

PORTOLA VALLEY TOWN COUNCIL REGULAR MEETING NO. 924 FEBRUARY 10, 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; Vice Mayor Craig Hughes, Mayor Mary Ann Moise Derwin.

Absent: None

Others: Debbie Pedro, Acting Town Manager
Dan Siegel, Assistant Town Attorney
Sharon Hanlon, Town Clerk
Susan Cope, Administrative Services Manager
Brandi de Garreaux, Sustainability and Special Projects Manager

ORAL COMMUNICATIONS – None

CONSENT AGENDA [7:01 p.m.]

- (1) Approval of Minutes: Town Council Regular Meeting of January 27, 2016. [*Pulled from Consent Agenda*]
- (2) Approval of Warrant List: February 10, 2015, in the amount of \$143,310.41.
- (3) Recommendation by Interim Town Manager & Sustainability & Special Projects Manager – Second Reading, Waive Further Reading and Adopt an Ordinance to Authorize Implementation of a Community Choice Aggregation Program in Portola Valley
 - (a) Second Reading of Title, Waive Further Reading, and Adopt an Ordinance of the Town Council of the Town of Portola Valley Authorizing the Implementation of a Community Choice Aggregation Program (Ordinance No. 2016-411) [*Pulled from Consent Agenda*]
- (4) Recommendation from Parks & Recreation Committee – Request to Approve Committee Survey.

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

- (1) Approval of Minutes: Town Council Regular Meeting of January 27, 2016.

Councilmember Wengert moved to approve the minutes of the January 27, 2016 meeting, as amended. Seconded by Councilmember Aalfs, the motion carried 5-0.

- (3) Recommendation by Interim Town Manager & Sustainability & Special Projects Manager – Second Reading, Waive Further Reading, and Adopt an Ordinance to Authorize Implementation of a Community Choice Aggregation Program in Portola Valley
 - (a) Second Reading of Title, Waive Further Reading, and Adopt an Ordinance of the Town Council of the Town of Portola Valley Authorizing the Implementation of a Community Choice Aggregation Program (Ordinance No. 2016-411)

Vice Mayor Hughes noted the importance of this legislation and requested its own separate vote. Councilmember Aalfs reported that 18 Towns have now signed on. He said that Colma is expected to sign on, but there has been some resistance from South San Francisco.

Vice Mayor Hughes moved to approve the Recommendation by Interim Town Manager & Sustainability & Special Projects Manager to accept the Second Reading, Waive Further Reading, and Adopt an Ordinance to Authorize Implementation of a Community Choice Aggregation Program in Portola Valley. Seconded by Councilmember Richards, the motion carried 5-0.

REGULAR AGENDA [7:04 p.m.]

STAFF REPORTS AND RECOMMENDATIONS

(5) Recommendation by Sustainability & Special Projects Manager – Adoption of a Resolution Approving an Amendment to the Farmers’ Market License Agreement between the Town of Portola Valley and Maggie Foard

(a) Resolution of the Town Council of the Town of Portola Valley Approving and Authorizing Execution of an Amendment to Farmers’ Market License Agreement (Resolution 2686-2016)

Sustainability & Special Projects Manager Brandi de Garmeaux presented the staff report regarding the recommendation to approve an amendment to the Farmers’ Market License Agreement between the Town of Portola Valley and Maggie Foard increasing the number of permitted participating merchants from 25 to 30.

Mayor Derwin called for questions from the Council.

Councilmember Wengert asked regarding the use by Town committees and other groups. Ms. de Garmeaux said they have been able to accommodate those requests and it has been well used. She said that they’ve recently had HIP Housing, the Fire Department, the Cultural Arts Committee, Library, etc.

With no further questions, Mayor Derwin called for comments from the Council.

Councilmember Wengert was supportive of the amended agreement.

Councilmember Aalfs said the market is doing well and he’s received a lot of compliments on it.

Mayor Derwin noted that after a bit of a rocky start, the Farmers’ Market has become a loved institution and a great place for community to come together.

Councilmember Wengert moved to approve the Resolution Approving an Amendment to the Farmers’ Market License Agreement between the Town of Portola Valley and Maggie Foard. Seconded by Councilmember Aalfs, the motion carried 5-0.

(6) Recommendation by Administrative Services Manager – Audit and Financial Statements for FYE 06/30/15

Administrative Services Manager Susan Cope presented the staff report regarding the Basic Financial Statements and Memorandum on Internal Control (MOIC) for the fiscal year ending June 30, 2015, prepared by Maze & Associates.

Councilmember Wengert asked for clarification regarding “update on Stanford Maintenance Funds on deposit.” Ms. Cope said it was a correction by journal that caused a negative amount to the contribution. Per Councilmember Wengert’s request, Ms. Cope will further research that line item.

Councilmember Wengert asked Ms. Cope to research how much of a decrease was on the license and permit area. Ms. Cope said it was \$208,000 but it was because of a budget variance and the anticipated budget was larger than what actually came in. She said that also covered seven items.

Ms. Cope said that Maze emphasized, “Both Pension and OPEB funding are the impending tidal wave facing governmental employers as they manage their financial portfolio,” and the Town needs to discuss how to position itself for when the GASB requirement for OPEB funding is implemented in 2017. She said that Maze has recommended having a different company look at OPEB and provide an actuarial calculation. Councilmember Wengert was supportive of having the funding charted out ahead of time to make sure it is budgeted appropriately. Vice Mayor Hughes suggested carrying an approximate 5% balance to avoid overfunding.

Ms. Cope said the Finance Committee reviewed the financials on January 19, approved Maze’s audit, and sent them to the Town Council for approval.

In response to Councilmember Wengert’s question, Ms. Cope said it was a very positive experience working with Maze & Associates. She said Maze also came to the Finance Committee meeting to thoroughly explain the audit.

Councilmember Aalfs moved to accept the audit and file the financial statements for fiscal year ending June 30, 2015. Seconded by Vice Mayor Hughes, the motion carried 5-0.

(7) Council Liaison Committee and Regional Agencies Reports

Councilmember Aalfs – Attended the January 28 Nature & Science Committee special meeting where they discussed their Portola Valley Predators Program, scheduled for March 13, 2016. Attended Peninsula Clean Energy Advisory Committee that met on January 28, reviewing the 18 cities that have passed ordinances, with Colma expected to pass tonight, plus the County. He said the next steps include seating the board, creating an RFP for power procurement, developing and filing an implementation plan by April 2016, and hiring a CEO. He will be attending a conference on March 4 and hopes to meet the CEO of Marin Clean Energy. Attended a breakfast with the Lieutenant Governor on January 29 who spoke on a new gun safety ballot initiative called “Safety for All.”

Councilmember Wengert – Attended the Airport Roundtable where they discussed forming a new regional board. She said the Roundtable also had their election and Cliff Lentz was voted in as Chair for the third year and at least 50 percent of the other seats turned over. She said four initiatives were presented and all were voted down. Attended Parks & Recreation Committee meeting on February 8 where they heard from Kate Hamel, organizer of the Alpine Strikers, who reported the 72 soccer teams are at capacity and having to turn down additional players. She said they are looking for additional adequately maintained field space. The committee also discussed the Horseshoe Pit and Little League. Attended the Town Center Master Plan Update Advisory Committee where they heard input from committees regarding current issues and future opportunities at Town Center.

Councilmember Richards – Attended the Planning Commission meeting on February 3 where they discussed priorities for the coming year. Attended the Conservation Committee meeting where they reviewed a newly created handout identifying vegetation at Town Center.

Vice Mayor Hughes – Attended the Cable & Utilities Undergrounding Committee meeting where they heard from a resident interested in serving on the committee. Attended the Finance Committee meeting

where they reviewed and approved FY 2014-15 audit/financial report. He said they are working on a proposal to bring before the Town Council regarding investment options for Town funds, particularly the Inclusionary Housing Fund and the Open Space Fund; discussed the revised UUT general fund proposal; and discussed collection of franchise fees. Attended the ASCC meeting on February 8 where they reviewed a new STREAM classroom building and a site development permit for a new residence on Ash Lane. He said there was a lot of neighbors concerned that a questionable fault line was now moving onto their properties. Ms. Pedro reported an update from Cotton Shires that upon closer review they have decided there is no basis to move the fault line and it will be removed from the map. Vice Mayor Hughes reported that Dave Ross was elected ASCC Chair and Danna Breen was elected Vice Chair for 2016.

Mayor Derwin – Attended a Closing the Jobs/Housing Gap Task Force Study Session on Creative Housing where they heard from various speakers. Mayor Derwin suggested the Town work more aggressively regarding second units. Attended the Water Conservation Committee meeting where they discussed smart meters, the green building ordinance, the H20Know tool, the Earth Fair on April 23, and their goals for 2016. She said the Committee is still working on their annual report to the Town Council. Attended a C/CAG Water Committee meeting on February 3. She said this committee is tasked with developing a recommendation for the governance, funding, and scope of work for a water agency in San Mateo County. At the meeting they heard presentations from the Chair of the Santa Clara Valley Water District Board; the SFPUC regarding an integrated regional water management project; and Jim Porter from San Mateo County regarding the flood district. She said Mary Ann Nihart of Pacifica was elected as Chair and Dave Pine of San Mateo County was elected as Vice Chair. Attended the Library JPA meeting where they approved a new logo and brand vision, reviewed the financial audit report and fund balance policy, and discussed the Summer Learning Program and a Bike to Library day.

WRITTEN COMMUNICATIONS [8:15 p.m.]

- (8) Town Council Digest – January 29, 2016
- (9) Town Council Digest – February 4, 2016

#9 -- Letter from Town Attorney Prince to Carter Warr at CJW Architecture re: Windmill School Application for a Conditional Use Permit. Vice Mayor Hughes said that Alpine Hills members voted to begin their construction project to use the building currently occupied by Windmill School as their temporary clubhouse while they rebuild their main clubhouse. Interim Town Manager Pedro met on January 28 with Karen Tate, Monika Cheney, and Carter Warr to discuss the Windmill School project. She said their plan is to go through with the rezoning, the use permit, and the general plan amendment, and then present a master plan for the project. Councilmember Wengert suggested providing a clear delineation of the specific detailed sequence of the steps that need to occur.

#10 – Email from League of California Cities request to complete survey re: AB 1362 – Changes in Appointment Process for Mosquito Abatement and Vector Control Districts. Interim Town Manager Pedro volunteered to complete and submit the survey.

Mayor Derwin said the next scheduled Town Council meeting on February 24, 2016, is cancelled.

ADJOURNMENT [8:26 p.m.]

Mayor Derwin adjourned the meeting.

Mayor

Town Clerk