

FINAL Meeting Minutes

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

Regular Meeting
October 5, 2021 (Tuesday)
6:00 PM

ATTENDEES:

- BOARD MEMBERS: John Hansen (Vice President), Carol-Joy Harris (Secretary), Steve Plocher (Treasurer), Jay Shelfer (President), Vicki Waddell (At-Large).
- PARK GENERAL MANAGER: Matt Greenberg
- RECORDING SECRETARY: Susan Windman
- ZOOM HOST: David Tetta
- OTHER: 15 attendees (including PAC Board members) via Zoom. Additional attendees through Comcast Cable Channel 26 (live broadcast).

CALL TO ORDER: 6:00 PM

Jay Shelfer called the PAC Board meeting to order at 6:00 PM.

A. APPROVAL OF FINAL AGENDA

Jay Shelfer called for approval of the final agenda. John Hansen made the motion for approval, seconded by Vicki Waddell. Motion opened for discussion. No discussion or agenda changes requested. Motion voted on and passed 5-0.

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

Public comments received at the meeting:

- Jay commented that the Novato City Council is considering appointing or holding a special election to fill the newly-vacated Council position that represents the area which includes the Park. Jay feels it is important for Park residents to show interest and participation in this. Jay held up a mailer sent by the City of Novato.

- Ellen Jane Schulz wondered why the PAC meeting agenda wasn't sent out to everyone. Carol-Joy explained the agenda is sent to PAC Board members and anyone else who requests it, and that the agenda is also posted on the Clubhouse board for PAC.
- Anila commented she also didn't receive the agenda or minutes. She suggested going through the distribution list to ensure it has current/accurate information.

C. CONSENT CALENDAR

1. Approve minutes of September 7, 2021 regular meeting.

Jay called for approval of the September 7, 2021 meeting minutes. John moved to approve the September 7 minutes. Steve seconded the motion. Jay opened motion for discussion.

Carol-Joy had the following corrections:

- Agenda item B, second bullet – Misspelled word. Word is spelled “stewards” (not “stewarts”).
- Agenda item D-7, third paragraph that starts with “Anila wondered” – Insert “and” between “ordered” and “should” (“... ordered and should ...”)
- Agenda item D-8, first sentence – Delete “15th” and replace with: “Park’s 50th” (“...the Park’s 50th birthday party...”).
- Agenda item D-8, third sentence – Delete “in the afternoon” and replace with “afterwards” so the sentence reads: “...variety show, afterwards.”
- Agenda item D-10, last sentence – Misspelled word. Word should be “add” (not “all”). The sentence should now read: “...to add the topic to the 2x2 agenda.”

Carol-Joy asked to amend the motion to approve the September 7 minutes. John seconded the amended motion.

Ellen Jane Schulz indicated she had a correction for agenda item D-1. In the first paragraph of Matt’s water report, the per capita figure for Marin County is shown as 400. Ellen Jane disputes this number. Carol-Joy suggested deleting the sentence. She made an amended motion to include deletion of the following sentence: “Per capita use in Marin County hovers around 400.

Jay called for approval of the amended motion. Motion voted on and passed 5-0.

D. REPORTS

1. Maintenance and capital projects (Matt Greenberg)

Matt provided an update of Park projects:

- Retaining wall – Several more retaining walls have been completed.
- Pumphouse #1 – Pumphouse #1 failed several times since the last PAC meeting. Primary parts were replaced. Needed to get an electrician involved. Also needed to manually restart the pumphouse. Pumphouse working fine now. The system is old. Matt has had discussions with City of Novato Public Works about its condition and replacing the pumphouse.
- Clubhouse security – Matt has scheduled new electric locks to be installed on gym doors and the pool gate. After the locks are installed, residents who use the gym/pool will be given an access card. Matt to write a letter about this to residents. Installation of the rest of the system is complete, including the camera and monitoring system at the pool. Camera monitors the pool area 24 hours/day. If someone enters after hours, the camera system notifies the security company.
- V-ditches – V-ditches are currently being cleaned of weeds and other dry material, in preparation for winter.
- Fireside Room – Air handler in the attic above the Fireside Room is broken. There is no heat or air conditioning in that room. Matt is trying to get someone to repair the system.

Matt provided a report on Park water usage:

Total water use for the this period is 43,900 gal/day, which equates to 139 gal/household, a slightly less amount than last month.

Dave Tetta wondered if Matt could summarize water usage for different years by comparing usage at same time of year. Matt said yes.

Peggy Hill wondered about the expensive-looking retaining walls that went in where two new homes are going in. Is the Park paying for them? Matt indicated that the Fallen Leaf retaining wall and the others above 15 and 17 Marin Valley Drive came out of Reserves. \$450,000 was planned for the projects, but Matt feels the costs will be less.

2. PAC Treasurer's report (Steve Plocher)

Steve provided the PAC Treasurer's report for month ending 8/31/2021.

Note that the Humanitarian fund is still a PAC account.

PAC bank account balance (8/31/21)	\$4,522.81
Humanitarian fund	\$1,763.50
Remaining PAC petty cash fund	\$2,759.31

Of the PAC Board annual budget (of \$4000), \$433.86 has been spent.

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

3. MVMCC Finance Committee report on MVMCC financial statements for the two months ended 8/31/2021 (Steve Plocher)

Steve notes the DSCR (debt-to-service-ratio) calculated by the management company will no longer be considered by City of Novato.

Correct DSCR calculation:

Net Surplus YTD 8/31/2021	\$(165,618)
Add back:	
Loan interest exp	18,194
Capital expenditures	318,725
Sewer adjustment	(50,820)
Park Improvement fund	<u>0</u>
Adjusted total of Net Revenues	\$120,481

Divided by YTD debt service of \$108,529 = 1.11 DSCR

Steve commented regarding the low-ish DSCR figure. He mentioned tree maintenance and fire abatement charges occurred over a few months rather than divided out throughout a year. Steve estimates the DSCR to be 2.25 if the excess charges are adjusted, accordingly. Steve is not concerned about the figure.

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

4. City of Novato (Jay Shelfer)

No report.

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

2x2 meeting was held September 20. Jay, Carol-Joy and Matt attended. Jay provided a summary of the meeting:

- Chris Blunk report has been received by PAC. The Club View turnaround project to be completed in very near future. City to put out a contact soon for work on Pumpstation #1.
- Draft Park Rules and Regulations is in the City's hands. It has been distributed to staff for review.
- The City responded to the question if hillside vegetation removal could be paid for through the Reserves. The City cannot do it, but could the work be treated as a capital expense.
- The City responded regarding the use of Meadow Gate for access to/from Hamilton and Smart Train. City is not sure about the access being feasible.

Steve commented regarding how to pay for hillside vegetation removal. He feels such work could be considered a capital cost. Jay to set up a meeting for Steve to speak with the City's finance staff.

John Hansen mentioned he and Bill Davis are working on a plan to bring in an expert, such as a state forester, to advise on what needs to be done there for fire mitigation. From that perspective, John and Bill would be looking for grant money to pay for such costs.

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

No report.

7. MVEST/Firewise Committee (John Hansen)

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

John presented the following activities summary:

- Kevin Mulvany regularly walks around the Park wildlands to ensure there are no local camping/fire threats.
- Firesafe Marin offers programs through Comcast Channel 30 (Wildfire Watch) or on the FIRE SAFE MARIN YouTube channel. Second episode of Wildfire Watch covers Evacuation and airs on Comcast Channel 30, October 14, 6 PM. The program is also streamed at www.firesafemarin.org/programs/wildfire-watch.
- Fire Safe Marin is holding a meeting via Zoom on Friday, 10/8/21, 9 AM. A Firewise leaders meeting to occur at 11 AM.
- Block Captain training occurred last month. The training went well. John Feld to lead a make-up class for those who couldn't make last month's training. Time/date to be determined.
- Bill Davis is arranging a hands-only (no feet, etc.) CPR training, to be held probably in December.
- Erma Wheatley continues to keep the website, at www.marinvalley.net, up to date.

New projects MVEST is working on include:

- Mobile home replacement costs – Examining what the actual replacement costs would be.
- Emergency Operations Plan, 2014 – Updating/revising the 2014 plan.
- Marin Center for Independent Living (MCIL) – Exploring a partnership with MCIL to figure out an emergency plan for all populations.

John mentioned they are looking for more volunteers.

8. HOL (John Feld)

John Feld provided an overview of HOL activities:

- Tomorrow at 6 PM, HOL will hold a live meeting at the Fireside Room. John invites everyone to attend. They will discuss moving forward with the yard maintenance program.

- The 50th anniversary party will be held on October 16. Dinner to occur at 5 PM. There will be a variety show, afterwards. Auditions will be held for performers. John indicated they are looking for people to join the Siegfried Chorus.
- Dump run scheduled for November probably canceled.

Anila wondered if the Park could subsidize a pick-up run. John Feld to speak further about it with Anila.

9. MAR VAL

No report.

10. Receive report from Ad Hoc Committee to investigate an additional bicycle egress/ingress to/from the Park (John Hansen, Vicki Waddell)

John indicating they are still reviewing issues. Looking at access issues through the neighborhoods next to the Park. Matt to speak with Dave Dammuller, City of Novato Public Works, about easements and access permissions.

E. OLD BUSINESS

1. 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)

Carol-Joy asked Matt to speak. Matt indicated he doesn't need additional help at the front office. Matt indicated the topic can be permanently tabled, unless things have changed.

Carol-Joy moved for motion to table. John seconded the motion. No comments were received. Board members voted. Motion to table discussion passed 5-0.

F. NEW BUSINESS

No new business.

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

November 2, 2021, 6 PM.
PAC Board Regular Meeting

H. ADJOURNMENT: 6:50 PM