

FINAL Meeting Minutes

PARK ACQUISITION CORPORATION

Regular Meeting

6:00 PM

Wednesday, March 1, 2017

Fireside Room, 100 Marin Valley Drive, Novato, CA

ATTENDEES:

- Board Members: Larry Cohen, John Hansen, Peggy Hill, David King. Jay Shelfer absent. John Hansen led the meeting.
- 7 meeting attendees
- Park General Manager, Matt Greenberg
- Recording Secretary: Susan Windman

CALL TO ORDER: 6:04 PM

A. APPROVAL OF FINAL AGENDA

John had two changes:

- Under “Consent Calendar,” delete discussion item #1 regarding January 4 minutes -- January 4 minutes were already approved at last month’s meeting. February 1 minutes then becomes item #1. February 13 special meeting minutes becomes item #2.
- Under “New Business” – In item #2, change “Wildlife” to “Wildfire.”

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

Gary Appleman asked if the City of Novato has indicated authorization (or mentioned a statute) for charging a fee -- per application -- to get a City service. Gary mentioned it appears when the City processes an application, the City charges fees for it. John responded it’s a good question for the 2x2 meeting.

C. CONSENT CALENDAR

1. Approve minutes of February 1, 2017.

Motion made and seconded to approve the February 1, 2017 meeting minutes.
Motion voted on and passed 4-0 (Jay absent).

2. Approve minutes of Special Meeting, held February 13, 2017.

Motion made and seconded to approve the February 13, 2017 minutes. Motion voted on and passed 4-0 (Jay absent).

D. REPORTS

1. Maintenance and Capital Projects

Matt provided the following update:

- Pool pumps – Several pool pumps have not been operating adequately/efficiently. Pool contractor to replace the pumps with better operating ones – no charge to the Park.
- Emergency generator – The (Clubhouse) emergency generator’s starter needed replacement (done).
- Lift station at pumphouse #1 – During the rains, power was lost at the lift station. Three old fractures were found in the high voltage line that energizes the lift station from the transformer. Repair work has been performed, but the lines ultimately need replacement (hopefully during infrastructure work).
- Drainage work – Drainage work was performed at a residence on Marin Valley Drive. There likely is budget this year for one more drainage project. Drainage work will continue with next year’s budget. About 15 homes need better drainage.

Matt mentioned a small landslide had occurred behind 183/185 Marin Valley Drive.

2. PAC Treasurer’s Report (Larry Cohen)

Larry presented the following PAC Treasurer’s report:

PAC Final Balance	\$5,854.33
PAC Actual Balance	\$1,886.83
Humanitarian Fund Starting and Final Balance	\$3,967.50
Total Spent Current Fiscal Year	\$2,519.13

Note: PAC Actual Balance + Humanitarian Fund Balance = PAC Final Balance.

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

Dave didn’t see anything unusual. He indicated the debt to service ratio is 2.77.

4. Rent Equalization/Differential Committee report: Notice of resignation (David King)

Dave gave his notice of resignation from the committee. Dave sees no need for the committee/PAC to do anything, currently. The committee can always be restarted.

5. Project Planning report (John Hansen)

John indicated little is happening right now concerning major projects. Matt mentioned the City is pushing the engineers to finalize the pool and ADA project plan work (75% complete).

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

John thanked everyone for their support of the Firewise program application.

On March 4 (Sat), a block captain training will be held. On May 6, there will be a wildfire preparedness event.

7. City of Novato update (Jay Shelfer)

John presented the report for Jay (absent). John indicated Jay had contacted the City regarding costs associated with the rent deferral program. One-half of the administrative cost is being paid by the City (from the Hamilton Senior fund). The cost the first year will be around \$7800 (half of which is paid by the Senior fund and the rest by MVMCC). After the first year, the cost goes down by about half.

Residents asked about the outside group managing the rent program, and their fees and contract. This question will be added to the 2x2 discussion list.

8. Report of 2x2 meeting: Issues from residents to discuss with city staff (Jay Shelfer, Larry Cohen)

A 2x2 meeting (2 PAC members + 2 City staff) will be held on March 20 (third Monday of the month). Residents should contact Larry or Jay for discussion topic suggestions.

9. Security Committee: Discussion on nonresidents parking on MVMCC streets/roads. Are our roads private? Are Novato Police unwilling to enforce parking ordinances in our park? Notice of resignation by David King (Jay Shelfer, David King)

Dave gave his notice of resignation from the committee.

Matt mentioned he spoke with the City. City indicated Park roads are private. If signs say “No Parking,” then ticketing can occur.

10. Archives Committee: Notice of resignation. (David King)

Dave gave his notice of resignation. There is nothing more to do.

E. OLD BUSINESS

1. Dissolution of Archives Committee

Peggy made a motion to dissolve the Archives Committee. Archive work has been completed. The motion was seconded, discussed, voted on and passed 4-0 (Jay absent).

2. Accept suggestions for the revision of MVMCC Rules and Regulations and formation of a Rules and Regulations Revision Committee (Peggy Hill)

John mentioned he'd rather have the Park (via a Committee) put together a Rules Committee and have the Committee create a Rules/Regulations draft to give to Al Frei/the City. John made a motion to establish a Rules and Regulations Committee. The motion was seconded, discussed, voted on and passed 4-0 (Jay absent).

3. Update on the 2017 PAC Election Committee and Dates for the election. (Peggy Hill)

Election dates:

May 20 (Sat.) – Meet the Candidates Night. Voting to also begin on this date.

June 3 (Sat.) – Annual PAC meeting to announce election winner(s).

John Feld and Erma Wheatley have agreed to be on the Election Committee. Peggy to coordinate with PAC.

4. Discussion on how residents apply for the PAC Humanitarian Fund and how to reach out to those in need more effectively. (David King)

Dave wondered how to apply for the Humanitarian Fund and who determines eligibility. Larry mentioned there is one Humanitarian Fund, with the money for it located in two places (one of which is within the PAC balance). The application process occurs through Matt.

Dave mentioned the Fund provides a rent credit. Dave would like the fund to also help residents who may have other crucial, non-rent needs, such as for prescription medicines or food. Dave wonders how that type of help might happen. Matt provided examples of how the Fund's rent credit can help with more than just rent. Matt also mentioned that during the holidays, several "anonymous" residents have given Matt money to deliver cash "Santa" presents to residents in need. Matt also mentioned that the PAC portion of the Humanitarian Fund could also likely be used for more than just rent credit.

Dave to look further in to how the Fund can be used.

F. NEW BUSINESS

1. Motion for PAC to open an additional PAC checking account. (John Hansen)

The account would be used by MVEST as a PAC dba (doing business as) for a repository for donations and other MVEST income that is not part of the MVMCC budget. The accounts funds would be accessible to MVEST Steering Committee members for expenses complimentary or supplementary to the MVEST budget.

The motion was seconded, discussed, voted on and passed 4-0 (Jay absent).

2. A motion for PAC to officially sponsor the MVEST Firewise "Wildfire Preparedness Fair" on May 6. (John Hansen)

The Fair is described by John, as follows:

The Fair will feature several appropriate vendors and other informational presenters, as well as speakers from NFD, Firesafe Marin, etc. We are planning to offer this event to Marin Valley residents, Pacheco Valley residents and neighborhood leaders from other Wildland-Urban Interface (WUI) communities in Novato to promote broader Firewise participation in the Novato area.

Motion was seconded, discussed, voted on and passed 4-0 (Jay absent).

3. Open discussion on opening the center gate along the emergency exit off Meadow View Drive. (John Hansen)

John provided details:

After querying the Police, Fire and City officials, there has yet to surface a good reason for three locked gates over such a short span. Three gates is "superfluous redundancy."

(Note that the first and third gate are currently locked; the second/center gate (located on City property) is not locked.)

The center gate is an effective deterrent to MVMCC residents, but is merely an “attractive nuisance” to Bay Vista and other non-MVMCC residents. The gate is currently in significant disrepair due to people climbing over it. What will happen when someone gets hurt. Who would end up footing the bill? Also, gate removal would provide pedestrian/bicycle access to the Hamilton SMART station and to SF Bay hiking trails at Hamilton and points beyond for more avid cyclists.

John indicated there are two locks on the gate, now (City, MVEST). If the gate(s) is left open, would liability (or similar) become an issue of concern.

Residents discussed the topic further.

G. Determination of next PAC meeting date

The next meeting will be: **Wednesday, April 5, 2017 at 6 pm.**

H. REPORTS FROM OTHER BOARDS

1. HOL

No report.

2. MAR VAL

No report.

H. ADJOURNMENT

The meeting adjourned at 7:34 pm.