

FINAL Meeting Minutes

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

Regular Meeting
November 2, 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 (absent)
- RECORDING SECRETARY: Susan Windman
- ZOOM HOST: David Tetta
- OTHER: 9 attendees via Zoom. Additional attendees through Comcast Cable Channel 26 (live broadcast).

Matt Greenberg, absent.

Kate Whan, City of Novato Public Works Administrative Manager, present for discussion of the recent Park power outage (see agenda item D-6, MVEST Report). Kate earlier distributed a document to PAC Board members concerning the power outage event.

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, with one change. Jay requested the MVEST report (agenda item D-6) be moved to the top of the Reports list (agenda section D) to accommodate Kate Whan's participation at the meeting. Carol-Joy moved to approve the motion and John seconded it. No other requests or comments offered. Jay called for a vote. Motion passed 5-0.

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

Public comments received at the meeting:

- Ellen Jane Schulz offered two comments. She thanked PAC for sending the meeting agenda and minutes. She also spoke about a dryer-sheet smell that heavily drifted into the nearby cul-de-sac where she regularly exercises. She is sensitive to such smell and wonders what could be done.

C. CONSENT CALENDAR

1. Approve minutes of October 5, 2021 regular meeting.

Jay called for approval of the October 5, 2021 minutes. Carol-Joy moved to approve the minutes. Jay seconded the motion. Jay opened motion for discussion. No discussion.

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

D. REPORTS

(NOTE: MVEST Report (D-6) moved forward to the top of Reports.)

6. MVEST/Firewise Committee Report (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 started the MVEST/Firewise Report by introducing Kate Whan, Public Works Administrative Manager, City of Novato. Kate was very involved with looking into the outage after it started. The outage occurred at the Park on October 26, mid-morning, when the PG&E supply of electricity went down. Power wasn't restored at the Park until around 9:30/10:30 PM.

The MVMCC main switch cabinet is where energy first comes in. There had been an extraordinary amount of recent rain and wind. The inside of the cabinet appeared to be impacted from it. All fuses were blown.

Kate Whan mentioned the City of Novato was unaware of the outage until the afternoon, and then immediately contacted their contractor, Comco. The City also dispatched their City engineer (a civil engineer) who has been working on the Park's sewer system and is familiar with the Park's systems. The engineer immediately began to investigate.

PG&E indicated they are responsible only up to the point of their power supply but not for the equipment inside the Park, which is responsibility of the City and the Park's general manager.

It took about an hour for Comco to arrive at the Park and for their technicians to start examining the nine transformers before then opening the Park's high-voltage main switch box. Once the situation was thoroughly examined, power was turned back on.

Comco technicians returned to the Park the next day (after the outage) to go through everything. They checked the transformers and the main switch, and cleaned the cabinet area. They feel arcing had occurred and is the reason for the outage. They recommended going through and servicing all the equipment. Matt is going to do this. Kate indicated if the servicing goes over the maintenance budget, Matt can contact the City and indicate how much over. The City can authorize it as a maintenance item (without City Council involvement, for example), unless the work becomes a major project.

Kate mentioned the application submitted to the Public Utilities Commission for PG&E to take over maintenance, servicing and distribution of power in the Park, which Kate feels would be of benefit to everybody. Kate indicated the City is committed to work with the Park's general manager to keep the residents informed of the details of what is planned.

Jay provided additional details. He was present at the Park during the outage, observing the response by the City's engineer, PG&E technicians and Comco technicians. Three fuses from the PG&E power supply side (outside the Park) had been blown and had to be replaced by PG&E. Comco performed verification on the Park side. Jay also mentioned that Matt is automatically notified when a power outage occurs at the Park and he had immediately directed two Park workers to contact Comco.

John commented that about 30 minutes after the power outage began, Comcast also went down, which greatly severed communications for residents to/from the Park since cell reception at the Park is poor.

A big issue at Marin Valley is emergency communications. John offered recommendations, including the ability to appoint deputy Park managers when Matt is indisposed during an emergency event. John also recommended MVEST look further at power outages and examine at what point do outages become an emergency situation.

Kate Whan mentioned the usefulness of signboards and that the Clubhouse is an ideal location for those who can get there. What needs to be identified are the residents who are vulnerable and can't get to the Clubhouse. There needs to be a way to activate 911. The 911 system can help out during Park emergencies – can set up shelters, can go door-to-door, can augment what MVEST does.

Carol-Joy thanked Kate for coming to the meeting, and for Kate and her team's help during the outage.

Jay thanked Kate for coming, and for her support.

1. Maintenance and Capital Projects Report, including water usage (Matt Greenberg)

Jay presented Matt's report on Park maintenance and capital projects (Matt absent):

- Water usage – Over last 6 months, Marin Valley has used the most water of the water district's accounts in Novato. However, the usage last month was down about 13-15% from the previous month. Last month, water usage averaged approximately 45,000 gal/day. Usage from the same time last year was 50,340 gal/day.
- The emergency drainage project has been completed on Panorama Drive to reduce the heavy pooling/standing water and properly drain from the water drains from resident homes.
- Concrete V-ditches have been cleaned out, as well as the multiple catch basins clogging from debris carried by the rains.

John wondered about current Covid masking regulations. Jay indicated Matt is currently looking into the topic and will post updates/changes. John commented the Park needs to continue its current mask requirement if no changes have been announced. Carol-Joy would like Matt to send out a Robo-Call if there's a change in mask protocol.

2. PAC Treasurer Report (Steve Plocher)

Steve presented the PAC Treasurer's report for month ending 9/30/2021.

PAC bank account balance (9/30/21)	\$2,725.36
Humanitarian fund	\$ 0.00
PAC petty cash fund	\$2,725.36

Of the PAC Board annual budget (of \$4000), \$883.22 has been spent. One quarter of the budget year has passed, one quarter of the budget spent.

Humanitarian fund dispensed end of the month (end of September). The Humanitarian fund is now under MVEST.

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

3. MVMCC Finance Committee Report, including debt service coverage ratio (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 Deficit YTD 9/30/2021	\$(100,610)
Add back:	
Loan interest exp	27,277
Capital expenditures	363,001
Sewer adjustment	(76,230)
Park Improvement fund	<u>0</u>
Adjusted total of Net Revenues	\$213,438

Divided by YTD debt service of \$162,793 = 1.31 DSCR *

* Tree maintenance and fire abatement activities and subsequent charges occurred over a few months rather than being recurring charges divided out throughout a year. These short-term charges “skew” the resultant DSCR figure. When the charges are adjusted, accordingly, Steve estimates the DSCR at 2.25.

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

4. 2x2 Meetings Report (Carol-Joy Harris, Jay Shelfer)

No report.

5. Project Planning Report (John Hansen, Jay Shelfer)

No report.

6. MVEST/Firewise Committee Report (John Hansen)

(MVEST Report is located at the start of section D (Reports).)

7. HOL Report (John Feld)

John Feld provided a summary of HOL activities:

- The 50th anniversary party will be held tomorrow (Nov 3).
- The yard maintenance program is starting up again.
- HOL is working with MarVal on a Christmas program.

8. MAR VAL Report (Kathleen Dargie)

No report.

9. Report from Ad Hoc Committee to investigate additional bicycle access to/from the Park (John Hansen, Vicki Waddell)

No report.

E. OLD BUSINESS

No old business.

F. NEW BUSINESS

No new business.

G. NEXT PAC BOARD MEETING

Regular Meeting:
December 7, 2021, 6 PM (Pearl Harbor Day)

H. ADJOURNMENT: 6:40 PM