

FINAL Meeting Minutes

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

SPECIAL MEETING  
April 19, 2021 (Tuesday)  
6:00 PM

ATTENDEES:

- BOARD MEMBERS: Serena Fisher (At Large), John Hansen (Vice President), Carol-Joy Harris (Secretary), Steve Plocher (Treasurer). Jay Shelfer (President).
- PARK GENERAL MANAGER: Matt Greenberg
- RECORDING SECRETARY: Susan Windman
- ZOOM HOST: David Tetta
- OTHER: 12 residents via Zoom

CALL TO ORDER: 6:00 PM

PAC Board President Jay Shelfer called the PAC Board special meeting to order.

NOTE: Comcast Channel 26 will not be broadcasting the special meeting, but a YouTube recording will be available later to residents at the Marin Valley website.

A. APPROVAL OF FINAL AGENDA

Jay made a motion for approval of the final agenda. Motion seconded and opened for discussion. No discussion so the motion was then called for a vote. Motion passed 5-0.

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

Public comments received at the meeting:

- Judi Purdom asked if documentation was distributed earlier regarding the budget. Jay responded that copies were sent to those on an email list. He can send Judi a copy. Also, the document is available at the Marin Valley website.
- Gary Appleman voiced concern about the proposed changes to Park Rules/Regulations. Gary wondered why the changes are being pursued. Additionally, the Park appears so well managed. Gary spoke about impacts and costs of pursuing such changes. Also, the Park Rules/Regulations reflect what the State code dictates.

- Martina Koeckritz spoke about a project that had been planned for July 2018 involving a slide and its material, which still continues to accumulate. Ellen Jane wonders what Public Works is saying, when the removal work will be done, and who would be paying for it. Is it in this year's budget for MVMCC? Public Works' budget? Jay responded that the issue was raised with Chris Blunk (City of Novato), who indicated the slide area isn't in danger of moving. Matt has been pushing for the material at the bottom to be taken away. Jay indicated this topic will be discussed further later in the meeting.

#### C. CONSENT CALENDAR

None.

#### D. REPORTS

None.

#### E. OLD BUSINESS

None

#### F. NEW BUSINESS

##### 1. 2021/2022 budget

Jay mentioned that the purpose of this evening's special budget meeting is to explain the purpose and intent of the 2021/2022 budget, take public comment, and explain any features in that budget.

The budget process falls back on an agreement with the City of Novato (Park owner) to manage, through a management company (currently, Helsing Group), the operations of the Park. The budget is prepared by the Helsing Group, and then submitted to both the City of Novato and the PAC Board for comments.

At the City Council's June meeting, the PAC Board (and residents) will listen to what City staff say when City staff present the budget to the City Council. City Council will approve, with comments, the proposed budget, or send it back to Helsing Group for changes. PAC Board will be asked to vote on the budget, with comments, at the June meeting. PAC has an opportunity then to ask for its comments to be added to the City's and considered.

The budget is prepared in two sections. One is by Helsing Group and focuses on maintenance of the park. It includes historic costs and immediate (maintenance) needs. The second section, by Helsing and the City of Novato, focuses on Capital projects, such

as ADA compliance work (Clubhouse bathrooms, etc.) and Park infrastructure work (Miller report, etc.), and the related cost estimations and prospective scheduling of projects.

Today's meeting focuses on the budget section prepared by Matt (for the Helsing Group), which is concerned with Park maintenance and operations. Matt spoke about current main budget issues – for example, the line items for fire abatement and tree service work. The defensible space around the Park needs further expansion. Matt indicated the amount which had been allocated to the existing budget, with some increases, would be adequate for this next year.

Steve agrees the proposed budget is similar to the existing one, except for several needed increases. The natural gas budget item is expected to go up \$120,000. Natural gas is not billed out to residents, which Steve feels is a problem. Tree trimming would go up \$50,000. Fire abatement would go up \$50,000. The total of these three equals an increase of \$220,000 to the budget.

Matt mentioned if the spa were replaced with a more efficient one, energy costs would be much less expensive. Matt is also trying to obtain a grant to cover fire abatement. Matt indicated the topic of gas consumption needs to be discussed at the next 2x2 meeting with the City.

PAC Board members discussed the above items further. Can some of the costs be covered by using the reserve funds, for example.

Joseph DeAvila suggested the use of the fire retardant chemical called "Phos Check," as a lower cost option for fire abatement. He also stressed the importance of having a secure AT&T infrastructure, which currently is very poor. AT&T told Joe that the Park is responsible for the (AT&T) lines in the Park. Jay to look in to this further.

Gary Appleman mentioned he hadn't received a copy of the proposed budget. He wondered the amount budgeted for City attorney and staff time. Jay mentioned the budget shows \$50,000, but the Park's loan agreement indicates the City can't take more than \$25,000. Gary also wondered if the proposed budget has a provision for increasing employee pay. Jay responded, "yes." Gary asked to be sent a copy of the proposed budget.

Ellen Jane wondered about the allocation for repairs to the water lines. Matt indicated it is difficult and costly to locate leaks. Matt provided further details on this topic. Joe mentioned that water gets into the water lines. Matt indicated that the AT&T infrastructure in Marin Valley is poor. Jay would like a fiber network put in. John Hansen commented he signed up for Starlink, a satellite internet service from SpaceX, to bypass the AT&T infrastructure.

G. DETERMINATION OF NEXT PAC BOARD MEETING DATE

Tuesday, May 4, 2021, at 6:00 pm.

H. ADJOURNMENT: 7:11 PM

Jay called for adjournment.

Serena mentioned the Rules & Regulation Committee meets tomorrow from 6-8 PM.