

TOWN OF PORTOLA VALLEY
Regular Meeting of the Town Council
Wednesday, October 25, 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

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, technology permitting, the public body will take questions using the Raise Hand button for those who attend the meeting online or by phone. Phone callers may provide comments by pressing *9 on their phone to "raise your hand" and *6 to mute/unmute themselves. The meeting Chair will call on people to speak by the phone number calling in. Remote participation is provided as a supplemental way to provide public comment, but this method does not always work. The public is encouraged to attend in person to ensure full participation.

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 towncenter@portolavalley.net. Notification 48 hours prior to the meeting will enable the Town to make reasonable arrangements to ensure accessibility to this meeting.

VIRTUAL PARTICIPATION VIA ZOOM

To access the meeting by computer:

[https://us06web.zoom.us/j/82565469969?](https://us06web.zoom.us/j/82565469969?pwd=bxXnZqQqD2t1ym7YIM_NrTI0O13MeA.Hnyk4d1WPJ86-9KD)

[pwd=bxXnZqQqD2t1ym7YIM_NrTI0O13MeA.Hnyk4d1WPJ86-9KD](https://us06web.zoom.us/j/82565469969?pwd=bxXnZqQqD2t1ym7YIM_NrTI0O13MeA.Hnyk4d1WPJ86-9KD)

Webinar ID: 825 6546 9969

Passcode: 354466

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*

1. CALL TO ORDER- REGULAR SESSION

2. 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. *Each speaker's time is limited to three minutes.*

3. CONSENT AGENDA

- a. **Approval** of Minutes - Regular Meeting Minutes of October 11, 2023
- b. **Approval** of Warrant List- 10/25/2023
- c. **Approval** of Updated Electronic Communications Policy

4. REGULAR AGENDA-PUBLIC HEARING

- a. Update on Housing Element Status

5. 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.

6. TOWN MANAGER REPORT

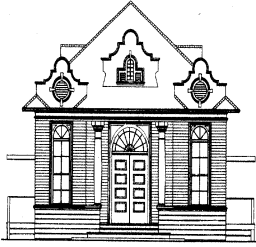
There are no written materials, and the Town Council does not take action under this agenda item.

7. ADJOURNMENT

The next Regular Town Council meeting will be held on November 8, 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.



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Regular Meeting of the Town Council
Wednesday, October 11, 2023
7:00 P.M.

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

1. CALL TO ORDER 7:05 PM

Present: Mayor Aalfs, Vice Mayor Wernikoff, and Councilmembers Hufty and Hasko

Absent: Councilmember Taylor

2. ORAL COMMUNICATIONS

The following spoke during oral communications:

- Caroline Vertongen
- Carter J. Warr

3. CONSENT AGENDA

- No public comments for items listed on the consent agenda

Vice Mayor Wernikoff pulled item 3 a. for clarification on the minutes.

Mayor Aalfs asked for a motion to approved items 3 b. and 3 c.

b. Approval of Warrant List- 10/11/2023

c. Appointment to Parks and Recreation Committee to fill unscheduled vacancy

Vice Mayor Wernikoff made a motion, seconded by Councilmember Hasko, to approve items 3 b. and 3 c. on the consent agenda. The motion passed by the following vote:

Ayes: Mayor Aalfs, Vice Mayor Wernikoff, Councilmembers Hufty and Hasko

Nays: None

a. Approval of Minutes - Regular Meeting Minutes of September 27, 2023

Vice Mayor Wernikoff made a motion, seconded by Councilmember Hufty, to approve item 3 a. The motion passed by the following vote:

Ayes: Mayor Aalfs, Vice Mayor Wernikoff, and Councilmember Hufty

Abstained: Councilmember Hasko

4. REGULAR AGENDA-PUBLIC HEARING

a. Electronic Communications Policy Update

Presentation given by Interim Town Attorney, Catherine Engberg, to include a redlined version of the Electronic Communications Policy, edits made after reviewing suggestions in written public comment

made by Ronny Krashinsky.

The following spoke during public comment:

- Ronny Krashinsky
- Karen Vahtra
- Rita Comes
- Caroline Vertongen

Electronic Communications Policy will be brought back on October 25, 2023 as a Consent Agenda Item

5. 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.

The following spoke during public comment:

- Caroline Vertongen

6. TOWN MANAGER REPORT

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

7. ADJOURNMENT

At 8:32 PM, the Mayor adjourned the October 11, 2023 meeting. The next Regular Town Council meeting will be held on October 25, 2023, 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						
3540	39	ASCAP	64.01	10/25/23		
3541	40	ASSOC OF BAY AREA GOVERNMENTS	2,213.00	10/25/23		
3542	41	AT&T	105.32	10/25/23		
3543	44	BANK OF AMERICA	4,596.89	10/25/23		EFTPS
3544	48	BARTLETT TREE EXPERTS	2,445.00	10/25/23		
3545	55	BILL HAMILTON ROOFING	3,000.00	10/25/23		
3546	59	BMI	5.70	10/25/23		
3547	75	CALIFORNIA BLDG STANDARDS COMM	492.30	10/25/23		
3548	79	CALIFORNIA WATER SERVICE CO	2,500.00	10/25/23		
3549	80	CALPERS	7,814.08	10/25/23		EFTPS
3550	83	CAPTUREPOINT.COM	4,500.00	10/25/23		
3551	110	CITY OF FOSTER CITY	1,674.00	10/25/23		
3552	125	CONNIE STACK	918.40	10/25/23		
3553	136	CSI CUSTOM HOMES	1,000.00	10/25/23		
3554	151	DEL RIO ROOFING	1,000.00	10/25/23		
3555	156	DEPARTMENT OF CONSERVATION	1,837.06	10/25/23		
3556	165	EBCON CORPORATION	1,000.00	10/25/23		
3557	167	ECS IMAGING	962.50	10/25/23		
3558	176	EXCEL LD	45.99	10/25/23		
3559	179	FEDEX	126.76	10/25/23		
3560	188	GEOFF OKARMA CONSTRUCTION	1,000.00	10/25/23		
3561	195	GOOD CITY COMPANY	74,131.25	10/25/23		
3562	203	GREEN HALO SYSTEMS	114.00	10/25/23		
3563	213	HILLYARD INC	409.50	10/25/23		
3564	252	JOACHIM KUNKEL	3,511.80	10/25/23		
3565	261	JON MYERS	6,562.95	10/25/23		
3566	324	MIRANDAS LANDSCAPE	3,800.00	10/25/23		
3567	328	NANCY LUND	99.00	10/25/23		
3568	334	NOLTE ASSOCIATES INC	17,842.07	10/25/23		
3569	367	PG&E	3,586.01	10/25/23		EFTPS
3570	372	PINNACLE BUILDING & DESIGN	3,000.00	10/25/23		
3571	374	PLAN JPA	2,257.91	10/25/23		
3572	403	RON RAMIES AUTOMOTIVE INC.	911.03	10/25/23		
3573	407	SABER ROOFING INC	5,000.00	10/25/23		
3574	412	SAN MATEO SHERIFF	373,461.00	10/25/23		
3575	430	SHELTON ROOFING	5,000.00	10/25/23		
3576	437	SMALL BUSINESS BENEFIT PLAN TR	4,010.20	10/25/23		
3577	476	TOTLCOM INC.	862.00	10/25/23		
3578	490	VIGILANT SOLUTIONS	2,730.00	10/25/23		
3579	505	WOODSIDE FIRE PROTECTION DISTR	14,347.64	10/25/23		
3580	536	S. H. ROOFING & CONSTRUCTION	1,000.00	10/25/23		
3581	553	COUNTY OF SAN MATEO-PSC	18,240.75	10/25/23		
3582	624	LENCIONI CONSTRUCTION	696.91	10/25/23		
3583	642	CYBERTARY.COM	764.05	10/25/23		
3584	657	FRAZIER MILLER	1,000.00	10/25/23		

Check Register

Check Number	Vendor Number	Vendor Name	Check Amount	Check Date	BW	Check Type
3585	679	DANIEL WERNIKOFF	192.00	10/25/23		
3586	690	CRUZ STRATEGIES	625.00	10/25/23		
3587	721	R E ROOFING & CONSTRUCTION	1,000.00	10/25/23		
3588	730	URBAN PLANNING PARTNERS INC	2,846.25	10/25/23		
3589	744	PATTY DEWES	41.94	10/25/23		
3590	776	WESTSHORE ROOFING	1,000.00	10/25/23		
3591	807	CHEYANNE BROWN	169.10	10/25/23		
3592	822	LASSITER EXCAVATING INC	55.00	10/25/23		
3593	847	LISA WISE CONSULTING	3,312.50	10/25/23		
3594	865	MID PENINSULA ROOFING	1,000.00	10/25/23		
3595	885	JOSHUA ALFARO	5,000.00	10/25/23		
3596	886	TROY DOUTHIT	239.50	10/25/23		
3597	903	TINCHER CONSTRUCTION	32.50	10/25/23		
3598	941	YEE JIUN SONG	3,883.19	10/25/23		
3599	942	YLCL CORPORATION	7,115.58	10/25/23		
3600	946	JARVIS FAY LLP	9,445.00	10/25/23		
3601	949	PORTER CAPITAL CORPORATION	1,980.00	10/25/23		
3602	1016	SHUTE, MIHALY & WEINBERGER LLP	50,517.90	10/25/23		
3603	1043	GENUINE CONSTRUCTION	5,000.00	10/25/23		
3604	1044	TOM'S DISCOUNT OFFICE FURNITUR	1,930.00	10/25/23		
3605	1045	ACME ROOFING	1,000.00	10/25/23		
3606	1046	BARRAGAN ROOFING	1,000.00	10/25/23		
3607	1047	CHRISTOPHER FIELD	589.25	10/25/23		
3608	1048	CLAIRE SELDEN	597.50	10/25/23		
3609	1049	INSPIRED BUILDERS	1,000.00	10/25/23		
3610	1050	PARADISE POOLS	73.72	10/25/23		
3611	1051	ABOVE ALL ROOFING SERVICES	1,000.00	10/25/23		
3612	1052	RLD LAND LLC	6,407.24	10/25/23		
3613	1053	SAN CARLOS ROOFING	1,000.00	10/25/23		
3614	1054	TODD SCHEUER	1,714.51	10/25/23		
3615	1055	TRI-STAR BUILDERS	1,000.00	10/25/23		
3616	1056	ZENITH ROOFERS	1,000.00	10/25/23		
3617	1057	PAGE AND PIO CONSTRUCTION	1,000.00	10/25/23		
3618	1058	LAUREN BOCHNOWSKI	100.00	10/25/23		
3619	1059	MICHAEL MCLAUGHLIN	285.00	10/25/23		
Check totals:			677,794.78			
ACH totals:						
EFTPS totals:			15,996.98			
Wire transfer totals:						
Payment Manager totals:						
GRAND TOTALS			693,791.76			

Check totals:	677,794.78
ACH totals:	
EFTPS totals:	15,996.98
Wire transfer totals:	
Payment Manager totals:	
GRAND TOTALS	693,791.76

Check Date	Check Number	Special Information	Net Check Amount	Total Invoices Paid	Invoice Number
Vendor: 10/25/23	39 3540	ASCAP Music License 2023	64.01	64.01	2023_LICENSE FE
Vendor:	40 3541	ASSOC OF BAY AREA GOVERNMENTS FY 2023-2024 Annual Membership Dues	2,213.00	2,213.00	AR032573
Vendor:	41 3542	AT&T September Statement September Statement	105.32	52.66 52.66	000020631562 000020631560
Vendor:	44 3543	BANK OF AMERICA August Statement	4,596.89	4,596.89	1388-AUGUST23
Vendor:	48 3544	BARTLETT TREE EXPERTS Remove Coast Live Oak Tree From Front of Town Hall	2,445.00	2,445.00	41268527-0
Vendor:	55 3545	BILL HAMILTON ROOFING Deposit Refund, 30 Zapata Deposit Refund, 112 Crescent Ave Deposit Refund, 120 Crescent Ave	3,000.00	1,000.00 1,000.00 1,000.00	BLDR0082-2023 BLDR0087-2023 BLDR0117-2023
Vendor:	59 3546	BMI Music License, service fee/balance	05.70	05.70	42162539
Vendor:	75 3547	CALIFORNIA BLDG STANDARDS COMM Building Standards Administration Fee Report	492.30	492.30	Q3_2023
Vendor:	79 3548	CALIFORNIA WATER SERVICE CO Deposit Refund, 44 Santa Maria	2,500.00	2,500.00	BLEC0002-2020
Vendor:	80 3549	CALPERS October Unfunded Liability	7,814.08	7,814.08	100000017304686
Vendor:	83 3550	CAPTUREPOINT.COM Community Pass Software FY2023 - 2024	4,500.00	4,500.00	SI-1495-48
Vendor:	110 3551	CITY OF FOSTER CITY CalOpps Senior Mgmt Analyst, Admin & Operations Specialist CalOpps One Job Posting - Senior Accountant	1,674.00	1,134.00 540.00	15620 15529
Vendor:	125 3552	CONNIE STACK Summer 2023 Classes	918.40	918.40	SUMMER-2023
Vendor:	136	CSI CUSTOM HOMES			

Check Date	Check Number	Special Information	Net Check Amount	Total Invoices Paid	Invoice Number
10/25/23	3553	Deposit Refund, 155 Grove	1,000.00	1,000.00	BLDR0110-2021
Vendor:	151	DEL RIO ROOFING			
	3554	Refund Deposit, 215 Willowbrook	1,000.00	1,000.00	BLDR0106-2023
Vendor:	156	DEPARTMENT OF CONSERVATION			
	3555	Strong Motion Instrumentation and Seismic Hazard Mapping Fee	1,837.06	1,837.06	Q3_2023
Vendor:	165	EBCON CORPORATION			
	3556	Deposit Refund, 155 Los Trancos	1,000.00	1,000.00	BLDR0058-2023
Vendor:	167	ECS IMAGING			
	3557	Cloud Site License, Support, Install, Consulting, Training	962.50	962.50	18198
Vendor:	176	EXCEL LD			
	3558	September Telephone LD Services	45.99	45.99	11000045041
Vendor:	179	FEDEX			
	3559	Expedited Delivery Service, August	126.76	126.76	8-256-36548
Vendor:	188	GEOFF OKARMA CONSTRUCTION			
	3560	Deposit Refund, 290 Golden Hills	1,000.00	1,000.00	BLDR0205-2021
Vendor:	195	GOOD CITY COMPANY			
	3561	Planning Consultant Services - July 2023	74,131.25	34,290.00	3231
		Planning Consultant Services - September 2023		39,841.25	3313
Vendor:	203	GREEN HALO SYSTEMS			
	3562	October Hosting & Access	114.00	114.00	4539
Vendor:	213	HILLYARD INC			
	3563	Janitorial Supplies	409.50	409.50	605268414
Vendor:	252	JOACHIM KUNKEL			
	3564	Deposit Refund, 180 Golden Oak	3,511.80	3,511.80	BLDR0102-2018
Vendor:	261	JON MYERS			
	3565	Reimb. Zotts to Tots Expenses	6,562.95	6,562.95	ZOTTS_REIM 2023
Vendor:	324	MIRANDAS LANDSCAPE			
	3566	August Landscape Maintenance Services - Extra Work	3,800.00	3,800.00	3379
Vendor:	328	NANCY LUND			
	3567	Reimbursement - Adobe Photoshop Elements	99.00	99.00	FRRC-23-10

Check Date	Check Number	Special Information	Net Check Amount	Total Invoices Paid	Invoice Number
Vendor:	334	NOLTE ASSOCIATES INC			
	3568	August Applicant Charges & PW Support	17,842.07	17,842.07	AUGUST-2023
Vendor:	367	PG&E			
	3569	August & September Statements	3,586.01	3,586.01	JUL-2023
Vendor:	372	PINNACLE BUILDING & DESIGN			
	3570	Deposit Refund, 501 Portola #2K	3,000.00	1,000.00	BLDR0068-2023
		Deposit Refund, 501 Portola #18M		1,000.00	BLDR0077-2023
		Deposit Refund, 501 Portola #15K		1,000.00	BLDR0105-2023
Vendor:	374	PLAN JPA			
	3571	General Liability Claims-May 2023	2,257.91	305.50	PLAN-2023-0233
		General Liability Claims-July 2023		1,902.41	PLAN-2024-0017
		General Liability Claims-September 2023		50.00	PLAN-2024-0064
Vendor:	403	RON RAMIES AUTOMOTIVE INC.			
	3572	Lawn Mower Service & Repair	911.03	150.00	75641
		August Fuel Statement		761.03	G20230831-4
Vendor:	407	SABER ROOFING INC			
	3573	Deposit Refund, 4 Fremontia	5,000.00	1,000.00	BLDR0124-2023
		Deposit Refund, 20 Dos Loma Vista		1,000.00	BLDR0107-2023
		Deposit Refund, 985 Portola		1,000.00	BLDR0127-2023
		Deposit Refund, 72 Hillbrook		1,000.00	BLDR0126-2023
		Deposit Refund, 22 Sandstone		1,000.00	BLDR0158-2023
Vendor:	412	SAN MATEO SHERIFF			
	3574	FY23-24 Q1 Law Enforcement Services	373,461.00	373,461.00	PS-INV304678
Vendor:	430	SHELTON ROOFING			
	3575	Deposit Refund, 6 Valley Oak	5,000.00	1,000.00	BLDR0141-2023
		Deposit Refund, 30 Toro		1,000.00	BLDR0134-2023
		Deposit Refund, 4 Franciscan Ridge		1,000.00	BLDR0103-2023
		Deposit Refund, 2 Sandstone		1,000.00	BLDR0099-2023
		Deposit Refund, 25 Quail		1,000.00	BLDR0071-2023
Vendor:	437	SMALL BUSINESS BENEFIT PLAN TR			
	3576	November Dental/Vision	4,010.20	4,010.20	NOV-2023
Vendor:	476	TOTLCOM INC.			
	3577	Annual Service Contract FY 2023-2024	862.00	862.00	323210
Vendor:	490	VIGILANT SOLUTIONS			

Check Date	Check Number	Special Information	Net Check Amount	Total Invoices Paid	Invoice Number
10/25/23	3578	Annual Subscription Renewal 12/23 - 11/24	2,730.00	2,730.00	53956 RI
Vendor:	505	WOODSIDE FIRE PROTECTION DISTR			
	3579	Fuel Mitigation Support Crew/Veg Mgmt, rem bal CERRP Coordinator Oct, Nov, Dec 2023	14,347.64	4,111.37 10,236.27	WFPD CREW-10182 137_PV
Vendor:	536	S. H. ROOFING & CONSTRUCTION			
	3580	Deposit Refund, 25 Bear Paw	1,000.00	1,000.00	BLDR0136-2023
Vendor:	553	COUNTY OF SAN MATEO-PSC			
	3581	Public Safety Dispatch Svcs, July-Sept 2023	18,240.75	18,240.75	PVPD 24-01
Vendor:	624	LENCIONI CONSTRUCTION			
	3582	Deposit Refund, 180 Golden Oak	696.91	696.91	BPLR0015-2018
Vendor:	642	CYBERTARY.COM			
	3583	August-September, Transcription Services	764.05	764.05	4750
Vendor:	657	FRAZIER MILLER			
	3584	Deposit Refund, 267 Corte Madera	1,000.00	1,000.00	BLDR0010-2023
Vendor:	679	DANIEL WERNIKOFF			
	3585	Deposit Refund, 145 Bear Gulch	192.00	192.00	BLDR0126-2022
Vendor:	690	CRUZ STRATEGIES			
	3586	Government Relations Work - October 2023	625.00	625.00	2909
Vendor:	721	R E ROOFING & CONSTRUCTION			
	3587	Deposit Refund, 2 Sierra	1,000.00	1,000.00	BLDR0142-2023
Vendor:	730	URBAN PLANNING PARTNERS INC			
	3588	PV Safety Element Update - August	2,846.25	2,846.25	21031-230831
Vendor:	744	PATTY DEWES			
	3589	Water for Zotts to Tots Race Participants	41.94	41.94	FRRC-23-12
Vendor:	776	WESTSHORE ROOFING			
	3590	Deposit Refund, 130 Pinon	1,000.00	1,000.00	BLDR0101-2023
Vendor:	807	CHEYANNE BROWN			
	3591	Reimbursement - Office Supplies	169.10	169.10	REIMB_OFFC SUPP
Vendor:	822	LASSITER EXCAVATING INC			
	3592	Deposit Refund, 242 Corte Madera	55.00	55.00	PLN_SITE01-2023

Check Date	Check Number	Special Information	Net Check Amount	Total Invoices Paid	Invoice Number
Vendor:	847	LISA WISE CONSULTING			
	3593	Professional Services: July 2023	3,312.50	3,312.50	4609
Vendor:	865	MID PENINSULA ROOFING			
	3594	Deposit Refund, 177 Alamos	1,000.00	1,000.00	BLDR0145-2023
Vendor:	885	JOSHUA ALFARO			
	3595	Deposit Refund, 460 Cervantes	5,000.00	5,000.00	BLDR0006-2022
Vendor:	886	TROY DOUTHIT			
	3596	Deposit Refund, 180 Willowbrook	239.50	239.50	BLDR0072-2021
Vendor:	903	TINCHER CONSTRUCTION			
	3597	Deposit Refund, 4388 Alpine	32.50	32.50	BLDM 01-2022
Vendor:	941	YEE JIUN SONG			
	3598	Deposit Refund, 1 Veronica	3,883.19	3,883.19	PLNSITE00082019
Vendor:	942	YLCL CORPORATION			
	3599	Deposit Refund, 40 Firethorn	7,115.58	5,401.23	BLDR0078-2018
		Deposit Refund, 40 Firethorn		500.00	BLDR0078-2018.1
		Deposit Refund, 40 Firethorn		1,214.35	BPLR0003-2021
Vendor:	946	JARVIS FAY LLP			
	3600	Legal Services - Housing Element September	9,445.00	9,445.00	18080
Vendor:	949	PORTER CAPITAL CORPORATION			
	3601	Temp Service, Michelle Magahiz 10/09/23-10/15/23	1,980.00	1,980.00	7322
Vendor:	1016	SHUTE, MIHALY & WEINBERGER LLP			
	3602	August Legal Service	50,517.90	50,517.90	AUGUST-23-SMW
Vendor:	1043	GENUINE CONSTRUCTION			
	3603	Deposit Refund, 30 Holden	5,000.00	5,000.00	BLDR0012-2018
Vendor:	1044	TOM'S DISCOUNT OFFICE FURNITUR			
	3604	Office Equipment - Workstations/Cubicles and chairs (2)	1,930.00	1,930.00	13828
Vendor:	1045	ACME ROOFING			
	3605	Deposit Refund, 267 Corte Madera	1,000.00	1,000.00	BLDR0115-2023
Vendor:	1046	BARRAGAN ROOFING			
	3606	Deposit Refund, 240 Golden Hills	1,000.00	1,000.00	BLDR0153-2023

Check Date	Check Number	Special Information	Net Check Amount	Total Invoices Paid	Invoice Number
Vendor:	1047	CHRISTOPHER FIELD			
	3607	Deposit Refund, 163 Brookside	589.25	589.25	PLN_FNCE05-2023
Vendor:	1048	CLAIRE SELDEN			
	3608	Deposit Refund, 391 Canyon	597.50	597.50	BLDR 55-2022
Vendor:	1049	INSPIRED BUILDERS			
	3609	Deposit Refund, 90 Bear Gulch	1,000.00	1,000.00	BLDR0154-2023
Vendor:	1050	PARADISE POOLS			
	3610	Deposit Refund, 30 Zapata	73.72	73.72	BPLR0004-2018
Vendor:	1051	ABOVE ALL ROOFING SERVICES			
	3611	Deposit Refund, 4 Hawk View	1,000.00	1,000.00	BLDR0135-2023
Vendor:	1052	RLD LAND LLC			
	3612	Deposit Refund, 857 Westridge	6,407.24	5,155.93	BLDR0094-2021
		Deposit Refund, 857 Westridge		1,251.31	PLNARCH00182019
Vendor:	1053	SAN CARLOS ROOFING			
	3613	Deposit Refund, 30 Paso Del Arroyo	1,000.00	1,000.00	BLDR0149-2023
Vendor:	1054	TODD SCHEUER			
	3614	Deposit Refund, 245 Shawnee Pass	1,714.51	314.51	PLNARCH00092020
		Deposit Refund, 245 Shawnee Pass		1,400.00	BLDR0045-2021
Vendor:	1055	TRI-STAR BUILDERS			
	3615	Deposit Refund, 455 Golden Oak	1,000.00	1,000.00	BLDR0118-2023
Vendor:	1056	ZENITH ROOFERS			
	3616	Deposit Refund, 1 Creek Park	1,000.00	1,000.00	BLDR0088-2023
Vendor:	1057	PAGE AND PIO CONSTRUCTION			
	3617	Deposit Refund, 5 Valley Oak	1,000.00	1,000.00	BLDR0166-2022
Vendor:	1058	LAUREN BOCHNOWSKI			
	3618	Picnic Table Rental Deposit Refund	100.00	100.00	PROF-23-45
Vendor:	1059	MICHAEL MCLAUGHLIN			
	3619	Deposit Refund, 5 Zapata	285.00	285.00	PLNPAR0019-2021
Check Date Totals			693,791.76		



TOWN OF PORTOLA VALLEY
Warrant Disbursement Journal
October 25, 2023

Claims totaling \$693,791.76 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 _____

Sharif Etman, Town Manager

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

Signed and sealed this (Date) _____

Jennifer Torres, Town Clerk

Mayor



TOWN OF PORTOLA VALLEY

STAFF REPORT

TO: Mayor and Members of the Town Council

FROM: Catherine Engberg, Interim Town Attorney

DATE: October 25, 2023

RE: Updated Electronic Communications Policy

RECOMMENDED ACTION:

Adopt an Updated Electronic Communications Policy.

DISCUSSION:

On October 11, 2023, the Town Council considered an updated Electronic Communications Policy. The relevant background is provided in the October 11 staff report (Item 4.a of the [October 11, 2023 Town Council agenda packet](#)).

The Council considered public comment and recommended edits to the draft Policy. The edited version is attached in redline (Attachment 1) and “clean” (Attachment 2).

If adopted, the Policy would be posted to the Town’s website and included in future trainings of Town Commissions and Committees.

FISCAL IMPACT:

None

ATTACHMENTS

1. Proposed Updated Electronic Communications Policy (redline)
2. Proposed Updated Electronic Communications Policy (clean)

ATTACHMENT 1

RESOLUTION NO. XX-2023

RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF PORTOLA VALLEY ADOPTING A POLICY REGARDING THE USE OF ELECTRONIC COMMUNICATIONS

WHEREAS, the Town of Portola Valley seeks to promote effective use of electronic communications by Town Council members, Commissioners, and Committee members in conducting Town business and to create a system that allows compliance with state and federal laws governing electronic communications including the Brown Act, the Public Records Act, records retention laws, and state and federal rules of evidence; and

WHEREAS, the Town Council approved Resolution No. 2466-2009 on September 23, 2009 adopting a Council Correspondence Policy and approved Resolution No. 2507-2010 on October 13, 2010 adopting a Personal Computing Devices Policy; and

WHEREAS, the Council Correspondence Policy reflects outdated Town practices regarding the distribution of Council correspondence and the printing of public records; and

WHEREAS, the Personal Computing Devices Policy generally reflects current law but also reflects an outdated practice of Town-issued personal computing devices to all Councilmembers; and

WHEREAS, on August 1, 2022, the Town Council adopted a policy prohibiting private email or text communications *among* Council members, Commissioners, and Committee members during public meetings (the "Texting Policy"); and

WHEREAS, the Town wishes to update the Council Correspondence Policy and the Personal Computing Devices Policy to align with current technology and Town practice, and to expand the Texting Policy to generally prohibit *all* e-communications by Councilmembers, Commissioners and Committee members during public meetings so that they may focus on Town business as set forth in the agenda topics.

NOW THEREFORE, the Town Council of the Town of Portola Valley does hereby **RESOLVE** as follows:

- I. **Purpose:** Use of electronic media is necessary and useful for Town Council and Commission and Committee members in order to improve communication and efficiently perform their Town duties. The purpose of this policy is to ensure the proper use of the Town's electronic media and to set out the policy the Town Council and Commission and Committee members will follow when using electronic media and the Town's electronic communication system. This policy will also ensure that use of Town electronic media complies with applicable law, including the Public Records Act and Brown Act.

ATTACHMENT 1

This Resolution supersedes the Council Correspondence Policy adopted in 2009 and the Personal Computing Devices Policy adopted in 2010. This Resolution does not remove any of the unconditional commitments included in the Texting Policy, which resolved Brown Act litigation, but does expand some of its provisions to go above and beyond the Brown Act and the Texting Policy.

The Town Council hereby adopts the Electronic Communications Policy as set forth herein. Except where stated otherwise, this policy is applicable to all of the Town's legislative bodies that are subject to the Brown Act. However, the Brown Act provisions of this Policy are not intended to cover non-legislative bodies including but not limited to committees that advise a single decisionmaker or are appointed by staff.

II. Definitions

- a. **Electronic communications (e-communications)** means electronic text or visual communication and attachments distributed via email, websites, instant messaging, text messaging, social media platform, or comparable services.
- b. **Social Media Platform** includes online forums and publicly accessible technologies used to publish and/or share information using the internet. Examples of social media include: Nextdoor, Facebook, Instagram, Twitter (X), PV Forum, LinkedIn, and YouTube.

III. Procedures

- a. **Procedures for Electronic Communications.** E-Communication by nature represents and reflects upon the Town's public image and integrity. Council members and Commissioners should ensure that their messages are respectful, professional, and are consistent with Town policies. E-Communication should be written or otherwise presented in the same professional and respectful manner as paper communications.
- b. **Town Council E-mail Accounts and E-Communications.** Council members will be issued accounts for use of Town electronic media for e-mail on Town business. Council members shall not use their personal or business email accounts or addresses for any communication pertaining to Town business. When using email, users should communicate with the public and staff solely via their designated Town email addresses. Council members should not commingle e-communication pertaining to Town business with e-communication pertaining to their personal life or business. If a personal or business email address is inadvertently used for Town business, the Council member shall copy their Town email address in the response and notify the other party to the communication that future communication on that matter should occur through the Town issued

ATTACHMENT 1

email address. Council members shall keep a record of all e-communications other than email communications (such as social media or text conversations) relating to Town business and provide a copy to the Town Clerk upon request in the event of a Public Records Act request.

c. E-Communications by Commissioners and Committee Members.

Commissioners and Committee members who have not been issued a Town email address may use their personal accounts for Town business. In order to ensure that the Town has a record of all e-communications concerning Town business, e-communications concerning Commission/Committee business should include a copy to a Town e-mail address (staff or Council liaison or alias). Commissioners and Committee members shall keep a record of all e-communications other than email communications (such as social media or text conversations) relating to Town business and provide a copy to the Town Clerk upon request in the event of a Public Records Act request.

d. Electronic Communications between Council members or Commissioners/Committee Members Concerning Town Business.

Electronic communications should not be sent by a Council or Commission/Committee member to more than one other Council or Commission/Committee member concerning Town business and should never be used to form or attempt to form a consensus on an issue within the Town's business.

e. Use of E-Communication During Meetings. Town Council members shall not use E-Communication at any time during a meeting of the Town Council at which they are in attendance. No Commissioner or Committee member may use E-Communication at any time during a meeting of the Commission or Committee of which they are a member at which they are in attendance. The foregoing limitation shall not apply to receipt of telephone calls or text messages in the event of an urgent family matter; a Council member or Commissioner/Committee Member wishing to respond to such a message during the meeting shall do so during a recess or shall excuse themselves from the meeting to place the return call or text in a manner that does not disrupt the meeting.

f. E-Communications with the Public on Social Media Platforms. In accordance with the Brown Act, Council members, Commissioners, and Committee members may engage in separate conversations with members of the public via E-Communication, including via Social Media Platforms, to answer questions, provide information, and request information from the public on matters of Town business. Council members, Commissioners, and Committee members may not respond directly to any communication on a Social Media Platform posted, made, or shared by another member of the body on which they serve if it concerns a matter of that body's business. This prohibition applies to

ATTACHMENT 1

commenting, posting emojis or other images, and other digital icons (including clicking on a reactive symbol, such as “thumbs up,” “like,” or “heart”).

g. Public Records Act. Town records, whether paper or electronic, are governed by the public disclosure requirements of the Public Records Act. In the event that the Town receives a request for disclosure of Town records that includes E-Communication, the person responsible for the requested records must use his or her best efforts to preserve all Town E-Communication covered by the request until the responsive E-Communications have been identified.

h. Website Warning. To warn the public of the public nature of e-communications sent and received by the Town and Council members and Commissioners/Committee members, the Town shall have a warning on the Town’s website that communications made to Town staff, Council members, Commissioners, and Committee members may be a public document and subject to disclosure.

IV. Compliance with this Policy: It is the responsibility of every Councilmember, Commissioner, and Committee Member to ensure that they are in compliance with this Electronic Communications Policy.

PASSED AND ADOPTED this ____ day of _____, 2023.

By: _____
Mayor

ATTEST:

Town Clerk

1704898.1

ATTACHMENT 2

RESOLUTION NO. XX-2023

RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF PORTOLA VALLEY ADOPTING A POLICY REGARDING THE USE OF ELECTRONIC COMMUNICATIONS

WHEREAS, the Town of Portola Valley seeks to promote effective use of electronic communications by Town Council members, Commissioners, and Committee members in conducting Town business and to create a system that allows compliance with state and federal laws governing electronic communications including the Brown Act, the Public Records Act, records retention laws, and state and federal rules of evidence; and

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ATTACHMENT 2

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The Town Council hereby adopts the Electronic Communications Policy as set forth herein. Except where stated otherwise, this policy is applicable to all of the Town's legislative bodies that are subject to the Brown Act. However, the Brown Act provisions of this Policy are not intended to cover non-legislative bodies ~~such as~~ including but not limited to committees that advise a single decisionmaker or are appointed by staff.

II. Definitions

~~Personal computing device, for purposes of this Resolution, includes mobile phones, iPads, tablets, laptops, notebooks, desktop computers and other such devices.~~

- a. **Electronic communications (e-communications)** means electronic text or visual communication and attachments distributed via email, websites, instant messaging, text messaging, social media platform, or comparable services.
- b. **Social Media Platform** ~~means~~ includes a online forums and publicly accessible technologies used to publish and/or share information using the internet. Examples of social media include: Nextdoor, Facebook, Instagram, Twitter (X), PV Forum, LinkedIn, and YouTube.

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ATTACHMENT 2

Town business, the Council member shall copy their Town email address in the response and notify the other party to the communication that future communication on that matter should occur through the Town issued email address. Council members shall keep a record of all e-communications other than email communications (such as social media or text conversations) relating to Town business and provide a copy to the Town Clerk upon request in the event of a Public Records Act request.

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d. Electronic Communications between Council members or Commissioners/Committee Members Concerning Town Business.

~~Communications~~ Electronic communications should not be sent by a Council or Commission/Committee member to more than one other Council or Commission/Committee member ~~from (1) a Council member to another Council member or members concerning Town business, and (2) a Commissioner/Committee member to other Commissioners/Committee Members~~ concerning Town business and should never be used to form or attempt to form a consensus on an issue within the Town's business, ~~and should never take place during a noticed public meeting. Such e-communication should be only for informational or procedural purposes. E-communications for informational purposes should state "For Informational Purposes Only – Please Do Not Respond."~~

e. Use of E-Communication During Meetings. Town Council members shall not use E-Communication at any time during a meeting of the Town Council at which they are in attendance. No Commissioner or Committee member may use E-Communication at any time during a meeting of the Commission or Committee of which they are a member at which they are in attendance. The foregoing limitation shall not apply to receipt of telephone calls or text messages ~~from family members~~ in the event of an urgent family matter; a Council member or Commissioner/Committee Member wishing to respond to such a message during the meeting shall do so during a recess or shall excuse themselves from the meeting to place the return call or text in a manner that does not disrupt the meeting.

ATTACHMENT 2

- f. **E-Communications with the Public on Social Media Platforms.** In accordance with the Brown Act, Council members, Commissioners, and Committee members may engage in separate conversations with members of the public via E-Communication, including via ~~on~~ Social Media Platforms, to answer questions, provide information, and request information from the public on matters of Town business. Council members, Commissioners, and Committee members may not respond directly to any communication on a Social Media Platform posted, made, or shared by another member of the body on which they serve if it concerns a matter of that body's business. This prohibition applies to commenting, posting emojis or other images, and other digital icons (including clicking on a reactive symbol, such as "thumbs up," "like," or "heart").

~~**Electronic Communication on Social Media Platforms by a Quorum of the Council and Commission or a Council and Commission Standing Committee.** A majority of the members of the Council or a Commission shall not send or exchange facts about or engage in discussions including commenting, replying, sharing, reacting or using digital icons), regarding matters of the Council's (for Council members) or their Commission or Committee's (for Commissioners and Committee members) business via E-Communication, including e-mail, Social Media Platforms or chat rooms, news groups, on-line forums, weblogs, or list-serves.~~

- g. **Public Records Act.** Town records, whether paper or electronic, are governed by the public disclosure requirements of the Public Records Act. In the event that the Town receives a request for disclosure of Town records that includes E-Communication, the person responsible for the requested records must use his or her best efforts to preserve all Town E-Communication covered by the request until the responsive E-Communications have been identified. ~~Requests for disclosure of any Town records applicable to E-Communication or other electronic records of any Council member, Commissioner, or Committee Member shall be submitted to the Town Clerk.~~
- h. **Website Warning.** To warn the public of the public nature of e-communications sent and received by the Town and Council members and Commissioners/Committee members, the Town shall have a warning on the Town's website that communications made to Town staff, Council members, Commissioners, and Committee members may be a public document and subject to disclosure.

- IV. **Compliance with this Policy:** It is the responsibility of every Councilmember, Commissioner, and Committee Member to ensure that they are in compliance with this Electronic Communications Policy.

ATTACHMENT 2

PASSED AND ADOPTED this ____ day of _____, 2023.

By: _____
Mayor

ATTEST:

Town Clerk

1700651.2



TOWN OF PORTOLA VALLEY STAFF REPORT

TO: Mayor and Town Council

FROM: Jon Biggs, Interim Planning & Building Director
Adrienne Smith, Senior Planner

DATE: October 25, 2023

RE: Update on Housing Element Status

RECOMMENDATION

Staff recommends that the Town Council receive a presentation on Housing Element status from staff and receive public comment.

BACKGROUND

Town Housing Element Adoption and Submission to HCD

At its [March 29, 2023](#) meeting the Town Council adopted the Housing and Safety Elements Initial Study/Mitigated Negative Declaration (IS/MND) and Mitigation Monitoring and Reporting Program (MMRP) via [Resolution 2922-2023](#).

On [May 10, 2023](#) Town Council adopted the draft Housing Element and conforming General Plan amendments via [Resolution 2926-2023](#). Town staff submitted the [Adopted Housing Element - For HCD Review](#) to HCD on May 25, 2023. State law permits HCD to take up to 60 days for the second and subsequent housing element reviews. After the 60-day review period, on July 25, 2023 the Town received the second HCD comment letter.

HCD Comment Letter Response and Timing

As the Town Council will recall, the Town received a comment letter from the Housing and Community Development Department (HCD) on July 25, 2023 and the staff/consultant team have been analyzing it. Staff met with the HCD reviewer on August 9th and September 12th to flesh out the comment letter and clarify staff's understanding of the responses HCD is looking for.

On [August 9, 2023](#), staff provided an update to Town Council on the Housing Element process and the need for additional funding to complete the Housing Element certification process.

At its [September 13, 2023](#) meeting, staff provided Town Council with a progress report on working with the Town's HCD reviewer after a second meeting on September 12th meeting. During the meeting staff continued to work through the comment letter to gain clarity on the responses HCD was seeking. Council also agreed to a contract amendment with the Town's Housing Element consultants Urban Planning Partners (UPP) to complete the balance of the work required for Housing Element certification.

DISCUSSION

After meeting with the HCD reviewer on September 12th, staff secured two consecutive meeting dates in early October, but the reviewer had to reschedule due to illness. Instead, staff met with the reviewer on October 16th in a productive working meeting wherein staff presented draft comment responses and the reviewer provided specific feedback and suggestions for edits. Staff are scheduled to meet again with the HCD reviewer on October 19th and will be seeking further refinement of the edits to the Housing Element.

Related Updates

The following updates are provided to keep the Council and public informed on related items:

- **Builder's Remedy** – The Town is currently susceptible to Builder's Remedy applications. As a reminder, Builder's remedy projects do not need to comply with existing zoning regulations, but do need to comply with CEQA.
- **Zoning Code Updates to Implement Housing Element** – Staff anticipates bringing the zoning code updates to the Planning Commission immediately following the next draft of the Housing Element. Ultimately, the Housing Element and associated zoning code amendments will need to be adopted by the Town Council concurrently.

NEXT STEPS

Staff and UPP expect to complete the response to comments and associated edits to the Draft Housing Element by the end of this month and anticipates bringing the Draft to the Planning Commission in November. Two Planning Commission and two Town Council meetings are anticipated to review the draft that, once adopted, would be sent to HCD for their 60-day review. With check-ins between UPP, staff, and the HCD reviewer completed in advance, staff anticipates there will not be significant remaining comments to address. Based on the available information, staff estimates that the Housing Element could be certified in early 2024.

FISCAL IMPACT

At its meeting of September 13, 2023, the Town Council authorized the expenditure of over \$74,000 to fund additional work by Urban Planning Partners (UPP), the town's housing element consultant, to address the comments in a July 25, 2023 letter by the State

Department of Housing and Community Development (HCD) on the Draft Housing Element.

As noted in this report, the UPP team in conjunction with staff has been drafting modifications to the housing element in response to these comments and having check-ins with HCD to verify that the amendments are in line with the direction HCD provided in its letter. The consultant team and staff are doing their best to address the HCD comments while reflecting the unique characteristics of Portola Valley.

Given the efforts to address HCD comments, staff believes that certification of the Housing Element in its revised form is possible. However, it is best to be mindful that changes or modifications to the language that has been developed comes with the potential that HCD could again seek modifications rather than certify the element. Although there are minimal fiscal impacts associated with this update, additional funding could be necessary if the current version of the Housing Element is not found suitable for certification by HCD.



Cindy Rodas, Finance Director Approved by Sharif Etman, Town Manager



TOWN OF PORTOLA VALLEY Committee / Commission Liaison Report

TO: Mayor and Members of the Town Council

FROM: Mary Hufty

DATE: August 7, 2023 8:15AM

RE: Bicycle, Pedestrian, and Traffic Safety

comments in red:

Attendants: **Committee: Ed Holland (chair) Caroline Vertongen, Kevin Welch, Howard Young**

Liaison: Mary Hufty

Parks and Rec: Patty Dewes,

Golden Oak Resident: Jean Paul Coupal.

SHERIFF'S REPORT: No sheriff in attendance on zoom or in person and no written report for 2 months. It was felt that the reports have been consistently inadequate and an example of the reports that were done 10 years ago was given as an example of what they were expecting. Information includes: Speeding citations, DUI, bike citations, accidents and the locations. The committee needs this information to be able to make recommendations to Council ie to do their job. The committee feels strongly that this service should be basic to our contract. No public record is being created to support due diligence.

1. **Traffic Citations, Accidents and other items of note from the Attached traffic Report**
2. **Requests for Sheriff's Office attention pertaining to traffic and public safety**
3. **Previous Sheriff's reports are attached as available, to serve the public record.**
4. **Review of Activities and items connected to BPTS**

PUBLIC WORKS UPDATE:

- a. **Howard Young has a design for the cross walks and Ed will share It with the committee. School is starting and this crossing are very overdue. Also new Priory traffic Flags. There have been some improvements in the trail tread that allow bikes to go to school.**

EVENTS:

Zotts to Tots 9/23/2023, Parks and Recs to include BPTS in forthcoming meeting with Sheriff's Office. Date and time TBD. Subject: Discussion of Officer support for the Alpine & Portola Road route. Needs were reviewed and a long discussion ensued about the parking and traffic concerns at Zott's including but not limited to:

- U-turns on Golden Oak and Minoca are unsafe at any time of day because of low visibility, low line of sight and steep slope. Residents request that there be no parking and no U turn signage and possible small low logs to clarify that this is not good or safe parking.
- Zotts is being penalized by our delays on acting on this. An employee is standing with a sign all day to keep people from crossing. They are aware that crossing Portola Road at night and staggering up a steep hill on an uneven trail and road surface in the dark to your car is not safe.
- Parking at Ford Field is effective at decreasing congestion and could be helpful for the business and the town.
- Temporary signs were placed for Windy Hill parking and were effective. The issue of updating parking rules so that parking can be safe and signing can be done appropriately for cooperation and for citations is still languishing without council action since 2022 when it was voted on by the BPTS for Council action.
- There seems to be need for an updated parking policy(ordinances?) which reflect our General Plan.

Next meeting September 28



TOWN OF PORTOLA VALLEY

Committee / Commission Liaison Report

TO: Mayor and Members of the Town Council
FROM: Mary Hufty
DATE: Bicycle, Pedestrian Safety Report
RE: 9/6/2023

Liaison comments in red:

Attendance: BPTS Chair Ed Holland, BPTS members Caroline Vertongen. Patt Baenen and Angela Hay were present, Kevin Welch was absent. In addition, Town Council Liaison Mary Hufty attended the meeting in person. Public Works Director/Interim Town Manager Howard Young

1. **CALL TO ORDER & ROLL CALL Gary Hanes attended in person. A previous member-commented on the Santa Clara County to Arastradero. Evacuation route has been slowed by excessive cost to homeowners. This is a private, non-PV issue. The committee is looking forward to inviting the new Town Manager to the next meeting.**
2. **ORAL COMMUNICATIONS FOR ITEMS NOT ON THE AGENDA**

The Skyline Area Superintendent for MROSD Chris Barresi reported on the Hawthorne Project time line and the limits on increasing the parking at Windy Hill in order to preserve the meadow owned by MROSD. Public space parking at open space has been blown up since 2020 in all open spaces available to the public, the time line is long on solving these problems. The Alpine Trail restoration that is hoped for at Hawthorne's will not be available for more than this school year. Projected for solution within 10 years. User beware and exercise patience.

We are so lucky to have Chris living in PV on the Hawthorne Property. His kids walk to school at Ormondale. He lives and breathes our community solutions.

SHERIFF'S REPORT: Given by Patrick by ZOOM was much appreciated,

1. **Traffic Citations, Accidents and other items of note were reviewed on the Attached traffic Report from the Sherriff. Comments included that there be on going detailed reporting on our hot spots and that hopefully we can make some progress making our hot spots safer.**
5. **PUBLIC WORKS UPDATE: Trails and paths have been cleared for the school year - Thanks and congratulations to Howard☺**

6. ONGOING COMMITTEE BUSINESS:

1. **Crosswalk Draft discussion – Maps, We have a grant for flashing beacons which is needing to move ahead with implementation will come to next meeting.**
2. **Windy Hill parking restrictions – Review next steps for additional, enforceable signage MROSD in attendance, no change or action**
3. **Safe Routes to School Subcommittee update -hard at work, no motion at crosswalk safety improvement and landing of cross walk, “council authorized PW to look in to relocation 65 feet south to Brookside. Flashing beacons are not as important as getting the location correct making. These locations have been studied and are as safe as possible. We need to answer the request of the residents 10 years ago for the crosswalk across Portola Road.**

I mentioned that the trail on the north side of the Alpine Road (which has been abandoned by more than 30 years) between the two Golden Oaks be developed again as a dirt trail in the ROW to improve the safety of our trail system with increased bike, hiking and traffic along Alpine Road. This will enhance the trail system greatly for horses. It will add to the rural matter of our town as well as emphasizing, utilizing and maintaining our Alpine Scenic Corridor. It would utilize the flashing beacons crossing at Alpine Hills which has inadequate landings on the north side of Alpine as there is no trail or path on Golden Oaks across from Alpine.

7. EVENTS:

1. **Zotts to Tots Event on 23rd September Race start at 10 am. Going well**
2. **Volunteer briefing at 9:00am in the parking lot at Triangle Park Booth – Pat will set up the booth**
3. **Final calls for volunteers, to include forum postings, contact friends and associates**

8. MATTERS ARISING: Change of Committee secretary – Pat volunteered to replace Angela

Invitation for volunteers, and nominations Grand Jury report for Bicycle Safety, Howard is working on if and when and how we will respond by the time line of October.

9. ADJOURNMENT

The next regularly scheduled meeting date is October 4, 2023. Recording was reviewed 9/26/2023



TOWN OF PORTOLA VALLEY

Committee / Commission Liaison Report

TO: Mayor and Members of the Town Council

FROM: Mary Hufty

DATE: September 13, 2023

RE: Race and Equity

Agenda in green and comments in red:

CALL TO ORDER & ROLL CALL Lucy Neely, Chair ; Adnan Iftkhar; Andy Brown; Andrew Pierce; Cole Kawaja, student liaison; Mary Hufty, Council Liaison.

ORAL COMMUNICATIONS FOR ITEMS NOT ON THE AGENDA- Brief discussion of the recent letters in the Almanac about inclusiveness at the Town Center. Outreach and other efforts to validate the concern expressed did not reveal any additional or supporting information about the incident.

NEW BUSINESS:

1. Discuss Renaming Columbus Day in Portola Valley Watch for use of that term but not need for action as Columbus Day ((indigenous people's day) are not celebrated in any fashion here.
2. Discuss honoring Native American Heritage Month (November) –committee could work on an event for each of the natiobally celebrated months with Native American Heritage Month in November- discussion included medicinal and native plants, Pomponio, a rebile hero, a display in the library. Replenish our artifact display., do a medicinal garden display. Aztec Maya, .
3. Discuss honoring different Heritage/History months throughout the year- Black history February, Women in March, September is Hispanic Heritage Month, Jasper Ridg, Stanford and Amamutsun land Trust for land management techniques.

OLD BUSINESS:

1. Brief update on AI minute-taking trial
2. Give and hear updates on subcommittee activity inclusionary funding language was revisited.
3. Discuss and approve final Land Acknowledgement revision The next regularly scheduled meeting date is October 10, 2023 at 6:30 PM. 3 open spaces- they are working to increase their size and outreach!



TOWN OF PORTOLA VALLEY

Committee / Commission Liaison Report

TO: Mayor and Members of the Town Council

FROM: Mary Hufty

DATE: September 20-23, 2023

RE: League of California Cities Annual Conference

Last week I attended the League of California Cities (LCC) Annual Conference with our Town Manager Sharif Etman. The mission of the LCC is “to expand and protect local control for cities through education and advocacy to enhance the quality of life for all Californians”

Here are some of the topics raised that I am thinking about that are relevant to our town:

- There is good legislation available to support our town’s goals such as [ACA 1](#), [ACA 13](#).
- The CSA (County Service Areas) structure may be something to research further as it could help us work with our neighboring communities to improve our finances and access to resources while we face environmental challenges such as Fire Codes, and housing needs.
- Local government is about discernment and policy, not politics.
- There are new road surfacing products that could improve the safety of our mixed-use roads and crosswalks that could be implemented in a rural and cost-effective manner- Safer biking and slower traffic.
- We all need to keep our eyes, ears and minds open to ways of solving our community’s dilemmas.
- Housing Elements have been approved for Los Altos and Los Altos Hills and communities are facing bulder’s remedies.
- Increase the supply and affordability of housing while retaining local decision-making.
- New funding for affordable housing is likely to come from Sacramento...
- It is essential that incorporated and unincorporated areas band together to support fire ordinances, and reduce the resistance to evidence based, cost effective, targeted, beneficial changes to prevent the spread of wildfire to homes, Fire resilience is a multi-generational mindset adjustment that requires long-term adoption. Fire is part of our landscape.
- What is the only peril where the asset you are protecting is the source of the peril? Your house on fire.

Nearly limitless information resources on California Cities- for all residents, Town Council members, town Attorney, Town Manager, Town Clerk, and Town Clerk alike, are available at:

<https://www.calcities.org>



TOWN OF PORTOLA VALLEY Committee / Commission Liaison Report

TO: Mayor and Members of the Town Council
FROM: Mary Hufty
DATE: Sept 26,2023
RE: Getting to a flexible adaptable and resilient energy grid

I attended at 10 AM 9/26/2023:
The Council on Foreign Relations (CFR) State and Local Officials Webinar, “Nuclear Fusion and the Future of Energy,”

Kim Budil, director of the Lawrence Livermore National Laboratory in California, discussed the recent achievement of a net energy gain from a nuclear fusion reaction and its implications for the future of global energy. Long term it is possible there will be a “Drop-in replacement” of a new baseline carbon free energy source. But not for a long time.

Meanwhile, we need to get to Carbon Neutral as soon as possible with a carbon management economy achieving greater carbon storage in the use of the land etc, wetlands, old drilling sites, and efficient systems. When can we use our electric cars as an energy storage unit? Q and A with local officials nationwide.

Great Concepts discussed:

“Collaborative autonomy” of distributed nodes of energy

“Our energy grid needs to be exclusively local”

A modern safe platform will need investment.

Resources at : Llnl.gov



TOWN OF PORTOLA VALLEY Committee / Commission Liaison Report

TO: Mayor and Members of the Town Council

FROM: Mary Hufty

DATE: September 20, 2023

RE: Resource Management and Climate Protection Committee (RMCP)

Roll Call and Introductions, including welcoming members recently appointed by the C/CAG Board to the RMCP Committee first quorum for 3 meetings. Public comment from Peter Drekmeir about water releases which were insensitive to habitat last year.

Approval of minutes of the May 17, 2023, June 21, 2023, and August 16, 2023 RMCP Committee was accomplished because of quorum (Kim Springer, Committee Staff)

Information only: BAWSCA Water Supply report.
(Provided by BAWSCA, Tom Francis)

Information/Discussion

Presentation on Bay Area Regional Energy Network Multifamily Building Enhancement program. (Chris Hunter, BayREN StopWaste) Information/Discussion

Presentation on Peninsula Clean Energy EV Public Fleets Program.
(Phillip Kobernick, Peninsula Clean Energy)

Presentation on C/CAG Equity Assessment and Framework Development Project and review of proposed actions for comment. Word smithing and Public comments

Next Scheduled Meeting Date: October 18, 2023



TOWN OF PORTOLA VALLEY

Liaison Memo

TO: Mayor and Members of the Town Council

FROM: Sarah Wernikoff

DATE: Wednesday, October 11th 2023

RE: October 4th BPTS Meeting

OVERVIEW:

1. Update from Sheriff's Office
 - a. Review of collisions and citations
 - b. Debrief Zotts to Totts: signage locations/visibility, need for full road closure to accommodate all participant types (strollers, bikes, seniors, equestrians, etc.) next year
 - c. Discussion of Vigilant plate reader
2. Update from Public Works (Howard Young)
 - a. Review of upcoming projects: trail and road drainage, annual field renovations
 - b. Review of crosswalk upgrades and timeline, Spring 2024
3. Discussion of Hawthorns Opening
 - a. Consideration of Alpine Trail, access/entrance, parking, and safety related issues
 - b. Agreement to schedule add'l BPTS meeting focused on providing consolidated public comment from BPTS in advance of the 10/26 PAWG meeting



TOWN OF PORTOLA VALLEY Committee / Commission Liaison Report

TO: Mayor and Members of the Town Council
FROM: Mary Hufty
DATE: October 10,2023
RE: Geologic Safety Committee

GSC additions to The Evacuation were reviewed and editing suggestions were made. The plan is to shorten the document and put it in the format of the evacuation. The Subcommittee will shorten the document to 10 pages or less. The current document is excellent but 13 pages long.

Potential executive summary:

“ It is not a matter of if, but when , the next damaging earthquake will arrive. The Town must have a rapid response team trained and equipped to clear and repair the roads after a damaging earthquake. If a large fire develops after an earthquake, this team will be essential to a successful evacuation of the Town.”

Geologic Mapping:

Should the Berrocal Fault Area (or the Black Mountain Fault) be added to the Town Geologic Map? Berrocal Fault apparently moved in 1906.They would like to discuss this with the Town’s Geologist. These faults are not close to current housing plans. The desire is that the town Geologic maps are up to date and accurate and reflect our true geologic safety.

The Lawson report of 1908 was discussed and showed thrust faulting. In particular these faults cross the Hawthorne in area where no building are being considered.

The GCS would like to be sure that the Hawthorne committee be informed about the geologic elements in that area to help MROSD with future planning. Pat and Nan are appointed to write a comment and send it to MROSD and/or the Town Hawthorne

Committee after full Committee approval. The October 25th deadline was discussed and it was agreed that it would not be possible to meet that deadline.

Troy Douthit and the committee continues to feel his application for committee membership is in limbo.

He is concerned that the error is in his software and on his side as his application has not yet made it to the Clerk for Town Council approval. He has submitted his volunteer application 5 times. The letters from the GSC Chairman (Chet Wrucke) have not come to the Council. The Committee's function would be helped by getting this 7th member officially approved for Brown Act Compliance. He continues to attend all meeting as a potential member. Election of officers will occur in January.

Thank you Jef for attending the September meeting.



TOWN OF PORTOLA VALLEY

Committee / Commission Liaison Report

TO: Mayor and Members of the Town Council
FROM: Mary Hufty, liaison to Council
DATE: 10/17/2023
RE: Special meeting of BPTS Committee on Hawthorns:

Summary Points from the October 17th BPTS Special meeting on MROSD's plans to open "The Hawthorns"

BPTS Points of concern based on resident feedback and Committee discussions. These form the following points requested for inclusion by Midpeninsula Open Space District in any site development plan.

- Visitor and other site access.
 - That due consideration be given to the increased traffic resulting from site visits, and its interaction with the existing transport corridor by all road users and pedestrians.
 - That MROSD **conducts an updated study using current traffic data** including predictions or forecasts resulting from a change of site use and an anticipated increase in residential properties on the Alpine Road Corridor
 - That changes to the site access comply with the Town of Portola Valley General plan designation of Alpine Road as an access corridor, and that **changes respect the Scenic Corridor Element.**
 - That **all potential access points remain under consideration** during the planning process including then **two entrances on Los Trancos.**

- Parking.
 - That MROSD provides forecasts for the anticipated visitor numbers, including consideration of daily, weekly and seasonal uses, and that this includes the **Phase I "Open Space" and Phase II "Historic" Elements of site use.**
 - That Onsite parking, including overflow parking be provided to the extent necessary to accommodate all site visitors, and **prevent overspill onto neighborhood roadways.**

-
- That **car parking reservations** and pricing may be considered, as may access limitations. For example, car access may only be available on weekends, but hikers and horse riders would be able to access the property during the week.
 - That provision be made **for secure accommodation of alternative means of transport** e.g. pedal cycles and E-bikes.
 - That the Town of Portola Valley allows for such onsite parking when considering a formal planning application.
 - **Overflow Parking**
 - **That overflow parking be provided on site**, and that the area be of an environmentally friendly design - for example a grass area with subsurface that allows drainage and a firm surface for car tires.
 - **Parking – Placement on site**
 - That location of parking should comply with the **town's General Plan that designates Alpine and Portola Roads as Scenic Corridors**, it is recommended that cars are hidden from the road when parked.
 - **Trail Crossings, Improvements, and Safe Routes to School Accommodations.**
 - **Trail Crossings will be subject to Portola Valley's planning standards.**
 - Consideration shall be given to the existing infrastructure (trails) in planning site access points. We need connections to our trail system.
 - It is assumed that the chain-link fence will be removed and that a trail outside the fence along Alpine Road will be available 24 hours. A second trail inside the fence, parallel to Alpine Road, may provide a safer alternative for horse riders and hikers.
 - That trail fencing along the route contiguous with the Alpine Road trail should provide multiple access points for non-vehicle access by users of the new development, particularly, in area of cross walks.



TOWN OF PORTOLA VALLEY

Committee / Commission Liaison

Report

TO: Mayor and Members of the Town Council

FROM: Mary Hufty

DATE: 10/18/2023

RE: San Mateo County Resource Management and Climate Protection Committee

Water agency takes the lead for potable water reuse. RWC has a good water recycling program, The Sharon Heights golf course is referred to as a “scalping” or satellite plant, diverting our sewer water to purification to a non-potable but usable level. Thereby diverting it from the Bay. Making water potable is costly in terms of electricity.

Bill Chang (a member of RMCP) from PGE - Reported that AB 205 required a grid maintenance fee based on tier of household income. Not based on the electricity used. Solar installations will automatically be billed as an income of over \$180,000 or higher \$90-100/ month will be added across the board to that tier. No one knows how they are going to verify income. Generally there should be a slight decrease in energy bill but not within this county.

CPUC- public utility commission. PGE must sell the electricity, the product, at cost. It is the delivery and billing company for Peninsula Clean Energy opposed the bill which was proposed by Phil Tang-retiring.

Bring forward electrification for carbon neutrality in city building with financial support. Be sure there is generator backing for emergencies.

San Mateo goal is for 2040 climate action plan carbon neutrality for town governments. By 2045 the entire county should be carbon neutral. RICAPS-CIP Resource Management and Climate Protection Committee work together towards these goals.

1. Update from the Bay Area Water Supply and Conservation Agency on present water supply conditions in San Mateo County and a summary of a recent Bay Area Clean Water Agency effort to promote water reuse within the region.

(Tom Francis, BAWSCA) Information/Discussion

2. Presentation on development of income-based fix charges on electricity bills as a result of Assembly Bill 205. (Bill Chiang, PG&E) Information/Discussion
3. Presentation on proposed Electrification First Policy and leveraging Capital Improvement Plan (CIP) program for implementation.

(Ryan Gardner, Rincon Consultants) Information/Discussion

4. Update on C/CAG Equity Assessment and Framework Development Project and draft final report. (Kim Springer, Committee Staff) Information/Discussion

Note: All presentations are posted on the C/CAG RMCP Website at:

<https://ccag.ca.gov/committees/resource-management-and-climate-protection-committee/>



TOWN OF PORTOLA VALLEY

Liaison Memo

TO: Mayor and Members of the Town Council

FROM: Sarah Wernikoff, Vice-Mayor

DATE: Wednesday, October 25th 2023

RE: MROSD Hawthorns Area Plan Update and 9.18.23 PAWG Workflow

Information about the Hawthorns Public Access Working Group (PAWG), including a list of PAWG members and the schedule of public meetings/agendas/agenda packets can be found at:
<https://www.openspace.org/what-we-do/projects/hawthorns-public-access-working-group#timeline>

The public PAWG meeting dates are as follows:

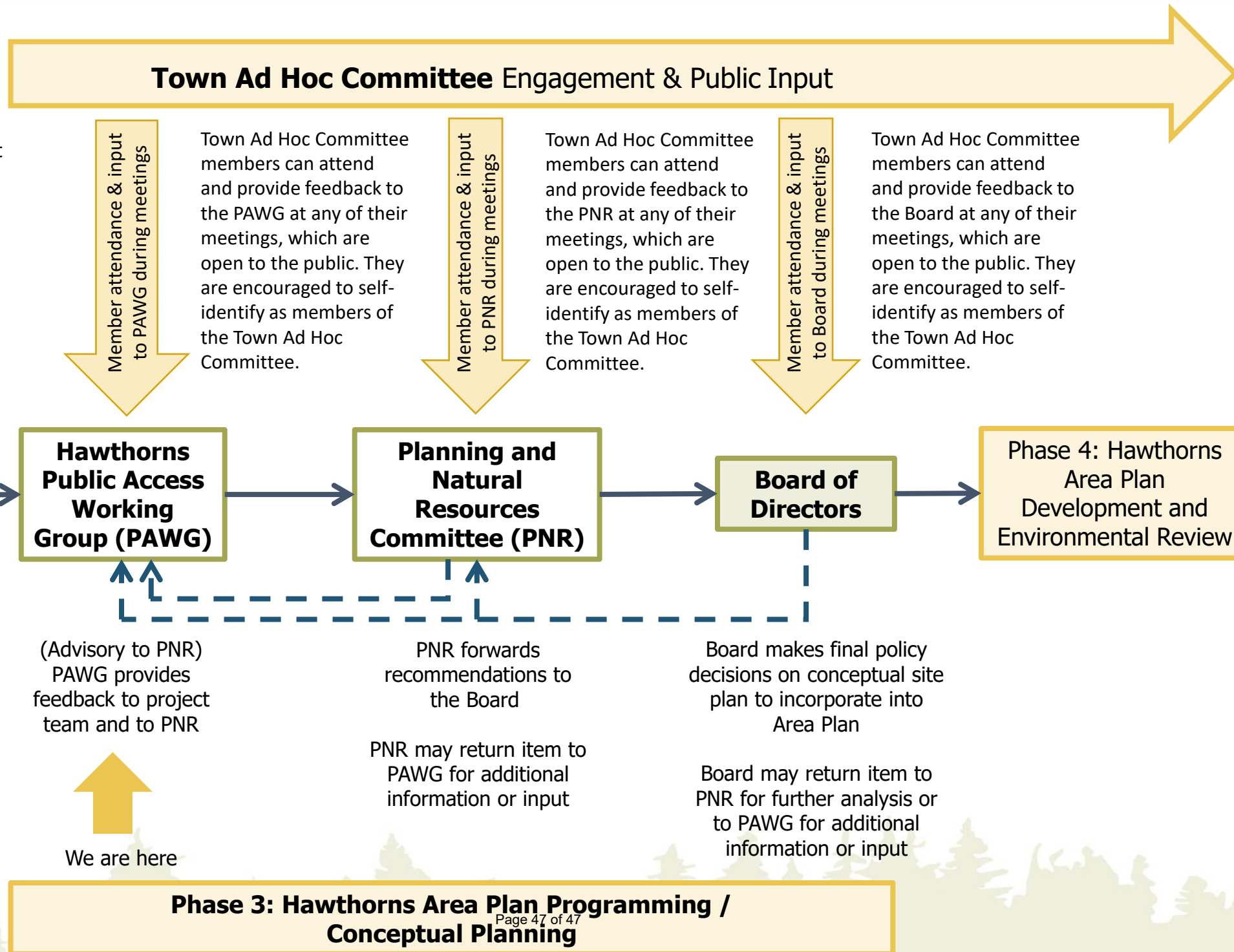
- July 27th, 2023 6:00-9:00pm
- Aug 26th 2023 9:00am-1:00pm
- October 26th 2023 6:00-9:00pm
- Dec 16th 2023 9:00am-1:00pm
- Jan 18th 2024 6:00-9:00pm
- Feb 29, 2024 6:00-9:00pm

Midpen's planning leads would like to clarify for PV community members that:

- The upcoming October 26th meeting is one of many meetings and no decisions will be made at the meeting; it is one step in a comprehensive public engagement process.
- The process is further described on the attached PAWG Workflow dated 9.18.23.
- As noted in the workflow graphic, the PAWG will be forwarding recommendations to Midpen's Planning and Natural Resources Committee, the Town's Ad Hoc Committee, and ultimately to Midpen's Board of Directors who will be the decision-making body. Members of the public will have an opportunity to provide input at each of these meetings.

Working Group Workflow and Town Ad Hoc Committee Involvement and Input Opportunities

Town Ad Hoc Committee meetings would be scheduled after the Midpen Project Team has presented to Midpen's Planning and Natural Resources Committee (PNR), which is a board committee of the Midpen Board of Directors. All Board and Board Committee meetings are subject to the Brown Act and publicly noticed, such that members of the community can attend. While Town Committee members and Town Ad Hoc Committee members are welcome to attend PAWG, PNR and Board meetings and provide comment, formal presentations to the Town Ad Hoc Committee would follow presentations to the PNR and/or Board, and feedback received at Town Ad Hoc Committee meetings will be provided to the PNR and Board during their subsequent meetings for further consideration.



Town Ad Hoc Committee includes 7 members representing the following Town Committees:

- Open Space: Betsy Morgenthaler
- Nature and Science: Brook Coffee
- Historic Resources: Patty Dewes
- Trails and Paths: Fred Leach
- Conservation: Paul Heiple
- Bicycle Pedestrian and Traffic Safety: Pat Baenen
- Parks and Rec: Karen Askey



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