

PORTOLA VALLEY TOWN COUNCIL REGULAR MEETING NO. 909, APRIL 29, 2015**I CALL TO ORDER AND ROLL CALL**

Mayor Aalfs 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 Craig Hughes, John Richards, Ann Wengert; Vice Mayor Maryann Moise Derwin, Mayor Jeff Aalfs

Absent: None

Staff: Nick Pegueros, Town Manager  
Leigh Prince, Town Attorney  
Sharon Hanlon, Town Clerk  
Brandi de Garmaux, Sustainability and Special Projects Manager

EPC: Dale Pfau, Chair  
David Howes, Committee Member  
Stuart Young, Committee Member

**II ORAL COMMUNICATIONS – None****III CONSENT AGENDA [7:31 p.m.]**

- (1) Approval of Minutes: Town Council Regular Meeting of March 25, 2015 [*pulled from Consent Agenda*].
- (2) Approval of Minutes: Town Council Regular Meeting of April 8, 2015
- (3) Ratification of Warrant List: April 22, 2015, in the amount of \$ 147,696.44.
- (4) Appointment by Mayor – Request for Appointment of Mia Di Giovanni to the Water Conservation Committee

Councilmembers approved Items 2 through 4 unanimously with a roll-call vote.

- (1) Approval of Minutes: Town Council Regular Meeting of March 25, 2015

Councilmember Wengert moved to approve the minutes of the March 25, 2015 meeting, as amended. Seconded by Councilmember Richards, the motion carried 5-0.

**IV REGULAR AGENDA [7:32 p.m.]**

(A) Presentations - None

(B) Committee Reports and Requests [7:32 p.m.]

- (1) *Report by the Emergency Preparedness Committee* – Committee Annual Report to the Town Council.

Committee Chair Dale Pfau presented the Emergency Preparedness Committee Annual Report.

With regard to the radio link between the Emergency Operations Center and the Stanford outpatient medical clinic in Ladera Madera, Councilmember Hughes asked if doctors were under any obligation in the event of an emergency to go, for instance, to Stanford for triage. Stuart Young said the committee had been very close to an agreement to place a radio with the physician staff there, but then Stanford created an emergency EPC within the medical staff. He said they are very interested in the communication link.

In response to Councilmember Wengert's question, Mr. Pfau said the Committee was pleased with the support they are getting from the Town staff.

The Council thanked the Committee for their good work.

(2) *Council Liaison Reports*

- Councilmember Wengert – None
- Councilmember Richards – He missed the April 28 Conservation Committee meeting but was updated by the Chair.
- Councilmember Hughes – None.
- Vice Mayor Derwin – Attended half of today's four-hour Water Conservation Committee meeting. She provided the Committee with Council's direction regarding focus points, which she said was well received. She pointed out that the Council's directive to the Committee indicated there would be no moratorium on pools or lawns; however, due to the Governor's order, lawns cannot be watered and pools cannot be filled. Mr. Pegueros said staff will reach out to all approvals on landscaping and new pools and advise them of the regulation.
- Mayor Aalfs – Attended the April 27 ASCC meeting.

(C) Public Hearings: None

(D) Staff Reports and Recommendations [8:02 p.m.]

(1) *Presentation and Discussion* – Update on Drought Emergency

Sustainability and Special Projects Manager Brandi de Garneau presented the staff report regarding the drought emergency.

Ms. de Garneau reported that today's Water Conservation Committee meeting included a workshop with Colehour & Cohen to develop programs to be launched over the next several months. She said the Committee expressed gratitude to the Council for their explicit directions regarding focus points. The Committee identified three programs – conducting a water use survey, installing smart irrigation controllers, and reducing or optimizing lawn watering. Ms. de Garneau reported that Colehour & Cohen said the biggest downfall in launching a program is the lack of messaging discipline and they suggested focusing on one message at a time and not overloading citizens with tips. She said the next Committee meeting will focus on the water use survey and the Committee will present an initial budget request at the May 13 Council meeting.

Ms. de Garneau reported that Woodside had a Sustainability and Conservation Committee meeting on Monday with 35 attendees, the press, and Cal Water. She said the Water Board will

adopt their latest iteration of the regulations at their meeting on May 5 and the CPUC will likely adopt mirror regulations after that. She said that Cal Water announced a public hearing on their proposed regulations to be held on May 19 at 6:00 p.m. at Los Lomitas Elementary School, where they will present their framework for responding to the CPUC regulations.

Ms. de Garmeaux said that Woodside indicated that a lot of the information in their conservation committee's plan was coming from Portola Valley. Ms. de Garmeaux encouraged Dave Boyce of the Almanac to confirm with the Town that any information attributed to the Town is accurate before reporting it.

She said incomplete 2014 aggregate data was received from Cal Water, and staff has requested the complete data be provided for a proper analysis. She said staff will likely bring that analysis to the May 13 Council meeting.

In response to ASCC's expressed interest in providing input regarding the drought issue, the Planning Department will provide them with a report at their May 11 meeting.

She said there is a meeting with the Cal Water - electeds and city managers from the jurisdictions in the Bear Gulch District on May 8.

Ms. de Garmeaux said staff has compiled a list of questions and will be scheduling a meeting with the County to discuss why the County's guiding document on gray water and rain water capture is more restrictive than the State building code. Staff is also working to provide understandable information on the website. She said it appears a reeducation process will be necessary to advise citizens that gray water is possible.

Vice Mayor Derwin asked when Ms. de Garmeaux would have the analysis of the Town's water usage for 2014. Ms. de Garmeaux said that their preliminary analysis indicated the non-residential sector had a 16% reduction and the residential sector had a 13%, averaging out to a total 14% reduction for the Town.

Councilmember Wengert asked for clarification on the messaging plan. Ms. de Garmeaux said the suggestion for one message at a time means to focus on one program at a time with all the messaging targeting that program. She said the water use survey is intended to achieve the preliminary goal of education and awareness so that citizens will participate in meaningful programs.

Councilmember Wengert said Cal Water's announcement included a significant emphasis on enforcement by the Water District and local governments. She asked if asking for the Town's help with enforcement was a change or just a further amplification. Mr. Pegueros said Cal Water provided staff with a proposed ordinance that would allow for enforcement of the restrictions that Cal Water already has in place, the thought process being that the municipal code of the local jurisdiction would reinforce the regulations that Cal Water is imposing on their customers. He said staff, including Town Attorney Prince, is reviewing the recommendation to determine what is expected of the Town and how to help support Cal Water, and hopes to report their findings at the May 13 Council meeting.

Councilmember Wengert asked if that led to the next discussion point with Cal Water relative to their enforcement capability or their expectation that we're going to help in that arena. Mr. Pegueros said the conservation requirement of 36% is significant and the key is with Cal Water and how they plan to manage their customers on a monthly basis, whether it be fines, flow restrictors, etc., and to the extent that they need the Town's help.

Councilmember Wengert asked for clarification regarding the ASCC's request. Mr. Pegueros said the ASCC requested that staff include them in the review of the water efficient landscape ordinance that will be coming up in the next several months. He said that since the ASCC is charged with enforcing the ordinance, they would like the opportunity to participate in the development of the ordinance.

Councilmember Wengert asked if the ordinance is retroactive to existing landscapes. Mr. Pegueros said there are two components with the big piece speaking to new landscapes and also a provision for existing landscapes. He said the existing code says the Town will develop an implementation program to help spread the water conservation efforts to existing landscape, but it hasn't been done. He said one reason the State has taken the water efficient landscape ordinance so seriously is because a number of agencies have fallen short in making sure the intent of the ordinance is enforced and applied to existing landscapes. He expects that State to be more adamant regarding existing landscapes this time.

Mayor Aalfs said that he, Vice Mayor Derwin, and Town Manager Pegueros discussed the Town's permitting process for decommissioning pools. The Town's permit cost approximately \$1,000 and a \$2,500 deposit for geotech review. As an incentive, waiving the fees on the first 10 applications was discussed. Vice Mayor Derwin would encourage residents to use them as a cistern, if possible. Mr. Pegueros said they would work to quantify the water savings of decommissioned pools. Ms. de Garreaux asked if there could be a condition that the decommissioned pools could not be replaced by lawns. Mr. Pegueros said staff would bring the proposal to the Council on May 13.

Ms. de Garreaux announced that the SOD (Sudden Oak Death) Blitz will be held on May 16 at 10:00 a.m. at Woodside Town Hall.

**(E) Council Liaison Reports on Regional Agencies and Organizations [8:23 p.m.]**

- (1) Councilmember Wengert attended a Firewise Committee Meeting on April 23. She said Woodside offers matching grants, with a \$2,000 max per property, for the removal of trees located in defensible space on residential property, in addition to waiving the permit fee. The Council agreed that the Town should explore the possibility of a similar program in Portola Valley. In response to Mr. Pegueros' question, the Council suggested the Conservation Committee conduct the review process.

Councilmember Wengert also attended the Arrival Technical Working Group for the Roundtable.

- (2) Councilmember Richards - None
- (3) Councilmember Hughes - None
- (4) Vice Mayor Derwin – Attended the Council of Cities meeting on April 24 and Java with Jerry on April 25.
- (5) Mayor Aalfs – Attended the Council of Cities meeting on April 24.

**V WRITTEN COMMUNICATIONS [8:37 p.m.]**

- (1) Town Council Digest: April 10, 2015 - None
- (2) Town Council Digest: April 24, 2015 - None

**VI ADJOURN TO CLOSED SESSION [8:05 p.m.]**

Public Employee Performance Evaluation

Government Code Section 54957

Title – Town Manager

**VII REPORT OUT OF CLOSED SESSION**

**VIII ADJOURNMENT: 8:58 pm**

Mayor Aalfs adjourned the meeting.

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Mayor

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Town Clerk