

PORTOLA VALLEY TOWN COUNCIL REGULAR MEETING NO. 926, WEDNESDAY, MARCH 23, 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, and Ann Wengert; Vice Mayor Craig Hughes; Mayor Mary Ann Moise Derwin

Absent: None

Others: Jeremy Dennis, Town Manager
Leigh Prince, Town Attorney
Sharon Hanlon, Town Clerk
Brandi de Garreaux, Sustainability and Special Projects Manager

ORAL COMMUNICATIONS – None

CONSENT AGENDA

- (1) Approval of Minutes: Town Council Regular Meeting of March 9, 2016 [*Pulled from Consent Agenda*]
- (2) Approval of Warrant List: March 23, 2016, in the amount of \$97,927.86.
- (3) Recommendation by Public Works Director – FY 2015/2016 Annual Street Resurfacing Project – Surface Seals Project No. 2015-PW05
 - a) Adoption of a Resolution of the Town Council of the Town of Portola Valley Approving Plans and Specifications and Calling for Bids for the 2015/2016 Street Resurfacing Project – Surface Seals No. 2015-PW02 (Resolution No. 2687-2016)
- (4) Recommendation by Town Clerk – Adoption of a Records Retention Schedule
 - a) Adoption of a Resolution of the Town Council of the Town of Portola Valley Adopting a Records Retention Schedule (Resolution No. 2688-2016)

Vice Mayor Hughes moved to approve Items 2-4. Seconded by Councilmember Richards, the motion carried 5-0.

- (1) Approval of Minutes: Town Council Regular Meeting of March 9, 2016.

Councilmember Wengert moved to approve the minutes of the March 9, 2016, meeting, as amended. Seconded by Vice Mayor Hughes, the motion carried 4-0-1, with Councilmember Aalfs abstaining.

REGULAR AGENDA

COMMITTEE REPORTS & REQUESTS

- (5) Report from the Water Conservation Committee – Committee Annual Report to the Town Council

Water Conservation Committee Chair Al Sill presented the Committee's 2015 Annual Report.

Sustainability and Special Projects Manager Brandi de Garmeaux said that she and Town Manager Dennis met with Dawn Smithson, the District Manager at CalWater, and James Lau, the Government Relations Representative from Southern California. She said CalWater changed their software a few months ago and were unable to provide the written reports for the specific Towns in the District; however, Ms. Smithson was able to provide them with that information verbally at today's meeting. Ms. de Garmeaux said in January the Town's water usage was up 5.3 percent and the District as a whole was down 19 percent compared to January 2013. In February, the Town was down 25.72 percent and the District was down 27 percent. Mr. Sill said these figures indicate while outside water usage has been reduced over the summer, interior water usage has not changed much. Ms. de Garmeaux said the Town will still be over the Town's 36 percent goal.

Mr. Sill reported on the Committee's goals for 2016. He said the State Water Resource Board may reconsider extending the conservation mandates through October, possibly lifting them in May. He said the major areas of focus for 2016 will be continuing to support residents' efforts to reach the 36 percent conservation target, if appropriate, and to try to continue to raise water conservation awareness and educating about making long-term improvements.

Mayor Derwin called for questions from the Councilmembers.

Vice Mayor Hughes asked if Mr. Sill had any specific comments regarding the Green Building Ordinance. Mr. Sill said the rainwater catchment as a function of lawn size is valuable, as well as gray water ready requirements.

Councilmember Wengert asked Ms. de Garmeaux how Bear Gulch was doing overall. Ms. de Garmeaux said the February report indicates a 34.6 percent cumulative reduction.

Councilmember Wengert asked if there was any regional organization within the District or surrounding communities such as shared conservation efforts or resources. Ms. de Garmeaux said Mayor Derwin attends the RMCP meetings and keeps the committee advised, and they work at keeping a pulse on what's happening regionally. She said committee members attend and bring back the information from various water showcases, Sustainable San Mateo County meetings, etc.

(6) Request by Town Historian Nancy Lund – Placement of a Sign Commemorating Ormonde

Town Manager Jeremy Dennis presented the staff report regarding the request of Nancy Lund, Town Historian and Chair of the Historic Resources Committee, to place a plaque recognizing Shady Trail as a remnant of Ormondale Ranch, home of Ormonde, one of the most famous racehorses of the 19th century. Mr. Dennis said the estimated costs in the staff report are overstated as Ms. Lund has recently located an appropriate piece of redwood that will be donated for the sign.

The Councilmembers questioned whether or not the image would be clearly visible on brass or bronze. Mr. Dennis did not know specifically, but said a different material will likely be used for the photo itself. Councilmember Richards agreed to approve the final plaque prior to placement.

Councilmember Aalfs moved to approve Placement of a Sign Commemorating Ormonde. Seconded by Councilmember Richards; the motion carried 5-0.

(7) Recommendation by Town Manager – Town Contribution to San Mateo County Homeless Outreach Efforts

Town Manager Jeremy Dennis presented the staff report regarding the request by the County of San Mateo Human Services Agency for each city in San Mateo County to contribute to Homeless Outreach Services (HOT). Portola Valley is being asked to contribute \$2,763. Two cities are not participating – Atherton and Woodside. He said that this item would typically be part of the budget process; however, Mayor Derwin requested the item be placed on the agenda. Mayor Derwin said the reason she put this item on the agenda was so that it was on record that the Portola Valley Town Council was fully supportive of making this contribution.

Vice Mayor Hughes moved to approve the Town Contribution to San Mateo County Homeless Outreach Efforts. Seconded by Councilmember Wengert; the motion carried 5-0.

STAFF REPORTS AND RECOMMENDATIONS

(8) Report from Sustainability and Special Projects Manager – Update on Drought Emergency

Sustainability and Special Projects Manager Brandi de Garmaux presented an update on the drought emergency. She said the Town's appeal has been granted, the surcharges have been waived, and the water bank has been reimbursed. All of the Town Center bills have been aggregated and the Town can use the water bank where needed throughout the Town accounts and all of the accounts have been rescheduled so that all of the meters are read on the same day. She said the Town applied for and received a credit for half of the amount (\$600) incurred for the leak at Triangle Park; however, the water did not get credited back to the water bank. She said this appeal process is also available for any Town residents who have large leaks. She said the Town is working hard to establish a positive working relationship with CalWater. She said Dawn Smithson has been an advocate for the Town at CalWater. She said while the ultimate goal is full replacement with smart meters, they are also discussing endpoint meters in the interim. She has asked CalWater to provide some written information regarding their plan for smart meters to present to the Council.

Mayor Derwin attended the presentation of the monthly BAWSCA report and received information regarding water levels at reservoirs in California. She said the three-month forecast, as of March 16, anticipates above-average rainfall. She said the BAWSCA region has reduced water usage by 27 percent, substantially better than their reduction target of 15 percent. She said the State Water Resources Control Board Chair said they may lift the State restrictions or change them significantly on May 1.

Mayor Derwin said the first of the Town's Film Series on March 22 was fun and went well.

(9) Council Liaison Committee and Regional Agencies Reports

Councilmember Aalfs – He and Mayor Derwin attended the annual Meals on Wheels program. He said it was emphasized that there are likely more Portola Valley residents eligible for this service than realized and that it is not just about money but as much about access. He will attend the first official board meeting of Peninsula Clean Energy on March 24, where they will discuss the RFP for energy procurement that will go out in April.

Councilmember Wengert – Attended a meeting with Quiet Skies NorCal with Town Manager Dennis. She said it was a very positive meeting and said the group has valuable resources.

Councilmember Richards – Attended the March 10 Emergency Preparedness Committee meeting with Town Manager Dennis, where they discussed the Town Center Master Plan, various training sessions, the County library system emergency preparedness operation, and new radio technology. He attended the March 16 Planning Commission meeting where they approved a property line adjustment. He said the Planning Commission also discussed a map modification on Bear Gulch, but the issue was continued

until receiving clarification by the Town Geologist. Town Manager Dennis said while he appreciated the eye to detail, he and others in attendance at that meeting felt that the map modification issue could have moved forward. He said he does not want to see the Planning Commission getting a reputation of delaying projects unnecessarily. At Mayor Derwin's suggestion, Town Manager Dennis and Councilmember Richards agreed to have a conversation with the Planning Commission regarding their overall role. Councilmember Richards said the issue has been raised regarding vendors on the Town's webpage. Town Attorney Prince said in general the policy is a preference not to promote any vendor on Town's websites; however, exceptions have been made with an accompanying disclaimer that the Town was not making a recommendation. Councilmember Richards also attended the Conservation Committee meeting on March 22 where they discussed the Backyard Habitat Program, Earth Day, and the recent Broom Pull.

Vice Mayor Hughes – Attended the March 14 ASCC meeting where they reviewed an application for a new home to be constructed on an empty lot. The new home is not suitable for septic and will require an extension of the sewer past 15 houses to their lot, which means the 15 other residents currently on septic systems may be forced to attach to the sewer system if they upgrade their residences. His concern is the financial impact on current residences if forced to connect to the sewer system. The Council agreed to place this issue on the agenda for further discussion. He attended an Open Space Committee meeting where they approved the Shady Trail Ormonde sign and discussed the documentation of open spaces, fundraising events, and the Town Center Master Plan. Vice Mayor Hughes and Councilmember Aalfs met with staff regarding PCE.

Mayor Derwin – Attended C/CAG meeting and heard a presentation from commute.org who discussed their objective of reducing the number of single-member vehicles traveling through or from San Mateo County; heard the Legislative Committee Report; confirmed the appointment of Councilmember Wengert to serve on Finance Committee; reviewed the State Transportation Improvement Program reduction; heard a presentation of the San Mateo County Energy Watch 2015 review; and announced new elected and appointments. She attended the Resource Management Climate Protection meeting where they heard the BAWSCA report; a presentation on Renewable Energy Self Generation Bill Credit Transfer Program for local governments and universities; and a presentation on all the energy efficiency programs in San Mateo County. She attended the Water Conservation Committee meeting where they discussed a residence that had an unknown severe water leak and was reimbursed 50 percent of the cost by CalWater through their appeal process. She said the C/CAG Water Committee had a Saturday field trip to a Silicon Valley Advanced Water Purification Center where they purify recycled water, with the ultimate goal to get it to a point where it can be added to the aquifer for drinking water.

(10) Town Manager Report – Town Manager Jeremy Dennis met with Bill Chang of PG&E and discussed an opportunity for PG&E to come and explain the current rate changes. He said a similar meeting will occur next week in Colma, which he plans to attend. He said PG&E will do a leak assessment, as they regularly do every three to five years. He said the process typically lasted approximately 10 months with PG&E representatives walking through the neighborhoods; however, they now use a piece of equipment on a truck and the process takes three weeks. They will be preparing a notice to residents as this activity will typically occur at unusual late evening hours. He said the 12-member administrative team from the Woodside Fire Protection District is moving to 808 Portola Road temporarily during the reconstruction of their fire station. He said the Parks & Recreation Committee has put out a survey to residents asking about Town parks. He said the Mayor and Vice Mayor are meeting tomorrow with Senator Hill. He said next week a representative from Senator Barbara Boxer's office will be coming to Town to learn information and issues with regard to Portola Valley. Mr. Dennis will be meeting in a couple of weeks with Len Materman, the Executive Director of the San Francisquito Creek Joint Powers Authority. Mr. Dennis brought the Town water purifier to the fire station yesterday and verified that it is working. He said they worked with CalWater today because they were blocking Christ Church's entrance and, as this is Holy Week, people need to have access to the church events being held. He announced that Carol Goodstein's (Spring Down Equestrian Center) husband passed away and

said the Town sent flowers. He said he has met with all of the staff and is beginning the process of shadowing each staff member in an effort to become familiar with the Town staff operations.

WRITTEN COMMUNICATIONS

(11) Town Council Digest – March 11, 2016

#9 – Invitation to Council of Cities dinner meeting – Friday, March 25, 2016. Mayor Derwin invited Councilmembers to attend.

#11 – HEART of San Mateo County names Armando Sanchez new Executive Director.

(12) Town Council Digest – March 18, 2016

#5 – Letter from Congresswoman Jackie Speier to Chair of the SFO Airport Community Roundtable re: Clarification of the Two Entities to Provide Recommendations to the FAA. Councilmember Wengert said it was not anticipated Congresswoman Speier was planning to advocate for making a schism in terms of who would be working on what issues related to aircraft noise on a regional level and the potential impact is unknown.

#1 – (Council Only) Invitation from Housing Endowment and Regional Trust of San Mateo County (HEART) to the Donor Recognition Party - Wednesday, May 11, 2016. Mayor Derwin said this falls on a Council meeting night so Councilmembers will be unable to attend. Town Manager Dennis said he will stop in briefly and then return to attend the Council meeting.

ADJOURN TO CLOSED SESSION: 8:40 pm

Mayor Derwin adjourned the meeting to the closed session.

REPORT OUT OF CLOSED SESSION: None to Report

ADJOURNMENT: 9:20 pm

Mayor Derwin adjourned the meeting.

Mayor

Town Clerk