

FINAL Meeting Minutes

PARK ACQUISITION CORPORATION

Regular Meeting

6:00 PM

Wednesday, February 6, 2019

Fireside Room, 100 Marin Valley Drive, Novato, CA

ATTENDEES:

- Board Members: Larry Cohen, John Hansen, Carol-Joy Harris, Stephen Plocher, Jay Shelfer (Board President)
- Park General Manager: Matt Greenberg
- Recording Secretary: Susan Windman
- 14 Meeting attendees

CALL TO ORDER: 6:05 PM

A. APPROVAL OF FINAL AGENDA

Motion for approval of the agenda was seconded and discussed. Two changes were requested:

- Move agenda item F-2 to B-1 -- Move continued discussion of Motion to close spa during winter from New Business (agenda item F-2) to Old Business (agenda item B-1).
- Regarding agenda item F-3, item "a," -- Change Red Cross event date to February 9.

Board members voted to approve the agenda, with changes. Motion passed 5-0.

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

One public comment was offered:

- Carol-Joy mentioned that a mobile home loan is now being offered by Community First Credit Union (formerly called Hamilton Federal Credit Union).

C. CONSENT CALENDAR

1. Approve January 2, 2019 minutes.

Motion made and seconded to approve the draft January 2, 2019 minutes. Motion opened for discussion. Carol-Joy indicated the following corrections:

- Correction to B (Public Comments), first bullet – Insert the word “and” between the words “Clubhouse” and “resident tubes.”
- Correction to D-1 (Maintenance and Capital Projects Report), first bullet -- Change the word “through” to “from” so that the sentence now reads “...leading to Pumphouse 1 from...”
- Correction to D-7 (MVEST/Firewise Committee Report), third bullet -- Spelling correction needed: “Marshal” is the correct spelling (one “l” not two).

Motion made to approve the draft January 2, 2019 minutes, with corrections. Motion voted on and passed 5-0.

D. REPORTS

1. Maintenance and Capital Projects Report (Matt Greenberg)

No report.

2. PAC Treasurer’s Report (Larry Cohen)

Larry Cohen presented the following PAC Treasurer’s report:

PAC Final Balance	\$3,599.56
PAC Actual Balance	\$2,616.06
Humanitarian Fund Starting and Final Balance	\$ 517.50
MVEST Balance	\$ 466.00
Total Spent Current Fiscal Year	\$1,505.91

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

3. MVMCC Finance Committee Report (Steve Plocher)

Steve indicated Park finances are good shape. Debt-to-service ratio calculated by the City is 2.25 (Steve’s calculation is 2.48).

4. City of Novato Report (Jay Shelfer)

Jay presented the report and covered the following topics:

- Jay indicated the City of Novato's Assistant City Manager, a City manager PAC Board members communicated with, will be leaving for a new job as Petaluma's City Manager. The City will name someone as interim assistant city manager until the position can be filled permanently.

Matt indicated he learned the name of the person who will take on the position in the interim. Her name is Kathryn M. Whan and she is the current Public Works Administrative Manager.

Matt commented it appears MVMCC will be moved in to the realm of Public Works for good.

- PAC previously communicated with the Assistant City Manager about being reimbursed \$56,000 for the brush clearing work done previously on land between the Park and Bay Vista. The land is not MVMCC land but is land recently purchased by the City (partially with MVMCC funds). It was agreed the Park would be reimbursed for the brush clearing work, since Park staff was on site and could oversee the work. The City is currently in the process of carrying through with the reimbursement.
- The City of Novato's engineering department is looking further into the idea of creating a solar array on the former TPL land. They are in the process of writing the federal government for their approval. Jay has been speaking about the solar array with local and state representatives and offices, who have indicated support for the solar array project. Jay also thanked MVEST for their participation in this.

Jay is hoping the project can be started by end of the year. Jay has also spoken with engineers and suppliers and has learned there is private financing available.

John added details about how such a solar array could become part of a "microgrid" (i.e., focus on supplying just the local area) when the main grid is down.

5. Proposed 2x2 Agenda Items Report (Jay Shelfer, Larry Cohen)

Management changes have been continuing at the City of Novato. As a consequence, 2x2 meetings have not occurred for several months. Board members wondered if there might be a different way of communicating with City management during this transition period, for example by perhaps talking directly with City Council members. Carol-Joy mentioned she sees problems with this idea. She feels the Board should first see what happens with the interim City Manager regarding 2x2 meetings.

Residents should contact Jay or Larry for suggestions of topics to discuss at a 2x2 meeting.

(Note: 2x2 = 2 PAC Board members + 2 members of the City of Novato)

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

The following topics were addressed:

- Solar at the Park was discussed earlier during the City of Novato report (D-4).
- The spa (winter operating hours, spa cover) will be discussed later in the agenda (under Old Business).
- Jay wants to have a meeting to discuss with residents potential uses for the open space land below the Clubhouse. A meeting date/time has been set for March 6, 5-6 pm (the hour before the PAC Board meeting). A resident commented that the conversation will probably require more than one meeting. Jay agreed. Jay commented that work on that land wouldn't be occurring for around two years.

7. MVEST/Firewise Committee Report (John Hansen)

John presented the following report:

- Kevin Mulvany continues to actively monitor the hills and perimeter of the Park, especially in regard to illegal camping and prevention of fires.
- Efforts are underway to establish a 15 mph limit for vehicles in the Park. Carol-Joy commented she was told by the City's traffic enforcement that State law dictates a 15 mph in mobile home parks.
- A flyer was distributed today to residents about a free Red Cross "Sound the Alarm" program to be held at the Park on February 9, 9am to noon. Red Cross appointments will be set up before or during the day for workers to come, check/change smoke alarm batteries, install smoke alarms for those residents without them.
- There is an emergency pool cover for use during emergencies (major earthquake, for example). Its purpose is to protect the pool water. The chemicals in the pool water make the water unusable for drinking, but the pool water can be used for domestic purposes, such as laundry, flushing toilets, etc.
- A sponsored FIRESafe Marin regular meeting will take place at the Clubhouse on Friday, February 8, between 9-11 am.
- A sponsored FIRESafe Marin workshop and Firewise Leaders meeting will both be held March 8.
- In regard to Red Flag (fire hazard) days, the committee is thinking about installing a flagpole at the top of the Park entry hill, next to the notices board. The flagpole

would fly a red flag when a Red Flag Day is announced (by the City). Outside the Clubhouse, banners could be hung to additionally notify residents. Jay asked what residents should (and should not) do on Red Flag days. John responded that the meeting on Friday should provide these details.

8. HOL Report, including Fireside Room committee report (Janie Crocker)

Janie presented the following HOL report:

- HOL interest surveys are currently being looked at.
- The spa umbrella will be replaced soon.
- Around 100 yellow vests were purchased.
- Susie added that HOL is currently trying to update the look of the Fireside room.
- Susie also mentioned that HOL is looking to hold a reception on March 5 to celebrate the 5th anniversary of the Clubhouse art gallery. Jay indicated concern about the gallery sounding like a business (which is not allowed at the Park). Susie added that previous discussions were held with the City attorney (Veronica) and the attorney ok'd having an art gallery during a meeting.

9. MAR VAL Report (Kathleen Dargie)

Kathleen presented the following MAR VAL report:

- A Mardi Gras event, featuring a Dixie Land jazz band, will be held February 23.
- A St. Patrick's Day dinner will be held March 16. The date coincides with the 90th birthday of Patrick Wheatley, a long-time MarVal benefactor/volunteer. So, MarVal is planning to have a combo celebration.
- In April, MarVal is planning to hold a Volunteer dinner. HOL will also attend and they will acknowledge their volunteer of the year at that dinner. Kathleen indicated other Park groups who want to do the same should contact her.

E. OLD BUSINESS

1. MOTION (carried over from last month): To close spa for the winter until the pool re-opens

Matt located a cover for the spa and obtained Environmental Health approval. The cover cannot be removed by one person. Environmental Health indicated removal of cover to occur once in the morning and replacement/securement to occur in the evening. The cover shouldn't be on the spa unless the gate is closed. Spa would be covered at night. John suggested the cost of the cover could come out of the Utility budget.

Matt received a letter from Rick Oltman opposing closure of the spa during winter months. In the letter, Rick indicates he and a number of other residents use the spa regularly as therapy and that the Park rules/regulations designate such uses.

Matt estimated the cost of running the spa (without a cover) during the winter. He used figures covering December 12 through January 9 (28 days).

Gary Appleman commented that PAC does not have the power to open/close the spa. The residents pay for the spa. Park Rules specify winter hours. The recent changes to the Rules/Regulations had cost thousands of dollars. The Rules/Regulations would again need to be changed to alter spa hours/closure (expensive endeavor). Gary feels the Motion sets a bad precedent and that PAC is obligated by the Rules.

Additional discussion occurred among PAC Board members and residents.

Jay called for a vote on the Motion. Motion failed 0-5.

Matt mentioned he has the spa cover specs available for review. Matt indicated he seeks input from the Board and residents regarding the spa cover color.

F. NEW BUSINESS

1. MOTION: For PAC to review outside organization activity within MVMCC, sponsored by PAC, HOL, or MarVal, and then authorize Park Management to approve and schedule the activity.

Motion was read and seconded. John described the reason behind the Motion. Matt mentioned the new Clubhouse Rules, effective November 12, 2014, that relate to the Motion. He listed the Clubhouse spaces available to outside organizations and read applicable Clubhouse rules. Discussion touched on the difference between “sponsored” and “outside” organizations.

Matt distributed a form he developed to track Clubhouse space reservation requests and approvals. Matt would need to review and sign the form each time, along with PAC and others, and the form would then be posted.

John clarified that the intent of the Motion is to take the overview burden off of Matt and place it on PAC.

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

2. MOTION: To close the spa for the winter until the pool re-opens. (Jay Shelfer)

This topic has been moved to the Old Business section (see agenda item B-1).

3. MOTION: Authorize Park Manager to approve the following “outside organization” events to be conducted in the Park:
 - (a) PAC/MVEST-sponsored Red Cross “Sound the Alarm” program on February 9, and subsequently, as necessary.
 - (b) PAC/MVEST-sponsored FIRESafe Marin regular meetings on the second Friday of each month.
 - (c) PAC/MVEST-sponsored FIRESafe Marin Firewise Workshop and Firewise Leaders meeting on March 8, 2019.

The Motion was read, seconded and discussed. PAC Board members concurred that the Motion should be re-worded. Organizations that are sponsored by PAC or PAC committee are not “outside” organizations. However, Board members agreed the Motion authorizes approval of the three events.

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

- G. Determination of next PAC meeting date

The next meeting will be held:

Wednesday, March 6, 2018, at 6 PM.

Note: From 5-6 PM (the hour before the monthly PAC Board meeting), a resident meeting will be held to discuss usage of the open space land below the Clubhouse.

- H. ADJOURNMENT: 8:04 PM