

FINAL Meeting Minutes

PARK ACQUISITION CORPORATION

Regular Meeting

6:00 PM

Wednesday, August 1, 2018

Fireside Room, 100 Marin Valley Drive, Novato, CA

ATTENDEES:

- Board Members: Larry Cohen, John Hansen, Stephen Plocher, Jay Shelfer. Carol-Joy Harris absent.
- 18 residents
- Park General Manager: Matt Greenberg
- Recording Secretary: Susan Windman

CALL TO ORDER: 6:08 PM

A. APPROVAL OF FINAL AGENDA

Motion made and seconded to approve the final agenda. Jay asked for the following change (Consent Calendar, section C): Delete agenda item C-1 from the agenda; the June 2 minutes were already discussed and approved last month.

Motion voted on and passed 4-0 (Carol-Joy Harris absent).

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

- Kevin Mulvaney indicated he performed a monthly survey of the illegal campsite locations. There is no indication of activity at any of the sites.
- Francina LeClercq commented she feels there seems to be more vocal conflict and dissatisfaction concerning the way PAC “serves the greater public good.” Francina has lived at the Park 18 years. She believes there is a need for improved communications and she gave examples of communication issues to address. Francina indicated she would contact PAC Board members during the week to follow up.

C. CONSENT CALENDAR

1. Approve July 3, 2018 minutes.

Motion made and seconded to approve the July 3, 2018 minutes. Motion discussed. Larry asked for a change to New Business item F-2. In the first paragraph of F-2, replace the second sentence with: "Larry supported the extension of the Management Agreement, but he was against the review after six months."

The motion, with correction, was voted on and passed with 4 ayes (Carol-Joy Harris absent).

D. REPORTS

1. Maintenance and Capital Projects (Matt Greenberg)

Matt provided the following update:

- Working is starting on three retaining wall projects.
- Safety hand rails are being added to two old walls currently without the hand rails.
- Several more junipers are being removed (resident signups).
- Work on the grant-financed shaded fuel break is starting (John Hansen program).
- ADA path in front of the Clubhouse is in progress.
- An emergency street repair is needed to address a small sinkhole that has formed due to a leaking storm drain.
- A meeting with Nute Engineering has been set for August 6 for the list station/emergency generator assessment study.

Steve wondered if the project below the Clubhouse has been finished. Matt replied it is just about all finished. Jay asked if the City could be contacted to extend the "T" at the bottom of the hill for drainage purposes. Matt will ask the City.

2. PAC Treasurer's report (Larry Cohen)

Larry Cohen presented the following PAC Treasurer's report:

PAC Final Balance	\$3,624.43
PAC Actual Balance	\$2,706.93
Humanitarian Fund Starting and Final Balance	\$ 417.50
MVEST Balance	\$ 500.00
Total Spent Current Fiscal Year	\$ 188.73

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

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

Steve presented the report. MVMCC appears in great shape. Debt-to-service ratio is 2.48. Steve's calculation of the ratio is 2.73. Jay asked Steve if he could prepare a letter to Peggy Flynn about the debt/service ratio calculation problem that Steve previously described to the PAC Board. Steve to prepare a letter.

4. 2x2 report (Jay Shelfer, Larry Cohen)

Jay and Larry met with the City on July 23. The following topics were discussed:

- Management Agreement between PAC, the City of Novato and Al Frei. -- Al Frei is retiring in July and selling the company to Helsing Group. The City is currently looking at liability and insurance issues. The City wants to keep Al Frei and Matt on for the foreseeable future. Al will continue for a little while. Matt is on board pending a signed contract with the new management company.
- Hello Housing – PAC is seeking an arrangement for subsidized rent. The City Council has approved the program. On August 28, Hello Housing will bring their proposal again before the City Council.
- Dead oak trees at the Park (TPL land) – Matt would like to bring an arborist to examine the trees. The City indicates they will have Public Works address the issue this year before the rains begin.
- V-ditch is clogged again with vegetation. PAC has asked the City to examine and clean out the ditch, if needed.
- Traffic study regarding speeding at the Park and on-road parking impeding emergency vehicle access to/around the Park – The issue is being referred to the Fire Department. Are there locations at the Park where a few more parking spaces could be developed? Is there a need for speed bumps?
- Electric cars – Could electric car charging stations be installed at the Park (for example, at the Clubhouse)? Maureen (City finance) will look to see if a grant could be obtained.
- Adherence to the Park tree/shrub policy – Several trees/shrubs on public property at the Park have been cut down. Such actions are a violation of Novato civil code. The City knows who did it. Matt mentioned residents usually contact him about wanting to remove a tree.
- MVEST – There are a number of issues MVEST wants PAC to discuss. The issues include: evacuation route(s), speed bumps, activating CERT, sirens, radios, etc. A meeting is being planning for MVEST, the City and the Fire Department to discuss the issues. The meeting would be agendized.

After each 2x2 meeting, PAC creates a meeting summary report. The report is posted on the bulletin board. A report of the 2x2 meeting is also presented at the following PAC Board meeting.

5. Ad Hoc Committee to study the Management and Delegation Agreement (Jay Shelfer, John Hansen)

Jay and John participate in the Ad Hoc Committee. The Ad Hoc Committee was discussed at the recent 2x2 meeting with the City. The City asked to defer until the City completes its decisions about the Park management company change and also Matt's hiring.

Henry Frummer provided observations regarding Park management, PAC and the Delegation Agreement. He mentioned he is content with how the Park is run, but confused about the relationship between the City and the Park and the delay in reviewing the Delegation Agreement. He said he isn't seeing much negotiating going on regarding Matt's continuation at the Park (residents clapped).

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

Jay mentioned they are currently looking at options for the space below the Clubhouse. A meeting for residents is being set up for early/mid August. Jay added there will probably be more than one meeting. A report will be presented at the next PAC meeting.

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

The last MVEST meeting covered the following:

- Kevin Mulvaney put together additions to the emergency protocol.
- Tentative plans are being developed for another MVEST fair (in October) focusing on preparedness.
- The new MVMCC website will be active soon. MVEST needs to put together webpages.

John Feld thanked Joe's MVEST efforts in setting up the block captain program. Meeting attendees clapped.

8. City of Novato update (Jay Shelfer)

Jay mentioned the relationship with the City seems to be the best he's seen. Jay feels it is an opportunity for PAC to confront several issues with the City, especially the legal aspects surrounding the Delegation Agreement.

E. OLD BUSINESS

No old business to report.

F. NEW BUSINESS

1. MOTION: Official communications between PAC members and Novato City staff, such as the PAC/City 2x2, MVEST/City meetings, or official documents whether paper or digital, will be presented *a priori* to and approved by PAC Board. (John Hansen)

John summarized the motion. The motion was seconded. Any communications to the City from PAC, including the agendas, would first be vetted by PAC. Residents with input or a question for the City would bring their input to the PAC Board and the PAC Board would communicate the input to the City.

Motion was voted on and passed 4-0 (Carol-Joy Harris absent).

2. MOTION: To approve MVEST to incorporate the document “Emergency Solid/Liquid Waste Management Procedures” into the MVEST Emergency Protocols binder for reference in the case of emergency. (John Hansen)

Motion introduced. John mentioned the motion is not fully needed but that it would tighten up MVEST procedures. Motion seconded and opened for discussion. Steve would like to table the motion but have the minutes serve as notification to the City.

Kevin Mulvaney put together the initial document, which he considers a working document which MVEST would review once/year. It is a compilation of procedures from FEMA, CDC, Red Cross, County Public Health, etc. It was looked at by the Director of Public Health. (Residents clapped at Kevin’s efforts.)

Motion was voted on and passed 4-0 (Carol-Joy Harris absent).

G. Determination of next PAC meeting date

The next meeting will be held:
Wednesday, September 5, 2018, at 6 PM.

H. REPORTS FROM OTHER BOARDS

1. HOL

No report

2. MAR VAL

No report.

I. ADJOURNMENT: 7:55 PM