

PORTOLA VALLEY TOWN COUNCIL REGULAR MEETING NO. 928, WEDNESDAY, APRIL 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. Town Manager Dennis called the roll.

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

Absent: None

Others: Jeremy Dennis, Town Manager
Leigh Prince, Town Attorney

ORAL COMMUNICATIONS – None

CONSENT AGENDA [time]

- (1) Approval of Minutes: Town Council Regular Meeting of April 13, 2016 [*Pulled from Consent Agenda*]
- (2) Approval of Warrant List: April 27, 2016, in the amount of \$41,871.50.

Councilmember Richards moved to approve Item 2. Seconded by Councilmember Wengert, the motion carried 5-0 by roll call vote.

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

Councilmember Aalfs moved to approve the minutes of the April 13, 2016, meeting, as amended. Seconded by Councilmember Richards, the motion carried 5-0.

REGULAR AGENDA [7:04 p.m.]

COMMITTEE REPORTS & REQUESTS

- (3) Report from the Cultural Arts Committee – Committee Annual Report to the Town Council

Paige Bishop, Co-Chair of the Cultural Arts Committee, presented the committee's annual report. She said the committee is best known for the concert series, holiday fair, and the new speaker series. She said the first speaker presentation was a great success with 80 attendees and the second had a similar sized audience. She said this year marks their ninth consecutive year of concerts, with a total of 27 concerts to date. She said the addition of the sound engineer has been a huge improvement to the concerts. She hopes that in the future there can be some kind of lighting for shows that run into the nighttime hours. She invited the Councilmembers to attend one of their events and take the opportunity to introduce themselves to the community. She said the committee did well staying within their budget. She said that with the addition of the speaker series, they would be asking for an additional \$500. She did not anticipate a large increase in what they pay bands over time. She said they welcome more members to the Committee but said their small nimble team is working well. She invited questions from the Council.

Councilmember Wengert asked if they had ever thought about posting a list of shows and speaker series on the Town website. Ms. Bishop said she would be glad to do that, and include photos, schedules, and links to the bands. She said there are now about 450 who attend the concerts, which occur the third Thursday of every summer month – June 16, July 21, and August 18, 6:00 p.m. to 8:00 p.m.

(4) Report from the Parks & Recreation Committee – Committee Annual Report to the Town Council

Simone LaValle, Co-Chair of the Parks & Recreation Committee, presented the committee's annual report. She said while the Committee would like to grow, nobody has the ambition to recruit volunteers. She said the Town Picnic and Zots to Tots Race are in the planning stages right now. She said they do not have the volunteer capacity. She said for next year they are contemplating contacting Pacific THERx and asking them to assist. She said the drought and high usage tore up the athletic fields, but Public Works Director Young and Jensen Landscaping have done a great job restoring the fields and they are in good condition. She said the Ford Field upgrades are still a topic of discussion because there are still some funds remaining to be spent. She said Mr. Young is talking with Little League to be sure they get what they need. She said the horseshoe pit is not yet installed, but when the rainy season is over Mr. Young and his team will begin that project. She said the committee is trying to be proactive instead of reactionary in terms of complaints, especially with the Town Center Master Plan being updated. She said the Committee used a survey to conduct community outreach to gather Townspeople's opinions about the programs and activities offered by Parks & Recreation. She said 99 people had responded so far and they want to run it a bit longer in the hopes of getting closer to 200 responses. She said they will provide a detailed analysis of the data when it is completed, but a quick preview shows that people are happy with the facilities and their use, but they would like to see new and different activities. She said they talked to instructors who offer classes through the Town Center and their feedback was that they loved it but would like to have more control. She said currently everything goes through Cindy, which creates a bottleneck. She said they were exploring how to capture everything on one website where the instructors could see who is registering before the classes start so they can plan accordingly. It would also be a site where residents could see links to all the offerings in Town – such as classes offered at the Town Center, adult pickup basketball at The Priory on Sunday, Alpine Strikers, AYSO, Alpine Little League, Boomers Night Fitness, Kids Karate, PV Basketball, Zots to Tots, mountain bike trails maps, etc. She said they would be accepting online registration for Zots to Tots so people can preregister or even register on their mobile devices while waiting in the long registration line. She will be checking with the Town Manager to see if they can incorporate the Town's Pay Pal account for collecting registration fees. With regard to the budget, she said they would not likely be asking for any additional funds. She said if additional funds are needed for Zots to Tots, they will increase the registration fee for the race. She invited questions from the Council.

Mayor Derwin asked what the current registration fee was for Zots to Tots. Ms. LaValle said it was \$20 per adult and \$15 per child. She said children can also ride bikes, trikes, or scooters.

Councilmember Wengert said the Parks & Recreation Committee was a good group to start the automated scheduling and online registration idea, at the level of these activities. She asked if they had included in their budget potentially working with the Town staff since it would be coming through the town's website and if they had enough resources to handle that task. Ms. LaValle said she and the Town Manager have talked about social media and discussed this issue. She said they discussed creating a Facebook page where they can post the important registration deadlines and collaborate with the organizations that serve the community, as well as promote Town events.

STAFF REPORTS AND RECOMMENDATIONS [7:27 p.m.]

(5) Presentation of the April 16, 2016, Wildland Fire Exercise

Town Manager Dennis reported regarding the recent exercise conducted with the Woodland Fire Protection District, which included a simulated wildland fire along Alpine Road near the swim club and school and an evacuation order for portions of the community. He said it was a very worthwhile exercise for those who participated. Staff that participated included Mr. Dennis, Town Clerk Sharon Hanlon, Sustainability & Special Projects Manager Brandi de Garmeaux, Deputy Building Official Keith Weiner, and Planning Director Debbie Pedro. Public Works Director Howard Young was on vacation, so Steve Hedlund manned the Public Works table. Representatives from San Mateo County EMS and Woodside Fire Protection were also present. Activities included notifications of fire moving in a particular direction,

vehicles abandoned on the road, road closures, providing lunch and water for arriving firefighters, dogs and owners standing in a field, etc. Mr. Dennis said staff did an excellent, professional job, and demonstrated their ability to address the issues quickly. He said the communication equipment worked well. Councilmember Wengert asked if they had started the generator, which has been known to fail in the past. Mr. Dennis said they did not, but they will test it.

Mr. Dennis said the integration worked well with the volunteers that came to participate. He said the physical space of the EOC works well, as does the physical space that is the Town Center. He said the EOC is well stocked and Ms. de Garneau has done an exceptional job making sure detailed instructions are provided.

Mr. Dennis said the SMC alert did not work for some people so they are working on that with the EMS people. He said the plan for staff backup needed improvement and there should be a volunteer base of people willing and available to step in. He said the radios (radio and ham) worked well, but none of the staff knew how to use them, so they will be trained. He said there was not a plan in place to control evacuees as they arrived. He said in a real situation with a lot of people coming in, they would be dependent on volunteers, and that needs to be explored. He said there were some key players (utilities) for which they realized they didn't have updated information or hadn't figured out how to integrate. He said the Town needs to connect with them better. He said some needed physical improvements were noted such as technology, whiteboards, etc.

Mr. Dennis said it was a great experience, incredibly valuable, and he has a lot of confidence in the staff's abilities and the training and materials we have.

Councilmember Wengert asked how Portola Valley would be integrated with the other communities. Mr. Dennis said the elected officials play a very specific role during an emergency. He said they are physically separated from the EOC, in a different location, and are tasked with having dialogue with the press. He said it is better for the fire officials to make decisions rather than the elected officials. He said they will conduct a training for the Council on June 22. He said integrating the volunteers is a more complicated issue and staff is discussing it.

In response to Councilmember Richards' comment, Mr. Dennis said the EPC and Public Works people would be the first bench. He said that current committee members would likely be interested in volunteering in an emergency.

Councilmember Wengert expressed concern about a situation where there is no outside help available and the Town is on their own. Mr. Dennis said that issue has been discussed and is why they want to establish a group of volunteers to take on some of those activities so that the Councilmembers are not forced into roles that weren't designed for them. Councilmember Wengert said she does not want to be so separated that the Council is just sitting and waiting to talk to press. Councilmember Richards said the Council has gone through several emergency trainings and was surprised to learn the State was saying that the Council should not be in that role at all. Mr. Dennis said the State has made a very clear line between the roles that elected officials play and what happens in the EOC. Councilmember Wengert said she understands and respects that, but because Portola Valley is such a small, isolated community, she is concerned about the scenario in which no emergency services are available. Mr. Dennis said he hopes to alleviate some of that concern with the training and the establishment of a volunteer base, in the hopes of creating a structure that makes the Councilmembers feel comfortable moving forward.

(6) COUNCIL LIAISON COMMITTEE AND REGIONAL AGENCIES REPORTS [7:43 p.m.]

Councilmember Aalfs – Attended the ASCC meeting on April 25, where they discussed two preliminary reviews. He and Councilmember Wengert attended the afternoon site visit on the Windmill School project with the Planning Commission. He said the ASCC comments were positive, with some concerns regarding the parking arrangement. He said one Commissioner was unhappy that there was not an

affordable housing unit being built on the property. Councilmember Aalfs said that in order to live on the site you must be an accredited daycare worker. Town Attorney Prince said she will look into the State requirements. Town Manager Dennis said there is a State bill that is circulating that is looking at allowing housing on public school sites. Councilmember Aalfs said he thought Windmill was resistant to the idea in general. Mayor Derwin said the option should be pursued absent a State law preventing it. Commissioner Aalfs said Peninsula Clean Energy has been moving forward and they are currently interviewing for a CEO. He said he talked to consultants about the limitations on renewables and learned that while there is some concern long-term about that, it is not an immediate concern. He said the County is very supportive of Portola Valley defaulting in at 100 percent renewable, which would require passing a separate ordinance. He said he'd like to coordinate that agenda item after conducting more outreach for feedback. Councilmember Wengert suggested well-crafted and well announced public meetings. Vice Mayor Hughes said there will be a choice of rates for each of the two products, 50 percent renewable and 100 percent renewable. Councilmember Wengert said it needs to be made clear to everyone that while the Council is supporting the maximum renewable position they can take, everyone will still have a choice and alternatives. Councilmember Aalfs said they are reviewing the actual energy procurement based on bids received. Vice Mayor Hughes asked if other towns had expressed interest in defaulting in at 100 percent. Councilmember Aalfs said Portola Valley would be the first jurisdiction in California, and maybe anywhere, to default in at 100 percent renewables. He said Peninsula Clean Energy is looking for bridge funding for its initial operations and said there may be a possibility that Towns within the County could loan money to Peninsula Clean Energy at a rate that might beat current LAIF returns. Councilmember Aalfs said if any of the Councilmembers had comments regarding this, they could be relayed to the Town Manager.

Councilmember Wengert – Attended the site visit at Windmill; however, the story poles were not up. Mr. Dennis said he would confirm whether or not there would be another site visit prior to the Planning Commission meeting next week. She said in addition to parking, traffic, and noise, there may be a security issue with the front gate. In response to Mayor Derwin's question, Councilmember Wengert said there was not a lot of discussion about the animals, but they indicated it would be a modest farm. She said the program plans were robust with some events to be held at night. She said they now have a schedule for the FAA Select Committee. She said having alternates is a good thing because they are starting to be invited to more events and it will be getting very busy. The organizational meeting will be May 6. The next scheduled meetings will be in Santa Clara on May 25, in San Mateo County on June 15, and Santa Cruz on June 29.

Councilmember Richards – Attended the EPC meeting where they discussed the emergency drill described by the Town Manager; discussed the Town's upcoming training, which they will attend; discussed the radio upgrades; discussed their web-stream connection; discussed their preparations for the Town Picnic; and discussed the San Mateo County Fair. He attended the Cultural Arts Committee meeting. He attended the County ESC meeting where they discussed the old radio tower at the cemetery. He said the San Francisco Airport has not technically joined the JPA but have agreed to contribute money for all the calls they've generated from the group, which they've calculated to be approximately \$160,000 for the year. He said that money from the airport is now necessary to balance their budget because of an \$180,000 increase in expenses. They heard a presentation by Tetratex regarding the local hazard mitigation plan. He said the County is putting a plan together and each city must put their own plans together to mesh in with that. Mr. Dennis confirmed that the draft of the plan is due from staff on May 13 and will be adopted by August. Councilmember Richards also attended the PG&E presentation on April 26. They discussed the rate plans and the changes that will be made over the next several years. He attended the Conservation Committee meeting on April 26. He said there were strong feelings that the Town should address the comments made on PV Forum regarding lawns. Vice Mayor Hughes said that Dave Ross, ASCC Chair, posted a response. Councilmember Richards said some members feel the ASCC is ignoring their recommendations. To date they have given out 15 or 16 backyard habitat awards. They presented the final version of the Guide to Town Center Plantings. The Committee will be coming to the Council with recommendations regarding the use of rodenticides. The Committee will be sponsoring the Sod Blitz.

Vice Mayor Hughes – Attended the PG&E rate presentation on April 26. Councilmember Wengert asked if PG&E's presentation could be put on the Town website. Vice Mayor Hughes said their presentation would cause more confusion. PG&E said 88 percent of the Town was on the default E-1 rate. He said the short story is E-6 is probably better than ETOU-A for the typical Portola Valley user. Users can change their rate plans online, but they will not allow anyone to select the E-6 rate after May 31. PG&E said they will be providing a tool on their website that will estimate the best rate for solar users, but it will not be available until August, and the deadline to get into the E-6 rate is May 31. If a user selects E-6 now, they are grandfathered into the plan, and they can switch out to another plan later, but cannot select E-6 after May 31.

Mayor Derwin – Attended the Water Conservation Committee meeting. She said some members attended the Water Showcase in San Francisco a couple of weeks ago and got samples of an ultra low-water lawn seed; they discussed a flow meter that detects leaks; they discussed their budget and will be asking for approximately \$1,100 additional this year; and they discussed Earth Day. She attended the C/CAG Annual Retreat, which had three presenters – Dr. Mindy Romero of UC Davis; Dr. Richard Luthy of Woods Institute of Stanford; and Dr. Nicole Sandkulla of BAWSCA. She attended the Donor Fund Subcommittee meeting and moved some things forward to make a recommendation to the Board – a 50/50 model, with 50 percent going to Atherton, Portola Valley, and Woodside and 50 percent going to the JPA general fund, with no cap, to be reviewed in three years. She said this will not go into effect until Atherton finishes their library, approximately 2018. She and the Town Manager attended the ABAG general meeting and voted on the budget. She said there will be another meeting on May 12 that must be attended to vote on the proposed options. If Mayor Derwin cannot attend, Vice Mayor Hughes will attend and Councilmember Wengert will be his alternate. They discussed the transfer tax. Mr. Dennis said the ABAG senior staff were engaging the smaller cities in asking how ABAG could be helpful to them. Mayor Derwin said they discussed the Hyperloop technology. She attended the C/CAG Administrators Advisory Committee Meeting. She attended the HEART meeting today where they established a consent calendar. They previously could only help people buying houses up to \$520,000 and that limit has been increased to \$781,000 and they can now loan up to \$117,000. They discussed the linkage/housing impact fees. They also discussed pooling the inclusionary housing money to build housing outside of their cities. She said HEART and the Housing Leadership Council (HLC) will be separating but will share the same physical space. She said there is an HLC policy lunch on May 13. Mayor Derwin said they showed the second film in the film series followed by a wonderful discussion.

(7) Town Manager Report – Town Manager Dennis reported there was a fire early this morning at 10 La Sandra Way. He said it was a house that was under construction, 95 percent complete and it sustained 25 percent damage. It was red tagged and is in the process of being boarded up and fenced. He said they have closed the recruitment for the Associate Senior Planner position and are setting up interviews in the next week or so with some good applicants. He said the budget process is moving along well and they will be bringing something to the Finance Committee on May 24. He said he invited a previous colleague to show staff an online engagement tool that may be useful. He thanked Ms. de Garreaux for putting together the wonderful Earth Day event. He said there was a good turnout at the PG&E meeting. PG&E will be providing the slides and staff can decide if they should be posted on the Town's website. He said he met with a gentleman at the library who had concerns about the usage of the Heritage Room. Mr. Dennis said it does not appear to be an issue that needed to be dealt with in the immediate future. He talked with Nancy Lund about it and they discussed posting a sign that says something to the effect of being respectful of your time in this space. He attended several meetings since the last Council meeting including a tour of the Priory; met with the Library Director and her staff; met with the League of California Cities representative, Seth Miller; met with the Interim Superintendent and the two Principals of our elementary schools; toured the Corte Madera School and discussed affordable housing interest at that site; attended a Westridge Architectural Supervising Committee meeting; met with Anna Eshoo's District Director today; and met with Steve Abbors and his planning staff at the Mid-Peninsula Regional Open Space District and discussed the Hawthornes and the Alpine Trail. He said he will be attending his first San Francisquito JPA meeting on April 28. Vice Mayor Hughes asked if there was any indication of when they would be bringing something to the Council. Mr. Dennis said in April 2015 they adopted a five-year timeline and it can come anytime within that five years. He said they are

renovating some of the buildings and will have a Mid-Pen Ranger on-site soon and are discussing an interpretive center. He said they are in the very early stages. He said they were looking at 7, 8, 9 years. He told them there needs to be some consideration to bifurcating this particular portion of the project, fully respecting the fact that we want a holistic plan. He said it was a very positive meeting in that they were exploring some of the options that might be able to move it up.

WRITTEN COMMUNICATIONS [8:48 p.m.]

(8) Town Council Digest – April 15, 2016

(9) Town Council Digest – April 22, 2016

#4 – Memo from Public Works Director Young re: California Water Service Construction Project on Portola Road – Schedule of Remaining Work and Road Condition during the month long testing. Councilmember Wengert asked regarding Station 8. Mr. Dennis will confirm that and get back to her.

#5 – Request from the Portola Valley Library re: Use of the Historic Schoolhouse on Friday, May 6, 2016. The Council approved the request.

ADJOURNMENT [8:51 p.m.]

Mayor Derwin adjourned the meeting.

Mayor

Town Clerk