

PARK ACQUISITION CORPORATION (PAC) BOARD
Marin Valley Mobile Country Club Estates
100 Marin Valley Drive, Novato, CA

ANNUAL MEETING
Saturday, August 1, 2020
11:00 AM

NOTE: PAC Board monthly meetings are currently held online using Zoom phone/video conferencing technology.

David Tetta (Zoom technical manager for the meeting) confirmed the meeting is also being broadcast through Comcast Channel 26.

ATTENDEES:

- BOARD MEMBERS: John Hansen, Carol Joy Harris, Steve Plocher, Jay Shelfer. (One seat unfilled due to resignation of a Board member.)
- PARK GENERAL MANAGER: Matt Greenberg
- RECORDING SECRETARY: Susan Windman
- ZOOM MANAGERS FOR MEETING: Kim Holsher (moderator), David Tetta (technical)
- OTHER: 24 residents

CALL TO ORDER: 11:00 AM

Jay Shelfer, PAC Board President, introduced the meeting. The meeting, occurring Saturday morning, served a dual role -- as a PAC Board Regular monthly meeting and as the Board's Annual meeting when newly-elected Board members are seated.

A. APPROVAL OF FINAL AGENDA

Motion made by John Hansen and seconded by Steve Plocher for approval of the agenda. Board members had no agenda changes. Members voted on the motion. Motion passed 4-0.

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

Comments received:

- Judi Purdom commented about a flyer distributed by the three incumbents during the election. Judi mentioned a reference was made about her. She asked that today's meeting minutes include the following comments, exactly as stated:
Judi wishes to state that "I emphatically and categorically deny ever having used that word included in the flyer. This horrific word used in their flyer at any time in my life has never been uttered from my mouth. That is a horrific word and in my personal opinion it is used only for those individuals such as bin Laden, the al Qaeda, the Taliban, and any other entities of that category. Their statement is libel and false to the core."
- Ellen Jane Schulz provided comments about the drivers in the Park. She summarized previous suggestions about putting a speed bump or stop-sign alert disk. Also, have the 15 miles per hour (mph) speed limit stenciled on the streets throughout the Park. Ellen regularly sees how many people, including residents, go through the stop signs without stopping or disregard the 15 mph speed limit.

C. CONSENT CALENDAR

1. Approve minutes of June 2, 2020 (regular meeting)

Carol Joy requested the following corrections:

- Correct Judi's first name (on page 2) so it reads: "Judi".
- To agenda item D-1, last paragraph (which starts with "John spoke...") – Correct spelling of "Bay" Vista.
- In agenda item G, the first paragraph should read: "The next meeting will be a SPECIAL meeting to approve the budget and will be held June 16, 2020."
- In agenda item G, the second paragraph should read: "The next REGULAR meeting will be the ANNUAL meeting and will be held at a time and date to be determined."

Carol Joy moved to approve the June 2, 2020 minutes, with corrections. Motion seconded. Motion voted on and passed 4-0.

2. Approve minutes of June 16, 2020 (special budget meeting)

No corrections requested. Carol Joy moved to approve the minutes of the June 16, 2020 special budget meeting. Motion seconded. No discussion. Motion voted on and passed 4-0.

3. Approve minutes of July 2, 2020 (special election meeting)

Carol Joy requested the following corrections:

- Throughout the minutes, make the following change – Veronica Nebb is Novato’s “Assistant” City Attorney so the word “Assistant” should be inserted where Veronica’s job title appears.
- To agenda item F-2, last paragraph, correct Judi’s first name so it reads “Judi”.

Carol Joy moved to approve the minutes of the July 2, 2020 meeting, with corrections. Motion seconded. No further comments made. Motion voted on and passed 4-0.

4. Approve minutes of July 9, 2020 (special election meeting)

Carol Joy requested the following corrections:

- To agenda item F-1, fourth paragraph – The word “meticulously” appears two times in one sentence. Delete the second occurrence.

Carol Joy moved to approve the minutes of the July 9, 2020 meeting, with corrections. Motion seconded. No further comments made. Motion voted on and passed 4-0.

Judi Purdom had comments regarding the minutes. Judi indicated that at the July 9, 2020 meeting, there actually were 64 attendees at the highest count of the evening. She feels it is significant for the Park and should be recorded properly. Two Board members indicated the number of attendees is captured towards the start of the meetings since during the meetings the attendees come and go.

D. REPORTS

1. Maintenance and capital projects (Matt Greenberg)

Matt presented the following update:

- Marin Tree Service has been at the Park several times for diseased, dead or dangerous tree removals and pruning.
- Work has been moving forward on the ongoing video surveillance camera project. The install date is August 27, after which the system will be up and running. The main hub is at the laundry room. Regarding the trench at the RV storage area, a pole will be erected with several cameras that will take digital video images of people coming in and out of the Park, as well as a license plate recording camera and a camera that records the RV storage. There will be a dumb camera in the phone room, laundry room, and at the entry of the laundry room that can record traffic on Marin View.
- Marin Pool Service is the new pool service and they are starting Monday.
- Retaining wall work will be starting in August.

Carol Joy asked about No Smoking signs at the Park. Matt spoke with the Assistant City Attorney. The Park isn't designated as a No Smoking area. The areas around the Clubhouse are designated as No Smoking. Matt hasn't had complaints around the laundry room. Matt thinks a rule change would be needed to install such signs around the Park and make the Park completely non smoking.

Steve entered comments about Matt's role as Election Committee manager. Steve feels Matt was an excellent manager and Steve summarized the tasks Matt accomplished. Steve commended Matt for his excellent work: "He sets the bar for future election committees." Matt responded by saying: "It's really the volunteers, not me."

2. PAC Treasurer's report

Currently, the Board is without a Treasurer and there is no current report. The Board is in the process of approving a new Treasurer. Information will be revised and updated in next month's report.

3. MVMCC Finance Committee report (Steve Plocher)

The Park had a great year. The debt-service ratio for the year ended June 30. Management company's ratio calculation is 2.61 and Steve's is 2.68, both well above the requirement. (NOTE: The debt-to-service ratio needs to be greater than 2.)

John wondered if the Park was ever paid by the City for the non-Park cleanup job the Park did for the City. PAC Board to investigate further and follow up by writing a letter to the City.

A resident, Joseph DeAvila, asked about the fallen tree in his area and if funds were available to do something about it. Matt mentioned that Marin Tree Service looked at it and said it isn't a particular problem. Matt to first focus on the Park's most problem trees and if money is available he'll then focus on the fallen tree.

Ellen Jane Schulz requested that the four junipers at her place be taken out – is there extra money available to do this.

Judi Purdom commented regarding the \$50,000 discrepancy with the City – Judi feels the district representative, Amy Peele, should be enlisted to handle the issue for the Park.

Jay has been talking with the City regarding the debt-service ratio. The City is open to talking with PAC about the way to compute the debt-service ratio. PAC should put together a memo about what PAC sees and what has been reported. The City is happy to sit down and finalize a joint way of looking at it. The computation of the ratio is important in that the computation figure arrived at can influence decisions about the need for rent increases.

4. City of Novato (Jay Shelfer)

The City Council has reviewed, with the Finance and Public Works departments, the five bids for the lift station replacement. The Council approved the contract last Tuesday. Within the next two months, the work will begin on the lift station project.

Carol Joy asked for an update about the billings supposed to be delivered to the Park for work done in the past by the City. Jay mentioned the City is planning to deliver reports on a quarterly basis to the Park (but hasn't yet done so).

5. 2x2 meetings (Jay Shelfer and John Hansen)

PAC is hoping a Zoom 2x2 meeting can be held soon. Jay mentioned that if residents have topics they would like discussed at a 2x2 meeting, send email to Jay or John about the topic.

(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 report (Jay Shelfer and John Hansen)

John asked Matt to let him know the final cost for using the goats for clearing the land.

7. MVEST/Firewise Committee (John Hansen)

Regarding MVEST, John indicated there is a Zoom webinar for the community this Thursday at 6 pm. The web invitation can be found on marinvalley.net and The Echo. The webinar focuses on learning how to re-landscape in a fire smart fashion and describes what the "zero zone" is about.

Later in the year, an evacuation preparedness event will be held.

Kevin Mulvaney continues to walk around the Park and keep an inventory of homeless campers.

8. HOL (Janie Crocker)

No report.

9. MAR VAL (Kathleen Dargie)

No report.

E. OLD BUSINESS

None.

F. NEW BUSINESS

1. Announcement of election results and seating of new PAC Board

Jay asked for an election report from Steve, who then referred to the Chair of the Election Committee, Matt Greenberg, for the report.

Matt read the names of the election winners: Carol Joy Harris, Jay Shelfer, John Hansen. In response to a previous question, Matt provided the cost of the election as \$804.03. This cost figure does not include the costs of the first balloting.

Carol Joy noticed (from Zoom) a resident had a question regarding the number of residents who voted. Carol Joy indicated 244 out of the 399 registered resident voters (=61 percent).

John moved to accept the results of the election and seat the new Board members. Motion seconded by Carol Joy. Motion opened for discussion. No discussion. Motion voted on and passed 4-0.

Carol Joy moved that Jay Shelfer continue as President, John Hansen continue as Vice President, and Carol Joy Harris continue as secretary. John seconded the motion. Motion opened for discussion. Board members discussed. Motion voted on and passed 4-0.

Marlene Montalvo (resident) wondered how the members of the 2x2 committee are determined? The topic was discussed further by Board members. Carol Joy to put the topic on the agenda for next month's meeting.

2. Discuss and possibly take action on filling the office of Treasurer.

Carol Joy nominated Steve to take on the role as Treasurer. Carol Joy made a motion to appoint Steve as Treasurer and motion was seconded by John. Motion opened for discussion. No discussion. Motion voted on and passed 4-0. Steve is appointed Treasurer of the PAC Board.

3. Discuss and possibly take action on the procedure for filling the Board vacancy.

Carol Joy mentioned previous discussions on the topic with Veronica Nebb (Assistant City Attorney) and Kate Whan. Veronica indicated the Board has two options on filling the vacancy – have a special election or have the PAC Board appoint the position.

Carol Joy proposes to appoint, in a similar fashion followed by Districts and officials. They make it known there is a vacancy and that interested parties should contact them.

Interested residents could send a letter of interest and resume to members of the PAC Board, within a certain time-frame. She described a possible process to follow. The

seat would be a one-year term since the seat comes up for election next year. Board members discussed.

At the next PAC Board meeting, the Board will consider candidates and possibly appoint a Board member At-Large to fill the vacancy. Carol Joy has agreed to be coordinator. Interested residents should submit a memo of interest to Carol Joy.

Motion is to have interested candidates submit an email of their interest with a short bio to Carol Joy at caroljoyharris@comcast.net. She will disperse to other PAC Board members. At the next PAC Board meeting, members will consider candidates and possibly appoint. Motion seconded, discussed and voted on. Motion passed 4-0.

4. Discuss and possibly take action on establishing the election committee as a standing committee of PAC.

Steve summarized the large amount of work required to run the election. Steve feels the experience and knowledge generated should be preserved, through the PAC Board and volunteers, instead of starting from scratch each election. Jay and John mentioned the election handbook could be updated/annotated with the lessons learned.

Carol Joy made a motion to establish the election committee as a standing committee of PAC. Motion seconded and opened for discussion.

Matt indicated he created templates for everything needed for another election. The Chair should then have an easier time at it. He included notes from Steve.

Jay called for the vote. Motion passed 4-0.

G. DETERMINATION OF NEXT PAC BOARD MEETING DATE:

Tuesday, September 1, 6:00 pm.

Carol Joy mentioned that Channel 26 will commit to broadcast the PAC Board regular meetings if they have the schedule beforehand. Carol Joy asked if the Board could set their meetings for the rest of the year. The dates would be: September 1, October 6, November 3, December 1. All Board members agreed with the dates.

H. ADJOURNMENT: 12:42 PM

Note: These minutes were corrected, as approved by the PAC Board, by Carol-Joy Harris, PAC Board Secretary.