

FINAL Meeting Minutes

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

Regular Meeting
August 3, 2021 (Tuesday)
6:00 PM

ATTENDEES:

- BOARD MEMBERS: John Hansen (Vice President), Carol-Joy Harris (Secretary), Jay Shelfer (President), Vicki Waddell (At-Large). Steve Plocher (Treasurer) absent.
- PARK GENERAL MANAGER: Matt Greenberg
- RECORDING SECRETARY: Susan Windman
- ZOOM HOST: David Tetta
- OTHER: 12 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 at 6:00 PM. Steve Plocher absent.

A. APPROVAL OF FINAL AGENDA

Carol-Joy called for approval of the final agenda. John Hansen seconded the motion. Motion opened for discussion. No agenda changes were requested. Motion voted on and passed 4-0.

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

Public comments received at the meeting:

- Joe DeAvila – Joe asked if the Park is in full lock-down now. Jay responded that his understanding is you have to wear a mask when inside (a public area).
- Ed Collins – Jay read a message he (Jay) received from Ed:

“I would like to see a regulation about hanging laundry on the line to dry change. I understand some residents find that ugly and distasteful. Yet with all the looming consequences of climate change and global ecological catastrophe, I think we should be doing everything we can to mitigate our carbon energy footprint. Using the sun

and wind the dry clothes instead of gas and electricity is an easy way for each of us to take care of our environment, as well as saving the cost of the energy. I think we need to let go of this personal preference towards practices that support the well being of our planet, our community and each other.”

C. CONSENT CALENDAR

1. Approve minutes of June 1, 2021 regular meeting.

John made a motion to approve the June 1, 2021 minutes. Motion seconded by Carol-Joy and opened for discussion.

Carol-Joy requested the following corrections:

- Agenda item D-1 (Reports: Maintenance/Capital Projects) – At first paragraph, second bullet, correct spelling so that “goal” is corrected to “goat.” Sentence now reads: “The goat herd and herder...”
- Agenda item D-5 (Reports: 2x2 Meetings) – At second paragraph, first sentence, correct the last half of the first sentence so it reads: “...overseeing MVMCC finances, who reports to the new Finance Director, Amy Cunningham.”
- Agenda item D-8 (Reports: HOL) – At second paragraph, first bullet, change “Dog in the Park” to “Bark in the Park.”

John moved to amend his motion to approve the June 1, 2021 minutes, with corrections. Motion seconded by Carol-Joy. Motion voted on and passed 4-0.

2. Approve minutes of June 5, 2021 annual meeting.

John made a motion to approve the June 5, 2021 meeting minutes. Motion seconded by Carol Joy and opened for discussion. No discussion or changes requested. Motion voted on and passed 4-0.

3. Approve minutes of July 6, 2021 meeting

Carol-Joy made a motion to approve the July 6, 2021 meeting minutes. Motion seconded by John and opened for discussion. Jay commented that more time is needed to review the minutes. John moved to table discussion until next month’s meeting to allow more time for review. Carol-Joy seconded John’s amended motion. Board voted 4-0 to table discussion until next month.

D. REPORTS

1. Maintenance and capital projects (Matt Greenberg)

Matt provided a water report –

The Park gets billed bimonthly for water usage. Matt provided a breakdown of the last water reading taken last month (July 16). Matt calculated the gallons per day usage for

the Park, which hovers around 46,200. This equates to around 146 gallons per day (on average) per Park house. Matt mentioned he can't provide a percent increase/decrease until he gets next month's billing. He also indicated he can provide a better report every other month, with interim reports in between. Matt is able to provide figures for the amount of water usage per meter.

Carol-Joy commented that each meter serves different numbers of houses. Matt agreed and explained how water usage could be estimated for the different Park meters.

Matt summarized Park projects:

- Tree service – Just had the first week of tree service, which began its work at the entrance of the Park. Matt is trying to create a three foot-minimum area around every home that has tall shrubs and trees, for fire safety and aesthetics. The seven-person crew will continue for two more weeks in August, and one more week in September to do more removals. Hoping to complete the Park-wide pruning, including the 35 palm trees.
- Retaining wall – Three retaining walls have been completed, with four others in progress.
- Pool – New pool inspector from Environmental Health performed the yearly pool inspection. Pool grates need replacement. One light is loose. Inspector was pleased at the daily readings and the quality of the pool equipment.
- Pool/Gym access control system – Matt designed and ordered a new door access control system for all four doors of the gym, men's/women's bathrooms at the exterior of the building, and pool gate. It will allow Matt to lock/unlock the pool area but allow residents to open the pool gate using a card. It will also allow Matt to track who goes in/out of the pool area.
- Security camera – A camera is being installed at the pool which would monitor the pool area 24 hours/day.
- Pump station – Pumphouse #2 is now online.

Carol-Joy noted she often sees the gym door open, even when no one is using the gym. She wondered if the gym is air conditioned and if energy is being wasted. Matt indicated the room is not currently air conditioned, though it may be in the future. Matt plans to put a door closer on the door.

Ellen Jane Schulz commented about the water usage figures and the Clubhouse air conditioning. Ellen Jane noted that last month's water usage figure per house was 140 gallons and this month's figure 146., which seems like the Park isn't doing so great. Matt agreed and discussed possible reasons and conservation suggestions. Ellen Jane also noted she sees Clubhouse windows open while the air conditioning is on, and also that the internal Clubhouse temperature seems cold at times. Matt provided details about Clubhouse temperature control.

Dave Tetta expressed appreciation for all the tree pruning going on. He wondered about the cost. Matt provided approximate costs for the work and the approach he's been taking towards tree removal. The cost depends on the number of workers and the type of work. Matt is very pleased with the work. John commended Matt for finding a great tree service company.

Regarding the goats used at the Park for eating (clearing) vegetation, Joe DeAvila mentioned the goat herder indicated to him that the goats don't eat poison oak. Matt and Board members discussed this further.

2. PAC Treasurer's report (Steve Plocher)

Steve (absent) provided a written PAC Treasurer's report for month ending 6/30/2021:

PAC bank account balance (6/30/21)	\$4,678.57
Humanitarian fund (includes \$466 from MVEST)	\$1,763.50
Remaining PAC petty cash fund	\$2,915.07

Of the PAC annual budget (of \$4000), \$4,333.67 was spent for recent fiscal year ended.

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

3. MVMCC Finance Committee report on 6/30/2021 financial statements (Steve Plocher)

Steve Plocher (absent) provided a written Finance Committee report covering the 6/30/2021 financial statements. His report 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.

Steve provided the DSCR figure for the fiscal year, which ended June 30, 2021: DSCR = 2.39

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

4. City of Novato (Jay Shelfer)

Jay spoke with the Novato City Council and Chris Blunk. See agenda item E-1 (Ad Hoc Committee for update of Park Rules/Regulations) for details about his discussion.

5. 2x2 Meetings (Carol-Joy Harris, Jay Shelfer)

No report.

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

Matt provided a Park infrastructure update. Matt was contacted 7/16/21 by PG&E about the PG&E grant application submitted by the Park. The Park successfully made it past the first review by PG&E and is now a finalist candidate for the PG&E grant infrastructure program.

A more detailed application is currently being worked on, to be submitted prior to 9/1/21. If the Park is chosen by PG&E for the program, construction could begin within three years (at the latest). Matt mentioned the Park is way ahead in comparison to other Parks.

Jay spoke with the PG&E representative for further details about the Park's status. Matt also added he has already written the second application. The City staff are reviewing it to make sure Matt's data details (power generation, etc.) are correct. After their review, the application will be ready to submit. Matt has a meeting scheduled with the City on 8/10/21.

Jay spoke with Chris Blunk, who assured Jay the City engineering staff is currently working on the submittal and that it would be done prior to the deadline. Chris will contact Matt and Jay when it is done.

The program would pay the costs of replacing the Park electrical/gas infrastructure (with new). It would not cover water, phone, cable, etc.

Jay added that during the PG&E infrastructure work, the hope would be to include other infrastructure projects (water, sewage, fiber network, etc.) alongside. I.E., take advantage of the streets being temporarily torn up for the new electrical/gas infrastructure, etc.

Dave Tetta wondered about the costs the residents might incur from the infrastructure upgrade, and/or the experience at other mobile home parks. Matt thinks the majority of those costs would be to the homes operating under 100 amps that may need to do work on their sub-panels. Everything up to the meter would be replaced by the program. Each resident would then have their own account with PG&E for gas/electric. Matt is happy to follow up and try to get as much as he can to provide to residents.

Warren Edgar voiced concerns that PG&E could use the upgrade program to raise rates. Jay described how PG&E assesses rates. The PG&E infrastructure upgrade would make the system safer. Matt mentioned the rates the Park is paying is low. There is a locked-in contract.

Ellen Jane wondered if smart meters would be installed by the program. Jay thinks so, but he added there would be discussions beforehand. Nancy Bingham mentioned if everyone has their own meter, it would encourage people to use the gas/electricity more wisely.

7. MVEST/Firewise Committee (John Hansen)

MVEST is a standing committee of PAC. MVEST meets every Monday evening at 5 PM. Each meeting agenda is posted on the MVEST website several days before a meeting. To receive MVEST meeting minutes, email Carol-Joy

John indicated that thanks to John Feld, the block captain program has been reinvigorated.

John reviewed that MVEST aim is to stay on top of potential Park issues, disasters and emergencies. MVEST is involved with preparing its volunteers to help residents through these periods.

Current MVEST issues include: the Covid pandemic and its impact at the Park, fire safety, Park security.

8. HOL (John Feld)

No report.

9. MAR VAL

No report.

E. OLD BUSINESS

1. Review and discuss the final committee draft of the Ad Hoc Committee on updated Rules and Regulations, and vote on whether the current version is ready to send to City staff, City Attorney, and Management.

(Note: A previously-distributed document (#14) relates to this topic. The document was not attached to this evening's meeting agenda, which was indicated on the agenda.)

Jay spoke with City staff and the City Council regarding their commitment towards the Park Rules/Regulations. The City indicated it would get back to Jay this next month.

Jay made a motion to table discussion of this agenda item until next month. Carol-Joy objected to the delay. She noted how distressed the Board has been by the City's lengthy delay at previously reviewing the draft Rules/Regulations document.

Jay called for a vote. The motion passed 3-1 (Carol-Joy voted "no").

2. Receive recommendation from Ad Hoc Committee on staffing, and possibly vote on creating a part-time permanent position to assist Park General Manager Matt Greenberg (John Hansen, Carol-Joy Harris)

Matt indicated he doesn't need help right now. If assistance is needed by the PAC Board, Matt could pursue. John to speak further about the topic with Matt and Carol-Joy.

Carol-Joy moved to table discussion until next month. John seconded the motion. No comments were received. Board members voted. Motion to table discussion passed 4-0.

F. NEW BUSINESS

1. Receive recommendation from Yard Maintenance Committee, and possibly vote on moving the Humanitarian funds for this purpose and the ongoing administration of the project from PAC to HOL (Peggy Hill)

Peggy Hill introduced the topic and added that it seems logical that the Humanitarian Fund be transferred to HOL administration.

John made a motion, which was seconded, to move the Humanitarian funds for this purpose and the ongoing administration of the project from PAC to HOL. The motion was opened for discussion.

Carol-Joy added that Steve Plocher (absent) has expressed his consent for the motion. It could easily be done, financially.

Jay wondered about Matt's continued involvement with such change. Matt knows the residents. Matt responded that HOL has an annual fund drive. He's happy to continue to contact residents and speak with them. He would love to stay involved.

Nancy Bingham thinks the HOL Board should be contacted about it. Several PAC Board members responded that the topic is on the HOL agenda. Carol-Joy added that HOL participants seem positive about it.

Jay amended the motion to say the motion is contingent on HOL's agreement. Carol-Joy seconded it. PAC Board members voted. Motion passed 4-0.

2. Consider establishing a fully accessible, secure means for MVMCC residents to conveniently leave and return to the Park via bicycle.

Jay introduced the topic of establishing a Park access for residents with bicycles (etc.). The access in mind is the alternative entrance (and emergency entrance) at Meadow View that leads to Hamilton. There's currently a locked gate. Such an entrance would alleviate residents (with bikes, etc.) from having to negotiate the Park entrance hill to leave/come into the Park.

Matt commented he doesn't think it safe to get a bike over the hill and that the Meadow View gate would be great. It would also provide access to the bike path for residents. However, security would need to be examined regarding people from outside entering the Park. Also, City permission would be needed. Carol-Joy wondered if the road is for Fire District use.

Matt mentioned the topic should be brought up at the next 2x2 meeting. The Park could also advocate for permission to do some grading there.

PAC Board members and residents discussed the topic further. Jay suggested using a combination lock/chain to secure the access, and disseminating the code to residents. John mentioned there are several options for securing it, including installing a card reader and disseminating cards to residents that can also be used for accessing the pool area.

John introduced that there are several different types of gates and he gave examples of how emergency responders gain access to different gate types. Some of the gates use power – some using AC, others DC. John feels the type of gate and security would depend on what the City and Fire District (and Police) are willing to approve.

Vicki Waddell wondered about liability issues for the Park. Carol-Joy indicated that the question will be asked.

Joe DeAvila has concerns about the electric bicycles currently driving (fast) up/down Park streets and hills. These cyclists need to comply with speed limits.

Bill Davis voiced concerns about Park privacy and security. He also wondered who would be in charge of maintenance. Will it be an unofficial bike trail? Will there be two gates? Who will ensure the gate is closed. Bill stressed the seriousness of considering human behavior in this decision-making.

John Hansen commented the gate would be for residents, only. Only the one gate in the middle would be involved.

Carol-Joy proposed having Matt investigate further and discuss the topic further at the 2x2 meeting. Several Board members and residents indicated they want to be involved.

Carol-Joy and John discussed various options for a motion towards establishing an Ad Hoc Committee. John repeated the following consensus motion, with Carol-Joy seconding:

“To establish an Ad Hoc Committee to investigate an additional bicycle ingress/egress in the Park, with John Hansen as chair.”

Jay asked Matt if he is on board with the motion. Matt would like to follow through to see if it could be done. He feels such a gate could be an asset to the Park.

Bill Davis indicated two (not one or three) PAC Board members would need to participate on the committee for it to be Ad Hoc to PAC. Vicki Waddell volunteered to join, with John Hansen as chair.

Jay called for a vote to establish the committee. The motion passed, 4-0.

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

September 7, 2021 (Tuesday), 6:00 PM
PAC Board Regular Meeting

H. ADJOURNMENT: 7:33 PM