

FINAL Meeting Minutes

PARK ACQUISITION CORPORATION

Regular Meeting

6:00 PM

Wednesday, April 4, 2018

Fireside Room, 100 Marin Valley Drive, Novato, CA

ATTENDEES:

- Board Members: Larry Cohen, John Hansen, Peggy Hill, Stephen Plocher, Jay Shelfer.
- 6 resident attendees
- Park General Manager, Matt Greenberg
- Recording Secretary: Susan Windman

EXECUTIVE SESSION, CALL TO ORDER: 5:50 PM

PAC Board members met to discuss a personnel issue.

REGULAR MEETING, CALL TO ORDER: 6:01 PM

A. APPROVAL OF FINAL AGENDA

Motion made and seconded to approve the final agenda. Board members indicated no changes. Motion voted on and passed 5-0.

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

- Janice Harrelson (resident) feels it is unsafe for cars to park at the top of the hill near the entrance to the Park. There are no “No Parking” signs or red-painted curbs and such deterrents would be good to have there. Board members and residents discussed the issue further. One resident noted that the location is not a blind curve but a section of roadway that is very visible. PAC Board members individually mentioned seeing an occasional car parked there and that the location doesn’t seem overly problematic. Peggy mentioned speeding cars appear to be a concern.

C. CONSENT CALENDAR

1. Approve February 7, 2018 final minutes, with corrections.

Corrections indicated at the last meeting have been made. Motion made and seconded to approve the corrected February 7, 2018 minutes. Motion voted on and passed 5-0.

2. Approve March 7, 2018 draft minutes.

The March 7, 2018 draft minutes to be discussed at next month's meeting.

D. REPORTS

1. Maintenance and Capital Projects, including update on replacement of the sewer pump house (Matt Greenberg)

Matt indicated the following project actions/updates:

- Quarterly Clubhouse deep-cleaning occurred this week.
- Ballroom painting has been completed.
- Breezeway painting to be done next few days. Mold has already been removed and all sheds have been power washed.
- Regarding Ballroom drapery, just waiting for last measurements and a piece of full-sized cloth before the final decision will be made.
- Juniper root removal work has been completed.
- Sewer pump houses – Matt met with Chris Blunk (City of Novato) and provided Chris with an overview. Matt mentioned he has also spoken with Nute Engineering several times regarding the pump houses. Nute was involved with the original installation and has a lot of the original data. Nute is waiting for an approved budget to be finalized, but has already started looking into the current situation with the pump houses. In their report, Nute will offer recommendations. They will also include the two emergency generators in their evaluation.

2. PAC Treasurer's Report (Larry Cohen)

Larry Cohen presented the following PAC Treasurer's report:

PAC Final Balance	\$6,628.36
PAC Actual Balance	\$2,171.86
Humanitarian Fund Starting and Final Balance	\$3,956.50
MVEST Balance	\$ 500.00
Total Spent Current Fiscal Year	\$2,068.63

(NOTE: PAC Actual Balance + Humanitarian Fund Balance + MVEST Balance = PAC Final Balance.)

3. MVMCC Administration and Finance; report of Finance Committee (Stephen Plocher)

Stephen looked over the most recent financial/budget report from the City of Novato. The debt to service ratio is currently 2.45.

4. Project Planning report (John Hansen, Jay Shelfer)

MVEST is planning to put up a new and larger shed in the Clubhouse breezeway, opposite the existing sheds. Current shed would be vacated.

Solar Farm – At the last 2x2 meeting, Jay mentioned the idea of developing a solar farm at the Park. The City accepted the idea. Issues to research for the City include:

- location of the solar farm,
- how it would connect with current transmission lines,
- energy needs of the Park.

A good location might be the acreage near the tracks. The solar farm could produce enough electricity to both support the Park and have excess to sell (with a contract to sell). If enough electricity is generated, the additional funds provided could help prevent future rent increases. Also, the State has existing financing for developing solar farms which produce/sell electricity. Novato is currently a participant in the program. City of Novato Public Works to review the solar farm idea.

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

John summarized Firewise activities:

- May 5 -- An evacuation exercise will be held at the Park. The Park is one of four communities participating.
- Kevin Mulvany is researching human waste management issues that could arise during emergencies.
- Firewise volunteers continue to keep eyes open and monitor “homeless” encampment(s) located nearby the Park.

John summarized MVEST activities:

- John thanked Anila Manning and the Crafts group for creating “Viles of Life” for the Novato Fire Department.

- April 21 – A field exercise (dress rehearsal for Firewise May 5 evacuation event) will be held at the Park. After the exercise, a follow-up discussion will be held at the Clubhouse.
6. City of Novato update, including upcoming Novato City Council meeting (Jay Shelfer)

On May 14, 6-9 pm, the Novato City Council will hold their meeting at the Park and will review/approve the Park's annual budget.

7. 2x2 meeting report for March 26 meeting (Jay Shelfer, Larry Cohen)

Jay and Larry provided the following March 26 meeting summary:

- Annual Park budget -- Next year's Park budget is currently being prepared/reviewed, in preparation for May 14 City Council meeting at the Park. Projects scheduled for the past budget year but not yet completed or implemented are being moved forward. Chris Blunk (City of Novato) has made the sewer/sanitary system the highest priority. Park management is not recommending a rent increase. Reserve plans appear consistent with existing plans/goals.
- Speed bumps – Chris Blunk (Novato) to discuss with Fire Chief Bill Tyler the idea of removing speed bumps at the Park. Can any changes be made to the Park streets (during future road work?) to slow down driving speeds?
- Solar at the Park -- Solar plans to be reviewed/analyzed by Novato Public Works department. Documentation to be forwarded to Chris Blunk.
- PG&E pilot program – No update on the PG&E pilot program concerning Park infrastructure. John doesn't think it likely the Park would receive the PG&E grant money, especially because of the needs elsewhere due to the Sonoma/Napa fires.
- Farmer's market – A proposal has been made for a farmer's market truck to come regularly to the Park. The plan is subject to PAC Board approval. City of Novato voiced no objections.
- Hello Housing – Hello Housing paperwork is still being reviewed by Veronica Nebb (City of Novato attorney).
- Retaining wall behind Clubhouse – The retaining wall project behind the Clubhouse (over Club View Drive) is ready to begin. The contractor is waiting for the weather to dry out, due to the heavy equipment needed for the project.
- ADA projects – The next ADA projects are being finalized. First will be repaving/grading work at the Clubhouse area: the front garden, parking area, path of travel to/from the pool (path access to Clubhouse and to pool). Chris has decided rehab of Clubhouse bathrooms would occur during Phase 2. Elevator

work would occur during Phase 3, although other alternatives (i.e., options other than installation of an elevator) are being examined.

- Security – City of Novato is intending to have a Novato Police Department representative come to the Park to discuss security solutions.

8. Presentation of proposed MVMCC 2018-19 budget including wish list items/suggestions from residents and Park boards (Jay Shelfer)

Proposed (initial) MVMCC 2018-19 budget (developed by Park management) has been reviewed by the PAC Board and the Finance Committee. John noted there are enough funds for expansion of the fuel break. Matt agreed. Peggy asked if PAC members will have a chance to see the actual draft version of the budget before it is sent to the City. Matt to obtain a copy and make sure PAC members have copies.

9. Rules and Regulations report (Peggy Hill, John Hansen)

Peggy has received compliments about the latest Mission and Philosophy statements. Peggy left a message for Peggy Flynn (City of Novato) to include Park Rules/Regulations as a discussion item on the upcoming City Council meeting agenda. A resident asked if the Mission statement could include mention of “who we are.”

10. PAC Board Election Committee report (Larry Cohen)

May 7-13 is the nomination period for the open PAC Board seats. Contact Larry or Stephen to enter a nomination.

E. OLD BUSINESS

1. Motion to approve wish list for the 2018-19 MVMCC budget (Jay Shelfer)

Jay indicated there are enough funds to cover wish list items. He is waiting to receive cost estimates. The PAC Board will then review the list and vote.

Jay has received the HOL and Mar Val wish lists. There are no MVEST wish list items, as the new MVEST shed will be itemized as a Park capital expenditure (not as an MVEST budget item). Mar Val wish list items include: food warmers (buffet), Christmas tree replacements (old ones are falling apart), larger refrigerator for the bar. HOL wish list items include: new step machine (HOL to put up a portion of the cost), doggy stations. Peggy would like the amount of security at the Park increased.

Wish list items to be discussed further next month.

F. NEW BUSINESS

1. Motion to begin planning for emergency water tanks (Jay Shelfer, Matt Greenberg, Kevin Mulvany)

John presented the motion, which was seconded, to begin planning for emergency water tanks. PAC members discussed the motion.

Kevin has already contacted three companies, who are happy/available to come speak at the Park about emergency water.

The motion was voted on and passed 5-0.

2. Motion to recommend no rent increase in the 2018-19 MVMCC budget (Larry Cohen)

Larry made the motion to recommend no rent increase in the 2018-19 MVMCC budget. The motion was seconded and PAC Board members discussed the motion.

John doesn't see the necessity for a rent increase. The Park is booking approximately \$500,000 each year. He noted that while City staff in the past supported such an increase, City staff members no longer indicate they support a rent increase each year.

The motion was voted on and passed 5-0.

3. Motion to authorize our pursuit of a weekly Mobile Farmer's Market at Marin Valley, and to facilitate Marin Valley residents to register with CalFresh (John Hansen)

The motion consists of two items – to authorize pursuit of a weekly Mobile Farmer's Market at Marin Valley, and to facilitate Marin Valley residents to register with CalFresh.

The motion was presented and seconded. PAC Board members discussed the motion.

Regarding the Mobile Farmer's Market – AIM (the group that runs the Marin County farmers markets) contacted Matt regarding having a market at the Park. A produce truck could come and park in front of the Clubhouse. Eventually, non-produce items could be added. The produce would be organic, locally-grown, less-in-cost than

retail. A pilot-project grant has been obtained from the Marin Community Foundation to serve seniors who are challenged to reach existing markets. The truck would come to the Park once/week, starting in May.

Regarding CalFresh (food stamps program) – The SF/Marin Food Bank, which supports CalFresh, is willing to come to the Park to expand CalFresh and offer food. John is unsure who at the Park would sponsor this activity. The City of Novato is supportive. John noted the next step would be to set up a focus group.

The motion was voted on and passed 5-0.

G. Determination of next PAC meeting date

The next meeting will be: **Wednesday, May 2, 2018 at 6 pm.**

H. REPORTS FROM OTHER BOARDS

1. HOL (Peggy Hill)

April 21 is Novato Clean-up Day. Volunteers are needed, starting at 9:30 am, to pick up trash on Marin Valley Drive near the apartments and Creekside Deli. However, there's a conflict with an MVEST event also occurring that day. Peggy is considering cancelling involvement (for just this year) with Novato Clean-up Day due to the conflict.

2. MAR VAL

No report.

I. ADJOURNMENT

Meeting adjourned at 7:51 pm.