

PORTOLA VALLEY TOWN COUNCIL REGULAR MEETING NO. 883, JULY 9, 2014

Mayor Wengert called the Town Council's regular meeting to order at 7:30 p.m. and led the Pledge of Allegiance. Ms. Hanlon called the roll.

Present: Councilmembers Maryann Moise Derwin, Craig Hughes and John Richards; Vice Mayor Jeff Aalfs; Mayor Ann Wengert

Absent: None

Others: Nick Pegueros, Town Manager
Brandi de Garneau, Sustainability & Special Projects Manager
Leigh Prince, Town Attorney
Sharon Hanlon, Town Clerk

ORAL COMMUNICATIONS

Mr. Pegueros said the Town would post updates on the Littlefield Collection of tanks to the PV Forum, and has been in contact with the auction organizer to get an approximate headcount. Parking will be at Ford and Rossotti Fields, he said, but traffic impacts are possible. The Blue Oaks Homeowners' Association (HOA) has been advised to put out "no parking" signs to help avoid clogging the road there. Tanks are likely to be moving to their staging area over the next two to three months.

CONSENT AGENDA

- (1) Approval of Minutes: Special Town Council Meeting of June 18, 2014 [*Removed from Consent Agenda*]
- (2) Approval of Minutes: Regular Town Council Meeting of June 25, 2014 [*Removed from Consent Agenda*]
- (3) Ratification of Warrant List: July 9, 2014 in the amount of \$175,091.51
- (4) Recommendation by Town Manager: Amendment No. 2 to Agreement for Administrative and Management Services
 - (a) Adoption of a resolution of the Town Council of the Town of Portola Valley approving and authorizing Amendment No. 2 to Agreement for Professional Services between the Town of Portola Valley and Regional Government Services (RGS) Authority (Resolution No. 2629-2014)

By motion of Councilmember Hughes, seconded by Councilmember Richards, the Council approved Items 3 and 4 on the Consent Agenda with the following roll call vote:

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

No: None.

- (1) Approval of Minutes: Special Town Council Meeting of June 18, 2014

Councilmember Derwin said she voted for the proposed Capital Assets Policy revisions effective June 18, 2014, so the vote was unanimous, 5-0. Vice Mayor Aalfs also reported errors to be corrected. Councilmember Richards moved to approve the minutes of the Town Council meeting of May 14, 2014, as amended. Seconded by Councilmember Hughes, the motion carried 5-0.

(2) Approval of Minutes: Regular Town Council Meeting of June 25, 2014

Vice Mayor Aalfs moved to approve the minutes of the Town Council meeting of June 25, 2014. Seconded by Councilmember Derwin, the motion carried 4-0-1 (Hughes abstained).

REGULAR AGENDA

(5) Presentation: Report from Dawn Smithson, California Water Service Company [7:40 p.m.]

Dawn Smithson, the Local Manager for the Bear Gulch Water District for the California Water Service Company (CalWater), provided information about the organization and an update on its conservation programs. CalWater is the largest subsidiary in the California Water Group, which also has operations in Washington, New Mexico and Hawaii and serves a total of nearly two million customers. CalWater's Northern California operations extend from Chico to Los Angeles, with two districts serving customers on the San Francisco Peninsula. The Bayshore District covers South San Francisco, Colma, San Mateo and San Carlos, while the Bear Gulch District, encompassing about 42 square miles, serves Portola Valley, Woodside, Atherton, the Skyline area, portions of Menlo Park and unincorporated Redwood City. CalWater also is part of the Bay Area Water Supply and Conservation Agency (BAWSCA), a group of municipal and private water agencies that buy water from San Francisco.

About 10% of our water comes from the Santa Cruz Mountains, Ms. Smithson said, and CalWater would like to see that source grow because local water is much cheaper than what it pays the San Francisco Public Utilities Commission (PUC), where CalWater buys about 90% of the water used in the Bear Gulch District. Despite buying water from the SFPUC, CalWater is regulated by the California Public Utilities Commission – which means that SFPUC mandates (such as its voluntary 10% water conservation policy) don't always apply to CalWater customers. Accordingly, CalWater is passing on to its customers the 20% voluntary conservation requested by the state PUC.

As a private agency, CalWater has no enforcement power, Ms. Smithson said, so it also filed Rule 14.1 papers with the state PUC in April 2014. Taking effect on May 1, 2014, Rule 14.1 basically lays out the process for activating conservation measures (whether voluntary or mandatory), provides enforcement mechanisms, establishes appeal procedures and notification requirements, and outlines non-essential and unauthorized waters uses. Unauthorized uses include washing vehicles without a shutoff nozzle on the hose, cleaning hard-surface areas such as driveways, filling decorative lakes or ponds unless it's needed to sustain aquatic life, running decorative fountains without a recirculation pump or system, and letting irrigation water flow into the streets.

As a member of BAWSCA, Ms. Smithson said, CalWater is guaranteed a certain amount of water from the SFPUC for both Bayshore and Bear Gulch Districts – 35.65 million gallons per day. She said that if all goes well in 2015, CalWater will narrowly miss its individual supply guarantee (ISG). They're counting on conservation, which they've been promoting via news releases and bill inserts, to make up the difference.

Based on the numbers she presented, it will be a challenge. Looking at demand in the Bear Gulch District, where residential use dominates the data, she noted that Portola Valley's average residential water use in 2013 was 306 gallons per capita per day (gpcd), up from 283 gpcd in 2012. (For purposes of comparison, 2012 consumption was 99 gpcd in Menlo Park, where outdoor use accounts for 50% of the total – versus 70% in Portola Valley.)

Targeted use for 2015 is 214 gpcd and for 2020, 190 gpcd, Ms. Smithson said. As she pointed out, demand exceeds the goal, and projecting out, it's plain that the SFPUC allotment gets closer and closer to the ISG, until it can't go anymore. Thus, she said, CalWater relies more and more heavily on conservation to actually meet the demand for its customers. While Ms. Smithson also said CalWater doesn't anticipate a need for mandatory rationing at this point, she repeated the "at this point" clause.

While some find the projected shortfall distressing, she views the situation as hopeful; with 70% of 2013 residential water consumption related to outdoor use and not essential to sustain human life, she sees a lot of play. "Not that we shouldn't have luxuries," she said, "but we can do more conservation in that area."

Ms. Smithson said CalWater promotes conservation via local presentations, printed advertising in newspapers, an expanded website presence with excellent customer accessibility, irrigation audits and tabletop tents in restaurants. Other tools CalWater uses to encourage conservation include:

- Conservation Kits, including high-efficiency showerheads, faucet aerators, toilet leak tablets and a hose nozzle
- Rebates for high-efficiency toilets, clothes washers, smart irrigation controllers, (free) sprinkler nozzles and (in conjunction with the BAWSCA Lawn Be Gone Lawn *Conversion* Program); Ms. Smithson noted that high-efficiency sprinkler nozzles alone can cut water use by up to 1,000 gallons of water a year
- Reaching out to selected customers with large landscapes to work with on reducing their water consumption

CalWater estimates that all of these activities have saved 53 million gallons of water since 2011, Ms. Smithson said. And the good thing about conservation is that it's a gift that keeps on giving and the savings grow exponentially as more people participate. CalWater estimates the lifetime saving is about 280 million gallons. It's a good start, she added, but it's not near where we need to be and it requires partnering with customers and agencies. As she stated, "it takes a village."

In response to Mayor Wengert, Ms. Smithson said she understands that conservation efforts have taken us only 8 to 9% toward the 20% voluntary savings goal.

Mayor Wengert also asked whether "cash for grass" is available in Portola Valley, because she's not heard about it. Jade Joesten, a Conservation Coordinator for CalWater, said they processed a total of eight applications in 2012 and 2013 for customers in the CalWater districts that are BAWSCA members, and so far this year, she reported 40 applications in process already.

In response to Vice Mayor Aalfs, Ms. Smithson said graywater and rainwater harvesting aren't part of the Bear Gulch District strategy as of yet, but they're open to exploring all avenues of savings.

Councilmember Derwin asked whether CalWater comes out to help people detect possible leaks. Ms. Smithson said the company's responsibility goes up to the meter, so they definitely help with those, but they're technically not allowed to go beyond that. She said homeowners would have to consult a private contractor to identify and correct swimming pool leaks. She noted, though, that CalWater also may offer a service to help detect irrigation system leaks, but it may be available only to the larger customers.

Councilmember Richards asked whether any specific information is geared toward the small region that includes Portola Valley. Most of CalWater's districts, Ms. Smithson explained, are like Chico or Visalia or Salinas; Bear Gulch is unique and more complicated in that it consolidates so many jurisdictions and the data must be segregated manually. CalWater has provided some water usage information to various agencies Bear Gulch works with, she added, noting that she'd love to see more of that. She said she keeps her eye out for software and new programs that include features that enable querying out information on different cities.

Ms. de Garmeaux said today the Town received 2013 data specific to Portola Valley from CalWater, which she will be share with the Ad Hoc Water Conservation Task Force Committee to analyze. In 2011, Town residents used 251 gpcd; it was 283 in 2012 and 306 in 2013. (The goal mentioned for 2015 was 214 gpcd (dropping to 195, Mayor Wengert added).

Ms. Smithson said that upon checking, she noted that the Bear Gulch consumption is double San Mateo's and triple South San Francisco's. She acknowledged that the environments are different, but San Mateo also has some very large parcels.

Debbie Mendelson, a member of Woodside's Sustainability and Conservation Committee, pointed out that Woodside's 2013 consumption was 421 gpcd, "so you all in PV don't feel too badly." It's still quite troubling, Mayor Wengert stated, and also speaks to a direction we might proceed in working on a joint basis.

Virginia Bacon, Golden Oak Drive, asked what common threads CalWater has identified in reaching out to high-usage individuals. Ms. Smithson said they're just in the process of identifying such users now; Ms. Joesten said it's always irrigation. Ms. Bacon also asked whether CalWater might be considering another local reservoir. Ms. Smithson said they're always looking at property to be aware of what's available and what they might be able to do.

Judith Murphy, Portola Green Circle asked about the complexity and expense of recycled versus gray water. West Bay Sanitary District and CalWater are talking more about these issues, Ms. Smithson said.

In response to a question from Loverine Taylor, Naranja Way, Ms. Smithson said that CalWater absolutely will not be abandoning its water-conservation efforts even after the rain returns. Not only is drought a recurring theme, she said, but our communities are growing and their need for water is increasing.

Ms. Smithson also was asked what leads her to believe that mandatory rationing won't be necessary and whether CalWater is working with schools to get the water-conservation message out to children. If conservation programs don't achieve the savings necessary, Ms. Smithson said we might be looking at something very different from what we see now. Although we have water in the reservoirs for the time being, the snowpack to replenish it is minimal. Responding to his question about schools, Ms. Joesten said that CalWater has partnered with BAWSCA on an entertaining assembly program designed to combine water source, watershed and conservation education and information and also a fifth-grade Water-Wise School Education Kits Program. The latter program includes a water conservation curriculum for teachers to implement, and kits for the students to take home. They work with their parents on installing water-saving devices in the kit, and follow the instructions for performing audits to quantify the water savings they achieve by taking the actions they learn about. Ms. Joesten said CalWater's also excited about a new school program that's in the works.

(6) Discussion and Council Action: Report from Mike Ward, Chair to the Ad Hoc Water Conservation Task Force Committee request to approve the 2014 Work Plan and associated budget [8:20 p.m.]

Ms. de Garneau reported that staff has been working closely with the group on its first deliverable, an initial work plan that focuses on three areas – increasing resident awareness, promoting real change and social marketing. Indicating that staff supports the plan and its associated \$3,400 budget request, she introduced Chair Mike Ward to discuss the plan in more depth.

Mr. Ward began by thanking the Council (especially Mayor Wengert and Councilmember Derwin, who served as liaisons), staff (particularly Ms. de Garneau for her endless work) and members for their time and contribution to this effort. He introduced the team, described its initial charge, the goals and plans that emerged from its charter, and some of the challenges they see as headwinds to overcome.

Those working with Mr. Ward on the Ad Hoc Water Conservation Task Force Committee include Loverine Taylor, Marty Mackowski, Judith Murphy, Marge DeStaeble and Al Sill. Mr. Ward said they all share a passion for water conservation but otherwise brought different backgrounds and ideas to the table. Their water conservation interests range from smart controllers and educational efforts to gray water systems and foods that don't leave large water footprints, etc. Also serving on the Committee are two members of Woodside's Sustainability and Conservation Committee, Ms. Mendelson and Ann Von Essen. He said

CalWater's Conservation Manager Ken Jenkins and Ms. Smithson came to a lot of meetings and Ms. Joesten has been available for telephone consultation.

Before developing its work plan, Mr. Ward said Committee members had to educate themselves. In addition to meeting twice a month, he said most members read *Water 4.0: The Past, Present, and Future of the World's Most Vital Resource*, a good read by UC Berkeley environmental engineer Dr. David Sedlak that was published in January 2014, and *The West without Water: What Past Floods, Droughts, and Other Climatic Clues Tell Us about Tomorrow* by B. Lynn Ingram, a professor in UC Berkeley's Department of Earth and Planetary Science. Published in August 2013, Mr. Ward said West without Water takes a long-range look at the weather and predicts more droughts. Committee members also reviewed the California Long-Range Master Plan and the California Water Plan of 2014. They visited other communities – Los Altos Hills, Hillsborough, Scotts Valley and Woodside among them – and attended conservation events such as the Silicon Valley Water Conservation Awards and the Green Building Water Conservation Showcase in San Francisco, meeting vendors, gathering ideas and collateral material from other communities and seeing how they promote water conservation, and keeping a lookout for potential speakers.

As Ms. Smithson indicated, Portola Valley's water use is concentrated in outdoors uses – about 70% of our total consumption. Commercial water consumption is relatively low, he said – not that we can ignore it, Mr. Ward stated. Businesses should be managing their water as well as homeowners, he said, but the big bang for the buck is to go after is the outdoor residential water use. Beyond reducing the volume of landscaped area, the biggest single thing we can do to limit outdoor water is to install smart irrigation controllers – also called ant evapotranspiration or ET controllers – that can cut usage by 20 to 40% simply on the basis of varying watering with the weather, Mr. Ward said. A system that follows weather on a real-time basis can be tied to an over-the-air system or a local weather station, and the annual water savings can mount to 68,000 gallons per resident in a place such as Portola Valley, he said.

Mr. Ward acknowledged that it isn't inexpensive to bring irrigation systems up to speed. For instance, modern systems need matched precipitation devices so drippers and sprayers don't share the same line, to avoid watering to the least-effective one – overwater the most effective one. And that's not cheap, he said, especially if you get good people to do the work.

But to illustrate how effective smart irrigation controllers can be in terms of conserving water, Mr. Ward challenged Councilmembers with a "homework" exercise to calculate their own annual outdoor water use.

- A. Determine total annual consumption: Pull out your CalWater bill, and from the graph in the upper left-hand corner, add up the CCFs (hundreds of cubic feet) you use in a year (a total of 13 months shows; omit the current month from your calculation)
- B. Calculate indoor use: Either
 - 1) Take 90% of your December CCFs and multiply times 12, or
 - 2) Use 6 CCFs per month as "typical" and multiply times 12.
- C. Calculate outdoor use: Subtract "B" from "A" – your opportunity for outdoor water-saving

Mr. Ward did the calculation with data a friend provided; the difference between "A" and "B" was 349 CCFs – about 250,000 gallons of water going into the yard, garden and/or pool in a year. Saving 20 to 40% of that would conserve a rather significant amount of water.

In the meantime, he shared the potential impact of several other conservation activities:

- Low-flow shower heads, which now put out about 2.5 (versus 5) gallons per minute, can save up to 18,250 gallons per resident per year, and taking 5-minute showers (versus 8) can save a further 6,800 gallons

- High-efficiency toilets, which use 1.3 gallons per flush (versus 3.5), can reduce water consumption by as much as 10,500 gallons per resident per year
- A new washing machine could save residents up to 7,000 gallons a year

Committee members agreed that reducing landscape water use is a top priority, Mr. Ward indicated, because the water that comes through the meter and into the garden is potable, very expensive and in limited supply. The Committee also wants to develop some educational programs for adults as well as children. To accomplish our water-conservation goals may take some changes in regulations as well as education, Mr. Ward said, noting that we already have landscaping guidelines for new building and remodeling, and should be looking at drought-tolerant plants. Consideration might be given also to establishing upper limits on the size of lawns and/or regulating the percentage of a lot that can be landscaped and/or irrigated.

Furthermore, with drought comes greater fire danger, so while changing plants, Mr. Ward said it's important to think in terms of fire safety as well as water conservation.

He also pointed out that technological solutions such as low-flow toilets and smart controllers take a while to get installed and a while to take effect. Because we can anticipate a long gestation period to see the full impact of infrastructure and technology improvements, he said that to achieve a 10% reduction this year we must just use less water, let some of our gardens go and tighten up our personal water budgets. As some said, we live in a beautiful place; we don't need little ponds in our yards to make it beautiful.

Mindful of how long it took to get seatbelts and airbags into cars, for example, Mr. Ward said that while getting technology installed for tomorrow, we have to work on the messaging to use less water now. Ultimately, a peer-to-peer ethos that saving water is really a great thing, a prideful way of life to share with one another, could permeate the community, serving as a powerful motivator that in the long term will help us think about water as a precious resource.

The Committee's proposal for the near term is to increase awareness and exposure to water issues. The group plans to organize a community forum on water conservation this fall, with water conservation "postcards" going to every household with a short message and some conservation tips, partnering with garden clubs and HOAs, conducting "best practices" tours and developing a water-wise web page for Town website, complete with links to CalWater and other resources. They're also working with CalWater to publicize more widely the Town's list of native plants that need minimal watering. The Committee also wants to recognize and publicize heroes, stars or champions – people making meaningful contributions to new water-wise ways. As Mr. Ward explained, the Committee wants this peer-to-peer influence process to build on itself, with people telling others what they've done to reduce water consumption and how much it cut their usage. He said residents of Santa Cruz use yard signs; that wouldn't go over well in Portola Valley, he said, but we can find something acceptable that allows public recognition.

Peer-to-peer contact is among the plans to promote long-term real change. For example, Mr. Ward said the Committee wants to figure out how many ET controllers we can encourage people to install. His own plan is to approach some people personally, showing them the benefits of smart irrigation controllers and how they work. And as Ms. Smithson pointed out, they can cash in on a \$125 rebate. The Committee's educational outreach proposal also extends to local gardeners, who may well need water-conservation training because they've worked hard and long to keep things green. As Mr. Ward put it, landscape maintenance people can be wary of new technology because if they don't do it right, they get in trouble.

The Committee came up with a number of areas for further investigation, which include:

- Consider requirements for water conservation measures at time of home resale, such as low-flow toilets, etc., which would go beyond current requirements to incorporate such measures in new residential construction and major remodels

- Influence large non-residential consumers such as schools and commercial users to adopt water-conservation plans
- Help do-it-yourselfers identify and address leaks and other problems; leaks simply waste water but generally account for 9 to 10% of a household's water consumption; Mr. Ward said
- Augment CalWater and BAWSCA rebate programs

While CalWater provides by far the majority of the water Portola Valley residents use, we can also explore other sources to augment it, including:

- On-demand hot water recirculation, catch basins, weirs, rain catchment equipment, weirs, etc., and even possible community recycling of water
- Groundwater replenishment systems
- Non-potable wells; Portola Valley has an unknown number of private wells, Mr. Ward said
- Gray water use (laundry to landscape)

California apparently regulates neither wells nor groundwater systems (unlike Kansas and Texas, for example). The Committee would encourage San Mateo County to think about groundwater rules and make graywater regulations much clearer, more pragmatic and usable than they are today.

To get going on the water-conservation program Mr. Ward outlined, the Committee requested a total of \$3,400, including \$1,000 for the community forum, \$700 for the postcard mailing, \$600 for bilingual training sessions for landscapers, \$500 to develop a program to encourage peer-to-peer influence, \$300 for a workshop to encourage the use of smart controllers, \$200 for recognition awards, \$100 for a focus group of major water users, plus some staff assistance (primarily in assembling a water-wise web page for the Town website, to a large extent using collateral that various agencies are willing to share) and occasional use of space in Community Hall.

With Council approval of its proposed program and budget, Mr. Ward said the Committee's first order of business would be to develop a timeline for each step, and communicate it, hold the community forum and then come back to the Council with a progress update in three or four months. Specifically, Mr. Ward indicated that the Committee would focus its efforts on:

- Developing an initial work plan and meeting schedule
- Organizing and hosting the community forum, perhaps sponsored by a third party and drawing on broader regional resources
- Working with CalWater to develop messaging on targeted, high-impact actions for both residential and commercial users
- Outlining suggested updates to the Town webpage
- Refining recommendations on what more the Town could do to sponsor and/or encourage water conservation

Councilmember Hughes said it's a great idea to bring in landscaping workers, because a large percentage of those out watering lawns are probably hired gardeners, and getting them up to speed, looking for leaks, figuring out ways to conserve and making suggestions would be an excellent way to reach a lot of people. He asked Mr. Ward about the scale the Committee has in mind for these bilingual classes. Mr. Ward said they'd expect to do it more than once, because the first time it would be important to get whomever we can get to come to trust us. He suggested, too, that perhaps residents could "sponsor" their gardeners. To ask the gardeners to come "on their own nickel" would mean they'd lose at least a half-day of income, Mr. Ward noted. The owners might believe in conservation, but the gardeners might be skeptical unless they experience it for themselves. He also suggested adding personal touches to the classes, and maybe serve lunch along with them.

Following up, Councilmember Derwin described a program put together by Redwood City and Acterra that issued green gardener certification. Fluent in Spanish, her son was one of the instructors, and she said the experience was quite meaningful and helpful for the gardeners. She suggested Acterra as a good resource for the Committee to consult.

Vice Mayor Aalfs, who said he thought the new CalGreen rules require ET controllers for builder-installed landscape equipment on residential projects, but he hasn't seen many of them being installed, even on new construction. Mr. Ward, who's been working on ET controllers for eight years, noted that many choices are now available, and he's excited about the fifth-generation systems, which operate on cloud-based technology. Vice Mayor Aalfs suggested that because landscape architects and designers often specify equipment in their proposals, they may be an audience to reach out to with Committee programs, and the Town could encourage use of state-of-the-art ET controllers during plan review.

Councilmember Derwin said the Committee's report is "beyond fantastic." Recognizing the people who worked together on it, she said she doesn't know that she's ever seen such a hard-working committee. The only area overlooked, she said, is swimming pools (and about one-third of Portola Valley homes have pools and/or hot tubs, according to Ms. Bacon). Councilmember Derwin said if you cover a pool and there's a leak, or if you don't cover it, you add water every week even though you aren't supposed to. If you don't, the pump fails and you end up with a huge, stagnant, mosquito-breeding pool.

In terms of groundwater, Councilmember Derwin said that although San Mateo County doesn't regulate it, last night the Santa Clara Valley Water District became the first jurisdiction to adopt a resolution in support of sustainable groundwater management. Tuolumne River Trust Bay Area Program Director Peter Drekmeier spearheaded that project and would love to talk to Portola Valley, Woodside and Atherton and bring them along. She said Mr. Drekmeier's already talking with representatives of East Palo Alto, Palo Alto, Menlo Park, Stanford, and unincorporated San Mateo County.

Echoing Councilmember Derwin's praise of the Committee, Mayor Wengert described it as a terrifically positive group with great leadership that's made great movement forward. She also said the group's benefited from the participation of Ms. Mendelson and Ms. Von Essen, adding that resume o the extent we can share information and resources and work together with adjoining communities, we're happy to do that. Having received CalWater's latest data, she said that Portola Valley is unfortunately moving in the wrong direction, but that just increases the urgency of what the Committee is doing. It's a terrific first step, she said, and she favors approval of the budget request.

Councilmember Richards moved to approve the budget request. Seconded by Councilmember Hughes, the motion carried 5-0.

(7) Discussion and Council Action: Property Acquisition [9:00 p.m.]

At its June 18, 2014 meeting, the Council adopted an amended capital asset policy that included annual discussion of the Town's intent to purchase land for a compelling public purpose such as open space, public facilities and affordable housing. Mr. Pegueros said that tonight is the annual discussion for 2014, and the July 9, 2014 staff report provides more detail on the three areas. He indicated that there are no recommendations for acquisition of land for either public facilities or affordable housing at this time.

- **Open Space:** With a projected balance of more than \$4 million in the Town's Open Space Restricted Fund when FY 2014-2015 ends, the Council could identify up to two individuals in addition to the Town Attorney to serve as negotiators and conduct due diligence on properties that could be appropriate for open-space preservation. They could work in concert with the Town's Open Space Acquisition Advisory Committee.
- **Public Facilities:** A capital campaign would be needed to raise funds if the Town wants to pursue property acquisition for public facilities. Among possibilities identified are facilities to accommodate the Planning Department, including workspace, meeting and storage space, and proposals floated about parks for dogs, skateboarders and mountain/dirt bikers.
- **Affordable Housing:** Staff recommends focusing on the visioning process outlined in the Housing Element update that was recently submitted to the state for review, and defer any decisions regarding expenditure of affordable housing funds. Mr. Pegueros said as of May 31, 2014, the Town has about \$2.8 million in its Inclusionary Housing Fund.

Councilmember Hughes noted that the Town has approximately \$377,000 in a fund that's unrestricted but flagged for open space. Mr. Pegueros said that amount in the General Fund was a designation made years ago, and the Council could reaffirm that those funds are still available for that purpose.

In response to Councilmember Hughes' question about the negotiators, Mr. Pegueros said they would have a fairly general mandate to look for open-space opportunities, working in concert with the Open Space Acquisition Advisory Committee.

Mayor Wengert explained that designation of a negotiating team is an extra step being taken so that people will be in place in the event an opportunity presents itself. The Open Space Acquisition Advisory Committee has identified numerous possibilities over the years, and although none has gelled into a transaction, it's never clear when that might happen. Much of it is situational and reactive, so we want to be positioned to be ready, she said.

Councilmember Hughes asked about the process for choosing negotiators. Noting that it would be good to have a Planning Commissioner and a Councilmember on the team, Mayor Wengert asked whether anyone wanted to volunteer. Carrying no "baggage" from previous negotiations, Councilmember Hughes said he'd be happy to do so. Mayor Wengert and Councilmember Richards both supported the idea of him serving as a negotiator. Councilmembers agreed to invite the Planning Commission to put an item on its agenda to name a third negotiator, and to continue this item to a future meeting.

COUNCIL, STAFF, COMMITTEE REPORTS AND RECOMMENDATIONS

(8) Reports from Commission and Committee Liaisons [9:15 p.m.]

Councilmember Richards

(a) Conservation Committee

Meeting on June 24, 2014, the Conservation Committee discussed the olive tree on Corte Madera Road, which brought up the perennial question of coordination between the Committee and the ASCC. The situation has improved, Councilmember Richards said, but issues still pop up occasionally.

The Committee also discussed the trees on Phil and Cindie White's Jelich Ranch property in connection with their Conditional Use Permit (CUP) amendment application and in the context of the Portola Road Corridor Plan.

In addition, the Committee is working on tying a Backyard Habitat awards presentation in with some other Town event.

(b) Planning Commission

At its meeting on July 2, 2014, the Planning Commission:

- Granted the Whites' requested CUP amendment for their 683 Portola Road property
- Approved requested exceptions to the Town's utility undergrounding requirements at 21 Santa Maria Avenue and 147 Crescent Avenue

Councilmember Hughes – None

Councilmember Derwin

(c) Sustainability Committee

Meeting on July 7, 2014, members of the Sustainability Committee received updates on:

- The Ad Hoc Water Conservation Task Force Committee's work
- PACE, which is coming back on line to help residential customers with energy-efficiency upgrades, even water-conservation projects
- Implementation of CalGreen, the 2013 California Green Building Standards Code, which took effect on January 1, 2014 and supersedes the Town's Green Building ordinance

Members also discussed:

- The revised Sustainability Committee Charter, the most significant changes being meetings scheduled as necessary (rather than monthly) and minimum Committee membership of five (rather than seven)
- The Green Speaker series, with possible topics including PACE, water conservation, indoor air quality, environmental films, a residential net zero retrofit project at Chris Field and Nona Chiariello's home on Brookside Drive
- The Climate Action Plan, which is scheduled to come to the Council in September 2014

The Sustainability Committee expects to meet next in October 2014.

(d) Countywide Integrated Waste Management Plan (CIWMP) Study Ad Hoc Committee, part of the City/County Association of Governments (C/CAG)

At the July 8, 2014 meeting, participants discussed funding for the state-mandated review of its waste management program, which is required every five years. They focused on the known disposal facilities in the County, household hazardous wastes and source reduction and recycling planning documents.

Councilmember Derwin said she was surprised by the number of small facilities, such as those that take metals, and by the fact that not all of them are regulated by the County, including Sims Metals in Redwood City.

She also noted that there are cheaper ways to dispose of waste than the Ox Mountain Sanitary Landfill in Half Moon Bay. Trash collectors such as Recology pay \$9.83 per ton; with that money, the County pays for programs on household hazardous waste, etc. However, trash from Portola Valley, Woodside and San Bruno doesn't go to Ox Mountain at this time. Ours goes to the Monterey Peninsula Landfill in Marina (part of the Monterey Regional Waste Management District). However, Councilmember Derwin explained, the County is now interested in the revenue from Portola Valley, Woodside and San Bruno, because Daly City, Pacifica and South San Francisco Scavenger, which services Brisbane, South San Francisco, Millbrae and the San Francisco International Airport exploring contracts to have their trash hauled elsewhere.

Ms. de Garmeaux calculated that this would cost Portola Valley households an additional \$5 to \$10 annually, but noted that no details have been worked out yet.

(e) Bicycle, Pedestrian and Traffic Safety (BP&TS) Committee

Parking signs for Windy Hill, sidewalks in need of repair at the Portola Valley Ranch due to tree roots breaking up the pavement and progress on the traffic-calming policy documentation were among the topics members of the BP&TS Committee discussed at their meeting this morning. They plan to review the final draft of their traffic-calming policy proposal on August 20, 2014, after which they'll present it to the Town Council.

Police Commissioner Gary Nielson shared a report of citations issued. Although the low numbers of citations may mean that people are doing a better job of obeying the laws, some members are concerned that the speed limit isn't being enforced. There's also some concern that San Mateo County Sheriff's Deputy Tim Reid missed the meeting, because the group needs him.

Following up on a question about why Committee minutes don't appear on the Town website, Councilmember Derwin texted Mr. Pegueros during the meeting and received an instant explanation – it would be resource-intensive work and published minutes aren't required because committees are advisory rather than decision-making bodies (such as the ASCC).

Vice Mayor Aalfs

(f) PG&E

Mr. Pegueros, Mayor Wengert and Vice Mayor Aalfs met with PG&E representatives on June 30, 2014, to follow up on the gas leak at the Ranch on May 6, 2014 and discuss proactive maintenance items. After that incident, PG&E conducted leak-detection tests throughout the Ranch and found no more leaks. Meanwhile, they've also been doing a forensic analysis to identify the specific source of the problem, and expect to meet next week with Public Works Director Howard Young to report on their findings.

Most of the gas pipes in Town are metal, although those at the Ranch are PVC. In some areas, Portola Valley also has short stretches of pipe made of Aldyl A, an older form of plastic. Vice Mayor Aalfs said we're trying to get PG&E to determine whether any of that material traces back to batches manufactured by the DuPont Company in 1970 and 1971, when some of it was of questionable quality.

Mayor Wengert

(g) Midpeninsula Regional Open Space District (MROSD)

Mayor Wengert met with MROSD Director Yoriko Kishimoto on July 7, 2014, to discuss the Hawthorns Historic Complex. She said four letters of interest about the property were submitted, which Ms. Kishimoto had not yet seen.

Mayor Wengert took advantage of the occasion to reinforce the Town's interest in upgrading the Alpine Trail, and said Ms. Kishimoto was extremely interested. They're going to arrange for a small group to walk a section of the trail – probably Mayor Wengert, Vice Mayor Aalfs, Mr. Pegueros and MROSD's Ward 6 Director Larry Hassett. (Ward 6 comprises Portola Valley along with Atherton, La Honda, Loma Mar, Menlo Park, Pescadero, Redwood City, San Gregorio and Woodside.)

(h) Parks and Recreation Committee

At their meeting on July 7, 2014, members of the Parks & Recreation Committee discussed their satisfaction with the success of the Zots to Tots event and the Town Picnic on June 7, 2014. Mayor Wengert said Chair Simone LaValle and Vice Chair Wendi Haskell did a great job, with BP&TS Committee member Kevin Welch pitching in as well.

Also discussed:

- Games for the Town's 50th Anniversary celebration; as plans take shape, it looks as if they'll set up a horseshoe pit, bocce ball court and croquet course
- Additional work on Ford Field, including netting in the back
- Softball netting at Town Center to provide separation for the children's play area

(i) Trails and Paths Committee

She missed the July 8, 2014 Trails and Paths Committee meeting, but Mayor Wengert said Mr. Young reported an item that came up during oral communications regarding handmade "no bikes" signs on the uphill side of the Alpine Road trail. Apparently a policy was established to have no bikes on the trail in 1992, but the Council agreed there could be bikes on the Safe Routes to School trails. Councilmembers discussed revisiting the issue again to clarify.

(j) Ad Hoc Water Conservation Task Force Committee

The Committee finalized its presentation for the Council and discussed a possible need to establish an upper limit on irrigation required for landscaping and lawns.

WRITTEN COMMUNICATIONS

(9) Town Council June 27, 2014 Weekly Digest [9:40 p.m.]

(a) #10 – Memo from Sustainability & Special Projects Manager re: 2013 Household Hazardous Waste Collection & Neighborhood Cleanups – June 27, 2014

Councilmember Hughes noted the high participation at recent Household Hazardous Waste Day events. Ms. de Garneau's memo indicated that 500 Town residents accounted for 28,422 pounds of hazardous waste. Those statistics, plus the results of the

Town's three cleanup days last year (May 13, August 13 and October 13, 2013) will be included in the Town's annual report to CalRecycle, she said. GreenWaste collected a total of 76.22 tons of mixed materials in Portola Valley during those events, of which approximately 57.17 tons were diverted. Residents also discarded 3.21 tons of electronics for recycling. In partnership with GreenWaste and Goodwill Industries, "Give n' Go" stations for donations were set up in conjunction with our CleanUp Days for the first time. With nearly 17.5 tons of Goodwill donations factored in, we kept approximately 77.81 tons from going to landfill.

- (b) #15 – Letter to the Town Council re: Town's current, former, and future Housing Elements – June 24, 2014

Councilmember Hughes asked who wrote the letter. No one recognized the initials at the bottom of the letter or knew who sent it.

- (c) #16 – #1: Memo from Town Manager, Nick Pegueros re: Weekly Update – June 27, 2014

Councilmember Hughes commented on the Sheriff's Office request to set up a License Plate Reader (LPR) in Town to assist in an investigation. Mr. Pegueros had explained that the request was denied on the basis of a review of the circumstances surrounding the request, the absence of a threat to public safety and continued concerns over privacy and the security of the data collected by the LPRs (which are a federal asset). He said staff is working with the Sheriff's Office and Town Attorney on a privacy and information destruction policy to address concerns.

Ironically, Councilmember Hughes observed, the July 3, 2014 Digest (Item 10 – Report from San Mateo County Sheriff's Office – Incident Log for 06/23/14 – 07/01/14) revealed that on June 23, 2014, the driver of a white pickup truck stole a LPR from the Cañada College campus. The angle of the video surveillance monitoring camera was such that it did not catch the vehicle's license plate number.

- (c) #16 – #3: Memo from Town Manager, Nick Pegueros re: Weekly Update – June 27, 2014

Mr. Pegueros said the Planning Director recruitment was very successful, with the quality of candidates quite high. A background investigation on the top candidate is underway. (Top candidates met with a panel consisting of Mayor Wengert, Councilmember Richards, Planning Commission Chair Denise Gilbert, ASCC Member Dave Ross, Ms. Prince and Assistant Planner Carol Borck.)

- (10) Town Council July 3, 2014 Weekly Digest – None

ADJOURNMENT [9:50 p.m.]

Mayor

Town Clerk