

Final Meeting Minutes

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

Regular Meeting
Tuesday, August 2, 2022
6:00 PM

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

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:** Terri Beausejour
- **OTHER:** 5 Residents 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. He referred a prior comment about Channel 26 to John Hansen, who verified that the PAC Board meeting is transmitted live on Comcast Channel 26 and welcomed those on board.

He introduced the PAC Board members and the respective members introduced themselves.

A. APPROVAL OF FINAL AGENDA

John made a motion to approve the final agenda. The motion was seconded by Carol-Joy and opened for discussion.

With no discussion, the final agenda was approved, 5-0.

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

Jay called for public comments for issues not on the agenda and re-affirmed that individual comments would be limited to 3 minutes.

Ellen Jane thanked Terri (Recording Secretary) for her extensive minutes. She went on to ask when it would be appropriate to comment upon the minutes. Steve stated that this topic is always after Public Comments.

C. CONSENT CALENDAR

Jay called for approval of the July 5th minutes. John moved for approval and Steve seconded the motion.

Carol-Joy stated that she wanted to propose a couple of corrections. She first echoed what Ellen Jane had said in that she thanked Terri for doing a superb job on the minutes and stated that she thinks it is really, really good that people who haven't attended the meeting, but even people who have, if you want to go back and refresh your memory and don't want to watch the entire video, or you want a written record, it is just so wonderful to have these detailed minutes.

On to corrections, on page 8, the 5th paragraph down starts, "Vicki commented that this was another reason that Bill Crozier lost his home". Carol-Joy had told Terri that the correct spelling of his last name was "Crosier" and it is actually "Crozier". The other thing, and she was not sure how to handle it, was that Steve had misspoken on one point on the Treasurer's Report. He had stated that the PAC Board annual budget is \$4,000 per year, of which we have thus far spent \$2,625 and he also said that the petty cash bank account balance is still \$2,625. One of those is not correct. She felt that it was an inadvertent misstatement. The minutes reflect what Steve had actually said. Carol-Joy suggested that when Steve gives his report, he can make that correction. Therefore, she stated that the one and only correction to the July minutes would be the change of the one letter in Bill Crozier's last name. She went on to move that the minutes be approved as amended.

Further comments were made by Ellen Jane. She stated that on Page 6, in the next to the last paragraph, the minutes represented that she had said something about the PG&E Guidelines for the Air Conditioning. The examples of the A/C she found were below that guideline, whereas Ellen Jane recalled being pretty sure that she had emphasized that the examples of A/C settings she found in the Clubhouse were *far* below that guideline, e.g. she had given the example of a differential of 63 and 68 degrees. Carol-Joy summarized that we would add the word "far" below that guideline, then "comma, for example, 63 and 68 degrees".

With that, Jay called for approval of the minutes with the proposed correction. John made the amended motion and Carol-Joy seconded it. Motion approved 5-0.

D. REPORTS

1. General Manager Report (Matt Greenberg)

Jay reported on behalf of Matt Greenberg, who was unable to attend. In terms of the fire update, John Hansen will report on that as part of the MVEST Committee Report.

Matt has completed the retaining wall on 44 Club View. They are currently correcting and re-doing the retaining wall on 63 Marin Valley Drive. Aside from those two items and the prior report on the water, we have been able to reduce our water usage by nearly 10,000 gallons over the previous year. We are doing a good job. He has found and fixed a number of leaks that have existed for a long time and as a result of fixing them, we are able to report that there is less water in the streets and less water seeping out of leased properties, along with the fact that the usage has dropped off. So, congratulations for the work that Matt has been doing. Jay then called for questions and comments.

Ellen Jane commented that this seems like a very reduced General Manager's report as compared with last month and she had a question about the minutes and about what was covered last month. It sounds like this report made the same representations as were made last month, for example, the 10,000 gallons less usage and the fact that the leaks were being fixed, etc. She then referenced Page 5 of the minutes, whereby Jay stated that if the irrigation system is leaking, it is going to be after the meter, in conjunction with the fact that the Park may be implementing individual meters. Doesn't that infer that if we change to individual meters, the residents would not pay for their own irrigation? That is, if the irrigation system is leaking and it is after the meter, doesn't that make it seem like the residents will not be paying for their irrigation, and that the Park will be covering that?

Jay suggested that Ellen Jane take this up with Matt during the month. Jay does not want to comment on Management's ability to do these things. Jay stated that, generally speaking, this is the type of question that you can take up with Matt during the month and since he was not there at the Board meeting, Jay suggested that Ellen Jane go ahead and do that.

Carol-Joy made a correction in that in the prior month, it was reported that the usage was down 7,000 and that this month it was reported as being down by 10,000, even over last month.

Ellen Jane re-emphasized that it was unclear to her as to why the Board was unable to comment on the difference between the irrigation system being before or after the meter. Steve added that it is not an existing situation – it is a possibility when we redo the meter, so there is nothing to be said. Carol-Joy pointed out that it could be years from now before this becomes a timely discussion. John stated that this is not part of this report, that Ellen Jane needs to talk with Matt and that the Board needs to get on with our meeting.

2. PAC Treasurer Report (Steve Plocher)

The PAC petty cash bank account balance is still, exactly, \$2,725.36. He stated that if he had stated a different amount at the last meeting, that was it was an incorrect misstatement. The \$2,725.36 has been the exact number for about 4 or 5 months. He further explained how it is that the number infrequently changes, in that most of the expenses are handled and paid for by Matt out of the Park's general account and then they are posted to our expense account. The petty cash account just exists in case we have an urgent need to spend a small amount of money and Matt is not available. Under such circumstances, either Steve or Jay can write a check and we can go buy what we need to buy, whether it be paper, postage or whatever. It rarely arises, so it is not a problem that our cash account stays the same for many months.

3. MVMCC Finance Committee Report (Steve Plocher):

The finances are in good shape and we ended up with a DSCR (Debt Service Coverage Ratio) of about 2.10, so that is good. It is actually even better than this, because our number doesn't take into account the earnings on our saving account – specifically, on the \$6 million we have in the bank. We rarely find out about that, but it is certainly several thousand dollars, not \$35,000, like we have in the budget; that is a leftover amount from years ago. We are not earning that kind of interest any longer. But his main point was that the DSCR would be a little bit higher if we had those earnings in the report. So, we are healthy and moving forward.

John asked that Steve very briefly explain DSCR for those who are new to the financial reporting. Steve explained that DSCR stands for Debt Service Coverage Ratio, which is a common measurement that banks or financing institutions will use to check and see if the business or organization to whom they loaned money is healthy and capable of paying its debts. Basically, the 2.10 DSCR means that our bottom line is nearly twice as much as our debt service. We have always met or exceeded this requirement, which means that, in the eyes of our lender, we are healthy. It has nothing to do with the laws, or the IRS or the government. It is strictly related to our relationship with the bank, because we have a bank loan. Finally, he stated that he talks about it in some detail as part of the MVMCC Finance Committee Report because it seems as if, when he first “got here”, people were always worried about it and therefore, he always addresses it at the Board meetings.

Jay pointed out that since the City oversees the budget, we must create a budget that ensures that we can cover our debt service ratio. That precludes raising rents, and that is something about which all the residents are very interested. We must monitor that amount and we must be very careful about how the budget is laid out, in that we need to ensure that there are enough funds to cover the funding of the bank loan and the interest that we owe, until it is paid off. For the benefit of new residents, there is a prospect of paying off that bank loan pre-maturity, because it does cost us quite a bit of money in interest and because we have enough funds to, in effect, do that. However, we are awaiting a report that is being finalized now as to what kind of reserves we actually need in order to maintain our infrastructure going forward. We do not want to strip our reserves by paying

off the bank loan until we are sure of our capital needs. Later this year, we should be getting that report. Until then, we must be very responsible as to how we manage the Park finances, without raising rents, of course.

Carol-Joy stated that of course, we are always very financially responsible, but had one point of clarification, in that she was not sure if she had heard Steve correctly as to the current DSCR. Steve verified that the DSCR is, in fact, 2.10.

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

Jay explained that the 2x2 Meeting is an exchange between the PAC Board and the City staff, where we have an opportunity to discuss issues that are relevant to the Park and are overseen by the city. It is a meeting where we are able to talk freely and there is no set agenda. There is always an agenda of things that we are going to talk about, but there is no set agenda, nor particular reporting protocol, related to the content of that meeting. One of the items we have been talking about is related to the Rules and Regulations. Jay asked Carol-Joy to comment on this item.

Carol-Joy reported that we have been waiting for an approval or at least commentary on the draft proposal we submitted about a year and a half ago to the City for them to review and tell us what is enforceable, what isn't, etc. We need guidance from some legal department, either theirs or ours in this regard. We have been promised movement on that during this month (August). Hopefully we will have more to report, perhaps as soon as next month's PAC Board meeting.

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

Jay explained that project planning is basically just treading water at this point because those projects often require taking money out of reserves for capital improvements. Until we get a better handle on the amount of money we have to maintain in reserves and our ability to deal with the improvements that are already being implemented as relates to the infrastructure, we really cannot push ahead with many of the projects which are in the project planning stage at this time. So, we are going to have to wait until we get that aforementioned report from the City before we move ahead with any of the projects we would like to accomplish.

John added that we have some major projects that are in the wings right now and we are not certain exactly when they are going to come through, or if they are going to come through, and what the schedules on those are going to be. So, we must wait to see what happens there. The City will also be involved in the decision as to whether we will pay off the loan. So, we are not doing any additional capital project planning at this point in time.

6. MVEST/Firewise Committee (John Hansen)

John shared a map of the Park and explained that in the upper left corner is the area to the South and Southwest of Fallen Leaf Way and Club View. That section is called “Location #1” and Wilhelm Tree Service has already cleared that section to the extent they are going to do so. The second area at the bottom of the Marin Valley Drive and View Ridge Drive is the area that is being worked on right now. This area contains subsections that are designated “Location #2” and “Location #4”. After we get Location #4 completed, the other two (Location #2 and Location #3) will be addressed next year, because we have already exhausted our funds for this year for that kind of work, which is substantial.

They are not clear cutting the lands and are not working with the grass at all and the goats have already done that. Wilhelm is limbing the trees to about 13’ above grade and removing dead, diseased and dangerous limbs and trees, removing ladder fuel – brush underneath the trees and they are removing the large stands of poison oak that have grown in the area there over the years. The work that Wilhelm has done has been absolutely gorgeous. John stated that he is totally impressed and that it is the best work that he has ever seen by any tree service anywhere, as far as defensible space and the wild land urban interface.

There have been questions by some residents about removing trees. They did remove some trees, but as mentioned, those are diseased trees or those that are about ready to fall on retaining walls, etc. For example, just above Marin Valley Drive, roughly between 107 and 137 Marin Valley Drive, we selected those particular areas, first of all, rather than going from Location 1 to Location 2, then to Location 3 and then doing Location 4 last, we found that Location 4 is below the grade of many homes, all up along View Ridge. So, we decided the best thing to do next would be to complete that area and make that particular hillside safe. If a fire were to start in that location, it would grow very slowly because the grass is very low; it would not go into those trees because the trees have been limbed up and the ladder fuel beneath those trees has been removed. It is about the best that anybody could do at this point.

Jay stated that these areas have not been worked on for 25 or 30 years, an incredible amount of debris and fallen “snag” have been accumulating and this appears to him as to being such a fire danger that would produce a very intense fire that could rain down embers on the entire Park area. All we would have to do is lose one home and it would be a domino effect because the homes are so close.

John interjected also that they have removed all of the “dead and down”. If there were a fire in there, these would catch fire and burn for a long time until a crew with a fire hose put it out. Now, with that material removed, a fire could burn in there and not linger at all. It may burn some grass on the hill and that would be about it. It has improved the safety of the areas that have been worked on tremendously and that is meeting the letter of the request by the Fire District as to what we need to do. Those areas will grow in time too as the Fire District is working on the California Environmental Quality Act (CEQA)

study right now. This requires an extensive report to be undertaken in the application to do the work in these areas. The Fire District is working on that report right now, so in the future, we will be able to do everything all the way up to the ridge line and all the way around. Also, worth mentioning is that we are not removing all the brush; only the brush that is underneath the trees. So, we are leaving some of the brush for habitat for birds and other small animals. When this is completed, we will end up with a very healthy environment and one that a fire can go through and not cause damage. It would actually be beneficial to that environment. That is a natural state for California, quite frankly, and we have not observed this for over 100 years. This is the change and the research and the direction in which everything is going, and we are right at the cutting edge here. In conclusion, John is very proud to say that we are there and that this work is being done.

Ellen Jane commented that from what she can see in walking down the hill that the change is dramatic – the difference that they have made is dramatic behind the homes such as behind Alan Wong’s and down that way. It looks, not manicured, not denuded, but it looks stunning. Her question was, “how did we find Wilhelm” and why Marin Tree had previously gotten everything in terms of being the primary tree service instead of Wilhelm. She wondered if Wilhelm could become the primary tree service, partially because she stated she has had some issues with Marin Tree Service.

John explained that Wilhelm is a “heavy lifter”. They don’t do the manicuring work that Marin Tree does. Marin Tree is one of the best John knows of in the County. Wilhelm works off road, in the wildland urban interface and elsewhere as well. They are one of the primary contractors for PG&E and they are doing some of the work for the Marin Wildfire Protection Agency (MWWPA). They are a heavy lifter all throughout Marin, Sonoma, Napa Counties and elsewhere as well. They do a lot of heavy work. They have big, heavy trucks that carry 20,000 pounds of “stuff”. They have a grappling hook that picks up trees and puts them in the back of the truck as if they were picking up sticks. It is amazing what they are doing. John encouraged going down and watching them, as it is very inspiring.

Anila Manning asked if pictures and a few words of explanation could be provided for the next ECHO. John stated that he is already preparing an article for the next ECHO as well as an overview of the entire strategy for wildfire mitigation. It will include this, some pictures, the home hardening, the space around the yards, the 5 foot zone – trying to piece everything together.

The final topic for MVEST is some of the ongoing work by sub-committees that are timely for this time of year. This includes some wildfire work (mostly the MVEST committee). As per the dense smoke, we have been spared from impact thus far, although we have already had some huge fires. In the future, the wind in the wrong direction could put us right back in that “soup” again. We are putting together a protocol to address the occurrence of dense smoke. As to power outages, we already have a protocol there, but we must massage that a little bit. Finally, we are working on a high heat protocol at the present time as well. There will be reports on these various projects at the next monthly

(rather than weekly) MVEST meeting on Monday, August 8th at 5 pm. Anyone wishing to receive the URL on the Zoom invite for that is welcome to let John know.

7. MAR VAL

Vicki Waddell reported on behalf of Carolyn Corry. Fred Dargie has decided to retire. She thanked Fred for his years of service tending the bar. It is no small feat remembering everyone's favorite drink and their preferences: a little ice here and a dash of bitters there. MARVAL is actively working on energizing Pub Nights and events. Here is what we can look forward to in the near future:

- August 20: Picnic in the Park
- September 5: Labor Day
- September 23: Oktoberfest

Carol-Joy asked if there is a replacement at hand for Fred in the role of Bartender. Vicki stated that she didn't know of anyone that may be at hand, but that Carolyn was actively working on some changes, this likely being one of them. She pointed out that the replacement of Fred is not going to be easy, but that they are working hard on it.

Carol-Joy stated that she thought she was seeing a Zoom square for Carolyn, thus wondered if Carolyn was in attendance. She wondered if there was yet any information on a Halloween Party and Vicki verified that there is no information for this year, as yet.

8. HOL (John Feld)

The HOL meeting is tomorrow at the Fireside Room. All are welcome.

In the interim, HOL had a dump run, which was the busiest ever. We were unable to undertake all of the households that we wanted to handle. However, he thinks there were 34 houses all together, which was a lot. We had good help and got some money for it. Altogether, it was successful and he is guessing that the next dump run will be sooner, rather than later, based on the response and success of the latest.

HOL has a new Board member. Lisa Jackler is joining HOL as a Board member and tomorrow night will be her first night on the Board. The meeting will be held in Fireside Room at 6 pm. Michale Dancer, who is on the Board already is going to be there. HOL is very dynamic and growing and being productive. We are working with MVEST committee and have started a new committee, (he is uncertain as to whether it is officially an MVEST committee or an HOL committee) to look at how we can improve defensible space around peoples' homes. So, we are looking at fire danger and 5 ft of cleaning up around houses. Some people have done magnificent work and are getting substantial grants from the City and the Fire Department and it's going very well.

E. OLD BUSINESS

There is no old business on the agenda.

F. NEW BUSINESS

There is no new business on the agenda.

Ellen Jane asked if this is the part of the meeting where questions may be asked about the website, or whether that is part of MVEST meetings. Carol-Joy confirmed that this topic would be part of MVEST meetings.

G. DETERMINATION OF NEXT PAC BOARD MEETING(S)

Tuesday, September 6, 2022 at 6 P.M.

H. ADJOURNMENT:

The meeting was adjourned at approximately 6:43 P.M.

Respectfully submitted,

Terri Beausejour
Recording Secretary