



TOWN OF PORTOLA VALLEY
Regular Meeting of the Town Council
Wednesday, October 26, 2022
7:00 P.M.

Craig Hughes, Mayor
Sarah Wernikoff, Vice Mayor
Jeff Aalfs, Councilmember
Maryann Derwin, Councilmember
John Richards, Councilmember

MINUTES

- 1. CALL TO ORDER** – All Councilmembers were present.
- 2. REPORT OUT OF CLOSED SESSION**
- 3. ORAL COMMUNICATIONS**

The following members of the public spoke during Oral Communications:

- Caroline Vertongen
- Cindy
- Rita Comes
- Michael Schrader
- Kristi Corley
- Mary Hufty
- Wilson Farrar

4. CONSENT AGENDA

The Council agreed to pull items 5.c., 5.d. and 5.e. for further discussion and clarification.

M/S Derwin/Roberts to approve Items 5.a., 5.b. and 5.f. **Motion carried unanimously by roll call vote.**

The following members of the public spoke regarding all Consent Calendar items:

- | | |
|----------------------|-----------------|
| • Caroline Vertongen | • Dale Kane |
| • Rita Comes | • Nan Shostak |
| • Ellen Vernazza | • Leslie Kriese |
| • Bruce Naegel | • John |
| • John McKenna | • Kristi Corley |
| • Robert Whitehair | • Ellie Mertz |

Brandi de Garreaux, Assistant to the Town Manager, presented a brief presentation on Item 5.c. and 5.d.

M/S Roberts/Aalfs to approve Item 5.c. **Motion carried 4-1 by roll call vote with Vice Mayor Wernikoff opposed.**

M/S Derwin/Aalfs to approve Item 5.d. **Motion carried unanimously by roll call vote.**

M/S Derwin/Wernikoff to approve Item 5.e., with the amendment to remove the requirement having all Committees read the prepared statement aloud at each meeting and instead place the statement on all town agendas. **Motion carried unanimously by roll call vote.**

- a. **Approval** of Warrant List
- b. **Adoption** of a Resolution Confirming the State of Emergency and Need to Continue Conducting Town Public Meetings Remotely (a) A Resolution of the Town Council of the Town of Portola Valley Confirming Existing State of Emergency and Authorizing Continued Remote Public Meetings Under AB 361
- c. **Waive** the Second Reading and Adopt an Ordinance Adopting the 2022 California Building Standards Code with Local Amendments to Those Codes and Direct the Sustainability Committee to Review, Analyze and Provide Recommendations on Updates to the Graywater "Ready" Infrastructure and Reduction of Potable Water Use on Turf Requirements with Their Review of MWELO and Other Water Conservation Measures

- d. **Waive** the Second Reading and Adopt an Ordinance Amending Chapter 18.04 [Definitions] and Sections 18.12.020 [R-E District – Principal Uses Permitted], 18.14.020 [R-1 DISTRICT – Principal Uses Permitted], AND 18.16.020 [M-R DISTRICT – Principal Uses Permitted] of Title 18 [Zoning] of the Portola Valley Municipal Code to Comply with State Law Regarding Supportive and Transitional Housing
- e. **Approve** the Land Acknowledgment Memo and Guidelines from the Race & Equity Committee
- f. **Approve** ADU Ambassador Program Changes Colleagues' memo from Vice Mayor Wernikoff.

5. REGULAR AGENDA

- a. **Receive** Evacuation Recommendations from the Emergency Preparedness Committee

Vic Schacter, Emergency Preparedness Committee Member, presented the recommendations.

The following members of the public spoke regarding the item:

- Rita Comes
- Nan Shostak

Discussion item only. No motion taken.

- b. **Discuss** the San Mateo County Sheriff's Contract

Jeremy Dennis, Town Manager, presented the report.

The following members of the public spoke regarding the item:

- Caroline Vertongen
- Ed Holland

Discussion item only. No motion taken.

- c. **Receive** Recommendation for a Sheriff Citizen Oversight Group for the Sheriff of San Mateo County from the Race & Equity Committee

Judith Murphy, Race & Equity Committee Member, presented the recommendation.

Christina Corpus, San Mateo County Sheriff Elect, spoke regarding the item.

The following members of the public spoke regarding the item:

- Jim Morris
- Mary Hufty

M/S Wernikoff/Richards to approve a letter from the Race & Equity Committee regarding an Sheriff Citizen Oversight Group for the Sheriff of San Mateo County, with amendments to the letter before being published. **Motion carried unanimously by roll call vote.**

- d. **Receive** Recommendation for Housing Inclusionary Fund Recommended Guidelines from the Race & Equity

Judith Murphy, Race & Equity Committee Member, presented the recommendation.

The following members of the public spoke regarding the item:

- Mary Hufty
- Kristi Corley

Discussion item only. No motion taken.

- e. **Receive** and Discuss the Quarterly Council Priorities Report

This item was continued to the meeting of November 9, 2022.

6. COUNCIL LIAISON COMMITTEE AND REGIONAL AGENCIES REPORTS

The Town Council reported out on attending the following committee and regional meetings:

- **Maryann Derwin:** Express Lanes; Resource Management Climate Protection; C/CAG
- **John Richards:** Conservation Committee
- **Jeff Aalfs:** ADU Ambassador; Planning Commission
- **Sarah Wernikoff:** Cultural Arts Committee; ADU Ambassador
- **Craig Hughes:** Parks & Recreation Committee

7. TOWN MANAGER REPORT

The Town Council does not take action under this agenda item.

- a. Town Attorney Summary of Builder's Remedy Under the Housing Accountability Act

Jeremy Dennis, Town Manager and Cara Silver, Town Attorney, presented the report verbally.

8. ADJOURNMENT – The meeting adjourned at 11:30 p.m.

The next Regular Town Council meeting will be held on November 9, 2022 at 7:00 p.m.

The meeting minutes were prepared by Melissa Thurman, Town Clerk, for approval at the regular meeting of November 9, 2022.



TOWN OF PORTOLA VALLEY
Regular Meeting of the Town Council
Wednesday, November 9, 2022
7:00 P.M.

Craig Hughes, Mayor
Sarah Wernikoff, Vice Mayor
Jeff Aalfs, Councilmember
Maryann Derwin, Councilmember
John Richards, Councilmember

MINUTES

- 1. CALL TO ORDER** – All Councilmembers were present.
- 2. REPORT OUT OF CLOSED SESSION** - None
- 3. ORAL COMMUNICATIONS**

The following members of the public spoke during Oral Communications:

- Lindsay Raike
- Caroline Vertongen
- Rita Comes
- Jim Beam

4. ANNOUNCEMENTS/PRESENTATIONS

- a. Receive Annual Presentation from San Mateo County Libraries

Garrett Kuramoto, San Mateo County Library Manager, presented the update.

The following members of the public spoke regarding the update:

- Danna Breen

5. CONSENT AGENDA

The following members of the public spoke regarding the Consent Calendar:

- Rita Comes
- Caroline Vertongen

M/S Richards/Derwin to approve the Consent Agenda. **Motion carried unanimously by roll call vote.**

- a. **Approval** of Action Minutes for the Regular Meeting of October 12, 2022
- b. **Approval** of Warrant List
- c. **Adoption** of a Resolution Confirming the State of Emergency and Need to Continue Conducting Town Public Meetings Remotely (a) A Resolution of the Town Council of the Town of Portola Valley Confirming Existing State of Emergency and Authorizing Continued Remote Public Meetings Under AB 361

6. STUDY SESSION

- a. **Receive** Update from Town Lobbyist – Year Review and 2023 Discussion

Audrey Ratajczak, Town Lobbyist, presented the update.

The following members of the public spoke regarding the item:

- Caroline Vertongen
- David Cardinal

Discussion item only. No motion taken.

7. REGULAR AGENDA

- a. **Receive** and Discuss the Quarterly Council Priorities Report

Melvin Gaines, Assistant Town Manager, presented the item.

The following members of the public spoke regarding the item:

- David Cardinal
- Caroline Vertongen
- Betsy Morgenthaler

Discussion item only. No motion taken.

- b. **Receive** Presentation on Administration Department Overview

Jeremy Dennis, Town Manager, presented the overview.

The following members of the public spoke regarding the item:

- Caroline Vertongen
- Rita Comes

8. COUNCIL LIAISON COMMITTEE AND REGIONAL AGENCIES REPORTS

The Councilmembers below recently attended the following meetings:

Jeff Aalfs – Peninsula Clean Energy Board Meeting; Planning Commission Meeting

John Richards - Emergency Preparedness Committee Meeting

Maryann Derwin – Council of Cities in Burlingame; Resource Management Climate Protection Subcommittee; Stanford Global Energy Forum; Race & Equity Committee; San Mateo County Poet Laureate Project

Sarah Wernikoff – ADU Ambassador Subcommittee Meeting

Craig Hughes – Bicycle, Pedestrian & Traffic Safety Meeting; Wildfire Preparedness Committee Meeting

The following member of the public spoke regarding the item:

- Betsy Morgenthaler

9. TOWN MANAGER REPORT

Jeremy Dennis, Town Manager, presented the report verbally.

10. ADJOURNMENT – The meeting adjourned at 9:45 p.m.

The next Regular Town Council meeting will be held on December 14, 2022 at 7:00 p.m.

The meeting minutes were prepared by Melissa Thurman, Town Clerk for approval at the regular meeting of December 14, 2022.



TOWN OF PORTOLA VALLEY
Special Meeting of the Town Council
Wednesday November 30, 2022
2:00 P.M.

Craig Hughes, Mayor
Sarah Wernikoff, Vice Mayor
Jeff Aalfs, Councilmember
Maryann Derwin, Councilmember
John Richards, Councilmember

MINUTES

1. **CALL TO ORDER** – Councilmembers Derwin, Richards, Wernikoff and Mayor Hughes were present. Councilmember Aalfs was absent.

2. **SPECIAL MEETING**

- a. Approve Parks & Recreation Committee Charter Amendment

M/S Derwin/Richards to approve the Parks & Recreation Committee Charter Amendment. **Motion carried 4-0 by roll call vote with Councilmember Aalfs absent.**

3. **CLOSED SESSION**

- a. Public Employee Performance Evaluation Pursuant to Government Code Section §54957(b)(1)
Title – Town Manager

Closed Session item. No public discussion taken.

4. **ADJOURNMENT** – The meeting adjourned at 4:15 p.m.

The next regularly scheduled meeting is December 14, 2022 at 7:00 p.m.

Check Register

Check Number	Vendor Number	Vendor Name	Check Amount	Check Date	BW	Check Type
Checks for Cash Account: 910-11011-000						
2683	34	ARC DOCUMENT SOLUTIONS LLC	91.41	11/23/22		
2684	41	AT&T	324.33	11/23/22		
2685	55	BILL HAMILTON ROOFING	1,000.00	11/23/22		
2686	60	BONNIE CRATER	590.80	11/23/22		
2687	78	CALIFORNIA WATER SERVICE CO	5,091.06	11/23/22		
2688	80	CALPERS	34,330.72	11/23/22		
2689	107	CITY OF BELMONT	60.00	11/23/22		
2690	108	CITY OF BRISBANE	465.00	11/23/22		
2691	109	CITY OF BURLINGAME	60.00	11/23/22		
2692	121	SCA OF CA, LLC	1,782.06	11/23/22		
2693	124	COMCAST	276.29	11/23/22		
2694	125	CONNIE STACK	1,022.40	11/23/22		
2695	129	COTTON SHIRES & ASSOC. INC.	4,947.75	11/23/22		
2696	195	GOOD CITY COMPANY	38,692.50	11/23/22		
2697	213	HILLYARD INC	250.66	11/23/22		
2698	218	MISSIONSQUARE RETIREMENT	501.71	11/23/22		
2699	262	JORGENSEN SIEGEL MCCLURE & FLE	55,151.25	11/23/22		
2700	265	JUSTIN BIXBY	229.69	11/23/22		
2701	274	KPMG LLP	10,527.00	11/23/22		
2702	290	LOS GATOS ROOFING	1,000.00	11/23/22		
2703	364	PERS HEALTH	14,319.09	11/23/22		
2704	367	PG&E	1,440.39	11/23/22		
2705	368	PG&E	358.00	11/23/22		
2706	373	PITNEY BOWES INC.	483.35	11/23/22		
2707	413	SANGINI MAJMUDAR BEDNER	3,728.00	11/23/22		
2708	429	SHELLY SWEENEY	1,412.00	11/23/22		
2709	431	SIERRA PACIFIC TURF SUPPLY INC	7,498.63	11/23/22		
2710	437	SMALL BUSINESS BENEFIT PLAN TR	2,575.30	11/23/22		
2711	447	STAPLES CREDIT PLAN	290.57	11/23/22		
2712	457	SUSTAINABLE SM COUNTY	2,500.00	11/23/22		
2713	476	TOTLCOM INC.	862.00	11/23/22		
2714	482	TURF & INDUSTRIAL EQUIPMENT CO	7,428.34	11/23/22		
2715	484	TYLER TECHNOLOGIES INC	400.00	11/23/22		
2716	489	VERIZON WIRELESS	441.92	11/23/22		
2717	511	COUNTY OF SAN MATEO - HR DEPT	210.00	11/23/22		
2718	557	JSD CONSTRUCTION	2,700.00	11/23/22		
2719	571	SAVIANO COMPANY INC.	3,100.00	11/23/22		
2720	697	CYNTHIA ROWE	720.00	11/23/22		
2721	698	MIA DIGIOVANNI	720.00	11/23/22		
2722	713	COSMOS ROOFING	1,000.00	11/23/22		
2723	716	JAMES ASHFORD	1,170.00	11/23/22		
2724	740	ALESSANDRO MORUZZI	320.00	11/23/22		
2725	745	HEIDI KENDALL	465.00	11/23/22		
2726	846	CITIZEN COMMUNICATIONS LLC	300.00	11/23/22		
2727	860	STEPFORD	3,920.00	11/23/22		