

FINAL Meeting Minutes

**PARK ACQUISITION CORPORATION**

Regular Meeting

6:30 PM

Wednesday, April 3, 2019

Fireside Room, 100 Marin Valley Drive, Novato, CA

NOTE: Meeting time changed to 6:30 PM just for this date.

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
- 8 Meeting attendees

CALL TO ORDER: 6:35 PM

A. APPROVAL OF FINAL AGENDA

Motion for approval of the agenda was seconded. No agenda changes were requested. Board members voted on motion and motion passed 5-0.

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

No public comments were offered.

C. CONSENT CALENDAR

1. Approve corrected March 6, 2019 minutes.

Motion made and seconded to approve the corrected March 6, 2019 minutes. Motion discussed. No corrections requested. Motion voted on and passed 5-0.

D. REPORTS

1. Maintenance and Capital Projects (Matt Greenberg)

Matt indicated he had no report. He is waiting for the new budget.

2. PAC Treasurer's Report (Larry Cohen)

Larry Cohen presented the following PAC Treasurer's report:

PAC Final Balance	\$3,627.52
PAC Actual Balance	\$2,644.02
Humanitarian Fund Starting and Final Balance	\$ 517.50
MVEST Balance	\$ 466.00
Total Spent Current Fiscal Year	\$1,953.27

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

3. MVMCC Finance Committee (Steve Plocher)

Steve indicated Park finances appear normal. Debt-to-service ratio calculated by the City is 2.42 (Steve's estimate is 2.65).

4. City of Novato (Jay Shelfer)

Peggy Flynn has left the City of Novato. MVMCC oversight by the City has moved from City Management to the Engineering group. Send questions for the City to Larry or Jay. There will be a meeting with City staff to get input on work to be done at the Park. Additionally, on April 11 (Thursday), City staff will be at the Park to finalize the upcoming budget with park management and PAC. On May 13, the City Council will come to the Park to talk about the budget.

5. PAC Board Election Committee (John Hansen)

An upcoming election will be held for Larry's seat and Steve's seat on the PAC Board. Nominations will be accepted May 6-12. A "Meet the Candidates" night will be held May 18. Ballots will be sent out May 13-18. However, if there is only one candidate per seat, a "white ballot" procedure will be followed and ballots will not be sent out. Voting will take place May 27-31. Election results will be revealed at the annual PAC Board meeting on June 1 (Saturday).

Election details to be published in the April ECHO.

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

Management changes have been occurring at the City of Novato. As a consequence, 2x2 meetings have not been held for several months. A tentative meeting is planned but no firm date has been set. Jay is collecting ideas for topics to discuss at upcoming 2x2 meeting.

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

7. Project Planning (Jay Shelfer, John Hansen)

An upcoming meeting with City engineering staff will be taking place at the Park to discuss long-term project planning. The City Council will also be meeting soon at the Park to review and pass the upcoming Park budget. Big projects for the next budget include the pump stations and revitalizing the generator. Regarding the land below the Clubhouse, ideas for that space are being examined.

8. MVEST/Firewise Committee (John Hansen)

John presented the following report:

The defensible-space work is done. The perimeter around the Park has been greatly enlarged. The focus now is on “home hardening” and methods for best alerting residents during emergencies.

John also indicated the need to fire harden the Clubhouse and to establish emergency gathering locations at the Park for residents to go to during emergencies. John is examining emergency notification devices (sirens) and protocols for establishing such systems at the Park.

Carol-Joy mentioned the issue of safety at the Park, especially concerning vehicle speeds and enforcement of them. A resident asked about the Park gates and their locks. John acknowledged the gates and locks need further examination. Some of the locks appear to be missing and some locks are non-Park locks. A resident mentioned that people have been parking in front of some of the gates. This is an issue that also needs examination. A resident asked if during an emergency residents are not able to drive out of the Park, where should they go and what route should they take. This issue is also being examined.

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

Janie indicated HOL is currently planning several events. Regarding the Clubhouse Fireside Room redesign work, Janie summarized work done and tasks still to do. She noted the proposed HOL budget of \$10,000. A top priority (\$4000 of the \$10,000) focuses on improving lighting in the Fireside Room. Janie noted the HOL budget would not be used for replacing Fireside Room sofas or chairs. The HOL budget will be discussed at a different PAC meeting.

Susie (chair of the Fireside Room redecoration committee) provided details about the proposal to improve lighting in the Fireside Room. Matt indicated a lighting electrician came out. The majority of the lighting upgrade costs would be for labor. Matt reviewed lighting options and suggested other areas of the budget that could also be applied for the lights and installation. Anila noted the benefits of involving a lighting designer.

Jay to put the topic of Fireside Room lighting on next month's PAC Board meeting agenda to further discuss budget and design issues.

10. MAR VAL Report (Kathleen Dargie)

No report.

E. OLD BUSINESS

No report.

A resident asked about solar. Jay has sent a letter to the National Park Service. He is waiting for their response.

F. NEW BUSINESS

1. MOTION: To review and approve preliminary MVMCC's budget for the fiscal year 2019/2020.

(Discussion: Present budget to residents, as per attached, and review it with management for discussion and preliminary approval.)

Jay read the motion. Motion was seconded and opened for discussion. Noted was an increase in utility costs (paid for through resident rents). Also, Matt increased three budget line items related to fire protection. Matt indicated he is trying to get goats to help with tree trimming (to reduce costs). Steve noted an increase in insurance. A

resident asked about the costs of addressing the mud slides. Matt indicated the slides occurred on City land, although some of the mud came on to Park streets and required around \$6000 to clean up (an insurance claim picks up the cost).

Motion was voted on and passed 5-0.

2. MOTION: To extend to FIRESafe Marin (FSM), a 501(c)(3) public service organization, the privilege of occasionally conducting their monthly business meeting at the MVMCC Clubhouse on a conditional basis. If any problems should arise that are not easily solved, PAC retains the authority to rescind this privilege. (John Hansen)

(Discussion: FSM meetings are held on the second Friday of each month from 9:00 am to about 10:30 am, provided there is business to conduct that month. FSM membership and guests normally number about 20 to 30 per meeting. MVEST Firewise Committee members regularly attend FSM meetings, support FSM public outreach and education programs, and benefit substantially from participation. Meetings are open to the public, and MVMCC residents are welcome. FSM meetings at MVMCC will be publicly advertised to promote resident participation)

Jay read the motion. John provided additional information, including about FIRESafe Marin meetings. The motion was initially presented at the February meeting, but this motion indicates a meeting location of the “Clubhouse,” rather than just the “Fireside Room.” Motion was seconded and opened for discussion.

Motion was voted on and passed 5-0.

- G. Determination of next PAC meeting date

The next meeting will be held:  
**Wednesday, May 1, 2019, at 6:00 PM.**

- H. ADJOURNMENT: 8:25 PM