

PORTOLA VALLEY TOWN COUNCIL SPECIAL MEETING NO. 914, July 22, 2015**CALL TO ORDER AND ROLL CALL**

Mayor Aalfs called the Town Council's Special meeting to order at 6:00 p.m. and led the Pledge of Allegiance. Ms. Hanlon called the roll.

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

Absent: Councilmember Ann Wengert

Others: Nick Pegueros, Town Manager
Leigh Prince, Town Attorney
Sharon Hanlon, Town Clerk
Debbie Pedro, Town Planner
Brandi de Garreaux, Sustainability and Special Projects Manager

ORAL COMMUNICATIONS – None**CONSENT AGENDA**

- (1) Approval of Minutes: Town Council Regular Meeting of June 10, 2015
- (2) Approval of Minutes: Town Council Regular Meeting of June 24, 2015
- (3) Ratification of Warrant List: July 8, 2015, in the amount of \$165,757.57.
- (4) Approval of Warrant List: July 22, 2015, in the amount of \$643,834.80.
- (5) Recommendation by Mayor: Letter from Mayor to Sue Chaput. [*Pulled from Consent Agenda*].
- (6) Recommendation by Public Works Director: Notice of Completion for the 2014/2015 Annual Street Resurfacing Project – Surface Seals No. 2014-PW02.
 - (a) Adoption of a Resolution to the Town Council of the Town of Portola Valley to Accept the Completed Town of Portola Valley 2014/2015 Street Resurfacing Project – Surface Seals #2014-PW02 and Authorizing Final Payment to Graham Contractors, Inc. Concerning Such Work, and Directing the Town Clerk to File a Notice of Completion (Resolution No. 2669-2015)

Councilmember Richards moved to approve Items 1, 2, 3, 4, and 6. Seconded by Councilmember Hughes, motion carried 4-0.

- (5) Recommendation by Mayor: Letter from Mayor to Sue Chaput.

Mayor Aalfs read aloud the thank you letter to resident Sue Chaput for her hard work and persistence in working with Caltrans and San Mateo County, bringing improvements to the Alpine Road/Interstate 280 Intersection. Mayor Aalfs presented the letter of appreciation and gift to Sue Chaput.

REGULAR AGENDA

- (7) Presentations – None

COMMITTEE REPORTS & REQUESTS

(8) Update on Drought Emergency

Ms. de Garmeaux narrated a slide show presentation regarding the development and refinement of the water use analysis tool, H2Oknow. She said that while the original launch date was set for July 6, after review with the committee, it was decided additional refinements were needed and the launch date was extended to July 23. Ms. de Garmeaux said she, Water Conservation Committee Member Rebecca Flynn and Home Energy Analytics owner, Steve Schmidt, have worked countless hours to refine the tool and are currently in their third major revision, which was released July 19. She said the marketing campaign will initially focus on the message of avoiding surcharges to tap into the group of residents who will have received their first bill with surcharges, with additional targeted messages launched periodically. They will also work to identify and promote leaders who have saved water using the tool. She said the outreach schedule begins tomorrow and will include a notice on the forum, a news item, a banner, postcard mailings, and workshops hosted by the Water Conservation Committee. The goal is to reach a town-wide reduction of 162 million gallons of water by February 2016. The Water Conservation Committee will review initial feedback on the tool and finalize their plans for activities to promote the tool at their next meeting on August 19, 2015. She said they are encouraging use of a lawn sign "brown is the new green," and will be holding a "laundry to landscape" workshop in September and a "Water 101" workshop in October. She said Cal Water's consumption report for June indicates a cumulative reduction of 10% in May and 25% in June, with a monthly reduction versus 2013 of 35% in May and 52% in June. The Committee is prepared with a list of questions to present at the August meeting with Bear Gulch elected officials and staff.

In response to Councilmember Hughes question, Ms. de Garmeaux said Cal Water has said they will respond within 30 days of receiving appeal requests. She said they have heard from some residents that they noticed the appeal has been granted on their water budget before they received a response letter. She said the appeals made for the Town properties have not received a response or any change in the water budget and she will be following up with Cal Water.

STAFF REPORTS AND RECOMMENDATIONS

(9) Recommendation by Planning Director/Town Planner – Proposal to Utilize Private Open Space Easement (POSE) for Construction Staging and Access, 3 Buck Meadow Drive, Ross/Tamasi Residence

Ms. Pedro presented the staff report regarding the proposed application to utilize the POSE for construction staging and access on this project. On May 11, 2015, the ASCC approved construction of a new family house with basement, greenhouse, and swimming pool. The Planning Commission approved the site development permit for grading, which is significant, associated with the project on May 20, 2015. Due the steep slope and location of three significant Blue Oaks trees in front of the property, the applicant has requested to use an alternate route for access in order to preserve the oak trees. The ASCC and Planning Commission have expressed support of the request to use the POSE and the applicants have complied with the condition that they provide a biological report to evaluate the temporary construction impacts. The report provided recommendations for restoration of the staging pad area (approximately 3,000 square feet), as well as the grassland restoration plan and a five-year monitoring plan. In July the Blue Oaks HOA submitted a letter expressing their support of the use of the POSE.

Mayor Aalfs called for questions from the Council. There were none.

The applicant provided the history of how they arrived at their proposal to use the alternate pathway for excavation and materials storage in order to save the three Blue Oaks.

With no other questions, Mayor Aalfs called for public comment. There was none. Mayor Aalfs then invited discussion by the Council.

The Council was unanimous in their support of the project.

Vice Mayor Derwin moved to approve the proposed use of the Private Open Space Easement (POSE) for Construction Staging and Access subject to the recommended conditions of approval in Attachment 1. Seconded by Councilmember Hughes, motion carried 4-0.

(10) Council Liaison Committee and Regional Agencies Reports

Councilmember Richards – Attended the Emergency Preparedness Committee meeting on July 9 where they expressed some concern with proposed action minutes but agreed to try it. He reported on their continued efforts to connect with Stanford Medical Center in Ladera. He said there will be a joint meeting with the Town of Woodside Emergency Preparedness Committee in September or October. He attended the ASCC meeting on July 13 where they reviewed a new home on Minoca and a substantial addition on Golden Hills. He reported that a field meeting will be held on July 27 to look at the layout of the new building at the Priory.

Councilmember Hughes – Attended Firewise meeting on June 18 where they discussed preparation for the fire season, including inspecting local bridges to confirm their structural integrity for use of heavy fire engines. They are contacting Stanford to mow the Wedge.

Vice Mayor Derwin – Attended Water Conservation Committee meeting today where they announced that the Water Board adopted WELO on July 15. The Committee has requested the Council's opinion regarding handing out lawn signs to residents who have let their lawns go brown. After discussion, the Council suggested a schedule and time limit for the signs. Other topics included reimbursements to residents for lawn removal and use of smart controllers. She did not attend the Planning Commission meeting; however, Ms. Von Feldt did attend and reported regarding the site development permit for a new residence and pool at 20 Minoca. Vice Mayor Derwin attended the San Mateo County Poet Laureate meeting where Caroline Goodwin's term was extended one more year and approved a stipend of \$5,000 per year for her work. She and Mayor Aalfs attended the June Council of Cities dinner meeting in East Palo Alto, and heard a presentation on affordable housing. She also attended the Resource Management and Climate Protection Committee (RMCP) meeting and heard presentations on 2017 Plan Bay Area, Utility of the Future 2015 Report and Knowledge Hub, as well as updates from San Mateo County Energy Watch and on water supply and drought conditions from BAWSCA.

Mayor Aalfs – Attended the June Council of Cities dinner meeting with Vice Mayor Derwin. He also attended another CCA Advisory Committee meeting which was mostly technical. He will also attend the next meeting scheduled on July 23 where there will be more detailed information on the formation of a JPA and the expectations that the JPA will be formed by January 2016.

Town Manager Pegueros – Attended the July 9 Cable and Utilities Undergrounding Committee meeting where PG&E gave a presentation on Rule 20A project. He said that the bottom line is that unless the Town has enough credits to fund the anticipated cost of the project, PG&E said they cannot continue with the design and, because they can't continue with the design, they can't give the committee the detailed cost breakdown the committee needs to assess if PG&E's cost estimates are fair. PG&E outlined options that would require the Town to contractually agree to fill the gap between the Town's Rule 20A credits and the \$1.2 million cost. During the meeting, PG&E touted their good relationship with Morgan Hill as an example; however, when staff contacted Morgan Hill, their staff advised they are so frustrated they are contemplating cancelling the project, which they have been working on for more than 10 years. Morgan Hill said PG&E continuously escalates the cost at every step of major decision points. Mr. Pegueros will be attending a meeting being hosted by the City of Hayward that has called for all the cities to convene

and discuss strategies to potentially fight back against this apparently arbitrary reduction of the 20A funding so that he can connect with other cities that are having problems.

WRITTEN COMMUNICATIONS

(11) Town Council Digest: June 26, 2015

#8 – Notice of Public Hearing for LAFCo meeting – Wednesday, July 15, 2015. Vice Mayor Derwin asked if the Los Trancos Water District has been dissolved. Town Attorney Leigh Prince said not yet, but they are very close.

(12) Town Council Digest: July 2, 2015

#8 – Memo from Town Manager Nick Pegueros re: Compilation of Community Choice Aggregation (CCA) Documents. Vice Mayor Derwin asked regarding the next step. Councilmember Hughes said that on August 12 there is a meeting to discuss everything learned so far.

(13) Town Council Digest: July 10, 2015

#4 – Letter from resident Sue Chaput re: Historic Schoolhouse. Mr. Pegueros asked for Council direction. Vice Mayor Derwin suggested including the suggestion with the other master plan ideas.

(14) Town Council Digest: July 17, 2015

#2 – Memo from Public Works Director Howard Young re: Bid Results for the Alpine Road Shoulder Widening Project #2015-PW02. Vice Mayor Derwin asked why the bid was so low. Mr. Pegueros said the primary reason is that TKO is an owner/operator business and does not have to pay prevailing wage to themselves. He said the low bid was concerning; however, there has been extensive due diligence performed including multiple interviews with the contractor. He said TKO comes highly recommended from Mid Pen.

#5 – Letter from Supervisor Adrienne Tissier re: Request for Consideration to Adopt an Ordinance to Eradicate Illegal Massage Parlors in San Mateo County. Vice Mayor Derwin suggested contacting Ms. Tissier and advising her that the issue is not relevant in Portola Valley. Mr. Pegueros said Ms. Tissier is aware of that.

ADJOURN TO CLOSED SESSION [6:45 p.m.]

Mayor Aalfs adjourned the meeting to the closed session.

REPORT OUT OF CLOSED SESSION – None to Report

ADJOURNMENT [9:30 p.m.]

Mayor Aalfs adjourned the meeting.

Mayor

Town Clerk