

FINAL Meeting Minutes

**PARK ACQUISITION CORPORATION (PAC) BOARD  
Marin Valley Mobile Country Club**

Novato, CA

Regular Meeting

**March 1, 2022 (Tuesday)**

6:00 PM

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Meeting held virtually through Zoom phone/video conferencing  
and Comcast Cable Channel 26 broadcast.

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**ATTENDEES**

- BOARD MEMBERS: Jay Shelfer (President), 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: Jean Lee
- OTHER: 10 resident attendees via Zoom. Additional attendees through Comcast Cable Channel 26 (live broadcast).

**A. CALL TO ORDER and INTRODUCTION of the PAC BOARD DIRECTORS**

Jay Shelfer called the PAC Board meeting to order at 6:00 PM and introduced himself. He asked Board members to introduce themselves, starting with John Hansen. John, as the chair of the MVEST standing committee, announced that in case there is a power outage or internet disconnection, or other related glitch, the board meeting will be rescheduled within 72 hours. Everyone will be notified with the time the meeting will resume.

**B. APPROVAL OF FINAL AGENDA**

Jay Shelfer called for approval of the final agenda. John Hansen made a motion to approve the final agenda. The motion was seconded by Carol-Joy Harris. Jay opened the motion for

discussion and for a vote for approval of the final agenda. The motion passed with a 5-0 vote.

### **C. PUBLIC COMMENTS**

Jay informed the group that public comment be limited to three minutes for any items not on the agenda.

Erma Wheatley announced that the new 2022 directory is at the printer. She hopes that we'll get it next week. Once ready, the directory will be delivered to each resident. It will be placed inside the front door screen so that nothing will happen to it.

Ellen Jane Schulz expressed that she had asked at the last meeting to cover sewers with storm guards. But at the 2x2 meeting, it was said that Matt was cleaning out (or was going to clean out) sewers. Ellen commented that was not what she asked about. She just wanted the sewers covered.

### **D. CONSENT CALENDAR**

Jay made a motion to table the approval of February PAC Board meeting minutes until the next meeting since the Board had not received draft minutes in time to review them. The motion was seconded by Carol-Joy and passed 5-0.

### **E. REPORTS**

#### **1. Maintenance and Capital Projects (Matt Greenberg)**

Matt reported that there had been several water main fractures near meters, that were both above and below the ground leaks. They were repaired. Matt is getting estimates to replace the spa to give to Chris Blunk, who will propose it to the City Council and see how they feel about it. The construction removal and replacement of pump station 1 is going out to bid, and the estimated start date of the work is this May.

Although not on the agenda, Matt reported that the Novato Fire District, thanks to Lynne Osgood has gotten us a crew to take care of 100 feet of defensible space surrounding the entire Park. Matt would like to talk to the Board at the next meeting to get some directional help with the removal of big downed trees on the hills and to get some of the bigger work done that was talked about over the years.

He is planning on adding money in the budget and creating a bigger fire abatement and tree line items. Matt thinks this would be an opportunity to get that sort of thing done and have a discussion about it at the next meeting. John responded and mentioned that a possible glitch might be the CEQA non-declaration that doesn't cover beyond a hundred feet, and that maybe it should be put on the agenda for the next meeting.

Matt also spoke about water usage. The last meter read date was January 20<sup>th</sup>. We averaged 34,000 gallons per day. The length of time in between reads is 2 months. At this time in 2021, the average was 37-38,000 gallons per day. The last read that we took was 10,000 gallons per day less water usage. This continuing downward trend is a result of the education and discussion with the residents, which is really making a difference. Management is still resetting different times in resident yards and educating them about micro irrigation. Matt commented, "Let's continue this downward trend for better conservation effort!"

John Hansen asked Matt how he would like to meet to discuss the matter concerning the removal of dead and down trees or adjusting the project parameter. Matt said that there was a 37-page report regarding the parameters, with the help of the Novato Fire District, that was sent to the Board. He is hoping that everyone can read it. With the \$70,000 savings, he thinks we can do better, with a deeper defensible space, with the help of the District. John agreed and asked whether we put this on the next agenda for discussion at the next meeting or meet offline at Matt's office. Matt expressed that the project planning committee could meet with him offline first, then put it on the agenda for a discussion so that all Board members can weigh in.

Anila Manning expressed that people want to know when the swimming pool will open. Matt responded saying that it generally opens in late spring, but with warm weather, he will heat up the pool and get some use. However, all the solar panels on the roof have to be replaced. The gas heater can be used to heat the pool, but it takes a while to get it up to temperature. So, generally, April, May, or even early June will be the formal opening date. But while it's warm, the residents can use the pool for a week.

Jay asked what it would cost to replace the solar heaters. Matt said it is about \$8,000. The new panels are reusable. There are a lot of leaks in the existing ones. Jay: We could include this item when we talk about the budget later this month. Matt: This falls under the general repair line item, and that we have funds for that. Jay: Let's get some bids and proceed. Heating that amount of water with gas will amount to thousands of dollars. Let's use the sun. Matt: I've already got the bids and have a contract. I am just waiting for the new fiscal year budget.

## 2. PAC Treasurer (Steve Plocher)

Steve reported that we still have \$2,725 in the PAC account. We haven't spent any money for at least 3 months. The PAC annual budget is \$4,000, and we have spent, year-to-date, \$1991.

## 3. MVMCC Finance Committee (Steve Plocher)

Steve reported the DSCR calculation at 1.74. That is after adjusting for the loan interest expense, capital expenditures, a sewer adjustment, and the Park improvement fund. We have spent very heavily in the early part of our fiscal year on brush clearing and fire

abatement. He thinks we will still come out fine as we move toward the end of the year and moderate all costs that are a little bit lopsided now.

4. 2022 PAC Elections (Steve Plocher)

Steve reported on the election. He contacted all the members of the election committee that was established 2 years ago. The next step is to encourage one of them to be the committee chairman or recruit one from the Park. Of the three Board members who will be up for election, two have stated that they will run for re-election. To Steve's inquiry to Jay, Jay responded that he is still talking to his wife about it.

5. The City of Novato and 2X2 Meetings with City Staff (Carol-Joy Harris and Jay Shelfer)

Jay: The 2x2 meeting occurs quarterly. We can bring up any issues regarding MVMCC to the meeting, which are addressed by the City. So if any Board member or other residents have anything they want investigated, please let the Board know. If deemed worthwhile, it will be pursued in the 2x2 meetings.

Another item concerns the continuing discussion about the opportunity to use federal funds to replace the 2 lift stations. They will reimburse PAC for the one and also pay for the new one. This will go before the City Council sometime this month. We don't have a date yet, but they'll provide a report prior to the staff report to Council. If there is anything the Board needs to know or consider, Jay will call a special meeting.

John asked Jay what the grant amount would be. For pump station 2 and pump station 1, which is coming up for a bid, there will be enough money for all costs related to that. We are going to the City Council asking for their approval. If we get that approval, we will be reimbursed for the full amount.

Jay's question to Matt: The pump station 2 was about \$1 to 1.4 million? How much was the first one? The 2<sup>nd</sup> one has different parameters and needs. We don't really know what the cost will be. Matt: Since they are putting out the bid, we will get a better idea for the costs when we get the information. Carol-Joy commented that the ~\$1.5 million we spent on the pump station 2 could be used retroactively to pay for that. Then going forward, it would pay for the one that hasn't been done. The total is \$3 million. Jay commented that it's a really good thing if it happens!

6. Project Planning (John Hansen, Jay Shelfer)

Jay: To talk about the matter of vegetation up on the hills, the committee will get together with Matt. At the meeting, we'll also discuss the future budget needs. The finance committee and the project planning committee will have to meet with Matt within the next month or so to start those discussions. The City is expecting to meet with Matt later this month or in April. We will discuss the budget for the coming year when the time is right.

## 7. MVEST/Firewise Committee (John Hansen)

John reported on MVEST and Firewise. The last week or so, MVEST and Firewise have been quite active. If you wish to be included in the meeting, held every Monday, at 5:00 PM, on Zoom, just let John know. He will get you on the list and send you the Zoom invite. One thing covered every time is the COVID situation. What the County recommends is very broad-stroked. Considering our special demographic in Marin Valley, John recommends continue wearing masks in the clubhouse and whenever within six feet of anyone else indoors and outside. Please use your common sense and your own judgment as to how you best deal with it.

Our group, seniors, has the highest percentage of vaccination rate but four times the number of COVID cases of the overall population and nine times the number of deaths per capita. That is why John suggests that we remain very vigilant and concerned, and not rush to join the younger people wanting to burn their masks.

Moving on from COVID, Kevin Mulvany walks around the Park once a month and reports anything that is suspicious to the police and to Marin Valley's neighbors. Right now everything is fine. When it comes to Park security, MVEST is considering putting up several more neighborhood watch signs. This is to facilitate the residents who like to be out and about in the evenings, so that they can be more vigilant regarding any foul play that might be going on. Fire Safe Marin has their latest episode of Wildfire Watch (Episode 5) on the Fire Safe Marin YouTube Channel. Thanks to Erma, that is also on [MarinValley.net](http://MarinValley.net).

John is also working with Fire Safe Marin here at Marin Valley, and he will be doing some surveys in the Park to determine what we have to work with. There will then be some specific recommendations for defensible space and home hardening.

For Marin Valley Firewise, John submitted a grant proposal to assist with our defensible space for part of our perimeter fuel break work. It's only \$10,000, but it would be appreciated and put to good use. We should hear from them in a week or so.

MVEST has also begun talks with the Marin Center for Independent Living with the primary focus being to address the needs here in the Park, for example, regarding some of our more challenged individuals with mobility and functional needs. We have no idea how many of these people are going to evacuate or how, in case of an emergency evacuation order occurs. Marin Center for Independent Living will help us with the process and with other things such as computers and training of various sorts.

Otherwise, the major project MVEST is involved in is evacuation planning. The first article, in the March *Echo*, involves putting together a Go Bag: review your Go Bag to be sure that it is up to date and complete. The next article will be in the April *Echo*. It will be about what you have to do with alerts, warnings, orders, and Red Flag Days. The

May *Echo* will have the final article, which will review everything and include a live exercise.

Anila asked about putting up a sign on the clubhouse door regarding the PAC Board recommending residents to stay masked indoors. Her second question was about what's happening with exiting through St. Vincent's and something about a road happening on top of the pipeline.

John responded regarding the evacuation route. First responders need to know that people are using officially designated evacuation routes. He stated that the Novato Fire District, the County of Marin, the Marinwood Fire District, public owners, and the City of San Rafael need to be worked with regarding these routes, making it a complex issue. He stated that what we are prioritizing is: 1. keeping our main access, Marin Valley Drive, clear; 2. having our secondary access off of Meadow View clear and usable; and 3. having an emergency parking place at the bottom of the hill out in the meadow.

Jay asked John: Is there any protocol in the event of an emergency, people using roads that aren't officially designated? Using an avenue of escape, do we have to worry about being sued or being yelled at? Or is there is a provision in the law that states that in an emergency, people can evacuate helter skelter, whatever they feel necessary to protect their lives?

John responded saying that he is reasonably confident that people can use a private road when they run into trouble. If that happens, they would be liable, not the Board. There is still not a designated egress point. There is a ton of money that has been put into evacuation planning and preparedness.

#### 8. HOL (John Feld)

John Feld spoke about the Breezeway marketplace, which is going to happen this weekend. The time has been changed from 1:00 to 4:00, instead of 2:00 to 4:00. There will be wonderful things, as there were the last time. Additionally, cakes and pies from Cheryl Dougherty and her friend will be there.

Our famous author, Vicki Waddell, is writing a play for us called "The Knight Jet". HOL is sponsoring it, and it will be put on in the foreseeable future.

HOL is considering having a community refrigerator, which would be stocked by NGOs and others donating food. It could be placed on the deck next to the ice machine or in that vicinity. It would be available for anybody to help themselves to the food.

Bark in the Park will happen in the next couple of months. This is a dog fair in the meadow, which was very successful last year.

We will have Bill Hartwell come back for a concert this year, in June or July.

Circle of Friends continue to meet to talk about end-of-life issues and helping people get through that stage of their lives. HOL is considering a new group called People In Pain for people in the Park who live with continuous or frequent pain. It would be a support group for people who are on their own. Circle of Friends will be meeting this Thursday at 2:00 or 3:00 in the Fireside Room. Erma added that a video will be shown about having that conversation. The information is also posted on our website, [MarinValley.net](http://MarinValley.net). Ellen Jane Schulz said it is at 4:00 PM Thursday.

## 9. MAR VAL

Vicki read a report from MAR VAL President Kathleen Dargie regarding MAR VAL's activities in March. The St. Patrick's Day dinner is scheduled for Saturday, March 12, and at the pub on Friday, March 18, we will be celebrating the 93<sup>rd</sup> birthday of our benefactor Patrick Wheatley.

## F. OLD BUSINESS

Jay: An old business item to discuss is the possible approval of the City of Novato paying off the remaining bank loan on Marin Valley Mobile Country Club, contingent on receipt of the federal grant to fund the replacement of pump lift stations 1 and 2. It will cost roughly \$3 million, as Carol-Joy spoke about (see item E-5). The grant would replenish our treasury. Our reserves now are in excess of \$6.5 million. We have an existing bank loan of \$3.8 million. We are paying \$100,000 a year in interest on that debt, so we should consider paying off that debt, also taking a long view of how much reserve we really want to have.

Jay added that we must consider the fact that we have to replace our infrastructure, and we haven't heard back from PG&E to possibly replace the gas and electric. In the next month or two, the City of Novato may concur with using those federal funds to replace our sewage pump stations. My recommendation is to delay further discussion on this until we actually see the funds put back into the account. We can do a little more due diligence in terms of what benefits we will derive by paying off that loan, and how much reserves we would then have.

There was a question to Steve, whether the loan was \$3.8 million or \$3.4 million. We are waiting on the City's staff report.

Jan Thomas asked if this would reopen the question of Park ownership, and Steve Plocher replied that there is no connection between the two subjects.

Jay proposed a motion to table further discussion regarding the loan related matters for now. Carol-Joy made the motion, which was seconded by Steve. The motion passed 5-0.

**G. NEW BUSINESS**

No new business.

**H. DETERMINATION OF NEXT PAC BOARD MEETING**

April 5, 2022, 6:00 PM  
PAC Board Regular Meeting

**I. ADJOURNMENT**

The meeting adjourned at 7:00 PM.

Respectfully submitted,  
Jean Lee,  
Recording Secretary