



**TOWN OF PORTOLA VALLEY**  
**Regular Meeting of the Town Council**  
**Wednesday, February 22, 2023**  
**7:00 P.M.**

Jeff Aalfs, Mayor  
Sarah Wernikoff, Vice Mayor  
Judith Hasko, Councilmember  
Mary Hufty, Councilmember  
Craig Taylor, Councilmember

**HYBRID MEETING**

**HISTORIC SCHOOLHOUSE - 765 Portola Road, Portola Valley, CA 94028**

**Amended Agenda – Amended to include Item 7.b. on 02/18/2023**

**Remote Public Comments:** Meeting participants are encouraged to submit public comments in writing in advance of the meeting. Please submit your comments using this [online form](#) by 1:00 PM on the day of the meeting. Time permitting, your correspondence will be uploaded to the website. All received questions will be forwarded to Council, Commission, or Committee members for consideration during the meeting and included in the public record. Additionally, the public body will take comments from members of the public in person during the meeting, or by using the Raise Hand button for those who attend the meeting virtually. Phone callers may provide comments by pressing \*9 on your phone to "raise your hand" and \*6 to mute/unmute yourself.

**Assistance for People with Disabilities:** In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the Town Clerk at (650) 851-1700 or by email at [mthurman@portolavalley.net](mailto:mthurman@portolavalley.net). Notification 48 hours prior to the meeting will enable the Town to make reasonable arrangements to ensure accessibility to this meeting.

**VIRTUAL PUBLIC PARTICIPATION VIA ZOOM**

**To access the meeting by computer:**

<https://us06web.zoom.us/j/81727041642?pwd=M09KNGJUY2hJclVjazFBWTJsMzhadz09>

**Webinar ID:** 817 2704 1642

**Passcode:** 946186

**To access the meeting by phone:**

1-669-900-6833 or 1-888-788-0099 (toll free)

Mute/Unmute – Press \*6 / Raise Hand – Press \*9

*Residents have asked if they are able to see a list of participants in Zoom webinar-meetings. Craig Hughes has put together a simple website integrated with Zoom data to provide this for Town webinars. You can visit the site at <https://pv-zooms.rungie.com/> which will show a list of meetings. Clicking on a meeting will then display all participants in the meeting, as well as those who had been in the meeting but have left. The site will only show meetings once they have started and the first participant has joined.*

**1. CALL TO ORDER**

**2. REPORT OUT OF CLOSED SESSION**

**3. ORAL COMMUNICATIONS**

Persons wishing to address the Town Council on any subject may do so now. Please note, however, that the Council is not able to undertake extended discussion or action tonight on items, not on the agenda. *Speakers' time is limited to three minutes.*

**4. STUDY SESSION**

- a. **Hold** a Study Session Discussion with Supervisor Ray Mueller

**5. CONSENT AGENDA**

The following items are voted on at once by the body, unless a member of the body requests an item be considered separately. Members of the public are permitted to comment on any item on the consent calendar before the body votes on the consent agenda.

- a. **Approval** of Action Minutes for the Regular Meeting of February 8, 2023
- 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

- d. **Approve** Charter Amendment to the Geological Safety Committee to Increase Membership from Five Members to Seven
- e. **Accept** Audit of the Town's Automated License Plate (ALPR) System

**6. REGULAR AGENDA**

- a. **Accept** Results of the ADU/JADU Survey Dated February 8, 2023
- b. **Receive** Update on Evacuation Recommendations from the Emergency Preparedness Committee
- c. **Review** the FY 2022-23 Mid-Year Budget Report

**7. COLLEAGUES MEMO**

- a. **Discuss** Colleagues Memo from Vice Mayor Sarah Wernikoff Entitled "Founders Award for Lifetime Contributions to the Town of Portola Valley"

**8. COUNCIL LIAISON COMMITTEE AND REGIONAL AGENCIES REPORTS**

Oral and written reports arising out of liaison appointments to both in-town and regional committees and initiatives. *The Town Council does not take action under this agenda item.*

**9. TOWN MANAGER REPORT**

*There are no written materials and the Town Council does not take action under this agenda item.*

**10. ADJOURNMENT**

The next Regular Town Council meeting will be held on March 8, 2023 at 7:00 p.m.

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**Land Acknowledgement:**

The Town of Portola Valley acknowledges the colonial history of this land we dwell upon—the unceded territory of the Ramaytush (rah-my-toosh) Ohlone, Tamien Nation, and Muwekma (mah-WEK-mah) Ohlone, who endured a human and cultural genocide that included removal from their lands and their sacred relationship to the land. Portola Valley recognizes that we profit from the commodification of land seized from indigenous peoples and now bear the ecological consequences. We seek to understand the impact of these legacies on all beings and to find ways to make repair.



**TOWN OF PORTOLA VALLEY**  
**Regular Meeting of the Town Council**  
**Wednesday, February 8, 2023**  
**7:00 P.M.**

**Jeff Aalfs**, Mayor  
**Sarah Wernikoff**, Vice Mayor  
**Judith Hasko**, Councilmember  
**Mary Hufty**, Councilmember  
**Craig Taylor**, Councilmember

**MINUTES**

1. **CALL TO ORDER** – All Councilmembers were present.
2. **REPORT OUT OF CLOSED SESSION** – No action was taken during the January 31, 2023 Closed Session meeting.
3. **ORAL COMMUNICATIONS**

The following members of the public spoke during Oral Communications:

- Danna Breen
- Rita Comes
- Ellen Vernazza
- Annelise Connell
- Peter Lipman
- Karen Askey
- Kristi Corley
- Greg

4. **PRESENTATION/ANNOUNCEMENTS**

- a. **Receive** Proclamation Recognizing February 2023 as Black History Month

**Jeff Aalfs, Mayor**, announced that due to feedback from the community, a new proclamation was drafted recognizing February 2023 as Black History Month.

The following member of the public spoke regarding the item:

- Rita Comes

5. **CONSENT AGENDA**

The following members of the public spoke regarding items on the Consent Agenda:

- Rita Comes (Item 5.e.)
- Nan Shostak (Item 5.d.)
- Caroline Vertongen (Item 5.e.)
- Karen Askey (Items 5.b. and 5.d.)
- Patty Dewes (Item 5.d.)

**Jeff Aalfs, Mayor**, announced that the appointment of Maryann Berkowitz to the Parks and Recreation Committee to allow the Committee to discuss the item.

**Jeff Aalfs, Mayor**, pulled Items 5.d. and 5.e.

M/S Hufty/Taylor to approve the Consent Agenda, excluding Items 5.d. and 5.e. **Motion carried unanimously by roll call vote.**

M/S Hufty/Hasko to approve Item 5.d., excluding the appointment of Maryann Berkowitz to the Parks & Recreation Committee. **Motion carried unanimously by roll call vote.**

M/S Wernikoff/Hasko to approve Item 5.e. **Motion carried unanimously by roll call vote.**

- a. **Approval** of Action Minutes for the Special Meetings of January 31, 2023
  - 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

**d. Appointment** of Members to the Following Committees:

- Ivy Margolis (Cultural Arts)
- Linda Millard (Nature and Science)
- Maryann Berkowitz (Parks and Recreation)
- Randy True (Emergency Preparedness)
- Robert T. Wrucke (Geologic Safety)

**e. Authorize** the Town Manager to Amend the Budget for Fiscal Year 2022-23 to Allocate Additional Funds for Legal Services Associated with the Housing Element Update

**6. REGULAR AGENDA**

**a. Discuss** Colleagues Memo from Councilmembers Hasko and Taylor Entitled “Proposed Process for Implementation of Sunrise Provision of Housing Element”

**Judith Hasko and Craig Taylor, Councilmembers,** presented the memo.

The following members of the public spoke regarding the item:

- Bob Adams
- Rita Comes
- Caroline Vertongen
- Kristi Corley
- Greg Franklin

M/S Hufty/ to accept the Colleagues Memo and to appoint a subcommittee of Craig Taylor and Judith Hasko to develop a plan to develop a strategy, related policies and procedures to guide inclusionary housing expenditures and other incentives for affordable housing. **Motion carried unanimously by roll call vote.**

The Town Council agreed to possibly hold one more meeting to the Town Council schedule to discuss the Housing Element in March. The proposed meeting dates are March 15, March 22 and March 29, 2023, depending on feedback from the Planning Commission discussion(s) on the Housing Element.

M/S Wernikoff/Taylor to appoint a subcommittee of Judith Hasko and Mary Hufty to work on the in-lieu housing fund. **Motion carried unanimously by roll call vote.**

The Town Council took a brief recess at 9:20 p.m.

The Town Council reconvened at 9:27 p.m.

**b. Approval** of the Whites’ Request for Waiver of Planning Fees in the Amount of \$186,890.37 to Support the Willow Commons Supportive Housing Project

**Sarah Wernikoff, Vice Mayor and Judith Hasko, Councilmember** recused themselves from discussion and voting on this item due to a potential conflict of interest.

The following members of the public spoke regarding the item:

- Rita Comes
- Caroline Vertongen
- Ronny Krashinsky
- David Cardinal
- Jane Wilson
- Greg Franklin
- Kristi Corley

The Town Council directed staff to ask Woodside Fire Protection District if they would contribute up to \$1,550 towards reimbursement of the fees.

M/S Hufty/Taylor to approve the request, with the amendment to reimburse the fees using funds from the General Fund. **Motion carried 3-0-2 with Vice Mayor Wernikoff and Councilmember Hasko recused.**

## 7. STUDY SESSION

- a. **Discuss** and Hold the Council Priority Study Session (FY 2022-23 Council Priority Update and FY 2023-24 Council Priorities Development)

**Jeremy Dennis, Town Manager**, presented the item.

The following members of the public spoke regarding the item:

- Rita Comes
- Kristi Corley
- Caroline Vertongen
- Bob Adams

The Town Council agreed to a framework that would include priorities such as safety, fiscal responsibility and effective governance, revenue enhancement, land use and planning and ensuring a relationship to the Town's General Plan.

## 8. COUNCIL LIAISON COMMITTEE AND REGIONAL AGENCIES REPORTS

The following Councilmembers provided a verbal report of meetings they attended:

- Mary Hufty – Geological Safety Committee
- Sarah Wernikoff – San Mateo County Libraries JPA
- Craig Taylor – Open Space Committee; Emergency Preparedness Committee

The following members of the public spoke regarding the item:

- Kristi Corley
- Caroline Vertongen
- Rita Comes

## 9. TOWN MANAGER REPORT

**Jeremy Dennis, Town Manager**, presented the report.

The following members of the public spoke regarding the report:

- Kristi Corley
- Rita Comes
- Caroline Vertongen

## 10. ADJOURNMENT – The meeting adjourned at 11:57 p.m.

The next Regular Town Council meeting will be held on February 22, 2023 at 7:00 p.m.

### Land Acknowledgement:

The Town of Portola Valley acknowledges the colonial history of this land we dwell upon—the unceded territory of the Ramaytush (rah-my-toosh) Ohlone, Tamien Nation, and Muwekma (mah-WEK-mah) Ohlone, who endured a human and cultural genocide that included removal from their lands and their sacred relationship to the land. Portola Valley recognizes that we profit from the commodification of land seized from indigenous peoples and now bear the ecological consequences. We seek to understand the impact of these legacies on all beings and to find ways to make repair.

## Check Register

Check Number	Vendor Number	Vendor Name	Check Amount	Check Date	BW	Check Type
Checks for Cash	Account:	910-11011-000				
2879	7	ACCELA	9,830.97	02/22/23		
2880	44	BANK OF AMERICA	4,100.09	02/22/23		
2881	48	BARTLETT TREE EXPERTS	2,080.00	02/22/23		
2882	50	BAY AREA PAVING	3,891.00	02/22/23		
2883	78	CALIFORNIA WATER SERVICE CO	2,088.06	02/22/23		
2884	80	CALPERS	43,267.94	02/22/23		
2885	123	COLMA FIREMENS SOCIAL CLUB	60.00	02/22/23		
2886	124	COMCAST	375.35	02/22/23		
2887	135	CSG CONSULTANTS INC	50,731.00	02/22/23		
2888	195	GOOD CITY COMPANY	32,788.75	02/22/23		
2889	203	GREEN HALO SYSTEMS	114.00	02/22/23		
2890	213	HILLYARD INC	316.00	02/22/23		
2891	215	HORIZON	595.35	02/22/23		
2892	227	INTERSTATE TRAFFIC CNTRL	932.19	02/22/23		
2893	252	JOACHIM KUNKEL	5,000.00	02/22/23		
2894	262	JORGENSEN SIEGEL MCCLURE & FLE	31,457.50	02/22/23		
2895	293	LYNGSO GARDEN MATERIALS INC	2,406.25	02/22/23		
2896	295	LYNX TECHNOLOGIES INC	900.00	02/22/23		
2897	324	MIRANDAS LANDSCAPE	6,972.00	02/22/23		
2898	332	N.C.E.	15,163.13	02/22/23		
2899	334	NOLTE ASSOCIATES INC	29,168.02	02/22/23		
2900	343	OPENGOV INC.	49,449.00	02/22/23		
2901	364	PERS HEALTH	16,306.31	02/22/23		
2902	374	PLAN JPA	1,000.00	02/22/23		
2903	376	PORTOLA VALLEY HARDWARE	672.45	02/22/23		
2904	412	SAN MATEO SHERIFF	373,461.25	02/22/23		
2905	441	SPARTAN ENGINEERING	1,513.31	02/22/23		
2906	447	STAPLES CREDIT PLAN	331.14	02/22/23		
2907	518	GOT GOPHERS?	1,050.00	02/22/23		
2908	588	SAN MATEO COUNTY ELECTIONS	1,398.55	02/22/23		
2909	642	CYBERTARY.COM	462.50	02/22/23		
2910	730	URBAN PLANNING PARTNERS INC	128,335.85	02/22/23		
2911	790	BAY VIEW ROOFING	1,000.00	02/22/23		
2912	847	LISA WISE CONSULTING	19,296.25	02/22/23		
2913	860	STEPFORD	7,247.49	02/22/23		
2914	940	STEVEN STEINHILBER	9,216.51	02/22/23		
2915	941	YEE JIUN SONG	5,000.00	02/22/23		
2916	942	YLCL CORPORATION	8,529.85	02/22/23		
2917	943	GUY NIRPAZ	1,000.00	02/22/23		
2918	944	LESLIE LATHAM	1,000.00	02/22/23		
2919	945	MUELLER NICHOLS	1,000.00	02/22/23		
2920	946	JARVIS FAY LLP	19,418.00	02/22/23		
2921	948	POLYMENDERS	1,210.00	02/22/23		
2922	949	PINPOINT TALENT, LLC	1,980.00	02/22/23		
2923	950	NICOLE TANORI	3,000.00	02/22/23		

## Check Register

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Check Date	Check Number	Special Information	Net Check Amount	Total Invoices Paid	Invoice Number
Vendor: 02/22/23	7 2879	ACCELA Annual Subscription Renewal 02/07/2023 - 02/06/2024	9,830.97	9,830.97	INV-ACC57076
Vendor: 2880	44	BANK OF AMERICA November Statement	4,100.09	4,100.09	1388-NOV22
Vendor: 2881	48	BARTLETT TREE EXPERTS Emergency Storm Tree Work Storm Damage-Tree Removal	2,080.00	1,500.00 580.00	40732166-0 40747188-0
Vendor: 2882	50	BAY AREA PAVING Town Center Landscaping	3,891.00	3,891.00	C59-031
Vendor: 2883	78	CALIFORNIA WATER SERVICE CO Water Service 12/10/22 - 01/11/23	2,088.06	2,088.06	DEC-2023
Vendor: 2884	80	CALPERS January Unfunded Liability February Unfunded Liability December Retirement- CLASSIC December Retirement- PEPPA	43,267.94	8,943.33 8,931.67 18,687.46 6,705.48	100000017040341 100000017069156 100000016998093 100000016998112
Vendor: 2885	123	COLMA FIREMENS SOCIAL CLUB Council of Cities Dinner Meeting, Jeff Aalfs	60.00	60.00	12162022
Vendor: 2886	124	COMCAST WIFI-02.16.2023-03.15.2023	375.35	375.35	7290-FEB23
Vendor: 2887	135	CSG CONSULTANTS INC October Applicant Charges November Applicant Charges December Applicant Charges	50,731.00	18,516.00 15,302.00 16,913.00	OCT-2022 NOV-2022 DEC-2022
Vendor: 2888	195	GOOD CITY COMPANY Planning Consultant Svcs - December	32,788.75	32,788.75	2957
Vendor: 2889	203	GREEN HALO SYSTEMS January Hosting-Access	114.00	114.00	4047
Vendor: 2890	213	HILLYARD INC Janitorial Supplies Janitorial Supplies	316.00	32.33 283.67	604998231 605014112
Vendor: 215		HORIZON			



Check Date	Check Number	Special Information	Net Check Amount	Total Invoices Paid	Invoice Number
02/22/23	2891	Rainmaster Remote Repair Earthsavers Straw Wattle	595.35	534.01 61.34	IN537397 IN537661
Vendor:	227	INTERSTATE TRAFFIC CNTRL			
	2892	Street Signs	932.19	932.19	254918
Vendor:	252	JOACHIM KUNKEL			
	2893	Deposit Refund, 180 Golden Oak	5,000.00	5,000.00	BLDR0102-2018
Vendor:	262	JORGENSEN SIEGEL MCCLURE & FLE			
	2894	December Statement	31,457.50	31,457.50	DEC-2022
Vendor:	293	LYNGSO GARDEN MATERIALS INC			
	2895		2,406.25	2,406.25	18406
Vendor:	295	LYNX TECHNOLOGIES INC			
	2896	January Maintenance/GIS Services/Parcel updates	900.00	900.00	9802
Vendor:	324	MIRANDAS LANDSCAPE			
	2897	Mowing Fields	6,972.00	6,972.00	2926
Vendor:	332	N.C.E.			
	2898	2022/2023 Street Resurfacing Through 12/09/2022 2022/2023 Street Resurfacing Through 1/13/2023	15,163.13	640.00 14,523.13	424275510 424265501
Vendor:	334	NOLTE ASSOCIATES INC			
	2899	December Applicant Charges & PW Support November Applicant Charges & PW Support	29,168.02	14,668.39 14,499.63	DEC_2022 NOV_2022
Vendor:	343	OPENGOV INC.			
	2900	OGFS/Mgmt. Reports/PLCF Svcs, 01/15/23-01/14/2024 Contractor License Verification, 02/08/23 - 02/07/24	49,449.00	48,624.00 825.00	INV00009808 INV00009935
Vendor:	364	PERS HEALTH			
	2901	February Health	16,306.31	16,306.31	100000017059018
Vendor:	374	PLAN JPA			
	2902	General Liability Claims-August 2022	1,000.00	1,000.00	PLAN-2023-0057
Vendor:	376	PORTOLA VALLEY HARDWARE			
	2903	December Statement January Statement	672.45	237.14 435.31	193-DEC 22 193-JAN 23
Vendor:	412	SAN MATEO SHERIFF			

Check Date	Check Number	Special Information	Net Check Amount	Total Invoices Paid	Invoice Number
02/22/23	2904	FY2022-23 Q3 Law Enforcement	373,461.25	373,461.25	PS-INV304397
Vendor:	441	SPARTAN ENGINEERING			
	2905	Fire Alarm Battery Replacement	1,513.31	1,262.06	24967
		Fire Alarm Troubleshooting-Community Hall		251.25	24987
Vendor:	447	STAPLES CREDIT PLAN			
	2906	January Statement	331.14	331.14	2814-JAN23
Vendor:	518	GOT GOPHERS?			
	2907	Town Fields Gopher Trapping- January 2023	1,050.00	1,050.00	40256
Vendor:	588	SAN MATEO COUNTY ELECTIONS			
	2908	Candidate Statement, November 2022 Election	1,398.55	1,398.55	12222022
Vendor:	642	CYBERTARY.COM			
	2909	December Transcription Svcs	462.50	462.50	4657
Vendor:	730	URBAN PLANNING PARTNERS INC			
	2910	PV Safety Element Updates- October	128,335.85	3,668.75	21031-221031
		PV Housing/Safety Element Update- November		124,667.10	22008-221130
Vendor:	790	BAY VIEW ROOFING			
	2911	Deposit Refund, 118 Mapache	1,000.00	1,000.00	BLDR0028-2022
Vendor:	847	LISA WISE CONSULTING			
	2912	Phase 2 Conceptual Site Plan-November	19,296.25	10,957.50	4410
		Phase 2 Conceptual Site Plan-December		8,338.75	4432
Vendor:	860	STEPFORD			
	2913	HP Laserjet Printer & Warranty	7,247.49	812.41	2301083
		January IT Support		3,920.00	2201692
		Macbook Laptop & Apple care		2,515.08	2301013
Vendor:	940	STEVEN STEINHILBER			
	2914	Deposit Refund, 280 Golden Hills	9,216.51	1,946.51	PLN_SITE0006-20
		Deposit Refund, 280 Golden Hills		4,000.00	BLDR0216-2018
		Deposit Refund, 280 Golden Hills		1,130.00	BPLR0020-2018
		Deposit Refund, 280 Golden Hills		2,140.00	BLDR0216-2018-2
Vendor:	941	YEE JIUN SONG			
	2915	Deposit Refund, 1 Veronica	5,000.00	5,000.00	BLDR0206-2018
Vendor:	942	YLCL CORPORATION			

Check Date	Check Number	Special Information	Net Check Amount	Total Invoices Paid	Invoice Number
02/22/23	2916	Deposit Refund, 40 Firethorn Deposit Refund, 40 Firethorn	8,529.85	3,889.07 4,640.78	PLN_ARC0035-201 BLDR0078-2018
Vendor:	943	GUY NIRPAZ			
	2917	Deposit Refund, 4 Applewood	1,000.00	1,000.00	BLDR0017-2022
Vendor:	944	LESLIE LATHAM			
	2918	Deposit Refund, 150 Grove	1,000.00	1,000.00	BLDR0009-2020
Vendor:	945	MUELLER NICHOLS			
	2919	Deposit Refund, 15 Coalmine View	1,000.00	1,000.00	BLDR0048-2022
Vendor:	946	JARVIS FAY LLP			
	2920	Legal Services-Housing Element December Legal Services-Housing Element January	19,418.00	7,448.00 11,970.00	17231 17315
Vendor:	948	POLYMENDERS			
	2921	Crack Repaired-Reopened	1,210.00	1,210.00	46755
Vendor:	949	PINPOINT TALENT, LLC			
	2922	Temp Service, H. Singh 2/6/23 - 2/12/23	1,980.00	1,980.00	5614
Vendor:	950	NICOLE TANORI			
	2923	Tuition Reimbursement	3,000.00	3,000.00	122022
Check Date Totals			895,116.06		
Grand Total			895,116.06		

**TOWN OF PORTOLA VALLEY**

**Warrant Disbursement Journal**

**February 22, 2023**

Claims totaling \$895,116.06 having been duly examined by me and found to be correct are hereby approved and verified by me as due bills against the Town of Portola Valley.

Date \_\_\_\_\_

\_\_\_\_\_  
Jeremy Dennis, Treasurer

Motion having been duly made and seconded, the above claims are hereby approved and allowed for payment.

Signed and sealed this (Date) \_\_\_\_\_

\_\_\_\_\_  
Melissa Thurman, Town Clerk

\_\_\_\_\_  
Mayor



# TOWN OF PORTOLA VALLEY

## STAFF REPORT

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**TO:** Mayor and Members of the Town Council

**FROM:** Cara Silver, Town Attorney

**DATE:** February 22, 2023

**RE:** Adoption of Resolution Confirming the State of Emergency and Need to Continue Conducting Town Public Meetings Remotely

### RECOMMENDATION

Staff recommends that the Town Council adopt the attached Resolution Confirming the State of Emergency and Need to Continue Conducting Town Public Meetings Remotely.

### BACKGROUND

On September 16, the Governor signed AB 361, amending the Ralph M. Brown Act (Brown Act) to allow legislative bodies to continue to meet virtually during the present public health emergency. AB 361 is an urgency bill which goes into effect on October 1, 2021. The bill extends the teleconference procedures authorized in Executive Order N-29-20 (set to expire September 30, 2021) during the current COVID-19 pandemic and allows future teleconference procedures under limited circumstances defined in the bill. Effective October 1, 2021, cities must comply with AB 361 if they want to conduct remote meetings.

AB 361 applies to meetings during a proclaimed state of emergency and the legislative body has made a finding that meeting in person would "present an imminent risk to the health or safety of attendees". "State of emergency" is defined as a state of emergency declared by the Governor under Government Code Section 8625.

AB 361 requires several procedural safeguards, such as giving the public ability to address the legislative body directly, providing information on how to address the body, providing either a call-in or internet-based service option, requirement to stop meeting if call-in or internet-based option fails due to measures under the control of the Town, comments may not be required to be submitted in advance, and pre-registrations (except as required by call-in or internet platform) are prohibited.

Public members must be given a reasonable time to register to provide public comment and agencies that provide a timed public comment period shall not close the public comment period until that timed period has expired.

If the legislative body desires to continue using the teleconference exception, it must confirm the circumstances of the state of emergency 30 days after the first teleconference meeting and every 30 days thereafter.

On February 28, 2023, AB361 will be expiring and due to this, staff recommends to approve AB361 through the remainder of February 2023. Beginning March 1, 2023, Town committees, commissions and Council will return to in-person meetings.

### **DISCUSSION**

Town staff has installed a new system in the Schoolhouse to accommodate hybrid remote meetings. This system has also been installed in the Community Hall. On April 27, 2022, the Council conducted its first hybrid meeting and plans to continue meeting this way. However, some members of the Council, its commissions/committees, staff and the public may want to continue attending remotely. Given the continued presence of COVID-19 in the community, in person meetings would present an imminent risk to the health or safety of certain attendees.

AB361 requires the Council to make a regular finding confirming the state of emergency and the need for continued remote meetings. Staff will therefore be agendaizing this finding on every Council meeting agenda until a decision to transition to completely in person meetings has been made. Council will also be requested to make these findings on behalf of its commissions and committees as well, so there is a uniform policy on public meetings.

### **FISCAL IMPACT**

There is no fiscal impact associated with continued remote meetings.

### **ATTACHMENT**

1. Resolution

**RESOLUTION NO. \_\_\_\_**

**RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF PORTOLA  
VALLEY CONFIRMING EXISTING STATE EMERGENCY AND AUTHORIZING  
CONTINUED REMOTE PUBLIC MEETINGS UNDER AB 361**

The Town Council of the Town of Portola Valley does RESOLVE as follows:

**WHEREAS**, on March 4, 2020, the Governor of the State of California declared a state of emergency, as defined under the California Emergency Services Act, due to the COVID-19 pandemic and the State of Emergency remains in effect;

**WHEREAS**, beginning in March 2020, the Governor's Executive Order N-29-20 suspended Brown Act requirements related to teleconferencing during the COVID-19 pandemic provided that notice, accessibility, and other requirements were met, and the public was allowed to observe and address the legislative body at the meeting;

**WHEREAS**, Executive Order N-08-21 extended the previous order until September 30, 2021;

**WHEREAS**, the Town Council and the Town's boards, commissions, and committees have conducted their meetings virtually, as authorized by the Executive Order, since March 17, 2020;

**WHEREAS**, on September 16, 2021, Governor Newsom signed into law Assembly Bill 361 ("AB 361"), which provides that a local agency legislative body may continue to meet remotely without complying with otherwise-applicable requirements in the Brown Act related to remote/teleconference meetings by local agency legislative bodies, provided that a state of emergency has been declared and the legislative body determines that meeting in person would present imminent risks to the health or safety of attendees, and provided that the legislative body continues to make such findings at least every 30 days during the term of the declared state of emergency;

**WHEREAS**, Cal/OSHA COVID-19 Emergency Temporary Standards ("ETS") require certain employers to implement social distancing requirements in the work place during the current COVID-19 pandemic; and effective February 14, 2022, the Town Manager issued updated work place guidelines imposing safety protocols on persons attending Town Hall facilities;

**WHEREAS**, in the last few months, while hospitalizations and severe illnesses have gone down, new COVID-19 variants have emerged and continued to impact the County's hospital capacity;

**WHEREAS**, these variants are believed by medical experts to be even more contagious as previous variants, and data has shown the variant has increased transmissibility even among some vaccinated people;

**WHEREAS**, due to uncertainty and concerns about the continuing presence of COVID-19 variants, many workplaces that had announced a return to regular in-person operations have pushed back the full return date until later in the year or next year;

**WHEREAS**, virtual meetings have not diminished the public's ability to observe and participate and have expanded opportunities to do so for some communities; and

**WHEREAS**, given the heightened risks of the predominant variant of COVID-19 in the community, holding meetings with all members of the legislative body, staff, and the public in attendance in person in a shared indoor meeting space would pose an unnecessary and immediate risk to the attendees.

**WHEREAS**, the Council has again reconsidered the circumstances of the state of emergency and finds that the state of emergency continues to impact the ability of members of the Town Council, commissions and committees and public to meet in person because there is a continuing threat of COVID19 to the community, and because Town meetings have characteristics that give rise to risks to health and safety of meeting participants (such as the increased mixing associated with bringing together people from across the community, the need to enable those who are immunocompromised or unvaccinated to be able to safely continue to participate fully in public governmental meetings, and the challenges with fully ascertaining and ensuring compliance with vaccination and other safety recommendations at such meetings);

**WHEREAS**, persons experiencing any potential symptoms of COVID-19, or who test positive but are asymptomatic, or who are exposed to someone with COVID19, should follow medical advice regarding self-isolation or self-quarantine, avoiding public gatherings such as in-person meetings of public agencies, and should be able to do so without sacrificing their right to participate in public business during periods of self-isolation or self-quarantine;

**WHEREAS**, the onset of symptoms of COVID-19 or a positive test may occur too close to the start of a meeting for alternative arrangements for attendance to be made consistently with the Brown Act, such that a remote attendance option for public meetings should be maintained for as long as COVID transmission remains a potential risk of in-person meetings;

**WHEREAS**, the Town Council has an important interest in protecting the health and safety of those who participate in public Town meetings; and

**WHEREAS**, the Town Council finds that this state of emergency continues to directly impact the ability of members of the Town Council and its commissions and committees to meet safely in person and that meeting in person would present imminent risks to the health or safety of attendees, and the Council will therefore continue to invoke the provisions of AB 361 related to teleconferencing for meetings of the Town Council and its commissions and committees in order to provide its members as well as staff and members of the public with



the option of participating in its meetings remotely whenever necessary or advisable for them to do so.

**NOW, THEREFORE, BE IT RESOLVED** by the Town Council of the Town of Portola Valley that:

1. The Town Council adopts the recitals set forth above as findings of fact.
2. The Town Council hereby determines that, as a result of the emergency, meeting in person presents imminent risks to the health or safety of attendees.
3. In accordance with AB 361, based on the findings and determinations herein, meetings of the Town Council and Town commissions and committees will be held virtually or in a hybrid format allowing officials and the public to attend virtually or in person, with Brown Act teleconferencing rules suspended. Public meetings conducted outside may be conducted in person.
4. This resolution shall be effective upon adoption and remain in effect until February 28, 2023, which is the expiration date of AB361. Beginning March 1, 2023, Town committees, commissions and Council will return to in-person meetings.

**PASSED AND ADOPTED** this 8th day of February 2023.

By: \_\_\_\_\_  
Jeff Aalfs, Mayor

ATTEST:

\_\_\_\_\_  
Melissa Thurman, MMC  
Town Clerk




# TOWN OF PORTOLA VALLEY

## STAFF REPORT

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**TO:** Mayor and Members of the Town Council

**FROM:** Melissa Thurman, Town Clerk 

**DATE:** February 22, 2023

**RE:** Geological Safety Committee Charter Amendment

### **RECOMMENDATION**

The Geological Safety Committee recommends that the Town Council approve an amendment to their charter to increase their membership from five members to seven.

### **BACKGROUND**

During their meeting of February 6, 2023, the Geological Safety Committee approved an increase in their membership, pending Town Council approval, from five members to seven members.

### **FISCAL IMPACT**

There is no fiscal impact associated with the proposed charter amendment.

### **ATTACHMENT**

1. Proposed Geological Safety Committee Charter, with Redline Amendment



## **TOWN OF PORTOLA VALLEY**

### **Geological Safety Committee Charter**

#### **OBJECTIVES**

To advise the Town Council, other Town bodies, and Town staff or officials as needed on geological hazards or matters related thereto.

#### **DUTIES AND FUNCTIONS**

1. The Committee shall serve only in an advisory role;
2. To review Town ordinances, policies, plan and procedures related to geological hazards;
3. To review the Town's Earthquake Preparedness and Education Program in light of geological hazards; and
4. To comment on other matters as requested by Town Council.

#### **RESPONSIBLE TO**

Town Council

#### **COORDINATION**

Council Liaison

Town Planner

Town Geologist

#### **MEMBERSHIP**

The Committee shall consist of ~~five~~-seven members, appointed by the Mayor with Council concurrence for one-year terms. Rotating Chair to be selected by the Committee on an annual basis.

#### **MEETINGS**

When needed




# TOWN OF PORTOLA VALLEY

## STAFF REPORT

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**TO:** Mayor and Members of the Town Council

**FROM:** Jeremy Dennis, Town Manager 

**DATE:** February 22, 2022

**RE:** Annual Automated License Plate Reader system audit

### RECOMMENDATION

Staff recommends the Town Council accept this audit of the town's Automated License Plate (ALPR) system.

### BACKGROUND

In March 2017, the Town Council adopted an ordinance regulating the use of the town's Automated License Plate Readers (ALPRs). Installation was completed in February 2018.

Per the adopted ordinance:

"The Town Manager will give an annual report to the Town Council on the number of times data was accessed by law enforcement, including, but not limited to a report from the law enforcement agency as to how many of the license plates included in the data accessed were "hits" (on an active wanted list), the number of inquiries made by law enforcement personnel relative to the data, the justification(s) for those inquiries, and information on any data retained beyond retention periods described in 9.02.030(B) and the reasons for such retention."

### DISCUSSION

There are two ways to access information collected on the town's two ALPR installations:

- Through the town's credentials
- Through agreements to other agencies that utilize their own credentials

Over the course of last year, the town's ALPR data was accessed in both ways.

### **Town Credentials**

The Town Manager and the Public Works Director have access to the ALPR system. Between January 1, 2022 and December 31, 2022, there were 34 total logins through the Portola Valley LEARN portal (Attachment 1):

- Public Works Director Howard Young logged into the LEARN system thirty-three times; all logins were associated with system maintenance issues, as well as monthly status update check-ins (including one log in at the Arastradero camera site).

### **San Mateo County Sheriff's Office**

The Sheriff's Office provided a report based on their use of the LEARN system (Attachment 2); the Sheriff's Office accessed LEARN data for three Portola Valley-specific cases. Vigilant is unable to provide information on Portola Valley-specific searches by the Sheriff's Office

### **Retention**

The Town's ALPR ordinance calls for an audit of any data kept beyond the retention period. The Sheriff's Office has not retained data longer than a year.

### **FISCAL IMPACT**

There is no fiscal impact associated with acceptance of this audit report.

### **ATTACHMENT**

1. LEARN audit, Town Credentials
2. Sheriff's Office Report

<b>Vigilant VehicleManager - Audit Queries Report</b>				
<b>No</b>	<b>Query Type</b>	<b>User Type</b>	<b>Requestor</b>	<b>Date Time</b>
1	Accept Login	Agency Manager	Howard Young	12-05-22 08:56:57
2	Accept Login	Agency Manager	Howard Young	11-28-22 13:14:42
3	Accept Login	Agency Manager	Howard Young	09-30-22 13:20:59
4	Accept Login	Agency Manager	Howard Young	09-28-22 10:35:10
5	Accept Login	Agency Manager	Howard Young	09-27-22 10:46:12
6	Accept Login	Agency Manager	Howard Young	08-08-22 12:29:59
7	Accept Login	Agency Manager	Howard Young	06-27-22 07:42:50
8	Accept Login	Agency Manager	Howard Young	05-24-22 17:30:04
9	Accept Login	Agency Manager	Howard Young	05-23-22 16:19:07
10	Accept Login	Agency Manager	Howard Young	05-23-22 13:15:45
11	Accept Login	Agency Manager	Howard Young	05-05-22 10:20:00
12	Accept Login	Agency Manager	Howard Young	05-02-22 07:06:50
13	Accept Login	Agency Manager	Howard Young	04-29-22 07:24:58
14	Accept Login	Agency Manager	Howard Young	04-25-22 08:06:57
15	Accept Login	Agency Manager	Howard Young	04-14-22 15:55:55
16	Accept Login	Agency Manager	Howard Young	02-16-22 12:37:36
17	Accept Login	Agency Manager	Howard Young	02-14-22 15:50:52
18	Accept Login	Agency Manager	Howard Young	02-14-22 15:49:26
19	Accept Login	Agency Manager	Howard Young	01-07-22 16:32:24
20	Accept Login	Agency Manager	Howard Young	01-07-22 13:26:18



# SHERIFF

# CHRISTINA CORPUS

**SAN MATEO COUNTY SHERIFF'S OFFICE**

400 County Center, Redwood City, CA 94063

Telephone: (650) 363-4911

## **AUTOMATED LICENSE PLATE READER**

San Mateo County Sheriff's Office/Portola Valley Audit

January 1, 2022 - December 31, 2022

### **Summary:**

This report was requested by the Town of Portola Valley and reviews the usage of the Automated License Plate Readers (ALPR) owned and operated by the Town of Portola Valley. The Town of Portola Valley and San Mateo County Sheriff's Office have their own Vigilant Solutions accounts (LEARN Portals) that work independently. The information that is gathered through the Portola Valley ALPR's are viewable through that San Mateo County Sheriff's Office's LEARN Portal.

When an authorized user from the San Mateo County Sheriff's conducts a search of a license plate, and/or partial license plate, the cameras from Portola Valley are automatically included in the search. Additionally, an authorized user can conduct a search of a specific Portola Valley ALPR if they want to narrow down the search field.

This report reviews the general searches conducted by the San Mateo County Sheriff's Office, which includes the Portola Valley's ALPR, and specific searches using the Portola Valley's ALPR.

### **Logins**

Between January 1, 2022, and December 31, 2022, authorized users of the San Mateo County Sheriff's Office logged into their LEARN Portal 2,433 times. These logins include from a desktop computer or mobile device. The San Mateo County Sheriff's Office's users include the patrol bureau, Vehicle Theft Tasks Force (VTTF), Investigations, Gang Intelligence Unit (GIU), Crime Suppression Unit (CSU) and analyst from the San Mateo County Sheriff's Office.

### **Plate Queries**

Between January 1, 2022, and December 31, 2022, users from the San Mateo County Sheriff's Office have conducted 8,448 license plate inquiries spanning over 903 cases. It is important to note through the LEARN Portal users can conduct partial searches of vehicles and often searches conducted under these circumstances can and will lead to multiple searches. Portola Valley searches are automatically included in San Mateo County Sheriff's Office's default searches.

### **Portola Valley Related Cases**

As you can see in attachment #1, there is one inquiry specific to Portola Valley from January 2022 to December 2022 using ALPR.

Submitted by Captain Mark Myers

January 18, 2023



SHERIFF

CHRISTINA CORPUS

SAN MATEO COUNTY SHERIFF'S OFFICE

400 County Center, Redwood City, CA 94063

Telephone: (650) 363-4911

## Attachment #1

Deputy Kongaika	22-07554; 22-07563;22-07733;22-07892	October, 2nd 2022	Assist investigation of criminal activity in North Fair Oaks
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# ADU SURVEY

## Take it today!



**ADU SURVEY**  
Take it today!

**Date:** February 8, 2023

**To:** The Portola Valley Town Council, Portola Valley Planning Department

**From:** The ADU Ambassador Team

**Subject:** Results of the ADU/JADU survey

ADU/JADU production is a key component of the Town's housing strategy. ADUs help fulfill the need for intergenerational housing as well as rental units at below market rates. As input to the current Housing Element, the Town conducted an extensive public participation process to maximize resident input. During that process, residents expressed an interest in expanding ADU/JADU outreach and gathering information about how ADUs/JADUs could contribute to Housing Element obligations.

To accomplish this goal, the Town of Portola Valley appointed a team of 7 resident volunteers to assist with community education and conduct a survey to collect information. Specifically:

- Determine community interest in constructing ADUs and JADUs, and/or conversion of existing spaces to ADUs or JADUs
- Determine the number of properties interested in renting an ADU or JADU at various affordability levels

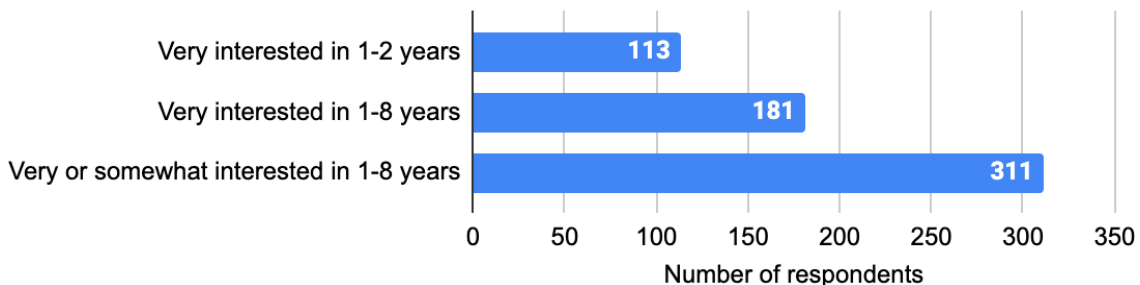
A survey was initiated on January 3, 2023. All households were mailed a postcard with the online survey link for access. Additionally, this link was shared on the Town website, on banners and posters distributed throughout the Town, and communicated via social avenues and platforms. Paper copies were made available at the Town Center and the Town Library. Survey results are summarized below.

**Response Rate:** 578 responses were received from validated addresses (one response per address), which represents a 35% response rate. Additionally, at least one response was received from 87% of the streets in Portola Valley. (Please note that not every respondent answered every question.)

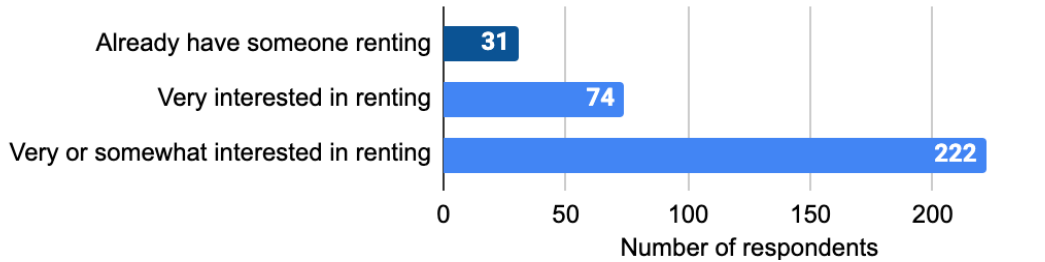
### Response Summary:

1. Do you have an existing ADU or JADU that went through the Town's permitting process? 95

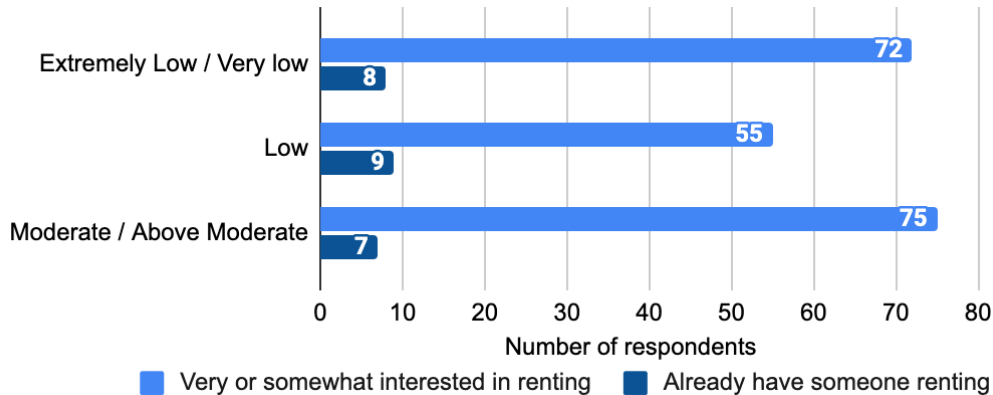
2. Are you interested in building or converting an ADU or JADU?



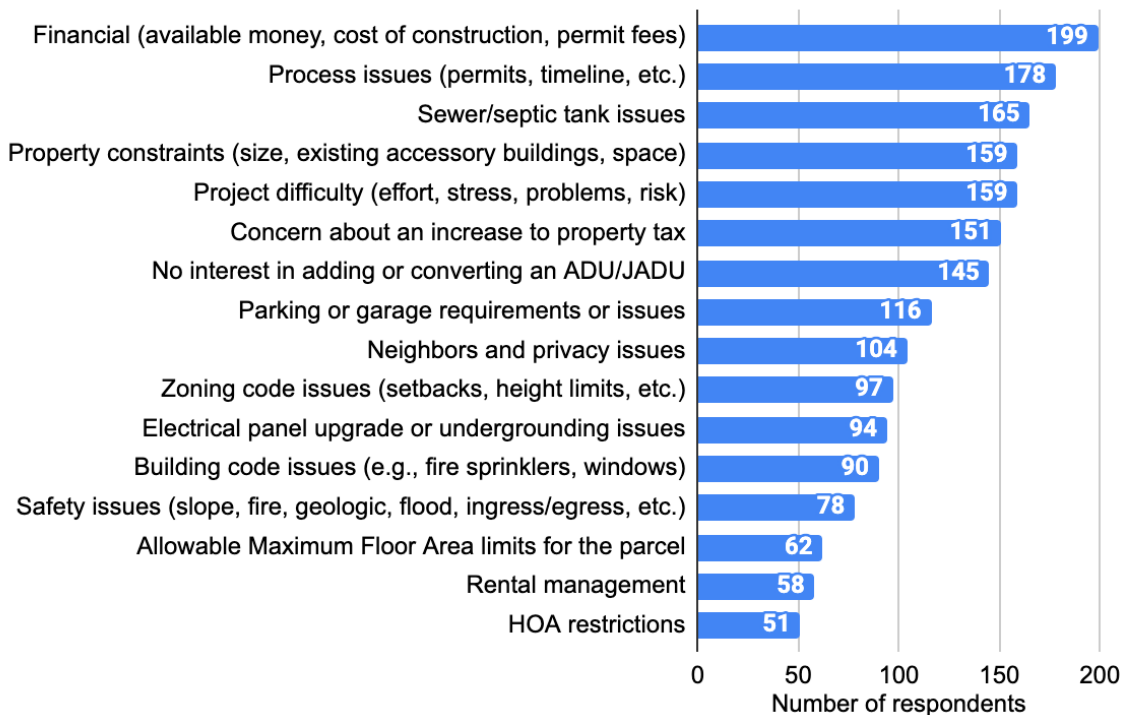
3. Are you interested in renting a current or future ADU/JADU?



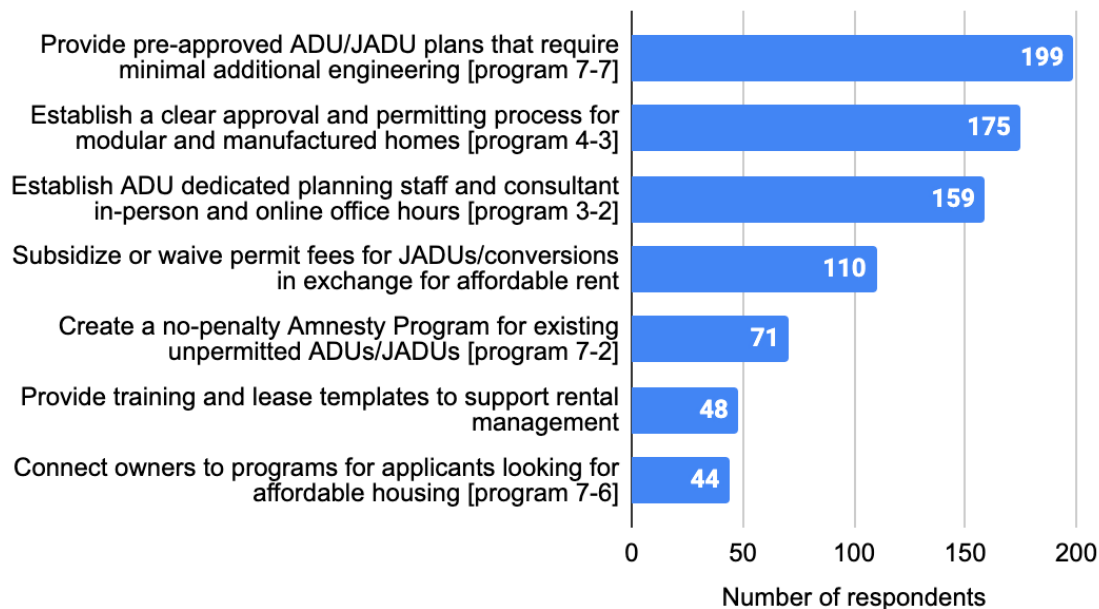
4. Would you be willing to rent at these monthly rates (lowest acceptable rate)?



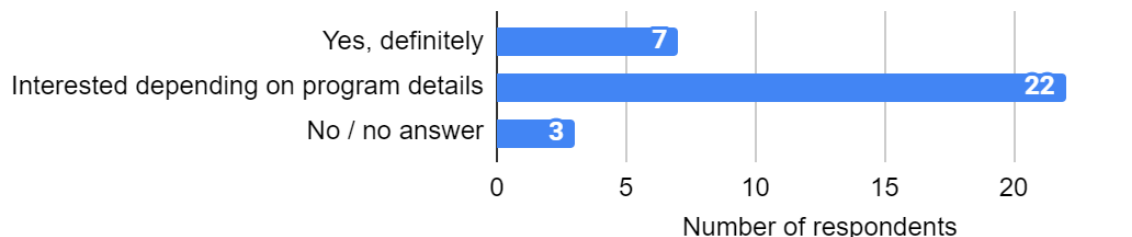
5. What barriers exist for you to build or convert an ADU/JADU?



**6. What could the Town do to encourage you to build, convert, and/or rent an ADU/JADU?**



**7. Would you be interested in an Amnesty Program? (Answers among those who specified having an unpermitted second unit in a separate anonymous survey)**



The Town has proposed the creation and adoption of several ADU/JADU programs outlined in *Section 7, Goals, Policies, and Programs in the Housing Element* which address many of the incentivization suggestions noted above in item 6. Additionally, as a result of survey input, the Town will review each of the barriers noted above in item 5.

The Town is encouraged by both the response rate to the survey and the results. We believe the results demonstrate significant interest in ADU/JADU construction/conversion and in rental of those units at a range of market and below market rates. This data adequately supports the Housing Element assumption of 92 accessory dwelling units.

**Item 6.b. “Receive Update on Evacuation  
Recommendations from the Emergency  
Preparedness Committee” will be presented orally  
and does not have written backup material.**




# TOWN OF PORTOLA VALLEY

## STAFF REPORT

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**TO:** Mayor and Members of the Town Council

**FROM:** Jeremy Dennis, Town Manager  
Cindy Rodas, Finance Director 

**DATE:** February 22, 2023

**RE:** FY 2022-23 Mid-Year Adopted Budget Report Review

### RECOMMENDATION

Staff recommends that the Town Council review the FY 2022-23 Mid-Year Budget Report.

### BACKGROUND

The following is the Mid-Year Budget Report for the period beginning July 1, 2022 to January 31, 2023. It has been prepared to inform the Town Council, Town leadership and the public of the Town's fiscal status.

### LINK TO BUDGET REPORT

<https://stories.opengov.com/portolavalleyca/published/I7p3Dd0Dh>



# TOWN OF PORTOLA VALLEY

## Colleagues Memo

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**TO:** Mayor and Members of the Town Council

**FROM:** Councilmember Sarah Wernikoff

**DATE:** February 22, 2023

**RE:** Founders' Award for Lifetime Contributions to the Town of Portola Valley

### **RECOMMENDATION**

I recommend that the Town establish a lifetime contributions award that would recognize the cumulative civic engagement and leadership of longstanding volunteers in the Town of Portola Valley to be awarded based on a nominating process and clear criteria for recipients.

### **Proposed Criteria:**

- Twenty years or more of distinguished service to the Town including on a committee, a commission and/or on the Town Council, as well as within other Town working groups, or within other Portola Valley local organizations (i.e. Portola Valley School District, Midpeninsula Regional Open Space, Friends of the Library, The Sequoias, etc.).
- Represent the character of the quintessential Portola Valley volunteer in terms of dedication and commitment to town values, vision, and civility.
- Continued and significant contributions across a broad range that have benefitted the Town of Portola Valley and its community in both formal and informal ways.
- Has not served on the Town Council for at least 5 years.
- May be awarded posthumously.

### **Proposed Nominating and Award Selection Process:**

- Nomination can occur at any time on an ad hoc basis (vs. annually)
- Nomination must include a nomination letter, the resume of the nominee (or list of contributions), and a minimum of 3 supporting letters of recommendation.
- Nominees to be evaluated and recommended by a standing subgroup of the Council.
- Nomination process will be confidential; however, nominees will be notified once nominated.
- Recipients will be acknowledged at a Council meeting with a plaque, as well as having their name listed on a plaque at Town Center (location TBD).

### **Budget:**

- Cost of plaque(s).

I am pleased to nominate Sue Crane for one of the first Founders' Awards for Community Service. She came to Portola Valley in 1964, raised three boys, was a co-founder of Ridge Winery, and still had time for an amazing amount of community services for many causes.

The highlights of this service began with appointment to the Planning Commission in 1980. She was the biggest vote getter in the election for Town Council in 1982 and served in that role for eight years. She was Mayor in 1985 and 1989. Following is a list of other roles she's played.

1964-1973: Volunteer Pottery Teacher in PV Schools

1977-1982: Chair of Town Center Committee that planned for purchasing Portola Valley School and converting it into Town Center

1979: General Plan Review Committee

1990-2001: POST, Secretary to the Board of Directors

2010-2021: Friends of the Library, President 2015-2018

2011: Committee that planned a grand sesquicentennial celebration for the school district which brought some 700 people to Town Center.

2014: 50<sup>th</sup> anniversary of incorporation committee that brought hundreds of people to town center. She was a member of the panel of 7 people each with long experience who reviewed the town's history from their personal perspectives.

2014-2023: Sequoias Residents' Advisory Board, various sub-committees and liaison to the Town

Although few in town are aware of the impressive role Sue has played through six decades, she has made this town and its residents a better place and continues to set an example for all of us.

Nancy Lund, Town Historian

**From:** Chrisi Fleming  
**Date:** February 8, 2023 at 6:26:57 AM PST  
**To:** Tor/Nancy Lund  
**Subject:** Sue's Nomination

I second the nomination for Sue Crane to receive the Founders' Award for Community Service.

I do know that Sue has been majorly involved in the community in so many ways as is illustrated in Nancy Lund's nomination. She is such a good friend, and I admire her tremendously. I know that she is strong in character and commitment to anything she gets involved in. At 90 she recently completed a book about the founding of Ridge Winery. She stays up on everything that is going on in the community and helps keep her fellow residents at the Sequoias in the know.

She is truly deserving of the award. This has definitely been a long run of service for the past sixty years. I am proud to support her nomination.

Chrisi Fleming



8 February 2023

Jeremy Dennis, Town Manager  
Town of Portola Valley  
765 Portola Road  
Portola Valley, Ca 94028

Dear Mr. Dennis,

I am writing in support of the nomination of Sue Crane to receive Portola Valley's first Founders' Award for Community Service. I have known Sue for many years, and have always admired her enthusiastic and contagious town activism. She not only has an outstanding record of active service to the town, but she also has been instrumental in encouraging many others, myself included, to participate in this important democratic act. Sue approaches our town challenges with clear sighted determination and optimism. Her contributions to the ongoing success of the community deserve wide recognition.

Yours sincerely,

John Richards

Resident, 1954-72, 1985-present  
ASCC, 1985-1993  
Planning Commission, 1994-1997  
Town Council, 2009-2022  
Mayor, 2013, 2018

Nomination of Sue Crane  
for  
Founder's Award for Lifetime Contributions

Grace, courage, kindness, initiative, dependability and generosity are only a few of the characteristics that qualify Sue Crane's nomination for this newly established award.

Sue has lived at The Sequoias for nearly nine years, but even before that, she became part of our community when she joined our weekly square-dancing group, bringing her young granddaughter, Rachel, to dance with us. After moving into her centrally located apartment, she quickly became an integral member of several campus groups. It was not long before she was appointed by the Resident Board of Directors to be the Sequoias liaison to the Town. Her relationship with Town Manager Jeremy Dennis kept Sequoias residents up to date about important issues in the town, and established a closer relationship with the Town for Sequoias. She became a member of the Sequoias Resident Board of Directors when the death of a board member left a vacancy in 2020; she is now completing the remainder of that term.

Inclusiveness has been important to Sue, and was recently exemplified when she and Rachel lighted the Menorah at the Town Center. That public occasion was paralleled at The Sequoias when Sue and others conducted a Hanukkah ceremony, lighting a room-size Menorah. The Lounge was filled by residents for that experience.

Always politically active and aware, Sue has campaigned for Town Council candidates who she believes will work as diligently as she has, to uphold Town values and long-term goals. She also served on regional boards, such as ABAG, when she was on Town Council. She understands the importance of thinking and working regionally while also working locally, a critical balance for those entrusted to serve the Town.

Sue's long-time involvements with Friends of the Library and the school district are legendary for the commitment that she provided that enabled both organizations to better serve adult and child residents of Portola Valley. There is no other person who has contributed as much time and talent to the Town of Portola Valley.

Onolee Trapp

## Trails and Paths Meeting 2-15-23 at 9:00 a.m.

### Notes on Trails Committee:

Fred Leach assumed the Chair role, Gary Hanning assumed the Vice Chair role, and Liz Babb became the secretary of the committee.

The committee reviewed its budget, and noted particularly the storm-related costs incurred. They noted that the Public Works Committee, including notably Bob Boyle, made huge efforts at all hours of the day and night to mitigate storm damage, working with Howard Young's team closely. Howard reviewed other maintenance and repair work to be conducted with respect to storm damage along certain trails.

The committee discussed the need for timely communication on trail closings for equestrians, and where such closings should be posted.

A subcommittee reported on the safe routes to school efforts, including generating a new map, and work on safe crossings across Alpine Road using grant money Howard applied for. Some concern was noted regarding new housing regulations impinging on trails and paths, with a comment that understanding the easements for the trail system are not as clear as ideal.

The committee is planning to conduct a horse fair this year, after a hiatus driven by the pandemic and an equine virus. This will occur on Saturday, May 20<sup>th</sup> from 11 am to 2 pm. Parking for the tennis courts will need to be moved for that day to elsewhere in the town center (but importantly pickleball will be permitted all day).

The committee discussed the Town-required statement on the committee agenda. Committee members offered their views, and the committee committed to discuss concerns with the Race and Equity Committee and, potentially, the Town Council.

The committee also observed that contractors in Town were seen parking on the Town trails and paths during construction hours, which spurred a discussion of enforcement of the Town policies against such parking. Howard reviewed the process that the staff follows when reports of impermissible parking along Trails and Paths occur.

Last, the committee discussed a particular site along a trail where the layout of the trail was moved and narrowed. The property owner joined to explain his commitment to reinstating the trail in the cited area.

**Informal annotation of agenda by liaison as recommended by Mayor Aalf for  
Geological Safety Committee by Mary Hufty**

**Date:** 02/06/2023 10:00 AM The hybrid technology did not turn up. Following instruction sheet we got to “the software needed to be updated to connect” before passwords could be entered. Committee was there at 10 AM. Individual computers were used to allow public to see committee members and give public input. It is recommended (by me:) that earphones be provided for committee members who are hard of hearing so they can be plugged into the hybrid system.

1. **CALL TO ORDER & ROLL CALL** – A quorum was present- Nan, Chet, and Ernst,
2. **ORAL COMMUNICATIONS FOR ITEMS NOT ON THE AGENDA**
3. **APPROVAL OF MINUTES:**
4. **NEW BUSINESS:**

1. Continued discussion and comment on questions on the Draft Safety Element that were submitted to the Geologic Safety Committee during the November 29, 2022 meeting.

Excellent power point and presentation. Committee handbook and charter were reviewed.

Charter changes and comments are being prepared for presentation on the safety element, including flooding and landslides. A 5-year updated of the element is being recommended to coincide with the recommendation of the General Plan. Maps and significant events such as earthquake or flood may trigger a 6-month schedule for an update.

2. Discuss and comment on the town’s Draft Safety Element FAQ.
3. Discuss the committee’s workplan, priorities and budget for fiscal year 2023-2024

A unanimous vote was taken to recommend to the Council that the committee be increased in number to 7 people. Bob Wrucke at 30 Cima Way and Troy Douthit at 160 Willowbrook have both agreed to serve, if asked.

4. Decide on time and date of next meeting.

A unanimous vote was taken to meet at 10 AM on the second Monday of each month if approved by the Council.

5. **ADJOURNMENT**

Until 10 AM March 13.

1. CALL TO ORDER & ROLL CALL
2. ORAL COMMUNICATIONS FOR ITEMS NOT ON THE AGENDA

Hearing impairment accommodation – Liaison agreed to find out what has been done so far.

Adnan and Cole the student representative would like to work on the policy for student participation. I will talk to Jeremy about what is now policy and this committee's desire to be as inclusive as possible for youth. Should they be allowed to vote.

*Speakers' time is limited to two minutes.*

Lucy Neely, Chair Johnathan Clark, Vice Chair Patt Baenen, Member Adnan Iftekhar, Member Cole Kawaja, Member Kirsten Kingdon, Member Kim Marinucci, Member Judith Murphy, Member Andrew Pierce, Member

#### Housing subcommittee- Adnan

a. November 8, 2022

#### 4. NEW BUSINESS:

1. Meet new Council Liaison
2. Discuss land acknowledgement and reception in community; listen to members of the public about their experience; discuss committee discernment of how to guide land

The acknowledgment creates Distract from the work that is trying to get done, it is political and endangers volunteers.

Indigenous tribes are interested in “relationship”

Mutual conversations to – the council wants this committee look at the acknowledgement. Council will need to put the land acknowledgement of any change. Correction of process.

acknowledgement process in community.

3. Explore possibility of a special meeting before next regular meeting.

Kirsten March 14- have complaints come to members. Andrew suggested that public comment come in to the committee- complaints that went to the council should they have been forwarded to the committee

4. Discuss meeting structure and frequency.
5. Discuss creation of committee contact list
6. Review Subcommittees –

Design of town seal is under consideration. Discussed budgeting for a design.

7. Discuss Committee priorities and strategy for 2023
8. Discuss Race & Equity Committee Budget and budget process for upcoming cycle
9. Discuss inclusionary housing fund implementation and process.

**Policy for the inclusionary housing fund Council Subcommittee will meet with all relevant committees to look at their past work on inclusionary housing as well as decisions. That are already part of the General Plan.**

- 5. ADJOURNMENT - The next regularly scheduled meeting date is Tuesday March 14th, 2023 at 6:30pm.**



# TOWN OF PORTOLA VALLEY

## Liaison Memo

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**TO:** Mayor and Members of the Town Council

**FROM:** Sarah Wernikoff

**DATE:** February 13, 2023

**RE:** ASCC Meeting 2.13.23

**OVERVIEW:**

1. Project at 3 Grove Court - Approved
2. Project at 151 Brookside - Approved
3. Project at 315 Grove Drive – Approved with request to transition existing lawn to ~ 1000sq feet over time.



# TOWN OF PORTOLA VALLEY

## Liaison Memo

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**TO:** Mayor and Members of the Town Council

**FROM:** Sarah Wernikoff

**DATE:** February 14, 2023

**RE:** PVSD Monthly Meeting 2.14.23

### OVERVIEW & HIGHLIGHTS:

1. Ormondale School was recognized as a CA Distinguished School (CMS was recognized last year).
2. District reached settlement with Portola Valley Teacher's Association; details will be shared at the 3/30 board meeting.
3. Construction update: Ormondale opening is ongoing, CMS opening is scheduled for mid-April.
4. School events: Successful science fair, ORM & CMS musicals upcoming in May.
5. Discussion of "bridges between PVSD and Town" i.e. tennis courts, classes, school events, etc.
6. No dogs on school campus fields this summer due to field maintenance projects.
7. PVSD will offer input on sheriff contract.
8. PVSD will offer input on anticipated WFPD fire mitigation ordinance.





# TOWN OF PORTOLA VALLEY

## Liaison Memo

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**TO:** Mayor and Members of the Town Council

**FROM:** SMC Library JPA

**DATE:** February 6, 2023

**RE:** May 6<sup>th</sup> Governing Board Meeting Summary

### OVERVIEW:

#### 1. Approval of 2021-22 Audit

2. **Review of 2022-23 Mid-Year Financial Report** indicates the JPA's financial condition continues to be strong: The FY 2022-23 Adopted Budget, approved in September 2022, totals \$77,818,179 and distributes resources designed to meet performance and service objectives. Expenditures in the budget contain all operational functions including ongoing operations and one-time projects totaling \$50 million and Reserves of \$27.8 million. Due to the leadership provided by the JPA Governing Board and Operations Committee and sound fiscal stewardship, our financial condition continues to be strong.

#### 3. Received Director's Report, highlights included:

- a. SMC Libraries recognized by Library Journal with a 5-star rating, the highest level possible, representing the top 1% of all public libraries in the United States. Among peer libraries SMC ranked 10th nationwide and 2nd in California.
- b. Atherton Library has achieved LEED Gold, a certification offered under the U.S. Green Building Council's Leadership in Energy and Environmental Design program.
- c. U.S. Representative Jackie Speier secured federal funding for 15 improvement projects throughout San Mateo County including funding of \$1.5M for a the new library project in East Palo Alto.
- d. Spotlights on Community Resources/Community Learning:
  - i. Awarded \$160,000 grant to support 3<sup>rd</sup> grade literacy outcomes in rural/Spanish speaking communities in Pescadero.
  - ii. Increases in ESL and English conversation tutor programs
  - iii. Resources to support HMB
  - iv. Domestic Violence Support Partnerships