

FINAL Meeting Minutes

PARK ACQUISITION CORPORATION

Regular Meeting

7:00 PM

Wednesday, October 5, 2016

Fireside Room, 100 Marin Valley Drive, Novato, CA

ATTENDEES:

- Board Members: Larry Cohen, John Hansen, Peggy Hill, David King, Jay Shelfer.
- 18 Non-Board Residents
- Park General Manager: Matt Greenberg
- Recording Secretary: Susan Windman

CALL TO ORDER: 7:02 PM

A. APPROVAL OF FINAL AGENDA

Please note the following change to the order of topics presented:

- After section B (Public Comments) is presented, agenda item D-7 (Matt, Maintenance and Capital Projects report) is to be discussed. (Larry)
- After agenda item D-7 is discussed, agenda item F-2 (John Hansen, MVEST) to be presented. (Larry)

The following agenda correction was also requested:

- Regarding agenda item F-2 (New Business: Archives Committee), make the following agenda correction: Change “Chair of the Committee” from John Hansen to David King. (John)

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

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

- Kathryn McMudie provided comments about a serious problem she sees at the RV parking lots. The lot Kathryn is in has RVs that appear to be used just for storage. They are never moved. There is no space for other residents to park an RV they recently purchased and hope to use.
- Bill Davis commented about the recent fire. Bill is on the board of the fire department (it’s an appointed position). Bill acknowledged the efforts of the department in keeping Friday’s fire away from the Park. Bill then made a very

special acknowledgement to the efforts of Matt Greenberg, who created a perimeter around the Park to keep the flames from intruding in to the Park. Bill asked for a round of applause (residents loudly clapped and some shouted “yay, Matt!”).

- Kathleen Dargie commented that despite Friday’s fire, the Pub event was held. Everyone was so grateful for the fantastic work by the fire department, police department and Matt, in coordination with MVEST. Kathleen gave huge thanks for their help (residents clapped loudly).
- Maggie Siegfried also gave huge thanks to all fighting Friday’s fire.

(NOTE: Agenda has been changed from its published order. D-7 is discussed next, after B (Public Comment).)

D. REPORTS

7. Maintenance and Capital Projects: Grass Fire on Sept. 30, PG&E path update, swimming pool, management issues, etc. (Matt Greenberg)

Matt provided the following update regarding maintenance and capital projects:

- Retaining walls – Six retaining walls located in between and behind residences have been completed.
- New home installation at 171 Marin Valley Drive – The new home has been delivered. Setup is in progress.
- Clubhouse – A new flat screen TV has been installed in the Fireside Room. A separate cable outlet has been installed in the Card Room.
- PG&E path – The walking path, fence and dog stations are done. Plants are being ordered for the landscaping.
- Asphalt maintenance – Several driveways and streets have had work performed.
- Drain track – Two drain tracks have been installed to evacuate standing water.
- Fire abatement – 68 days of labor have been performed for the second phase of the Fire Abatement project. Huge amounts of brush have been removed. Efforts have focused on Fallen Leaf Drive, Upper Marin Valley Drive, 101-137 Marin Valley Drive. Ongoing is work being performed at upper Marin Valley Drive to the common areas between homes. In progress work is being performed at View Ridge, east of Wild Oak, Marin View and Meadow View.

Regarding the MVMCC fire, Matt had the following comments:

- It was a scary fire. Fortunately, no injuries and no structures were damaged.
- Matt was impressed with MVEST communications.
- Lots of effective prevention work slowed the path of the fire. The fire response was effective in protecting the community.

- Several days previous to the fire, Matt attended a meeting with City/Fire district leadership, who are concerned about fire at the Park. Discussion has been occurring regarding giving Matt additional authority to remove fire prone plants on areas other than common areas. Matt has received authority and funding to remove all fire prone plants in the Park around participating individual homes to create more defensible space at no cost to the resident (residents loudly clapped).
- Evacuation – City is looking at providing a third method for evacuation of the Park (only at the direction of the Fire command post).
- Matt stressed the importance for residents to stay off the Park streets during an emergency so emergency vehicles can get through.

In response to questions, Matt mentioned the Fire department feels the fire was started by a person. They will be investigating further. Matt also mentioned that one of the homeless camps was burned during the fire.

(NOTE: Agenda has been changed from its published order: F-2 is discussed next, after D-7.)

F. NEW BUSINESS

2. Motion: the MVEST Committee seeks PAC authorization/motion to establish the Marin Valley Firewise Committee, a sub-committee of MVEST, to pursue National Firewise Community Recognition. Establishing this sub-committee is the first step in the following:
 - Prepare a community wildfire risk assessment
 - Prepare an action plan based on the risk assessment
 - Conduct an annual Firewise Day event
 - Account for expenditure of at least the equivalent of \$2.00 per capita in the community
 - Submit an application

(John Hansen)

Jay read the motion, which was then seconded. Discussion followed.

John Hansen mentioned Firewise is a national community program. The program would enhance the Park's current fire prevention program. The sub-committee would work in partnership with Park management, the City, and the Fire District on preparing the action plan. The assessment has been in progress for a while.

John added that probably sometime next month, the fire chief and battalion chief will be making a presentation at the Park for the community, which would serve as the Firewise event for this year.

The sub-committee would keep track of fire-related efforts in the Park (labor costs and volunteer time), for annual Firewise reporting purposes. The sub-committee would translate the costs and time into an approximate annual dollar amount to show that at least \$2.00 (per capita in the community) of effort is being made by the Park annually.

Bill Davis gave his support and described reasons for supporting the program.

Jay called for a vote on the motion. Motion passed, 5-0.

(NOTE: The meeting Agenda now returns to its published order.)

C. CONSENT CALENDAR

1. Receive approved minutes of August 3, 2016 meeting.

Dave King had the following comments:

- To D-1 (PAC Treasurer’s Report) -- Insert “as of end of July 2016” at the end of the first sentence. The sentence now reads: “Larry presented the following PAC Treasurer’s report, as of end of July 2016.”
- To D-2 (MVMCC Administration and Finance Report) – Delete the paragraph that starts with “The investment income (account 43200 in the budget)...”

2. Approve minutes of September 7, 2016.

Motion made and seconded to approve the minutes of September 7, 2016. Motion voted on and passed 4-0 (Peggy abstained; she had been absent).

D. REPORTS

1. PAC Treasurer’s Report (Larry Cohen)

Larry presented the following PAC Treasurer’s report, as of end of September 2016:

PAC Final Balance	\$6,046.70
PAC Actual Balance	\$2,079.20
Humanitarian Fund Starting and Final Balance	\$3,967.50
Total Spent Current Fiscal Year	\$ 796.86

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

David mentioned the August management report shows that in the first two months of the fiscal year half of the humanitarian fund (\$6000 of the \$12,000) has been used. Dave asked Cheryl about it and she indicated part of it was for last year.

Dave provided a handout with information from Brian Cochrane, City of Novato (9/24/16), which is duplicated below:

The investment incomes were as follows:

13/14 = \$11,816

14/15 = \$16,091

15/16 = \$26,479

Dave's computation uses average reserves balance for the FY.

Note: FY15-FY16 corresponds to Brian's figure (7/10 ths of 1%)

	FY13-FY14	FY14-FY15	FY15-FY16
Beg Bal	\$2,286,893	\$2,695,632	\$3,428,774
End Bal	\$2,695,632	\$3,428,774	\$4,129,948
Avg Bal	\$2,491,263	\$3,062,203	\$3,779,361
Inv Inc	\$ 11,816	\$ 16,091	\$ 26,479
ROI	0.47%	0.53%	0.70%

Dave commented that MVMCC did pretty well (regarding the ROI) considering what the banks are giving. It appears the City seems to be making safe investments.

Jay asked about the drop in the debt service ratio shown in the report. David replied the drop is not a problem. The Park tends to go over the budget the first few months of the year due to projects at that time of year and the ratio goes down afterward.

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

Dave mentioned the meeting with the City (Veronica and Brian) went very well. Judy and Maggie made the presentation. The presented option looked at lowering the rent differential without raising anyone's rent. It was suggested that maybe it could be done in phases and that the first candidates could be those residents with the highest differentials. Veronica and Brian responded that if the City did anything, it would not affect the DSR. They also mentioned that any rent assistance would be out of City funds, not MVMCC funds.

Veronica and Brian mentioned there won't be an October meeting but there will be a workshop at the Park in December and that they would bring options to the City Council during its meeting at the Park in December.

4. Project Planning report (John Hansen)

John Hansen mentioned the Firewise program interfaces closely with Park project planning. Nothing else is happening with the City right now.

5. MVEST report (John Hansen)

(See attachment for MVEST report on fire.)

John Hansen provided the following MVEST report:

- Trainings mentioned at last month's PAC Board meeting were held and included 1st Aid for Disaster Responders and Radio Training (two sessions).
- Main project of the month was the fire a few days ago. MVEST created a post-fire "After-Action Report" that looks at what occurred, what was learned and what can be done better next time. John read the report (a copy is attached to the minutes).

Dave King would like a copy of the report in the Echo. Matt mentioned earlier to Jay about getting a fire hose at the Clubhouse. John responded that use of a fire hose would require approval by the Fire District and specific training. Also two strong people are needed when using a fire hose.

Anila wondered what would have happened if Matt and John weren't at the Park during the fire. She suggested a training for block captains. John spoke further about the trained residents and the need for a better disaster alert system for MVEST personnel. Residents asked about the use of sirens and bull horns.

6. City of Novato update (Jay Shelfer)

Jay provided the following update:

- A new City Manager will start end of November. Several key City staff members are leaving or have left their positions.
- The City of Novato General Plan includes the MVMCC. The Plan appears to indicate the City's commitment to maintaining and preserving the Park.

7. Maintenance and Capital Projects

NOTE: Discussion of this Agenda item was moved forward to follow B (Public Comment).

8. Report on the 2x2 meetings (Jay Shelfer, Larry Cohen)

Jay indicated meeting notes have been posted on the bulletin board.

Items discussed at the 2x2 meeting include:

- The proposed October City Council meeting at the Park has been postponed and may take place in December or later.
- City plans to hold a rent differential workshop at the Park. They would then make a presentation to the City Council on how they would like to address rent differentials and rent subsidies.

Issues facing the PAC and the City and MVMCC management include:

- The rewriting of the Park rules and regulations, and rewriting the leasing agreements
- Delegation agreement review at 2017
- Long-term ownership
- Funding related to MVEST has been resolved. Anything under \$100 can be approved and paid by Matt. Anything over \$100, if already approved in the budget just needs a phone call to Brian.
- The BKF utility plan is still under review. The plan would not address how they would do the infrastructure work. It appears to repeat the work done five years ago with a little more attention at the physical layout. Larry mentioned the Park would not be able to see the report until the City hires a new engineer (probably early next year).
- SMART train quiet zone – The City is still looking into it.
- Security at MVMCC -- Jay and David King are going to chair a Security Committee. At the 2x2, the City offered to talk to the police department for input regarding cameras, license plate reader, etc., and how the Park might be able to interface with the police systems. Jay and Dave are waiting to hear back before going ahead with planning.
- Jay and Dave spoke with Brian and Veronica (City attorney) regarding the proper account for the \$250,000 that was taken from Park reserves to buy the TPL land. Jay and Dave learned that the MVMCC designation has been changed from an enterprise to a proprietary asset of the City. The reserves, which are now in City bank accounts but accounted separately, are now City reserves. Larry was told

there's no difference between "enterprise" and "proprietary asset" but PAC Board members will look further into this.

- Regarding Larry's question about looking into refinancing now, while the rates are low, for the infrastructure work – City staff said it's too early.
- Regarding having a meeting between PAC and City staff to define roles, the City hasn't looked at it yet. Jay mentioned the topic may come up again in 2017 when the delegation agreement is looked at.
- Park Rules and Regulations is a priority for the City.
- Regarding if PAC should/could sponsor the Lion's Club bingo, the City said PAC could as long as it goes along with Clubhouse rules and policies, which means one Thursday night.
- Regarding the white ballot PAC Board election, the City attorney indicated she cannot offer legal advice as to what PAC should/shouldn't do.

9. Response/discussion to Bill Davis' comments about requesting an exception for the Lion's Club to the Clubhouse Use and Events Policy (Jay Shelfer, Peggy Hill)

Jay summarized the issue – The Clubhouse entertainment policy precludes the Lion's Club using the Clubhouse the way they historically used it for bingo events. The idea of allowing the Lion's Club to be grandfathered in opens the door to other organizations that could demand the same.

Peggy mentioned the current policy allows 4 events per year by one or more outside organizations. Lion's can use one Thursday night a year and another group one Thursday night, etc.

Bill read a statement by the Lion's Club president, Connie Merelich, urging support for the Lion's Club bingo games.

10. Review, clarify and document the "rules of the road" concerning all meetings, texts, phone calls, emails, etc., with any member of City Staff by any PAC Director. In addition, review, clarify, and document the reporting of such communications with City Staff to other PAC Directors. (David King)

This item has been moved to the November 2016 meeting.

11. Discussion and response to the PAC By-Laws regarding a quorum at the Annual Meeting and the use of the white ballot and the election handbook. (Jay Shelfer)

This item has been moved to the November 2016 meeting.

12. Discuss PAC document storage, archiving and recent PAC minutes (since 2009-2010) and correspondence. (David King)

Dave mentioned that all of the archive records, except for the three most important volumes that Owen picked out which are in the PAC Board room, are in the furnace room. Dave would like the furnace room documents moved to a safer place. Matt suggested paying \$60 for a storage locker for two months until they can be scanned.

Jay made a motion to spend \$60 for a storage locker for two months. The motion was seconded, voted on and passed 5-0.

E. OLD BUSINESS

1. Motion to create a Security Committee chaired by Jay Shelfer and David King. The Security Committee will work on speeding issues, adding more video cameras, Bright Star Security usage, etc. (Jay Shelfer)

The motion was seconded. Peggy feels the budget for Star Security should be doubled to allow Star Security to expand its patrol.

The Board voted on the motion. Motion passed 5-0.

2. Motion to form a committee to write and publish a comprehensive PAC Director's Orientation Guide, tailored to orientation for new PAC Board members. (David)

This item has been moved to the November 2016 meeting.

F. NEW BUSINESS

1. Motion: to establish an "Archives Committee" to sort, cull, catalogue, digitally back up and archive PAC records with David King as Chair of the Committee – and this Committee would be open to interested residents. (John Hansen)

The motion was seconded. Motion voted on and passed 5-0.

2. Motion: the MVEST Committee seeks PAC authorization/motion to establish the Marin Valley Firewise Committee, a sub-committee of MVEST, to pursue National Firewise Community Recognition.

NOTE: Agenda item F-2 has been moved forward to occur after item D-7, which itself has been moved forward to follow B. The new agenda order is as follows: A, B (Public Comment), D-7, F-2, C (Consent Calendar), etc.

3. Determination of next PAC meeting date

The next meeting will be: **Wednesday, November 2, 2016 at 7 pm.**

G. REPORTS FROM OTHER BOARDS

1. HOL

No report.

2. MAR VAL

Mar Val is holding the Black Cat event at the end of the month.

H. ADJOURNMENT

The meeting adjourned at 9:39 pm.