

FINAL Meeting Minutes

PARK ACQUISITION CORPORATION

Regular Meeting

6:00 PM

Wednesday, August 7, 2019

Fireside Room, 100 Marin Valley Drive, Novato, CA

ATTENDEES:

- Board Members: Larry Cohen, John Hansen, Carol-Joy Harris, Steve Plocher. Jay Shelfer (Board President) absent.
- Park General Manager: Matt Greenberg
- Recording Secretary: Susan Windman
- Other: 10 residents, 1 guest (Novato City Council member, Pat Eklund)

CALL TO ORDER: 6:00 PM

NOTE: Board President Jay Shelfer absent. John Hansen, PAC Board Vice President, acted as PAC Board President for meeting.

A. APPROVAL OF FINAL AGENDA

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

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

Public comments included:

- Martha (Muffy) Craig voiced concerns regarding Park work being performed at the Club View turnaround area near her home. Concerns focused on the car wash restoration work, including mulch placement on the nearby meadow. Concerns also focused on MVEST work at the turnaround area. She wondered about environmental and fire impacts from the mulch and impacts on her view, and water conservation impacts from the car wash. She voiced concern about the unfamiliar people involved with MVEST projects and that she felt unsafe.

C. CONSENT CALENDAR

1. Approve the July 3, 2019 Regular Meeting minutes.

Motion made and seconded to approve the July 3, 2019 minutes. Motion opened for discussion. Motion voted on and passed 4-0.

2. Approve minutes of the July 15, 2019 Special Meeting.

Motion made and seconded to approve the July 15, 2019 minutes of the Special Meeting. Motion opened for discussion. Motion voted on and passed 4-0.

Carol-Joy noted that the PAC Board Special Meeting was short and held just prior to an MVEST meeting. The Special Meeting consisted of one item, the following “New Business motion: “Motion to sanction the relationship of PAC with ExtraFood, a nonprofit business that collects food donations from various organizations and distributes them to various other organizations, especially low-income communities such as MVMCC. “

PAC Board members discussed the motion and the motion passed 4-0 (Steve Plocher absent). Minutes for the Special Meeting were published and distributed, accordingly.

D. REPORTS

1. Maintenance and Capital Projects (Matt Greenberg)

Matt summarized current projects:

- Retaining wall/drainage work completed at four locations
- Tree and stump removal/replacement work completed at two locations.
- Park perimeter (including all common areas) cutback of dry grass/brush completed.
- The “PG&E” pathway area impacted by winter rains has been re-compacted/hardened.
- At Clubhouse, maintenance completed on kitchen commercial refrigerator related to coolant issue.
- In Clubhouse Ballroom, worked completed to mini-split system related to coolant issue.
- The Koi pond was deep-cleaned (filter, equipment, sludge/algae removal).
- Street work -- The park/ride turn-around area at Marin Valley Drive/Fallen Leaf was graded, compacted, paved. Numerous potholes and trip hazards throughout

the Park were located and repaired with new asphalt. The lower Club View turn-around was graded, compacted, sealed.

- Driveway overlay (asphalt) work completed at two residences having deeply pitted driveways.

Matt was asked by a PAC Board member to respond to Club View turn-around car wash issues voiced earlier. Matt responded that there has been a water pipe/faucet there for a long time. The pipe has been broken/unusable for several years. Matt was asked by the PAC Board at its last meeting (July 3, 2019) to repair the broken pipe. Matt has concerns that the water could be left on at the faucet and run. He feels there needs to be a faucet installed that would not allow that to occur.

As for restoring the car wash, Matt mentioned the Board should discuss further. A Board member indicated the car wash faucet has been there for many years. Discussion to continue at next month's PAC Board meeting.

2. PAC Treasurer's Report (Larry Cohen)

Larry Cohen presented the following PAC Treasurer's report:

PAC Final Balance	\$3,725.38
PAC Actual Balance	\$2,741.88
Humanitarian Fund Starting and Final Balance	\$ 517.50
MVEST Balance	\$ 466.00
Total Spent Current Fiscal Year	\$ 153.78

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

3. MVMCC Finance Committee (Steve Plocher)

Steve indicated Park finances appear fine. Debt-to-service ratio calculated by the City is 2.52 (Steve's calculation is 2.69).

4. City of Novato

No report.

5. Proposed 2x2 Agenda Items

John mentioned three 2x2 meetings have been tentatively scheduled. Recent City of Novato management changes have delayed the scheduling of meetings. The PAC Board is in contact with Kate Whan (City of Novato, Public Works), the new City of Novato “liaison” for the Park.

Meanwhile, suggestions of topics should be sent to Jay Shelfer (PAC Board President) or John Hansen (Vice President).

Carol-Joy would like to see stop signs and speed limits implemented to address Park speeding. A letter has been sent to Chris Blunk, Director of Novato Public Works, about this.

John wants to discuss the concept of a community development corporation (CDC).

Other topics mentioned at the meeting include:

- Use of personal generators during emergencies -- Matt commented that gasoline, diesel and propane generators are not approved. Permits to use natural gas generators would need to go through Matt.
- Impacts on residents during use of pumphouse diesel backup generators – Matt is looking to replace these current backup generators. The City of Novato is currently working on this.

(NOTE: 2x2 = 2 PAC Board members + 2 members of the City of Novato. The “Delegation Agreement” between the PAC and the City of Novato calls for quarterly meetings – 2x2 – between the PAC and City staff.)

6. Project Planning (John Hansen)

Two resident meetings were recently held to discuss options for the meadow area below the Clubhouse. Around 30 ideas were received.

7. MVEST/Firewise Committee (John Hansen)

Topics discussed include:

- Emergency alert system options beyond Alert Marin.
- John is recertifying Firewise for this year.
- MVEST Preparedness Fair is coming up. This year’s focus will be: insurance.
- Emergency concerns currently focused on identifying safe refuge and evacuation options, including methods of fire hardening the Clubhouse.

- Currently putting together a Red Flag warning program.
- Currently putting together a checklist that responds to PG&E power-out events.
- Looking further at Park security.
- Looking further at traffic safety.
- FireSafe Marin update provided.

8. HOL Report, including Fireside Room Redesign committee report

Susie Lahr provided the report. Refurbished furniture for the Clubhouse lobby is now in place. Other ideas currently looking at include lighting for the lobby and tables for the Fireside Room.

The committee is also looking at purchasing some items, which would require funds. PAC Board would need to discuss and authorize funding for purchases. This topic should be added to next month's PAC Board agenda.

9. MAR VAL Report

No report.

E. OLD BUSINESS

No report.

F. NEW BUSINESS

No report.

G. Determination of next PAC Board meeting date

The next meeting will be held:

Wednesday, September 4, 2019, at 6:00 PM.

H. ADJOURNMENT: 7:20 PM