

**MINUTES**  
**REGULAR CITY COUNCIL MEETING**  
**MONDAY, MARCH 12, 2012**

Mayor Kasten called the regular meeting to order at 6:08 p.m. at the Hillsborough Town Hall, 1600 Floribunda Avenue, Hillsborough, California.

**ROLL CALL:** Present: Kasten, Benton, Krolik, Chuang, May

**MINUTES:** The minutes of the February 13, 2012 City Council meeting were approved as submitted.

**PROCLAMATIONS:**

- Mayor Kasten introduced Girl Scout Troop 31175 Leaders Wendy Klein and Julie Savage and Ms. Klein introduced the troop members. Mayor Kasten proclaimed March 11-17, 2012, as Girl Scouts Week in celebration of the Girl Scouts of the USA's 100<sup>th</sup> Anniversary. Troop spokesperson Camille Klein thanked the City Council for the respect and recognition received and stated that the members of Troop 31175's goal is to achieve the highest honor, the Girl Scout's Silver Award. She reported that their Silver Award project is to assist with Hillsborough Neighborhood Network (HNN) outreach to better integrate the senior community in Hillsborough with HNN's emergency preparation efforts. She stated that the troop will create short video segments on how to be better prepared for an emergency. She thanked the City Council for their support.
- Mayor Kasten proclaimed March 2012 as American Red Cross Month. Rachelle Ungaretti, Public Works Secretary and Special Events Chair for the Red Cross Bay Area Leadership Council, thanked the City Council for the proclamation and she invited everyone to the 2012 Heroes Breakfast. Jose Valle, Public Works Leadworker and Site Manager for the American Red Cross Bay Area, announced that Save-A-Life Saturday, which will cover disaster preparedness, first aid and CPR, will be held on April 14, 2012, at the Martin Luther King Jr. Community Center in San Mateo and at the Boys & Girls Club in East Palo Alto. He stated that for more information about the event, please visit [www.redcrossbayarea.org](http://www.redcrossbayarea.org). He thanked the City Council for the proclamation.

**PRESENTATIONS:**

- Vice Mayor Benton recognized Finance Director Edna Masbad for the Government Finance Officers Association's Distinguished Budget Presentation Award to the Town of Hillsborough and Certificate of Recognition for Budget Presentation to Ms. Masbad for the eleventh year in a row. He stated that the award is the highest form of recognition in governmental budgeting and represents a significant achievement by the Finance Department led by Ms. Masbad. He further stated that when a Distinguished Budget Presentation Award is granted to an entity, a Certificate of Recognition for Budget Presentation is also presented to the individual or department designated as being primarily responsible for its having achieved the award. He thanked Ms. Masbad and the Finance Department for their exceptional work. Ms. Masbad thanked the City Council for their support. Mayor Kasten stated that the City Council appreciates all the work Ms. Masbad does for the Town and stated that the award was very well-earned.

**CONSENT CALENDAR:**

On motion of Councilmember Krolik, seconded by Councilmember May, and unanimous on voice vote, Consent Calendar items 1 through 3 were approved.

1. MONTHLY CLAIMS: FEBRUARY 1 THROUGH FEBRUARY 29, 2012

The monthly claims for February 2012 in the amount of \$2,907,916.50 were approved as submitted.

2. RESOLUTION TO COMPLY WITH TREASURY REGULATION SECTION 1.150-2 FOR THE CLEAN WATER STATE REVOLVING LOAN FOR THE CRYSTAL SPRINGS / EL CERRITO PHASE II SEWER TRUNK REPLACEMENT PROJECT

The resolution to comply with Treasury Regulation Section 1.150-2 for the Crystal Springs / El Cerrito Phase II Sewer Trunk Replacement Project was adopted.

3. RESOLUTION AUTHORIZING THE MAYOR TO EXECUTE AN EMPLOYMENT AGREEMENT WITH ANTHONY CONSTANTOUROS FOR THE PROVISION OF PROFESSIONAL SERVICES AS CITY MANAGER FOR THE TOWN OF HILLSBOROUGH

The resolution authorizing the Mayor to execute an employment agreement with Anthony Constantouros to allow completion of current projects and recruitment activities for a new City Manager was adopted.

**PUBLIC HEARING:**

4. FUNDRAISING EVENT PERMIT APPLICATION 12-02 FOR THE COMMUNITY SERVICE LEAGUE KITCHEN TOUR

City Clerk Miyuki Yokoyama stated that the Community Service League submitted a fundraising application for their Kitchen Tour scheduled for Friday, May 18, 2012, from 10:00 a.m. to 3:00 p.m. at 585 Pullman Road, 659 Brewer Drive, 839 Seabury Road, 215 Uplands Drive and 75 Tamarack Drive.

Ms. Yokoyama stated that public notices have been sent to homeowners located within a 500-foot radius of the five locations and no comments have been received. She added that staff recommends approval of the application subject to the conditions of the Police, Fire and Building Departments.

Sara Furrer, Kitchen Tour Co-Chair, thanked the Town for the support and stated that the residents have been so cooperative every year. She added that the fundraising event supports Star Vista and the Mental Health Association of San Mateo County.

Mayor Kasten opened the public hearing. There were no comments. The public hearing was closed.

On motion of Vice Mayor Benton, seconded by Councilmember Chuang, and unanimous on voice vote, Fundraising Event Permit Application 12-02 for the Community Service League Kitchen Tour on Friday, May 18, 2012, subject to the conditions recommended by staff, was approved.

5. GENERAL PLAN IMPLEMENTATION ANNUAL REPORT FOR 2011

Director of Building and Planning Liz Cullinan provided a Power Point presentation on the 2011 General Plan Implementation Plan. She reported that California Government Code Section 65400 requires that all cities and counties investigate and make recommendations to the legislative body for implementing the General Plan; and submit to their legislative bodies, the Governor's Office of Planning and Research (OPR) and the Department of Housing and Community Development (HCD), an annual report on the status of the General Plan and progress in its implementation. She added that State law also requires that the report be subject to a public hearing.

Ms. Cullinan shared some of the key highlights of the 2011 General Plan Implementation for agency-initiated planning activities. She reported that the Town completed a survey of second units regarding use, rent range and number of bedrooms which showed that 30% of Hillsborough's second units are two or more bedrooms and that all of the units rented could accommodate low income households. She also reported that the Town commenced preparation of design guidelines for faculty housing on private school property and created a housing webpage.

Ms. Cullinan stated that the certified 2009 Housing Element (covering the period 2007-2014) identifies a need for 86 new units to be constructed between 2007 and 2014, 34

of which should be within lower income categories. She also stated that during the calendar year 2011, the Town permitted 15 net new housing units, bringing the total net new housing units to approximately 100 for the 2007-2014 Housing Element cycle, and of these 100, approximately 80 were second units.

Ms. Cullinan reported that another key highlight for 2011 was that Architecture and Design Review Board (ADRB) Chair Mark Heine and Committee Member Eric Nyhus served on a subcommittee for the development of multi-family design guidelines for employee housing on private school properties. She stated that the draft guidelines would utilize similar architectural vocabulary, massing and scale as single family residences, and provide a sufficient buffer area such as additional setbacks, landscaping and fencing with sensitivity towards impacts from lighting, vehicles and higher intensity uses. Ms. Cullinan reported that the City Council would continue to determine development standards dependent upon the individual characteristics of the sites and projects, such as the maximum permitted density, circulation plan, parking requirements, and shared parking opportunities and flexibility.

Ms. Cullinan stated that the 2011 General Plan Implementation Plan also includes participation in the 2014-2022 Housing Element and Sustainable Communities Strategy development. She reported that the first draft of Regional Housing Needs Assessment (RHNA) numbers for the 2014-2022 cycle have been released with 157 new housing units. She stated that the Town's current Housing Element shows vacant land available for 119 new single family units and that the creation of second units continues at a rate of about 15 per year. She reported that additional opportunities for new units exist via private school employee housing, annexation and other programs for affordable housing. Ms. Cullinan stated that these numbers will likely change, but appear to be moving in a more realistic direction than previously projected; however, the draft RHNA numbers represent an approximate 80% increase from the last cycle. She further stated that the finite number of vacant land available to develop should be considered as similar growth increases in future Housing Element Cycles (after 2022) could impact the essential character of the community.

Ms. Cullinan recommended that the City Council open the public hearing and receive public comment, close the public hearing, and accept the 2011 General Plan Implementation Report.

The Councilmembers and Ms. Cullinan discussed the General Plan Implementation Plan.

Vice Mayor Benton asked what defines a second unit. Ms. Cullinan replied that a second unit has a separate entry and separate kitchen, but is not necessarily a separate structure.

Mayor Kasten opened the public hearing. There were no comments. The public hearing was closed.

On motion of Councilmember May, seconded by Councilmember Chuang, and unanimous on voice vote, the 2011 General Plan Implementation Report was accepted.

## **NEW BUSINESS:**

### **6. PG&E UPDATE ON THE RESULTS OF THE TEST PERFORMED ON GAS TRANSMISSION LINE 132**

Police Chief Mark O'Connor stated that following the incident in San Bruno on September 9, 2010, during which a section of gas transmission line 132 failed, PG&E immediately inspected and performed a leak survey on lines 132 and 109 in Hillsborough and found no leaks. He reported that Town staff members have had several meetings with various PG&E Gas Engineering, Operations and Government Relations representatives to discuss and review the system design, test procedures and overall safety of the transmission lines in Hillsborough. He further reported that PG&E

disclosed that the section of gas transmission line 132 in Hillsborough is the same age and size and shares similar construction characteristics as the failed San Bruno line segment.

Chief O'Connor stated that in late 2011, PG&E purged and performed a hydrostatic pressure test on line 132 in Hillsborough and throughout San Mateo County, and that line 132 passed both peak and duration load testing which was considerably higher than normal operating line pressure. He further stated that line 109 was also subjected to some upgrade work.

Chief O'Connor introduced Jim Cogan, PG&E Government Relations Representative, Mitchell Kirk, PG&E Distribution Superintendent, Maintenance and Construction, and Kathy Lavezzo, PG&E Senior Account Executive, who were available to answer questions regarding the hydrostatic testing process and results as well as other related questions about the future of the gas transmission lines.

Mr. Cogan stated that he was here to support the staff report on PG&E gas transmission line 132. He stated that Chief O'Connor and the Public Works staff have been phenomenal to work with. He further stated that Chief O'Connor and City Manager Anthony Constantouros visited the PG&E crews during the testing, and that the Public Works staff has been working directly as a partner with PG&E for the application for the permit. He stated that he was happy to answer any questions.

Mr. Kirk thanked the City Council for the opportunity to work with them.

Mayor Kasten asked what was the service life of gas transmission line 132. Mr. Kirk replied that PG&E had no lifetime data on the service life of line 132. He stated that the condition of the pipe is determined by ongoing testing for corrosion, leaks and material failure. He added that the database is reviewed annually.

Mr. Kirk explained the hydrostatic pressure test procedure and the MAOP (Maximum Allowable Operating Pressure) and reported that the pressure on line 132 varied between 600 to 700 psig (per square inch gauge).

City Manager Anthony Constantouros asked, based on Mr. Kirk's professional experience, what was the expected life of line 132. Mr. Kirk replied that he could not answer the question directly. He stated that a PIG (Pipeline Inspection Gauge) was not installed on line 132. He further stated that he could provide more data, but that he did not have that information to give right now. He noted that assessment of the line would be started this year and was scheduled to be updated in 2012-2014.

Vice Mayor Benton asked about the testing that was done on the gas transmission line in San Bruno prior to the explosion. Mr. Kirk replied that the gas transmission line that exploded in San Bruno had not been hydrostatically tested any time prior to 2010. Vice Mayor Benton asked if the San Bruno line would have failed the hydrostatic test. Mr. Kirk replied that it would be hard to say if the San Bruno line would have passed or not. He stated that steel manufacturing is different now.

Vice Mayor Benton stated that he would like to take comfort that the lines in Hillsborough tested and passed. Mr. Kirk replied that information is derived from lines of similar construction to line 132 and he added that the other lines were constructed from materials from the same pipe manufacturer and constructed in the same year.

Vice Mayor Benton asked if either line 132 or 109 was in close proximity to the San Mateo Creek. Mr. Cogan replied that line 132 is close to the San Mateo Creek and that line 109 is close to Highway 280.

Mr. Cogan reported that PG&E identified three failures in segments of line 132, one of which was in the Town of Woodside, and that the weaknesses were found with testing. He added that those line segments in Woodside were repaired or replaced.

Vice Mayor Benton stated that since there is no lifecycle data on the transmission lines, was there a schedule for replacement of the transmission lines in Hillsborough. Mr. Kirk replied that an annual update is input into the database. He stated that line 109 near Highway 280 is a newer line and segments are analyzed separately and integrated into the management database with constant analysis for when the segments will be replaced.

Councilmember Chuang asked if PG&E has replaced a line segment similar to that portion of line 132 in Hillsborough. Mr. Kirk replied that a line segment similar to line 132 was replaced primarily for seismic activity. Councilmember Chuang asked if the line segment that was replaced for seismic activity was in Hillsborough. Mr. Kirk replied that he believed that the line segment was not in Hillsborough.

Vice Mayor Benton asked what was the size of line 132. Mr. Kirk replied that line 132 was 36 inches.

Councilmember Krolik asked what was the replacement schedule for line 109 in Hillsborough. Mr. Cogan replied that the preparation for repair and replacement of line 109 segments would begin this year with a time schedule for 2013 / 2014. He added that segments of line 109 in Hillsborough would be marked for replacement. He explained that there would be three phases for the pipeline enhancement of segments of line 109 with Hillsborough's segment being replaced by the end of 2014.

Councilmember Krolik asked what segments of line 109 would be replaced in Hillsborough. Mr. Cogan replied that all segments would be reviewed through the risk analysis. He stated that PG&E does regular leak surveys with an infrared MRI (magnetic resonance imaging) of the pipe to show weaknesses and leaks in the pipe and what segments need to be replaced. Councilmember Krolik asked why just a segment of line 109 would be replaced. Mr. Cogan replied that all segments would be hydrostatically tested, but that there was no need to replace the whole line as the segments were not all the same age. Councilmember Krolik asked what was the average length of a segment. Mr. Cogan replied that there was no average segment length as there were a lot of factors to each segment.

Councilmember Krolik stated that she read that PG&E does not recommend hydrostatic testing as it weakens the pipe. Mr. Kirk replied that the pipe will not be weaker when you conduct hydrostatic testing, but rather when corrosion is introduced into the pipe with water. He referred to the burst strength of the pipe, and stated that there were also external corrosion factors. He mentioned that the ECDA (External Corrosion Direct Assessment) and other types of tests check for changes in the gas pipelines. He reported that 165 miles of pipeline have so far been tested and another 150 miles will be tested this year.

Councilmember Krolik asked if after the hydrostatic testing if the pipes could be pigged to ensure that there is no corrosion from the hydrostatic testing. Mr. Kirk replied that hydrostatic testing is the general order from the California Public Utilities Commission (PUC) whenever a valve is changed or when any work is done on the pipeline and that the work has to pass inspection.

Councilmember May asked if a risk analysis was done to replace segments of the line. Mr. Kirk replied that a risk analysis update was performed on 22,000 line segments of various lengths. Councilmember May asked if any segments at the top of the list were located in the Town of Hillsborough. Mr. Kirk replied that Hillsborough's segments were in the list somewhere, but not the top 100. He added that he could provide that information.

Councilmember May asked when PG&E mailed information on the test results of line 132 to Hillsborough residents. Mr. Cogan replied that the second page of the handout that he provided at this meeting was sent on December 10, 2011, to property owners within a 500-foot distance of line 132. He acknowledged that Mayor Kasten had not received the letter from PG&E, but that there had been a lot of public interaction through

open houses to inform property owners. Councilmember May asked if the letter was sent by regular mail to the Hillsborough residents. Mr. Cogan replied that the letter was sent by regular mail. Councilmember May stated that if the letter was sent by regular mail, there was no way to verify that property owners had received the letter from PG&E.

Mayor Kasten stated that properties within 2,000 feet were impacted by the San Bruno explosion and recommended that PG&E send mailings to property owners within a 2,000-foot minimum distance from line 132.

Mayor Kasten stated that residents would like to be informed as to where the line segments ranked on the list, and he asked that the PG&E list of the Top 100 gas line segments in need of replacement be provided. He also asked if all first responders know where the shut-off valves are located. Mr. Cogan replied that the first responders have been provided with maps of the valve and transmission line locations, but that the first responders' main goal is to secure the area and not necessarily to go out into the field.

Mr. Kirk stated that PG&E interacts with the public safety departments and that a Chief's briefing will be held on May 22, 2012, and would include Fire Chief Don Dornell and Police Chief Mark O'Connor. He further stated that PG&E has created a department to build relationships with first responders and that dozens of workshops have been scheduled for those responding to PG&E emergencies. He added that PG&E has also been working with Citizens Emergency Response Training (CERT) volunteers.

Mayor Kasten asked about the timing for the repair or replacement of valves located on lines 132 and 109. Mr. Cogan stated that in a few years the valves in Hillsborough will be replaced with automatic valves.

Mayor Kasten stated that his request was that no large segment of gas transmission line would be located in Hillsborough close to homes. He further stated that line 132 is old and was constructed by an old manufacturing process. He again stated that he would like to request that the lines that are located near residences and human beings be moved out and away from residences and that he would continue to request that it be moved.

Councilmember Krolik stated that she supported Mayor Kasten's request that the gas transmission lines that are located in Hillsborough be moved away from the residences.

Mr. Cogan replied that he was not surprised by the request and that he has shared that request to the leadership at PG&E. He stated that line 132 is in line for a retrofit, and that he would advocate to move line 132. He also stated that currently there are accessibility limitations due to the close proximity of the residences, and that PG&E would prefer an area that makes it easier to move the line.

Councilmember May asked how much it would cost to move gas transmission line 132. Mr. Cogan replied that it would cost approximately \$3 million to \$5 million per mile to replace the segment, but that it would be difficult to move due to the topography in Hillsborough.

Mayor Kasten asked what was the length of the segment of line 132 near San Mateo Creek. Chief O'Connor replied that the length of the segment of line 132 from Berryessa Way to Lakeview Drive and Windemere Road was approximately one and one half miles in length.

Mr. Cogan stated that Mayor Kasten's name is well-known with PG&E and that he will let the Town know when line 132 will be replaced.

City Attorney Norm Book asked if there has been much experience with residents penetrating the gas lines on their property. Mr. Kirk replied that residents may penetrate the distribution lines, which carry less than 60 pounds of pressure, but not the gas transmission lines on their property. He reported that "dig ins" occur four to five times a

day and sometimes as many as seven times in San Mateo County, usually due to contractors not following USA guidelines or that the lines are mismarked. Mr. Book asked what is the usual result of the ruptures. Mr. Kirk replied that there usually is an uncontrolled release of gas, 911 is called, fire service usually responds, and PG&E seals off the gas leak.

Vice Mayor Benton asked if the work on segments of line 109 would be completed by 2014. Mr. Cogan replied that the work on line 109 would be completed by 2014. Vice Mayor Benton asked why segments of line 109 were selected for replacement. Mr. Cogan replied that segments of line 109 were selected for replacement as a result of the risk analysis plan. He added that he could not give dates for the retrofit of line 109, but once he has more information he would share that with the Town.

Vice Mayor Benton asked what was the size of the segment of line 109 that was being replaced. Mr. Kirk replied that the diameter of the line varies between 20 inches to 36 inches. Vice Mayor Benton asked why line 109 was scheduled for replacement before the older line 132, which runs through people's backyards, is scheduled for replacement. Mr. Kirk replied that PG&E used the risk analysis model and determined that a segment of line 109 needed to be replaced. Vice Mayor Benton asked if there was a failure analysis of line 109. Mr. Kirk replied that the age factor, the type of steel used, and the thickness of the pipe was entered as data in the risk analysis, and in the last couple of years, line 109 was shown to be due to be replaced. Vice Mayor Benton asked if lines 109 and 132 are pressurized the same. Mr. Kirk replied that both lines are pressurized the same at about 440 pounds per square inch.

Vice Mayor Benton asked if line 109 could be moved. Mr. Kirk stated that there was a construction program to relocate the lines so that they are more accessible. He mentioned that the failure in the Town of Woodside was behind houses with difficult accessibility and that work had to be done between the houses.

Vice Mayor Benton asked if the testing was a result of a PUC order. Mr. Cogan replied that the testing was not a result of a PUC order, but that PG&E is supportive of any order or direction from the California PUC. He stated that PG&E's new CEO Tony Earley is also supportive of changes, encourages finding gaps, and supports increased regulations.

Vice Mayor Benton stated that PG&E reached a significant settlement with the City of San Bruno today. Mr. Cogan replied that PG&E and the City of San Bruno reached a settlement of \$70 million to aid with recovery and that PG&E is still dealing on a regular basis for a settlement with the San Bruno residents affected by the explosion.

Mayor Kasten stated that he was heartened to hear that line 132 would cost \$3 million to \$5 million to replace and asked if there was a nuance as to when the line would be replaced as he would like to know based on the risk analysis. He stated to Mr. Kirk that he will promise to ask PG&E at every meeting to move line 132. He added that he appreciates the relationship with PG&E and would appreciate it even more when line 132 is replaced.

City Manager Anthony Constantouros asked if the information on the condition of the gas transmission lines was proprietary information. Mr. Kirk replied that the ranking of the gas transmission lines was not proprietary information and that he could submit that information as requested. Mr. Constantouros asked that a copy of the results of the test performed on line 132 in Hillsborough be sent to him. Mr. Kirk replied that he could give the results of the test performed on line 132 to the Town. Mr. Constantouros asked if the test results were proprietary information. Mr. Kirk replied that he would double check what information PG&E could provide regarding the level of detail of the test results.

Councilmember May asked if the risk analysis' factual underpinning issues for Hillsborough were debatable. Mr. Kirk replied that the risk assessment model that PG&E uses is a model used in the gas industry. He added that he would look at what

information PG&E could provide in regards to the level of detail. Councilmember May asked that Mr. Kirk also look into whether or not the factual underpinning was debatable.

Mayor Kasten stated that PG&E should look at relocating the lines in Hillsborough as a return on investment. He explained that putting 25 cents into a parking meter could save the cost of a parking ticket, and that PG&E could save millions by relocating the lines in Hillsborough and that could really be a good investment.

Vice Mayor Benton asked Mr. Kirk what his personal experience was with the San Bruno disaster. Mr. Kirk replied that in 2005 he was a PG&E superintendent and since 2010 has been focusing on the gas transmission lines. He stated that when he heard about the San Bruno disaster, he thought that it was a plane crash that hit a transmission line. He further stated that his role in the disaster was to assemble the command staff for the operations center.

Councilmember Krolik asked if the risk analysis has changed since the 2010 San Bruno disaster. Mr. Kirk replied that he did not believe that PG&E has changed factors in the risk analysis, but that he could get that information for the Councilmembers. Councilmember Krolik stated that it would be troublesome if there have been no changes to the risk analysis since the San Bruno disaster.

Mayor Kasten asked where the line that exploded in San Bruno ranked on the risk analysis and if the line fell in the Top 100. Mr. Kirk replied that the segment of the gas transmission line in San Bruno was up for replacement in the next couple of years.

Vice Mayor Benton asked if it was the norm or the exception for gas transmission lines to run through residential communities. Mr. Kirk replied that it was the norm for gas transmission lines to run through residential communities as many of the lines were installed before residential development. He added that gas transmission lines are common in residential communities such as Burlingame, Milpitas, Stanford and other cities in Santa Clara County.

Councilmember Krolik stated that the lines in Hillsborough were laid in the 1950s and asked what the process would be to relocate the lines. Mr. Kirk stated that the lines were installed before the houses were built and that each line would require a 90-foot wide construction area. He also stated that PG&E would look at different options when moving a line. He reported that a cap would be the most expedient, but would require permission from the homeowners.

Councilmember Krolik asked about PG&E's work in Menlo Park that would move a gas line from a residential neighborhood. Mr. Cogan replied that PG&E is designing a project for Menlo Park and is working on a project with the City of South San Francisco. He added that PG&E is also moving a line in the Town of Colma.

Councilmember May asked about the easements that are in proximity to the gas lines. Mr. Cogan replied that there are easement rights in the deeds for properties that are in proximity to the gas lines. Councilmember May asked if homeowners within 500-foot proximity of the gas lines would need to disclose the easement rights when selling their home. Mr. Kirk replied that most lines were located in the right-of-way, but that the easement rights would be disclosed upon a title search through the San Mateo County Assessor's office.

Councilmember May asked if the location of the lines in Hillsborough was readily available. Mr. Cogan replied that information about the location of the gas transmission lines in Hillsborough was available on Google maps as a street view on PG&E's website.

Mayor Kasten asked for information as to where the segment in San Bruno was on risk analysis so that he could get a better feel about PG&E's risk management. Mr. Cogan made note of Mayor Kasten's request.

Mayor Kasten thanked Mr. Cogan and Mr. Kirk for sharing the information about lines 109 and 132. He asked them to follow up periodically by returning with updates.

Mr. Cogan stated that the Hillsborough staff has been amazing to work with.

Mayor Kasten stated that he would like Mr. Cogan and Mr. Kirk to get the approval to move the lines located in Hillsborough.

### **OLD BUSINESS:**

#### **7. PRIVATE SEWER LATERAL ORDINANCE**

Engineering Consultant Dennis Diemer provided a Power Point presentation on the private sewer lateral inspection ordinance. He stated that three pieces of information were included in the City Council agenda packets, the draft ordinance, the Public Outreach Program Summary and the Private Sewer Lateral Repair Loan Program.

The Councilmembers, Mr. Diemer, City Attorney Norm Book, Finance Director Edna Masbad and City Engineer Cyrus Kianpour discussed the draft private sewer lateral inspection ordinance, Public Outreach Program Summary and the Private Sewer Lateral Repair Loan Program.

Vice Mayor Benton asked for clarification regarding Section 13.33.040.C and Section 13.33.040.D of the draft private sewer lateral ordinance as to whether rehabilitation is encouraged or required. Mr. Diemer replied that with Section 13.33.040.C, the Town will video inspect the homeowner's sewer lateral at the Town's expense and the homeowner will be given the opportunity to voluntarily make the repair at that time or defer the repair when the property is sold. He explained that Section 13.33.040.D covers the Town's testing for sources of inflow and infiltration and requires the homeowner to allow access and cooperate with the Town's contractor conducting the testing. Mr. Diemer stated that he would clarify Sections 13.33.040.C and Section 13.33.040.D.

Mayor Kasten recommended not holding the two workshops during the same week. Vice Mayor Benton commented that scheduling the community workshops during Spring break is not good. Mr. Diemer stated that he would investigate scheduling one of the two community workshops before Spring break.

Councilmember May recommended properly notifying residents about the workshops including use of the Town's website, Hillsborough Neighborhood Network (HNN) and Hillsborough Together.

Mayor Kasten recommended setting a minimum loan amount for the loan program. Ms. Masbad stated that she would discuss the minimum loan amount with Mr. Book and return to the City Council with a recommendation.

Mayor Kasten thanked Mr. Diemer for his work on the private sewer lateral ordinance.

Mr. Diemer thanked Mr. Kianpour, Assistant City Engineer Dave Bishop, Public Works Superintendent John Mullins, and Interim Public Works Director Matt O'Connor for their assistance.

### **PUBLIC COMMENT:**

There were no public comments.

### **CITY COUNCIL ITEMS:**

Mayor Kasten announced that the Council of Cities Dinner/Meeting will be held in the City of Foster City on Friday, March 23, 2012. Mayor Kasten and Vice Mayor Benton stated that they would not be able to attend.

Councilmember Chuang announced that she received an email today regarding the effort to add Councilmembers to the South Bayside Waste Management Authority (SBWMA) Board. Mayor Kasten stated that whether it be an elected official or staff member, it would be beneficial if the board members have finance or operations experience to provide guidance to the SBWMA.

Councilmember May announced that at the San Francisco Airport Roundtable it was reported that South San Francisco, Brisbane, San Bruno, Woodside and Portola Valley have experienced an increase in airplane noise between the hours of 3:30 a.m. to 7:00 a.m. He explained that due to higher fuel costs, pilots are taking shortcuts for take-off and landing and not reaching the appropriate height of 8,000 feet creating an increase in airplane noise.

Councilmember Krolik announced that there will be a Hillsborough Reads event at Town Hall on Wednesday, April 25, 2012, with New York Times bestselling author Alice LaPlante.

Councilmember Krolik announced that the quarterly Hillsborough Neighborhood Network town-wide meeting will be held on Monday, April 23, 2012, at 7:00 p.m. at Town Hall.

Councilmember Chuang announced that she served on the panel for the California Women Lead Training event at Town Hall on Wednesday, February 29, 2012, where she shared her experiences in public service.

Mayor Kasten announced that the Hillsborough City School District's Read All Day is scheduled for Friday, March 30, 2012.

City Manager Anthony Constantouros thanked the City Council for their support for Item 3 on tonight's City Council agenda (the resolution authorizing the Mayor to execute an employment agreement with Anthony Constantouros for the provision of professional services as City Manager for the Town of Hillsborough). He stated that he has been only the sixth City Manager for the Town since 1928. He further stated that Hillsborough was one of the first 200 cities in the County to have a City Manager and one of the first in California. He reported that when he was hired by Councilmembers Jim Boyar and Jean Auer to be Hillsborough's City Manager, there was no contract between him and the Town. Mr. Constantouros stated that he wanted to let the City Council know that a reporter writing an article on Hillsborough asked why there was no contract.

Councilmember May thanked Police Chief Mark O'Connor for attending his mother's funeral service yesterday. He stated that his mother, Lillian May, was a 59-year resident of the Town of Hillsborough.

#### **ADJOURN:**

Mayor Kasten adjourned the meeting at 8:24 p.m. in memory of Councilmember Larry May's mother, Lillian May.