

FINAL Meeting Minutes

PARK ACQUISITION CORPORATION

Regular Meeting

6:00 PM

Wednesday, February 1, 2017

Fireside Room, 100 Marin Valley Drive, Novato, CA

ATTENDEES:

- Board Members: Larry Cohen, John Hansen, Peggy Hill, David King, Jay Shelfer.
- 12 meeting attendees
- Park General Manager, Matt Greenberg, was unable to attend due to illness.
- Recording Secretary: Susan Windman

CALL TO ORDER: 6:07 PM

A. APPROVAL OF FINAL AGENDA

Dave King asked to amend agenda item description for F-1 (under New Business) to: “Motion: Approve the MVMCC Mid-Year Budget Review and its Conclusion (Budget Review Conclusion) that no revision is needed to the operating budget.”

Motion made and seconded to approve the updated agenda. Motion voted on and passed 5-0.

B. PUBLIC COMMENTS (for issues not on the agenda)

No public comments.

C. CONSENT CALENDAR

1. Approve and receive the amended minutes of December 7, 2016 meeting minutes.

Motion made and seconded to approve and receive the amended December 7, 2016 meeting minutes. Motion voted on and passed 5-0.

2. Approve minutes of January 4, 2017.

Motion made and seconded to approve the January 4, 2017 minutes. Motion voted on and passed 5-0.

D. REPORTS

1. Maintenance and Capital Projects

Matt indicated the projector and screen have been installed in the Ballroom.

2. PAC Treasurer’s Report (Larry Cohen)

Larry presented the following PAC Treasurer’s report for the period through December 2016:

PAC Final Balance	\$6,424.16
PAC Actual Balance	\$2,456.66
Humanitarian Fund Starting and Final Balance	\$3,967.50
Total Spent Current Fiscal Year	\$1,753.50

Meeting attendees asked about the Humanitarian fund. Larry mentioned the Humanitarian fund is comprised of monies from donations and from a \$12,000 budget item. Larry added that the humanitarian fund item shown above (\$3,967.50) refers to the emergency fund which is funded through donations. It is available if the \$12,000 portion becomes depleted. This “donation” portion has never been used. A resident asked about this fund’s specifics – who can use it, what are the qualifications, what is the maximum award amount, etc. Jay asked Larry to write up specifics about the fund. Larry mentioned qualifications, etc., mirror that of the \$12,000 fund portion.

3. MVMCC Administration and Finance, report of Finance Committee (David King)

Dave indicated the budget appears to be fine. He saw no issues in the December report.

Dave met with Brian Cochrane regarding Park financial accounts and Park ownership issues:

- Park account is considered an Enterprise account.
- City Council indicates Park funds need to be kept segregated from other funds (while simultaneously considered “City” funds).
- Ownership status of the Park (and TPL land) has not been settled.

4. Rent Equalization/Differential Committee report (David King)

Dave reflected on the recent presentation by the City. He feels the City will choose the “no action” option.

Gary Appleman also commented on the City presentation, specifically the rent assistance portion of their presentation. Gary feels the Park, itself, should take charge of any rent assistance program, rather than paying the City and/or a third party organization for such program tasks.

Dave responded that the Committee focuses on rent equalization/differential, not rent deferral or rent assistance. He had not previously looked at these as part of the committee, but he’s willing to take them. John responded that since the City addressed the rent differential with the rent assistance portion, this portion is probably part of the Committee’s parameter.

Dave examined potential costs from such a (City) rent assistance program and voiced concern. Dave suggested, as an alternative, obtaining an increase in the Humanitarian fund, funded through grant money. John responded that the rent assistance issue needs much more examination.

Jay responded that the City will be using their presentation, along with feedback they receive from Park residents, to formulate a proposal for the City Council meeting. Dave should be prepared to say something at that City Council meeting, especially since approval of the proposal will be discussed.

Residents asked questions and provided feedback regarding humanitarian fund specifics and qualifications. PAC Board members discussed the topic further. Matt also mentioned a tax write-off option. John suggested creating an alternative proposal, to be presented at the City Council meeting, that creates the same outcome but with less cost.

5. Project Planning report (John Hansen)

Jay mentioned he spoke with the County and they have approved the proposal for a spa cover. (Residents clapped.)

6. MVEST and Marin Valley Firewise report (John Hansen)

John mentioned the Firewise application was sent December 19. A response, dated January 18, was received. The Park has been approved for Firewise recognition!

Two MVEST trainings are coming up:

- Block Captain training will be held March 4. (There will be door prizes.)
- Incident Command training will be held February 11.

7. City of Novato update (Jay Shelfer)

See D-8 (below).

8. Report of 2x2 meeting (Jay Shelfer, Larry Cohen)

A 2x2 meeting (2 PAC members + 2 City staff) was held. A lot of time was spent discussing two rent issues. The group also talked about the upcoming City Council meeting on February 14. Topics to be discussed at the meeting will include supplemental budget increase for the fire mitigation and slope repair, owner's expenses/charges, security (Jay's issue—see below).

The new City Manager is deciding who will be taking on the Assistant City Manager position. The City is close to hiring a new City Engineer. The City is very close to getting the ADA project approved and put out to bid. The City agreed to store one of PAC's flash drives (with archive documents) in one of the City's document storage safes.

9. Security Committee (Jay Shelfer, David King)

Jay mentioned speaking with Matt about installing cameras for recording in- and out-going traffic. Jay would like cameras capable of capturing license plates and faces. City is agreeable and will include in this or next year's budget. John suggested looking for grant money to fund the cameras (where do the police get their grant money from?).

10. Archives Committee (David King)

Dave will bring in the flash drive with the digitized PAC documents. Dave mentioned the Committee can be de-commissioned after this PAC meeting. Larry noted that unexamined PAC documents still exist in the office closet. Dave will review these documents before proceeding with decommissioning the Committee.

11. Report from David King regarding finding and the cost of a consultant/attorney to review the use of the white ballot

Dave has located possible free assistance. Jay also mentioned there's an attorney at the Park, with long-time expertise in 501c3, corporate matters, bylaws and elections, who has offered help.

E. OLD BUSINESS

1. Motion: To increase the allocation for the scanning cost by \$105.85 to a total of \$555.85 (David King)

Background: The initial estimate was \$450, 24% below actual cost. Brian Cochran and Al Frei have both approved \$555.85 as a one-time acceptable cost. Brian Cochran has approved that PAC could go 10% over the \$4000 FY PAC budget to \$4,400 if needed to pay for the 2017 PAC Board election.

Motion was seconded, voted on and passed 4-1 (Larry voted no).

2. Motion: Request Management to begin revising the parking rules in the PARK Rules and Regulations (Peggy Hill)

Peggy mentioned that parking is an issue discussed over and over again. She suggested possibly starting the examination of parking issues by asking residents for their thoughts and ideas.

Jay suggested tabling the motion and bringing it up another time, after forming a committee to meet with Matt to develop questions and specific feedback for City management and staff.

F. NEW BUSINESS

1. Motion: Approve the MVMCC Mid-Year Budget Review and Its Conclusion (Budget Review Conclusion) that no revision is needed to the operating budget (Jay Shelfer and David King)

Dave examined the mid-year budget and commented that while the entire year's budget, plus a little more, was used on fire abatement, the budget looks fine and there don't appear to be any discernible changes. Dave indicated the Delegation Agreement mentions PAC needs to review and approve this budget before the upcoming City Council meeting, at which this budget will be reviewed and voted on.

A motion was made and seconded for the PAC Board to approve the budget. The motion was voted on and passed 5-0.

2. Motion: To form an election committee, select a chairperson, select a Board member to oversee the process, and decide on dates for the PAC Board election (Peggy Hill)

Two PAC Board member positions – David’s and Larry’s -- will be voted on at the Saturday, June 3 election (annual meeting). One of the first tasks is to set up an election committee.

Nominations: May 7-13

Ballots prepared: May 14-19

Voting: May 22-June 2

Counting of Ballots: June 2 (Friday evening)

Election results: June 3 at annual meeting

Further discussion tabled until next month.

- G. Determination of next PAC meeting date

The next meeting will be: **Wednesday, March 1, 2017 at 6 pm.**

- H. REPORTS FROM OTHER BOARDS

1. HOL

No report.

2. MAR VAL

No report.

- H. ADJOURNMENT

The meeting adjourned at 7:36 pm.