

PORTOLA VALLEY TOWN COUNCIL REGULAR MEETING NO. 923, JANUARY 27, 2016

CALL TO ORDER AND ROLL CALL

Mayor Derwin called the Town Council's Regular meeting to order at 7:00 p.m. and led the Pledge of Allegiance. Ms. Hanlon called the roll.

Present: Councilmembers Jeff Aalfs, John Richards, Ann Wengert; Mayor Mary Ann Moise Derwin.

Absent: Vice Mayor Craig Hughes

Others: Debbie Pedro, Acting Town Manager
Leigh Prince, Town Attorney
Sharon Hanlon, Town Clerk
Brandi de Garneau, Sustainability and Special Projects Manager

ORAL COMMUNICATIONS – None

Councilmember Richards received a letter from a concerned individual from the Historic Resources Committee regarding use of the Heritage Room in the Library. Mayor Derwin asked that the issue be further researched.

CONSENT AGENDA [7:01 p.m.]

- (1) Approval of Minutes: Town Council Regular Meeting of January 13, 2016 [*Pulled from Consent Agenda*]
- (2) Approval of Warrant List: January 27, 2016, in the amount of \$166,920.34.
- (3) Recommendation by Interim Town Manager – Adoption of Amendments to Chapter 15.32 of the Portola Valley Municipal Code – Water Efficient Landscape Ordinance.
 - a) Second Reading of Title, Waive Further Reading, and Adopt an Ordinance of the Town Council of the Town of Portola Valley Amending Chapter 15.32 [Water Conservation in Landscaping] of the Portola Valley Municipal Code (Ordinance No. 2016-410).
- (4) Recommendation by Town Attorney – Updating the Designated Positions and Disclosure Obligations in the Town's Conflict of Interest Code.
 - a) A Resolution of the Town Council of the Town of Portola Valley Designating Public Officials and Employees and their Disclosure Categories for the Town's Conflict of Interest Code (Resolution No. 2682-2016).
- (5) Recommendation by Interim Town Manager – Resolution Adopting a Complete Streets Policy.
 - a) A Resolution of the Town Council of the Town of Portola Valley Adopting a Complete Streets Policy (Resolution No. 2683-2016).
- (6) Recommendation by Public Works Director – Adoption of Resolution to Accept as Completed the Alpine Road Shoulder Widening Project at Arastradero Road - No. 2015-PW02.
 - a) Adoption of a Resolution of the Town Council of the Town of Portola Valley to Accept as Completed Alpine Road Shoulder Widening Project in the Town of Portola Valley, CA #2015-PW02 and Authorizing Final Payment to "TKO General Engineering and Construction, Inc."

Concerning Such Work and Directing the Town Clerk to File a Notice of Completion (Resolution No. 2684-2016).

- (7) Recommendation from Cables and Utilities Undergrounding Committee – Request Charter Amendment.
- (8) Appointment by Mayor – Member to the Trails & Paths Committee.
- (9) Appointment by Mayor – Member to the Water Conservation Committee
- (10) Appointment by Mayor – Commissions and Committees Membership Appointments for 2016.

Councilmember Richards moved to approve Items 2, 3, 4, 5, 6, 7, 8, 9, and 10. Seconded by Councilmember Aalfs, the motion carried 4-0 by roll call vote.

- (1) Approval of Minutes: Town Council Regular Meeting of January 13, 2016.

Councilmember Wengert moved to approve the minutes of the January 13, 2016 meeting, as amended. Seconded by Councilmember Richards, the motion carried 4-0.

REGULAR AGENDA [7:02 p.m.]

- (11) Recommendation by Interim Town Manager & Sustainability & Special Projects Manager – Adoption of Resolution to join the Joint Exercise of Power Agreement to establish the Peninsula Clean Energy Authority and Appoint a Director and Alternate Director; and Introduction of an Ordinance to Authorize Implementation of a Community Choice Aggregation program in Portola Valley.
 - (a) Resolution of the Town Council of the Town of Portola Valley Authorizing and Directing the Mayor to Execute the Joint Exercise of Powers Agreement Establishing the Peninsula Clean Energy Authority and Appointing the Town's Director and Alternate Director (Resolution No. 2685-2016).
 - (b) First Reading of Title, Waive Further Reading, and Introduce an Ordinance of the Town Council of the Town of Portola Valley Authorizing the Implementation of a Community Choice Aggregation Program (Ordinance No. _____)

Interim Town Manager Debbie Pedro presented the staff report. She explained that the Community Choice Aggregation (CCA) program allows local municipalities to aggregate their energy demands to purchase electricity separate from PG&E. She said that the County and participating cities will join a Joint Powers Authority (JPA) that will procure electricity on behalf of the residents while PG&E continues to provide the transmission and billing services. She said that in May 2015 the County of San Mateo founded a CCA advisory committee with representation from all participating cities within the County, with Councilmembers Aalfs and Hughes serving as Portola Valley's representatives. She said in September 2015 the County released the results of a technical feasibility study, which demonstrated that a CCA program in San Mateo County would be economically and technically viable. She said that in November 2015 the County Board of Supervisors approved an ordinance to form a Countywide CCA program. In order to solicit input from residents, she said the Town held two community outreach meetings in November, with information regarding CCAs presented by Councilmembers Aalfs and Hughes. She said the responses from residents were very favorable. She said that in order to create a CCA program, cities wishing to participate must first enter into a JPA agreement and then adopt an ordinance to implement a CCA program within the jurisdiction. The recommendation is to appoint Councilmember Jeff Aalfs as Portola Valley's member on the JPA Board, with Vice Mayor Craig Hughes serving as the alternate. She

said that if Council introduces the ordinance this evening, it will come back for adoption at the next meeting on February 10 2016.

Councilmember Jeff Aalfs reported that Menlo Park passed a separate resolution, above and beyond their JPA resolution, whereby they directed their representative to set a near-term goal of 100 percent renewable, zero-carbon or carbon neutral, by 2020. He said Dave Pine recently discussed the issue with Pacific Energy Advisors, who believed that Portola Valley, given the size of the community and small energy load, could use the default 100 percent option, which would have an opt-down or opt-out provision. He said the RFP for procurement will go out in March or April, which would have to include whether or not the Town was defaulting to 100 percent.

In response to Councilmember Wengert's question, Councilmember Aalfs said there was capacity for Portola Valley, as well as a sizable portion of the County, to have 100 percent renewable. He said to supply the entire County would likely be difficult, but it would be no problem for Portola Valley and many other communities within San Mateo County. He said there were a lot of renewable resources in California that could be contracted. Councilmember Wengert asked if the CCI had created a system for allocating in the event that not all the cities and towns that want to use 100 percent could get it. Councilmember Aalfs said those decisions would be part of the JPAs procurement strategy in the implementation plan. He added that the decision would not be made without guidance regarding the proposed rates versus PG&E's rates. He said rule-making is going on now for the next two or three years on the next round of rate-setting, which will include big changes for rooftop solar, so it is hard to predict what the Town PCE's or PG&E's solar policy will look like two years from now. Councilmember Wengert asked regarding the PCIA rate. Councilmember Aalfs said the CPUC approved PG&E's increased PCIA. He said last year's feasibility study anticipated the increase and the number fell within the range where it would not make a huge difference. Councilmember Wengert asked for clarification regarding what decisions were made by weighted voting. Councilmember Aalfs said the default is one entity/one vote and the weighted voting would only rarely, if ever, be implemented. Town Attorney Prince said Section 3.7.4 indicates that if a Director demands the weighted voting in order for a matter to pass, it must still have the majority vote of the Directors and the weighted voting.

Councilmember Aalfs introduced Carole Groom from the Board of Supervisors and Jim Eggemeyer from the Office of Sustainability.

Mayor Derwin asked if there was an estimate of how many cities in the County would join. Ms. Groom said there are 10 so far and they believe they will come very close to all 20 cities.

With no further questions or comments, Mayor Derwin called for a motion.

Councilmember Richards moved to approve the Resolution of the Town Council of the Town of Portola Valley Authorizing and Directing the Mayor to Execute the Joint Exercise of Powers Agreement Establishing the Peninsula Clean Energy Authority and Appointing the Town' Director and Alternate Director. Seconded by Councilmember Wengert, the motion carried 4-0.

Councilmember Wengert moved to approve the First Reading of Title, Waive Further Reading, and Introduce an Ordinance of the Town Council of the Town of Portola Valley Authorizing the Implementation of a Community Choice Aggregation Program. Seconded by Councilmember Richards, the motion carried 4-0.

(12) Recommendation by Sustainability and Special Projects Manager – H20Know/Home Energy Analytics Tool

Sustainability & Special Projects Manager Brandi de Garneau presented the staff report regarding adding an energy analysis component to the H20Know tool, which will provide another avenue for engaging residents in water conservation behaviors, especially in the winter months when attention is

more focused on high energy bills, as well as provide a vehicle to reengage residents in energy conservation. She said they would also be changing the name to something that encompasses water and energy. She said the Water Conservation Committee is supportive of this proposal. She said the current yearly fee of \$20 per user will not be increased whether the users engage in the water analysis or the energy analysis, or both. She said an analysis was conducted on the current usage of those who utilized the energy analysis tool during the High Energy Homes Program years ago, and they found that there is still a 12% reduction in kilowatt hours and a 20% reduction in therms, which are quite significant persistence statistics.

In response to Councilmember Wengert's question, Ms. de Garneau said she believes the monthly emails with consistent feedback is powerful and a significant factor in the success in maintaining the energy conservation efforts.

Councilmember Wengert asked if the resurrection of the Sustainability Committee will be considered if this proposal moves forward. Ms. de Garneau said she would like to postpone that decision until it is decided whether or not the drought restrictions will be extended until October and said that currently the Water Conservation Committee serves as an adequate resource.

Councilmember Richards asked if Portola Valley was tied into the Bay Friendly network. Ms. de Garneau said she would look into it.

Councilmember Wengert asked for clarification of the Percent of Target Energy Savings number in the Summary of CEC Program Progress by Town chart. Ms. de Garneau said she would ask Steve Schmidt for that clarification and provide it to the Council.

With no further questions or comments, Mayor Derwin called for a motion.

Councilmember Aalfs moved to approve the addition of an energy analysis component to the existing H20Know Tool and to direct the Town Manager to amend the agreement with Home Energy Analytics Tool. Seconded by Councilmember Wengert, the motion carried 4-0.

(13) Update on Drought Emergency

Sustainability & Special Projects Manager Brandi de Garneau presented the update. She said the Governor has indicated that the drought restrictions may be extended through October 2016, with a decision expected to be made on February 2, 2016. She said that as a result, some of the rules have been amended. She said staff analyzed the amendments and found that none of them will impact Portola Valley. She said that residents going through a second summer of restrictions may motivate more changes regarding lawns.

Ms. de Garneau said the Town fields are down 95 to 100 percent for the month of December with the exception of Triangle Park, where they discovered an underground leak, which has since been repaired. She said the Town will apply for a partial refund which is allowed when a leak is found.

Ms. de Garneau said Cal Water continues to work on a strategy to implement smart meters. She said, for example, the leak at Triangle Park would have been noted within hours on the smart meter instead of upon receipt of the bill. She said residents who are currently interested in getting a meter can call in to be placed on a list to receive an end-point meter, which will serve as a bridge until smart meters are installed. She said the Town has requested those meters on all of the high-using accounts and currently 27 customers in Portola Valley have requested them.

Ms. de Garneau said Cal Water had a contest for residents who came in under their water budgets in December and drew the winners' names on January 15, 2016. Prizes (gift cards) will be hand-delivered to provide an opportunity to receive feedback from the residents on what they did to reduce their water

usage. She said Cal Water will share that feedback with the Town. This contest will be repeated in January and February.

Ms. de Garmeaux said Cal Water hosted a Coffee Meeting with 12 large property owners in the Bear Gulch District on January 19. The meeting was facilitated by a specialist from the Green Gardeners Group, where they could discuss their successes and challenges and network with other large property owners. She said Cal Water feels it was successful in engaging high users and helping them to reduce their water use. She said on February 20 Portola Valley is cohosting a California Friendly Landscape class at the Town Center that will be hosted by the Green Gardener's group, sponsored by Cal Water.

Ms. de Garmeaux said Town-wide water consumption is down 35 percent from December 2013 and the 41 percent cumulative reduction for the months of June through December have been maintained.

Ms. de Garmeaux reported that the Water Conservation Committee formed a subcommittee to develop an outreach program for smart irrigation controls. She said they plan to start with a workshop explaining the first steps. She said the Water Conservation Committee is working on their 2016 goals and the addition of the energy analysis to the H2OKnow Tool.

(14) Appointment by Mayor – Council Liaison Appointments for 2016

Councilmember Aalfs moved to approve the 2016 Council Liaison Appointments, as amended. Seconded by Councilmember Richards, the motion carried 4-0.

(15) Council Liaison Committee and Regional Agencies Reports

Councilmember Aalfs – Met with The Priory and the Sequoias and provided an update regarding Peninsula Clean Energy with Sustainability and Special Projects Manager de Garmeaux and Interim Town Manager Pedro.

Councilmember Wengert – Attended a C/CAG meeting on January 14, 2016, where openings on C/CAG committees were discussed.

Councilmember Richards – Attended the Cultural Arts Committee meeting on January 14, 2016, where Commissioner Koch provided a Town Center Master Plan update. They also discussed the Holiday Fair and upcoming committee events. He also attended the Emergency Services Council meeting where they discussed the location of the radio tower located near Skylawn Cemetery. He reported that the ESC is working with the San Francisco International Airport to join the JPA to share with emergency services responsibilities. He reported there is ongoing concern that La Honda Creek is still not flowing. He said the new San Mateo County Alert system is operational and are looking for help in publicizing the system. He said there has been extensive preparation for the Super Bowl. He also attended the Conservation Committee meeting where Judith Murphy was reelected as Chair and Nona Chiariello was appointed as Vice Chair. He said they reviewed a couple of site permits, discussed an upcoming Broom Pull, and are working on a report with regard to abolishing poison bait.

Mayor Derwin – Attended the HEART meeting on January 27, 2016. She said there was a closed session where they met with two candidates and selected one for the Executive Director position, with the salary to be negotiated. She said HEART's annual May fundraising event was cancelled and will be replaced with a "Friendraiser" event to be held on May 11, 2016, at Devil's Canyon Brewing Company in San Carlos. She also reported that HEART will be moving in with the Housing Leadership Council of San Mateo County.

Mayor Derwin reported that she, ASCC Commissioner Ross, Planning Commissioner Hasko, and Interim Town Manager Pedro met to discuss long-range planning. Ms. Pedro said the issue will be brought before

the Planning Commission for further discussion. Mayor Derwin said it was suggested that another joint roundtable with the Planning Commission would be valuable to discuss Town mission and values.

Mayor Derwin said the Blues & Barbecue event has no one to run it. A representative from the Lyme Foundation offered to run it but only if it was a Lyme fundraiser. The Town declined that offer.

WRITTEN COMMUNICATIONS [7:53 p.m.]

(16) Town Council Digest – January 15, 2016

#4 – Invitation to attend Council of Cities Dinner Meeting, Friday, January 29, 2016. Councilmember Wengert said she is unable to attend.

(17) Town Council Digest – January 22, 2016

#4 – Invitation to attend the League of California Cities Peninsula Division Quarterly Dinner Meeting – Thursday, January 28, 2016. Councilmember Aalfs said he is unable to attend.

ADJOURN TO CLOSED SESSION [7:58 p.m.]

(18) Public Employee Appointment – Government Code Section 54957(b)(1). Consider Appointment of Town Manager.

Mayor Derwin adjourned the meeting to the closed session.

REPORT OUT OF CLOSED SESSION

New Town Manager appointed.

ADJOURNMENT [8:10 p.m.]

Mayor Derwin adjourned the meeting.

Mayor

Town Clerk