

FINAL Meeting Minutes

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

REGULAR MEETING
June 1, 2021 (Tuesday)
6:00 PM

Meeting held via Zoom phone/video conferencing
and Comcast Cable Channel 26

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: 20 residents via Zoom; additional attendees through Comcast Cable Channel 26 (live broadcast).

CALL TO ORDER: 6:00 PM

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

A. APPROVAL OF FINAL AGENDA

Jay made a motion to approve the final agenda. Motion seconded by Steve Plocher. Motion opened for discussion.

Jay made a request to amend the proposed final agenda – to move the Brown Act Mini Seminar from the end of the PAC meeting to the start of the meeting following agenda item A (Approval of Final Agenda).

Carol-Joy seconded the amended motion to move the presentation forward in the meeting schedule. Amended motion voted on and passed 5-0.

BROWN ACT MINI SEMINAR

City of Novato's new City Clerk, Laura McDowall, spoke about the Brown Act. Laura answered questions from Board members and residents.

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

Public comments received at the meeting:

- Bill Davis spoke about Memorial Day (day before the PAC meeting), and about those people who have served to support the democracy of this country. He spoke about the PAC Board, whose elected members, all volunteers who care about the community, represent the voice of the community. Bill thanked all the volunteers (past and present) who have helped "make this the quality of a Park that it is today." Bill also thanked Serena Fisher, who is retiring, and added that Serena has made this community "a better place to live in."

C. CONSENT CALENDAR

1. Approve minutes of April 6, 2021 regular meeting

Jay made a motion to approve the April 6, 2021 minutes. Motion seconded and opened for discussion.

Carol-Joy requested the following corrections:

- At agenda item D-1, second paragraph, bullet 3, second sentence – Delete the word "at." located after the word "throughout." The sentence should now read: "Peggy has been noticing all the grass growing throughout the Park on Park (non-residence) property."
- At agenda item D-8, first paragraph, second sentence – Replace the word "Bark" with "Dog." The sentence should now read: "He noted that the "Dog in the Park" party is coming up."

Carol-Joy moved to approve the April 6, 2021 minutes, with corrections. Motion seconded. Motion voted on and passed 5-0.

2. Approve minutes of April 19, 2021 special meeting

Jay made a motion to approve the April 19, 2021 minutes of the special meeting. Motion seconded and opened for discussion.

Carol-Joy requested the following corrections:

- At page 1 under "CALL TO ORDER," second sentence – Change "utube" to its correct spelling of "YouTube."
- At agenda item B (Public Comments), third bullet – Replace "Ellen Jane" with "Martina Koeckritz."

- At agenda item F-1, sixth paragraph, first sentence – Change “existed one” to “existing one.”

Carol-Joy moved to approve the April 19, 2021 special meeting minutes, with corrections. Motion seconded. Motion voted on and passed 5-0.

3. Approve minutes of May 4, 2021 regular meeting

Jay made a motion to approve the May 4, 2021 regular meeting minutes. Motion seconded and opened for discussion.

More time is needed for review. Motion amended for item to be tabled and discussed at next month’s meeting. Amended motion voted on and passed 5-0.

4. Approve minutes of May 13, 2021 meeting

Carol-Joy made a motion to approve the May 13, 2021 meeting minutes. John seconded the motion. Motion opened for discussion. No corrections requested. Motion voted on and passed 5-0.

D. REPORTS

1. Maintenance and capital projects (Matt Greenberg)

Matt provided a short report:

- Clubhouse – The Clubhouse is still closed to residents. Friday last week (5/28/2021), painting of the library and main hallway was finished. Faulty electrical outlets have been replaced. Tomorrow (6/2/2021), carpets are being shampooed, and books returned to the library.
- Park-wise defensible space and goats at the Park – Between 8 to 10 workers/day have been at the Park cutting/creating a 10-foot wide space around the Park so an electrical fence can be installed for goats. Goats should be arriving in around one week (second week of June). The goat herd and herder are the same as last year. The goats will start at the end of Sunrise, which will be the location of the herder.

Jay wondered when the Clubhouse can open for events. Matt responded that events currently can be held only with residents showing vaccination cards. On June 15, the tiers will be lifted, but Matt is still not sure what directions will be included by the State/County. Matt is looking into a July 4 event held outside, and a weekly pub.

Carol-Joy wondered who would enforce the vaccine card requirement at MVEST events and throughout the Park?

Ellen Jane Schulz hopes that discarded library magazines and book are recycled, not thrown away.

2. PAC Treasurer's report (Steve Plocher)

Steve Plocher presented the PAC Treasurer's report for month ending 4/30/2021:

PAC bank account balance (4/30/21)	\$4,488.57
Humanitarian fund	\$1,107.50
MVEST fund	\$ 466.00
Remaining PAC petty cash fund	\$2,915.07
PAC annual budget (of \$4000) spent so far, current fiscal year	\$3,949.29

(PAC bank account balance = Humanitarian fund + MVEST fund + Remaining PAC petty cash fund)

3. MVMCC Finance Committee report on 4/30/2021 financial statements (Steve Plocher)

Steve Plocher summarized the Finance Committee report covering the 4/30/2021 financial statements. He noted the City of Novato will no longer be using the Park management company's DSCR (debt-to-service-ratio) calculation method and ratio figure.

To obtain the correct DSCR figure:

Net Surplus YTD 4/30/21	\$ 698,700
Add back:	
Loan interest exp	99,165
Capital expenditures	361,735
Sewer adjustment	57,277
Park Improvement fund	<u>11,996</u>
Adjusted total of net revenues	\$ 1,228,873

Divide by YTD debt service of \$542,644 = 2.23 (2.26 at end of April) = DSCR

(Note: DSCR needs to be greater than 2.)

4. City of Novato (Jay Shelfer)

Jay provided the report. The Park budget has been approved by the City Council. The various Park projects being monitored by the City are still ongoing. Still awaiting the date for finish of the lift stations.

5. 2x2 Meetings (Carol-Joy Harris, Serena Fisher)

A 2x2 meeting was held June 1. Participants included Serena and Carol-Joy from the PAC Board, and Kate Whan (Public Works Administrative Manager) and Chris Blunk (Public Works Director) from the City of Novato.

Kate and Chris introduced Natalie Moline, a new City accountant now in charge of overseeing MVMCC finances, who reports to the new Finance Director, Amy

Cunningham. Kate Whan and Chris Blunk are now focusing their efforts on Capital and Operations functions.

Park Rules and Regulations Update –

Serena feels the next step would be to submit the draft Rules/Regulations to the PAC Board for discussion, then open discussion to the community. If the decision is made to go forward with the Rules/Regulations as they stand, then the Rules/Regulations would be forwarded to the City for review by the City Attorney, Jeff Walter, who has mobile home law knowledge/experience.

(See agenda item D-11 for further discussion about Park Rules/Regulations.)

Spa update –

Chris Blunk was pleased to hear the push for a more efficient spa.

6. Project planning report (John Hansen, Jay Shelfer)

Jay mentioned that Matt is taking on a project planning role with the City regarding the design of a new pool/bathroom facility. The project is moving forward.

John has been working with Matt on the defensible space at the Clubhouse, including monitoring the operation involving the use of goats. Also, the grant proposal through the Novato Fire District, which the Park has not yet heard back on, would most likely occur during next year's budget process.

Matt commented that the redesign of the pool area would include an automatic cover for the pool, which would pay for itself. Matt thinks the design work will be done this year, with the work occurring next year.

7. MVEST/Firewise Committee (John Hansen)

John Hansen provided the MVEST/Firewise report. MVEST meets every Monday evening at 5 PM. The agenda is posted several days before on the website. To receive MVEST meeting minutes, email Carol-Joy

Current MVEST issues include: the pandemic and its impact at the Park, fire safety, Park security. An example of current activities:

- MVEST has been monitoring the Covid situation.
- Vinyl sleeves have been purchased for residents to hold/protect their Covid vaccination cards.
- Kevin Mulvany continues to walk the hills surrounding the Park, looking for campers and potential Park hazards, including fire. Nothing new to report on this.
- On the website and in The Echo are monthly articles about MVEST activities. Additionally, the website offers YouTube videos and webinars.

The Firewise program is part of MVEST. Current focus includes:

- The Park perimeter's "shaded" fuel break.
- Goats are returning to the Park end of May to help reduce foliage up around the Clubhouse area.

- Matt applied for a Fire District grant to help with fire mitigation efforts at the Park. Residents can also apply for fire mitigation grants.

8. HOL (John Feld)

John Feld commented that meeting minutes are published each month. If residents are interested in receiving the minutes, residents should contact John Feld.

John provided an update of HOL activities:

- The “Bark in the Park” celebration, held at the meadow on Sunrise, was a resounding success.
- The Contractor’s database is now online, thanks to Dave Tetta.
- A “Sale-a-thon” event will be held June 19 for residents to sell their items.
- Rollin’ Root won’t be at the Park this Thursday (June 3) due to mechanical problems. But coming soon will be the Rollin’ Root \$5/person giveaway.
- A dump run is being planned for June 11. For information, email Ed Collins.

Serena Fisher asked about holding a paper shredding event. John Feld responded that it was tried in the past but that residents weren’t interested. A shredder is available in the library. The topic will be added to the HOL meeting agenda.

Anila announced the formation of a new support group – for folks aged 75+.

9. MAR VAL

No report.

10. Ad Hoc Committee on Yard Maintenance (Peggy Hill)

The Yard Maintenance Ad Hoc Committee is part of PAC. It consists of PAC Board members Carol-Joy Harris and Steve Plocher, and residents Peggy Hill and Janie Crocker.

The Committee provides yard maintenance help to Park homes/homeowners in need of help with yard work. The work also helps reduce fire danger. Park homes identified by the Committee for possible help are kept confidential. The Committee works with HOL and Matt. Residents who want to donate to this effort should contact Matt.

The program was initiated in April and work has already been performed maintenance at several homes.

Maintenance has been performed at the homes of ten residents, with the help of three gardeners and various volunteers.

Carol-Joy added that Kevin Mulvany volunteered to work for 8 hours alongside a gardener. Thank you, Kevin!

Previously, Serena and John described about available grants, including a Fire District vegetation grant and a home (fire) hardening grant.

11. Ad Hoc Committee on Rules and Regulations (Serena Fisher, Carol-Joy Harris)

(See agenda item D-5 – 2x2 report – for earlier, related discussion regarding Park Rules/Regulations.)

Jay asked about the Park Rules/Regulation update process. Kate Whan (City of Novato, Public Works) to email an outline of the process after she receives feedback from the City Attorney.

PAC Board members recently received a copy of the draft Rules/Regulations. Members indicated the need for enough time to review the document.

Members and meeting attendees also voiced concerns about charges/fees to the Park by the City from the review process, enforcement of the Rules/Regulations, and details about what exactly would be changing by the updated Rules/Regulations.

Carol-Joy commented that over the next month, Matt would have the time to speak with the City Attorney.

This discussion item (D-11) is tabled until next month and added to next month's agenda (July 6 meeting).

12. Ad Hoc Election Committee (Jay Shelfer, John Hansen)

PAC Board election update:

The PAC Board announced that two Board seats will be open. One current member, Serena Fisher, is retiring. Steve Plocher currently holds the other seat and indicated he would re-run.

Election documents were inserted in each resident's tube. The PAC Board's Ad Hoc Election Committee received one response – from resident Vicki Waddell.

Next Saturday (6/5/2021), a PAC Board meeting will be held to announce the election results. If a quorum is present, the new member will be seated and PAC officers elected.

E. OLD BUSINESS

1. Possibility of replacing the spa (Matt Greenberg)

(See agenda item D-1 for an update about the spa.)

Matt commented that the spa would be replaced by a more efficient spa.

Questions were asked about Park water usage. Matt provided a very brief summary of daily water usage. Several factors, such as known and unknown underground water leaks,

enter into this discussion that make it difficult to obtain an accurate figure. Matt can prepare a brief water report that compares 2019 usage figures to current figures.

F. NEW BUSINESS

1. Brown Act mini-seminar (Laura McDowall, Novato City Clerk)

This agenda item, the Brown Act Mini Seminar, was moved to the beginning of the PAC Board meeting, just after agenda item A (Final Agenda).

2. Possibility of creating staff position of Communications Manager (John Hansen)

John provided details about the position, which would be a part-time staff position. Dave Tetta indicated there are Park residents who do a lot of work in the communications field.

Discussion has been tabled until next month's meeting.

G. DETERMINATION OF NEXT PAC BOARD MEETING DAY(S)

June 5, 2021 (Saturday), 11 AM
PAC Board Annual Meeting
(Comcast won't be recording the meeting.)

July 6, 2021 (Tuesday), 6 PM
PAC Board Regular Meeting:

H. ADJOURNMENT: 8:11 PM