



**TOWN OF PORTOLA VALLEY**  
**Ad-Hoc Water Conservation Task Force**  
**Tuesday, September 23, 2014 3:00-5:00 PM**  
**Town Hall, Conference Room**  
**765 Portola Road, Portola Valley, CA 94028**

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## **AGENDA**

- 1. Call To Order**
- 2. Oral Communications**
- 3. Approval of August 26 minutes**
- 4. Round Robin; other upcoming events**
- 5. Cal Water – progress on letter to top 20%, Usage by tier?**
- 6. (60 min) Ecology & Drought Day planning – Subcommittee reports**
  - a) Acterra activities – Judy and Mike**
  - b) Scheduling – Judy**
  - c) Layout – Judy**
  - d) Resources needed**
  - e) Speakers**
  - f) Vendors – Lovey, Mike & Debbie**
  - g) Plants – Marge**
  - h) Promotion AI, Mike, Brandi**
    - a) Postcard 2**
    - b) Poster**
    - c) Press Release**
    - d) Outreach**
    - e) Banner**
    - f) Woodside**
  - i) Refreshments, Food**
  - j) Prizes, Attendee gifts**
- 7. (20 min) Continue Web Page design**
- 8. Discuss**
  - Dates and topics for next meeting: Oct 7<sup>th</sup> or 14<sup>th</sup>?**
- 9. Announcements, communications**
- 10. Adjournment**