market promoter isn't enforcing local health code rules and completely ignores the supposed prohibition against pets. If there are going to be food trucks and carts, he said, the County might come in and shut the whole thing down.

Don Jacobson, Farm Road, read a letter from Wayne and Judy Earl, who also live on Farm Road directly across the street from the Farmers' Market. The Earls, who could not attend this meeting, wrote:

Most of us live here for the quiet, rural atmosphere that Portola Valley offers. We moved here from a Menlo Park home 40 years ago for that reason. Our Town enjoys freedom from the crowded retail-centered cities like Redwood City, Menlo Park, Palo Alto and almost every other city on the Peninsula, with the exception of Woodside. Now we are experiencing the unwanted influx of hundreds of visitors and bicyclists every weekend day, threatening the character of our Town. And now the Town is proposing a county fair atmosphere midweek in our midst, and not on a playing field, where the noise might dissipate, but directly across from a residential district. And not once a year, but weekly.

We enjoy four sources of fresh quality produce, meats and fish nearby. Roberts of Portola Valley virtually at the geographical center of Town, offering both regular and organic vegetables and meats and fish. Roberts of Woodside does the same. They continue to have a wide selection of excellent produce, meats and fish and are perhaps four miles away. And just beyond, Webb Ranch offers both locally grown and farm-fresh produce during the summer months. We have countless fine wine merchants, and of course, we all know grapes. Finally, both Woodside and Menlo Park have farmers' markets. Do we need another one?

Food trucks? Carnival rides? A flea market? If an event of this magnitude were an annual event, it would be no big deal, but a weekly event with music, wine-tasting, traffic and crowds stretching from 1:00 p.m. until 8:00 p.m. including cleanup is entirely inappropriate. If you insist on this

event, why not locate it at the Woodside Horse Park, where there's plenty of open space and no one to bother? We have only our priceless rural peace and quiet. Why set up so cheaply?

I don't know who is pushing this proposal, but I doubt that they are residents of Portola Valley. I cannot understand how the benefits from this proposal can outweigh the irritation. Most likely, it is the food sellers looking for yet another location to offer their goods without any investment. Remember, not so long ago, we were left without a market in Portola Valley. If we allow sellers with no investment in the Town to skim business from our market, we may be without one again. Truck farmers don't sponsor Little League teams. If their profits don't measure up, their shop is on wheels. Lastly, if you want to build a sense of community, have your neighbors over for dinner, join the church, support the school. Don't count on that happening at the back of a fish truck.

Please keep our Town rural and residential. We should not be yet another market target.

Nicole Pasini, Portola Valley Library, said exposure at the Farmers' Market has resulted in a large increase in summer reading sign-ups because it enabled Library staff to reach people who don't normally come into the Library. In addition, she said the Library's walk-in traffic has increased on Farmers' Market days, with about 36% more people than they usually see in the summer. She said that about 30 children are enjoying the Library's new Story Time in the Redwood Grove that Ms. de Garneau mentioned, and the Library also is planning Cookbook Chats at the Farmers' Market and 3-D Cooking Demonstrations.

Ryan Coffee, Russell Avenue, said the thing about having the Farmers' Market at Town Center as opposed to a place such as the Woodside Horse Park that's somewhat more isolated is that it *is* the Town Center, the "town green," in a sense. He said he spent many years in New England, where communities have that good, rural feeling because everything happens at the town green. The Farmers Market, he said, enables Portola Valley to build something that we miss from 100 years ago, and something that's missing in all of suburbia. Mr. Coffee said that he would recommend having the Farmers' Market organizers address issues of concern.

Danna Breen, Alpine Road, said the Farmers' Market is a fabulous boon to the Town, resulting in her meeting new friends and seeing old ones. She said in the future she'd like to see more emphasis on people walking to the event, riding their bikes or coming on horseback to cut back on traffic and improve the vibe of the whole experience of being there.

Mayor Richards brought the matter back to the Council for discussion.

Councilmember Derwin said when she came on the Council and Councilmembers were struggling with building the Town Center, they'd envisioned exactly the kind of thing going on at Town Center with the Farmers' Market. She said she hopes she's also speaking for Councilmember Driscoll – who was on the Council at the time as well – about how proud she is to have been in on the ground floor when Town Center was created every time she sees the Farmers' Market in progress, a concert, children in the Redwood Grove, at the creek and on the playing field. She said she's sorry some neighbors don't share her love of the Farmers' Market, but that doesn't dissuade her from her position. She said it's not only beautiful, but it also exposes her to new vegetables, lets her meet and interact with vendors, and enables her to catch up with friends she hasn't seen for years. It's a great place for families, too, she said – what she envisions it would be like living in France and going to the village to get food every day. She said it fits into the culture of the younger generation and is an antidote to things about Silicon Valley that she's not so fond of.

Councilmember Derwin recognized Brook Coffee in the audience, characterizing her as a visionary and worker bee, as well as Laura Stec, who's not present, and Ms. de Garneau, thanking them for bringing the Farmers' Market to Portola Valley. She said she's completely in support of it, as well as the food trucks. She wants definitely to continue working with Roberts Market and make it feel less threatened, she said, because we must keep Roberts in Town. She said that in the past, after she went to the Palo Alto farmers' market on Saturdays or Sundays, she shopped at Whole Foods; now, she goes to the Portola Valley Farmers' Market and then shops at Roberts. She wants Roberts to feel comfortable,

because she said we still have to go forward with the Farmers' Market as a hugely positive event and something the community wants and needs.

Councilmember Driscoll said he shared Councilmember Derwin's emotional reaction when he saw the Farmers' Market crowd at Town Center. It's exactly what the Town Center was intended to be, he said.

Councilmember Aalfs drew attention to what he called his favorite response to the Farmers' Market in the agenda packet, a child's drawing with a message, "I love the Farmers Market. Thank you!" He said he too loves the Farmers' Market, and shops there as well as Roberts Market and through Community-Supported Agriculture (CSA).



Vice Mayor Wengert said that she too thinks the Farmers' Market has been a terrific success and a great community-building event. Her only question, she said, is whether the Council should approve a full year, or whether there should be an evaluation sooner. She is concerned about the food carts, she said, primarily as they relate to the ordinances, requirements, taxes, etc. that govern other merchants. She said the Town's rigorous and well-defined criteria for merchants hold Portola Valley merchants to a very high standard. She said the Town is blessed to have Roberts Market and she doubts another merchant of comparable quality, size and scale would operate in its place if it were to leave Town.

She pointed out that Roberts Market not only pay taxes, but participates in the schools and is very much a part of the community. In speaking with George Roberts, Vice Mayor Wengert said that he recognizes the Farmers' Market as a great community asset, but suspects he would react a little differently to the idea of prepared foods. She noted that both Roberts and the Portola Café Deli have significant investments in high-quality prepared foods, many of which must sell the same day they're prepared. Vice Mayor Wengert said that in our fervor for the Farmers' Market, we should be careful not to disadvantage local merchants by not thinking through the potential ramifications of making food trucks part of the equation. She said the food trucks would better be treated as a separate item.

Councilmember Derwin said combining food trucks with the Farmers' Market would help the market after the summer season is over, and anything that brings more people to Town Center would bring people to the Farmers' Market. Ms. de Garmeaux said that's partly correct, but in addition, the community seems to want diversity in food choices, and making that diversity available locally at the Farmers' Market capitalizes on the convenience aspect.

Mayor Richards said that he too has some concerns about food trucks putting Roberts at a disadvantage, but he's not sure the food trucks would have much negative impact.

Mr. Pegueros said the contract with the Farmers' Market organizer could include quarterly reports that allow the Council to reevaluate the specific issues in the contract, including operating hours and the inclusion or exclusion of food trucks.

Councilmember Aalfs said food trucks make a lot of sense this time of year, especially for those with school-age children, but perhaps not so much if the Farmers' Market runs until 4:45 p.m. Vice Mayor Wengert said she'd not object to food trucks occasionally, but the Farmers' Market seems to do very well without them. Mayor Richards suggested perhaps including food trucks in only the summer months. Councilmember Driscoll said food trucks would make sense when people stay after the Farmers' Market to listen to a concert. Ms. de Garmeaux concurred that food trucks in connection with the concerts had a special feeling. She suggested that maybe having food trucks come only once a month instead of every week would help retain that special feeling. Councilmember Derwin, who said food trucks can be a great service to families, pointed out that they were quite popular last year, even before the Farmers' Market

trial was contemplated. She also suggested food carts with tamales or something come during weeks when there would be no food trucks. Ms. de Garmeaux said County guidelines would allow carts with tamales, hot dogs and empanadas in hot-food carts, and other prepared hot foods have to come from food trucks. She also noted that although it can be difficult to attract cart vendors, it might be easier once the Farmers' Market is on a year-round schedule. If there will be food trucks, Ms. Sloan said the number ought to be discussed and determined also.

In response to Mayor Richards, Ms. de Garmeaux said residents have expressed a preference for a year-round Farmers' Market, which also appeals to high-quality vendors because they don't have to find new venues every spring. Additionally, a year-round operation would make it easier for people to build Farmers' Markets outings into their schedules.

Councilmember Driscoll said he sees three distinct elements – the Farmers' Markets, the food trucks and carts, and the concerts – and would like to see a schedule of which events would take place when. Vice Mayor Wengert pointed out that there may be other types of events in different seasons as well, such as star-gazing, flight night, etc.

Based on the discussion about concurrent events, Ms. de Garmeaux said she'd bring a schedule back to the Council for consideration of the food truck/cart proposal. Mr. Pegueros, noting that the Town has allowed food trucks at other Town-sponsored events (aside from the Farmers' Market), said the only such event in the near future is the August 22, 2013 concert.

Councilmember Driscoll moved to 1) approve continuing the Farmers' Market for one year; 2) authorize the Town Manager to work with the Town Attorney to execute the necessary agreements to continue the Farmers' Market and shared parking arrangement with Christ Church, and 3) authorize the Town Manager to work with staff, the Farmers' Market organizer and Council liaison to develop an appropriate schedule for the Farmers' Market during "standard" time (i.e., winter). Seconded by Councilmember Aalfs, the motion carried 5-0.

(8) Recommendation by Administrative Services Manager: Revisions to the Community Hall Usage Policy [8:17p.m.]

Ms. Nerdahl presented a PowerPoint presentation to provide historical and statistical context for tonight's discussion regarding the proposal that the Town Council review and approve staff's recommended revisions to the Community Hall and Activity Rooms Use/Rental Policies and Procedures.

She pointed out that originally the Town Center was not a popular venue for weddings and social functions. The assortment of classes held in the Multi-Use Room (MUR) that were offered to the community was basically static.

Since completion of the new facility in 2008, it has hosted many more classes for both children and adults, as well as private events, neighborhood groups and Town-sponsored events. Ms. Nerdahl pointed out that in the old facility participant enrollment was the responsibility of the instructors, but now all registrations are processed in-house at the counter or online. She said the staff coordinates with the instructors to ensure a variety of offerings to the community, facility availability, insurance documentation, and fingerprinting for children's classes. In addition, she said each seasonal quarter requires a bit of overhaul to the community classes section of the website. When classes are up and running, she said that staff needs to carefully track revenues and expenditures to subsequently report to the donor sponsor organization twice a year. She said as opposed to a single adult morning fitness class several years ago, Town Center now hosts art, dance, dog training, stress reduction, writing and multiple fitness classes for adults, plus numerous children's programs. As of March 2013 a total of more than 3,000 children and adults had participated in the first five years of the Community Hall's operation.

She said the facility has proven very popular and much in demand for private events, mostly weddings and receptions, using the building, patio and the adjacent Redwood Grove. She said the facility is shown two to three times a month to people interested in having a wedding and/or reception there.. In August

and September 2012, during a nine-week period, there were seven weddings, a birthday party, and Blues & Barbecue. The Community Hall has hosted 20 birthday parties, seven memorials, seven private meetings, six retirement parties, six mitzvahs, a farewell party, a christening and a quinceañera, for a total of 88 private events. The agreement with the donor calls for no more than 24 private events per year.

The staff typically works with members of bridal parties, mothers of the bride and groom, wedding planners, caterers, and recently the lighting coordinator to review details on the facility's operations and various permissions, logistics of deliveries, lighting, equipment operations and coordinating fee deposition requirements, insurance requirements, and finally the deposit refund. As detailed in the staff report, some of these private events have proven to be much more time-consuming for staff than others and staff is hopeful that the recommended policy changes will mitigate this.

Community groups also use the facility on a rotating basis. Approximately 12 local groups, some of which meet twice a month, are permitted to use the facility at no charge. The recommendation is to increase the permission to up to four times a month for daytime events; those held after 5:00 p.m. would remain limited to twice monthly.

In addition to any official Town meetings, Ms. Nerdahl said the Town itself sponsored events in the Community Hall or elsewhere at the Town Center that made the facilities unavailable for booking – such as Blues & Barbecue and the Summer Concert Series.

In summary, she said that between late 2008 and March 2013, the Community Hall has hosted 34 different classes with more than 3,000 students, nearly 100 private events, a dozen local groups on a semi-regular basis, and more than 75 Town-sponsored events. She acknowledged Accounting Assistant Cindy Rodas for all her work in making the facility successful, as well as a handful of former employees, including Skip Struthers, Barbara Powell, Janet McDougall and Teresa Bowerman. She said that new Administrative Tech Julie Olsen is well on her way to learning the ins and outs to the successful management of the Community Hall. According to Ms. Nerdahl, staff is particularly mindful of ensuring that the facility fulfills the grantor's intent in that it's used primarily for nonprofit use and the promotion of sports, public health, education, arts, culture, and youth aid for the Portola Valley community.

Councilmember Driscoll, recalling that the donor organization, the Hasso Plattner Foundation, needed to be audited by the Germany government only for a few years, asked about the status of that requirement. Ms. Nerdahl said when she reached out to Hasso Plattner this year to ask that same question, they reaffirmed that it's 20 years. She said that KPMG would arrive next week for the annual report audit, and in addition, staff prepares two in-house activity reports every six months.

In response to Councilmember Derwin, Ms. Nerdahl confirmed that there's been only one Sunday event at Community Hall, because no staff members are usually on hand on Sundays.

Vice Mayor Wengert thanked Mr. Pegueros and Ms. Nerdahl for coming up with a very reasonable policy. She said she's seen the aftermath of a few weddings and while it's an incredible location for a wedding, the Town Center really wasn't designed for weddings as a primary function and she understands the time demands weddings put on the staff and supports the recommended changes.

Councilmember Derwin said she at first thought the increased proposed for weddings was a little high, but she did her own research and learned that Holbrook-Palmer in Atherton charges \$2,250 for 101 to 200 guests, plus \$100 for each additional hour, and no weddings. At Valley Presbyterian Church, it's \$1,850 for 2.5 hours. So she supports the new policies.

Ms. Nerdahl said weddings would not be discouraged completely, they are just trying to bring them to a number that's more reasonable for staff to work with.

Councilmember Driscoll asked how many weddings involve Town residents or people who have some association with the Town, such as parents live here or they grew up here). Ms. Nerdahl said Julie Olson did a quick analysis and found that 50 of the 75 events were non-residents. Councilmember Driscoll said he didn't want this to be an attraction to people in the East Bay to come here to have a wedding and wanted it to be more reserved for those who grew up in this Town.

Councilmember Driscoll moved to approve the recommendation revisions to the Community Hall Usage Policy. Seconded by Vice Mayor Wengert, the motion carried 5-0.

(10) Recommendation by Town Attorney: Adoption of a Resolution replacing the Resolution regarding the UUT ballot measure language [8:32 p.m.]

- (a) Adoption of a Resolution of the Town Council of the Town of Portola Valley replacing the Resolution giving Notice of the Holding of a General Municipal Election to be held on November 5, 2013, for the purpose of submitting to the voters of the Town of Portola Valley a ballot measure authorizing the extension of the reduction in the Utility Users Tax (Resolution No. 2606-2013)

Ms. Sloan said that after reviewing Resolution 2602-2013, which the Council approved at its June 26, 2013 meeting, it was felt it wasn't clear enough, and the County indicated that the referenced ordinance had to be attached to the resolution for submittal to the County Registrar of Voters. As such, the language has been revised in the new resolution being presented for Council approval.

In response to Councilmember Derwin's question about reaction to the Town's news release about the election, Mr. Pegueros said they received positive feedback and members of the public said it was helpful to have access to that information.

Councilmember Driscoll mentioned that the Cable and Utilities Undergrounding Committee asked if we would consider instead modifying instead of reducing the tax, or else designating some funds be set aside for underground maintenance, because at the rate the funds are currently accruing, it would be around 2040 before there's enough money to actually do another stretch of undergrounding. He said we should be thinking about this for next year.

Councilmember Derwin asked if we wanted to earmark some of those funds or propose raising the rate, could we do that before four years. Ms. Sloan said we could spend some money on something, but we can't earmark it. She said the difference between a general tax and a special tax is that the general tax is not earmarked for any one thing and any Council can use discretion as to how to spend the money. A special tax, such as our Open-Space Tax, is earmarked. A special tax takes a two-thirds vote and general tax takes a majority vote. Also, if you wanted to earmark a certain percentage of the general tax for a special purpose, you're essentially converting part of the general tax to a special tax, which would therefore require a two-thirds vote. She said that if next year the Council wanted to spend some of the money that's come in on undergrounding or something like that, it would have that discretion.

Bill Urban, Canyon Drive, said the topic about using some portion of the UUT for undergrounding came up about five years ago in the Finance Committee. He said there could be various arguments about why we shouldn't use any part of the UUT, which generally funds annual operating expenses, to fund what is really a capital project that otherwise would take decades to do. He said if the Town wants to do this right, a large upfront funding source would be needed, which means probably a bond issue to get the whole thing done in a year or two years, and then pay it out over a period of years. He suggested the Council ask the Finance Committee come back to the Council with some ideas.

Councilmember Aalfs moved to approve adoption of a Resolution replacing the Resolution regarding the UUT ballot measure. Seconded by Councilmember Driscoll, the motion carried 5-0.

Vice Mayor Wengert said that typically with a project this size, in addition to having the Finance Committee weigh in, she'd also want to make sure the Cable and Utilities Undergrounding Committee would be willing to take it on. She said it's not something she would vote for the Council to do at a Council level.

COUNCIL, STAFF, COMMITTEE REPORTS AND RECOMMENDATIONS [8:40 p.m.]

(12) Report from Cable and Utilities Undergrounding Committee: Dedicated Revenue Source for Undergrounding Projects

Councilmember Driscoll said the Committee was created to deal with the exclusive contract we had with a cable company, which state law has now preempted. It was then made into a Cable and Utilities Undergrounding Committee to expand its scope to focus on undergrounding. Once the small stretch of undergrounding is done in front of the Portola Valley Garage in the next couple of years, the Committee had discussed what its purpose would be going forward. Councilmember Driscoll suggested it could become more of a technology committee and also help to revise the Town's website and address other technological issues because they're probably the most high-tech committee in Town. He said members were open to that.

Mr. Bondy, a member of the Committee, said he certainly encourages volunteer participation. He said he felt badly when a committee member resigned who, as a resident of The Sequoias, represented 10% of the population. He said if the Committee needs to take a new direction, so be it. He came tonight to get the pulse of the Town Council because this proposal came up about a year ago and was kind of met with a lukewarm feeling. In the meantime, he said the price of undergrounding is going up. He said a year ago they were quoted \$365 a foot and now it's closer to \$500 a foot, and it's not going to get any cheaper. He said he's seeing good things happen in the Town, but on the other hand, a tree trimmer indicated that the upper limbs of the oak trees on the west side of Alpine Road between Nathorst Avenue and Golden Oak Drive are growing over the power lines and will be cut off in the next year or so because they're becoming an obvious hazard. If we'd have acted sooner, Mr. Bondy said, maybe those trees wouldn't have to be flat-topped.

Councilmember Driscoll said it's a mystery why PG&E would spend how much money to remove those limbs, maybe tens of thousands of dollars. Mr. Bondy said it's not PG&E's idea to do that. It is the PUC's mandate, and it all has to do with something very similar to our Fire Reduction Plan at The Ranch. He said it's just something that has to be done and is required by the PUC and CDF and the Forest Service.

There was additional discussion regarding what appears to be a waste of money to do regular major trimming of trees by PG&E when we're supposed to move underground in two years, rather than just move the project up in the queue.

Councilmember Driscoll said Councilmembers seem to agree that the Cable and Utilities Undergrounding Committee and the Finance Committee should jointly discuss the issue of how to accelerate the process of undergrounding, or at least put it on a more consistent, regular schedule. We finally got in the queue and it's a three-year queue, so you have to wait three years after you finally get it lined up. He said the Cable and Utilities Undergrounding Committee had been trying to prioritize the areas that needed it most.

(11) Reports from Commission and Committee Liaisons [8:50 p.m.]

Vice Mayor Wengert:

(a) Architectural and Site Control Commission (ASCC)

On July 22, 2013, the ASCC:

- Held a field meeting at 140 Pinon Drive to begin a preliminary architectural review of a Westridge Subdivision home that will be torn down and rebuilt on the same footprint but with substantially reduced total floor area
- Conducted architectural reviews of a driveway entry gate at 1077 Portola Road and house additions, a driveway modifications and site development permit for a home at 468 Westridge Drive

Councilmember Derwin:

(b) Planning Commission

At its meeting on July 17, 2013, the Planning Commission:

- Approved a request for an extension of the life of a tentative map at the Shorenstein property at 1260 Westridge Drive; a neighbor expressed concern about the possibility of affordable housing being built on that site because the idea of second units being up to 1,500 square feet is being considered
- Discussed whether meeting minutes are too detailed and should be more of a summary

(c) Searsville Dam

Councilmember Derwin and Ms. de Garmaux met with Steve Rothert, Director of American Rivers' California Regional Office, and Kerri McLean, the Associate Director, who are working with the Beyond Searsville Dam Coalition. Stanford has assembled a broad group, including a number of Portola Valley residents, to study options. She said they're considering a request to talk to the Town Council to encourage Stanford to look at *all* the options.

(d) San Mateo County Supervisor Don Horsley

Councilmember Derwin had lunch with Supervisor Don Horsley to discuss a number of issues:

- He said he hadn't heard about the tax equity allocation "TEA" tax issue. She explained that the Town is not happy about the situation.
- Regarding the Alpine/I-280 bicycle traffic situation, she explained that he needs to communicate more and have more presence. To that end, she invited him to the concert. He showed up late, after she left, so she doesn't know whether he spoke with anyone or not.
- She asked whether there are funds for repairing the Alpine Trail; he said there is, and that the trail would be fixed, but he's not sure when. She told him that she will be sure to have Charlie Krenz meet with him every two months to remind him that it needs to be taken care of.
- The Woodside VOR, because she had spent a great deal of time talking with Congresswoman Jackie Speier's District Chief of Staff Director and wanted to bring him up to speed on that.

(e) Affordable Housing

Councilmember Derwin and Mr. Pegueros attended Assemblymember Rich Gordon's ad hoc affordable housing group's meeting to talk about housing elements and RHNA numbers. A key point is the tremendous influx of housing advocacy groups and their attorneys into the process, which has changed things a bit. She said housing elements are being enforced in a way they were not in the past, with Menlo Park only one example among many. Councilmember Derwin said she thinks Assemblymember Gordon will prepare some legislation, but expects it to be more tweaking the system rather than lobbying for, for example, affluent towns to be able to buy their way out. She said some affluent communities have complained. While she is a strong advocate of affordable housing, Councilmember Derwin said with the amount of staff time and taxpayer money being spent trying to reach RHNA numbers without affordable housing to show for it, the system really isn't working that well.

(f) SFO Airport Noise

Councilmember Derwin reported having a long conversation with Brian Perkins, District Director for Congresswoman Speier's office, who has worked for many years trying to help Brisbane mitigate the effects of overflights. She said Congresswoman Speier has brokered a deal with the FAA limiting overflights to certain hours so people could sleep.

According to Councilmember Derwin, Mr. Perkins advised that while it is difficult, change can be effected with the FAA. He also said the overflights problem will get worse. He further advised that although Congresswoman Speier isn't Portola Valley's representative, if constituents come out from the small portion of the Woodside VOR that is in district, she'll meet with them. Councilmember Derwin will follow up with Mr. Perkins to find out what progress has been made.

(g) C/CAG Resource Management and Climate Protection Committee

Meeting today, the Committee debriefed on the June 4, 2013 Countywide Climate Adaptation and Regional Joint Policy Committee Workshop, which Councilmember Derwin also attended. She said undergrounding was considered a good adaptation in the context of climate change. She brought the Resilient Communities for America agreement before the Committee, which is considering bringing it to C/CAG to have everyone sign on together.

(h) Council of Cities

Councilmember Derwin said she went to the Hawaiian Cultural Center show in South San Francisco. The festivities reminded her to encourage Councilmembers to attend the next Council of Cities event in Woodside in August.

Mayor Richards:

(i) League of California Cities

Paul Helliker, Deputy Director of Delta and Statewide Water Management from the California Department of Water Resources, addressed a dinner meeting of the League of California Cities. Among the topics of discussion were details of the Bay Delta Conservation Plan and the multi-billion-dollar construction of three 35-mile tunnels from the Sacramento River.

(j) Nature and Science Committee

Mayor Richards reported a productive discussion with Jed Cyr, a Director of the Midpeninsula Regional Open Space District (MROSD), about possibilities for the Hawthorne Estate property. Mr. Cyr said MROSD is still working on it and will be for a long time, and he wants people to come to the meetings and speak up. Mayor Richards said he passed this information on to

Nature and Science Committee Chair Yvonne Tryce, and he's also hoping to have a presentation by the Real Property Division on how they put together the agreement with Picchetti Ranch.

(k) Emergency Preparedness Committee

Meeting on July 11, 2013, Committee members discussed the coyote brush along the right of ways, which also came up at the Conservation Committee Meeting. They also discussed CERPP and the portable EOC.

Councilmember Derwin later reported that Woodside Councilmember Deborah Gordon indicated that Woodside doesn't have an emergency preparedness committee but instead relies on the Woodside Fire Protection District.

(l) Cultural Arts Committee

Among topics discussed at the July 11, 2013 meeting were the Art Walk and Holiday Faire.

(m) Conservation Committee

Meeting on July 23, 2013, the Committee discussed the native plant garden and trimming along Portola Road, evaluating that whole effort, possibly developing some kind of maintenance program. The Committee will be coming to the Council with its backyard habitat program, which is modeled after Woodside's.

Councilmember Driscoll:

(n) FireWise Committee

Points of discussion included:

- Palo Alto's annual controlled burn at Arastradero Preserve this year took place after the state had declared the fire season had started. The Woodside Fire Protection District was so upset about it, they refused to participate. He believes it's worth a letter from the Mayor of Portola Valley to the Mayor of Palo Alto asking for Palo Alto's cooperation in coordinating with the Fire Department before they do controlled burns, particularly after fire season has been declared open.
- Fire Marshal Denise Enea is especially concerned that large privately owned open-space areas, many of which have their own fire-management policies areas (i.e., Coal Mine Ridge) are becoming a hazard.

WRITTEN COMMUNICATIONS [9:19 p.m.]

(13) Town Council June 28, 2013 Weekly Digest

- (a) #8 – Email from resident, Lynn Jacobson, re: Clarification on purpose of Farmers' Market – June 25, 2013

Councilmember Driscoll asked if there's a way to encourage more local focus in our Farmers' Market. Mr. Pegueros said although Ms. de Garreaux did not show the slide, she had one prepared that showed the distances vendors came to the event; the furthest away were olives that came from Corning but were processed in Pacifica, which is about 200 miles and everything else was less.

(14) Town Council July 3, 2013 Weekly Digest

- (a) #5 – Arborist Report for the valley oak in the Schoolhouse parking lot – June 24, 2013

Vice Mayor Wengert expressed thanks for taking care of the hazards posed by the decaying tree. Ms. Sloan noted that the same week this tree was removed, an oak tree fell at a camp near Yosemite, killing a staff person and injuring two others.

(15) Town Council July 12, 2013 Weekly Digest

- (a) #6 – Email from Doug Yakei, PIO to the San Francisco International Airport to Nick Pegueros, Town Manager re: Plans to Re-Open Runway 28L – July 10, 2013

Councilmember Derwin said that Brian Perkins doesn't feel that runway closures affect the number of planes being rerouted to the Woodside VOR.

(16) Town Council July 19, 2013 Weekly Digest

- (a) #5 – Memo from Sharon Driscoll, Chair of Teen Committee, re: Update on the Teen Committee and the Bill and Jean Lane Civic Involvement Project – July 16, 2013

Councilmember Derwin said Ms. Driscoll's note was really lovely.

ADJOURNMENT [9:23 p.m.]

Mayor

Town Clerk

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ALMANAC	July Advertising	14450	08/14/2013	
			08/14/2013	
450 CAMBRIDGE AVE	0048		08/14/2013	0.00
PALO ALTO	BOA	47885	08/14/2013	0.00
CA 94306	25256			1,044.00

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4320	Advertising	1,044.00	0.00

Check No.	47885	Total:	1,044.00
Total for	ALMANAC		1,044.00

AT&T (2)	August M/W	14451	08/14/2013	
			08/14/2013	
P.O. BOX 5025	877		08/14/2013	0.00
CAROL STREAM	BOA	47886	08/14/2013	0.00
IL 60197-5025				64.39

GL Number	Description	Invoice Amount	Amount Relieved
05-52-4152	Emerq Preparedness Committee	64.39	0.00

Check No.	47886	Total:	64.39
Total for	AT&T (2)		64.39

BAY AREA GEOTECH GROUP	May/June Testing Svcs, 2012/13	14503	08/14/2013	
	Street Resurfacing Project		08/14/2013	
847 W. MAUDE AVENUE	618		08/14/2013	0.00
SUNNYVALE	BOA	47887	08/14/2013	0.00
CA 94085	32242			1,529.50

GL Number	Description	Invoice Amount	Amount Relieved
05-68-4530	CIP12/13 Street Resurface	1,529.50	0.00

Check No.	47887	Total:	1,529.50
Total for	BAY AREA GEOTECH GROUP		1,529.50

PAIGE BISHOP	Reimbursement, PV Concert	14452	08/14/2013	
			08/14/2013	
380 PORTOLA ROAD	712		08/14/2013	0.00
PORTOLA VALLEY	BOA	47888	08/14/2013	0.00
CA 94028				53.04

GL Number	Description	Invoice Amount	Amount Relieved
05-52-4150	Cultural Arts Committee	53.04	0.00

PAIGE BISHOP	Town Picnic Entertainment	14453	08/14/2013	
			08/14/2013	
380 PORTOLA ROAD	712		08/14/2013	0.00
PORTOLA VALLEY	BOA	47888	08/14/2013	0.00
CA 94028				500.00

GL Number	Description	Invoice Amount	Amount Relieved
05-52-4147	Picnic/Holiday Party	500.00	0.00

Check No.	47888	Total:	553.04
Total for	PAIGE BISHOP		553.04

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CALIFORNIA WATER SERVICE CO	5/14/13 - 6/13/13, Statement	14455	08/14/2013	
			08/14/2013	
3525 ALAMEDA DE LAS PULGAS	0011		08/14/2013	0.00
MENLO PARK	BOA	47889	08/14/2013	0.00
CA 94025844				10,179.25

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4330	Utilities	10,179.25	0.00

CALIFORNIA WATER SERVICE CO	6/14/13 - 7/12/13 Statement	14515	08/14/2013	
			08/14/2013	
3525 ALAMEDA DE LAS PULGAS	0011		08/14/2013	0.00
MENLO PARK	BOA	47889	08/14/2013	0.00
CA 94025844				11,057.11

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4330	Utilities	11,057.11	0.00

Check No.	47889	Total:	21,236.36
Total for	CALIFORNIA WATER SERVICE CC		21,236.36

CHERIE CALLANDER	Refund, C&D Deposit	14516	08/14/2013	
			08/14/2013	
3330 ALPINE ROAD	1042		08/14/2013	0.00
PORTOLA VALLEY	BOA	47890	08/14/2013	0.00
CA 94028				1,000.00

GL Number	Description	Invoice Amount	Amount Relieved
96-54-4205	C&D Deposit	1,000.00	0.00

Check No.	47890	Total:	1,000.00
Total for	CHERIE CALLANDER		1,000.00

CALPERS	July Retirement	14456	08/14/2013	
			08/14/2013	
FISCAL SERVICES DIVISION			08/14/2013	0.00
ATTN: RETIREMENT PROG ACCTG	0107		08/14/2013	0.00
SACRAMENTO	BOA	47891	08/14/2013	0.00
CA 94229-2703				15,163.88

GL Number	Description	Invoice Amount	Amount Relieved
05-00-2522	PERS Payroll	757.05	0.00
05-50-4080	Retirement - PERS	14,406.83	0.00

Check No.	47891	Total:	15,163.88
Total for	CALPERS		15,163.88

CDW-G	Back-up Tape Drive	14497	08/14/2013	
		00006140	08/14/2013	
75 REMITTANCE DRIVE	0360		08/14/2013	0.00
CHICAGO	BOA	47892	08/14/2013	0.00
IL 60675-1515	DT46765			1,581.41

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4312	Office Equipment	1,581.41	1,581.41

Check No.	47892	Total:	1,581.41
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City	Bank	Check No.	Check Date	Discount Amount
State/Province Zip/Postal	Invoice Number			Check Amount

Total for CDW-G 1,581.41

CLEANSTREET	June Qtly, Strt/Litter Cleanup	14507	08/14/2013	
			08/14/2013	
1937 W. 169TH STREET	0034		08/14/2013	0.00
GARDENA	BOA	47893	08/14/2013	0.00
CA 90247-5254	71275			4,187.76

GL Number	Description	Invoice Amount	Amount Relieved
20-60-4262	Street Sweeping	3,376.86	0.00
20-60-4266	Litter Clean Up Program	810.90	0.00

Check No. 47893 Total: 4,187.76

Total for CLEANSTREET 4,187.76

COMCAST	WiFi, 7/21 - 8/20	14457	08/14/2013	
			08/14/2013	
P.O. BOX 34744	0045		08/14/2013	0.00
SEATTLE	BOA	47894	08/14/2013	0.00
WA 98124-1744				80.45

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4318	Telephones	80.45	0.00

Check No. 47894 Total: 80.45

Total for COMCAST 80.45

COPYMAT	PV Website Postcards	14458	08/14/2013	
			08/14/2013	
1918 EL CAMINO REAL	0046		08/14/2013	0.00
REDWOOD CITY	BOA	47895	08/14/2013	0.00
CA 94063-2113	65072			251.79

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4310	Town Publications	251.79	0.00

Check No. 47895 Total: 251.79

Total for COPYMAT 251.79

COTTON SHIRES & ASSOC. INC.	July Applicant Charges	14459	08/14/2013	
			08/14/2013	
330 VILLAGE LANE	0047		08/14/2013	0.00
LOS GATOS	BOA	47896	08/14/2013	0.00
CA 95030-7218				23,517.67

GL Number	Description	Invoice Amount	Amount Relieved
96-54-4190	Geologist - Charges to Appls	23,517.67	0.00

COTTON SHIRES & ASSOC. INC.	Apr-June Alpine Eng Des/Survey	14504	08/14/2013	
			08/14/2013	
330 VILLAGE LANE	0047		08/14/2013	0.00
LOS GATOS	BOA	47896	08/14/2013	0.00
CA 95030-7218	75622			9,192.71

GL Number	Description	Invoice Amount	Amount Relieved
50-68-4475	Alpine Road Repairs	9,192.71	0.00

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State/Province Zip/Postal	Invoice Number			Check Amount

COTTON SHIRES & ASSOC. INC.	July 2013 Alpine Eng Des/Surv	14517	08/14/2013	
			08/14/2013	
330 VILLAGE LANE	0047		08/14/2013	0.00
LOS GATOS	BOA	47896	08/14/2013	0.00
CA 95030-7218	75622			4,738.49

GL Number	Description	Invoice Amount	Amount Relieved
50-68-4475	Alpine Road Repairs	4,738.49	0.00

Check No.	47896	Total:	37,448.87
Total for	COTTON SHIRES & ASSOC. INC.		37,448.87

CULLIGAN	August Statement	14460	08/14/2013	
			08/14/2013	
P. O. BOX 5277	0250		08/14/2013	0.00
CAROL STREAM	BOA	47897	08/14/2013	0.00
IL 60197-5277				40.00

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

Check No.	47897	Total:	40.00
Total for	CULLIGAN		40.00

EARTHFORT LABS	Soils Biology Testing	14461	08/14/2013	
		00006126	08/14/2013	
635 SW WESTERN BLVD	1068		08/14/2013	0.00
CORVALLIS	BOA	47898	08/14/2013	0.00
OR 97333	10067			372.00

GL Number	Description	Invoice Amount	Amount Relieved
05-58-4240	Parks & Fields Maintenance	372.00	372.00

Check No.	47898	Total:	372.00
Total for	EARTHFORT LABS		372.00

FEDEX	Shipping Charges	14462	08/14/2013	
			08/14/2013	
P.O. BOX 7221	0066		08/14/2013	0.00
PASADENA	BOA	47899	08/14/2013	0.00
CA 91109-7321	2-342-46993			38.53

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4308	Office Supplies	38.53	0.00

Check No.	47899	Total:	38.53
Total for	FEDEX		38.53

FFF ROOFING SPECIALIST	Refund, C&D Deposit	14482	08/14/2013	
			08/14/2013	
657 GAUNDABERT LN.	1035		08/14/2013	0.00
SAN JOSE	BOA	47900	08/14/2013	0.00
CA 95136				1,000.00

GL Number	Description	Invoice Amount	Amount Relieved
96-54-4205	C&D Deposit	1,000.00	0.00

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City	Bank	Check No.	Check Date	Discount Amount
State/Province Zip/Postal	Invoice Number			Check Amount

Check No.	47900	Total:	1,000.00
Total for	FFF ROOFING SPECIALIST		1,000.00

FRANCOTYP-POSTALIA, INC.	Mailmeter Renewal, 7/9-10/08	14463	08/14/2013	
			08/14/2013	
PO BOX 4272	0172		08/14/2013	0.00
CAROL STREAM	BOA	47901	08/14/2013	0.00
IL 60197-4272	RI101612655			88.29

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4314	Equipment Services Contracts	88.29	0.00

Check No.	47901	Total:	88.29
Total for	FRANCOTYP-POSTALIA, INC.		88.29

DAN GILBERT	Refund, C&D Deposit	14464	08/14/2013	
			08/14/2013	
250 YALE ROAD	1040		08/14/2013	0.00
MENLO PARK	BOA	47902	08/14/2013	0.00
CA 94025				5,000.00

GL Number	Description	Invoice Amount	Amount Relieved
96-54-4205	C&D Deposit	5,000.00	0.00

Check No.	47902	Total:	5,000.00
Total for	DAN GILBERT		5,000.00

JEANNIE GOLDMAN	Instructor Fees, Summer 2013	14465	08/14/2013	
			08/14/2013	
741 MANZANITA ROAD	706		08/14/2013	0.00
WOODSIDE	BOA	47903	08/14/2013	0.00
CA 94062				5,815.00

GL Number	Description	Invoice Amount	Amount Relieved
05-58-4246	Instructors & Class Refunds	5,815.00	0.00

Check No.	47903	Total:	5,815.00
Total for	JEANNIE GOLDMAN		5,815.00

HALF MOON BAY GRADING & PAVING	2012-13 Street Resurf Project	14499	08/14/2013	
	Retention		08/14/2013	
1780 HIGGINS CANYON ROAD	0350		08/14/2013	0.00
HALF MOON BAY	BOA	47904	08/14/2013	0.00
CA 94019	2012-PW01			17,300.47

GL Number	Description	Invoice Amount	Amount Relieved
65-68-4530	CIP12/13 Street Resurface	17,300.47	0.00

Check No.	47904	Total:	17,300.47
Total for	HALF MOON BAY GRADING & PAV		17,300.47

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WENDI HASKELL	Reimbursement, Zots Race	14467	08/14/2013	
			08/14/2013	
205 OLD SPANISH TRAIL	1038		08/14/2013	0.00
PORTOLA VALLEY	BOA	47905	08/14/2013	0.00
CA 94028				160.79

GL Number	Description	Invoice Amount	Amount Relieved
05-52-4158	Parks & Recreation Committee	160.79	0.00

Check No.	47905	Total:	160.79
Total for	WENDI HASKELL		160.79

HEWLETT-PACKARD COMPANY	Data Server	14513	08/14/2013	
		00006131	08/14/2013	
P.O. BOX 742881	1060		08/14/2013	0.00
LOS ANGELES	BOA	47906	08/14/2013	0.00
CA 90074-2881	5000019150			4,287.35

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4312	Office Equipment	4,287.35	3,933.34

Check No.	47906	Total:	4,287.35
Total for	HEWLETT-PACKARD COMPANY		4,287.35

ELIZABETH HOLMES	Refund, B&BBQ Auction	14494	08/14/2013	
	Cancellation		08/14/2013	
214 GROVE DRIVE	0184		08/14/2013	0.00
PORTOLA VALLEY	BOA	47907	08/14/2013	0.00
CA 94028				800.00

GL Number	Description	Invoice Amount	Amount Relieved
15-00-4375	General Expenses	800.00	0.00

Check No.	47907	Total:	800.00
Total for	ELIZABETH HOLMES		800.00

ICMA	July Deferred Compensation	14496	08/14/2013	
VANTAGE POINT TFER AGTS-304617			08/14/2013	
C/O M&T BANK	0084		08/14/2013	0.00
BALTIMORE	BOA	47908	08/14/2013	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.	47908	Total:	500.00
Total for	ICMA		500.00

LUCILLE KALMAN	Instructor Fees, Summer 2013	14514	08/14/2013	
			08/14/2013	
245 OLD SPANISH TRAIL	1082		08/14/2013	0.00
PORTOLA VALLEY	BOA	47909	08/14/2013	0.00
CA 94028				600.00

GL Number	Description	Invoice Amount	Amount Relieved
05-58-4246	Instructors & Class Refunds	600.00	0.00

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Check No.	47909	Total:	600.00
Total for	LUCILLE KALMAN		600.00

VIRGINIA KAVANAUGH	Refund, RDR Report	14470	08/14/2013	
			08/14/2013	
COLDWELL BANKER	356		08/14/2013	0.00
PORTOLA VALLEY	BOA	47910	08/14/2013	0.00
CA 94028				100.00

GL Number	Description	Invoice Amount	Amount Relieved
05-56-4228	Miscellaneous Refunds	100.00	0.00

Check No.	47910	Total:	100.00
Total for	VIRGINIA KAVANAUGH		100.00

JON KROSNICK	Musical Perf, PV Concert	14471	08/14/2013	
			08/14/2013	
135 MONTALVO ROAD	1366		08/14/2013	0.00
REDWOOD CITY	BOA	47884	08/14/2013	0.00
CA 94062				900.00

GL Number	Description	Invoice Amount	Amount Relieved
05-52-4150	Cultural Arts Committee	900.00	0.00

Check No.	47884	Total:	900.00 H
Total for	JON KROSNICK		900.00

KUTZMANN & ASSOCIATES	July Plan Check	14472	08/14/2013	
			08/14/2013	
39355 CALIFORNIA STREET	0090		08/14/2013	0.00
FREMONT	BOA	47911	08/14/2013	0.00
CA 94538				20,578.94

GL Number	Description	Invoice Amount	Amount Relieved
05-54-4200	Plan Check Services	20,578.94	0.00

Check No.	47911	Total:	20,578.94
Total for	KUTZMANN & ASSOCIATES		20,578.94

LEA & BRAZE ENGINEERING INC	Ford Field Survey	14511	08/14/2013	
			08/14/2013	
2495 INDUSTRIAL PARKWAY WEST	731		08/14/2013	0.00
HAYWARD	BOA	47912	08/14/2013	0.00
CA 94545-5037	42111			440.00

GL Number	Description	Invoice Amount	Amount Relieved
05-68-4531	Ford Field Renovation	440.00	0.00

Check No.	47912	Total:	440.00
Total for	LEA & BRAZE ENGINEERING INC		440.00

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State/Province Zip/Postal	Invoice Number			Check Amount

TIMOTHY LOWERY	Summer Concert Series 8/22	14495	08/14/2013	
		00006142	08/14/2013	
41256 ROBERTS AVENUE #46	1043		08/14/2013	0.00
FREMONT	BOA	47913	08/14/2013	0.00
CA 94538				800.00

GL Number	Description	Invoice Amount	Amount Relieved
05-52-4150	Cultural Arts Committee	800.00	800.00

Check No.	47913	Total:	800.00
Total for	TIMOTHY LOWERY		800.00

SUSANNA MCADAM	Stable Inspect, Jan-July 2013	14498	08/14/2013	
			08/14/2013	
125 CONNEMARA WAY #5	1022		08/14/2013	0.00
SUNNYVALE	BOA	47914	08/14/2013	0.00
CA 94087				374.00

GL Number	Description	Invoice Amount	Amount Relieved
05-50-4044	Stable Inspector	374.00	0.00

Check No.	47914	Total:	374.00
Total for	SUSANNA MCADAM		374.00

CHRIS MEYER	Refund Litter Deposit	14473	08/14/2013	
			08/14/2013	
50 HAYFIELDS	1037		08/14/2013	0.00
PORTOLA VALLEY	BOA	47915	08/14/2013	0.00
CA 94028				100.00

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

Check No.	47915	Total:	100.00
Total for	CHRIS MEYER		100.00

JENNIFER MIN	Partial Refund, Art Class Reg	14466	08/14/2013	
			08/14/2013	
390 COTTON STREET	1039		08/14/2013	0.00
MENLO PARK	BOA	47916	08/14/2013	0.00
CA 94025				230.00

GL Number	Description	Invoice Amount	Amount Relieved
05-58-4246	Instructors & Class Refunds	230.00	0.00

Check No.	47916	Total:	230.00
Total for	JENNIFER MIN		230.00

NICHOLS CONSULTING ENGG	2012/13 Street Resurf Proj	14506	08/14/2013	
			08/14/2013	
1885 S. ARLINGTON AVE	0183		08/14/2013	0.00
RENO	BOA	47917	08/14/2013	0.00
NV 89509	424132004			3,105.00

GL Number	Description	Invoice Amount	Amount Relieved
05-68-4503	CIPStreetDesignFutureFY	3,105.00	0.00

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NICHOLS CONSULTING ENGG	CIP 2013/14 Street Resurf Des	14512	08/14/2013	
			08/14/2013	
1885 S. ARLINGTON AVE	0183		08/14/2013	0.00
RENO	BOA	47917	08/14/2013	0.00
NV 89509	424152001			1,715.00

GL Number	Description	Invoice Amount	Amount Relieved
05-68-4503	CIPStreetDesignFutureFY	1,715.00	0.00

Check No.	47917	Total:	4,820.00
Total for	NICHOLS CONSULTING ENGG		4,820.00

NOLTE ASSOCIATES, INC	June Applicant Charges	14474	08/14/2013	
			08/14/2013	
P.O. BOX 93243	0104		08/14/2013	0.00
LAS VEGAS	BOA	47918	08/14/2013	0.00
NV 89193-3243	13070088			341.00

GL Number	Description	Invoice Amount	Amount Relieved
96-54-4194	Engineer - Charges to Appls	341.00	0.00

Check No.	47918	Total:	341.00
Total for	NOLTE ASSOCIATES, INC		341.00

O. NELSON & SON	ROW Maintenance	14505	08/14/2012	
			08/14/2013	
3355 TRIPP ROAD	634		08/14/2012	0.00
WOODSIDE	BOA	47919	08/14/2013	0.00
CA 94062	155			6,000.00

GL Number	Description	Invoice Amount	Amount Relieved
20-60-4270	Trail Surface Rehabilitation	6,000.00	0.00

Check No.	47919	Total:	6,000.00
Total for	O. NELSON & SON		6,000.00

OLBERDING ENVIRONMENTAL, INC	C-1 Trail Baseline Monitoring	14509	08/14/2013	
	Aug - Oct 2012		08/14/2013	
193 BLUE RAVINE ROAD	2025		08/14/2013	0.00
FOLSOM	BOA	47920	08/14/2013	0.00
CA 94630	2012144			3,166.71

GL Number	Description	Invoice Amount	Amount Relieved
05-60-4272	C-1 Bio Maintenance	3,166.71	0.00

Check No.	47920	Total:	3,166.71
Total for	OLBERDING ENVIRONMENTAL, IN		3,166.71

PG&E	July Statements	14475	08/14/2013	
			08/14/2013	
BOX 997300	0109		08/14/2013	0.00
SACRAMENTO	BOA	47921	08/14/2013	0.00
CA 95899-7300				208.50

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4330	Utilities	208.50	0.00

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Check No.	47921	Total:	208.50
Total for	PG&E		208.50

PLATINUM FACILITY SERVICES	May 2013 Janitorial Services	14501	08/14/2013	
			08/14/2013	
1530 OAKLAND RD., #150	402		08/14/2013	0.00
SAN JOSE	BOA	47922	08/14/2013	0.00
CA 95112	13059			2,793.06

GL Number	Description	Invoice Amount	Amount Relieved
05-66-4341	Community Hall	722.01	0.00
05-66-4344	Janitorial Services	1,293.20	0.00
25-66-4340	Building Maint Equip & Supp	777.85	0.00

PLATINUM FACILITY SERVICES	July Janitorial Services	14502	08/14/2013	
			08/14/2013	
1530 OAKLAND RD., #150	402		08/14/2013	0.00
SAN JOSE	BOA	47922	08/14/2013	0.00
CA 95112	13629			2,793.06

GL Number	Description	Invoice Amount	Amount Relieved
05-66-4341	Community Hall	722.01	0.00
05-66-4344	Janitorial Services	1,293.20	0.00
25-66-4340	Building Maint Equip & Supp	777.85	0.00

Check No.	47922	Total:	5,586.12
Total for	PLATINUM FACILITY SERVICES		5,586.12

PORTOLA VALLEY HARDWARE	July Statement	14500	08/14/2013	
			08/14/2013	
112 PORTOLA VALLEY ROAD	0114		08/14/2013	0.00
PORTOLA VALLEY	BOA	47923	08/14/2013	0.00
CA 94028				262.63

GL Number	Description	Invoice Amount	Amount Relieved
05-58-4240	Parks & Fields Maintenance	93.07	0.00
05-64-4308	Office Supplies	32.39	0.00
05-64-4335	Sustainability	46.13	0.00
05-66-4340	Building Maint Equip & Supp	91.04	0.00

Check No.	47923	Total:	262.63
Total for	PORTOLA VALLEY HARDWARE		262.63

PRINTING SYSTEMS INC.	Printing, AP Checks	14476	08/14/2013	
			08/14/2013	
12005 BEECH DALY	0216		08/14/2013	0.00
TAYLOR	BOA	47924	08/14/2013	0.00
MI 48180	81301			279.62

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4308	Office Supplies	279.62	0.00

Check No.	47924	Total:	279.62
Total for	PRINTING SYSTEMS INC.		279.62

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RON RAMIES AUTOMOTIVE, INC.	July Fuel Statement#01 Chevy	14477	08/14/2013	
	ABS System		08/14/2013	
115 PORTOLA ROAD	422		08/14/2013	0.00
PORTOLA VALLEY	BOA	47925	08/14/2013	0.00
CA 94028	41730			1,246.21

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4334	Vehicle Maintenance	1,246.21	0.00

Check No. 47925 Total: 1,246.21

Total for RON RAMIES AUTOMOTIVE, INC. 1,246.21

LINDA ROSS	Instructor Fees, Summer 2013	14478	08/14/2013	
			08/14/2013	
190 GABARDA WAY	1233		08/14/2013	0.00
PORTOLA VALLEY	BOA	47926	08/14/2013	0.00
CA 94028				1,319.00

GL Number	Description	Invoice Amount	Amount Relieved
05-58-4246	Instructors & Class Refunds	1,319.00	0.00

Check No. 47926 Total: 1,319.00

Total for LINDA ROSS 1,319.00

S.P. MCCLENAHAN CO. INC	Consultation Services	14510	08/14/2013	
	ROW Tree Inspection		08/14/2013	
1 ARASTRADERO ROAD	399		08/14/2013	0.00
PORTOLA VALLEY	BOA	47927	08/14/2013	0.00
CA 94028-8012	1948, 1956			425.00

GL Number	Description	Invoice Amount	Amount Relieved
20-60-4260	Public Road Surface & Drainage	175.00	0.00
20-60-4264	ROW Tree Trimming & Mowing	250.00	0.00

Check No. 47927 Total: 425.00

Total for S.P. MCCLENAHAN CO. INC 425.00

SAN MATEO CO INF SERVICES	June M/W	14479	08/14/2013	
			08/14/2013	
455 COUNTY CENTER, 3RD FLOOR	0307		08/14/2013	0.00
REDWOOD CITY	BOA	47928	08/14/2013	0.00
CA 94063	1YPV11306			76.00

GL Number	Description	Invoice Amount	Amount Relieved
05-52-4152	Emerg Preparedness Committee	76.00	0.00

Check No. 47928 Total: 76.00

Total for SAN MATEO CO INF SERVICES 76.00

SHARP BUSINESS SYSTEMS	July Copies 2013	14480	08/14/2013	
			08/14/2013	
DEPT. LA 21510	0199		08/14/2013	0.00
PASADENA	BOA	47929	08/14/2013	0.00
CA 91185-1510	C789824-541			29.89

GL Number	Description	Invoice Amount	Amount Relieved
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05-64-4308	Office Supplies	29.89	0.00	
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Check No.	47929	Total:	29.89
Total for	SHARP BUSINESS SYSTEMS		29.89

SHELTON ROOFING	Refund, C&D Deposit	14481	08/14/2013	
			08/14/2013	
1988 LEGHORN ST., #C	0309		08/14/2013	0.00
MOUNTAIN VIEW	BOA	47930	08/14/2013	0.00
CA 94043				1,000.00

GL Number	Description	Invoice Amount	Amount Relieved
96-54-4205	C&D Deposit	1,000.00	0.00

Check No.	47930	Total:	1,000.00
Total for	SHELTON ROOFING		1,000.00

SIERRA PACIFIC TURF SUPPLY INC	Soils Testing/Field Supplies	14483	08/14/2013	
			08/14/2013	
P.O. BOX 84	842		08/14/2013	0.00
CAMPBELL	BOA	47931	08/14/2013	0.00
CA 95009	0407615-IN, 0407763-IN			98.05

GL Number	Description	Invoice Amount	Amount Relieved
05-58-4240	Parks & Fields Maintenance	98.05	0.00

Check No.	47931	Total:	98.05
Total for	SIERRA PACIFIC TURF SUPPLY IN		98.05

SPANGLE & ASSOCIATES	6/19 - 7-25, Statement	14484	08/14/2013	
			08/14/2013	
770 MENLO AVENUE	0121		08/14/2013	0.00
MENLO PARK	BOA	47932	08/14/2013	0.00
CA 94025-4736				19,910.00

GL Number	Description	Invoice Amount	Amount Relieved
05-52-4162	Planning Committee	6,500.00	0.00
05-54-4196	Planner	4,342.50	0.00
96-54-4198	Planner - Charges to Appls	9,067.50	0.00

Check No.	47932	Total:	19,910.00
Total for	SPANGLE & ASSOCIATES		19,910.00

CONNIE STACK	Instructor Fees, Summer 2013	14485	08/14/2013	
			08/14/2013	
10127 LAMPLIGHTER SQUARE	648		08/14/2013	0.00
CUPERTINO	BOA	47933	08/14/2013	0.00
CA 95014				1,418.40

GL Number	Description	Invoice Amount	Amount Relieved
05-58-4246	Instructors & Class Refunds	1,418.40	0.00

Check No.	47933	Total:	1,418.40
Total for	CONNIE STACK		1,418.40

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STATE COMP INSURANCE FUND	August Premium	14486	08/14/2013	
			08/14/2013	
PO BOX 748170	0122		08/14/2013	0.00
LOS ANGELES	BOA	47934	08/14/2013	0.00
CA 90074-8170				1,652.67

GL Number	Description	Invoice Amount	Amount Relieved
05-50-4094	Worker's Compensation	1,652.67	0.00

Check No.	47934	Total:	1,652.67
Total for	STATE COMP INSURANCE FUND		1,652.67

SHELLY SWEENEY	Instructor Fees, Summer 2013	14487	08/14/2013	
			08/14/2013	
285 GRANDVIEW DRIVE	407		08/14/2013	0.00
WOODSIDE	BOA	47935	08/14/2013	0.00
CA 94062				2,304.00

GL Number	Description	Invoice Amount	Amount Relieved
05-58-4246	Instructors & Class Refunds	2,304.00	0.00

Check No.	47935	Total:	2,304.00
Total for	SHELLY SWEENEY		2,304.00

THERMAL MECHANICAL, INC	May Bi -Monthly Maintenance	14490	08/14/2013	
			08/14/2013	
425 ALDO AVENUE	955		08/14/2013	0.00
SANTA CLARA	BOA	47936	08/14/2013	0.00
CA 95054	PM-56101			1,468.00

GL Number	Description	Invoice Amount	Amount Relieved
05-66-4346	Mechanical Sys Maint & Repair	1,468.00	0.00

Check No.	47936	Total:	1,468.00
Total for	THERMAL MECHANICAL, INC		1,468.00

TOTLCOM, INC.	Remote Programming	14488	08/14/2013	
			08/14/2013	
65 HANGAR WAY	349		08/14/2013	0.00
WATSONVILLE	BOA	47937	08/14/2013	0.00
CA 95076	216963			90.00

GL Number	Description	Invoice Amount	Amount Relieved
05-66-4346	Mechanical Sys Maint & Repair	90.00	0.00

Check No.	47937	Total:	90.00
Total for	TOTLCOM, INC.		90.00

TOWN OF WOODSIDE	Dinner/Mtg, Council/Pegueros	14508	08/14/2013	
			08/14/2013	
P.O. BOX 620005	541		08/14/2013	0.00
WOODSIDE	BOA	47938	08/14/2013	0.00
CA 94062				180.00

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State/Province Zip/Postal	Invoice Number			Check Amount
05-64-4326	Education & Training	45.00	0.00	
05-64-4327	Educ/Train: Council & Commissn	135.00	0.00	

Check No.	47938	Total:	180.00
Total for	TOWN OF WOODSIDE		180.00

TOWNSEND MGMT, INC

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Vendor Address	Vendor Number		Due Date	Taxes Withheld
City	Bank	Check No.	Check Date	Discount Amount
State/Province Zip/Postal	Invoice Number			Check Amount
	July Applicant Charges/	14489	08/14/2013	
	Engineer Svcs, Ford Field		08/14/2013	
P.O. BOX 24442	609		08/14/2013	0.00
SAN FRANCISCO	BOA	47939	08/14/2013	0.00
CA 94124				3,040.00

GL Number	Description	Invoice Amount	Amount Relieved
05-68-4531	Ford Field Renovation	760.00	0.00
96-54-4194	Engineer - Charges to Appls	2,280.00	0.00

Check No.	47939	Total:	3,040.00
Total for	TOWNSEND MGMT, INC		3,040.00

U.S. BANK EQUIPMENT FINANCE

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
	August Copier Lease	14491	08/14/2013	
			08/14/2013	
P.O. BOX 790448	472		08/14/2013	0.00
ST. LOUIS	BOA	47940	08/14/2013	0.00
MO 63179-0448	233815752			452.28

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4312	Office Equipment	452.28	0.00

Check No.	47940	Total:	452.28
Total for	U.S. BANK EQUIPMENT FINANCE		452.28

VERIZON WIRELESS

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
	July Cellular	14492	08/14/2013	
			08/14/2013	
P.O. BOX 660108	0131		08/14/2013	0.00
DALLAS	BOA	47941	08/14/2013	0.00
TX 75266-0108	9708861014			146.96

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4318	Telephones	146.96	0.00

Check No.	47941	Total:	146.96
Total for	VERIZON WIRELESS		146.96

DAVID WELLS

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
	Refund Deposit	14493	08/14/2013	
			08/14/2013	
385 GOLDEN OAK DRIVE	1019		08/14/2013	0.00
PORTOLA VALLEY	BOA	47942	08/14/2013	0.00
CA 94028				1,710.00

GL Number	Description	Invoice Amount	Amount Relieved
96-54-4205	C&D Deposit	1,000.00	0.00
96-54-4207	Deposit Refunds, Other Charges	710.00	0.00

Check No.	47942	Total:	1,710.00
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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
		Total for	DAVID WELLS	1,710.00

Total Invoices: 65

Grand Total:	200,897.86
Less Credit Memos:	0.00
Net Total:	200,897.86
Less Hand Check Total:	900.00
Outstanding Invoice Total:	199,997.86

TOWN OF PORTOLA VALLEY
Warrant Disbursement Journal
August 14, 2013

Claims totaling \$200,897.86 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

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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

A-A LOCK & ALARM INC	Remove/Replace Dbolt, Schlse	14518	08/28/2013	
			08/28/2013	
1251 EL CAMINO REAL	0001		08/28/2013	0.00
MENLO PARK	BOA	47943	08/28/2013	0.00
CA 94025-4208	236509, 236511			248.42

GL Number	Description	Invoice Amount	Amount Relieved
05-66-4346	Mechanical Sys Maint & Repair	248.42	0.00

Check No.	47943	Total:	248.42
Total for	A-A LOCK & ALARM INC		248.42

MIKE AGOFF	Instructor Fees, Summer 2013	14519	08/28/2013	
			08/28/2013	
2341 KEHOE AVENUE	0016		08/28/2013	0.00
SAN MATEO	BOA	47944	08/28/2013	0.00
CA 94403				720.00

GL Number	Description	Invoice Amount	Amount Relieved
05-58-4246	Instructors & Class Refunds	720.00	0.00

Check No.	47944	Total:	720.00
Total for	MIKE AGOFF		720.00

ALMANAC	Annual Membership Renewal	14520	08/28/2013	
			08/28/2013	
3525 ALAMEDA DE LAS PULGAS	0048		08/28/2013	0.00
MENLO PARK	BOA	47945	08/28/2013	0.00
CA 94025				60.00

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4336	Miscellaneous	60.00	0.00

Check No.	47945	Total:	60.00
Total for	ALMANAC		60.00

BANK OF AMERICA	July Statement	14521	08/28/2013	
Bank Card Center			08/28/2013	
P.O. BOX 53155	0022		08/28/2013	0.00
PHOENIX	BOA	47946	08/28/2013	0.00
AZ 85072-3155				3,659.79

GL Number	Description	Invoice Amount	Amount Relieved
05-52-4165	Sustainability Committee	2,007.39	0.00
05-64-4308	Office Supplies	289.46	0.00
05-64-4311	Internet Service & Web Hosting	9.99	0.00
05-64-4326	Education & Training	575.00	0.00
05-64-4335	Sustainability	58.58	0.00
05-64-4336	Miscellaneous	525.99	0.00
05-66-4340	Building Maint Equip & Supp	169.68	0.00
05-66-4342	Landscape Supplies & Services	23.70	0.00

Check No.	47946	Total:	3,659.79
Total for	BANK OF AMERICA		3,659.79

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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

PHIL BERMAN	Refund Deposit	14522	08/28/2013	
			08/28/2013	
95 CHEYENNE PT.	1034		08/28/2013	0.00
PORTOLA VALLEY	BOA	47947	08/28/2013	0.00
CA 94028				2,300.00

GL Number	Description	Invoice Amount	Amount Relieved
96-54-4205	C&D Deposit	2,300.00	0.00

Check No.	47947	Total:	2,300.00
Total for	PHIL BERMAN		2,300.00

LINDA BLACKMAN	Refund Deposit	14523	08/28/2013	
			08/28/2013	
602 LAURIE AVENUE	1018		08/28/2013	0.00
SANTA CLARA	BOA	47948	08/28/2013	0.00
CA 95054				100.00

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

Check No.	47948	Total:	100.00
Total for	LINDA BLACKMAN		100.00

KYLA BLOOMQUIST	Refund Deposit	14524	08/28/2013	
			08/28/2013	
294 CERRITO AVENUE	1017		08/28/2013	0.00
REDWOOD CITY	BOA	47949	08/28/2013	0.00
CA 94061				100.00

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

Check No.	47949	Total:	100.00
Total for	KYLA BLOOMQUIST		100.00

BMI	Annual Music License Renewal	14526	08/28/2013	
			08/28/2013	
PO BOX 630893	1349		08/28/2013	0.00
CINCINNATI	BOA	47950	08/28/2013	0.00
OH 45263-0893	23888988			320.00

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4336	Miscellaneous	320.00	0.00

Check No.	47950	Total:	320.00
Total for	BMI		320.00

CAROL BORCK	Refund Deposit	14525	08/28/2013	
			08/28/2013	
2122 REDBUSH TERRACE	0268		08/28/2013	0.00
SAN JOSE	BOA	47951	08/28/2013	0.00
CA 95128				1,000.00

GL Number	Description	Invoice Amount	Amount Relieved
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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

05-56-4226	Facility Deposit Refunds		1,000.00	0.00
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Check No.	47951	Total:	1,000.00
Total for	CAROL BORCK		1,000.00

CHERIE CALLANDER	Refund C&D Deposit	14527	08/28/2013	
			08/28/2013	
3330 ALPINE ROAD	1042		08/28/2013	0.00
PORTOLA VALLEY	BOA	47952	08/28/2013	0.00
CA 94028				1,074.19

GL Number	Description	Invoice Amount	Amount Relieved
96-54-4205	C&D Deposit	1,074.19	0.00

Check No.	47952	Total:	1,074.19
Total for	CHERIE CALLANDER		1,074.19

CCAG	2013/2014 Annual Dues	14528	08/28/2013	
City of San Carlos Finance			08/28/2013	
P.O. BOX 3009	0028		08/28/2013	0.00
SAN CARLOS	BOA	47953	08/28/2013	0.00
CA 94070-1309	18509			11,491.00

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4322	Dues	11,491.00	0.00

Check No.	47953	Total:	11,491.00
Total for	CCAG		11,491.00

CITY OF REDWOOD CITY (IT)	July IT Support	14529	08/28/2013	
			08/28/2013	
P.O. BOX 3629	586		08/28/2013	0.00
REDWOOD CITY	BOA	47954	08/28/2013	0.00
CA 94064	BR30305			1,957.70

GL Number	Description	Invoice Amount	Amount Relieved
05-54-4216	IT & Website Consultants	1,957.70	0.00

Check No.	47954	Total:	1,957.70
Total for	CITY OF REDWOOD CITY (IT)		1,957.70

CITY OF SOUTH SAN FRANCISCO	Dinner/Mtg, Derwin	14530	08/28/2013	
			08/28/2013	
ATTN:DONNA OCHOA	0211		08/28/2013	0.00
SOUTH SAN FRANCISCO	BOA	47955	08/28/2013	0.00
CA 94080				45.00

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4327	Educ/Train: Council & Commissn	45.00	0.00

Check No.	47955	Total:	45.00
Total for	CITY OF SOUTH SAN FRANCISCO		45.00

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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

CSG CONSULTANTS INC	Bldg. Inspections, 7/8 - 7/9	14547	08/28/2013	
			08/28/2013	
1700 S. AMPHLETT BLVD	622		08/28/2013	0.00
SAN MATEO	BOA	47956	08/28/2013	0.00
CA 94402	024900			1,248.00

GL Number	Description	Invoice Amount	Amount Relieved
05-50-4062	Temp Bldg Inspection	1,248.00	0.00

Check No.	47956	Total:	1,248.00
Total for	CSG CONSULTANTS INC		1,248.00

D&M TRAFFIC SERVICES, INC.	Street/Shoulder Work Signs	14531	08/28/2013	
			08/28/2013	
843 REED STREET	1016		08/28/2013	0.00
SANTA CLARA	BOA	47957	08/28/2013	0.00
CA 95050	37650			56.60

GL Number	Description	Invoice Amount	Amount Relieved
20-60-4268	Street Signs & Striping	56.60	0.00

Check No.	47957	Total:	56.60
Total for	D&M TRAFFIC SERVICES, INC.		56.60

AMY DEBENEDICTIS	Instructor Fees, Summer 2013	14532	08/28/2013	
			08/28/2013	
819 LAUREL AVENUE	2130		08/28/2013	0.00
MENLO PARK	BOA	47958	08/28/2013	0.00
CA 94025				352.00

GL Number	Description	Invoice Amount	Amount Relieved
05-58-4246	Instructors & Class Refunds	352.00	0.00

Check No.	47958	Total:	352.00
Total for	AMY DEBENEDICTIS		352.00

JEANNIE GOLDMAN	Instructor Fees, Summer 2013	14533	08/28/2013	
			08/28/2013	
741 MANZANITA ROAD	706		08/28/2013	0.00
WOODSIDE	BOA	47959	08/28/2013	0.00
CA 94062				4,184.00

GL Number	Description	Invoice Amount	Amount Relieved
05-58-4246	Instructors & Class Refunds	4,184.00	0.00

Check No.	47959	Total:	4,184.00
Total for	JEANNIE GOLDMAN		4,184.00

HILLYARD, INC	TC Janitorial Supplies	14548	08/28/2013	
			08/28/2013	
P.O. BOX 874338	531		08/28/2013	0.00
KANSAS CITY	BOA	47960	08/28/2013	0.00
MO 64187-4338	600764637, 600783632			1,629.76

GL Number	Description	Invoice Amount	Amount Relieved
05-66-4340	Building Maint Equip & Supp	543.26	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

05-66-4341	Community Hall	543.25	0.00	
25-66-4340	Building Maint Equip & Supp	543.25	0.00	

Check No.	47960	Total:	1,629.76
Total for	HILLYARD, INC		1,629.76

INFINITE THREADS EMBROIDERY	Work Shirts, Maint Staff	14534	08/28/2013	
			08/28/2013	
P.O. BOX 3615	1014		08/28/2013	0.00
REDWOOD CITY	BOA	47961	08/28/2013	0.00
CA 94064	519			320.46

GL Number	Description	Invoice Amount	Amount Relieved
05-60-4267	Tools & Equipment	320.46	0.00

Check No.	47961	Total:	320.46
Total for	INFINITE THREADS EMBROIDERY		320.46

J.W. ENTERPRISES	Portable Lav's, 8/8-9/4	14535	08/28/2013	
			08/28/2013	
1689 MORSE AVE	829		08/28/2013	0.00
VENTURA	BOA	47962	08/28/2013	0.00
CA 93003	169757			235.44

GL Number	Description	Invoice Amount	Amount Relieved
05-58-4244	Portable Lavatories	235.44	0.00

Check No.	47962	Total:	235.44
Total for	J.W. ENTERPRISES		235.44

JENSEN LANDSCAPE SERVICES INC	Ford Field Renovation Project	14536	08/28/2013	
			08/28/2013	
1983 CONCOURSE DRIVE	849		08/28/2013	0.00
SAN JOSE	BOA	47963	08/28/2013	0.00
CA 95131	019558			88,350.00

GL Number	Description	Invoice Amount	Amount Relieved
08-68-4531	Ford Field Renovation	88,350.00	0.00

Check No.	47963	Total:	88,350.00
Total for	JENSEN LANDSCAPE SERVICES I		88,350.00

JORGENSON SIEGEL MCCLURE & FLEGEL	July Statement	14550	08/28/2013	
			08/28/2013	
1100 ALMA STREET	0089		08/28/2013	0.00
MENLO PARK	BOA	47964	08/28/2013	0.00
CA 94025				6,147.88

GL Number	Description	Invoice Amount	Amount Relieved
05-54-4182	Town Attorney	6,035.38	0.00
96-54-4186	Attorney - Charges to Appls	112.50	0.00

Check No.	47964	Total:	6,147.88
Total for	JORGENSON SIEGEL MCCLURE &		6,147.88

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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

LUCILLE KALMAN	Instructor Fees, Summer 2013	14537	08/28/2013	
			08/28/2013	
245 OLD SPANISH TRAIL	1082		08/28/2013	0.00
PORTOLA VALLEY	BOA	47965	08/28/2013	0.00
CA 94028				600.00

GL Number	Description	Invoice Amount	Amount Relieved
05-58-4246	Instructors & Class Refunds	600.00	0.00

Check No.	47965	Total:	600.00
Total for	LUCILLE KALMAN		600.00

NAT'L NOTARY ASSN	Annual NNA Member Dues, Hanlon	14538	08/28/2013	
			08/28/2013	
	806		08/28/2013	0.00
	BOA	47966	08/28/2013	0.00
				59.00

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4322	Dues	59.00	0.00

Check No.	47966	Total:	59.00
Total for	NAT'L NOTARY ASSN		59.00

NOLTE ASSOCIATES, INC	July Applicant Charges	14549	08/28/2013	
			08/28/2013	
P.O. BOX 93243	0104		08/28/2013	0.00
LAS VEGAS	BOA	47967	08/28/2013	0.00
NV 89193-3243	13080086			2,552.00

GL Number	Description	Invoice Amount	Amount Relieved
96-54-4194	Engineer - Charges to Appls	2,552.00	0.00

Check No.	47967	Total:	2,552.00
Total for	NOLTE ASSOCIATES, INC		2,552.00

PERS HEALTH	September Health Premium	14539	08/28/2013	
			08/28/2013	
VIA EFT	0108		08/28/2013	0.00
	BOA	47968	08/28/2013	0.00
				18,558.94

GL Number	Description	Invoice Amount	Amount Relieved
05-50-4086	Health Insurance Medical	18,558.94	0.00

Check No.	47968	Total:	18,558.94
Total for	PERS HEALTH		18,558.94

SAN MATEO CO INF SERVICES	July MW	14540	08/28/2013	
			08/28/2013	
455 COUNTY CENTER, 3RD FLOOR	0307		08/28/2013	0.00
REDWOOD CITY	BOA	47969	08/28/2013	0.00
CA 94063	1YPV11307			76.00

GL Number	Description	Invoice Amount	Amount Relieved
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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

05-52-4152	Emerq Preparedness Committee	76.00	0.00	
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Check No.	47969	Total:	76.00
Total for	SAN MATEO CO INF SERVICES		76.00

SMALL BUSINESS BENEFIT PLAN TR	September Dental/Vision	14541	08/28/2013	
			08/28/2013	
	0132		08/28/2013	0.00
BELMONT	BOA	47970	08/28/2013	0.00
CA 94002-0156				2,446.30

GL Number	Description	Invoice Amount	Amount Relieved
05-50-4090	Health Ins Dental & Vision	2,446.30	0.00

Check No.	47970	Total:	2,446.30
Total for	SMALL BUSINESS BENEFIT PLAN		2,446.30

SOFTMART	2013-14 Backup Exec Support	14552	08/28/2013	
		00006144	08/28/2013	
P.O. BOX 8500-52288	354		08/28/2013	0.00
PHILADELPHIA	BOA	47971	08/28/2013	0.00
PA 19178-2288	ARINV-465093			1,001.67

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4314	Equipment Services Contracts	1,001.67	1,001.67

Check No.	47971	Total:	1,001.67
Total for	SOFTMART		1,001.67

STAPLES	July Office Supplies	14542	08/28/2013	
			08/28/2013	
STAPLES CREDIT PLAN	430		08/28/2013	0.00
DES MOINES	BOA	47972	08/28/2013	0.00
IA 50368-9020				361.13

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4308	Office Supplies	361.13	0.00

Check No.	47972	Total:	361.13
Total for	STAPLES		361.13

SUSAN THOMAS	Ref Facility Deposit (7/6/13)	14551	08/28/2013	
			08/28/2013	
455 CERVANTES ROAD	507		08/28/2013	0.00
PORTOLA VALLEY	BOA	47973	08/28/2013	0.00
CA 94028				1,100.00

GL Number	Description	Invoice Amount	Amount Relieved
05-56-4226	Facility Deposit Refunds	1,100.00	0.00

Check No.	47973	Total:	1,100.00
Total for	SUSAN THOMAS		1,100.00

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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

TREE SPECIALIST INC	ROW Tree Removal	14543	08/28/2013	
			08/28/2013	
1198 NEVADA AVE	839		08/28/2013	0.00
SAN JOSE	BOA	47974	08/28/2013	0.00
CA 95125				1,300.00

GL Number	Description	Invoice Amount	Amount Relieved
20-60-4264	ROW Tree Trimming & Mowing	1,300.00	0.00

Check No.	47974	Total:	1,300.00
Total for	TREE SPECIALIST INC		1,300.00

NICOLE VIDALAKIS	Refund C&D Deposit	14544	08/28/2013	
			08/28/2013	
200 BRANNAN ST. #505	1013		08/28/2013	0.00
SAN FRANCISCO	BOA	47975	08/28/2013	0.00
CA 94107				5,000.00

GL Number	Description	Invoice Amount	Amount Relieved
96-54-4205	C&D Deposit	5,000.00	0.00

Check No.	47975	Total:	5,000.00
Total for	NICOLE VIDALAKIS		5,000.00

VISION INTERNET PROVIDERS INC	July/August Web Hosting	14545	08/28/2013	
			08/28/2013	
P.O. BOX 251588	827		08/28/2013	0.00
LOS ANGELES	BOA	47976	08/28/2013	0.00
CA 90025	25255			400.00

GL Number	Description	Invoice Amount	Amount Relieved
05-64-4311	Internet Service & Web Hosting	400.00	0.00

Check No.	47976	Total:	400.00
Total for	VISION INTERNET PROVIDERS IN		400.00

LAURA YANOVSKY	Refund Deposit	14546	08/28/2013	
			08/28/2013	
3154 BRITTAN AVENUE	1012		08/28/2013	0.00
SAN CARLOS	BOA	47977	08/28/2013	0.00
CA 94070				100.00

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

Check No.	47977	Total:	100.00
Total for	LAURA YANOVSKY		100.00

Total Invoices: 35

Grand Total:	159,155.28
Less Credit Memos:	0.00
Net Total:	159,155.28
Less Hand Check Total:	0.00
Outstanding Invoice Total:	159,155.28

TOWN OF PORTOLA VALLEY
Warrant Disbursement Journal
August 28, 2013

Claims totaling \$159,155.28 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



MEMORANDUM

TOWN OF PORTOLA VALLEY

TO: Mayor and Members of the Town Council

FROM: Howard Young, Public Works Director
Stacie Nerdahl, Administrative Services Manager

DATE: August 28, 2013

RE: **Consultant Service Agreement – Townsend Management Inc. (TMI)**

RECOMMENDATION

It is recommended that the Town Council authorize a renewed agreement with Townsend Management Inc. (TMI) for Inspection/Construction Management Services.

DISCUSSION

The Town has utilized the services of TMI to provide public and private works inspections since 2003. The senior inspectors typically servicing the Town's needs have over 25 years of public works construction experience, and staff continues to be well pleased with their thorough, professional and cost-effective service. With a satellite office located on the Peninsula, TMI is able and willing to provide the Town with on-call inspection services on an as-needed basis.

TMI's current hourly rates for support services are below market, and TMI is therefore requesting a 10-21% rate increase for the Construction Inspector position(s), from \$95/hour to \$105-\$115/hour. The proposed agreement allows for an expansion of this rate category to Construction Inspector I and II, thus allowing for two different levels of expertise (the Town primarily uses the Construction Inspector II position). All other labor categories have been increased by 4-5%. It should be noted that while the terms of their previous three-year agreement with the Town permitted a CPI-based increase for the second and third years, TMI ultimately did not request these increases.

Town staff obtained rate quotes from similar firms and can confirm that TMI's rate adjustments are fair and competitive, as inspector rates ranged from \$95-\$155/hour based on experience and availability. It is also noteworthy that these firms indicated that they would need the Town to provide a more consistent work flow in order to maintain their own staffing needs.

FISCAL IMPACT

Sufficient funds have been included in the adopted budget for 2013-14 for costs associated with this contract. As this agreement includes a CPI-based fee adjustment for the second and third years, future years' budgets will reflect any necessary adjustments as applicable.

ATTACHMENT

- Agreement between Town and Townsend Management, Inc.

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

ATTACHMENT

**AGREEMENT FOR
INSPECTION/CONSTRUCTION MANAGEMENT SERVICES**

THIS AGREEMENT is made and entered into this ___ day of _____, 2013 by and between the Town of Portola Valley, a municipal corporation, ("Town") and Townsend Management, Inc. ("Consultant").

RECITALS

A. The Town desires to retain the professional consulting services of Consultant as an independent contractor to provide inspection and construction management services to the Town, as described in more detail in Exhibit A. Consultant will work with the Town to inspect and manage construction of public works projects and inspect private works projects within the Town's jurisdictions.

B. Consultant represents that it is fully qualified to perform such services by virtue of its experience and the training, education and expertise of its principals and employees.

NOW, THEREFORE, in consideration of performance by the parties of the promises, covenants and conditions contained herein, the parties hereby agree as follows:

1. SCOPE AND LEVEL OF SERVICES. The nature, scope and level of the specific services to be performed by Consultant are as set forth in detail in Exhibit A attached hereto.

2. TIME OF PERFORMANCE. The services shall be performed in accordance with the Schedule of Performance attached hereto as Exhibit B, or upon receipt of a Notice to Proceed setting forth the specific tasks to be completed. All services provided shall be performed on a timely basis.

3. STANDARD OF PERFORMANCE. As a material inducement to the Town to enter into this Agreement, Consultant hereby represents and warrants that it has the qualifications and experience necessary to undertake the services to be provided pursuant to this Agreement. Consultant agrees to use that degree of care and skill ordinarily exercised under similar circumstances by members of Consultant's profession and in a manner reasonably satisfactory to the Town. Consultant hereby covenants that it shall follow professional standards in performing all services required hereunder and will perform the services to a standard of reasonable professional care.

4. COMPLIANCE WITH LAW. All services rendered hereunder by Consultant shall be provided in accordance with all ordinances, resolutions, statutes, rules and regulations of the Town, and any federal, state or local governmental agency having jurisdiction in effect at the time the service is rendered.

5. TERM. This Agreement is effective on the date set forth in the initial paragraph of this Agreement and shall remain in effect for three (3) years or until terminated in accordance with Section 17 below.

6. COMPENSATION. The Town agrees to compensate Consultant for its services according to the fee schedule set forth in Exhibit C. The Town also agrees to compensate Consultant for its out-of-pocket expenses to the extent authorized in Exhibit C.

7. METHOD OF PAYMENT. Consultant shall invoice the Town for work performed after each task is completed as set forth in Exhibit B, or as identified within the Notice to Proceed. All work must be completed to the satisfaction of the Town. Payments to Consultant by Town shall be made within thirty (30) days after receipt by Town of Consultant's itemized invoices.

8. REPRESENTATIVE. Zamir Zuraek is hereby designated as the representative of Consultant authorized to act on its behalf with respect to the services specified herein. It is expressly understood that the experience, knowledge, capability and reputation of Zamir Zuraek were a substantial inducement for Town to enter into this Agreement. Therefore, Zamir Zuraek shall be responsible during the term of this Agreement for directing all activities of Consultant and devoting sufficient time to personally supervise the services hereunder. The representative may not be changed by Consultant without the express written approval of the Town.

9. INDEPENDENT CONTRACTOR. Consultant is, and shall at all times remain as to the Town, a wholly independent contractor and not an agent or employee of Town. Consultant shall receive no premium or enhanced pay for work normally understood as overtime, nor shall Consultant receive holiday pay, sick leave, administrative leave, or pay for any other time not actually worked. The intention of the parties is that Consultant shall not be eligible for benefits and shall receive no compensation from the Town except as expressly set forth in this Agreement. Consultant shall have no power to incur any debt, obligation, or liability on behalf of the Town or otherwise act on behalf of the Town as an agent. Neither the Town, nor any of its agents shall have control over the conduct of Consultant or any of Consultant's employees, except as set forth in this Agreement. Consultant shall at no time, or in any manner, represent that it or any of its agents or employees are in any manner employees of the Town. Consultant agrees to pay all required taxes on amounts paid to Consultant under this Agreement, and to indemnify and hold the Town harmless from any and all taxes, assessments, penalties, and interest asserted against the Town by reason of the independent contractor relationship created by this Agreement. Consultant shall fully comply with the worker's compensation law regarding Consultant and Consultant's employees. Consultant further agrees to indemnify and hold the Town harmless from any failure of Consultant to comply with applicable worker's compensation laws. The Town shall not have the right to offset against the amount of any fees due to Consultant under this Agreement any amount due to Town from Consultant as a result of Consultant's failure to promptly pay the Town any reimbursement or indemnification arising under this Section.

10. CONFIDENTIALITY. Consultant, in the course of its duties, may have access to financial, accounting, statistical and personal data of private individuals and employees of the Town. Consultant covenants that all data, documents, discussion, or other information developed and received by Consultant or provided for performance of this Agreement are deemed confidential and shall not be disclosed by Consultant without written authorization by the Town. The Town shall grant such authorization if disclosure is required by law. Upon request, all Town data shall be returned to the Town upon the termination of this Agreement. Consultant's covenant under this Section shall survive the termination of this Agreement.

11. OWNERSHIP OF MATERIAL. All reports, documents, or other written materials developed or discovered by Consultant or any other person engaged directly or indirectly by Consultant in the performance of this Agreement shall be and remain the property of the Town without restriction or limitation upon its use or dissemination by the Town.

12. CONFLICT OF INTEREST. Consultant covenants that it presently has no interest and shall not acquire any interest, direct or indirect, which may be affected by the services to be performed by Consultant under this Agreement, or which would conflict in any manner with the performance of its services hereunder. Consultant further covenants that, in performance of this Agreement, no person having any such interest shall be employed by it. Furthermore, Consultant shall avoid the appearance of having any interest which would conflict in any manner with the performance of its services pursuant to this Agreement. Consultant agrees not to accept any employment or representation during the term of this Agreement which is or may make Consultant "financially interested" (as provided in California Government Code Sections 1090 and 87100) in any decision made by the Town on any matter in connection with which Consultant has been retained pursuant to this Agreement. Nothing in this section shall, however, preclude Consultant from accepting other engagements with the Town.

13. ASSIGNABILITY; SUBCONTRACTING. The parties agree that the expertise and experience of Consultant are material considerations for this Agreement. Consultant shall not assign, transfer, or subcontract any interest in this Agreement, nor the performance of any of Consultant's obligations hereunder, without the prior written consent of the Town Council, and any attempt by Consultant to do so shall be void and of no effect and a breach of this Agreement.

14. INDEMNIFICATION.

14.1. To the fullest extent permitted by law, Consultant shall indemnify, defend (with independent counsel approved by the Town) and hold harmless the Town, and its elective or appointive boards, officers, employees agents and volunteers against any claims, losses, or liability that may arise out of or result from damages to property or personal injury received by reason of, or in the course of work performed under this Agreement due to the acts or omissions of Consultant or Consultant's officers, employees, agents or subcontractors. The provisions of this Section survive completion

of the services or the termination of this Agreement. The acceptance of such services shall not operate as a waiver of such right of indemnification.

14.2 With regard to Consultant's professional services, Consultant agrees to use that degree of care and skill ordinarily exercised under similar circumstances by members of Consultant's profession, including without limitation adherence to all applicable safety standards. To the fullest extent permitted by law, Consultant shall indemnify, defend (with independent counsel approved by the Town) and hold harmless the Town, and its elective or appointive boards, officers, and employees from and against all liabilities, including without limitation all claims, losses, damages, penalties, fines, and judgments, associated investigation and administrative expenses, and defense costs, including, but not limited to, reasonable attorneys' fees, court costs and costs of alternative dispute resolution regardless of nature or type that arise out of, pertain to, or relate to the negligence, reckless, or willful misconduct of Consultant or Consultant's officers, employees, agents or subcontractors. The provisions of this Section survive completion of the services or the termination of this Agreement. The acceptance of said services and duties by Town shall not operate as a waiver of such right of indemnification.

14.3 The Town does not and shall not waive any rights that they may possess against Consultant because of the acceptance by the Town or the deposit with the Town of any insurance policy or certificate required pursuant to this Agreement. This hold harmless and indemnification provision shall apply regardless of whether or not any insurance policies are determined to be applicable to the claim, demand, damage, liability, loss, cost or expense.

15. INSURANCE REQUIREMENTS. Consultant agrees to have and maintain the policies set forth in Exhibit D entitled "INSURANCE REQUIREMENTS," which is attached hereto and incorporated herein. All policies, endorsements, certificates, and/or binders shall be subject to approval by the Town Attorney as to form and content. These requirements are subject to amendment or waiver only if so approved in writing by the Town Attorney. Consultant agrees to provide Town with a copy of said policies, certificates, and/or endorsements before work commences under this Agreement. A lapse in any required amount or type of insurance coverage during this Agreement shall be a breach of this Agreement.

16. SUSPENSION. The Town may, in writing, order Consultant to suspend all or any part of Consultant's services under this Agreement for the convenience of the Town, or for work stoppages beyond the control of the Town or the Consultant. Subject to the provisions of this Agreement relating to termination, a suspension of work does not void this Agreement. In the event that work is suspended for a period exceeding 120 days, the schedule and cost for completion of the work will be adjusted by mutual consent of the parties.

17. TERMINATION.

17.1 This Agreement may be terminated by either the Town or Consultant following five (5) days written notice of intention to terminate. In the event the Agreement is terminated, Consultant shall be paid for any services properly performed to the last working day the Agreement is in effect. Consultant shall substantiate the final cost of services by an itemized, written statement submitted to the Town. The Town's right of termination shall be in addition to all other remedies available under law to the Town.

17.2 In the event of termination, Consultant shall deliver to the Town copies of all reports, documents, computer disks, and other work prepared by Consultant under this Agreement, if any. If Consultant's written work is contained on a hard computer disk, Consultant shall, in addition to providing a written copy of the information on the hard disk, immediately transfer all written work from the hard computer disk to a soft computer disk and deliver said soft computer disk to Town. Town shall not pay Consultant for services performed by Consultant through the last working day the Agreement is in effect unless and until Consultant has delivered the above described items to the Town.

18. CONSULTANT'S BOOKS AND RECORDS. Consultant shall maintain any and all ledgers, books of account, invoices, vouchers, canceled checks, and other records or documents evidencing or relating to charges for services, supplies, materials, or equipment provided to Town for a minimum period of three (3) years, or for any longer period required by law, from the date of final payment to Consultant pursuant to this Agreement.

19. NON-WAIVER OF TERMS, RIGHTS AND REMEDIES. Waiver by either party of any breach or violation of any one or more terms or conditions of this Agreement shall not be deemed to be a waiver of any other term or condition contained herein or a waiver of any subsequent breach or violation of the same or any other term or condition. Acceptance by the Town of the performance of any work or services by Consultant shall not be deemed to be a waiver of any term or condition of this Agreement. In no event shall the Town's making of any payment to Consultant constitute or be construed as a waiver by the Town of any breach of this Agreement, or any default which may then exist on the part of Consultant, and the making of any such payment by the Town shall in no way impair or prejudice any right or remedy available to the Town with regard to such breach or default.

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20. NOTICES. Any notices, bills, invoices, reports or other communications required or permitted to be given under this Agreement shall be given in writing by personal delivery, by facsimile transmission with verification of receipt or by U.S. mail, postage prepaid, and return receipt requested, addressed to the respective parties as follows:

To Town:

Town Manager
Town of Portola Valley
765 Portola Road
Portola Valley, CA 94028
Fax: (650) 851-4677

To Consultant:

Zamir Zuraek
Townsend Management, Inc.
Post Office Box 24442
San Francisco, CA 94124
Fax: (415) 285-9011

Notice shall be deemed communicated on the earlier of actual receipt or forty-eight (48) hours after deposit in the U.S. mail, the date of delivery shown on deliverer's receipt, or by acknowledgment of facsimile transmission.

21. NON-DISCRIMINATION AND EQUAL EMPLOYMENT OPPORTUNITY. In the performance of this Agreement, Consultant shall not discriminate against any employee, subcontractor or applicant for employment because of race, color, creed, religion, sex, marital status, sexual orientation, national origin, ancestry, age, physical or mental handicap, or medical condition. Consultant will take affirmative action to ensure that employees are treated without regard to race, color, creed, religion, sex, marital status, sexual orientation, national origin, ancestry, age, physical or mental handicap, or medical condition.

22. ATTORNEYS' FEES; VENUE. In the event that any party to this Agreement commences any legal action or proceeding to enforce or interpret the provisions of this Agreement, the prevailing party in such action or proceeding shall be entitled to recover reasonable attorneys' fees and other costs incurred in that action or proceeding, in addition to any other relief to which the successful party may be entitled. The venue for any litigation shall be San Mateo County.

23. COOPERATION. In the event any claim or action is brought against the Town relating to Consultant's performance or services under this Agreement, Consultant shall render any reasonable assistance and cooperation which Town might require.

24. EXHIBITS, PRECEDENCE. All documents referenced as exhibits in this Agreement are hereby incorporated into this Agreement.

25. PRIOR AGREEMENTS AND AMENDMENTS; ENTIRE AGREEMENT. This Agreement, and any other documents incorporated herein by specific reference, represent the entire and integrated agreement between the Town and Consultant. This Agreement supersedes all prior oral and written negotiations, representations or

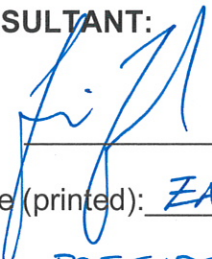
agreements. No prior oral or written understanding shall be of any force or effect with respect to those matters covered hereunder. This Agreement may only be modified by a written amendment duly executed by the parties to this Agreement. Any amendment relating to compensation for Consultant shall be for only a not-to-exceed sum.

IN WITNESS WHEREOF, the Town and Consultant have executed this Agreement effective as of the date written above.

TOWN:

By: _____
Mayor

CONSULTANT:

By:  _____
Name (printed): ZAMIR ZURAEK
Title: PRESIDENT
EIN 94-3381432

ATTEST:

Town Clerk

EXHIBIT A

(SCOPE AND LEVEL OF SERVICES)

Consultant shall provide the following services upon receipt of a written work authorization:

1. Public and private works inspection, plan checking, daily field reports, SWPPP review and field verification/inspection (misc.)
2. Maintain document control (RFI's, submittals, COR's, CCO's, pay estimates, and various associated record logs). Develop and maintain an overall project filing system.
3. Manage field operations to ensure contract compliance with plans/specs. Review and verify COR's for contract compliance.
4. Manage overall project construction. Develop and maintain tracking reports for project budget and schedule. Initial point of contact for the Town of Portola Valley on medium to large sized projects.
5. Develop and maintain project schedules. Provide update reports as needed/required.
6. Estimate an opinion of construction costs for public and private works projects. Value Engineering and Cost Comparisons. Verify COR's and applicable project credits.
7. Provide construction documents on site grading, development and lot line adjustments. Provide plan check, peer review, value engineering and constructability review.

EXHIBIT B

(SCHEDULE OF PERFORMANCE)

NOT APPLICABLE



project planning, engineering, and management solutions

July 18, 2013

Howard Young
Public Works Director
Town of Portola Valley
765 Portola Road
Portola Valley, CA 94028

Dear Howard,

Pursuant to our discussion yesterday, Townsend Management, Inc. (TMI) is pleased to offer the revised proposal and unit price list for available engineering, management and construction support services on upcoming projects in the Town of Portola Valley, effective July 1, 2013 through June 30, 2014.

Available Staff	Scope of Services	Regular Labor	Overtime Labor
Construction Inspector	Public and private works inspection, plan review, daily field reports, SWPPP review and field verification, including miscellaneous inspection; Construction Inspector 1 Construction Inspector 2	\$105 \$115	\$115 \$125
Office Engineer	Maintain document control (RFI's, Submittals, COR's, CCO's, pay estimates, and various associated record logs). Develop and maintain an overall project filing system.	\$ 90	N/A
Project Engineer	Manage field operations to ensure contract compliance with plans/specs. Review and verify COR's for contract compliance.	\$ 120	N/A
Project Manager	Manage overall project construction. Develop and maintain tracking reports for project budget and schedule. Initial point of contact for the Town of Portola Valley on medium to large sized projects.	\$ 135	N/A
Scheduler /Estimator	Develop and maintain project schedule. Provide update reports as needed/required. Estimate an opinion of construction costs for public and private works projects. Value Engineering and Cost Comparisons. Verify COR's and applicable project credits.	\$ 135	N/A
Design Engineer	Provide construction documents on site grading, development and lot line adjustments. Plan check, Peer review, Value Engineering and constructability review.	\$ 135	N/A
Principal	Company Principal	\$ 170	N/A

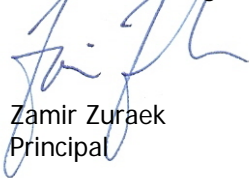
The above rates shall be in effect from July 1, 2013 through June 30, 2014. The rates shall be increased, through mutual agreement with the Town of Portola Valley, on July 1, 2014 and on July 1, 2015 in accordance with the increase in the prior year's Consumer Price Index (CPI) for All Urban Consumers for the San Francisco-Oakland Metropolitan Area in any year an increase to the CPI has occurred. In those instances when then CPI is unchanged or reduced, the rates shall remain unchanged.

For purposes of the adjustment, the base rates shall be the rates in effect on January 1 of the year in which the adjustment is made. Each rate shall be adjusted based on the changes in the index from the prior December to the December of the current adjustment year and as mutually agreed to with the Town of Portola Valley.

It is further understood that the Town of Portola Valley Public Works Director will request the specific staff person required for the work needed and all work will be authorized through the Public Works Director. TMI will include a 10% fee on the following billable items: reproductions, delivery and mail service, film developing and processing, as well as various testing and special inspection services.

As discussed and agreed to with the Town of Portola Valley, TMI herewith attaches the above revised unit price list, effective July 1, 2013 through June 30, 2014 as a means to facilitate contract administration and Agreement update between the Town of Portola Valley and Townsend Management, Inc. The above noted unit price list, shall be made part of any future executed contract amendments or included with new contracts and/or agreements for execution as required.

Very Truly Yours,
Townsend Management, Inc.



Zamir Zuraek
Principal

c: file

EXHIBIT D

(INSURANCE REQUIREMENTS)

Consultant shall procure and maintain for the duration of the Agreement insurance against claims for injuries to persons or damages to or interference with property which may arise from, or in connection with, the performance of the work hereunder and the results of that work by the Consultant, its agents, representatives, employees or subcontractors.

1. **MINIMUM SCOPE OF INSURANCE.** Coverage shall be at least as broad as:

1.1 Insurance Services Office (ISO) Form No. CG 0001 covering Commercial General Liability on an "occurrence" basis, including products-completed operations, personal injury and advertising injury.

1.2 Insurance Services Office Form (ISO) No. CA 0001 covering Automobile Liability, Code 1 (any auto), or if Consultant has no owned autos Code 8 (hired autos) and Code 9 (non-owned autos).

1.3 Workers' Compensation Insurance as required by the Labor Code of the State of California and Employer's Liability Insurance.

1.4 Errors and Omissions Liability Insurance appropriate to the Consultant's profession. Architects' and Consultants' coverage is to be endorsed to include contractual liability.

2. **MINIMUM LIMITS OF INSURANCE.** Consultant shall maintain limits no less than:

2.1 **Commercial General Liability.** (Including products-completed operations, personal & advertising injury) One Million Dollars (\$1,000,000) per occurrence. If Commercial General Liability insurance or other form with a general aggregate limit is used, either the general aggregate limit shall apply separately to this project/location or the general aggregate limit shall be twice the required occurrence limit.

2.2 **Automobile Liability.** One Million Dollars (\$1,000,000) combined single limit per accident for bodily injury and property damage.

2.3 **Workers' Compensation and Employer's Liability.** Workers' compensation insurance with Statutory Limits as required by the Labor Code of the State of California, and Employer's Liability Insurance with One Million Dollars (\$1,000,000) per accident for bodily injury or disease.

2.4 **Errors and Omissions Liability.** One Million Dollars (\$1,000,000) per occurrence or claim, Two Million Dollars (\$2,000,000) aggregate.

3. DEDUCTIBLES AND SELF-INSURED RETENTIONS. Any deductibles or self-insured retentions must be declared to, and approved by, the Town. At the option of the Town, either: the Consultant shall purchase insurance to reduce or eliminate such deductibles or self-insured retentions as respects the Town, its officials, employees, agents and contractors; or the Consultant shall procure a bond guaranteeing payment of losses and related investigations, claim administration and defense expenses in an amount specified by the Town. The Town may require the Consultant to provide proof of ability to pay losses and related investigations, claim administration, and defense expenses within the retention.

4. OTHER INSURANCE PROVISIONS.

4.1 General Liability and Automobile Liability Coverages. The General Liability and Automobile Liability insurance policies required pursuant to Sections 1.1 and 1.2 shall contain or be endorsed contain the following provisions:

4.1.1 The Town, its officials, employees, agents, contractors and volunteers are covered as additional insureds with respect to liability arising out of work or operations performed by, or on behalf of, the Consultant including materials, parts or equipment furnished in connection with such work or operations, and products and completed operations of the Consultant on premises owned, leased or used by the Consultant. The coverage shall be at least as broad as ISO Form CG 20 10 11 85 or both CG 20 10 and CG 23 37 if later versions used.

4.1.2 The Consultant's insurance coverage is the primary insurance as respects the Town, its officials, employees, agents, contractors, and volunteers. Any insurance or self-insurance maintained by the Town, its officials, employees, agents, contractors, and volunteers shall be excess of the Consultant's insurance and shall not contribute with it.

4.1.3 The Insurance Company agrees to waive all rights of subrogation against the Town, its elected or appointed officers, officials, agents, and employees for losses paid under the terms of any policy which arise from work performed by the Town's insurer.

4.1.4 Coverage shall not be canceled by either party, except after thirty (30) days prior written notice (10 days for non-payment) by regular mail has been given to the Town.

4.1.5 Any failure to comply with reporting provisions of the policies shall not affect coverage provided to the Town, its officials, employees, agents or contractors.

4.1.6 Consultant's insurance shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the limits of the insurer's liability.

4.2 Worker's Compensation Insurance. The Worker's Compensation Policy required pursuant to Section 1.3 shall contain or be endorsed to contain the provisions set forth in subsections 4.1.3 and 4.1.4 above.

4.3 Acceptability of Insurers. All required insurance shall be placed with insurers with a current A.M. Best's rating of no less than A:VII, unless otherwise acceptable to the Town.

4.3 Claims Made Policies. If any of the required policies provide claims-made coverage, the Town requires that coverage with a Retroactive Date prior to the contract effective date, or extended reporting period, be maintained by Consultant for a period of 5 years after completion of the contract.

5. VERIFICATION OF COVERAGE. Consultant shall furnish the Town with original certificates and amendatory endorsements affecting coverage required by this clause. The certificates for each insurance policy are to be signed by a person authorized by that insurer to bind coverage on its behalf. All certificates and endorsements are to be received and approved by the Town before work commences. However, failure to obtain the required documents prior to the work beginning shall not waive Consultant's obligation to provide them. The Town reserves the right to require complete, certified copies of all required insurance policies, including endorsements affecting the coverage required by these specifications, at any time.

Proof of insurance shall be mailed to the following address:

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

6. SUBCONTRACTORS. Consultant shall include all subcontractors as insureds under its policies or shall require and verify that all subcontractors maintain insurance meeting all the requirements of this contract.



MEMORANDUM

TOWN OF PORTOLA VALLEY

TO: Mayor and Members of the Town Council

FROM: Stacie Nerdahl, Administrative Services Manager

DATE: August 28, 2013

RE: **FYE 06/30/13 Interfund Transfers and Budget Amendments**

With the close of the fiscal year ended 6/30/13, the Council is requested to approve the following annual interfund transfers and budget amendments:

1. Interfund Transfers:

Annual fund transfers to zero Gas Tax Fund at FYE 06/30/13		
<i>From Fund</i>	<i>To Fund</i>	<i>Amount</i>
Measure A (60)	Gas Tax (20)	\$42,361.81
General Fund (05)	Gas Tax (20)	\$30,556.07

2. Budget Amendments to General Fund Revenues:

<i>General Fund</i>	<i>Original Budget</i>	<i>Amended</i>	<i>Net Change</i>
Property Taxes Secured The County has corrected errors to the Town's property tax collections since 2006-07. On August 20, 2013, the County provided an estimate of the correction which was used for this budget amendment. The final correction may differ from the original estimate.	\$2,028,450	\$2,471,477	\$443,027
Sales & Use Tax State Board of Equalization and the Town's sales tax consultant, HdL, has confirmed that Town's receipt of higher-than-anticipated sales tax remittance in June 2013 was due to a single large transaction.	\$174,000	\$412,914	\$238,914
C/CAG Transportation Support C/CAG is providing a one-time reimbursement based revenue for 1) road-related improvements and 2) street sweeping.	\$ -	\$24,955	\$24,955
General Fund (05) Net Change to Adopted Revenues Budget:			\$706,896

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

August 13, 2013

To: the Portola Valley Town Council

From: Yvonne Tryce, Chair of the Nature and Science Committee

Please accept the applications from Bonnie Crater and Steve Dunne to join the Nature and Science Committee. They both come with a deep interest in the committee and fine qualifications for membership on the committee. Since we have lost two members who are unable to participate regularly, we hope to bring these two highly qualified applicants on to the committee as soon as possible. Thank you.

From the agenda for meeting held on August 8, 2013

7. *Action Items:*

Allocate program funds as needed

Recommendation regarding Hawthorns

Membership

From the minutes for the meeting held on August 8, 2013

Oral Communications:

Yvonne regretfully reported that Jan Robb and Leslie Field Barth have submitted their resignations from our committee to the Town. They will be greatly missed, but we hope they will be available to help us out periodically with our events.

Action Items:

Membership: *It was moved by Treena and seconded by Andrew that we invite Bonnie Crater and Steve Dunne to apply for membership on our committee. Both have been frequent attenders at our meetings and have been active participants in our events. They have both indicated that they would be interested in joining the committee. The motion passed.*

This committee is supposed to have 5 to 9 members. With the two recent resignations, we are down to 5, so adding these two new members to the committee will bring the committee up to 7.

Sharon Hanlon

Subject: Application to Serve Nature & Science / Crater

-----Original Message-----

From: webmaster@portolavalley.net [<mailto:webmaster@portolavalley.net>]

Sent: Saturday, August 10, 2013 9:27 AM

To: Sharon Hanlon

Subject: Application to Serve Nature & Science / Crater

Submission information

Submitter DB ID : 2524

Submitter's language : Default language

Time to take the survey : 5 min. , 50 sec.

Submission recorded on : 8/10/2013 9:27:12 AM

Survey answers

Full Name:*

Bonnie Crater

Name of Committee I'm Interested in Serving On:

(Please note that only the committees currently seeking volunteers are listed.)

Community Events Committee	<input type="checkbox"/>
Cultural Arts Committee	<input type="checkbox"/>
Emergency Preparedness	<input type="checkbox"/>
Nature & Science	<input checked="" type="checkbox"/>
Open Space Acquisition Advisory	<input type="checkbox"/>
Parks & Recreation Committee	<input type="checkbox"/>
Sustainability	<input type="checkbox"/>
Teen Committee	<input type="checkbox"/>
Trails & Paths	<input type="checkbox"/>

Email Address:*

bcrater39@gmail.com

Address (include city/zip):*

172 Wayside Road

Number of years in Portola Valley:*

20

Home Telephone Number:*

Cellular Telephone Number:

Other Telephone Number:

Not answered

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:*

Thank you for considering my application. I have a general interest in science and our natural surroundings in Portola Valley. In addition I am also interested in the study of tick-borne diseases in our area. In 2012 and 2013, I helped organized a tick study in our area to understand the prevalence of *Borrelia burgdorferi* and reported the results at the Nature and Science committee meetings. I have an A.B. degree in Biology from Princeton University.

Best regards,
Bonnie

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:*

none



Advisory Committee Application

TOWN OF PORTOLA VALLEY

765 Portola Road Portola Valley, California 94028

COMMITTEE OF INTEREST: Nature & Science Committee

NAME: Stephen Dunne EMAIL: steved@sd-dd.com

ADDRESS: 131 Ramona Road, Portola Valley, CA 94028

PREFERRED TELEPHONE CONTACT #1 _____ #2 _____

I have been a resident of Portola Valley since 1982

STATEMENT OF INTEREST:

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. You may attach a letter of interest or your resume to more fully describe your knowledge, experience and interest.

Former Planner of Flight Night

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 below.

No

TIME COMMITMENT – Generally committees meet monthly and require a significant time commitment and participation at regular meetings. Please consider this level of commitment when evaluating your interest in serving on one of the Town’s Advisory Committees.

Stephen Dunne

Signature

8/11/13

Date

Please return application form to:

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

Email: shanlon@portolavalley.net
Tel: (650) 851-1700
Fax: (650) 851-4677

Sharon Hanlon

Subject: FW: New Member for the Open Space Comm.

August 13, 2013

Dear PV Town Council,

The PV Open Space Acquisition Advisory Committee would like to add Nona Chiariello as a new member to the committee. We met with Nona on Tuesday, May 14, 2013 and all present members felt she would be an excellent addition to our committee. As an employee at Jasper Ridge, she is very knowledgeable about the open space we have in town and welcomes the opportunity to help preserve more land.

A motion was made by Gary Nielsen to add Nona to the PV Open Space Acquisition Advisory Comm and was seconded by Chip McIntosh. All present were in favor.

Sincerely,
Karin Wick

Subject: Application to Serve on Open Space / Chiariello

Submission information

 Submitter DB ID : 2251
 Submitter's language : Default language
 Time to take the survey : 6 min. , 54 sec.
 Submission recorded on : 3/29/2013 3:26:49 PM

Survey answers

 Full Name:*

Nona Chiariello

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:*

nonajrbp@stanford.edu

Address (include city/zip):*

163 Brookside Drive, Portola Valley, CA 94028

Number of years in Portola Valley:*

2

Home Telephone Number:*

Cellular Telephone Number:

Other Telephone Number:

Not answered

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 applying to the open space committee because I would like to contribute

to the conservation and expansion of Portola Valley's open space acquisitions.

I can bring to the committee some familiarity with local conservation issues

and landscape ecology, mainly from my work as a scientist on the staff of Jasper Ridge for over 25 years. I value open space as a means of providing ecosystem services ranging from watershed protection, to corridors for wildlife, to a healthier and more tranquil environment for people. I would like to contribute in any way that's consistent with the fact that I work full time. Unfortunately, I don't have much experience with fundraising.

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

Sharon Hanlon

From: Jon Myers [myersjonathan@yahoo.com]
Sent: Tuesday, July 23, 2013 9:14 AM
To: Sharon Hanlon
Subject: New Member for Parks & Recreation Committee

Date: July 23, 2013

To: Portola Valley Town Council

On Monday July 15 2013, the Portola Valley Parks and Recreation Committee voted to approve the application from Sam Yount to join the committee. We request approval from the Town Council to appoint him to the Committee.

Thank you,
Jon Myers
Chair - Parks & Recreation Committee

Sharon Hanlon

Submission information

 Submitter DB ID : 2486
 Submitter's language : Default language
 Time to take the survey : 5 min. , 18 sec.
 Submission recorded on : 7/14/2013 6:58:28 PM

Survey answers

 Full Name:*
 Samuel J Yount

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:*
sam@samyount.com

Address (include city/zip):*
 5000 Alpine Portola Valley, CA 94028

Number of years in Portola Valley:*
 2

Home Telephone Number:*

Cellular Telephone Number:
 Not answered

Other Telephone Number:
 Not answered

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:*

A former collegiate athlete and passionate runner, cyclist, and swimmer. I really value the recreational opportunities for both residents of the town as well as having the facilities available to others in the community. One of my favorite parts about telling people I live here is when they comment about their kids playing soccer at the fields along Alpine and how it's such a beautiful place to play.

And Danna Breen has convinced me that I must participate in town government. :-)

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



MEMORANDUM

TOWN OF PORTOLA VALLEY

TO: Mayor and Councilmembers

FROM: Sandy Sloan, Town Attorney

DATE: August 20, 2013

RE: **Amendment to the Town's Contract with Jorgenson, Siegel, McClure & Flegel Appointing Leigh Prince as Town Attorney**

Recommendation: Adopt the Resolution Approving the Amendment to the Town's Contract with Jorgenson, Siegel, McClure & Flegel appointing Leigh Prince as the firm's representative (Town Attorney) to the Town.

Background: It's been a pleasure working with the Town for the last 20 years – for 3 years as special counsel and for the last 17 years as Town Attorney. I have a deep admiration for all the councilmembers and staff I've worked with over the years. You are all smart, thoughtful, hard-working, respectful of others and dedicated to the Town.

Much has been accomplished by the Town over the last 20 years – including transitioning to a Town Manager type of government; recovering from the El Nino landslides; adopting a detailed policies and procedures manual as well as a committee handbook; approving major projects such as the Blue Oaks subdivision, Sausal Creek project, two Housing Elements and a master plan for the Woodside Priory; uncovering the Town's rights to the TEA shift money, restoring the historic school house and building a new Town Center – and I've been privileged to be involved in these accomplishments. None of these tasks were easy, but they were all a result of what I admire most about Portola Valley – amazing collaboration and communication among the council and staff and between the council and the residents.

Leigh has been working with me for the last 7 years, and taking over more and more responsibilities and meetings as I have reduced my hours. Leigh has practiced municipal law for 10 years, joined our firm in 2006 and became a partner in 2010. She has worked on complicated issues for the City of Menlo Park, as well as Portola Valley. The staff and citizens of the Town have become familiar with Leigh over the last few years as she has handled many daily tasks, citizen outreach meetings and both Planning Commission and Town Council Meetings. Bill McClure and Dan Siegel of our firm will also continue to be available to assist with legal issues. Bill is the City Attorney for Menlo Park and Dan has worked on municipal matters for both Menlo Park and Portola Valley for over 15 years. You will be in good hands.

I will miss you all and thank you for everything.

cc: Town Manager
Leigh Prince

**FIRST AMENDMENT TO AGREEMENT FOR
LEGAL SERVICES BETWEEN THE TOWN OF PORTOLA VALLEY AND
THE LAW OFFICES OF JORGENSEN, SIEGEL, MCCLURE & FLEGEL, LLP**

This First Amendment is made as of September 1, 2013 with respect to the Agreement for Legal Services By and Between the Town of Portola Valley ("Town"), and Jorgenson, Siegel, McClure & Flegel, LLP ("Attorney"), entered into effective September, 2010, ("Agreement"). The Agreement is hereby amended as follows:

1. Town Attorney. Section 7 of the Agreement is hereby amended to read as follows:

7. REPRESENTATIVE. Leigh F. Prince is hereby designated as the representative of Attorney authorized to act on its behalf with respect to the services specified herein. It is expressly understood that the experience, knowledge, capability and reputation of Leigh F. Prince were a substantial inducement for Town to enter into this Agreement. Therefore, Leigh F. Prince shall be responsible during the term of this Agreement for directing all activities of Attorney and devoting sufficient time to personally supervise the services hereunder. The representative may not be changed by Attorney without the express written approval of the Town.

2. Notices. Section 18 of the Agreement is hereby amended to change the notice provision of Attorney as follows:

Leigh F. Prince
Jorgenson, Siegel, McClure & Flegel, LLP
1100 Alma Street, Suite 210
Menlo Park, CA 94025
Fax: (650) 324-0227

3. Exhibit C. Exhibit C, Compensation, of the Agreement is hereby amended to change all references to Margaret A. Sloan to Leigh F. Prince.

4. Except as modified herein, all of the remaining terms and provisions of the Agreement shall remain in full force and effect. To the extent of any conflict between the terms and provisions of this Amendment and the terms and provisions of the Agreement, the terms and provisions of this Amendment shall be controlling.

IN WITNESS WHEREOF, the parties have executed this First Amendment as of the day and year first written above.

JORGENSON, SIEGEL, McCLURE & FLEGEL, LLP

TOWN OF PORTOLA VALLEY

By: _____
Leigh F. Prince

By: _____
Mayor

ATTEST:

Town Clerk

RESOLUTION NO. _____

**RESOLUTION OF THE TOWN COUNCIL OF THE
TOWN OF PORTOLA VALLEY APPROVING AND AUTHORIZING EXECUTION OF A
FIRST AMENDMENT TO AGREEMENT FOR LEGAL SERVICES BETWEEN THE
TOWN OF PORTOLA VALLEY AND THE LAW OFFICES OF JORGENSON, SIEGEL,
McCLURE & FLEGEL, LLP**

WHEREAS, the Town Council of the Town of Portola Valley (“Town”) has read and considered that certain First Amendment to Agreement For Legal Services dated September 1, 2013 between the Town and Jorgenson, Siegel, McClure & Flegel, LLP (“Amendment”);

NOW, THEREFORE, the Town does **RESOLVE** as follows:

1. Public interest and convenience require the Town to enter into the Amendment described above.

2. The Town hereby approves the Amendment and the Mayor is hereby authorized on behalf of the Town to execute the Amendment between the Town and Jorgenson, Siegel, McClure & Flegel, LLP.

PASSED AND ADOPTED this ____ day of _____, 2013.

By: _____
Mayor

ATTEST:

Town Clerk

#11

There are no written materials for this agenda item.



MEMORANDUM

TOWN OF PORTOLA VALLEY

TO: Mayor and Members of the Town Council

FROM: Margaret DeStaebler, Conservation Committee

DATE: August 28, 2013

RE: **Portola Valley Backyard Habitat Program – Keeping Portola Valley Natural**

In the May 25, 2011 Country Almanac, I saw a David Boyce article titled “Keep the Woods in Woodside.” The Woodside Open Space Committee designed a program to award homeowners who leave part of their property open to wild life, encourage native plants and discourage invasive species. The Woodside program seemed to provide support for our Town’s and the Conservation Committee’s goals as stated in the 2003 “Conservation Guide.”

Two years later, using Woodside’s program as a model the Conservation Committee developed “Keeping Portola Valley Natural”. We are asking for the Council’s approval so that we can establish this program. In your Council packet you will find our brochure, which states the Town’s vision, our goals, how to achieve them and how to obtain an award. There is also a Reference List. All of the books listed have been purchased and Nicole Pasini, librarian, is happy to circulate them in our library. She has also located additional copies in the County system.

The award application is enclosed, a direct copy of Woodside’s application. Their Open Space Committee members have been very supportive and encouraged us to utilize their materials that are helpful. The award, which is shown on the brochure cover, will be made by R. R. Raingutters, a sheet metal working company in San Carlos. They designed it and will charge \$75/award, \$900/dozen. 500 tri-fold, color brochures can be printed for approximately \$350 by Greenpostcards in San Francisco.

If you approve our proposal for this program, in order to inform the community, we will utilize the Town’s eNotices and meet with the P.V. Garden Club. Brandi has offered to contact the “Green List” of 400 residents and Committee members can be present at “Green Talks” with brochures.

All Conservation Committee members have participated in this effort and will vote on applications that are submitted after visits by our members who are the most knowledgeable about plant and animal habitats.

Attachments:

1. Portola Valley Backyard Habitat Program Brochure - Keeping Portola Valley Natural
2. Portola Valley Backyard Habitat Program Application
3. Portola Valley Backyard Habitat Program Resources Guide

PROGRAM GOALS

Our purpose is to build a community of like-minded residents who make an effort to preserve or re-create the natural spaces that allow our native flora and fauna to thrive. This program aims to achieve that by honoring successful applicants who pursue the following goals:

- To preserve and re-create wildlife habitat throughout Portola Valley on privately owned property.
- To create conditions which allow wildlife to move within and through our town safely in order to access existing or newly created habitat and to travel between our Open Space preserves.
- To encourage the preservation of stream corridors, creeks and wetlands in an open natural condition, recognizing the important role they play in providing connectivity, habitat, water and corridors for wildlife.
- To promote a more judicious use of pesticides, fertilizers and household chemicals to protect local water.
- To educate residents about ways to create a balance between preserving wildlife habitat and fire safety regulations.
- To maintain a natural environment that will increase soil permeability, water retention, ground water resources and reduce the potential of erosion, landslides and flooding.



PORTOLA VALLEY BACKYARD HABITAT PROGRAM

Portola Valley is home to a wealth of diverse flora and fauna, including some endangered species. In a time of shrinking open space habitat, residents of the town have an opportunity to protect and benefit from this ecosystem and its inhabitants. By keeping our properties in as natural a state as possible and making them accessible to wildlife we help our native flora and fauna thrive. Natural backyard habitats benefit the community as a whole, increasing soil permeability, reducing flood potential, increasing ground water resources, and reducing danger from erosion, landslide and fire. These sanctuaries protect our wildlife and bring untold pleasure to the residents of this beautiful community.

To encourage creation of backyard habitats, the Portola Valley Conservation Committee has created a program that will honor successful applicants with a marker to designate their property as a friend to nature.

CREATING A BACKYARD HABITAT

A successful habitat relies on native plants, allows less-used areas to revert to their native state, protects riparian environments, and minimizes fencing. By adhering to a few simple principles you can create an environment that will be accessible and attractive to wildlife:

- Concentrate more intensive gardening and landscaping near the house.
- Landscape with Bay Area native plants, such as those on the native plant list on the PV Town website, while eradicating invasive nonnative species including Scotch and French Broom, Pampas Grass, Vinca, Ivy, Slender False Brome, Star and Italian Thistles, and Bermuda Grass. Local wildlife thrives on native vegetation.
- Consider replacing lawns with sheltering meadows of native grasses that require little water or maintenance and that recycle organic materials to enrich the natural environment.
- Let little used areas remain in their native state, particularly near streambeds where open access and natural riparian vegetation is critical to wildlife.
- In areas at some distance from the house, foster native shrubbery and brush piles that will provide cover for small creatures.
- Leave habitat areas unfenced, or use wildlife-friendly fencing such as open post and rail.
- Work with your neighbors to create adjoining bands of open space.

Award evaluations will consider the extent to which each of these factors is achieved.



PORTOLA VALLEY'S VISION

Two goals included in the Town's General Plan are *“to preserve and enhance the natural features and open space of the planning area because they are unusual and valuable assets for the planning area, the Peninsula and the entire Bay Area,”* and *“to conserve the rural quality of Portola Valley and maintain the town as an attractive, tranquil, family-oriented residential community for all generations compatible with the many physical constraints and natural features of the area...”*

Section 4204 of the General Plan's Conservation Element recognizes the importance of *“individual efforts for the conservation of natural resources on private sites”* and adds that *“private groups can, through the dissemination of conservation information, educate those unaware of environmental problem areas and, more importantly, values to be conserved.”* By encouraging the creation of backyard habitats, we can further these environmental goals.

HOW TO WIN AN AWARD

Application forms for this award are available on the Conservation Committee page linked from the Town's website: www.portolavalley.net.

Completed forms should be submitted to the Conservation Committee, c/o Town of Portola Valley, 765 Portola Road, Portola Valley, CA 94028, or dropped off at Town Hall during business hours.

The Conservation Committee will review the application, with particular emphasis on the criteria listed in *“Creating a Backyard Habitat.”* If you wish, a team of Conservation Committee members will be happy to visit your property and help brainstorm ways in which you can create an optimal habitat.



Keeping Portola Valley Natural



Sponsored by the
PORTOLA VALLEY
CONSERVATION COMMITTEE

Portola Valley Backyard Habitat Program



APPLICATION for BACKYARD HABITAT AWARD

NAME(S) _____ PHONE _____

E-MAIL ADDRESS _____

ADDRESS _____

I (We) have been a resident of Portola Valley since _____.

PLEASE ATTACH A PHOTOGRAPH THAT IS REPRESENTATIVE OF NATIVE HABITAT ON YOUR PROPERTY.

PLEASE CHECK ALL THAT APPLY: ON MY PROPERTY:

There is a creek or stream I see a lot of wildlife I share a boundary with open space

There are backyard open spaces Approximately _____% of my property is in a natural state

Riparian areas are in a natural state I encourage native plants (and/or propagation of natives)

I have problems with invasive plants I work to control invasive plants

WHAT TYPE OF FENCING EXISTS ON YOUR PROPERTY?

PLEASE TELL US WHY YOU ARE INTERESTED IN RECEIVING THIS AWARD :

IN WHAT WAYS DOES YOUR PROPERTY EXEMPLIFY THE SPIRIT OF THE BACKYARD HABITAT PROGRAM?

Signature

Date

Please return completed application to: Town of Portola Valley, 765 Portola Road, Portola Valley, CA 94028,
Tel: 650-851-1701, Fax 650-851-4677, Attn: Conservation Committee

Portola Valley Backyard Habitat Resources Guide



Why: Inspiration for Native Gardening:

Books and Publications (These titles are available at the PV Library):

Gardening with a Wild Heart, Judith Larner Lowry 1999, California Press

The Landscaping Ideas of Jays: A Natural History of the Backyard Restoration Garden, Judith Larner Lowry, 2007, California Press

Bringing Nature Home, How you can sustain Wildlife with Native Plants. Douglas Tallamy, 2007, Timber Press

Plants and Landscapes for Summer-Dry Climates of the San Francisco Bay Region, East Bay Municipal Utility District

Riparian Native Plant Planting Guide for Homeowners, Friends of Coyote Creek.

Fremontia Vol.40 #3 & Vol. 41 #1, Journal of the California Native Plant Society, cnps@nps.org

What and How: Plan Ahead:

Print (Available at PV Library):

Starting your Wildlife Habitat Garden. BayNature Magazine. Jan-March issue 2003.

Backorder from <http://baynature.org/magazine/>

Compatible Plants Under and Around Oaks. Hagen, Coate and Oldham, published by California Oak Foundation 1991 (available from website of California Oak Foundation –see below).

Online Resources:

Acterra:

http://www.acterra.org/findanswers/home/native_plants.html

California Native Plant Society:

<http://www.cnps.org/cnps/grownative/resources.php>

California Native Plant Library:

<http://www.calflora.org>

California Native Plant Society Yerba Buena Chapter:

http://www.cnps-yerbabuena.org/gardens/gardening_with_natives.html

California Invasive Plant Council:

<http://www.cal-ipc.org/>

California Oak Foundation:

<http://www.californiaoaks.org>

Portola Valley Town website: Sustainability/Native Plants and Landscaping:

<http://www.portolavalley.net/index.aspx?page=139>

San Mateo County Water District_

http://www.recycleworks.org/compost/sustainable_gardening.html .

San Mateo Countywide Guide to Creek and Wetland Project Permitting:

http://www.co.sanmateo.ca.us/vgn/images/portal/cit_609/10147807crk&wet.pdf

Society for Pacific Coast Native Iris:

<http://www.pacificcoastiris.org>

Growing Native (bimonthly newsletter):

<http://www.growingnative.com>

Where: Obtaining Plants:

Acterra Nursery (plants are grown to order):

http://www.acterra.org/programs/stewardship/native_plant_nursery.html

California Native Plan Exchange:

<http://www.cnplx.info/nplx/cprofile?cc=SMT>

California Native Plant Society list of Bay Area Plant Nurseries:

<http://www.cnps.org/cnps/grownative/nurseries.php#baya%20native>

Las Pilitas Nursery:

<http://www.laspilitas.com>

Yerba Buena Nursery Half Moon Bay:

<http://www.yerbabuenanursery.com/>

Visit: Native Plant Gardens:

Going Native Garden Tour:

<http://www.goingnativegardentour.org/GNGT/Home.php>



MEMORANDUM

TOWN OF PORTOLA VALLEY

TO: Mayor and Members of the Town Council

FROM: Brandi de Garneau, Sustainability & Special Projects Manager

DATE: August 28, 2013

RE: **Consideration of Allowing Hot Prepared Foods at the Farmers' Market and Food Trucks at Special Town Events**

RECOMMENDATION

The recommendation is that the Town Council:

1. Permit hot prepared food vendors at the Portola Valley Farmers' Market as allowed by the San Mateo County Health Department for any farmers' market.
2. Approve the inclusion of food trucks at special Town events and a newly created, monthly "Sharing Super" event.
3. Guide Town Staff to report back on the food trucks as part of the normal quarterly report on the Farmers' Market.

BACKGROUND

At the July 24, 2013 meeting, the Council requested additional information from Staff to assist the Council in making a decision about the inclusion of hot prepared food vendors at the Farmers' Market and the inclusion of food trucks at Town events. Staff created a schedule of Town events that have food trucks planned as part of the event or might benefit from the inclusion of food trucks (Attachment 1). Over the past three months, three Summer Concert events have occurred that included food trucks. Staff and the Library have noticed a significant increase in the number of residents making use of the Town Center during these events.

As part of the July 24, 2013 report, the Council received input from town residents that the Farmers' Market and these special Town events are a wonderful opportunity to stay connected with friends and neighbors, socialize with other families, share an easy dinner (especially for families on the go), and let kids run around outside with other kids. Residents also expressed interest in more diversity in their food choices without having to drive to Menlo Park or Redwood City. (Link to July 24, 2013 Council Report: <http://www.portolavalley.net/Modules/ShowDocument.aspx?documentid=5755>).

Staff received almost exclusively positive comments from residents in favor of the food trucks, though two local food retailers have expressed concern about the impact on their businesses. In response to comments from the Town Council on July 24, 2013, Staff wrote a letter to George Roberts, owner of Roberts Market, that outlines several ideas for collaboration (Attachment 2). Mr. Roberts is concerned about the impact of the food trucks on Roberts Market, but at this time, is not interested in pursuing any of the presented ideas or working with Staff or volunteers to identify new opportunities. Staff is very sensitive to the potential impact of the food trucks on the local food retailers and will continue working with them to find ways to collaborate; however, as outlined below, there are many benefits to contributing to the food diversity residents are seeking, here, in town.

DISCUSSION

The Council has asked Staff to develop opportunities for community building and community building is also one of the reasons for developing the Farmers' Market. Taking into consideration comments from the community, conversations with the market manager, Maggie Foard, and research on community-building strategies, Staff is recommending three opportunities that will have little impact on resources available to achieve these community-building goals: 1) the allowance of hot prepared food vendors at the Farmers' Market; 2) the inclusion of food trucks to special Town events; and 3) the creation of a monthly "Sharing Supper" event. Each of these recommendations is outlined in more detail below.

Hot Prepared Food Vendors at Farmers' Market

Staff is recommending that the Council allow the market manager, Maggie Foard, to include the hot prepared food vendors that are already allowed by the San Mateo County Health Department as part of any farmers' market. These vendors include tamales, hot dogs, kettle corn and RoliRoti (rotisserie chicken, roast vegetables and potatoes). The market manager needs this flexibility to provide a variety of vendors that will attract customers and help ensure the long-term success of the market. The addition of the hot prepared food vendors to the Farmers' Market will also contribute to the food diversity and dinner options residents are seeking on non-event days. Staff recommends one exception: that RoliRoti is allowed only on market days that coincide with a special Town event.

Food Trucks at Special Town Events

Town Staff is also recommending that the Council allow inclusion of food trucks at special Town events because there is proven success that food trucks achieve community-building goals with little impact on resources available. Town residents are seeking diversity in their food choices and the opportunity to connect with their friends and neighbors. Creating this opportunity at the Town Center keeps residents in town, meeting their neighbors, building community and spending their money here, in town.

Benefits of Including Food Trucks at Special Town Events

- Fulfills residents' desire for food diversity within the town.
- Keeps residents in town interacting with their neighbors and friends, building relationships and community.
- Builds community, which makes the town more resilient in times of need/disaster (e.g., wildfire, earthquake).
- Keeps residents in town resulting in residents spending their money in town for everyday items, such as wine and milk.
- Provides dinner options that allow residents to shop at the Farmers' Market, attend evening events and lectures, and just hang out and talk because they aren't having to make a choice between getting dinner on the table and coming to the Town Center.

Sharing Supper

Staff is recommending the creation of a monthly "Sharing Supper" event. The Sharing Supper would expand the opportunity for residents to get together beyond what is already programmed and with little staff or volunteer coordination. In summer, the event would be informal and held outdoors on the Performance Lawn and at the picnic tables under the Redwood Grove. In winter, the Community Hall could be used as an informal gathering place, either as an indoor picnic with blankets on the floor or setting up the existing tables and chairs. The winter event could be held in conjunction with a Movie Night and could be catered by Roberts, the Parkside Grill or the Portola Café Deli instead of having food trucks. The article that inspired the idea for the Sharing Supper is included as Attachment 3.

CONCLUSION

Considering community input and Council goals, Staff recommends Council approval of the following

1. Permit hot prepared food vendors at the Portola Valley Farmers' Market as allowed by the San Mateo County Health Department for any farmers' market.
2. Approve the inclusion of food trucks at special Town events.
3. Create a monthly "Sharing Super" event.

In addition, Staff is recommending a trial period of the inclusion of the food trucks at special Town events that coincides with the quarterly report on the Farmers' Market requested by the Council. At that time, the Council will have the opportunity to make any adjustments to the schedule.

FISCAL IMPACT

The allowance of food trucks at special Town events will have little to no impact on Town resources apart from advertising. The creation of the Sharing Supper may require staff resources to setup/breakdown tables and chairs in the Community Hall during the winter, but Staff will do its best to enlist volunteers.

ATTACHMENTS

1. Schedule of Town Events – 2013/2014
2. Letter to George Roberts
3. Sharing Supper Article

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

Attachment 1

SCHEDULE OF TOWN EVENTS – 2013/2014

Note: events in orange already have food trucks scheduled.

August 2013

- Saturday 10th - Star Party (Nature & Science Committee)
- Thursday 15th - Green Speaker Event
- **Thursday 22nd - Summer Concert (Cultural Arts Committee)**
- Friday 23rd - Movie Night (Teen Committee)

September 2013

- Thursday 5th - Farmers' Market Grill Party (Library)
- **Saturday 14th - Music Concert (Library)**
- **Thursday 19th - Summer Concert (Cultural Arts Committee)**
- Thursday 26th - Jasper Ridge Community Lecture (Historic Resources Committee)

October 2013

- Thursday 3rd - Sudden Oak Death Presentation
- Saturday 5th – Sudden Oak Death Training
- Thursday 10th - Sharing Supper
- Thursday 24th - Green Speaker Event
- **Sunday 27th - Bird Day (Nature & Science Committee)**
- Monday 28th - Bicycle Leadership Graduation (Bike, Pedestrian, Traffic Committee)

November 2013

- Friday 8th - PV Women's Club Harvest Soiree
- Thursday 14th - Sharing Supper
- Friday 15th - Council of Cities Dinner
- Thursday 21st - Green Speaker Event

December 2013

- TBD - Volunteer Party
- Thursday 12th - Sharing Supper
- Thursday 19th - Green Speaker Event
- TBD - Holiday Faire

January 2014

- Thursday 9th - Sharing Supper
- Thursday 23rd - Green Speaker Event

February 2014

- Thursday 13th - Sharing Supper
- Thursday 27th - Green Speaker Event

March 2014

- Thursday 13th - Sharing Supper
- Thursday 27th - Green Speaker Event

April 2014

- Friday 4th - PV Women's Club Annual Social
- Thursday 10th - Sharing Supper
- Thursday 24th - Green Speaker Event

May 2014

- Thursday 8th - Sharing Supper
- Friday 16th - Flight Night (Nature & Science Committee)
- Thursday 22nd - Green Speaker Event

June 2014

- Thursday 12th - Sharing Supper
- TBD - Summer Concert (Cultural Arts Committee)
- Thursday 26th - Green Speaker Event

July 2014

- Thursday 10th - Sharing Supper
- TBD - Summer Concert (Cultural Arts Committee)

TOWN of PORTOLA VALLEY

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

August 8, 2013

Roberts Market
Attn. George Roberts
3015 Woodside Road
Woodside, CA. 94062

Subject: Request for meeting to discuss the Town's farmers' market event

Dear Mr. Roberts,

On behalf of the Town of Portola Valley, I am writing to you today to express the Town's interest in making the weekly farmers' market event a benefit to all community members including Roberts Market. I hope that a strong partnership with Roberts Market will help the farmers' market event mature into one of the marquee events for town residents.

As you know, the Town started a weekly farmers' market event at the Town Center to create an opportunity for the community to gather and share a common experience that strengthens the sense of community. The event is casual and conveniently fits into the busy lives of town residents. Adults have the opportunity to enjoy a picnic and conversation with friends while children play in the playground or in the creek. To the surprise of everyone, the farmers' market event and concurrent social, cultural, and educational programming has quickly filled a need for town residents.

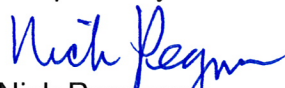
In order to continue the success of the farmers' market event, Town staff is working with various stakeholders to build a program of events and activities throughout the year. One such activity is the presence of food trucks at the event. As the community experienced last summer with the weekly food truck event at Christ Church, there is a strong demand for food trucks to encourage family dinners and picnics at Town Center.

The Town Council was asked at their meeting on July 24th to approve the addition of food trucks at the farmers' market event. Rather than taking action on July 24th, the Council directed Town staff to gather additional information and more formally engage Roberts Market to identify programs that would ensure that Roberts Market has the opportunity to participate in the weekly event.

Attached please find a list of options and ideas to provide Roberts Market with a greater presence at the weekly farmers' market event. Councilmember Maryann Derwin and I would very much like to meet with you in the next two weeks to discuss these and other options. Please let me know by phone (650-851-1700 ext. 215) or email (npegeuros@portolavalley.net) a good time to meet.

On behalf of the Town of Portola Valley, I would like extend my sincerest gratitude for all that you and your team do for the community. I look forward to meeting with you soon.

Respectfully submitted,



Nick Pegueros
Town Manager

Attachment

ATTACHMENT

Opportunities for Roberts Market to Participate in the Farmers' Market Event

The Town is committed to working with Roberts Market to find opportunities to engage Roberts Market in the weekly farmers' market event. Outlined below are several opportunities that town staff, town volunteers, and the market organizer have put together to include Roberts Market in the weekly event.

1. Create and advertise a special "take-out" meal for the Summer Concert Series and other special events.
2. Work with the market organizer to create a weekly recipe that utilizes items at the Farmers' Market and is accompanied by a "Shopping List" of the additional items needed from Roberts; create a link from the Farmers' Market website to specials listed on Roberts' website.
3. Feature specialty food and wine makers at the Farmers' Market who sell their items at Roberts; this would introduce residents who may not currently shop at Roberts to items that are available there.
4. The Town could use Roberts to cater special events programmed on the same day as the Farmers' Market.

BY NATHAN THIEL

SHARING SUPPER

Dining together strengthens a community

Imagine a few local businesses donating money and manpower to provide a free hot meal for anyone in your community. Imagine your local school offering its cafeteria and commons as the location to host this event. Imagine the event including education, health, nutrition, entertainment, and kids programs. Imagine residents of all demographics, young and old, male and female, rich and poor, coming and sitting down at tables to discuss issues facing the community while enjoying a meal together.

This event is no soup kitchen.

Now, imagine your community supporting this event each month for six consecutive years. Welcome to an activity called Sharing Supper and to Mauston, Wisconsin.

I came to be the manager of Mauston, a small rural community of some 4,500 people, in 2010. When I arrived, it was your standard small-town community, with standard issues as well as typical hidden treasures. However, when I learned about Sharing Supper and attended the event, it was a redefining moment in my career.

Despite all other time commitments, I immediately pledged to attend this unique program each month, and have now for a year. It has been a significantly rewarding experience. I believe it is a model that works and is replicable. This article outlines how this event came to be in Mauston, and why it would benefit you and your community.

Nourishing the Soul

The success of Sharing Supper is really a tribute to Margie Strouse, a dynamic community organizer. As a participant in Juneau County's Advanced Leadership Program in 2007, Margie developed Sharing Supper as her community project. The first event was hosted

in March 2007 at a local Moose Lodge Family Center in Mauston. Approximately 180 were in attendance.

From there the program only grew. In the past two years, it has never served less than 200 meals each time. By 2011, attendance demanded Sharing Supper move to the local high school to provide adequate space for the increase in attendance and programming.

In December 2012, more than 800 attended. Sharing Supper is also expanding its reach to other communities. Currently, several Wisconsin communities like Wisconsin Dells, Calumet County, Adams County, Middleton, and Madison have either implemented or are in the process of partnering with Sharing Supper.

Meeting Multiple Needs

Sharing Supper is more than a meal, because hunger extends beyond food. While food is an important ingredient and Sharing Supper organizers will readily admit that the meal helps some individuals and families make it until the end of the month, food isn't the only reason to come or the only need being met.

People need to serve. Sharing Supper provides a venue for local businesses, organizations, and individuals to serve the community. A typical event requires between 250 to 300 volunteer service hours. The program estimates that more than 12,000 service hours have been donated between 2007 and the beginning of 2013.

More than 53 organizations, businesses, families, and individuals have sponsored events with a \$300 contribution. The majority of those have sponsored multiple times. Many attendees also place smaller donations in the donation box at the entrance during each event.



People need to talk and network. One of the largest draws for Sharing Supper is the opportunity to network and talk. In my attendance, I have started making rounds from table to table, and ask, "What is the good news?" I have been amazed how positive the conversations remain in this public setting. Typically, either the table will want to learn what is happening in Mauston, or an individual will want to share an idea to improve the community.

Because so many community partners are involved like the chamber of commerce, Lions, American Legion, Kiwanis, Future Farmers of America, 4H, Girls Scouts, and local churches--to name a few, the event has become a networking opportunity. At every event there is representation from the school district, the city, and the county, affording easy access to officials and social programs.

People need to learn. What sets Sharing Supper apart from a simple soup kitchen is its programming. Sharing Supper features a kids' corner, seniors' activities, nutrition demonstrations, and health and wellness resources. The programming is a significant draw.

Though a community meal is not new, the innovation of Sharing Supper is its consistent invitation to come to the table, to serve, to share, to listen, to build community and to nourish the soul. **PM**



NATHAN THIEL
City Administrator
Mauston, Wisconsin
nthiel@mauston.com

#13

There are no written materials for this agenda item.

TOWN COUNCIL WEEKLY DIGEST

Friday – July 26, 2013

1. Agenda (Action) – ASCC – Monday, July 22, 2013
2. Monthly Meeting Schedule - August 2013
3. Town Center Reservations for August 2013
4. Grand Jury Report – “Who is Really in Charge of the Taxpayer’s Money” – July 18, 2013
5. Memo from Nick Pegueros, Town Manager re: Weekly Update – Friday, July 22, 2013

Attached Separates (Council Only)

1. Bay Area Air Quality Management District – 2012 Annual Report



**TOWN OF PORTOLA VALLEY
ARCHITECTURAL AND SITE CONTROL COMMISSION (ASCC)
Monday, July 22, 2013
Special Field Meeting (time and place as listed herein)
7:30 PM – Special ASCC Meeting
Historic Schoolhouse
765 Portola Road, Portola Valley, CA 94028**

ACTION

SPECIAL ASCC FIELD MEETING*

4:00 p.m. 140 Pinon Drive, Afternoon session for preliminary consideration of plans for residential redevelopment of a 2.7-acre Westridge Subdivision property. (ASCC review to continue at Regular Meeting) **Vlasic presented summary of project staff report and project team further explained development proposals while leading walk through the property. Neighbor comments were heard and Commissioner comments were held for the evening meeting.**

7:30 PM - SPECIAL AGENDA*

1. Call to Order: 7:30 p.m.
2. Roll Call: Breen, Clark, Hughes, Koch, Ross (**All present. Also present: Tom Vlasic Town Planner; Carol Borck Assistant Planner; Denise Gilbert Planning Commission Liaison; Ann Wengert Town Council Liaison**)

3. Oral Communications: **None.**

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. New Business:
 - a. Architectural Review for Driveway Entry Gate, 1077 Portola Road, Byrne **Project approved subject to conditions to be met to the satisfaction of planning staff prior to building permit issuance.**
 - b. Architectural Review for House Additions, Driveway Modifications and Site Development Permit X9H-656, 468 Westridge Drive, Crouse/Dorahy **Project approved subject to conditions to be met to the satisfaction of the full ASCC prior to building permit issuance.**
 - c. Preliminary Architectural Review for Residential Redevelopment and Site Development Permit X9H-655, 140 Pinon Drive, Reinhardt **ASCC discussed the project and provided comments and suggestions to project team. Review continued to 8/12/13 meeting.**
5. Commission and Staff Reports

**Breen – discussed clearing of trees/scrub on Portola Road at MROSD property
Borck – informed Commission of larger project at 231 Canyon Drive that was significant, but under the threshold of ASCC review**

6. Approval of Minutes: June 24, 2013 **Approved as submitted.**
7. Adjournment **8:50 p.m.**

*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: July 19, 2013

CheyAnne Brown
Planning Technician

Town of Portola Valley

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

AUGUST 2013 MEETING SCHEDULE

Note: Unless otherwise noted below and on the agenda, all meetings take place in the Historic Schoolhouse, located at 765 Portola Road, Portola Valley, CA

TOWN COUNCIL – 7:30 PM (Meets 2nd & 4th Wednesdays)

Wednesday, August 14, 2013 – **CANCELLED**

Wednesday, August 28, 2013

PLANNING COMMISSION – 7:30 PM (Meets 1st & 3rd Wednesdays)

Council Liaison – Maryann Derwin (for months July, August, September)

Wednesday, August 7, 2013 - **CANCELLED**

Wednesday, August 21, 2013

ARCHITECTURAL & SITE CONTROL COMMISSION - 7:30 PM (Meets 2nd & 4th Mondays)

Council Liaison – Ann Wengert (for months July, August, September)

Monday, August 12, 2013

Monday, August 26, 2013 – **CANCELLED**

Monday, August 27, 2013 – **SPECIAL MEETING** (7:30 PM / Historic Schoolhouse)

BICYCLE, PEDESTRIAN & TRAFFIC SAFETY COMMITTEE – 8:15 AM (Meets 1st Wednesday of every month)

Council Liaison – Ann Wengert

Wednesday, August 7, 2013 – **CANCELLED**

CABLE TV COMMITTEE – 8:15 AM (Meets 2nd Thursday) alternate odd numbered months

Council Liaison – Ted Driscoll

COMMUNITY EVENTS COMMITTEE

Council Liaison – Maryann Derwin

As announced

CONSERVATION COMMITTEE – 7:45 PM (Meets 4th Tuesday)

Council Liaison – John Richards

Tuesday, August 27, 2013 – **Special Meeting location** / Town Hall Conference Room

CULTURAL ARTS COMMITTEE – (Meets 2nd Thursday of every month)

Council Liaison – John Richards

Thursday, August 8, 2013

EMERGENCY PREPAREDNESS COMMITTEE – 8:00 AM (Meets 2nd Thursday) in the EOC /

Conference Room at Town Hall

Council Liaison – John Richards

Thursday, August 8, 2013

FINANCE COMMITTEE

Council Liaison – Jeff Aalfs

As announced

GEOLOGIC SAFETY COMMITTEE – 7:30 PM

Council Liaison – Ted Driscoll

As announced

HISTORIC RESOURCES COMMITTEE

Council Liaison – Jeff Aalfs

As announced

NATURE AND SCIENCE COMMITTEE – 4:00 PM (Meets 2nd Thursday) alternate even numbered months

Council Liaison – Jeff Aalfs

Thursday, August 8, 2013

OPEN SPACE ACQUISITION ADVISORY COMMITTEE

Council Liaison – Jeff Aalfs

PARKS & RECREATION COMMITTEE – 7:30 PM (Meets 3rd Monday)

Council Liaison – Ann Wengert

Monday, August 19, 2013

PUBLIC WORKS COMMITTEE

Council Liaison – Ted Driscoll

As announced

SUSTAINABILITY COMMITTEE – 3:30 PM (Meets 3rd Monday)

Council Liaison – Maryann Derwin

Monday, August 19, 2013

TEEN COMMITTEE

Council Liaison – Jeff Aalfs

As announced

TRAILS & PATHS COMMITTEE – 8:15 AM (2nd Tuesday of each month, or as needed)

Council Liaison – Ann Wengert

Tuesday, August 13, 2013 – 8:15 AM



MEMORANDUM

TOWN OF PORTOLA VALLEY

TO: San Mateo County Sheriff's Department
FROM: Sharon Hanlon
DATE: July 26, 2013
SUBJ: Town Center Reservations for August 2013

Following is the current schedule of events for the Town Center and surrounding area for August 2013.

August 1, 8, 15, 22 & 29: Farmer's Market / Historic Schoolhouse Parking Lot / 3:00 – 7:00 PM

**August 3: Portola Valley Neighborhood Clean-Up Day / Town Center (Schoolhouse parking lot)
8:00 – 11:00 AM**

August 15: Green Speaker Event / Community Hall at Town Center / 6:00 to 10:00 PM

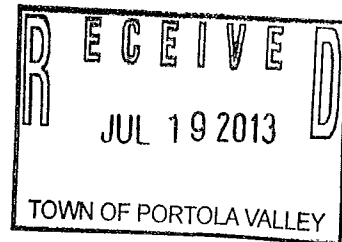
August 17: Tour de Menlo Charity Bike Ride / Portola and Alpine / 8:00 AM to 12:00 Noon

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

July 18, 2013



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

Re: Grand Jury Report: "San Mateo County Special Districts: Who is Really in Charge of the Taxpayer's Money?
 The Mosquito District Embezzlement: Is it the Tip of the Iceberg?"

Dear Councilmembers:

The 2012-2013 Grand Jury filed a report on July 18, 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 October 16, 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.

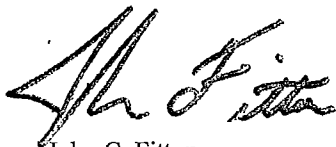
Please submit your responses in all of the following ways:

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: City Manager



**SAN MATEO COUNTY SPECIAL DISTRICTS:
WHO IS REALLY IN CHARGE OF THE TAXPAYER'S MONEY?
The Mosquito District Embezzlement: Is it the Tip of the Iceberg?**

SUMMARY

San Mateo County (County) has 22 independent special districts. Common in counties throughout California, independent special districts are local governmental entities that are legally separate from counties and cities.¹ They deliver special public services such as mosquito abatement, water management, and health care, to name a few. Special districts receive a significant amount of their operating funds from their portion of countywide property taxes and/or special assessments. They wield considerable influence with little oversight other than their own board of directors. In many cases, these boards are responsible for multi-million dollar budgets.

The recent embezzlement case in the Mosquito and Vector Control Abatement District (District) involving hundreds of thousands of dollars prompted the 2012-2013 San Mateo County Civil Grand Jury (Grand Jury) to investigate what led to the embezzlement. Two employees, who oversaw financial matters for the District pleaded no contest to embezzlement charges and will be sentenced in the latter part of 2013.

The Grand Jury finds that the Board of Trustees (collectively, Board, and individually, Trustee) and the District's District Manager (Manager) share in responsibility for the lack of oversight that was instrumental in allowing the embezzlement to occur. The Grand Jury finds that the Manager and the Board's finance committee did not recognize red flags in financial reports that should have revealed the embezzlement far sooner.

The Grand Jury also finds that the insurance company's denial of the District's embezzlement loss claim is further evidence that there were inadequate management practices, insufficient accountability, and oversight of the District.

The Grand Jury finds that the District's internal financial controls were inadequate and that important policies and procedures were not followed. The Grand Jury also finds that the Board did an inadequate job of overseeing operations and that there were significant differences of opinion regarding the Manager's ability to manage the District.

The Grand Jury finds that Trustees are confused about their responsibilities, some feeling their only role is to make district policy, while others feeling they have more oversight responsibilities. The Grand Jury also finds that the issue of the dissolution of the District and transfer of its services to the County Environmental Health Department (CEHD) because of the District's poor management and the need for more operational efficiency and cost savings, merits further study even though the County's Local Agency Formation Commission (LAFCo) recently rejected the recommendation of its executive officer to do so. The Grand Jury further finds that

¹ For purposes of this report, the term "cities" includes "towns" and County government where the context so requires.

Cities do not give priority to having representation on the Board, which representation is an important component to the oversight of the District operations

The Grand Jury recommends that the Board require its Manager to follow the Policies and Procedures manual at all times and provide monthly financial reports to the Board.

The Grand Jury recommends that the Board emphasize the importance of its finance committee's role in ensuring that internal financial controls and policies are in place and are being followed. The Grand Jury recommends that the District hire a consultant to redesign the Manager's evaluation process to better assess job performance and to provide clarity and goal setting. The Grand Jury also recommends that the Board evaluate its policies and procedures on an annual basis and study a restructuring of the Board to better fulfill its oversight role.

The Grand Jury recommends that LAFCo continue to study the possible dissolution of the District and transfer of its services to the CEHD.

The Grand Jury recommends that cities give priority to having representation on the Board and, if unsuccessful in recruiting appointees, comply with Health & Safety Code section 2021 and appoint a council member in the interim. In addition, the Grand Jury recommends that cities require representatives to give their city councils regular updates on District's operations.

BACKGROUND

The District's budget is approximately \$6 million. It has an accumulated reserve of about \$5 million. Its funding comes from property taxes, parcel assessments, and a benefit assessment. It is governed by a Board composed of one member from each of the County's 20 cities plus County government. It employs a Manager to oversee its daily operations. Despite all of these "overseers," only one Trustee recognized a problem with an overage in operational expenses in 2011, thereby leading to the discovery of the embezzlement. After the discovery, only one city asked for a Grand Jury investigation.

The Grand Jury learned during interviews that the Manager did not follow normal employment vetting procedures when hiring the finance director accused of the embezzlement.

The LAFCo executive officer performed a Municipal Service Review and Sphere of Influence Review (Service Review) pursuant to Government Code Sections 56425 and 56430 following the alleged embezzlement. The report addressed public accountability and broadly examined district operations, fiscal health, opportunities for sharing resources, and governance alternatives. The study was not a financial audit and only identified measures the District has taken or could take to prevent such embezzlement events.²

Subsequent to the Service Review, the LAFCo executive officer recommended that the District be dissolved and incorporated into the CEHD, which might result in a cost savings. However, the LAFCo commissioners rejected the recommendation and deferred any further decision on the subject to a later review after the Manager completed a Performance Improvement Plan as

² June 12, 2012, LAFCo Municipal Service Review.

required by the District Board. However, LAFCo has taken no further action on the District matter.

It is important for County taxpayers to understand special district governance structure and the responsibility of special district boards with regard to such issues as embezzlement.

Concerns about special district management practices, accountability, and oversight were the impetus for a Grand Jury investigation.

METHODOLOGY

Documents

The Grand Jury reviewed the following documents:

- The LAFCO Service Review of the District, dated June 12, 2012
- The District's certified financial audits for fiscal years ending June 30, 2009, 2010, and 2011
- Letter of concern from a member city
- Documents from three former senior District employees including timelines of management judgments, financial invoices, and grievance letters to Trustees
- Personnel files of certain District employees
- Forensic audit performed in 2011 by C.G. Ulenberg, the District's regular auditor
- Correspondence regarding the Hartford Insurance claim
- Report issued by Dr. Peter Hughes, CPA, a consultant retained by the District to review its accounting policies.

Survey

- The Grand Jury sent a survey to all County independent special districts

Site Tours

- The Grand Jury toured the District's headquarters and laboratory located at 1351 Rollins Road, Burlingame.

Interviews

- The Grand Jury interviewed 13 individuals. Interviewees included representatives from the District and its Board; representatives from LAFCo and its Commission; former key

District employees; auditors; and County Counsel attorneys who have represented the District.

Subpoenas

- The Grand Jury's presiding judge issued five subpoenas in order to obtain information. (Relatedly, it is noted that the Board declined to waive its attorney client privilege with the County Counsel when the Grand Jury requested it to do so.)

DISCUSSION

District Embezzlement

The noticing by one Trustee in early 2011 of discrepancies between budgeted and actual expenditures led to the discovery of the embezzlement. This Trustee brought the information to the attention of the Manager and the other Trustees. In addition, annual certified audits by the District's outside accounting firm for fiscal years 2009 and 2010 identified significant deficiencies that went unresolved during the period of time in which the embezzlement took place. Examples of such deficiencies included the failure properly to record accounting transactions and petty cash management.

The District embezzlement was unique according to one qualified interviewee, because it involved the entire finance department, consisting of two employees. These two employees are no longer with the District, and the County District Attorney has charged them with embezzlement. The employees have pleaded no contest and are awaiting sentencing.

Prosecutors alleged that District funds were embezzled between 2009 and 2011 when the finance director and her assistant placed themselves at a higher pay rate, fraudulently took time off, contributed excessively to their deferred compensation funds, used credit cards for personal purchases, and electronically transferred money into personal accounts. The forensic audit (described below) showed more than \$635,000 missing but prosecutors charged them with embezzling only \$400,000 because they could not prove an actual loss of the greater amount³ The District's forensic auditor calculated the total loss resulting from the embezzlement to be \$796,781. (Appendix A.) This is the amount the District reported to its insurance company.

The annual certified audits of the District for fiscal years 2009 and 2010 suggested that there was a lack of sound management and fiscal responsibility. A subsequent forensic audit of the District listed "ten distinct loss activities that were executed against the District by 2 former employees...."⁴ These loss activities included incorrect pay calculations to employees, unauthorized and personal use of credit cards, and fraudulent reporting of time off for Family Medical Leave Act (FMLA). While taking FMLA, one employee served jail time for a previous embezzlement.

³ *End in sight for mosquito district case: Former finance chief expected to plead guilty on 10 charges related to embezzlement of public money*, March 22, 2013, Heather Murtagh - Daily Journal Staff.

⁴ See Appendix B.

After the allegations of embezzlement, some of the Trustees determined the Manager's skills were inadequate for the position.⁵ The Board hired an outside consultant to perform a review of the internal financial controls. Notwithstanding this state of affairs, the Trustees voted to extend the Manager's contract and paid the outside consultant to prepare a Performance Improvement Plan for the Manager to complete in an effort to avoid any further incidents.

The District's insurance company has declined to pay on its loss claim given the circumstances surrounding the embezzlement. The insurance company's outside legal counsel stated that the District "misrepresented" its computer controls and should have had systems in place to detect unusual activity. The District disputes this.⁶ The District has retained additional counsel to negotiate this matter.

The District indicated in its insurance application that no employee could control a process from the beginning to the end, e.g., request a check, approve a voucher, and sign the check. The District's internal controls required the Manager and a Board officer to approve requests for payment and to sign on checks.⁷ However, the finance department used signature stamps that seemed to by-pass this control. Attorneys for the District argue that "the insurance company was already aware of the lack of controls designed to prevent an embezzlement of this nature".⁸ It should be noted that insurance for these special districts frequently does not cover the costs for attorneys, audits, or other costs associated with embezzlement.

Embezzlement may be more prevalent in districts than has been revealed to date. For example, in addition to the District, employee fraud cases in the following County special or school districts have come to light in the last two years alone. Although three of the cases do not relate to special districts, the underlying problems, inadequate controls and oversight, are the same:

- Woodside Elementary School District
- Portola Valley School District
- Mid-Peninsula Water District (It should be noted that LAFCO's executive officer has also recommended that this district be dissolved.)
- San Mateo County Community College District

The District embezzlement case may be the *tip of the iceberg*. As one interviewee stated, with so many special districts in this county and counties throughout the Bay area and state, "embezzlements are not unusual," which is no comfort to the taxpayers. However, with sound internal financial controls and good management practices, the risk of embezzlement can be minimized.

⁵ Board Evaluations of the District Manager.

⁶ Letter dated April 11, 2012, from Meredith, Weinstein & Numbers, LLP pg 3 (See Appendix C).

⁷ *Ibid.*

⁸ *Ibid.*

District Operations

After extensive investigation, the Grand Jury learned of oversight shortcomings and management issues that include the following:

- Standard business practices, such as performing detailed background checks, were not followed in the hiring of the finance director accused of embezzling. As a result, the District hired an individual who was already under indictment in another embezzlement case.
- The Manager and the Board's finance committee did not recognize red flags in financial reports that could have revealed the embezzlement far sooner. Examples include the budget overage (ultimately noticed by a Trustee), lack of complete monthly financial packages as provided by the previous finance director, and discrepancies revealed in two years' annual audits. Board complaints to the Manager concerning financial reports were answered with the excuse that a new accounting system had been installed and that there were issues with the County Controllers staff.
- The Trustees' written evaluations of the Manager's performance revealed significant differences of opinion. Some Trustees gave the Manager high ratings while others expressed little confidence in the Manager's ability to manage the District. Others indicated they did not trust the Manager and felt the Manager was excessively controlling information provided to the Board.
- Internal financial controls in place at the time of the embezzlement were inadequately implemented. For example, controls required that both the Manager and a Board officer to sign checks issued by the finance department for payments. However, the finance department used signature stamps that seemed to by-pass this control.
- The Manager hired unlicensed and uninsured contractors to work on District facilities, a violation of District policies.
- Surplus vehicles were sold to employees and friends, a practice that the Grand Jury was informed has been discontinued.
- The issuance of Visa cards to employees for the purchase of materials led to abuse. The Visa cards had high limits and there was little oversight of their use. The finance director used a Visa card to pay her attorneys for a previous embezzlement case. Neither the Manager nor the Board's finance committee caught improper charges of up to \$15,000 placed on the card.
- There was an amendment to the District Policies and Procedures manual in 2007 that stated, "dismissal of the current District manager would require 90% of the Trustees' approval." The Grand Jury requested and received an updated version of the manual. The entire section 2160 titled "Separation from District Employment" is no longer in the current manual. It has been replaced by a new section 2160 titled "Salary and Benefit Survey." No further information was provided as to the reasons for this change.

The embezzlement incident was costly, with additional losses still being discovered. The loss submitted to the insurance company was over \$790,000 but does not include related costs such as attorney fees, consultants, and financial training.⁹ Some of the loss may be covered by insurance, but as of May 1, 2013, the insurance company has denied the claim citing misrepresentation of facts in the District's insurance application and the failure of the District to perform appropriate background checks.

Following the embezzlement and subsequent evaluation of the Manager, the Board chose to implement a Performance Improvement Plan in order to improve the Manager's financial management skills. The Board also extended the Manger's employment contract and increased the Manager's compensation.

Also after the embezzlement, a new consultant prepared eight recommendations to improve the district's internal financial controls. (See Appendix D, an excerpt of the consultant's report). The Grand Jury has been advised that these recommendations have been implemented. As a result, the financial system was rebuilt. An interviewee familiar with the consultant's review opined that the Manager had program skills but lacked the fiscal skills necessary for overseeing financial operations.

District Board

A 21-member Board governs the District. The voters elect other San Mateo County special district governing bodies, which differentiates them from the Board, whose members are selected by city councils. The District began covering the entire County in 2005. In this circumstance, the Health & Safety Code provides that cities may appoint a Trustee to the Board. The Trustees' direct responsibility is to the city councils that appointed them, not directly to the voters. The Health & Safety Code also states that the legislative intent is that members have experience, training, and education in fields that will assist in governing the district.¹⁰

One question raised during the investigation was whether a Board of 21 members could be effective. The Board president appoints members to the following standing committees: Finance, Policy, Strategic Planning, Environmental, and Manager Evaluation. One interviewee stated, "Authority may be dissipated when responsibility gets diffused over a large group." With a large board it can be difficult to have accountability for decisions made. A few Trustees expressed interest in studying another governance model that would reduce the size of the Board. Through document review and interviews, the Grand Jury learned that there are varying opinions regarding what Trustees believe to be their roles and responsibilities. Some Trustees feel their only role is to make policy, while others feel they have more oversight responsibility.

When a number of employees tried to approach Trustees to express concerns about the Manager, they were turned away for not following the chain of command. Relatedly, there was confusion about communications between staff and Trustees. In light of these communication issues, the Peninsula Vector Workers Association requested that the Trustees review and revise the District policies governing communication between staff and Trustees.

⁹ See Appendix A.

¹⁰ State Health Code section 2021.

The Grand Jury learned that Trustees requested financial information from the Manager during the embezzlement period but the request was not honored. The Trustees did not heed warnings from senior District employees about financial irregularities. The Trustees put total trust in the Manager to fulfill the mission of the District and seemed oblivious to the business operations and its problems.¹¹ Statements by Trustees in earlier reviews of the Manager showed confusion among the Trustees regarding the Manager's general performance capabilities. One Trustee told the Grand Jury that the evaluation process was inadequate and should be reviewed by a qualified human resources consultant.

LAFCo

Local agency formation commissions were established by the State of California in 1963 to oversee the formation, expansion, dissolution, and reorganization of all special districts. LAFCo is an independent seven-member commission with jurisdiction over the boundaries of the County's 20 cities, 22 independent special districts, and many of the 35 County-governed special districts. LAFCo is composed of two members of the County Board of Supervisors, two members of city councils, two board members of independent special districts, a public member, and four alternate members (County, city, special district, and public).

Local agency formation commissions oversee districts but have limited powers. The Cortese-Knox-Hertzberg Act of 2000 requires that they conduct Service Reviews every five years.¹² LAFCo's executive officer, with the help of a part-time administrative assistant, conducts the Service Reviews. LAFCo's current staffing level makes it difficult to conduct Service Reviews in a timely manner as required by law. The 2002-2003 Grand Jury recommended that the Board of Supervisors provide additional resources to LAFCo, but the recommendation has not been implemented.

Service Reviews provide the public with information about the special district including "[a]ccountability for community service needs, including governmental structure and operational efficiencies."¹³ They can also recommend whether a special district should be merged with another district or dissolved and services transferred to another agency. If LAFCo recommends that a district be dissolved or merged with another district, generally speaking, the approval of 75% of the voters in the special district is required. LAFCo's authority is thus limited. Recommendations made by LAFCo are usually the result of a Service Review.

Subsequent to the Service Review of the District, the LAFCo executive officer recommended that the District be dissolved and incorporated into the CEHD, which might result in a cost savings, from the sharing financial services, laboratories, and other facilities. It should also be noted that LAFCo's executive officer recommended dissolution of both special districts where embezzlements occurred, but the LAFCo Commissioners did not approve these recommendations.

¹¹ Grand Jury interview and evaluation document.

¹² LAFCo website.

¹³ Government Code Section 56430.

Cities' Responsibilities to the District

The District encompasses the entire County. Health & Safety Code Section 2021 states that the Board of Supervisors may appoint one person to the Board and the city councils of each city located in whole or in part within the District may appoint one person to the Board. Health & Safety Code Sections 2022(c) and (d), states:

- Applicants should be qualified in fields that will assist in governance of the district.
- Cities may appoint a councilmember to the Board if they are unable to find a qualified candidate.

The Board of Supervisors and city councils often suffer from a lack of applicants from which to select a representative. At the time of this report, the Town of Colma had no representation on the Board. This might be due in part to unsuccessful recruitment efforts. Although applicants may be conscientious and well meaning, they may not have the necessary skills or experience to sit on the Board. While all cities should have representation on the Board, it appears that providing representation is not a city priority.

During interviews, the Grand Jury learned that most cities do not mention the District on their websites, nor do they require their representatives to give regular updates to the city councils about the District's operations.

Survey of Independent Special Districts

The Grand Jury distributed a survey to all independent special districts to better understand the compensation for their board members and the amount of public funds for which they are responsible. The survey yielded the following information:

- Most districts have a 5 member elected board; a few have a 3 member elected board, while the District has a 21-member non-elected board.
- More than half of the board members are compensated from \$100 per month to \$600 per month. The District Board is paid \$100 per month
- More than half of the boards compensate members for workshop or conference events and some have medical and life insurance benefits. A few boards are not compensated at all. The District Board is also compensated for workshops or conferences events.
- The reserves of districts range from \$775,000 to \$47 million dollars. The District's reserves are \$5 million.

It should be noted that not all districts responded to the survey request.¹⁴

¹⁴ San Mateo County Grand Jury Special Districts Survey 2013.

FINDINGS

- F1. The Board and the Manager share in responsibility for the lack of oversight that was instrumental in allowing the embezzlement to occur.
- F2. The Manager and the Board's finance committee did not recognize red flags in the financial reports that could have revealed the embezzlement far sooner.
- F3. The insurance company's denial of the District's embezzlement loss claim reinforces the conclusion that there were inadequate management practices, insufficient accountability, and inadequate oversight of the District.
- F4. The District's Manager did not follow policies and procedures in the hiring of one of the employees subsequently charged with embezzlement.
- F5. The District did not have adequate internal financial controls in place to prevent the embezzlement or lead to its early discovery.
- F6. Trustees and senior District staff should receive monthly financial reports.
- F7. The Board in general and its finance committee in particular did an inadequate job of overseeing the District's operations.
- F8. The Board's evaluation of the Manager revealed significant differences in the levels of confidence in the Manager's ability to manage the District.
- F9. The District would benefit from a redesigned Manager evaluation process.
- F10. Trustees are confused about their responsibilities, some feeling their only role is to make district policy, while others feel they have more oversight responsibility.
- F11. Even though LAFCo Commissioners rejected the recommendation to dissolve the District and transfer its functions to the CEHD, this issue needs further evaluation.
- F12. Cost savings could possibly be achieved with a transfer of the District's functions to the CEHD.
- F13. LAFCo would benefit from additional resources to ensure Service Reviews, as mandated by state law, are performed in a timely fashion.
- F14. Not all cities appoint a representative to the Board in a timely fashion or select a qualified individual as stipulated in the Health Code.

RECOMMENDATIONS

The Grand Jury recommends that the *Board* do the following:

- R1. Instruct the Manager to follow the Policies and Procedures manual at all times.
- R2. Instruct the Manager to provide complete financial reports to the Board on a monthly basis.
- R3. Improve its oversight of the District through an improved governance structure and hold the Manager accountable for its operations.

- R4. Evaluate its Policies and Procedures manual on an annual basis and make the manual available to employees and the public.
- R5. Emphasize the importance of the finance committee's role in ensuring that internal controls and policies are in place and are being followed.
- R6. Hire a human resources consultant to redesign the Manager's evaluation process in order to better assess the Manager's job performance.
- R7. Clarify Trustees' roles and reinforce and discuss expectations of the position at an annual meeting.

The Grand Jury recommends that the *County Board of Supervisors* do the following:

- R8. Provide increased resources to LAFCo so it can meet state mandates with regard to Service Reviews.

The Grand Jury recommends that *LAFCo* do the following:

- R9. Further study the dissolution of the District and evaluate the cost savings that might result from transferring the function to the County Environmental Health Department.

The Grand Jury recommends that the *City/Town Councils* do the following:

- R10. Appoint a council member to the District Board if a representative cannot be found after vetting applicants.
- R11. Require regular reporting about the District's operations by their representative at a scheduled council meeting.

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:

- District Board of Trustees
- County Board of Supervisors
- LAFCo
- City/Town Councils

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.

DISCLAIMER

This report is issued by the Grand Jury with the exception of one member who sits on the District Board. This individual was excluded from all parts of the Grand Jury's investigation and the making and acceptance of this report. This report is based on information from outside sources with none of the information being obtained from the excluded Grand Juror.

APPENDIX B



C. G. UHLENBERG LLP

CERTIFIED PUBLIC ACCOUNTANTS & CONSULTANTS

October 26, 2011

Robert Gay
 District Manager
 San Mateo County Mosquito and Vector Control District
 1351 Rollins Road
 Burlingame, CA 94010

We were engaged by the San Mateo County Mosquito and Vector Control District (the "District") to perform a forensic accounting investigation. The nature of our procedures are limited, therefore, additional fraud not identified in this report may exist. As a result of our investigation we identified ten distinct loss activities that were executed against the District by 2 former employees Jo Ann Dearman ("Jo Ann"), former Finance Director and Vika Stajpata ("Vika"), Accounting Supervisor. A "loss activity" is defined as a deliberate action by Jo Ann and/or Vika that resulted in monetary loss to the District.

The report describes each of loss activities identified by our firm during its investigation. They are listed as follows:

1. Unauthorized and excessive pay to Vika and Jo Ann – extra payments and incorrect pay rate
2. Incorrect pay calculation to employees
3. Fraudulent Deferred Compensation contributions – Vika and Jo Ann
4. Unauthorized and personal use of credit cards – Vika and Jo Ann
5. Unauthorized and personal use of electronic fund transfers (ACH) – Vika and Jo Ann
6. 2 Trucks removed from property (2/2011) – Jo Ann
7. Unsupported checks cashed - Jo Ann
8. Unsupported checks written to 3rd Parties for personal benefit
9. Rebuild of the 2010/2011 Books
10. Fraudulent reporting of time off for FMLA – Jo Ann

The dollar value and description of their actions that created these losses are described in attachment *Results of Forensic Accounting Investigation by C.G. Uhlenberg LLP*. We have prepared two copies of supporting documentation of the losses in two binders, which have already been provided to you. The descriptions of what is contained in those binders are included in the *Results of Forensic Accounting Investigation by C.G. Uhlenberg LLP*.

Per your request, we have provided some of the information contained in this report to the District Attorney's office. If you have any questions, please do not hesitate to contact me or Jennifer Derron.

Sincerely,

Jeffrey J. Im, CPA

Attachments: *Results of Forensic Accounting Investigation by C.G. Uhlenberg LLP*

333 Twin Dolphin Drive, Suite 210 • Redwood City, CA 94065 • Phone (650) 802-8668 • Fax (650) 802-0366

APPENDIX C

Meredith, Weinstein & Numbers, LLP

Attorneys at Law
115 Ward Street
Larkspur, California 94939

Telephone (415) 927-6920

Facsimile (415) 927-6929

April 11, 2013

Via E-mail and USPS

Gary J. Valeriano
Anderson, McPharlin & Conners LLP
444 South Flower Street, 31st Floor
Los Angeles, CA 90071-2901
Email: gjv@amclaw.com

Re: San Mateo County Mosquito and Vector Control District Employee Theft
Hartford Claim No.: 11392534
Your File No.: 0022-638

Dear Mr. Valeriano:

This will respond preliminarily to your letter dated March 5, 2013, in which you advise that Hartford has denied coverage in this matter. The District is both surprised and offended that after dragging this matter on for nearly two years, Hartford has chosen to avoid its responsibilities by denying coverage for the very misconduct that Hartford agreed to insure under policies for which Hartford received at least 6 years of premium! Hartford's "investigation" of this claim, including repeated requests for the same information it had already received, plainly demonstrates that Hartford has spent considerable resources looking for ways to avoid honoring its obligations, rather than assisting its insured in responding to this catastrophic loss. I will not review the chronology of events in this letter, but the correspondence over the past two years speaks for itself.

The District timely reported discovery of the scheme involving Seeney and Sinipata in June of 2011. There is no dispute that the loss is a covered loss under Section A.1.A of the Hartford policy. Seeney and Sinipata were "employees" who embezzled money from the District, causing a covered loss.

Hartford asserts that if the District had looked into Seeney's background prior to hiring her it would have discovered her criminal past. However, whether or not this is true, it is irrelevant. There was no requirement that the District check for past criminal activity. In fact, Section C of the application asks several questions about whether the District conducted pre-employment background checks, and the District answered "no" to each of them. Accordingly, the District's failure to conduct background checks does not support a denial of the claim, and Hartford's reference to background checks demonstrates Hartford's attempt to manufacture reasons for its denial.

Mr. Valeriano
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Hartford also relies on Section F of the Policy, which is void in any case of fraud by you as it relates to this Policy at any time. It is also void if you or any other insured, at any time, intentionally conceal or misrepresent a material fact concerning ... This Policy The terms "You or any other insured" clearly refer to the named insureds only; here, the District is the named insured. The term is not defined to include misrepresentations by employees or agents of the District, and there is no evidence that the District intentionally concealed or misrepresented a material fact concerning the Policy. Any ambiguities as to who must engage in the misrepresentations will be construed against Hartford. "[A]n insurer who wishes to condition its contractual liability upon the insured's conformance with certain conduct must do so in clear, unambiguous language." *Holz Rubber Co., Inc. v. Am. Star Ins. Co.*, 14 Cal. 3d 45, 59 (1975).

In addition, the policy also provides coverage for the failure of an employee to faithfully perform his or her duties as prescribed by law, which results in loss of money or other property. *Endorsement 3*. If Sinipata's failure to faithfully and accurately complete the application for insurance resulted in loss for which the District would otherwise be entitled to coverage under this policy, then this loss itself would be covered under the Policy.

The 2010 policy was renewed for the same premium as the previous years. Hartford received its full premiums to insure against this very risk. Hartford has earned its premium for continuous coverage, and it would be inequitable to allow Hartford to forfeit the coverage because of the very theft it agreed to cover, simply because the perpetrator happened to be the same person that was assigned the administrative task of filling out the renewal application. See *Root v. American Equity Specialty Ins. Co.*, 130 Cal.App.4th 926 (2005).

As far as the District was concerned, the answers on the application for 2010 were correct. The District concealed nothing. If anyone else had filled out the application instead of Seeney or Sinipata, the answers undoubtedly would have been the same and there would be no issue as to misrepresentation or concealment. Furthermore, the answers on the 2010 renewal application were virtually the same as on the prior application; nothing material in the District's procedures had changed.

Neither Seeney nor Sinipata was authorized to access the signature plates without prior approval. The fact that they improperly accessed the plates, unbeknownst to anyone else in the District, was part of how they perpetrated their embezzlement scheme. Moreover, in Section E.2 of the 2010 application the District states that facsimile plates are used for signatures, but does not respond to the question of who can use them or how they are safeguarded. Hartford did not even follow up on this question and, accordingly, the information clearly was not material to Hartford's underwriting.

Hartford argues that the District misrepresented the computer controls, and or should have had systems in place to detect unusual activity. However, on both the 2010

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and the prior application, the District answered "no" to the question at Section E.5, "are internal control systems designed so that no employee can control a process from beginning to end (e.g. request a check, approve a voucher and sign the check)?" Hartford did not follow up on this, either. Hartford was aware of the District's lack of control systems designed to prevent the exact type of scheme that Seeney and Sinipata were able to perpetrate. Accordingly, Hartford cannot prove that the District misrepresented the safeguards in place, or that this was material to the decision to issue the policy.

Hartford argues that Seeney's and Sinipata's knowledge of their own wrongdoing should be imputed to the District, based on principles of agency, and therefore it should be absolved from any coverage responsibility. However, knowledge is not imputed where the agent is acting on his own behalf and adversely to the interests of the principal. "While in general the knowledge of an agent which he is under a duty to disclose is to be imputed to the principal, it is well established that where the agent acts in his own interest or where the interest of the agent is adverse to his principal, the knowledge of the agent will not be imputed to the principal." *People v. Park*, 87 Cal. App. 3d 550, 566 (Cal. Ct. App. 1978) (citations omitted); see also *River Colony Estates Gen. P'ship v. Bayview Fin. Trading Group, Inc.*, 287 F. Supp. 2d 1213, 1227 (S.D. Cal. 2003) ("Courts, furthermore, will not impute an agent's actions to his or her principal when the agent's action is adverse to the principal.").

Hartford relies on *In re Payroll Express Corp.*, 186 F.3d 196 (2nd Cir. 1999), for the proposition that the insured, rather than the insurer, should bear the risk in such a situation. *Payroll Express* relies on New Jersey law for this finding, and is not in accordance with other jurisdictions that have addressed this issue. See, e.g., *Maryland Cas. Co. v. Tulsa Indus. Loan & Inv. Co.*, 63 F.2d 14, 16-17 (10th Cir. 1936); *Puget Sound Nat'l Bank v. St. Paul Fire & Marine Ins. Co.*, 32 Wash.App. 32, 645 P.2d 1122, 1126-28 (Wash.App.1982); *Bancinsure, Inc. v. U.K. Bancorporation Inc./United Kentucky Bank of Pendleton County, Inc.*, 830 F. Supp. 2d 294, 301 (E.D. Ky. 2011); *Federal Deposit Ins. Corp. v. Lott*, 460 F.2d 82, 88 (5th Cir.1972). But more importantly, *Payroll Express* is clearly distinguishable on the facts. There, the founder, President and CEO and his wife, who jointly owned 100% of the interest in the company were engaged in a long-standing embezzlement scheme prior to initially applying for the policies at issue. *Payroll Express Corp.*, 186 F.3d at 200.

Likewise, in *West American Finance Co. v. Pacific Indemnity Co.*, 17 Cal. App.2d 225 (1936), the individuals involved in the fraudulent scheme included the president and three other officers who jointly made up a majority of the board of directors and owned all the stock of the insured company. In effect, they were "taking out indemnity bonds insuring their own fidelity." *Id.* at 229. The Court made this a central focus of its decision to deny the company the benefits of the policy:

while this group of men were thus proceeding to fasten these losses on the corporation's shoulders they were at the same time, as the governing board of directors of the corporation, obtaining from the [insurer] fidelity

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bonds insuring their own honesty for the very purpose of placing the corporation, and incidentally themselves as the owners of the majority of the vote controlling stock therein, in a position to recoup from the surety the losses which they were bringing about by their own wrongful acts.

Id. at 235. On these facts, the Court determined that the knowledge of the majority shareholders was imputed to the company. The Court refused to apply the adverse interest exception because it found that the officers were acting for the corporation in the transaction, even though they had an opposing personal interest. *Id.* at 236. The reason for this exception is obvious; where the officers control the corporation itself, their actions are deemed to be the actions of the corporation.

These cases are best explained by the "sole actor" exception to the adverse interests doctrine. "California courts have recognized a limited exception to the rule that the acts of an officer acting adversely to a company will not be attributed to it." *In re California TD Investments LLC*, 1:07-BK-13003-GM, 2013 WL 827718 (Bankr. C.D. Cal. Mar. 6, 2013); see also *Federal Deposit Ins. Corp. v. Lott*, 460 F.2d 82, 88 (5th Cir.1972). This doctrine is used to impute the "fraudulent conduct of an officer and sole-shareholder to the corporation in spite of the fact that his actions were adverse to it." *Id.* (citing *Peregrine Funding, Inc. v. Sheppard Mullin Richter & Hampton LLP*, 133 Cal. App. 4th 658, 679 (2005)); see also *Coit Drapery Cleaners, Inc. v. Sequoia Ins. Co.*, 14 Cal.App.4th 1595 (1993). This exception does not apply in the present case, however, because Seeney and Sinipata were not the District's decision makers: "Courts have declined to impute this exception, however, where it has not been established that all relevant decision makers for the corporation were engaged in the fraud." *Id.* (citing *Casey v. U.S. Bank Nat'l Ass'n*, 127 Cal.App.4th 1138, 1143 (2005)).

Here, the District decided to obtain insurance from Hartford long before hiring Seeney and Sinipata. Neither Seeney nor Sinipata were members of the board, let alone owners and/or sole representatives of the District. Seeney and Sinipata were in no position to directly benefit from the policy, and the District obtained no benefit from their alleged misrepresentations. If Seeney or Sinipata had not filled out the application, some other employee would have, with the same answers. The failure to disclose losses due to their own fraud on the application for insurance only prevented the District from discovering it sooner and timely reporting the loss under the prior policy, which neither Seeney nor Sinipata was involved in procuring.

Hartford has cited no cases dealing with an innocent corporation where an officer who did not have sole control of the company lied on a renewal application. On the other hand, in *Bancinsure, Inc. v. U.K. Bancorporation Inc./United Kentucky Bank of Pendleton County, Inc.*, 830 F. Supp. 2d 294 (E.D. Ky. 2011), the court was faced with this very scenario. The court reviewed the state of the law nationally, and found that "the few jurisdictions that have addressed this particular issue have handed down opposite results." *Id.* at 301. The court disagreed with *Payroll Express*, and held that the actions of a dishonest officer who lied on a renewal application to cover up her own misdeeds was not imputed to the insured, and therefore the policy was not rescindable. *Id.* The

Mr. Valeriano
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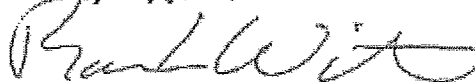
court found Wood "was acting adverse to [the insured's] interests when she lied on the renewal application. Had she been honest in completing the applications, [the insured] would have been able to submit a timely claim under the FIB [financial institution bond]. Thus, by lying on the application, [the insured] did not benefit in any way." *Id.* at 302. As in the current case, "had any other officer or director filled out the application, there would be no question that Wood's knowledge would not be imputed to [the insured] and the ... Policy would remain in effect. It would be unjust to rescind the policies now, simply because the [employee] happened to be the one who filled out the application." *Id.* at 305.

The same result was reached in *Puget Sound Nat'l Bank v. St. Paul Fire & Marine Ins. Co.*, 32 Wash. App. 32, 645 P.2d 1122 (Wash.Ct.App.1982). There the court held that the adverse interest exception applied, and even though the defalcating officer was a Director, he was not the "sole representative." The insured had a board of directors, at whose behest he filled out the application, and who had no knowledge of the director's wrongdoing. The Court found that concealment of his wrongdoing on the application "was not in the best interests" of the insured, and therefore their interests was adverse. *Id.* at 43; see also *Maryland Gas. Co. v. Tulsa Indust. Loan & Investment Co.*, 83 F.2d 14 (10th Cir.1936). In the present case, Seeney and Sinipata were not acting in the interest of the District and therefore their knowledge will not be imputed to defeat coverage.

Regardless of whether Hartford is able to convince a court that coverage under the 2010 policy was forfeited by the very fraud Hartford had agreed to insure, Hartford ignores the fact that when the fraud was committed, Hartford afforded coverage under its 2007 policy. Although the insured may not have "discovered" the theft during that policy period, because Hartford asserts that it would not have issued the 2010 policy but for the statements in the application, then a court certainly will find coverage under Hartford's earlier policy to avoid a forfeiture. "Forfeitures . . . are not favored; hence a contract, and conditions in a contract, will if possible be construed to avoid forfeiture. This is particularly true of insurance contracts." *O'Morrow v. Borad*, 27 Cal. 2d 794, 800-801 (1946) (citations omitted); see also *Roof v. Am. Equity Specialty Ins. Co.*, 130 Cal. App. 4th 926, 948 (2005).

We appreciate Hartford's expressed willingness to continue discussing this matter. The District would be happy to meet for further discussion.

Very truly yours,



Barron L. Weinstein

BLW:cdy

APPENDIX D

June 15, 2012

Mr. Robert Gay
 District Manager
 San Mateo County
 Mosquito and Vector Control District
 (SMCMVCD)
 1351 Rollins Rd
 Burlingame CA 94010

Re: Assessment of SMCMVCD System of Internal Financial Controls and
 Recommendations for Improvements

Dear Mr. Gay,

At your request I have conducted an assessment of SMCMVCD's system of financial internal controls for payroll, cash disbursements, equipment disposal, petty cash and credit card usage. Included are eight findings and recommendations for your consideration regarding potential control concerns along with additional procedures that address the concerns identified, that if implemented, would enhance your controls.

Background

In response to an embezzlement scheme that was discovered in June 2011, the District contracted for and obtained an extensive forensic audit by C. G. Uhlenberg for the period February 2009 through June 2011. In addition to the audit, C. G. Uhlenberg rebuilt the District's financial records for the Fiscal Year July 2010 through June 2011 and recommended several internal financial control improvements.

In addition, the San Mateo County Counsel's Office performed an investigation of the position of District Manager's financial oversight during the period the fraud was perpetrated and recommended performance measures for the District Manager.

Based upon C. G. Uhlenberg's audit, it was assessed that the embezzlement scheme was a complex fraud that *"included elaborate efforts to cover up the embezzlement using falsified records presented to the District Manager and the Board of Trustees."*

In addition, it was assessed that the *"conspiracy between the alleged perpetrators was so elaborated and well concealed that it also was not detected in the District's annual audit processes."*

June 13, 2012
Mr. Robert Gray
Re: Assessment of SMC/MVCD System of Internal Financial Controls and Recommendations for Improvements

Findings and Recommendations

Finding No.1

The blank check stock while maintained in an office that is locked when no one is in attendance, is kept in an unlocked drawer.

Recommendation No.1

Secure the blank check stock in a locked draw or safe. Unless immediately being used, the blank check stock should always be locked.

Finding No. 2

The blank check stock is not subject to periodic inventory counts to assure the entire supply is properly accounted for and tracked.

Currently the stock is enough for several months' worth of check writing. This fact presents an opportunity for an individual with access to blank check stock to steal blank checks that would not be used and therefore misused for months.

Recommendation No.2

The District Manager along with the Financial Manager should periodically inventory the blank check stock and document their count for the record.

Finding No. 3

The Financial Manager and the Accounting Technician can individually access the blank check stock in the absence of the other.

This provides an opportunity for one to steal blank check stock in the absence of the other and thereby avoid detection. In the event of theft of this stock and the subsequent fraudulent use of it, this situation increases the difficulty of identifying the fraudster and potentially blemishes all individuals who would have access to the blank check stock.

Recommendation No. 3

Limit access to the locked blank check stock to the District Manager or no more than him and the Financial Manager.

June 13, 2012
Mr. Robert Gay
Re: Assessment of SMC/MVCD System of Internal Financial Controls and Recommendations for Improvement

Finding No. 4

There is no established limit to the amount a District check can be cashed for with the bank. This situation enables a fraudster to steal a sizable amount of money in one theft and immediately flee, thereby effectively thwarting the extensive internal controls established to detect a theft.

Recommendation No. 4

Establish an upper threshold with the bank for cashing any checks without direct confirmation or advanced clearance.

Finding No. 5

While the bank statement is reconciled monthly, this control typically takes place five to six weeks after the first of the former month thereby potentially giving a fraudster that interval to abscond with the proceeds.

Recommendation No. 5

The Financial Manager should review the online banking statement weekly as an added precaution.

Finding No. 6

There does not appear to be an upper limit to the credit card usage. If accurate, this situation increases the potential of a large theft or misuse.

Recommendation No. 6

Review the thresholds of the credit cards and seek to limit its upper limit to fall within a range of the typical transactions.

June 15, 2012
Mr. Robert Guy
Re: Assessment of SMC/MVCD System of Internal Financial Controls and Recommendations for Improvements

Finding No. 7

The current practice is to issue a credit card to most staff. This situation increases the potential of misuse or fraud.

Recommendation No. 7

Evaluate the cost/vulnerabilities and business benefits of the issuance of credit cards and consider limiting their distribution. If the business needs justify the wide issuance of them the issue of upper limits and timely reconciliation's become even more important.

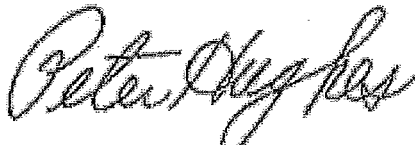
Finding No. 8

The District's new Internal Control Manual while a useful document, still remains a work in progress. It is important to have detailed desk procedures and clear and current policies readily available to management and staff. Well written and current policies and procedures serve as an essential quality assurance and check and balance internal control for any organization. They greatly facilitate the ability of management as well as the external auditors to conduct meaningful reviews and monitoring of the day-to-day business transactions.

Recommendation No. 8

Consider contracting with a firm that specializes in the preparation of business policies and procedures to ensure a timely, thorough and user/reviewer friendly manual.

Very truly yours,



Dr. Peter Hughes, Certified Fraud Examiner

**ABOUT ORANGE COUNTY'S
Director of Internal Audit**

Dr. Peter Hughes, CPA

CIA, CFE, CFP, CFF, CCEP

Dr. Hughes is a graduate of the highly selective UCLA Anderson Graduate School of Management's Corporate Board of Directors Oversight Program which qualifies him to serve as a board member on both a corporate or governmental entity. He also possesses a Ph.D. from Oregon State University, an MBA with an emphasis in Statistics from the University of California, Riverside, and a BA in Philosophy in Ethics and Political Philosophy from Pomona College in Claremont, California. Additionally, he is a Certified Public Accountant, Certified Corporate Compliance and Ethics Professional, an AICPA Certified Information Technology Professional, Certified Internal Auditor, a Certified Financial Forensic expert, an Institute of Internal Auditors' Accredited Peer Reviewer, a Certified Fraud Examiner and is trained in *Lateral and Creative Thinking techniques and methods*.

Along with his County internal auditing experience, Dr. Hughes has served as the Director of Internal Audit for three world-class organizations including the California Institute of Technology (Caltech), NASA's Jet Propulsion Laboratory (JPL) and the Oregon University System of Higher Education. Additionally, Dr. Hughes served as Acting Controller for Caltech and was a divisional Director of General Accounting and Finance for a major subsidiary of Columbia Broadcasting System (CBS).

Dr. Hughes is recognized as a leading authority in improving the cost effectiveness and efficiencies of local governmental entities having designed and conducted over 100 Control Self Assessment and Process Improvement workshops involving 1500 participations that identified and implemented over 2000 improvements in County business processes. Dr. Hughes' use of *Lateral and Creative Thinking techniques* in combination with his business sense and humor made these workshops the most popular and effective in recent County history.

He also led in the design and implement of Strategic Business Plans having served as the co-lead for the first Strategic Plan for Orange County. In addition, he is also recognized as a leading authority in the development of investment guidelines for municipal and county investment pools having conducted over 50 compliance and financial audits of Orange County's \$7 billion investment pool and in the design of "Best Practice" Audit Oversight Committees (AOC) having been instrumental in the creation of Orange County's AOC which is considered as one of the most successful oversight committees of its kind in local government.

Under the direction of Dr. Hughes, the County of Orange Internal Audit Department was the recipient of the prestigious Institute of Internal Auditors ROC, the Recognition of Commitment to Professional Excellence, Quality Service and Outreach Award. In addition, his department web page received the Bronze Medal for its utility and transparency from the International Association of Local Governmental Auditors (IALGA). Dr. Hughes has led his internal audit department successfully through four Peer Reviews and has developed the department into a world class audit function, with each of his 15 auditors possessing a CPA and at least one other internationally recognized certification; a standard of excellence no other comparably sized county or city has achieved.

Dr. Hughes is a noted speaker at international conferences and is an Adjunct Professor of Accounting at California State University at Fullerton's renowned and accredited School of Accounting where he teaches an advance course in internal controls, audit and risk assessment.



MEMORANDUM

TOWN OF PORTOLA VALLEY

TO: Mayor and Members of the Town Council
FROM: Nick Pegueros, Town Manager
DATE: July 25, 2013
RE: Weekly Update

The purpose of this report is to provide a summary update on items/projects of interest for the week ended July 26, 2013.

- 1. Ford Field Project** – Work at Ford Field continues, although you may not have seen much activity at the site this week as the contractor is waiting for fencing materials to arrive. At this time, we do not anticipate a significant delay in the project schedule.
- 2. AED/CPR Training 7/31** – Town Hall will be closed until 3:00 pm on Wednesday, July 31, to allow for mandatory AED/CPR training provided by the fire district. This training is required every three years in order to re-certify Town staff for operation of the AED equipment located on the premises.
- 3. Coyote Bush Assessment** – Staff met with the chair of the Conservation Committee to investigate reports of dangerous coyote bush along the Town's right-of-way and in the Town's open space. Upon touring Portola and Alpine Roads, staff identified those areas that require attention for fire prevention purposes. In general, coyote bush does not appear to be major fire danger in the right-of-way; however, additional investigation is necessary in open space areas. It is important to note that fuel management in open space areas is a matter that requires a comprehensive plan involving property owners and the Town. Staff will continue to work with the committee on this project.
- 4. Intern to Assist with Rapid Notify Optimization** – An intern started this week to assist with the optimization of the Rapid Notify emergency notification system. A key component of the project is outreach to the residents of the fire district on how to

enroll cell phones and non-AT&T landlines in the program. Additionally the intern will coordinate with the staffs of Woodside, Portola Valley, and the fire district to develop best practices on the use of the system.

5. **Meeting with Ed Wells** – I met with Town resident and former Town treasurer Ed Wells this week to discuss his recent letters regarding affordable housing (provided in prior digests). Mr. Wells will have a follow-up meeting with Karen Kristiansson when she returns from vacation to discuss the policy questions that would require attention if his proposals were to be considered for inclusion in the Housing Element update. In response to other issues raised in Mr. Wells' letters, staff is confident that the application of closing costs and other costs associated with the sale of the Blue Oaks lots were properly charged to the Inclusionary Housing Fund. To reaffirm staff's accounting treatment of the revenue and expenditures applied to the Inclusionary Housing Fund in 2012-13, staff will ask the Town's independent auditors to review the transactions when they conduct their final audit in September.
6. **Election 2013** – An additional resident pulled papers to run for Town Council this week, bringing the total number to 4.

TOWN COUNCIL WEEKLY DIGEST

Friday – August 2, 2013

1. Agenda (Cancellation) – Planning Commission – Wednesday, August 7, 2013
2. Agenda (Cancellation) – Bicycle, Pedestrian & Traffic Safety – Wednesday, August 7, 2013
3. Agenda – Emergency Preparedness Committee – Thursday, August 8, 2013
4. Agenda – Cultural Arts Committee – Thursday, August 8, 2013
5. Agenda – Nature & Science Committee – Thursday, August 8, 2013
6. Memo from Nick Pegueros, Town Manager re: Weekly Update – Friday, August 2, 2013
7. International Walk to School Day 2013 – October 9, 2013

Attached Separates (Council Only)

1. League of California Cities Annual Conference – September 18th – 20th in Sacramento
2. Service Matters – July - August 2013



MEMORANDUM

TOWN OF PORTOLA VALLEY

TO: Planning Commission
FROM: CheyAnne Brown, Planning Technician
DATE: July 18, 2013
RE: Cancellation of Planning Commission Meeting

The Regular Meeting of the Planning Commission scheduled for Wednesday, August 7, 2013 has been cancelled. The next regular meeting of the Planning Commission is scheduled for Wednesday, August 21, 2013 at 7:30 p.m.

cc: Town Manager
Town Council
Town Planner
The Almanac
Barbara Templeton

This Notice is posted in compliance with Section 54955 of the Government Code of the State of California.

Date: July 18, 2013

CheyAnne Brown
Planning Technician



TOWN OF PORTOLA VALLEY
Regular Bicycle, Pedestrian and Traffic
Safety Committee
Wednesday, August 7, 2013 – 8:15 AM
Historic Schoolhouse
765 Portola Road, Portola Valley, CA

BICYCLE, PEDESTRIAN AND TRAFFIC SAFETY COMMITTEE

NOTICE OF SPECIAL MEETING CANCELLATION

Wednesday, August 7, 2013

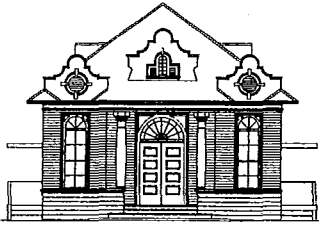
The Regular meeting of the Bicycle, Pedestrian & Traffic Safety Committee, scheduled for Wednesday, August 7th, has been cancelled.



TOWN OF PORTOLA VALLEY
Meeting of the
Emergency Preparedness Committee
Thursday, August 8, 2013 - 8:00 AM
EOC / Town Hall Conference Room
765 Portola Road, Portola Valley, CA 94028

AGENDA

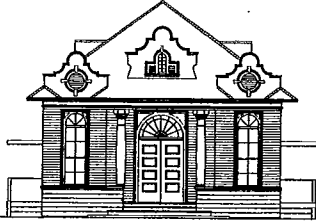
1. Call to order
Members: John Boice, Dave Howes, Diana Koin, Anne Kopf-Sill, Ray Rothrock/ Chair, Craig Taylor, Bud Trapp, Stuart Young, and Chris Raanes
Guests: Nick Pegueros/Town Manager, John Richard/Town Council, Dan Ghioso, WFPD Chief, Tim Reed/Sheriff's Office
Absent:
2. Oral communications
3. Review and approve minutes of July meeting
4. Report of subcommittee on Medical
5. Report of subcommittee for portable EOC
6. Status of implantation of TIS AM radio antenna
7. Review of meeting with CERPP President, Rick Anderson
8. Other Business
9. Adjourn



TOWN OF PORTOLA VALLEY
Cultural Arts Committee
Thursday, August 8, 2013 - 1:00 PM
Historic Schoolhouse
765 Portola Road, Portola Valley, CA

AGENDA

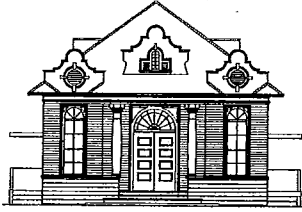
1. Call to Order
2. Oral Communications
3. Approval of July minutes
4. Old Business:
 - Summer Concert Series
 - Art walk for summer concerts
 - Holiday Faire
 - Art Preservation projects
 - Art in Action projects
 - Publicity for events
5. New Business:
6. Adjournment



Town of Portola Valley
Nature and Science Committee Meeting
Thursday, August 8, 2013 – 4:00 pm
Historic Schoolhouse
765 Portola Road, Portola Valley, CA

REGULAR MEETING AGENDA

1. Call to Order
2. Oral Communications (Anyone wanting to address the Committee OR anyone wanting to speak on something that is not on the agenda)
3. Minutes of the June 13 (regular) and June 27 (special), meetings
4. Reports:
 - Meeting with Town Council – June 26
 - Update on the Hawthorns support plans
5. Planning:
 - Hawthorns discussion and planning
 - Star Party 2013 plans – Andrew – August 10
 - Next big science day: Birds – October 27
 - Food trucks for events
6. Budget Report:
7. Action Items:
 - Allocate program funds as needed
 - Recommendation regarding Hawthorns Membership
8. Publicity:
9. Other reports including Sub-Committee/Liaison Reports:
 - Climate Protection Task Force
 - Conservation Committee
 - Sudden Oak Death Study Group
10. Adjournment:
 - Next meeting date: October 10, 2013



MEMORANDUM

TOWN OF PORTOLA VALLEY

TO: Mayor and Members of the Town Council
FROM: Nick Pegueros, Town Manager
DATE: August 1, 2013
RE: Weekly Update

The purpose of this report is to provide a summary update on items/projects of interest for the week ended August 2, 2013.

- 1. Trees Limbs Down** – an oak tree on the southeast edge of Town Center (across from Springdown Open Space) lost two large limbs over the past two days. The most recent failure was discovered on the morning of August 1 and damaged two picnic tables and a horse hitch. In response, Howard has asked McClenahan to assess the health of the older oak trees at Town Center and offer recommendations on tree maintenance to mitigate risk of lost limbs.
- 2. Update from County on TEA Recalculations** – The County advised PV, Woodside, Colma, and HMB that the TEA recalculations will not be available this week as originally expected. On June 28th, the County advised the TEA cities of numerous substantive mistakes in TEA calculations for the past six years. The mistakes were so significant that the County determined it was necessary to suspend disbursement of TEA payments to all four agencies for 2012-13 pending the recalculations. As staff closes the books for the fiscal year ended June 30, 2013, we are challenged to estimate whether or not the anticipated TEA revenue for 2012-13 of approximately \$585,000 will be received.
- 3. 2013 Election** – John Richards and Craig Hughes have filed their nomination papers and required documents to run for Town Council in November. An additional four individuals have pulled papers.

You are Cordially Invited to: International Walk to School Day 2013



Please join San Mateo County students in celebration of International Walk to School Day 2013!

On **October 9, 2013** students throughout San Mateo County will be walking to school in celebration of International Walk to School Day. On this special day, people all over the world walk to school to raise awareness of childhood health and pedestrian safety. Most event festivities run from 7:45 am to 8:30 am.

If you are interested in joining a walk event, please contact Daina Lujan at dlujan@smcoe.org

If you are unable to join this event, please consider joining other Safe Routes to School festivities:

Earth Day, April 11, 2014

Bike to School Day, May 7, 2014

TOWN COUNCIL WEEKLY DIGEST

Friday – August 9, 2013

1. Agenda – ASCC – Monday, August 12, 2013
2. Agenda – Trails & Paths Committee – Tuesday, August 13, 2013
3. Agenda – Teen Committee – Friday, August 16, 2013
4. Memo from Nick Pegueros, Town Manager re: Weekly Update – Friday, August 9, 2013
5. Letter from Nick Pegueros, Town Manager, to George Roberts re: Request to discuss the Town's Farmers' Market – August 8, 2013
6. Memo from Nick Pegueros, Town Manager re: Trial Program on Russ Miller Field – August 9, 2013
7. Email from Nick Pegueros, Town Manager to the Town Council re: Farmers' Market License Agreement with Maggie Foard – August 9, 2013
8. Notice of Presentation on "Secrets for Controlling Energy Use in Larger Homes" – August 15 2013
9. Letter from Sandy Wong, Executive Director of C/CAG to County/City/Town Managers re: Publication of a document entitled, *Comprehensive Airport Land Use Compatibility Plan for the Environs of San Francisco International Airport November 2012 (SFO ALUCP)* – August 5, 2013
10. Letter from the San Mateo County Mosquito and Vector Control District, to City Managers re: Response to Grand Jury Report regarding the Mosquito and Vector Control District - July 31, 2013

Attached Separates (Council Only)

1. Invitation to the August Council of Cities dinner meeting – Folger Estate Stable, Woodside - August 23, 2013
2. Invitation to attend the 40th Anniversary Celebration of the Founders' Day Festival – September 14, 2013
3. Western City – August 2013
4. Labor Newspaper – August 2013



**TOWN OF PORTOLA VALLEY
 ARCHITECTURAL AND SITE CONTROL COMMISSION (ASCC)
 Monday, August 12, 2013
 Special Field Meeting (time and place as listed herein)
 7:30 PM – Regular ASCC Meeting
 Historic Schoolhouse
 765 Portola Road, Portola Valley, CA 94028**

SPECIAL ASCC FIELD MEETING*

4:00 p.m. 117 Pinon Drive, Follow-up afternoon session for consideration of the mockup of the planned glazed patio roof. (ASCC review to continue at Regular Meeting)

7:30 PM - REGULAR 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. Follow-up Architectural Review for Residential Redevelopment and Site Development Permit X9H-649, 117 Pinon Drive, Divita
 - b. Follow-up Review and Project Modifications - Architectural Review for Residential Additions and Remodeling, 140 Corte Madera Road, Lee
 - c. Preliminary Architectural Review for Residential Redevelopment and Site Development Permit X9H-655, 140 Pinon Drive, Reinhardt
5. New Business:
 - a. Architectural Review for Site Improvements and Conformity with Creek Setback Provisions, 205 Georgia Lane, Gainey
6. Commission and Staff Reports
7. Approval of Minutes: July 22, 2013
8. Adjournment

Architectural & Site Control Commission
August 12, 2013 Agenda
Page Two

*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.

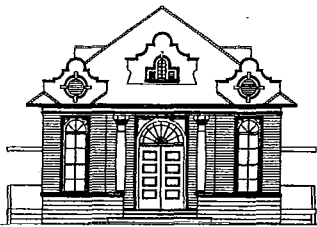
PUBLIC HEARINGS

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: August 9, 2013

CheyAnne Brown
Planning Technician



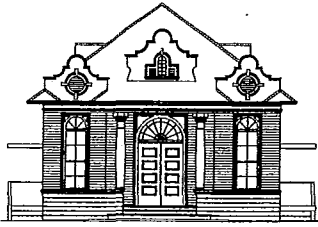
TOWN OF PORTOLA VALLEY
Trails and Paths Committee
Tuesday, August 13, 2013 - 8:15 AM
Historic Schoolhouse
765 Portola Road, Portola Valley, CA

AGENDA

1. Call to Order
2. Oral Communications
3. Approval of Minutes from July 9, 2013
4. Financial Review and Trail Work
5. Old Business
 - a) Follow up on Driveway Scoring Process Discussions
6. New Business
 - a) Discussion of Bicycle use of Trails and Usage Map
 - b) Role of Committee in reviewing site plans
 - c) Proposal to coordinate on Invasive removal / Trail improvements
 - d) Repair of Hitching Post
7. Other Business
8. Adjournment

Enclosures:

Minutes from Regular Meeting of July 9, 2013
Financial Review
Trail work and map – July 2013
Trail Usage Map
Communication on Bicycle Usage of Trails
Communication on Trail Maintenance Matters



TOWN OF PORTOLA VALLEY
Teen Committee Meeting
Friday, August 16, 2013 - 4:30 PM
Picnic tables adjacent to the Historic Schoolhouse
765 Portola Road, Portola Valley, CA 94028

AGENDA

1. Call to Order
2. Oral Communications
3. Approval of minutes from June meeting
4. Movie Night – Planned for Friday, August 23. Decide timing, snacks, make posters. More social events? Town Picnic participation? Movie night?
5. More social events? Town Picnic participation? Movie Night?
6. Bill and Jean Lane Civic Involvement Project. We agreed to an editorial project at the last meeting. How is that going?
7. Outreach for CM members: Katherine to speak to leadership at CM, Sharon to put in Tuesday Post in September – need 6 & 7 graders and a parent to help
8. New members: Vote if applications in. Vote to approve Mark Gerhart
9. Adjournment



MEMORANDUM

TOWN OF PORTOLA VALLEY

TO: Mayor and Members of the Town Council
FROM: Nick Pegueros, Town Manager
DATE: August 9, 2013
RE: Weekly Update

The purpose of this report is to provide a summary update on items/projects of interest for the week ended August 9, 2013.

- 1. Volunteers Make a Difference, Yet Again!** – Mark Paris, Public Works Committee Chair, removed a fallen tree on Toyon Trail this week. The tree was quite large and Mark's hard work saved the Town (i.e. taxpayers) from having to pay for the removal. Please thank Mark the next time you see him. Also of note is the contribution by Danna Breen and Judy Murphy to assist staff in working with MROSD on the tree/brush removal on Portola Road that opened up the views of the western hillside. Without Danna and Judy's assistance, staff would have had to delay other projects to ensure that the work authorized by MROSD was performed to the town's standards.
- 2. E-Notice Enrollments** – As a result of the postcard mailing that was sent to all town residents last week, 77 residents have signed up for direct electronic delivery of Town notices on a wide range of topics ([click here to see the list](#)). An additional 3 residents requested paper notices via USPS. This outreach campaign proved effective in reaching residents who may not rely on the PV Forum as their preferred method of receiving information from the Town. Staff will continue to use the Town's website as the primary distribution channel for official information and the PV Forum will be used as an additional way to alert residents of new information being available on the town's website.
- 3. 2013 Election** – As of August 9th at 11:00AM, two of the three incumbents with terms expiring this year have filed papers. If the third incumbent does not file by

5:00PM today, the filing deadline is automatically extended to 5:00PM on Wednesday, August 14, 2013. Three candidates have qualified for the ballot: John Richards, Craig Hughes, and Maryann Derwin. Nomination papers have been pulled by four other individuals. The official roster of candidates is available online at the [County Elections Office website](#).

4. **Thursdays @ Town Center** – With the farmers’ market continuing for 12 months, staff has begun the process of more fully developing events that can piggyback on the market. For example, the Cultural Arts Committee (CAC) met this week and, at my request, discussed the possibility of adding a concert in September. The concerts have proven quite popular and have co-programmed quite well with the farmers’ market. The CAC was supportive and I will be working with the committee to make the necessary arrangements. Additionally, the Teen Committee notified me today that they would like to have a movie night on Friday, August 23rd. Due to the short lead time to organize the event, I have asked the committee chair to consider rescheduling the event to a Thursday night in September or October. While Thursday night may not be the optimal night for teens to watch a movie, the benefits of co-programming with the market can be considerable. Staff will continue to look for opportunities to develop programs for Thursdays at Town Center.

5

TOWN of PORTOLA VALLEY

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

August 8, 2013

Roberts Market
Attn. George Roberts
3015 Woodside Road
Woodside, CA. 94062

Subject: Request for meeting to discuss the Town's farmers' market event

Dear Mr. Roberts,

On behalf of the Town of Portola Valley, I am writing to you today to express the Town's interest in making the weekly farmers' market event a benefit to all community members including Roberts Market. I hope that a strong partnership with Roberts Market will help the farmers' market event mature into one of the marquee events for town residents.

As you know, the Town started a weekly farmers' market event at the Town Center to create an opportunity for the community to gather and share a common experience that strengthens the sense of community. The event is casual and conveniently fits into the busy lives of town residents. Adults have the opportunity to enjoy a picnic and conversation with friends while children play in the playground or in the creek. To the surprise of everyone, the farmers' market event and concurrent social, cultural, and educational programming has quickly filled a need for town residents.

In order to continue the success of the farmers' market event, Town staff is working with various stakeholders to build a program of events and activities throughout the year. One such activity is the presence of food trucks at the event. As the community experienced last summer with the weekly food truck event at Christ Church, there is a strong demand for food trucks to encourage family dinners and picnics at Town Center.

The Town Council was asked at their meeting on July 24th to approve the addition of food trucks at the farmers' market event. Rather than taking action on July 24th, the Council directed Town staff to gather additional information and more formally engage Roberts Market to identify programs that would ensure that Roberts Market has the opportunity to participate in the weekly event.

Attached please find a list of options and ideas to provide Roberts Market with a greater presence at the weekly farmers' market event. Councilmember Maryann Derwin and I would very much like to meet with you in the next two weeks to discuss these and other options. Please let me know by phone (650-851-1700 ext. 215) or email (npegeuros@portolavalley.net) a good time to meet.

On behalf of the Town of Portola Valley, I would like extend my sincerest gratitude for all that you and your team do for the community. I look forward to meeting with you soon.

Respectfully submitted,


Nick Pegueros
Town Manager

Attachment

ATTACHMENT

Opportunities for Roberts Market to Participate in the Farmers' Market Event

The Town is committed to working with Roberts Market to find opportunities to engage Roberts Market in the weekly farmers' market event. Outlined below are several opportunities that town staff, town volunteers, and the market organizer have put together to include Roberts Market in the weekly event.

1. Create and advertise a special "take-out" meal for the Summer Concert Series and other special events.
2. Work with the market organizer to create a weekly recipe that utilizes items at the Farmers' Market and is accompanied by a "Shopping List" of the additional items needed from Roberts; create a link from the Farmers' Market website to specials listed on Roberts' website.
3. Feature specialty food and wine makers at the Farmers' Market who sell their items at Roberts; this would introduce residents who may not currently shop at Roberts to items that are available there.
4. The Town could use Roberts to cater special events programmed on the same day as the Farmers' Market.



MEMORANDUM

TOWN OF PORTOLA VALLEY

TO: Town Council
FROM: Nick Pegueros
DATE: August 9, 2013
RE: Trial Program on Russ Miller Field

Town staff has given Botanical Arts authorization to proceed with the attached work plan on Russ Miller Field beginning after Labor Day. It is important to note that, to the best of staff's knowledge, this will be the first attempt by a public agency in our area to transition from a chemical to a biological management system on a sports field. This project is part of the water efficiency study and improvements project for town playing fields and was funded in the 2013-14 Town Council adopted budget.

Alane L. Weber, Botanical Arts
801 So. Grant St.
San Mateo, CA 94402

July 12, 2013

Howard Young
Public Works Manager, Portola Valley

RE: Soccer Field Biological Remediation

Dear Howard,

After reviewing your soil biology reports, my recommendations for a plan of action and flexible timeline are listed below for the initial transition from a chemical to a biological management system. I have outlined a two-fold approach to make the transition by first adding the critical biology that is low or missing and then boosting the foods (a.k.a. organic fertilizer) that will cause the biomass to multiply and function optimally in the soil. Also included are recommendations for regular maintenance of an organic/biological turf system.

Biological Transition: The backbone of the transitional process are 3 applications of compost tea, which I will perform. One application will include a product called mycorrhizal fungi, for maximum root development. The two subsequent applications of compost tea will include a blend of soluble organic fertilizers designed to stimulate microbe activity. The addition of an aeration treatment to assist the placement of the mycorrhizal fungi down into the soil is critically important. This tea treatment should follow the plugging within hours, followed shortly (overnight) by irrigation. The 3 compost tea treatments can be flexibly scheduled to occur between 2 to 5 weeks apart. Note, if daytime temperatures are in the 90's, compost tea application should be temporarily delayed.

I believe this process will be best completed before winter rains leave turf soil vulnerable to compaction from heavy equipment, and cold temperatures cause the growth of plants and functioning of microbes to significantly slow. With the focused attention of multiple soil microbe additions and fertilizer treatments during the last 2 - 3 months of warm daytime temperatures, there is every expectation that a successful biological transition will be intact by the start of the winter season. Regular organic/biological management practices can pick up over winter and spring to keep the process moving in the right direction.

- a. Actively Aerated Compost Tea (3 applications) Russ Miller Field @ \$ 1,060.40/app.
 Consultation for monitoring biological progress (3) @ \$205.00/occurrence
 Estimated cost of all work proposed: \$ 3,796.20
- b. Aeration treatment to be performed by P.V. maintenance staff w/ own equipment.
- c. Organic fertilizer: 1 application of dry fertilizer, after initial compost tea application and before winter; application to be performed by P.V. maintenance staff w/own equipment. Recommended product: Bio Turf (12 lbs./1,000 sq') @ approx. \$ 63.00/50 lb. bag; available at Lyngso. Cost could vary depending on your account and amount purchased.

Botanical Arts, Portola Valley Soccer Field Biological Treatment, cont.

The issue of whether an application of compost is necessary or not is debatable. While it is always beneficial (if a well made/finished aerobic compost is applied) and considered a standard treatment for increasing biodiversity, biomass and supporting soil biology function in most sports turf, I feel that here the effort is best given to compost tea in combination with soluble fertilizer applications. In part, it is a timing issue and an issue of best value for greatest biological need. In the future, once the transition is completed and depending on the soil microbe balance, a single application of compost per year, in conjunction with a regular aeration treatment, could be very beneficial. It is slower acting and tends to favor higher fungal ratios (which is not indicated as a particular need on your soil report). Depending on the impact of sports' foot traffic, compost could replace the use of compost tea in an annual maintenance program over the long term.

Regular maintenance:

a. Fertility program: Seasonal applications of a complete organic fertilizer, such as Bio Turf (see previous page), in addition to grass cycling, which has been show to provide up to 25% of required nitrogen. As these slow-release food resources build up in the soil biomass, often application frequency can be reduced 2 to 3 years out. (Note: use of "organic fertilizers" with high nitrogen counts from ammonical or urea sources can damage biology and their use is not recommended.)

b. Compost application recommendation: Lyngso's Diestel Structured Compost @ 1/2 " depth, approximate need for 1 acre = 15 cu. yds. @ \$92.00/yd. = \$1,380.00; P. V. maintenance staff to perform compost application with own equipment. Caution: do not substitute a cheap compost, as it will contain pathogens, anaerobic by-products and reduced fertility that will do harm. Compost proves the rule that you get what you pay for.

c. Compost tea could be used as a spot treatment throughout the year for problem areas where compaction from unusually high traffic, or weak irrigation patterns, or overspray of herbicides occurs. Compost tea can be made with some precision to deliver the particular biomass pathway (bacterial or fungal) needed to restore balance to a soil foodweb system.

d. A good mycorrhizal fungal product (granular) should always be used whenever any over-seeding or patching is done; the best time to add it is when the seed is exposed before germination, to get it working on the roots. I can make product recommendations if needed.

In summation, I'd like to say that soil biology is neither "magic" nor rocket science. It's just good, well-studied, biology. While the concept is simple, the execution of making compost tea is very, very complicated. Without full knowledge of how soil microbes react to the influences and daily fluctuations of temperature, oxygen content, and food resources during the brewing process, disasters can occur; the end result of which can harm to plants. And when it all looks like 'brown water' to the naked eye, one needs to rely on the experience and precision of a professional. That being said, I'd love to chat someday about teaching Portola Valley staff how to make their own actively aerated compost tea; and the compost with which to make it. Education is my passion, and I apologize in advance if my passion has overcome a need for brevity.

Alane L. Weber, owner, Botanical Arts

Alane L. Weber, Botanical Arts
 801 So. Grant St.
 San Mateo, CA 94402
 (650)348-2094/wormlady@sbcglobal.net

July 24, 2013

Howard Young
 Public Works Manager, Portola Valley

RE: Cost Estimate for Russ Miller Field, Biological Treatment

Dear Howard,

Based on the recommendations in my proposal of 7/12/13, listed below is the estimated cost of treatment for the 1.54 ac. Russ Miller Field. Included is a separate line entry for follow-up monitoring, including microscope analysis of turf soil. All work to be performed by Alane Weber, dba Botanical Arts.

Proposed Actively Aerated Compost Tea (AACT) Treatments:

AACT application @ 80 g. 'AACT, specific additives, & labor and transport: \$ 1,010.00
 9% CA Sales Tax on Materials: \$ 50.40
 Subtotal per application: \$ 1,060.40

3 full Actively Aerated Compost Tea (AACT) treatments: \$ 3,181.20

3 Consulting sessions for monitoring progress of biological treatment: \$ 615.00

TOTAL COST OF PROPOSED SERVICES: \$ 3,796.20

Note regarding critical timing of treatment: First application to be applied directly following Portola Valley performed turf aeration, and followed by regular irrigation within 24 hrs.

Second application to be applied within 48 hrs. after application of recommended organic fertilizer; both second and third applications to follow regular irrigation within 12 hr.

Alane L. Weber, owner, Botanical Arts

Nick Pegueros

From: Nick Pegueros
Sent: Friday, August 09, 2013 11:55 AM
To: John Richards (JRichards@portolavalley.net); Ann Wengert (AWengert@portolavalley.net); Jeff Aalfs (JAalfs@portolavalley.net); Maryann Derwin (mderwin@portolavalley.net); Ted Driscoll (tdriscoll@portolavalley.net)
Cc: Sandy Sloan (ss@jsmf.com); Leigh F. Prince <lfp@jsmf.com> (lfp@jsmf.com); Brandi de Garneau; Sharon Hanlon
Subject: RE: Famers' Market License Agreement

As a follow-up to the email below, Maggie Foard agreed to an extension of the trial period license agreement through August 29th. Maggie wanted to me to reassure everyone that she is very excited about the opportunity to organize the event for the Town in the coming year and that she is committed to signing the 12-month agreement.

This email is for information purposes only and will be included in the weekly digest.

From: Nick Pegueros
Sent: Wednesday, August 07, 2013 5:08 PM
To: John Richards (JRichards@portolavalley.net); Ann Wengert (AWengert@portolavalley.net); Jeff Aalfs (JAalfs@portolavalley.net); Maryann Derwin (mderwin@portolavalley.net); Ted Driscoll (tdriscoll@portolavalley.net)
Cc: Sandy Sloan (ss@jsmf.com); Leigh F. Prince <lfp@jsmf.com> (lfp@jsmf.com); Brandi de Garneau
Subject: Famers' Market License Agreement

Good afternoon,

Staff has been working Maggie Foard on a new one-year license agreement to continue the farmers' market beyond August 8th. After discussing the agreement with Ms. Foard it is staff's recommendation to delay entering into an 12-month agreement with Ms. Foard until after the matter of including food trucks/carts in the farmers' market is resolved by the Council. Staff will present a report on food trucks/carts to the Town Council at the August 28th Council meeting.

Upon consideration that the current agreement expires on August 8th and after consulting Sandy on this matter, I will offer Ms. Foard the option of extending the current trial period agreement through August 29th. The extension would allow the market to continue through August 29th under the same terms and conditions currently in place.

If you would like to consider the issue of food trucks/carts before August 28th, please let me know and I will work with the Mayor to schedule a special meeting. Absent a requests to consider the matter sooner, I will sign the extension on August 8th. Please let me know if you have any questions.

Thanks,
 Nick

Please do not "Reply All" to this message



147
8
For residents & contractors!

**Think your home may be wasting energy?
You're probably right!**

This no-cost presentation will help you discover...

Secrets for Controlling Energy Use in Larger Homes

Thursday, August 15 7-8:30pm
Portola Valley Community Hall, 765 Portola Road
Simulcast via webinar (register online)

Some of the electronic systems in larger homes may be needlessly drawing excess power every month. In this presentation, we'll show you simple ways to fine tune the way equipment is set up to save energy and reduce costs -- without sacrificing enjoyment -- right now.

Two ways to participate!

- 1. In person** following the Portola Valley Farmers' Market. Come at 6:30pm for light appetizers before the event starts!
- 2. Online.** Go to smcenergywatch.webex.com for more information and to register for the webinar.

Presented by:

SAN MATEO COUNTY
energy watch



Pacific Gas and Electric Company

Questions? 650-599-1403

San Mateo County Energy Watch is a partnership with PG&E and the City/County Association of Governments of San Mateo County. It is funded by California utility customers, administered by PG&E under the auspices of the California Public Utilities Commission.

Find the Common Culprits...



- **Lighting systems**
- **Whole house audio**
- **Integrated entertainment systems**
- **Heated floors**
- **Hot tubs and pools**
- **Hot water recirculation pumps**

**Learn how to control them
with our simple strategies**

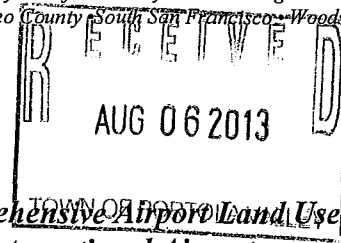
C/CAG
CITY/COUNTY ASSOCIATION OF GOVERNMENTS
OF SAN MATEO COUNTY

*Atherton • Belmont • Brisbane • Burlingame • Colma • Daly City • East Palo Alto • Foster City • Half Moon Bay • Hillsborough • Menlo Park • Millbrae
 Pacifica • Portola Valley • Redwood City • San Bruno • San Carlos • San Mateo • San Mateo County • South San Francisco • Woodside*

August 5, 2013

TO: All County/City/Town Managers

RE: Transmittal of a Copy of a Document Entitled, *Comprehensive Airport Land Use Compatibility Plan for the Environs of San Francisco International Airport November 2012 (SFO ALUCP)*



After several years of intense effort and coordination with all stakeholders, I am pleased to provide you with a printed copy of the document entitled, *Comprehensive Airport Land Use Compatibility Plan for the Environs of San Francisco International Airport November 2012 (SFO ALUCP)*. This document replaces “Chapter V. San Francisco International Airport Land Use Plan” in the document entitled, *San Mateo County Comprehensive Airport Land Use Plan December 1996*, in its entirety. The C/CAG Board, in its designated role as the Airport Land Use Commission for the county, adopted the SFO ALUCP in November last year.

The relevant provisions in the *California Airport Land Use Planning Handbook October 2011*, published by the Caltrans Division of Aeronautics, guided the content of the SFO ALUCP, as required by state law. The airport land use compatibility policies and criteria in the SFO ALUCP were carefully crafted to balance protecting the public health, safety, and welfare of those who live and work in the Airport environs with protecting the viability of San Francisco International Airport as a key state, national, and international air transportation facility and a vital element of our local and regional economy. This plan was the first of its kind in the nation to be funded by the grant program in Section 160 of the Vision 100 – Century of Aviation Act approved by Congress in December 2003.

Please share the document with appropriate staff. The document is also available on the C/CAG website at www.ccag.ca.gov

Sincerely,

Sandy Wong, Executive Director

Enclosure: Hard copy of *Comprehensive Airport Land Use Compatibility Plan for the Environs of San Francisco International Airport November 2012*

SANDYletCityMgrsSFOALUCPdistribution0813.docx



San Mateo County
Mosquito and Vector Control District
 1351 Rollins Rd
 Burlingame CA 94010
 (650) 344-8592 Fax (650) 344-3843
 www.smcmad.org

July 31, 2013

City Managers

Re: Grand Jury Report regarding the Mosquito and Vector Control District

On behalf of the San Mateo County Mosquito and Vector Control District (District), we offer these comments on the recently released Grand Jury report dated July 18, 2013. These comments precede any meeting, deliberation or comment by the District's Board of Trustees and are intended to provide additional background as your City/Town Council prepares its response to the Grand Jury's report. The District's Board of Trustees will be issuing its response before the October 16th deadline.

The District's effective and efficient delivery of mosquito and vector control services has never been questioned. We believe that a great part of that success, effectiveness and efficiency in service delivery is a result of the District being a single-purpose independent special district focused solely on its mosquito and vector control mission since its formation in 1904.

Cities and towns have a direct line of access to the District through their appointed representatives to the District's Board of Trustees. These city-appointed trustees provide the governance and leadership for the District as directed by California Health and Safety Code section 2020. Trustees serve not only as general Board members, but also have opportunities to serve on one or more Trustee committees. Those committees include: Policy, Finance, Environmental/Public Outreach, Strategic Planning, and Managers Evaluation.

The District since May 2011 has received exhaustive financial and administrative reviews including:

- Complete Forensic Audit of Fiscal Years 2009- 2010 and 2010- 2011 by C.G. Uhlenberg LLC.
- San Mateo County District Attorney's Investigation.
- San Mateo County Sheriff's Investigation.
- San Mateo County Counsel's Investigation.
- San Mateo Local Agency Formation Commission Investigation.
- Dr. Peter Hughes, Orange County Auditor, Internal Control Investigation.

- Grand Jury Investigation.

The District has implemented all of the financial and administrative recommendations that have been offered. These implemented recommendations include such varied and wide-ranging undertakings as:

- Adopting new financial and administrative policies that include Criminal Background Checks for all new employees, Credit Background Checks for all financial employees, and drug testing of all new employees.
- Contracting with a new auditor.
- Contracting with an independent Human Resources company.
- Significantly restricting and regulating credit card usage by employees.

Significant changes have occurred in connection with the District's full time staff positions over the last two years:

- Hired a new Finance Director, Rosendo Rodriguez, with corporate experience.
- Hired a new Accountant, Mary Leong, with corporate experience.
- Hired a new Assistant Manager, Brian Weber, after a national search.
- Hired a new Laboratory Director, Dr. Nayer Zahiri, after a national search.
- Hired two new Vector Control Technicians, David Allen and Hector Cardenas, after a state wide search.
- Hired a new Laboratory Assistant, Warren MacDonald, after a state wide search.

These new staff members allow the District to maintain its successful operational and entomological programs, while at the same time increasing modernization and accountability. For instance, the NPDES regulatory programs of the past are now mostly performed by our State NPDES Coalition. This type of shifting and sharing of regulatory responsibilities, together with the new energized staff, has allowed our mosquito and vector control programs to get even better. The steps that have been taken and the improvements that have been implemented include:

- Increase of monitoring for adult mosquitoes with carbon dioxide baited traps to facilitate the capture of West Nile Virus positive mosquitoes.
- Aggressive proactive inspection and treatment of the 10,000 known mosquito breeding sites around the County.
- Establishment of a new Tiger Mosquito Surveillance Program. This mosquito transmits Yellow Fever and Dengue Fever and was previously found in the Bay Area.
- Establishment of DNA testing in the laboratory for West Nile virus and other vector borne diseases.
- A major review and analysis of our Rodent Surveillance and Control Programs.
- A major review and analysis of our Wildlife programs.
- A major review and analysis of our Ticks and Lyme disease programs.

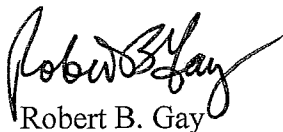
One of the District's goals is to better program and format the information transmitted from the Trustees to their various jurisdictions. This would be accomplished by the following:

- Monthly District Report
- Mosquito and West Nile Virus Awareness Week
- District staff presentations at Council meetings.

The District needs your support as we try to continue to provide the high level of services and programs without the distractions and disruptions that threaten to accompany the Grand Jury's report. The District has an outstanding Board of Trustees that as a body monthly analyzes the financial transactions and continually works toward upgrading the District policies. The District has implemented extensive internal controls and accountability measures and needs to refocus its attention on monitoring and controlling vector borne diseases. A letter from your council to the Grand Jury, LAFCo, and the Board of Supervisors in support of the District would be greatly appreciated.

We are available to answer any questions.

Respectfully,



Robert B. Gay
District Manager



Brian Weber
Assistant Manager

District Documents Available for Review

FINANCIAL

Monthly Board Packet Financial Reports for Fiscal Year 2012-13.

- The District Board receives every month the following financial statements.
 - Actual and Budget Financial Analysis
 - General and Capital Fund Profit and Loss
 - General and Capital Fund Balance Sheet
 - General Fund Accounts Receivable Aging Summary
 - General and Capital Fund Cash Activity & Reconciliation to County
 - General Fund ADP Payroll Disbursement
 - General and Capital Fund Check Detail
 - General Fund Credit Card Reporting and Statement

District Budgets new format for Fiscal Years 2013-14 and 2012-13.

Financial Audit for Fiscal Year 2012-2013

- In preparation by R.J. Ricciardi, Inc.

Financial Audit for Fiscal Years 2011 - 2012 and 2010 – 2011.

- Completed by R.J. Ricciardi, Inc.

Financial Audit for Fiscal Years 2009-2010 and 2008 – 2009.

- Completed by C.G. Uhlenberg LLP

Actuarial Valuation of Other Post-Employment Benefit Programs as of June 30, 2010 completed by Bickmore Risk Services

- The District and the employees have agreed in July 2013, to offer CalPERS Health Benefits Program that includes a Post-Employment Benefit. As a result a new actuarial valuation will be performed in Fiscal Year 2013-14.

Engineers Report, North and West County Mosquito and Disease Control Assessment District for Fiscal Years 2011-12, 2012-13, and 2013-14 completed by SCI Consulting Group.

- In 2003, the District increased its service area by annexing the then un-served portions of northern and western San Mateo County.

POLICIES

Employee Manual

Internal Control Procedural Manual

Strategic Planning Manual 2010 - 2018

Financial Policies included in the Policy Manual (recently revised)

- Budget Preparation # 6010
- Fixed Asset Accounting Control # 6020
- Expense Authorization # 6030
- Cash Disbursements – Check Writing # 6040
- Disposal of Surplus Property # 6050
- District Insurance Programs # 6060
- Investment of District Funds # 6070
- Fraud Prevention # 6080
- Accounts Payable Management # 6090
- Journal Entry Approval # 6100
- Cash and Cash Management # 6200

Human Resources Policies in the Policy and Employee Manual (recently revised)

- Promotion # 2060 Employee Manual
- Open Door # 2200 Employee Manual
- Employment Hiring Practice # 2130 Policy Manual

CONTRACTS

Contract Agreement between District and Townsend & Styer Maintenance Company

- Standard County Contract used by the District for service providers.
- Request for Proposal (RFP), list of companies receiving RFP and submitted proposals are available for review.
- Approved June 12, 2013.

Contract Agreement between District and James R. Griffin, Inc.

- Special Construction Contract used by the District for large construction projects. This contract was for Seismic Retrofitting of the District Parking Garage at a cost of \$206,243.
- Approved June 12, 2013.

Contract Agreement between District and HR Options

- Standard County Contract used by the District for service providers.
- The 1st contract with HR Options was for January –June 2012. The Request for Proposal (RFP), list of companies receiving RFP and submitted proposals are available for review.
- The new contract for fiscal year 2013-14 was approved at the July 10, 2013 Board meeting.

ENVIRONMENTAL COMPLIANCE

Programmatic Environmental Impact Report

- District is in the final stages of completing a programmatic environmental impact report on all of our operational programs. This PEIR is directed by Cardno Entrix Group for nine (9) Coastal Region Mosquito and Vector Control Districts at a cost of over \$700,000.

National Pollutant Discharge Elimination System (NPDES) Permit

- District has a NPDES Permit for Vector Control with the California Water Resources Control Board.

INSURANCE

Vector Control Joint Powers Agency (VCJPA)

- The VCJPA is a public entity composed of Mosquito and Vector Control Districts to actively promote the efficient, economical, and responsive delivery of self-insurance programs and professional risk management services.
- Includes workers compensation, liability, property, auto physical damage, employment practices liability, safety and loss, group fidelity/crime prevention, business travel accident, and employee assistance program.

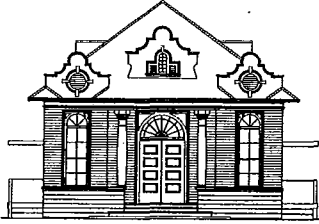
TOWN COUNCIL WEEKLY DIGEST

Friday – August 16, 2013

1. Agenda (Action) – ASCC – Monday, August 12, 2013
2. Agenda (Cancellation) – Parks & Recreation Committee – Monday, August 19, 2013
3. Agenda – Sustainability Committee – Monday, August 19, 2013
4. Agenda (Cancellation) – Planning Commission – Wednesday, August 21, 2013
5. Issued Building Permit Activity – July 2013
6. Town Hall Closure – In observance of Labor Day - Monday, September 2, 2013
7. Letter from San Mateo County Mosquito Vector Control District staff, to Town Manager re: Grand Jury Report of July 18, 2013
8. Article from the Seismological Society of America – Reassessment of the 1906 San Andreas Fault Rupture in Portola Valley, California from Synthesis of LiDAR and Historical Data – by Chester T. Wrucke, Robert T. Wrucke, and Ted Sayre
9. Memo from Nick Pegueros, Town Manager re: Weekly Update – Friday, August 16, 2013

Attached Separates (Council Only)

1. Bay Area Monitor – August - September 2013
2. National League of Cities – Congress of Cities and Exposition – November 13 – 16, 2013



TOWN OF PORTOLA VALLEY
 ARCHITECTURAL AND SITE CONTROL COMMISSION (ASCC)
 Monday, August 12, 2013
Special Field Meeting (time and place as listed herein)
 7:30 PM – Regular ASCC Meeting
 Historic Schoolhouse
 765 Portola Road, Portola Valley, CA 94028

ACTION

SPECIAL ASCC FIELD MEETING*

4:00 p.m. 117 Pinon Drive. Follow-up afternoon session for consideration of the mockup of the planned glazed patio roof. (ASCC review to continue at Regular Meeting) **Project team clarified proposals, received questions and comments from ASCC and WASC. Commissioner comments held for evening meeting.**

7:30 PM - REGULAR AGENDA*

1. Call to Order: 7:30 p.m.
2. Roll Call: Breen, Clark, Hughes, Koch, Ross (**Koch absent. Also present: Tom Vlastic Town Planner; Karen Kristiansson Deputy Town Planner; Carol Borck Assistant Planner; Alex Von Feldt Planning Commission Liaison**)
3. Oral Communications: **None.**

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. Follow-up Architectural Review for Residential Redevelopment and Site Development Permit X9H-649, 117 Pinon Drive, Divita **Project team presented proposed revision and clarifications to follow-up, ASCC provided comment and approved follow-up subject to conditions to be met to the satisfaction of a designated ASCC member. It was noted that the details for the driveway bridge/culvert may be deferred and that the building permit for the new residence may be issued as the driveway/slope along trail is finalized**
 - b. Follow-up Review and Project Modifications - Architectural Review for Residential Additions and Remodeling, 140 Corte Madera Road, Lee **Follow-up/modifications approved subject to conditions to be met to the satisfaction of a designated ASCC member prior to building permit issuance.**
 - c. Architectural Review for Residential Redevelopment and Site Development Permit X9H-655, 140 Pinon Drive, Reinhardt **Project approved as submitted subject to staging plan submittal with building permit.**
5. New Business:
 - a. Architectural Review for Site Improvements and Conformity with Creek Setback Provisions, 205 Georgia Lane, Gainey **Project approved subject to conditions to**

be met to the satisfaction of a designated ASCC member prior to building permit issuance.

6. Commission and Staff Reports
Breen reported on follow-up for 130 Golden Hills
7. Approval of Minutes: July 22, 2013 **Approved as submitted.**
8. Adjournment **9:26 p.m.**

*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: August 9, 2013

CheyAnne Brown
 Planning Technician



Parks & Recreation Committee
Notice of Cancellation
Monday, August 19, 2013

PARKS AND RECREATION COMMITTEE MEETING

NOTICE OF CANCELLATION

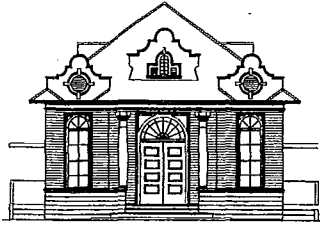
Monday, August 19, 2013



TOWN OF PORTOLA VALLEY
Sustainability Committee Meeting
Monday, August 19, 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 June 17, 2013
4. Update & Discussion on Programs/Projects/Outreach
5. Update & Discussion on Climate Action Plan
6. Discussion on Earth Fair 2014
7. Next Steps, Next Meeting Date & Reminders
 - a. Next Meeting on September 16, 2013
8. Announcements
9. Adjournment



MEMORANDUM

TOWN OF PORTOLA VALLEY

TO: Planning Commission
FROM: CheyAnne Brown, Planning Technician
DATE: August 9, 2013
RE: Cancellation of Planning Commission Meeting

The Regular Meeting of the Planning Commission scheduled for Wednesday, August 21, 2013 has been cancelled. The next regular meeting of the Planning Commission is scheduled for Wednesday, September 4, 2013 at 7:30 p.m.

cc: Town Manager
Town Council
Town Planner
The Almanac
Barbara Templeton

This Notice is posted in compliance with Section 54955 of the Government Code of the State of California.

Date: August 9, 2013

CheyAnne Brown
Planning Technician

Town of Portola Valley

Issued Building Permit Activity: July 2013

	Permits This Month	Permits FY 13-14 To Date	Total Valuation This Month	Total Valuation FY 13-14 To Date	Application Fees Collected This Month	Application Fees FY 13-14 To Date	Plan Check Fees Collected This Month	Plan Check Fees FY 13-14 To Date	Total Fees Collected FY 13-14	Total Fees Collected FY 12-13
New Residence	0	0	0	0	0.00	0.00	0.00	0.00	0.00	0.00
Commercial/Other	1	1	6,000	6,000	305.00	305.00	120.00	120.00	425.00	0.00
Additions	3	3	1,105,000	1,105,000	12,657.00	12,657.00	6,656.25	6,656.25	19,313.25	2,812.43
Second Units	1	1	135,000	135,000	989.00	989.00	720.00	720.00	1,709.00	0.00
Remodels	6	6	797,000	797,000	10,307.00	10,307.00	5,010.50	5,010.50	15,317.50	9,947.13
Pools	0	0	0	0	0.00	0.00	0.00	0.00	0.00	0.00
Stables	0	0	0	0	0.00	0.00	0.00	0.00	0.00	0.00
Termite/Repairs	0	0	0	0	0.00	0.00	0.00	0.00	0.00	0.00
Signs	0	0	0	0	0.00	0.00	0.00	0.00	0.00	0.00
House Demos	2	2	0	0	610.00	610.00	0.00	0.00	610.00	0.00
Other	8	8	152,005	152,005	2,854.00	2,854.00	415.00	415.00	3,269.00	4,939.56
	21	21	2,195,005	2,195,005	27,722.00	27,722.00	12,921.75	12,921.75	40,643.75	17,699.12
Electrical	14	14	0	0	6,319.40	6,319.40	0.00	0.00	6,319.40	688.16
Plumbing	13	13	0	0	15,596.40	15,596.40	0.00	0.00	15,596.40	677.95
Mechanical	12	12	0	0	9,318.35	9,318.35	0.00	0.00	9,318.35	386.95
Total Permits	60	60	2,195,005	2,195,005	58,956.15	58,956.15	12,921.75	12,921.75	71,877.90	19,452.18

PORTOLA VALLEY TOWN HALL



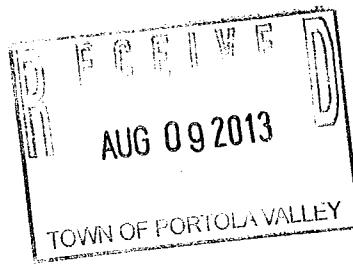
WILL BE CLOSED

**Monday,
September 2, 2013**

In observance of Labor Day

In Case of Emergency: Sheriff's Office: 911

August 7, 2013
 Town of Portola Valley
 Nick Pegueros, Town Manager
 765 Portola Valley
 Portola Valley, CA 94028



Dear Nick Pegueros,

In response to the Grand Jury report that was filed on July 18, 2013, the staff of San Mateo County Mosquito and Vector Control District is **not in agreement** with the Grand Jury's recommendation on page 2 of its report ". . . that LAFCo continue to study the possible dissolution of the District and transfer of its services to the CEHD." The District has been providing service to the county since its establishment in 1915.

District staff is of the collective opinion that dissolution of the District is unnecessary and would make it difficult to maintain the high quality of service currently provided to County residents. As an independent special district, rather than being a department within a large bureaucratic system, we are able to serve San Mateo County residents in the most effective and efficient manner. For example:

- Expedient response time
 - District staff respond to requests for service within one business day.
 - Adult mosquito treatments can be conducted within one or two days after detecting West Nile Virus, as there is no delay in waiting for approval from other departments.
- Staff have the ability to make informed decisions and determine appropriate action when mosquito and vector control is necessary. If approval is needed, it can be granted immediately by the direct supervisor, so that services are not compromised and County residents do not have to wait for service.
- Staff members collaborate and assist different departments when needed. All are trained and willing to be versatile and take on tasks beyond routine daily work.

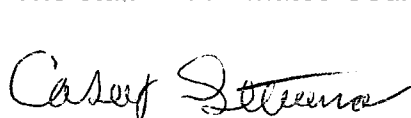
District staff take pride in their jobs and appreciate being part of a cohesive team that understands the importance of our services to public health. Working at a small agency fosters camaraderie and motivates each employee to do their best work. The dedication of our staff is evident in the excellent service we provide and reinforced through the positive feedback received from other agencies and County residents.

At the March 2013 LAFCo meeting, the District provided an update on the progress made since the issuance of the July 2012 Municipal Service Review and Sphere of

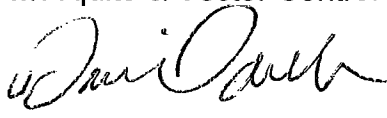
Influence. To date, the District continues to make progress in improving efficiencies, enforcing internal controls and following new and existing polices. Due to our continued compliance and the level of service we provide to the residents of the County, the District staff urges your city to encourage LAFCo to remain steadfast in their July 18, 2012 decision to not dissolve the San Mateo County Mosquito and Vector Control District and transfer services to the County Environmental Health Department.

Sincerely,

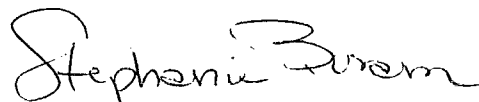
The staff of San Mateo County Mosquito & Vector Control District



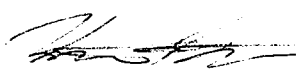
Casey Stevensen
Operations Supervisor



David Allen
Technician



Stephanie Busam
Technician



Hector Cardenas
Technician



Richard Chow
Technician



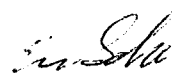
Kim Keyser
Technician



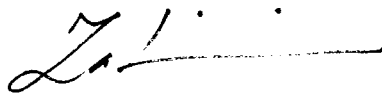
Jim O'Brien
Technician



Ben Rusmisl
Technician/
Mechanic



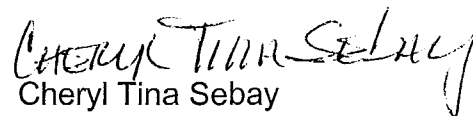
Eric Schultz
Technician/
Mechanic



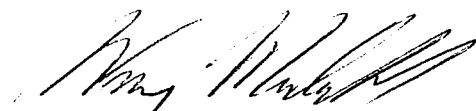
Dr. Nayer Zahir
Lab Director




Theresa Shelton
Vector Ecologist



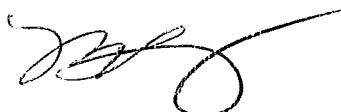
Cheryl Tina Sebay
Vector Ecologist



Warren Macdonald
Lab Assistant



Rosendo Rodriguez
Finance Director



Mary Leong
Accountant



Devina Walker
Office Administrator

Reassessment of the 1906 San Andreas Fault Rupture in Portola Valley, California, from Synthesis of LiDAR and Historical Data

by Chester T. Wrucke, Robert T. Wrucke, and Ted Sayre

Abstract During the 1906 magnitude 7.8 earthquake, surface rupture along the San Andreas fault propagated through the Town of Portola Valley on the San Francisco Peninsula. Subsequently, a number of studies came to conflicting conclusions regarding the exact location and nature of the 1906 surface rupture through the area. Our study provides new evidence for correctly locating the 1906 rupture within the town using field observations, a detailed analysis of 3D, bare-earth Light Detection and Ranging (LiDAR) images, and a review of photographs and other historical documents related to the 1906 rupture. Our composite images combine LiDAR views with historical photographs to aid in locating the 1906 fault trace and a previously unrecognized splay of the fault. Both the main fault trace and newly proposed splay-fault locations are significantly different from interpretations of the 1906 surface rupture developed over the last 50 years. Assembled evidence shows that the primary rupture in 1906 occurred only on the western of two main fault traces, rather than stepping to the eastern trace as proposed previously, and that a major section (about 2.6 km) of the western trace has been inaccurately mapped. From LiDAR-image analysis, we demonstrate that the previously mapped 1906 trace in the southern part of Portola Valley cuts through a homoclinal sequence of strata. These moderately dipping strata form prominent bedding lineaments have been mapped previously as quaternary fault traces.

Introduction

The devastating magnitude M_w 7.7–7.9 San Francisco earthquake of 18 April 1906 brought the San Andreas fault to world attention (Wallace, 1968; Prentice, 1999; Zoback, 2006). The earthquake, now well known for being one of the most important seismic events to take place in the United States in recorded history, created a rupture at least 435 km long in northwestern California, from Shelter Cove in the north to San Juan Batista in the south. On the San Francisco Peninsula, the rupture passed through the village of Portola (now Portola Valley), located about 70 km southeast of San Francisco and 30 km west of San Jose (Fig. 1).

In Portola Valley, the earthquake produced a variety of geologic features, well exposed in many areas, though poorly expressed in some critical places (Fig. 2). As a result of relatively easy access, professors, students, and photographers came to the town shortly after the earthquake from Stanford University, only 13 km away, and from nearby cities to study the damage and geologic features produced in the event. Their work resulted in a rich written and photographic record of the great earthquake and of the San-Andreas-fault zone in Portola Valley.

Included in this wealth of information from 1906 is an unpublished, hand-drawn map by J. C. Branner (Fig. 3) that shows the location of the furrow made by the fault in Portola

Valley. Branner, who was Professor of Geology at Stanford at the time, and became the third president of the Seismological Society of America (Howell, 2002), contributed his and his student's observations of the 1906 fault rupture to the California Earthquake Commission for inclusion in a major compilation of the cause and effects of the earthquake in the state (Lawson *et al.*, 1908). That compilation, which contains a seminal record of the earthquake, includes photographs, maps, and text addressing the 1906 rupture in the Portola-Valley area. Taber (1906) also provided observations of surface faulting in the town, including details of the zone of disruption, the right-lateral displacement, and the location and trend of the rupture.

Although one of the main conclusions from these studies made soon after the earthquake was that the 1906 event resulted in a single fault trace through Portola Valley, a map published of that trace in Lawson *et al.* (1908, map 22) contains substantive errors of the fault location in Portola Valley. Those errors have caused confusion in subsequent geologic studies in Portola Valley, including postulated stepping between multiple fault traces.

More than 50 years passed after the great earthquake and the compilation of the Earthquake Commission report (Lawson *et al.*, 1908) before studies of the San Andreas fault

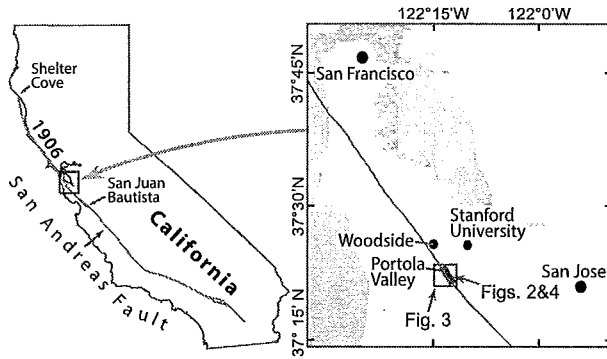


Figure 1. Map showing the location of the study area in relation to the San Andreas fault and surface rupture of 1906. Inset map shows the fault traverse south of San Francisco, the outline area of several figures, and the localities mentioned in the report.

in the Portola Valley area resumed. Most of the new studies focused on the faults that make up the rift zone (Dibble, 1966; Dickinson, unpublished report, 1970, see Data and Resources; Brown, 1972; Taylor *et al.*, 1980; Price *et al.*, 1984; Page, 1983; Brabb *et al.*, 1998; Hall *et al.*, 2001). Some of the new geologic maps identified the 1906 fault trace, others did not. Several studies concluded that the 1906 faulting locally resulted in complicated traces, and they advanced the concept of left stepping during the earthquake between two fault traces that in places are 250 m apart. Conclusions in these studies contrast to the simple trace and consistent right-lateral offset of the San Andreas fault reached by the studies made shortly after the earthquake. These are conflicting concepts and show, thereby, that significant differences in interpretation of the 1906 faulting have been reported and need to be resolved.

The combination of studies that were undertaken shortly after the 1906 earthquake, together with those conducted in the 1960s and later, has made Portola Valley a focal area of geologic research on the San Andreas fault on the San Francisco Peninsula. Recognition of major unresolved problems regarding the location and movement history of the 1906 fault trace in Portola Valley make the town a logical place for further study.

The location of the 1906 rupture of the San Andreas fault in Portola Valley and the movement mechanics during the rupture are important for developing the geologic record of this major tectonic plate boundary. Accurate siting of the fault is especially important to the Town of Portola Valley because it is imperative to know the exact location of the 1906 rupture in order to prevent unsafe development proximate to that trace, as future movement will likely follow the same path as before (Lawson *et al.*, 1908; Cluff, 1968; Wallace, 1968). Because the fault extends through the town for about 4.6 km, Portola Valley had the foresight a few years after its incorporation in 1964 to appoint a town geologist with the objectives of assessing such geologic hazards as may exist within the community and of producing a geologic

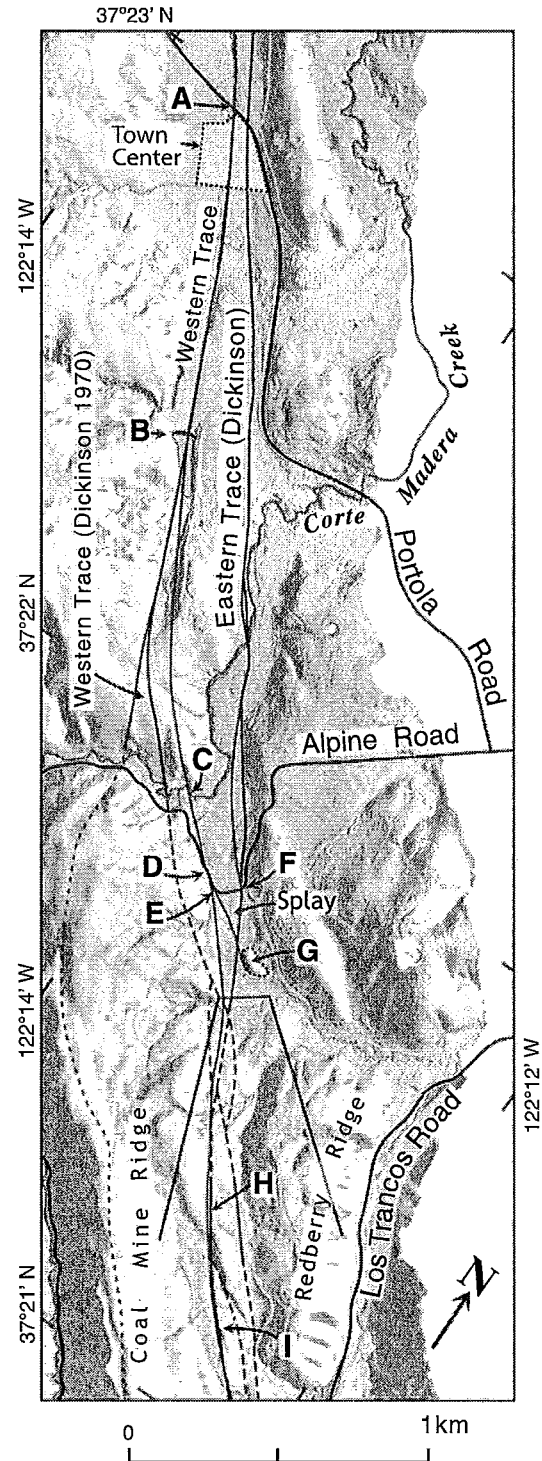
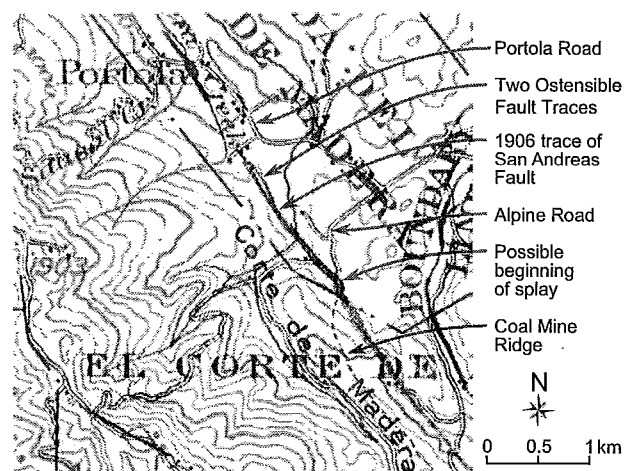


Figure 2. Simplified map on LiDAR base of the San Andreas Fault zone, Portola Valley. (A) 1906 fault trace at Portola Road. (B) Sausal Pond dam. (C) 1906 fault trace at Corte Madera Creek. (D) 1906 fault crossing at Alpine Road. (E) Southeast end of the 1906 fault trace along Alpine Road. (F) Eastern trace of the fault at Alpine Road. (G) Bovet Hill. (H) Trench. (I) En echelon furrows. The red line shows the current interpretation of the 1906 fault rupture and splay. The green lines show fault traces of Dickinson (unpublished report, 1970, see Data and Resources).



4 **Figure 3.** Annotated enlarged portion of a map by J. C. Branner (unpublished map, 1906, see Data and Resources) showing red lines he drew for the 1906 fault rupture in the area that became the Town of Portola Valley. Wide gaps in the fault trace in the upper part of the map are parts of a dashed fault line. Short red line east of the main fault is the trace of disrupted ground in 1906 near the intersection of Alpine Road and Portola Road. Hill 1903 near the west border is labeled Windy Hill on the U.S. Geological Survey 1980 edition of the Mindego Hill quadrangle. The map base is the 1902 U.S. Geological Survey Santa Cruz quadrangle.

map as an official town document useful in land-use planning (Mader *et al.*, 1988). Portola Valley is probably the first municipality in California to have taken such a step, and its geologist is charged with maintaining the map and advising the town government on matters of geology and seismic hazards.

Building setback requirements from faults were enacted by the Town of Portola Valley prior to passage of the California Alquist–Priolo Special Studies Zones Act in 1972 and were more stringent (Mader *et al.*, 1988). The Alquist–Priolo Act established certain minimum setbacks for designated active faults. Maps required by the act to identify the location of special study zones and certain faults within them were prepared for areas that include Portola Valley (Slosson, 1974a,b). Those maps show faults discussed here.

Our paper addresses three fundamental questions about the San Andreas Fault in Portola Valley: (1) where was the location of the 1906 surface rupture; (2) was the 1906 movement on a single main trace or on multiple traces; and (3) why are interpretations of the location and movement history made shortly after the great earthquake different from most of those made during the 1960s and later? To answer these questions, the paper examines photographic and other archival records related to the 1906 earthquake, as well as geologic papers from 1906 to the present. Our study also utilizes LiDAR (Light Detection and Ranging) (Schmidt *et al.*, 2008; see Data and Resources) data to determine the location of the 1906 fault trace in Portola Valley and provide an understanding of the geologic structure of an important area nearly devoid of outcrops. We also review evidence of

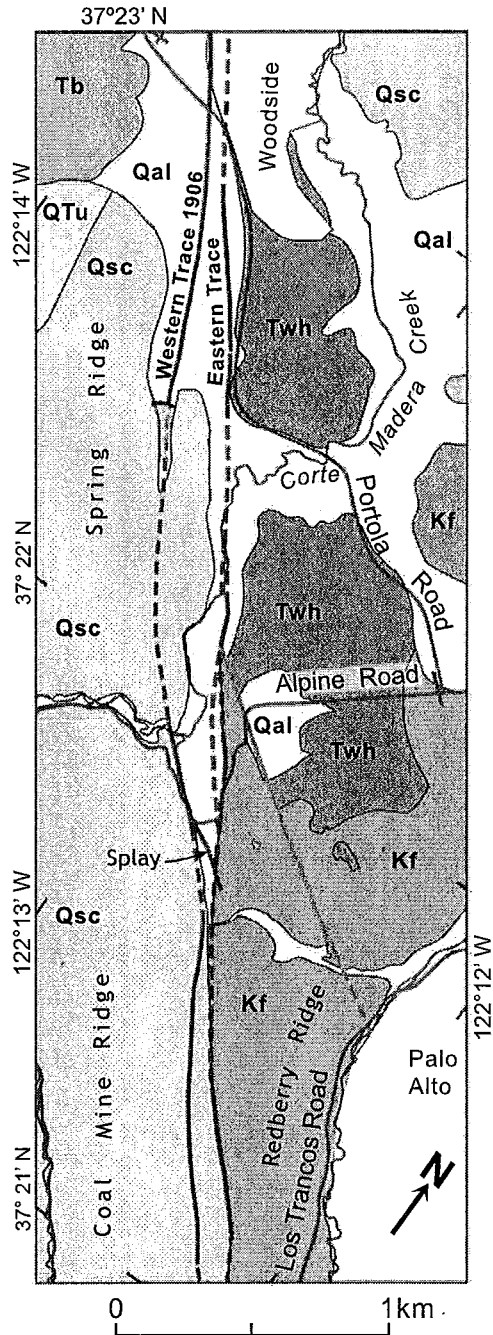
single- and multiple-trace offset interpretations of fault rupture in Portola Valley to clarify the mechanics of ground movement during the 1906 seismic event in the town. We include a forensic analysis to show how misinterpretations of 1906 photographs led some investigators to reach erroneous geologic conclusions.

Previous Geologic Studies in Portola Valley

The first geologic study that includes Portola Valley is of the Santa Cruz 1:125,000-scale quadrangle and was conducted between 1892 and 1905 (and therefore prior to the earthquake), but not published until 1909 (see Branner *et al.*, 1909, Introduction). The task of mapping the fault zone and other geologic details in the quadrangle was enormously difficult, as the area was large, the onshore portion was nearly 1,789 km² in size, had dense undergrowth, abundant soil cover, numerous landslides, and intricately and complexly broken rock units (e.g., Branner *et al.*, 1909, p. 9). For these reasons, and probably because of time constraints as well, the authors were forced to generalize the geology significantly. The report that accompanies the map, however, acknowledged that several fault traces were found in the San-Andreas-fault zone but were not mapped. They chose to show only one fault in the San-Andreas-rift zone, one that had strong geomorphic expression that resulted from the juxtaposition of different rock units. Despite having been published three years after the earthquake, the report's geologic map was not updated to show the 1906 break, possibly because the manuscript was in an advanced state of preparation.

The trace of the San Andreas fault in the geologic map of the Santa Cruz quadrangle (Branner *et al.*, 1909) is significantly different from our interpretation of the 1906 fault trace, and in Portola Valley it is as much as 250 m farther to the east (Fig. 4). In much of the town, the 1906 fault rupture is within the Santa Clara formation rather than between different rock units as shown in Branner *et al.* (1909).

Lawson *et al.* (1908) showed the 1906 rupture as a single, through-going trace that extended the length of the San Francisco Peninsula. Unfortunately, two maps of the fault trace in the original 1908 version of Lawson *et al.* (1908, maps 4 and 22) do not agree with each other in detail (Figs. 5, 6). Map 4 has a black and white, highly generalized topographic base for the Portola Valley area that lacks roads and buildings, but shows the fault close to the location given by Branner's hand-drawn map (Fig. 3). Map 22, in contrast, is in color and shows the fault trace on a detailed U.S. Geological Survey base engraved in 1902 that has contours, roads, streams, and buildings (Fig. 5). The use of color and the detailed base give the impression that this is the primary and most accurate map depicting the fault-surface rupture. The location of the fault trace as shown on map 22, however, does not match that shown in Branner's hand-drawn map (Fig. 3). Map 22 shows the fault along the base of Coal Mine Ridge at Alpine Road about 80 m to the west of where Branner placed it. Possibly because of the higher quality



8 Figure 4. Simplified geologic map of Portola Valley. Qal stands for alluvium, Quaternary. QTu stands for undefined units, Quaternary and Tertiary. Qsc stands for Santa Clara formation, Pleistocene and Pliocene. Tb stands for Butano formation, Eocene. Twh stands for Whiskey Hill formation (Eocene). Kf stands for Franciscan formation, Cretaceous. The red faults show the current interpretation of the 1906 surface rupture of the San Andreas fault (western trace) and a short fault trace at the junction of Alpine Road and Portola Road (dashed where approximately located). The brown fault is the eastern trace of the San Andreas fault, mostly from Branner *et al.* (1909) (dashed where approximately located). The gray fault is unnamed. The map shows the eastern trace defined by juxtaposition of contrasting rock units. The western trace of the fault is entirely in the Santa Clara formation.

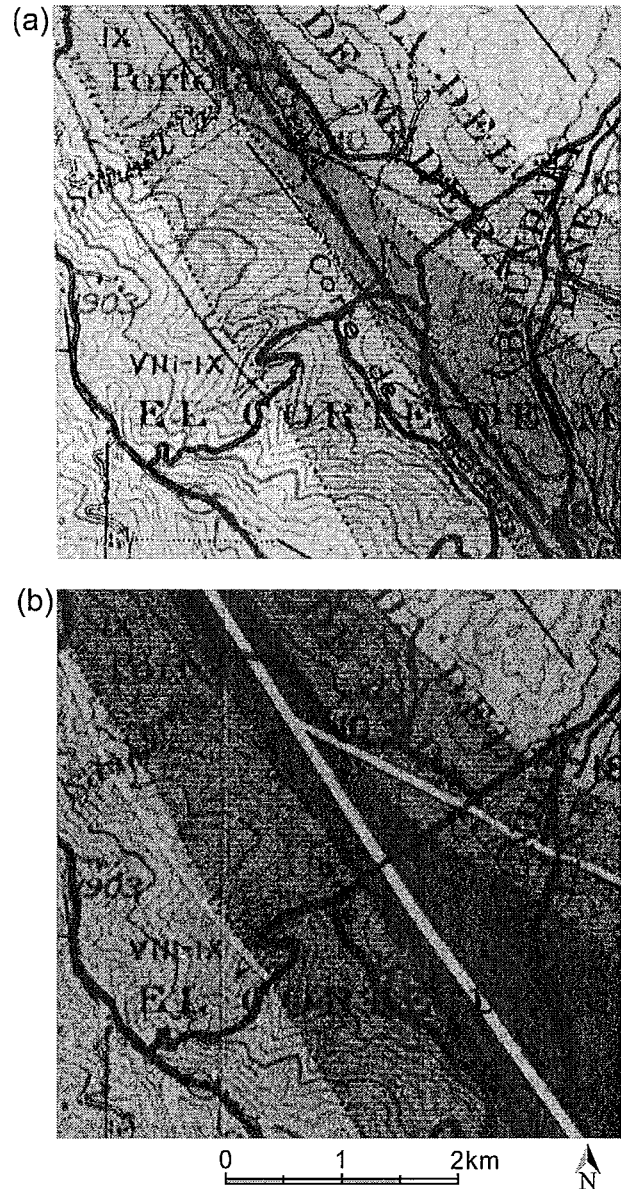


Figure 5. Two versions of map 22 of Lawson *et al.* (1908). (a) Enlarged part of the map from the original printing, showing the location of the 1906 fault rupture at Alpine Road. (b) Enlarged part of the map from the second printing of 1970, showing the same area as in (a).

of the map-22 base, geologists working in the 1960s and 1970s may have assumed that it correctly depicted the location of the 1906 trace. Regrettably, Branner's map (Fig. 3) probably was unknown to most people who studied the geology of Portola Valley from 1960 to the present.

An important complication regarding map 22 is that on close inspection, the reprinted version of 1970 (Fig. 5b) was found to differ from the original map of the first printing of 1908 (Fig. 5a). The 1970 reprinted version shows, with a wider line, the 1906 fault trace in most of Portola Valley

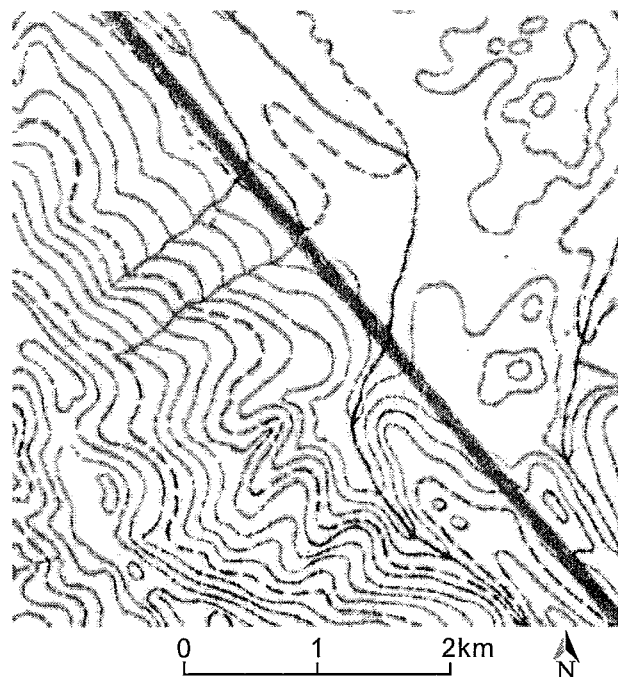


Figure 6. Enlarged part of map 4 of Lawson *et al.* (1908) showing the 1906 fault rupture in approximately the same area as in Figure 5a,b, but on a topographic base with no roads and a contour interval of 100 feet (30 m).

slightly to the east of the location in the original version, although the two versions are about the same at Alpine Road.

A compilation map by Schlocker *et al.* (1965) shows the single 1906 rupture as printed in the original version of map 22, but plotted on a base made from modern 7.5' topographic quadrangles. The Schlocker *et al.* (1965) map, unfortunately, advances the conclusion that the fault location provided by the original map 22 was correct.

Most geologic maps produced after 1965, as noted earlier, show the San-Andreas-fault zone in Portola Valley as consisting of multiple traces (e.g., Dibblee, 1966; Dickinson, unpublished report, 1970, see Data and Resources; Slosson, 1974a,b; Page, 1993; Pampeyan, 1993; Brabb *et al.*, 1998, 2000), some of which show an anastomosing pattern locally.

Except for Pampeyan (1993), these maps either do not identify the 1906 trace or do not identify its location anywhere in the map area.

Dickinson (unpublished report, 1970, see Data and Resources) used stereo aerial photographs and field observations to locate the fault in Portola Valley (Fig. 2) and concluded that in 1906 the ground ruptured on two traces, but did not describe the full extent of the disruption on each of those traces. North of Alpine Road, the eastern of his traces, which he referred to as the Trancos trace, is similar to the trace shown in Branner *et al.* (1909). Part of his western trace, which he named the Woodside trace, follows the fault location as shown in the original map 22 of Lawson *et al.* (1908; Fig. 5a). In the northern part of the town,

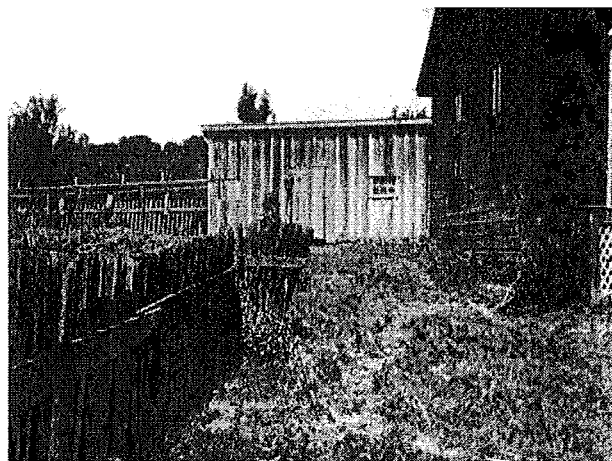


Figure 7. 1906 photograph showing a fence offset about 2 feet (60 cm) at the side of a house on Portola Road (Lawson *et al.*, 1908, p. 106). The house exists today, although modified since 1906. The location of the photograph was identified by the late Dwight Crowder of the U.S. Geological Survey (Dickinson, unpublished report, 1970, p. 22, see Data and Resources).

Dickinson mapped the western trace along the side of a house on Portola Road, a well-documented location of the 1906 rupture (Fig. 2, Locality A; Fig. 7). From there he showed the trace as crossing the road at a prune orchard (Fig. 8) and continued to the southeast along strong and locally complex geomorphic features through a field and to Sausal Pond Dam (Fig. 2, Locality B). From Sausal Pond south to Alpine Road, Dickinson's trace diverges from the map 22 location as interpreted by Schlocker *et al.* (1965) and follows geomorphic features farther to the west. To the south of Alpine Road, Dickinson's Woodside trace differs significantly from the trace in map 22 in Lawson *et al.* (1908). He believed the western trace rupture in 1906 extended at least as far to the south as Portola Road and possibly to the town center, but the movement transferred to the eastern trace somewhere north of Alpine Rd. Dickinson's work is reflected in subsequent regional maps that include Portola Valley (Brown, 1972; Slosson, 1974a,b; Price *et al.*, 1984; Brabb *et al.*, 1998, 2000).

Taylor *et al.* (1980) follows Dickinson (unpublished report, 1970, see Data and Resources) in concluding that the San-Andreas-fault zone in Portola Valley consists of two main fault traces (here called the western and eastern traces) and that movement during the 1906 earthquake took place on the western trace in the northern part of the town and transferred onto the eastern trace in the south. Taylor *et al.* interpreted the faulting as having followed the western trace southward to about 50 m south of Portola Road, then it stepped to the eastern trace beginning about 100 m south of that road. Because Taylor *et al.* found no record of faulting in several exploratory trenches dug southeast of Portola Road and only weak geomorphic expression of the trace in that area, they concluded that the fault movement stepped left

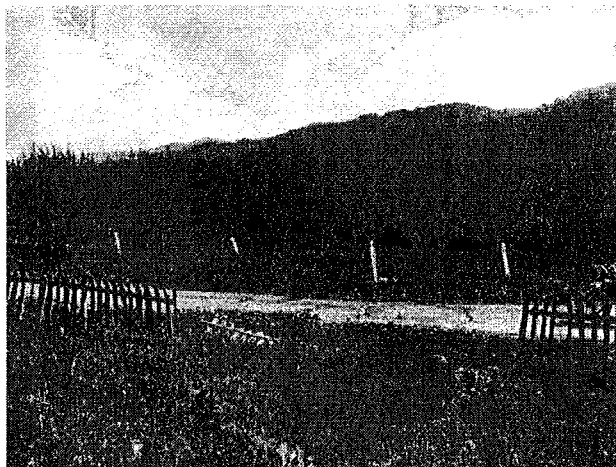


Figure 8. 1906 photograph of view to the south from the front of the house pictured in Figure 7. This scene was described in Lawson *et al.* (1908, p. 106), probably by Branner, as “Where the fault crosses the road, the fences on both sides were torn in two, and in the prune orchard south of the road the rows of trees were displaced in some instances about 2 feet [61 cm]. The cracks in the road were about 6 inches [15 cm] wide, approximately parallel, and running nearly north-south, while the direction of the fault line itself was about northwest-southeast.”

to the eastern trace and continued to the south across Alpine Road at the position mapped by Dickinson (Fig. 2, Locality F). Page (1993) also concluded that left stepping between the eastern and western traces had taken place in Portola Valley, but did not indicate whether this movement was from 1906 or otherwise. Pampeyan (1995) recorded evidence for left stepping from several sources. Interpretations of 1906 movement on more than one trace, as well as the complicated fault pattern of some maps (Dickinson, unpublished report, 1970, see Data and Resources; Brown, 1972; Price *et al.*, 1984; Brabb *et al.*, 1998, 2000), differ significantly from the single active-trace interpretation of Branner (Fig. 3) and Lawson *et al.* (1908), and more recently from those of Hall *et al.* (2001) and Graymer *et al.* (2006). Wetenkamp (2008, pp. 36–37), after reviewing evidence of faulting discovered in research trenches dug in the northern part of Portola Valley and reported by Fisher *et al.* (2002) and by others in unpublished reports, questioned whether there was left stepping in 1906.

Hall *et al.* (2001) showed on a generalized map of Portola Valley that movement took place only on the western trace in 1906. Their interpretation differs from ours on where the fault crossed Alpine Road and on the location of the fault to the south of the road.

Our Interpretations

The portion of the San Andreas fault in Portola Valley that is the focus of this study is located between the Sausal Pond Dam, at Locality B (Fig. 2) in the north, and an

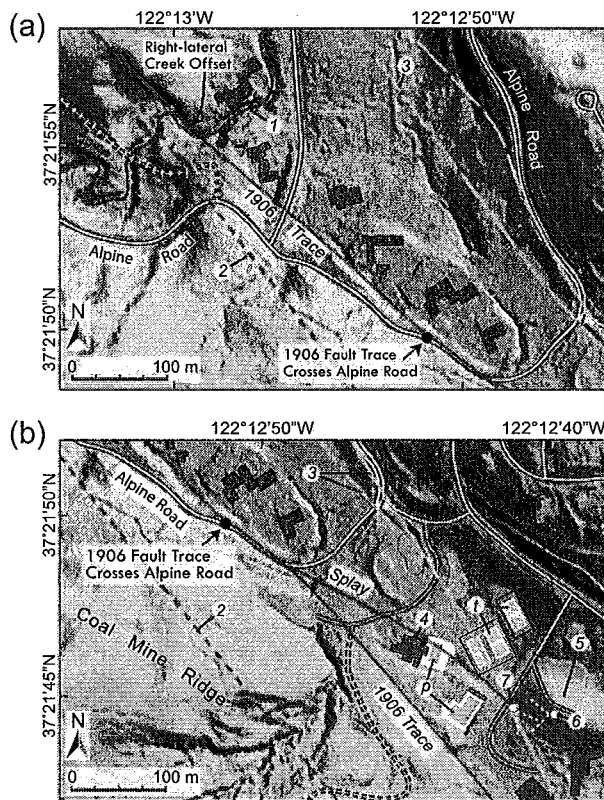


Figure 9. Maps on LiDAR base showing traces of the San Andreas fault in the vicinity of Alpine Road and the proximity of the 1906 rupture and splay to existing houses and other structures. (a) 1906 fault rupture from Corte Madera Creek to the crossing at Alpine Road: 1—Corte Madera Creek; 2—map 22 fault trace in Lawson *et al.* (1908); 3—Eastern traces of the San Andreas fault. (b) Area southeast of Alpine Road (southeast terminus of the splay not known): 2—map 22 fault trace in Lawson *et al.* (1908); 3—Eastern traces of the San Andreas fault; 4—Recreation center and office; 5—Bovet Hill; 6, 7—Camera locations of 1906 photographs shown, respectively, in Figures 17 and 25; *p*—swimming pools; and *t*—tennis courts.

exploratory trench excavated in 1989 across the 1906 rupture 2.6 km to the south at Locality H (Hall and Wright, 1993).

Our first indication of the need to revise interpretations of the San Andreas fault in Portola Valley made after 1960 resulted from observing a straight segment of Corte Madera Creek (Fig. 2, Locality C; Fig. 9a); about 30 m long and bounded at each end by a right-angle bend, suggestive of right-lateral fault offset. The straight segment trends to the northwest toward the location of the 1906 rupture Dickinson (unpublished report, 1970, see Data and Resources) mapped at Locality B. This segment of the creek could be a result, at least in part, of the creek having followed weakened bedrock along the fault. This important geomorphic feature is not shown on the town’s geologic map (Price *et al.*, 1984) and appears to have been overlooked by all geologists since 1960, with the exception of Carol Prentice, coauthor of Graymer *et al.* (2006; personal comm., 2010) and possibly of Dibblee (1966). The straight segment of the creek is not



Figure 10. 1906 photograph to the southeast, showing the fault disruption at Alpine Road. The photograph, included in Lawson *et al.* (1908, plate 63A), was taken shortly after the earthquake. The fault broke along the south side of the road, as described by Branner (see text). Large fracture in the foreground is interpreted here as an en echelon fault break. This photograph was printed in reverse by Taylor *et al.* (1980).

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depicted on any edition of the U.S. Geological Survey topographic maps of the area, or on the town's geologic map, and the creek locality is obscured in aerial photographs by dense overhanging trees. This offset stream, however, is clearly visible in bare-earth images constructed from LiDAR data (Fig. 9a).

The straight, offset segment of Corte Madera Creek aligns well with our interpretation of the location at which the 1906 trace crosses Alpine Road, about 260 m to the southeast at Locality D. The rupture at Locality D is consistent with 1906 photographs of the fault at Alpine Road (Figs. 10–13) and with the following description, written by J. C. Branner of Stanford University (Lawson *et al.*, 1908, p. 107), in which he states that the main-fault trace crossed the road 0.75 mile[s] (1.2 km) south of the intersection of Alpine Road and Portola Road:

Here the road was so badly broken and cracked that it was not possible to drive [a carriage] across the fracture until the place was repaired. The fracture followed along the south side of the road for a distance of 300 feet [90 m] tearing up the bank with cracks, some of which were a foot [30 cm] or more across. Where the road bends toward the south, the fracture crost [sic] to the north side of the road, making cavities several feet deep. These cracks continued toward the northwest through the underbrush, pulling apart a barbed wire fence and leaving many well-marked furrows through the adjoining fields. About 30 feet [9 m] north of the road, a white oak, somewhat weakened by decay and fire, was jerked off by the violence of the shock. To the southeast the fault-line is traceable by a well-marked furrow thrown up in the fields. Where the fracture crosses the Alpine

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Figure 11. 1906 photograph of a well-dressed man and woman at the Alpine Road fault crossing. Trees in the background are also shown in Figure 10. The minimal road repairs of the main break confirm this photograph was taken after Figure 10. Enlargement shows buttons on the right side of the man's jacket, correct for male attire, thus confirming this photograph and Figure 10 were not reversed (as discussed in the text).

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Figure 12. 1906 photograph to the southeast showing a horse with a saddle and the fault disruption at Alpine Road. The photograph was taken shortly after the earthquake and has the same large tree in the background as in Figures 10, 11, and 13.

Road, there appears to have been an uplift of about 2 feet [60 cm] on the northeast side of the fault. This appearance may be due to the settling of a part of the ridge of incoherent materials to the south, or it may be due to the lateral thrust [transpression] along a sloping surface.

Branner's description, together with 1906 photographs, a hand-drawn map, a student notebook, and an analysis of changes to Alpine Road provide valuable clues that we believe confirm the location of that important crossing. But because numerous interpretations have been made that



Figure 13. 1906 photograph of a man and boy standing on Alpine Road about 150 feet (46 m) southeast of where the fault rupture crossed the road. The man is standing on the fault fracture that extends along the southwest side of the road. The large tree in the background is also visible in Figures 10, 11, and 12.

differ from these early records of where the fault crossed Alpine Road, we have made a detailed analysis of the available clues.

Branner's description, for example, tells us that the fault followed along the south side of Alpine Road and trended to the southeast from the fault crossing to a well-marked furrow in fields. Figure 13 shows the 300-foot (90-m) fracture on the side of the road, and Figures 10–12 provide a clue for the trend of that part of the road. The clue is provided by the short, faint segments of ridge crests seen above the roadway alignment (Fig. 14). Through field and map studies we have identified these ridges and found they are to the southeast of the fault crossing, thereby confirming the southeast trend of the fault and the road, as described.

Some of Branner's directions seem imprecise and may have confused future workers. His references to the fault on the south side of the road for 300 feet (90 m) and to a bend in the road to the south cannot be exact. There are no bends to the south, and, if the fault trends to the southeast, as just discussed, the fault would have been on the southwest side of the road. Along the road segment trending to the southeast, references to the north and south sides of the road do identify opposite sides, but more precise headings for the sides of the road would have been to the northeast and southwest. Branner's description clearly indicates that the fault crossed Alpine Road at a bend to the south, but, if our interpretation of the location is correct, it would have been more accurate to state that, when traveling northwesterly, the road at the fault crossing bends to the west.

Branner's description that the fault crossed Alpine Road 0.75 miles (1.2 km) from the intersection with Portola Road

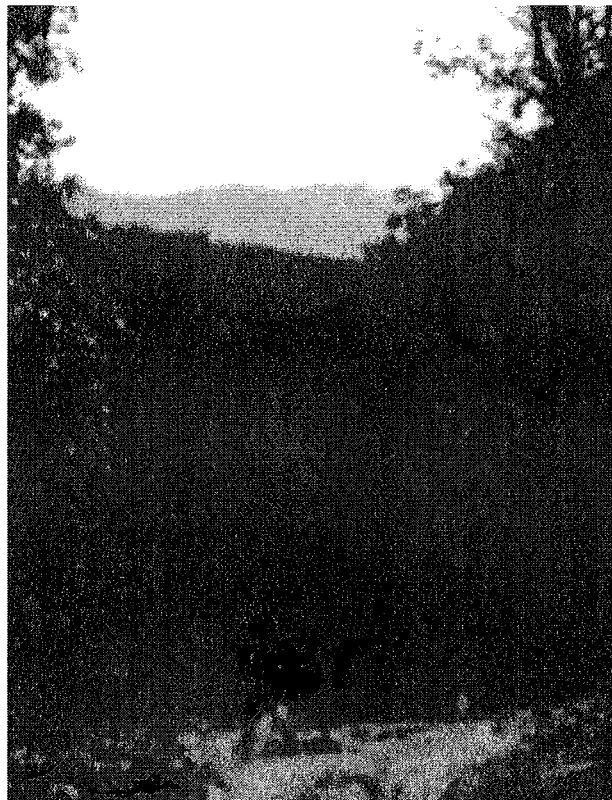
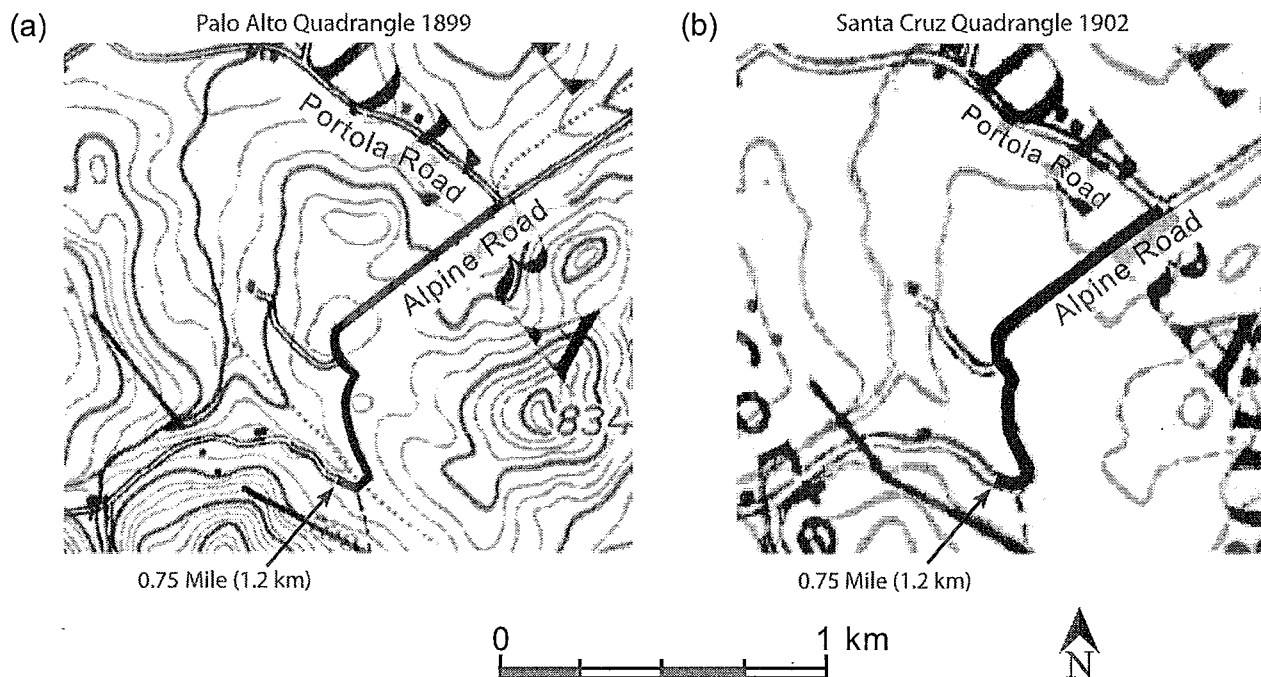


Figure 14. Enlarged view from Figure 10 of the center skyline and the far end of Alpine Road, showing ridge profiles. The lower profile is Redberry Ridge, the upper profile is a more distant ridge. The view of the ridges is obscured today by trees in the field southeast of Locality E, but the ridges can be seen from that field.

should be helpful in identifying the location of the fault crossing. Branner, however, did not describe how the measurement was made. When we measured the distance along Alpine Road by tape, we found that the 0.75-mile distance almost reached the curve at Locality E (Fig. 2). This curve cannot be where the fault crossed the road because there is no straight segment of the road to the southeast, as Branner described. When we measured the historic alignment of Alpine Road shown in the 1899 edition of the Palo Alto quadrangle (Fig. 15a) using a computer program (see Appendix A), the 0.75-mile distance was found to be essentially coincident with Locality D (Fig. 2). When the same computer measurement was made using the 1902 edition of the Santa Cruz quadrangle, the base map used by Branner to make his hand-drawn map (Fig. 3), the same result was achieved (Fig. 15b).

Branner's description of the many well-marked furrows on the north side of Alpine Road may describe en echelon breaks. The prominent fracture that crosses the road diagonally in Figure 10 is probably an en echelon break, reflecting a change in offset style from the straight segment (Fig. 12) to the southeast along the side of the road as described by Branner to en echelon breaks to the northwest.

The adjoining fields Branner described as northwest of the fault crossing, we suggest, consisted of the area shown as



16 Figure 15. Maps showing the 0.75-mile (1.2 km)-long portion of Alpine Road, as measured on each map, west from the intersection with Portola Road (see text). **17** (a) Enlargement of a part of the 1899 Palo Alto quadrangle. (b) Enlargement of a part of the 1902 Santa Cruz quadrangle. Both maps are of the U.S. Geological Survey.

an orchard in aerial photographs of 1939 and 1953 (Fig. 16a, b), and includes the area between the southern edge of the orchard and Alpine Road. The fields can be seen in a pre-1920 photographic view to the south along the future site of Willowbrook Drive, as shown in a book on the history of Portola Valley (Lund and Gullard, 2003, p. 206).

We interpret the field Branner described as southeast of the fault and having a furrow was southeast of localities D and E (Fig. 2) and is shown in the 1906 photograph taken from Bovet Hill (Fig. 17; Fig. 18). Aerial photographs show the field remained covered in grass for several decades after 1906 (Figs. 16a–d).

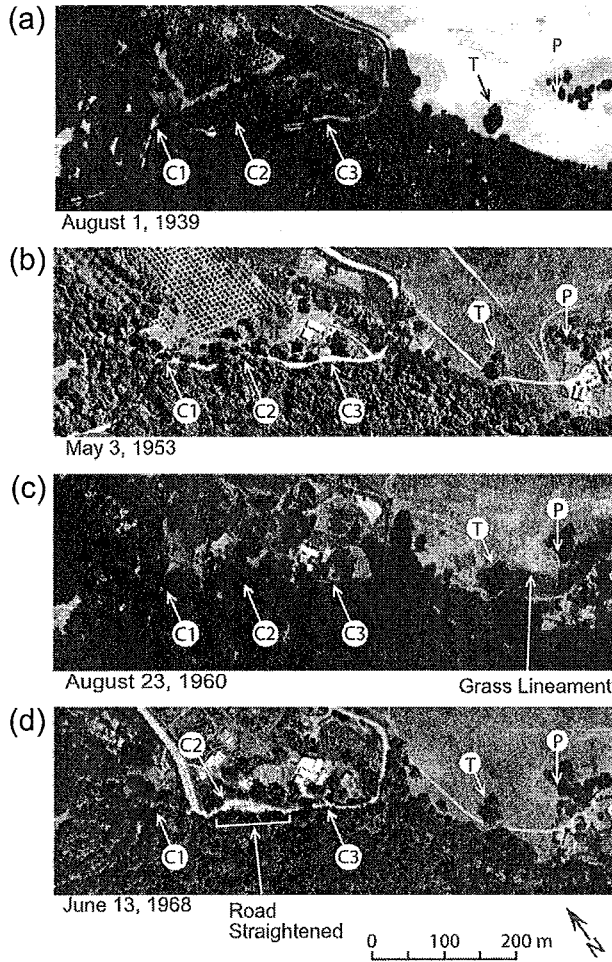
Our interpretation of the crossing location on Alpine Road is based in part on 1906 photographs (Figs. 10–12). These photographs show the crossing at the end of a straight segment of the road, where ridgelines, discussed earlier, are visible to the southeast beyond the far end of the road. The photographs also show the fault rupture at a bend in the road at the northwest end of the straight road segment. To find where these photographs were taken, we made a map of the alignment of Alpine Road in 1906, using data from a road survey of 1894 (Fig. 19a; see Appendix B). We identified only three places on the 1906 alignment of Alpine Road where there are curves of the proper orientation with straight sections to the southeast. These curves are on the part of the road on the northeast flank of Coal Mine Ridge. The three curves are labeled C1, C2, and C3 in Figures 19a–c.

In 1906, these curves were sharper than they are today, as expected of a narrow, unpaved and a single-lane road for

horses and buggies, as shown in Figures 10–13. The 1894 road survey suggests the road closely followed the curvature of the hillside, probably for ease of construction. Despite widening and realignment for the paved road of today, the curves of 1906, although modified, are still recognizable, as shown in Figure 19a–c.

We define Curve C1 as the sharp bend present today in Alpine Road about 55 m west of the intersection with Willowbrook Drive (Fig. 19c). In the highly generalized 1902 base map used by Branner (Fig. 3) and Lawson *et al.* (1908, map 22; see Fig. 5a), the house shown adjacent to Alpine Road probably was near Curve C1. That house, now gone, is important to this discussion, because the original map 22 in Lawson *et al.* shows the fault rupture at that location, whereas Branner (Fig. 3) shows the fault farther to the northeast.

Curve C1 could not have been where the 1906 fault rupture crossed Alpine road because the distant ridges shown in the background in Figures 10–12, and 14 cannot be seen from there. Just beyond the end of the straight section to the southeast from C1, the hillside of Coal Mine Ridge rises about 10 m, blocking the view of the distant ridges. Also at Curve C1, there are no adjoining fields to the north, as mentioned by Branner (Lawson *et al.*, 1908, p. 107), because of nearby incisions of Corte Madera Creek. To the southeast there is no field for more than 500 m. The intersection of Alpine Road and Portola Road is more than a mile (1.6 km) distant, rather than 0.75 miles (1.2 km), as described by Branner; and the curve is not aligned with the trend of



18 **Figure 16.** Aerial photographs showing a segment of Alpine Road in Portola Valley. C1, C2, and C3 are important curves on Alpine Road. P shows the location of the 1906 photograph taken from Bovet Hill (Fig. 17). T shows the trees present in 1906 (shown in Fig. 17). (a) 1939 aerial photograph (oldest known of the area) taken prior to the construction of Willowbrook Drive, shows the orchard mentioned in the text. (b) 1953 aerial photograph of the same area as (a) but sharper and showing Alpine Road more distinctly. (c) 1960 aerial photograph showing contrasting gray tones from different vegetation on opposite sides of the splay. (d) 1968 aerial photograph showing Willowbrook Drive and gentler curves on Alpine Road than shown in earlier aerial photographs. The aerial photographs are from the U.S. Geological Survey.

the straight section of Corte Madera Creek (Fig. 9a) that we interpret as following the 1906 surface rupture.

Curve C2 (Figs. 19a–c) in 1906 was located where today a parking lot exists, adjacent to the northeast side of Alpine road, about 50 m southeast of the intersection with Willowbrook Drive. The curve was part of the road alignment that existed prior to a significant straightening of this part of the road in 1962. Old patches of pavement from the prior alignment can be found today in the parking area.

In 1906, Curve C2 was sharp, and the relatively straight segment of the road to the southeast had a gentle bend. Today



Figure 17. 1906 photograph of westerly view from Bovet Hill, showing the furrow of the fault splay in a field.

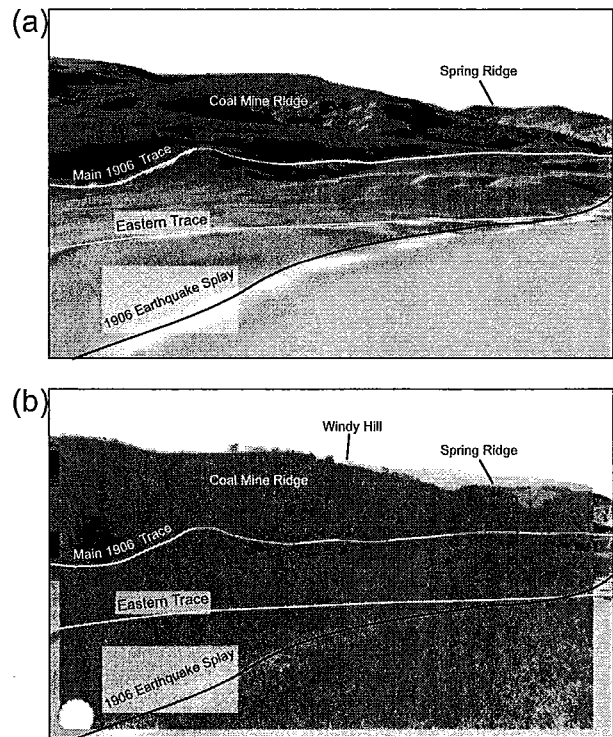


Figure 18. (a) Oblique, bare-earth LiDAR image of the same scene as Figure 17, showing the fault splay, eastern and 1906 traces of the San Andreas fault, Coal Mine Ridge, and Spring Ridge. The diffused white dashes show the final adjusted fault trace locations transposed to a perspective camera view, as explained in Appendix C. Windy Hill does not appear in (a), because it was not included in the LiDAR survey. (b) Composite view of the 1906 photograph overlain on the LiDAR image of (a). The close registration of the LiDAR image and the 1906 photograph is evidence of the accuracy of our assessment of the alignment of the furrow and the location of the photograph. The view shows the 1906 fault splay crosses the eastern trace of the San Andreas fault. The splay joins the main 1906 trace to the right of the photograph. The north knob of Windy Hill is shown in the background.

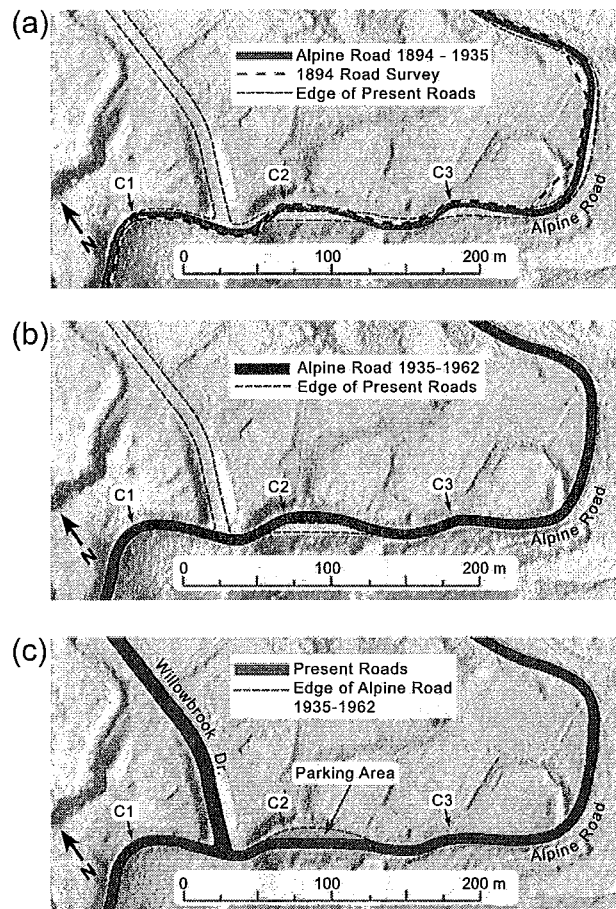


Figure 19. Alpine Road on LiDAR base, 1894 to 2012. (a) Map showing 1894 road survey (see Data and Resources), our interpretation of the narrow 1894 road alignment, and the 2012 road alignment. (b) 1936–1962 road alignment based on aerial photographs (Figs. 16a–c). (c) Alignment of Alpine Road in 2012 based on LiDAR and Figure 16d.

the view to the southeast from C2 is toward a sharp curve and a forest-covered slope of Coal Mine Ridge that gently rises at least 7 m in the line of sight above Alpine Road. If the forest density above that slope in 1906 was similar to the vegetation shown in Figures 10 and 12, the view to the distant ridges would have been through a slot in the forest canopy over 120 m long. We believe such a slot was unlikely.

Despite the probability that the view to the southeast was restricted in 1906, Curve C2 is consistent with some of the qualifying characteristics of where the surface rupture crossed the road. We interpret the area north and northwest of and adjacent to Curve C2 as containing the adjoining fields Branner described (Lawson *et al.*, 1908, p. 107).

Shortly after the 1906 earthquake, F. W. Turner, a student of J. C. Branner at Stanford University, glued a large black symbol on part of the 1902 topographic map of the Santa Cruz quadrangle to his field notebook to mark the location where he saw the surface rupture of the fault at Alpine Road (Fig. 20). He also noted, as did Branner

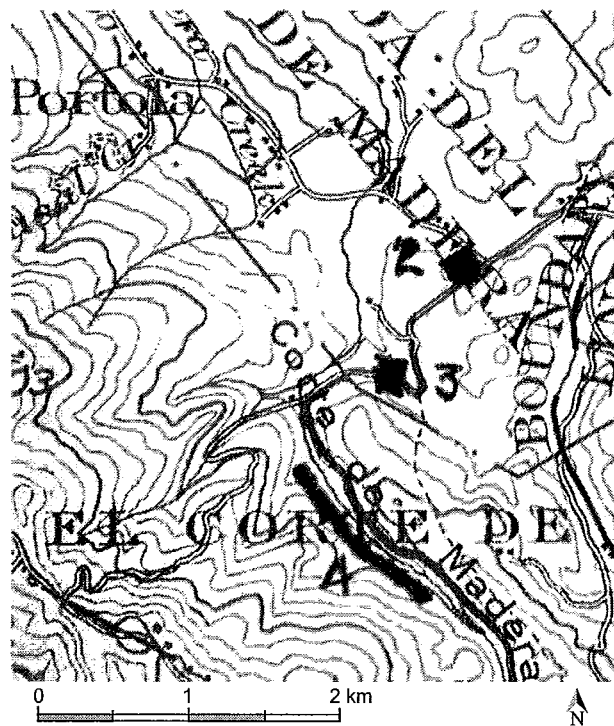


Figure 20. Part of a map in a 1906 field notebook by F. W. Turner (see Data and Resources) showing a large black square, labeled number 3, at the location of the fault rupture on Alpine Road. The base map used by Turner was the 1902 edition of the Santa Cruz quadrangle of the U.S. Geological Survey. His notes for station number 3 read “NWN cracks about 1 or 2 inches [2.5 or 5 cm] wide, earth shoved up about 4 or 5 inches [10 or 13 cm]. Big tree down.” The crack dimensions are smaller than those described by Branner shortly after the earthquake, as shown in Figures 10–13, probably because the road had been repaired when Turner recorded his observations in September 1906, five months after the earthquake.

(Lawson *et al.*, 1908, p. 107) that a big tree had fallen nearby, suggesting he was at the same location described by Branner. Turner’s symbol, unfortunately, covers a significant section of the road between the house near Curve C1 and the major bend in the road at Locality E (Fig. 2) and, therefore, does not pinpoint the fault crossing location precisely. The center of Turner’s large symbol, however, could be interpreted to be located at Curve C2, as recognized by Pampeyan (1995).

Although the presence of the fields to the north and the symbol used by Turner are consistent with potential fault rupture at Curve C2, the intervening slope of Coal Mine Ridge and the overlying forest cover at the end of the straight section strongly suggest this curve is not the locality of the fault crossing.

A 1906 photograph of the fault rupture on Alpine Road provides an important clue that the crossing was not at Curve C2. From an on-site analysis of the hillside along the side of the road immediately south of the curve, we find the hillside has a much steeper and higher rise than the one shown on the

right side of the photograph in Figure 12. Of the three curves, only Curve C3 has a gently rising hillside on the south side, as shown in the photograph.

We conclude that the bend in the road at C3 and the straight segment trending southeast from there conforms best to evidence of where the fault rupture crossed Alpine Road in 1906, and where photographs of Figures 10–13 were taken. These photographs show the crossing in the near ground at a curve in the road that is sharper than Curve C3 today, and that it is at the northwest end of a straight segment of the road. Today the distant ridges shown in Figures 10–12 and 14 cannot be seen from Curve C3. Unlike the curves C1 and C2 where the view of the ridges are blocked by a slope of Coal Mine Ridge or 120 m of forest, the view at Curve C3 is now blocked by a few trees. We believe the trees are too young to have existed or to have interfered with the view of the ridges in 1906.

Curve C3 today is a gentle bend in the road. This may be a reason why the curve has been overlooked as the site of the fault crossing. Based on our analysis of the 1894 survey (Fig. 19a), the curve of the road closely followed the curvature of the hillside, and this is consistent with photographs of the roadway in 1906 (Figs. 10–12).

Today the distant ridges shown in Figures 10–12 cannot be seen from Curve C3. Unlike Curves C1 and C2, however, where the view of the ridges are blocked by a slope of Coal Mine Ridge or 120 m of forest, the view at Curve C3 is now blocked only by a few trees. We believe the trees are too young to have existed or to have interfered with the view of the ridges in 1906.

Just as at Curve C2, we interpret the area adjacent to and northwest of Curve C3 as the one containing Branner's adjoining fields. As discussed earlier, southeast of the end of the straight segment of Alpine Road from Curve C3 is the field Branner described as containing a furrow.

The correct position where the 1906 rupture crossed Alpine Road at Curve C3, as we interpret it here, is closely aligned not only with straight segments of the road and of Corte Madera Creek, but also with the place to the southeast where the fault begins to climb Coal Mine Ridge. The segment of the 1906 rupture from Curve C3 to where the rupture is seen in LiDAR on Coal Mine Ridge (Fig. 21) matches Branner's hand-drawn location of the fault (Fig. 3). Figure 4 summarizes our interpretation of the location of the surface trace of the 1906 rupture that matches all available evidence. Our interpretation of where the fault rupture crossed Alpine Road is supported by Branner's hand-plotted field map, a profile in Lawson *et al.* (1908) (Fig. 22), and a field notebook of F. W. Turner (Fig. 20).

Analysis of 1906 Photographs

We became suspicious that movement on the San Andreas fault in Portola Valley in 1906 might not have stepped from the western to the eastern trace after discovering that Taylor *et al.* (1980) had printed a 1906 photograph of

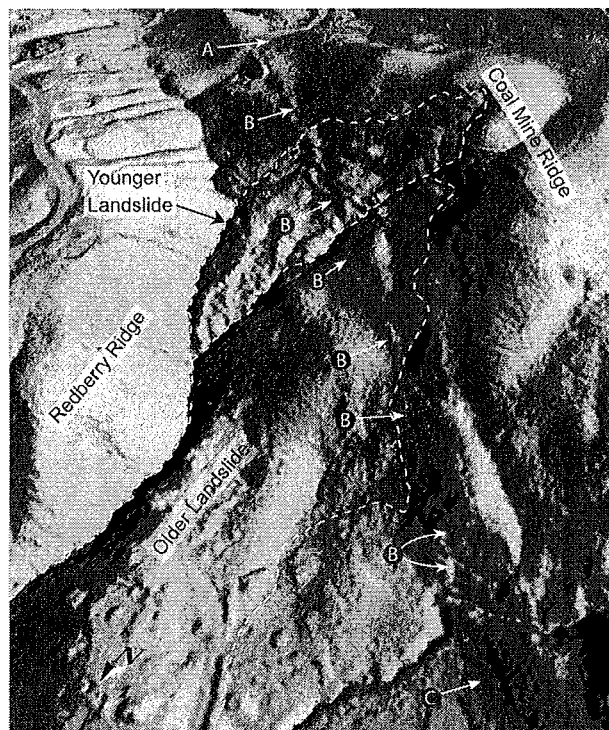


Figure 21. Oblique bare-earth LiDAR view to the southeast showing the east flank of Coal Mine Ridge and the western trace of the San Andreas fault. The view shows where the fault crosses landslides identified as older and younger based on surface roughness. A—Location of a trench identified at Locality H (Fig. 2). B—Geomorphic features of the fault trace. C—Fault trace at the base of Coal Mine Ridge. The fault trace extends to the northwest, beyond the base of the figure, to the crossing at Alpine Road (Fig. 2, Locality D).

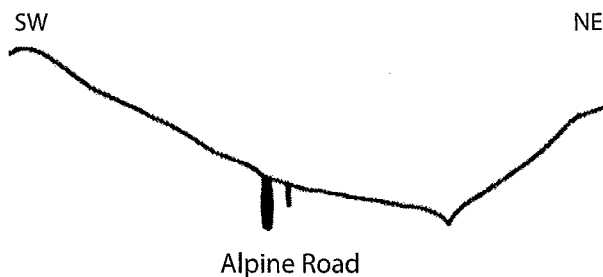


Figure 22. Profile of the land surface at Alpine Road from Lawson *et al.* (1908, p. 105, fig. 41), showing the location of the 1906 surface rupture of the San Andreas fault on a hillside.

the fault at Alpine Road in reverse from the image of the same photo (Fig. 10) as printed by Taber (1906) and Lawson *et al.* (1908, plate 63A). Dickinson (unpublished report, 1970, see Data and Resources) apparently believed the reversed photograph to be correct, as he used it in an unpublished report he coauthored with Johnson and Ellen (unpublished report, 1968, see Data and Resources). Taylor *et al.* and Dickinson based their conclusion that the 1906 fault

trace crossed Alpine Road at Locality F (Fig. 2) in part on the observation that curves in Alpine Road, as depicted in the reversed photograph, closely resemble those seen today when the road is viewed looking north from that locality. We conclude, however, that the photograph taken looking to the southeast should not have been reversed, and that it is correctly printed here as Figure 10, the same way it appeared in Taber (1906) and Lawson *et al.* (1908), based on the following observations.

At least six historical photographs (four shown here) were taken at the location where the 1906 fault crossed Alpine Road; all show the same trees and bushes (Figs. 10–13). All support the way Figure 10 was printed in Lawson *et al.*

22 (1908) and Taber (1908). These photographs were taken at different times (because fractures in the road are fresh in some, worked over in others) and were made by different photographers. All of these photographs could not reasonably have been printed in reverse.

Additional evidence indicating that the photograph of Figure 10 should not have been reversed results from our analysis of Figure 11, which shows a well-dressed man and woman. In the photo, taken close to Figure 10, the man's coat is partly unbuttoned, revealing that the coat buttons are on his right side, correct for male attire; thus, the figure as we have it printed is of correct orientation. Moreover, by matching specific trees and bushes in the background of Figures 10–13, we can see that Figure 10 was printed correctly in Lawson (1908).

23 Further indication that the photograph in Taylor *et al.* (1980) should not have been reversed relates to the ridges that are barely visible in the background of the print. Today, ridges are not visible to the north from the location where Taylor believed the photograph was taken (Fig. 2, Locality F). The prominent high ridge in photographs of Figures 10–12 and 14 is located southeast of Los Trancos Road, and below it in the photographs is another ridge crest that matches Redberry Ridge (Fig. 2). Today, both ridges can be seen a short distance to the southeast of Locality E, as mentioned earlier.

24 An additional piece of evidence that the fault could not have crossed Alpine Road at Locality F is provided by a profile in Lawson *et al.* (1908, p. 105, fig. 41) and in our Figure 22. The ground is shown to rise immediately to the southwest, suggesting the crossing was on the part of Alpine Road that is at the base of Coal Mine Ridge.

We have shown from several lines of evidence that the photograph of Figure 10 should not have been reversed, thereby supporting our conclusion that the place where the fault surface rupture crossed Alpine Road in 1906 was at Locality D (Curve C3).

The following information from study of other old photographs and LiDAR images provides additional support for the conclusion that the 1906 fault trace did not cross Alpine Road at Locality F, as Taylor *et al.* and Dickinson concluded.

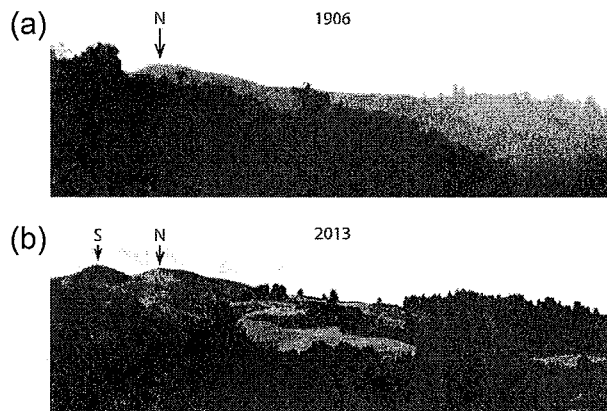


Figure 23. Photographs of Windy Hill and Coal Mine Ridge from the vicinity of Bovet Hill. (a) Enlargement of a portion of the 1906 photograph in Figure 17, taken from near the top of Bovet Hill, showing the north knob of Windy Hill and the crest of Coal Mine Ridge. (b) 2013 photograph taken from 50 m east of Bovet Hill, showing a view similar to (a). N—the north knob of Windy Hill. S—the south knob of Windy Hill.

The Use of LiDAR Technology and Old Photographs in Fault Identification

Dickinson (unpublished report, 1970, p. 22, see Data and Resources) referred to a fault-produced furrow south of Alpine Road that he interpreted as the eastern trace of the San Andreas fault. This furrow, not mapped as the primary rupture by Branner (Fig. 3), is shown in a 1906 photograph in Lawson *et al.* (1908, plate 16B) and in Figure 17. Our suspicions that the furrow did not trend toward the road crossing at Locality F, as Dickinson interpreted, led us to seek a means of determining the azimuth and location of the furrow. Changes in vegetation as well as new construction since 1906 have prevented us from making new photographs of views that duplicate the old photographs, but new interpretations of LiDAR images provided a substitute.

We started by searching for the location where the photograph in Figure 17 was taken. An important clue can be found in the background of the photograph, where the northern knob of grass-covered Windy Hill (Figs. 3 and 23a) is visible, but not the southern knob. Windy Hill is a prominent landmark near the western border of Portola Valley. During an on-site investigation, we concluded that the photograph was taken on or near the top of Bovet Hill (Fig. 2, Locality G; Fig. 9b, Locality 5) because this is the only place where the southern knob of Windy Hill is hidden by Coal Mine Ridge, but the northern knob can be seen, as well as the area where there was the field with the 1906 fault furrow.

Using software that draws upon 3D LiDAR data to produce maps and oblique bare-earth views, we tested whether the furrow in the 1906 photograph was the eastern trace of the fault trending toward Locality F. We did this by adding the eastern trace as mapped by Dickinson (unpublished



Figure 24. January 2010 photograph of a westerly view from near the top of Bovet Hill. The view is close to that of the 1906 photograph in Figure 17, although the row of pine trees obscures parts of Coal Mine Ridge and Spring Ridge. The boundary between the taller vegetation in the middle ground and the grass in the near ground is along the trace of the 1906 splay.

report, 1970, see Data and Resources) to a virtual map in the software, and used the map to make an oblique bare-earth LiDAR image of the scene shown in the 1906 photograph (Fig. 18a). The results demonstrate that the furrow does not coincide with the eastern trace because the alignment of the furrow and eastern trace do not match. We next tried to determine the location of the furrow in the photograph. To do this, we added a hypothetical trace to the virtual map and created a new oblique LiDAR image of the scene (Fig. 18a). The accuracy of the assumed trace position was checked by making a composite image (Fig. 18b) consisting of a semi-transparent copy of the 1906 photograph superposed over the LiDAR image. We adjusted the plotted fault trace and the viewer's location in repeated LiDAR images until a good match was achieved with the furrow (see Appendix C). After achieving the match, we concluded where the photograph was taken (Fig. 9b, Locality 6), and that the furrow was located along the northwest side of Bovet Hill (Fig. 2, Locality G). This location of the furrow is visible today as the boundary between different grasses and other vegetation (Figs. 16c, 24) (see Appendix D). The furrow trends northwest from the base of Bovet Hill toward Alpine Road at Locality E and, therefore, is not coincident with the eastern trace (see Figs. 9b and 18b).

Confirmation that the furrow trended toward Locality E followed from our analysis of a second 1906 photograph of the furrow (Fig. 25), one not used by Dickinson. We conclude that this photograph, also made in the Bovet Hill area (Fig. 9b, Locality 7), shows a view of the same furrow in Figure 17, but now viewed looking to the southeast. Using the same virtual map and alignment of the furrow determined in our analysis of Figure 17, we made a new oblique bare-earth LiDAR view (Fig. 26a) to match the second 1906 photograph (see Appendix C). The close match between the LiDAR image of Figure 26a and the photograph of



Figure 25. 1906 photograph view to the southeast from the base of Bovet Hill, showing the furrow of the fault splay, a man on a ridge top, and Redberry Ridge.

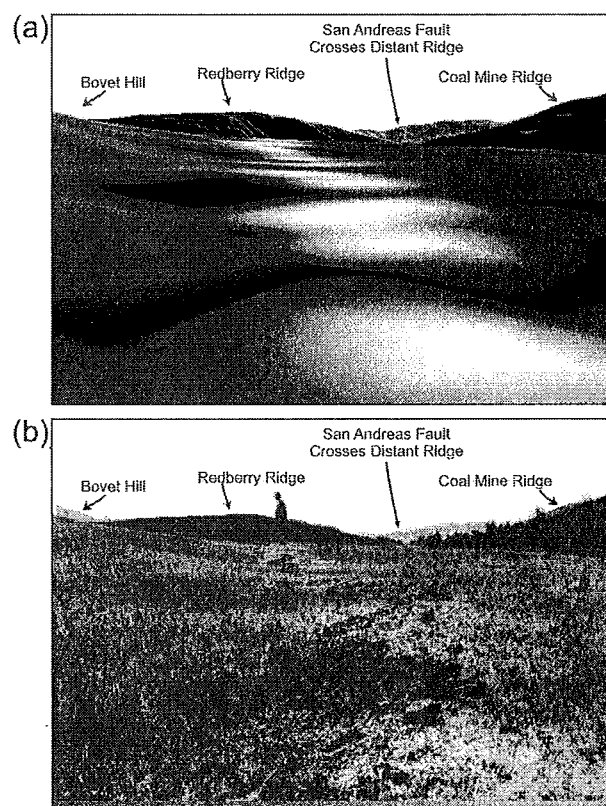


Figure 26. (a) Oblique bare-earth LiDAR view of the same scene as Figure 25. The diffused white dashes show the final adjusted fault trace locations transposed to a perspective camera view, as explained in Appendix C. (b) Composite view of the 1906 photograph overlain on the image of (a).

Figure 25, as shown in the composite Figure 26b, confirm that the furrow alignment used to produce Figures 18a and 26a is correctly located. The location and trend of the furrow, however, differ considerably from those of the primary 1906 fault rupture, suggesting that the furrow is a splay

25 that diverged from the main fault (see Figs. 2 and 9b). If the furrow had been the main 1906 trace, a sharp bend south of Bovet Hill (or stepping) would be required in order to transit to someplace on the western trace where 1906 movement had been verified, as, for example, at Locality I (Fig. 2; Hall and Wright, 1993). If the splay had been the main trace in 1906, the large discrepancy between the location and alignment of the splay and the trace mapped by Branner (Fig. 3) farther to the west as a continuous fault between our Localities E, H, and I would have to be explained. From several lines of evidence discussed previously, Branner's trace is here considered to have been the main path of rupture in 1906.

We identified geomorphic features that we interpret as indicating the location of the primary 1906 surface rupture of the San Andreas fault south of Alpine Road by using another oblique bare-earth LiDAR view of the San-Andreas-fault zone (Fig. 21). This image is a view to the southeast from above Locality D. About 250 m southeast of Locality D, the trace lies near the northeastern base of Coal Mine Ridge (Fig. 2); farther southeast, where a seasonal stream flows from Coal Mine Ridge, the fault begins to climb the side of the ridge toward the next known position of the fault at Locality H (Fig. 2). The trace of the fault, as it climbs the ridge, is visible in the LiDAR image (Fig. 21, Locality A), despite the hummocky topography indicative of landslides. The signature of the fault trace across landslide terrain testifies to the geologic recency of the faulting. The location of the fault shown in Figure 21 is supported by Branner's map (Fig. 3).

The path of the fault on the east side of Coal Mine Ridge differs markedly from the complicated, anastomosing pattern shown on Portola Valley's official town geologic map (Price *et al.*, 1984) and other maps (Dickinson, unpublished report, 1970, see Data and Resources; Brown, 1972; Brabb *et al.*, 1998, 2000). The nearly complete absence of exposed bedrock on Coal Mine Ridge, the presence of numerous landslides, and the extensive, dense cover of chaparral and other vegetation, including poison oak, have been significant impediments to previous geologic work. Fortunately, geomorphic features typically associated with strike-slip faults are clearly evident in LiDAR images of the east side of the ridge, where they are well preserved beneath the thick vegetation canopy. Between Corte Madera Creek and Sausal Pond, however, LiDAR provides no apparent clue to the location of the active fault trace. Although bedrock in this area is the same poorly consolidated Santa Clara formation as on Coal Mine Ridge, physiographic evidence of the fault rupture is missing, we believe largely because the ground has been trampled by decades of cattle grazing. Fault rupture evident to Branner in this area in 1906 probably was thereby destroyed soon after the earthquake. In most of Portola Valley, however, bare-earth LiDAR has been enormously helpful in providing us with a means of revealing geomorphic features, especially in poorly exposed terrain like that of Coal Mine Ridge, and in showing, convincingly, that the principal 1906 movement of the San Andreas fault was along

a single trace. Several research trench studies of the western trace have been done north of Sausal Pond (Hall *et al.*, 2001, p. 202) and in the southern part of the town, starting at Locality H (Hall and Wright, 1993), but none have been done between these two areas. Trenching could prove useful in locating the fault where geomorphic features are absent, as between Sausal Pond and Corte Madera Creek, and between Locality E and the first appearance of the fault to the south in LiDAR.

The San Andreas Fault near the Southern End of Portola Valley

The southernmost area of Portola Valley, beginning about 1 km southeast of where the fault leaves Alpine Road at Locality E, contains well-preserved geomorphic features associated with the fault that ruptured in the 1906 earthquake. A research trench in that area, dug at locality H (Fig. 2; Hall and Wright, 1993) during early planning for a housing development, revealed the western trace of the San Andreas fault to be exactly where Dickinson (unpublished report, 1970, see Data and Resources) had mapped it. Beginning about 80 m south of the research trench, this fault trace follows a straight gully about 5 m deep, 25 m wide, and 230 m long. A small stream course that crosses the gully has a right lateral offset of about 5 m. Remnants we interpreted as en echelon breaks trending about 35° to the gully axis are preserved at Locality I, suggesting an origin in 1906. We saw these features in 2010. At that time they consisted of moderately numerous, linear, north-trending, shallow depressions preserved on the northeast side of the gully. Hall and Wright (1993, plate B4) described them as 26 "north-trending, left-stepping extensional cracks." Localities H and I are supported by Branner's hand-drawn map (Fig. 3).

Discussion

The 1906 Trace in Portola Valley

We conclude that the primary fault-surface rupture in 1906 took place only along the western trace of the San Andreas fault, as shown on Figures 2 and 4. This conclusion is based on our analysis of 1906 photographs, including analysis of 1906 photographs taken at Alpine Road; mapping by Dickinson (unpublished report, 1970, see Data and Resources); other archival materials; field studies; and LiDAR images of the fault trace. Our location of the 1906 trace agrees with mapping by Branner (Fig. 3).

The 1906 trace enters Portola Valley from the north on the western trace and passes on the side of a house on the north side of Portola Road (Fig. 2, Locality A; Fig. 7). Southeast of the house, the fault crosses Portola Road (Fig. 8) and continues to the southeast to Sausal Pond on the southwest side of the topographic basin in central Portola Valley. This trace was identified by Branner in field studies (Fig. 3) by Dickinson (unpublished report, 1970, see Data and Resources) from local geomorphic features, and by research

trenches dug at numerous localities (Hall *et al.*, 2001; Wetenkamp, 2008). The trenches added precision to the location of the fault and suggest that the actual trace may be a few meters west of Dickinson's mapped location and approximately along Branner's trace, as shown on a smaller-scale map.

From the dam at Sausal Pond (Fig. 2, Locality B) to Corte Madera Creek at Locality C, our evidence indicates that the 1906 surface rupture does not coincide with the western trace mapped by Dickinson; instead the trace trends toward the right-lateral offset of the creek. In this area the fault is entirely within the weakly consolidated Santa Clara formation (Fig. 4). Branner would have seen the furrow left by the fault, but no geomorphic evidence of the fault trace remains in this area, and probably was obliterated after the earthquake by trampling from cattle that grazed the area for decades.

Evidence that the surface rupture between Sausal Pond and Corte Madera Creek is entirely within the Santa Clara formation results from our examination of a rock exposure on the east side of the creek at Locality C. Between the two right-angle bends at this locality, Brabb *et al.* (2000) show rock on the east side of the creek at this locality (and farther to the north and south) as the Whiskey Hill formation of Eocene age. We, however, found this excellent bedrock exposure contains coal seams typical of the Santa Clara formation of Pleistocene and Pliocene age. Because this is the only exposure of bedrock we have found in the area Brabb *et al.* mapped as Whiskey Hill, we conclude this rock unit should have been mapped as Santa Clara. Dibblee (1966) and Price *et al.* (1984) mapped the rocks on both sides of the western trace from Sausal Pond to the south border of the town as the Santa Clara formation.

Southeast of Corte Madera Creek, the fault crosses Alpine Road at Curve C3, based on our analysis of 1906 photographs, a notebook by Turner (Fig. 20), as well as on careful scrutiny of a description of the fault crossing by Branner in Lawson *et al.* (1908). Southeast of the Alpine Road crossing, Branner's hand-drawn map (Fig. 3) and LiDAR data (Fig. 21) show the 1906 trace as climbing Coal Mine Ridge to Locality H. Continuing southeast to the border of the town, the 1906 trace is evident today from geomorphic features.

We have interpreted a 1906 furrow in the field southeast of Alpine Road as a splay from the main trace. The ground disruption was weaker along the splay than described by Taber (1908) for the main 1906 trace, and our analysis suggests that the splay diverges at a significant angle from the main trace as shown by Branner (Fig. 3), and differs from the trend of the eastern trace of the San Andreas fault. Our estimation of the location and trend of the splay is from analysis of both LiDAR data and 1906 photographs. This analysis has aided in solving a controversy as to whether fault movement in 1906 was on the eastern trace in the vicinity of Alpine Road.

Was There Stepping between the Eastern and Western Traces?

We conclude that there was no stepping from the western to the eastern trace in Portola Valley because we found no historic documentation in support of movement anywhere on the eastern trace in 1906. This conclusion differs from that of Dickinson (unpublished report, 1970, see Data and Resources) and Taylor *et al.* (1980, p. 60), who concluded that in 1906 there was left stepping between the two traces. They based their conclusions on their interpretation that in 1906 the fault crossed Portola Road on the western trace at Locality A and crossed Alpine Road on the eastern trace at Locality F. Dickinson was not clear as to where the stepping took place between Localities A and F. Taylor *et al.* believed the stepping onto the eastern trace was about 100 m south of where the western trace crosses Portola Road (Fig. 2, Locality A). Collective evidence and analysis supports the conclusion that a single, through-going surface rupture occurred on the western trace, as originally mapped by Branner in 1906 (Fig. 3).

Origins of Conflicting Interpretations

We conclude that much of the confusion regarding where the 1906 rupture is located in Portola Valley, and whether fault movement stepped from one trace to another, may have come from map 22 in Lawson *et al.* (1908). The original version of the map and the 1970 reprinted version (Fig. 5a,b) show the fault as crossing Alpine Road at a location not supported by Branner's description in Lawson *et al.* (1908), or by the 1906 photographs of the scene, and are significantly to the west of Curve C3 that we regard as correct. The locations where the fault crossed Alpine Road indicated by the center of the lines used in the original map 22 and in the reprinted version (Fig. 5a,b) could not have been the 1906 active trace because the distant, faint ridgelines shown in Figures 10–12, and 14, and discussed earlier, cannot be seen from either location, as the side Coal Mine Ridge obscures the view. In addition, no field exists (as mentioned by Branner) northwest of and adjacent to the Alpine Road crossing shown in map 22. 27

Reversing the 1906 photograph of the fault at Alpine Road, as indicated by Dickinson (unpublished report, 1970, see Data and Resources) and shown by Taylor *et al.* (1980), supports a transfer of the 1906 rupture to the eastern trace through Locality F. This image reversal seems to solve the problem of the location of the fault crossing if stepping to the eastern trace is accepted. Although we have shown that left stepping did not take place, the fault at Locality F is real (Fig. 2). It is an older fault in the San-Andreas-fault zone in Portola Valley (Price *et al.*, 1984; Fisher *et al.*, 2002; Wetenkamp, 2008; Fig. 4).

Confusion as to the location of the 1906 active trace of the San Andreas fault in Portola Valley may have resulted to some degree from the unfortunate errors made in printing the two versions of map 22 in the Lawson *et al.* (1908) report

(Fig. 5a,b). More disruptive was the hypothesis that the dislocation stepped left from the western to the eastern trace, which resulted in a significant deviation in the course of understanding the location and mechanics of the 1906 offset. However, probably the most important failure of the published literature on the location of the active 1906 trace of the San Andreas fault in Portola Valley was the poor attention given the location of the fault as mapped by J. C. Branner soon after the earthquake. It is unfortunate that his contribution was not published to exacting standards in Lawson *et al.* (1908) or elsewhere, but it nevertheless was available and is included here.

Importance of Correct Location of the 1906 Trace

Our conclusions regarding the location of the 1906 fault rupture in the Town of Portola Valley are in accord with observations made by Branner (Fig. 3) and indicate that the observed rupture traversed the entire length of the town as a single trace (Fig. 4). Our location of the 1906 trace along Alpine Road is as much as 110 m to the east of the western trace crossing of the road as mapped by Dickinson (unpublished report, 1970, see Data and Resources) and Price *et al.* (1984; Fig. 2). This is a critical difference because our location of the western trace is close to modern buildings and recreational facilities and portends seismic risk to those structures. Because fault displacements commonly follow earlier fault movements (Cluff, 1968, p. 55 and p. 66; Wallace, 1968, p. 16), the trace identified here should be considered the most probable location of future surface movement along the San Andreas fault in Portola Valley.

The Geologic Structure of Coal Mine Ridge

Evaluation of 3D LiDAR images clearly reveal, for the first time, the geologic makeup and structure of Coal Mine Ridge, the main landmass traversed by the San Andreas fault in the study area in southern Portola Valley (Fig. 2). Although several faults and many lineaments have been mapped on the ridge (Dickinson, unpublished report, 1970, see Data and Resources; Price *et al.*, 1984; Pampeyan, 1995), the nearly complete absence of exposures of the underlying Santa Clara formation of Pliocene and Pleistocene age has made geologic interpretation difficult. Rare outcrops reveal poorly consolidated sandstone and conglomerate, but little of bedding attitudes. Most of the ridge is covered by slope wash and landslide deposits, but an inclined LiDAR view of the west side of Coal Mine Ridge clearly shows that the ridge consists of a homocline of gently east-dipping strata (Fig. 27).

Dickinson (unpublished report, 1970, see Data and Resources) and Price *et al.* (1984) show a fault along the crest of Coal Mine Ridge from the south end of Portola Valley to their version of the western trace of the San Andreas fault north of Corte Madera Creek. Along the crest of Coal Mine Ridge, the fault coincides with a lineament shown by Pampeyan (1995). The lineament is a trench that might be considered a sackung (Zischinsky, 1969), a structure devel-

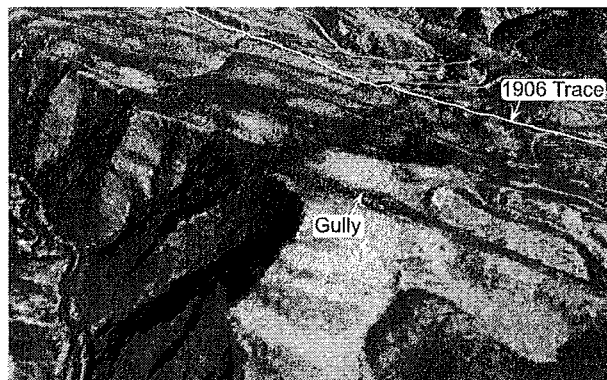


Figure 27. Oblique bare-earth LiDAR view to the north of the west side of Coal Mine Ridge, showing easterly dipping strata of the Santa Clara formation of Pliocene and Pleistocene age and the 1906 trace of the San Andreas fault. Gully near the spine of the ridge was considered part of a fault trace by Dickinson (unpublished report, 1970, see Data and Resources) and Pampeyan (1993) (see text), but is interpreted here as mostly curved elements of bedrock stratigraphy. 28

oped at a ridge crest by gravitational spreading from creep down the flank of a steep ridge. We have found no evidence of creep along the lineament, or of an associated steep fault on the west side of Coal Mine Ridge. We interpret the linear trench not as a fault trace, but as mostly curved elements of bedrock stratigraphy.

Conclusions

Field studies, the interpretation of 3D LiDAR images, and composite images made from LiDAR views in conjunction with 1906 photographs enabled us to estimate the location of the 1906 rupture of the San Andreas fault in a part of Portola Valley where mapping efforts of recent decades have proved inadequate. Confusion as to where the fault rupture occurred in 1906 near Alpine Road may have originated from inconsistencies in the fault location shown in the original and in the reprinted versions of a geologic map in Lawson *et al.* (1908) and from conclusions drawn from the incorrect reversal of a 1906 photograph. We show that the primary rupture in 1906 in the town was along the western of two main traces of the San Andreas fault. The location of the western fault trace is supported by an archived map and a field notebook, both made by investigators who witnessed the surface rupture associated with the 1906 earthquake. Identifying the correct location of the 1906 surface rupture is important because the rupture occurred on a single trace (plus a splay) that is closer to buildings and recreational facilities than previously believed. Our analysis also shows that there was no step over within the town to another trace and thus clarifies the movement mechanics of the fault during the 1906 earthquake. LiDAR images suggest that Coal Mine Ridge is a gently east-dipping homocline of sedimentary rocks with multiple lineaments attributed to bedding

features, rather than to multiple traces of the San-Andreas-fault zone.

Data and Resources

An unpublished hand-drawn map by J. C. Branner showing the location of the main 1906 surface rupture of the San Andreas fault can be found in an album he compiled entitled "Photographs illustrating the Effects of the Earthquake of April 18, 1906." The album is available in the Bancroft Library archives, University of California, Berkeley, California. An enlarged portion of this map is shown in Figure 3.

The unpublished report by W. R. Dickinson, "Commentary and reconnaissance photogeologic map, San Andreas rift belt, Portola Valley, California", was prepared for the Town of Portola Valley in 1970. It is available in the Branner Library, Stanford University, California, and the U.S. Geological Survey Library, Menlo Park, California.

A. M. Johnson and S. D. Ellen prepared an unpublished report in 1968, "Preliminary evaluation of the interaction between engineering development and natural geologic processes on the Bovet Property, Town of Portola Valley, California, with a section on the San Andreas Fault by William R. Dickinson." The report was prepared for the Town of Portola Valley, California, and is available at the Branner Library, Stanford University, California, and the U.S. Geological Survey Library, Menlo Park, California.

The LiDAR data we used was obtained from a survey conducted in 2007 by the EarthScope Northern California LiDAR Project, available at <http://www.opentopography.org> (last accessed April 2013). This material is based on services provided to the Plate Boundary Observatory (PBO) by NCALM (<http://ncalm.org>; last accessed April 2013). PBO is operated by UNAVCO for EarthScope (<http://earthscope.org>; last accessed April 2013) and is supported by the National Sciences Foundation (No. EAR-03w50028 and EAR-0732947) URL: <http://dx.doi.org/10.5069/G9057CV2>, last accessed April 2013). The Northern California LiDAR Project was part of a program to survey the entire San Andreas fault in California. In Portola Valley, the LiDAR survey covered a northwest-trending area about 1.5 km wide, centered on the San-Andreas-fault zone.

San Mateo County, in 1894, obtained a deed that transferred to the county the portion of Alpine Road in the San-Andreas-fault zone. That deed contained details of a survey of the 1894 road and is recorded in Road Map Book No. 2, as "67 Deed 582." The deed is referred to in a county map entitled "Right-of-way map, Alpine Road—County Road No. 75, Map Sheet 21," dated 1977 (updated 1980). The map and deed are available at the San Mateo County Department of Public Works, Redwood City, California.

F. W. Turner recorded observations about the 1906 earthquake five months after the event in an unpublished field notebook available in the Stanford University Archives

Library, J. C. Branner Collection, Stanford, California (see Fig. 20).

Acknowledgments

Permission to use the map of Figure 3 and the photographs of Figures 7, 8, 10, 11, 12, 13, 17, and 25 was granted courtesy of the Bancroft Library, University of California, Berkeley. We thank Stanford University for supplying the map used in Figure 20. We are grateful to John Harbaugh for encouraging us to write this paper and his careful review, to W. R. Dickinson, William Glen, and Carol Prentice for their thoughtful reviews, and to William Carver for his editing of an early version of the manuscript.

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Appendix A

Measurement on Alpine Road

To measure the 0.75-mile (1.2-km) distance along Alpine Road from the Portola Road intersection to the fault crossing, as Branner described (Lawson *et al.*, 1908, p. 107), we used a software program that took into account the scale and projection of the two maps by the U.S. Geological Survey available in 1906. The maps were the 1899 edition of the 1:62,500-scale Palo Alto quadrangle (Fig. 15a), the most detailed map available, and the 1:125,000-scale Santa Cruz quadrangle (Fig. 15b), the map Branner (Fig. 3) and Lawson *et al.* (1908; Fig. 5) used to show the main 1906 fault rupture. For each map, a line was added that followed Alpine Road. The line ended where the software program

indicated it represented 0.75 miles (1.2 km) from Portola Road, as shown in Figures 15a and b.

Appendix B

Alpine Road Survey of 1894

Data for the survey line shown in Figure 19a for Alpine Road in 1894 came from the Public Works Department of San Mateo County, at Redwood City, California (see Data and Resources). Unfortunately, the data do not include information on where each survey point is located relative to the side or center of the road; nor does it include radius or arc data to define the alignment of large curves. A note included in the survey, however, is helpful in stating that the survey points are mostly not on the road centerline. The 1906 photograph of Alpine Road in Figure 13 provides additional helpful information showing that the road was a single, narrow lane. The map of the 1894 alignment in Figure 19a was created first by plotting a line from the survey data onto a bare-earth LiDAR (Light Detection and Ranging) base map. Most of the data points were found to be on the side of the current road alignment, thereby allowing us to interpret the narrow 1906 alignment relative to the survey line, as shown in Figure 19a.

Appendix C

LiDAR Images

In the ground-level, oblique, bare-earth LiDAR images in Figures 18a and 26a, the poor resolution of the foreground and the diffused character of the white dashes, representing fault traces, are the result of the way the software program created the images. The oblique images were made from 3D vertical bare-earth LiDAR data for the area defined in a vertical map view. The amount of detail shown in the foreground of Figures 18a and 26a was determined by the resolution in the map-view image from which the oblique views were made. In an extreme oblique view that simulates standing on the ground, as in Figures 18a and 26a, the foreground is greatly magnified from the map-view image. This magnification caused lines (actually made of fine dots) for the fault traces in the map view to become large, poorly defined dots in the oblique foreground view, but smaller and better defined in the distance. Details such as grass and dirt clods, which would be helpful to see in the enlarged foreground of Figures 18a and 26a, are completely missing because they are smaller than the limit of resolution in the original LiDAR map view. Despite the poor resolution in the foreground of the inclined views of these figures, the images are sufficient to approximate the scenes of the 1906 photographs (Figs. 17 and 25) and to determine the location of the furrow in the photographs, as well as to show in

Figure 9b the relation of the furrow to the eastern trace and the main traces of the San Andreas fault.

Appendix D

Vegetation Lineament

A lineament defined by different grasses and other vegetation is evident today in certain seasons of the year along the location of the 1906 splay, as shown in Figure 16c. When we visited the area of the splay in the winter of 2010, the vegetation had been left to grow undisturbed and was 30–40 cm higher and of slightly different composition on the southwest side of the lineament compared to the northeast side (Fig. 24). The vegetation shown in the 1906 photographs of the splay and field (Figs. 17, 25), by contrast, is short and similar on both sides of the splay and appears to have been

trampled, or cut short, probably from grazing. The grazing is here considered to have eliminated any contrast that might have resulted if the vegetation had remained undisturbed. Grazing, as well as seasonal changes, also may explain why a lineament is not evident in some aerial photographs of the field that contained the 1906 splay (Fig. 16).

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13. AU: To better match BSSA style, if possible, please name the section to which you are referring followed by the word “section” rather than include “see text.”
14. AU: To better match BSSA style, if possible, please name the section to which you are referring followed by the word “section” rather than include “as discussed in the text.”
15. AU: Please check that “Locality D” does, in fact, refer to Figure 2. If this is not the case, please include the figure “Locality D” refers to in subsequent parentheses.
16. AU: Please note we are revising “Quad” to Quadrangle” in Figure 15 to better match BSSA style. Please verify that this does not alter your intended meaning.
17. AU: To better match BSSA style, if possible, please name the section to which you are referring followed by the word “section” rather than include “see text.”
18. AU: Figure 16’s caption has been edited slightly for style and clarity. Please verify that your intended meaning has not been changed.
19. AU: To better match BSSA style, if possible, please name the section to which you are referring followed by the word “section” rather than include “mentioned in the text.”
20. AU: BSSA tries to avoid using “earlier,” “above,” “below,” etc. If possible, in the sentence beginning with “These photographs” after “discussed” please include the section to which you are referring followed by the word “section.”
21. AU: Please note the sentence beginning with “Shortly after” has been revised slightly. “Glued” appears redundant to “placed,” so has replaced “placed.” Please check that this does not change the intended meaning.
22. AU: Please note that reference “Taber (1908)” is cited in the text but not provided in the reference list. Kindly provide the publication details in the list or delete this citation from the text.
23. AU: Please note that reference “Lawson (1908)” is cited in the text but not provided in the reference list. Kindly provide the publication details in the list or delete this citation from the text.
24. AU: The sentence beginning with “An additional piece” has been revised for style and clarity. Please check that the intended meaning has not been altered.
25. AU: The sentence originally beginning with “Had the furrow” has been revised for clarity. Please check that the intended meaning has not been altered.
26. AU: Please check the in-text citation for the sentence beginning with “We saw these.” “P” has been spelled out “plate” to better match BSSA style. If this is incorrect, please spell out the word that “p.” abbreviates, keeping it lowercase.
27. AU: BSSA tries to avoid using “earlier,” “above,” “below,” etc. If possible, in the sentence beginning with “The locations where” after “discussed” please include the section to which you are referring followed by the word “section.”
28. AU: To better match BSSA style, if possible, please name the section to which you are referring followed by the word

“section” rather than include “see text.”

29. AU: Please note for Cluff (1968), an Internet search showed the full journal title as Stanford University Publications in the Geological Sciences. Please confirm that this is the correct reference.
30. AU: Please, if possible, check Lawson et al. (1908) and include any missing information, including editors. Also provide all the list of authors since BSSA does not allow the use of et al. in reference list.
31. AU: Please provide all missing information for Mader et al. (1988), including the edition, editors, and volume number (e.g., Smith, A. A., and B. B. Jones (1980a). Title of Book, Second Ed., B. B Jones (Editor), Vol. 1, Wiley, New York, xxx pp.).
32. AU: Please provide all missing information for Schmidt et al. (2008), including the edition, editors, and volume number (e.g., Smith, A. A., and B. B. Jones (1980a). Title of Book, Second Ed., B. B Jones (Editor), Vol. 1, Wiley, New York, xxx pp.).
33. AU: Please note for Wallace (1968), an Internet search showed the full journal title as Stanford University Publications in the Geological Sciences. Please confirm that this is the correct reference.
34. AU: Please verify the affiliation data, including author initials.
35. AU: Please provide complete postal address for C. T. Wrucke and R. T. Wrucke.



MEMORANDUM

TOWN OF PORTOLA VALLEY

TO: Mayor and Members of the Town Council
FROM: Nick Pegueros, Town Manager
DATE: August 16, 2013
RE: Weekly Update

The purpose of this report is to provide a summary update on items/projects of interest for the week ended August 16, 2013.

- 1. Bike Lane Striping at Alpine & I-280** – The County began work on the resurfacing and bicycle striping project this week. County staff has advised the town that work is scheduled to be completed in the next two months, with most work occurring in the evening.
- 2. Meeting with Mosquito Abatement District** – Staff met with MAD this week to discuss the District's services and issues facing our area. Of particular concern to the District staff is West Nile.
- 3. Repair of Hitching Rack Near Tennis Courts** – Joe Coleman volunteered to replace the hitching rack that was damaged by the fallen oak tree limb two weeks ago. The rack looks great and staff is very appreciative of his work for the town.
- 4. Old Schoolhouse Native Garden** – The garden has been cleaned up and staff is working with the Conservation Committee to identify the replacement plantings.

TOWN COUNCIL WEEKLY DIGEST

Friday – August 23, 2013

1. Agenda (Special) – Parks & Recreation Committee – Monday, August 26, 2013
2. Agenda (Special) – ASCC – Tuesday, August 27, 2013
3. Agenda (Special) – Conservation Committee – Tuesday, August 27, 2013
4. Agenda – Open Space Acquisition Advisory Committee – Thursday, August 29, 2013
5. Invitation from Barry Chang, Cupertino Council Member, to the Town Council re: a request to join the Town of Los Altos Hills and the Mid-Peninsula Regional Open Space District in filing an Amicus Brief for BACE's (Bay Area for Clean Environment)
6. Letter from Pam Deal, Financial Services Manager to the San Mateo County Library re: FY 2012-'13 Summary of SMCL Donor City Funds – August 15, 2013
7. Memo from Nick Pegueros, Town Manager re: Weekly Update – Friday, August 23, 2013

Attached Separates (Council Only)

1. Invitation from Silicon Valley Community Foundation – 2013 Regional Meeting “A Dialogue on Giving” – October 1, 2013
2. Invitation to Seminar from the California Debt and Investment advisory Commission re: “Municipal Debt Essentials” – October 22 – 24, 2013



Town of Portola Valley
Special Parks & Recreation Committee Meeting
Monday, August 26, 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: June 17, 2013
4. Reports from Staff and Council
5. Skate Ramp: Discussion on Fundraising and Location
6. Dog Park Discussion and Possible Plan of Implementation
7. Safety Netting for PVTC Softball Field
8. Plaque for Donors at Ford Field
9. New Membership
10. Change of Meeting Dates

Next meeting: August 19, 2013



2

**TOWN OF PORTOLA VALLEY
ARCHITECTURAL AND SITE CONTROL COMMISSION (ASCC)
Tuesday, August 27, 2013
Special Field Meetings (time and place as listed herein)
7:30 PM – Special ASCC Meeting
Historic Schoolhouse
765 Portola Road, Portola Valley, CA 94028**

SPECIAL ASCC FIELD MEETING*

4:00 p.m. 205 Cervantes Road Preliminary review of a proposal for a new residence with detached pool house on this 1.4-acre Arrowhead Meadows parcel. (ASCC review to continue at Regular Meeting)

SPECIAL JOINT ASCC/PLANNING COMMISSION FIELD MEETING*

5:00 p.m. (approximately) 5 Naranja Way Preliminary review of plans for residential redevelopment of this 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. New Business:
 - a. Preliminary Review, Architectural Review for Residential Redevelopment, 205 Cervantes Road, Kerwin
 - b. Preliminary Architectural Review for New Residence with Detached Office, Pool and Pool Cabana, and Site Development Permit X9H-657, 5 Naranja Way, Maffia
 - c. Architectural Review for Residential Additions and Remodeling, New Horse-keeping Facilities, and Site Development Permit X9H-659, 1155 Westridge Drive, Eckstein-Blum *Continued to September 9, 2013 Meeting*
5. Commission and Staff Reports:
6. Approval of Minutes: August 12, 2013
7. 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: August 23, 2013

CheyAnne Brown
Planning Technician



TOWN OF PORTOLA VALLEY
Special Conservation Committee Meeting
Tuesday, August 27, 2013 - 7:45 PM
Town Hall Conference Room
765 Portola Road, Portola Valley, CA 94028

AGENDA

1. Call to Order
2. Oral Communications
3. Approval of Minutes - July 23, 2013
4. Site Permits -
 - NEW - 205 Cervantes
 - 130 Golden Oak (8/28)
 - 117 Pinon bioswale materials
 - 1155 Westridge (no ASCC)

REVISED

 - Tree Permits - 16 & 42 Santa Maria
 - Brush consultants - PV Ranch / Frog Pond
 - Blue Oaks - fire clearance
5. Old Business
 - A. Wildlife incentive garden program - DeStaebler
 - B. Native Plant Garden at Town Center - Murphy
 - C. Tip of the month - Plunder
 - D. Committee cooperation ASCC/Trails/Open Space
Create Volunteer Trails Workforce?
 - E. Weeding checklist/ creek maintenance / traffic - Heiple
 - F. Final native plant list for town website and ASCC - recommended, discouraged, invasive, dry, deer
 - G. Broom Pull
6. New Business
 - A. Oak Grove by tennis courts - plan
 - B. Seed spreading Springdown - help
7. Action Plan
8. Announcements
9. Adjournment



**Town of Portola Valley
Open Space Acquisition Advisory Committee
Thursday, August 29, 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 May 14, 2013 minutes
4. Discuss Utility Users Tax
5. Open Space Trail
6. Property Updates
7. Definition for Open Space Fund
8. Conservation Monitoring Plan
9. Date for next meeting
10. Adjournment

5

From: Barry Chang [councilbarry@gmail.com]
Sent: Thursday, August 22, 2013 2:56 PM
To: John Richards; Ann Wengert; Jeff Aalfs; Maryann Derwin; Ted Driscoll; Nick Pegueros; TownCenter
Subject: Please join the Town of Los Altos Hills and the Mid-Peninsula Open Space District in filing an Amicus Brief f
Attachments: Amicus Brief Information Sheet 2013-7-25.doc; Mercury pollution in Crystal Spring reservoir 2010-7-7.doc; 2010-03-10 EPA's Notice of Violation to Lehigh Southwest Cement Plant.pdf; 2011-07-20 DOC's 30 day notice to remove Lehigh from AB 3098 list.pdf; California Regional Water quality Cotrol Board's NOV to lehigh 3-26-10.pdf; U.S. Department of Labor issued citations to Lehigh 2010-12-21.pdf; 2011-12-19 Sierra Club filed lawsuit against Lehigh.pdf; 2011-07-20 DOC's 30 day notice to remove Lehigh from AB 3098 list.pdf; California Regional Water quality Cotrol Board's NOV to lehigh 3-26-10.pdf; U.S. Department of Labor issued citations to Lehigh 2010-12-21.pdf; 2011-12-19 Sierra Club filed lawsuit against Lehigh.pdf

Dear Honorable Mayor Richards & Council Members,

Please join the Town of Los Altos Hills and the Mid-Peninsula Open Space District in filing an Amicus Brief for BACE's (Bay Area for Clean Environment, currently a 3,000 member-strong, IRS 501 C3 non profit grass root local organization; formerly known as No Toxic Air) lawsuit against Santa Clara County and Lehigh Southwest Cement Plant (Lehigh) on Lehigh's vested rights issue.

Within the doctrine of nonconforming use, rules allowing nonconforming use should be narrowly construed because nonconforming use is highly disfavored. The issue in BACE's appeal is that Santa Clara County has outrageously distorted the doctrine of nonconforming use. The county overruled its own staff's recommendation and gave much more than what Lehigh had originally requested. Given the fact that Lehigh is the largest polluter of mercury, nitrogen oxides and sulfur dioxides in the Peninsula and South Bay, compounded with Lehigh's long history of violating the Federal Clean Air Act, Federal Clean Water Act, Federal Labor laws and State Mining laws, it is our duty to stop these violations and to protect our residents' health and safety.

Please find attached the following: Amicus Brief Information Sheet and Notice of Violations (NOVs) to Lehigh from EPA, and other regulatory agencies.

Also attached is Chronicle Staff Writer's, Kelly Zito's article on July 7, 2010 about "Mercury found in fish from S. F. water supply". Crystal Spring Reservoir supplies water for residents in Peninsula cities, including Woodside and Portola Valley. As the biggest Mercury polluter to San Francisco Bay for more than seventy years, Lehigh is only 26.8 miles away from Crystal Spring Reservoir. One must wonder the main source of mercury in Crystal Spring Reservoir comes from Lehigh Southwest Cement Plant on 24001 Stevens Creek Blvd., Cupertino, CA.

The video link is to the Town of Los Altos Hills' unanimous decision to file an Amicus Brief with Mid-Peninsula Open Space District at its August 15, 2013 town council meeting.

Video: <http://www.losaltoshills.ca.gov/city-government/city-council/reports>

Should you have any questions, please feel free to contact me or our attorney, Mr. Stuart Flashman, at [510-652-5373](tel:510-652-5373) (O), [510-504-0154](tel:510-504-0154) (Cel). Or email him at stu@stufash.com. Thank you very much for your help.

Sincerely,
 Barry Chang
 A Cupertino City Council Member
[408-688-6398](tel:408-688-6398)

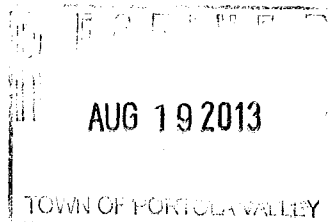
6



SAN MATEO COUNTY LIBRARY
Connect. Discover. Evolve.

August 15, 2013

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



Re: FY 2012-13 Summary of SMCL Donor City Funds

Section VI. D. of the San Mateo County Library (Library or SMCL) JPA Agreement states the following, "In the event that the allocated library service revenue exceeds the amount required to maintain the minimum library service for each city as described in this Agreement, such excess funds shall be spent on library related activities within that city (hereinafter, "Donor City") including, but not limited to, facility maintenance, facility remodeling or expansion, increased service hours, or increased book purchases, as mutually agreed by the Library JPA and the city council of the affected Donor City." SMCL Donor City funds represent County Free Library revenue set aside and restricted per the terms of the Library JPA Agreement and State law.

In accordance with the donor city provision, and as approved by the Library JPA Governing Board, at the end of each fiscal year, funds in excess of the amount required to operate a branch are distributed and held by SMCL in separate trust funds. The funds are segregated from SMCL's general operating budget where they accrue interest. Excess funds remaining in accounts currently held by each donor city are to be depleted first before accessing any funds held in SMCL Donor City Trust Funds.

County Free Library property tax revenue attributed to the parcels located within the boundaries of the Town of Portola Valley and operating expenses for FY 2012-13 are outlined below:

Revenue	SMCL Property Taxes	677,935
	Excess ERAF Rebate	<u>125,883</u>
	Total Revenue	\$803,818
Expenditures	Branch Operating Costs	<u>725,880</u>
	Total Expenses	\$725,880
Adjustments	Adjustment for over payment of \$22,669 from the prior year	<u>22,669</u>
	Total Adjustments	\$22,669
	FY 2012-13 SMCL Donor City Funds Set Aside in the Trust Fund	\$55,269

Please contact me if you have questions.

Sincerely,

Pam Deal
Financial Services Manager

cc: Anne-Marie Despain, Director of Library Services



MEMORANDUM

TOWN OF PORTOLA VALLEY

TO: Mayor and Members of the Town Council
FROM: Nick Pegueros, Town Manager
DATE: August 23, 2013
RE: Weekly Update

The purpose of this report is to provide a summary update on items/projects of interest for the week ended August 23, 2013.

- 1. Sales Tax and Property Tax Update** – The State Board of Equalization confirmed that June's larger-than-anticipated sales tax disbursement to the Town of approximately \$250,000 was properly disbursed. The disbursement is a one-time transaction spike resulting from a private-party transaction that was booked to Portola Valley. Staff also learned this week that the County Controller's Office is nearing a conclusion on its recalculation of TEA disbursements. The preliminary results indicate that the Town could expect a payment of approximately \$450,000 more than was expected in 2012-13 due to the County underpaying TEA cities. The County is wrapping up its review of their calculations and, once final, staff will review the calculations and report to the Council when appropriate. As part of our year-end close, this positive sales tax and property tax information will impact the 2012-13 fiscal year and the requisite budget amendments have been included on the next Council agenda for consideration and approval.
- 2. Farmers' Market on August 22nd** – The market organizer reported that last night's market was much better attended than recent markets with a selection very thin by 6PM. Thank you to the Cultural Arts Committee for organizing the concert and art walk. Special thanks are in order to Howard, his staff, Lindsay Bowen, and Kevin Welch, who worked to polish up Town Center for

the event and help setup the Art Walk. Howard's staff also had to manage two issues that could have complicated the afternoon's events. At 4PM, staff discovered that someone had vandalized the women's restroom by the Schoolhouse, effectively rendering the toilets unusable. Shortly thereafter, a swarm of wasps descended on one of the garbage cans, lured in by a whole roasted chicken that has been discarded. With staff and volunteers working hand-in-hand, everything was good to go by 5PM and few probably knew that there had been a problem an hour earlier.

3. **Teen Movie Night is Tonight at 8:15** – The Teen Committee expects about 50 teens to attend tonight's event. This is the Committee's first outdoor movie night and credit is due to Sharon Driscoll for not only finding a donor to pay for the equipment rental (projector and screen) but also for organizing all of the small details on her own. Unfortunately, due to some last-minute constraints staff was not able to support the event but Sharon's determination pulled everything together. This is truly a 100% volunteer run event.
4. **Reports of Gun Shots** – The flurry of reports of gun shots on PV Forum this week came as a surprise to the Sheriff's Office when I looked into the matter on Wednesday. The SO has a report of fireworks in Ladera on Sunday but that doesn't explain the sounds heard by Town residents on Monday and Tuesday. This underscores that the PV Forum is not a substitute for notifying the proper authorities when something bad happens. Just like aircraft noise and aggressive solicitors, if an official complaint is not logged with the proper authority the event will likely go unnoticed and unaddressed by those with the ability to remedy the situation. While staff monitors the Forum regularly during office hours, occasionally other priorities or demands keep us from checking the Forum and our response is delayed.