

FINAL Meeting Minutes

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

Regular Meeting
Tuesday, January 3, 2023
6:00 PM

NOTE: Draft minutes have not yet been approved and are subject to revision at the upcoming PAC Board meeting.

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

ATTENDEES

- **BOARD MEMBERS:** Jay Shelfer (President), John Hansen (Vice President), Carol-Joy Harris (Secretary), Steve Plocher (Treasurer and Chairman of the Finance Committee), Vicki Waddell (At Large)
- **PARK GENERAL MANAGER:** Matt Greenberg
- **RECORDING SECRETARY:** Terri Beauséjour
(Absent – Minutes were captured via Zoom Recording)
- **OTHER:** Approximately 6 other residents via Zoom. Additional attendees through Comcast Cable Channel 26 (live broadcast).

CALL TO ORDER

Jay Shelfer called the PAC Board meeting to order at 5:58 P.M. and introduced the televised and Zoom meeting for PAC, the Park Acquisition Corporation of Marin Valley Mobile Country Club. Jay introduced himself, as did the other Board members.

A. APPROVAL OF FINAL AGENDA

Carol-Joy corrected the agenda as to the date of the next Board meeting. It should be corrected from February 6th to February 7th. With no further discussion, the final agenda was approved 5-0.

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

Carol-Joy announced recent changes to the Brown Act which state that soon, public agency meetings must be either in person or hybrid. She suggested that we set up a camera in the

clubhouse and, if necessary, find a time slot for Channel 26 to broadcast the pre-recorded meeting.

Michele Rodriguez volunteered to get the language of the changes to the Bagley-Keene Act from either the Institute of Local Governments or the State Clerk's Office. Carol-Joy thanked her for offering and asked that she distribute the resulting document to all five Board members and to Matt.

Ellen Jane Schulz brought to Jay's attention that he has been starting the meeting a few minutes before 6:00 P.M. She also brought up a correction to her statement during last month's meeting relative to tripping hazards at the bumpers in front of the clubhouse. She stated that the minutes were accurately transcribed, as far as she could tell, but that she had misspoken in that she may have implied that she had a problem with the lighting itself. She clarified it was not the lighting, but tripping hazards. She acknowledged that striping on one side had helped, but why did the other side not get striped, for example?

Ed Collins raised a question about the clubhouse events policy. He has two friends who are getting married in May and have approached him about using the clubhouse. Ed shared that he had talked with Matt, who stated it was "highly discouraged." Ed read the rules and said he was a little confused about "private event" versus "resident-sponsored event." Event guidelines describe "private event" as an activity sponsored by an individual or resident or group of residents, with attendance by invited guests. Ed said he knows there have been birthday parties, etc. He thought he could sponsor his friends and be at the wedding. He wants to know from Matt and the Board members whether it is only "highly discouraged" or if it is just not allowed. Ed would be at the event, and they would pay any fees, so is a private event sponsored by Ed possible? Jay said he would look into it. He pointed out that we don't really want to bring outsiders into the clubhouse just because of tangential relationships among the residents. Jay stated that he doesn't have a particular answer for it and therefore referred the question to Matt, who will get back to Ed in the next day or two.

C. CONSENT CALENDAR

Carol-Joy moved for approval of the December 6, 2022 meeting minutes, with a second by John. Jay called for discussion, there was none, and the motion passed 5-0.

D. REPORTS

1. General Manager Report (Matt Greenberg)

Jay introduced Matt Greenberg, explaining that Matt would be reporting on maintenance and capital projects, including information on water usage, energy usage, and street and parking lighting.

Matt reported as follows. We are generally done with most of our work by this time of year. The construction of a very large concrete block retaining wall, with a lot of drainage involved, is going well and is close to being done.

The Park's water usage is down 31% from this time last year, which is really good. Much of that may be attributed to the repair of several leaks that have been ongoing and have now been uncovered and fixed.

We have installed reflective caution tape on the clubhouse side of the parking bumpers, where we understood that residents were having trouble when leaving the clubhouse, and where someone tripped and fell.

We have also ordered new lighting that is going to be added to the existing low-voltage system that we have in front of the clubhouse. The problem with "real" lighting is that we don't have 110 power out there. It is kind of a big deal, requiring permits and such. It would have to be designed and determined as to what type of lighting to put in that would not impact the night sky (downlighting), such as for the folks on View Ridge or right in front of the clubhouse. It would still have downlighting to focus more on the walkway. We have been plagued by this for a long time. This is why there are string lights that go down the fence in both directions. It's just a difficult situation, but we did add lights at the exit to the clubhouse that is nearest to the big pine tree at the southern corner of the clubhouse. The lights that we ordered for the pathway, in addition to what is there, have not come in yet, but they have been ordered from Strom Lighting. That should help.

We have talked with Mar Val and offered to buy small headlamps or flashlights for the residents. There were mixed comments regarding whether or not we need them, whether people would or should bring their own, or whether anyone would want them. It seems to be a continuing problem, as once or twice a year there is somebody who falls out front when they are leaving the clubhouse. They either go left or right from the clubhouse, and it is dark in both directions. So we are happy to go that route as well, but again, there were mixed comments from Mar Val about this idea.

The maintenance crew is completely finished with cleaning all of the V-ditches surrounding the Park and all of the catch basins within the Park. They were always cleared over the years with leaf blowers, but they were not fully cleaned and shoveled out as they should have been. As of the last storm, they look really clean, so there was a lot of water that was running through them. There is still some pooling water, and Matt has had calls from two or three residents who have had quite a bit of water that has come down around their home or, due to improper drainage, has gone underneath their home. All in all, throughout the last storm, we did fairly well, and Matt is looking forward to seeing how we do in the coming days, when there is going to be more weather coming in. Some of the older homes that have no French drains or old French drains that are not working properly, or are plugged, can get water under the home. We only have \$25,000 per year in the budget to install these types of drains, and that includes cleaning the V-ditches. We try to take care of as many as we can, but realistically, we only get two to three done each year.

Once Matt concluded his report and called for questions, Carol-Joy asked if he would cover energy usage as well. Matt stated that he does not have an energy report. The Park has one bill for gas and electrical, and the residents are sub-metered, so he really can't give an

accurate report with the extra usage or what we use. December was very cold, and a lot of residents have come to him, even as recently as today, who had very high gas or electric usage. They are generally residents who have older homes that may not be very well insulated. They may not notice when the furnace is left on; they just need to be warm. And it can get quite expensive. Matt tries to help them get into the Care program, where one can get 20-30% off one's utility bills. Just today, Matt helped two residents get into the program, and one of them has been here 12 or so years and didn't even know about it. It's a really good program. It is encouraged, and it is valuable to those who need it.

In terms of our usage, gas and electric were up quite a bit in December. Carol-Joy wondered if there were an aggregate number. Matt stated that he can't really readily develop one because although we have our main meters, it would take quite a bit of work to determine what is used by residents versus the clubhouse, etc. He stated that he could feasibly provide an estimate and that he had done it before when there were questions about the spa being heated all year. He feels that his estimate was pretty close but may not have been 100% accurate because it was just an educated guess.

Carol-Joy stated that, given Matt's assessment of the feasibility of fully accurate reporting, she would remove the energy usage wording from the PAC Board meeting agenda in the future.

Jay asked that Matt promote the Care program in his report in the next month's *Echo* and give people guidance as to how to apply for it, the references to it, and what the parameters are. That is basically the yearly income of the individual. Matt stated he is required to advertise it twice a year. He thinks it will come out in January, and he would be happy to put it out there more frequently, but he also does talk with residents about the program quite often. Jay stated that this is obviously current because the weather will probably be inclement for a while, and people can take advantage of it.

On the street lighting, we do have poles for street lighting, and we have started the process of replacing the incandescent lighting with LEDs. That type of lighting is shaded so that residents aren't impacted by it, yet the streets are illuminated. Jay was sure that Matt had looked into it, but could Matt keep that in mind such that if there were room in the budget to replace them, that is what he would utilize. Jay asked if there was any such thing around the clubhouse, for example.

Matt replied, "No, the lighting that is of concern is the pathway lighting. But we do have a box of LED lights that we use to replace the existing street light bulbs. We also have several colors. We try to use the 2,700, which is more of a warm white, because people with cataract problems cannot tolerate the brightness of the 3,000s or 3,500, as it is an extremely bright white. But a lot of the residents don't like them because the type of lamps that we generally use emanate out of all four sides. They can often shine in residents' homes, so we have to block them out with foil or something else. Our lighting is pretty old, and it is something we are working with regularly.

Jay and John asked that whenever lights are being replaced, couldn't we replace them with downlights that are directed to the road surface rather than illuminating the houses on that street? Matt stated that we have very few downlights. There are only two or three, and they are solar lights and were installed in places where we can't get power to them. All the lines are direct burial, and they are slowly, one by one, failing. The solar lights are downlights which are very nice and have a nice, bright light to them.

Jay called for public comments. Erma Wheatley asked Matt whether in conjunction with the Care program, there is a program with the Las Gallinas Valley Sanitary District. Matt stated that just today another resident who lives on Club View mentioned that she is going to apply for it, and Matt is going to help her with her application. Matt thinks it may only apply to single-family homes and not multi-family properties; however, once that resident gets through the process, Matt will share the details with other residents.

Ellen Jane mentioned the tripping hazard and that she is not as concerned about the nighttime but is specifically concerned about the Rollin' Root. She said she doesn't understand why the bumpers were being striped only on one side. Matt stated he wasn't aware that people were encountering a tripping hazard during the day. Generally, the Rollin' Root parks over by the gym and that parking area. Ellen Jane agreed. She believes, like Michele, in the night sky and reiterated her assessment of why they are a hazard. Matt agreed to take care of this issue.

2. PAC Treasurer Report (Steve Plocher)

The PAC petty cash account has \$2,193. We rarely spend any of that money. In the Park budget, of the PAC annual budget of \$4,000, we have to date, in the past five months, spent \$1,005.93. Thus we are still currently a little bit under budget.

3. MVMCC Finance Committee Report (Steve Plocher)

Steve does not have a finance report regarding the DSCR figure for this month. The City recently took \$359,000 out of our checking account in payment of owner expense. That is usually what they call it when they pay for things for our Park, like financial and clerical work done at their offices for our benefit, and in recent years, probably for a lot of engineering. Steve knows that we received a report from them 10 or 12 months ago. Carol-Joy and Serena Fisher got it, and it listed a lot of expenditures that they were going to bill us for. Well, it never quite happened, but now it appears to have happened, but we don't know what it is for nor to what period it applies. Steve expects that a lot of it is capital expenditures and engineering fees, but he has received no explanation, so he is uncertain what to do with that number. For example, does it belong in the current month? Probably not, but where does it belong and when? Steve is waiting to hear about that and will hopefully have more accurate and complete information soon.

Jay said that he is on the Finance Committee as well and that Steve had mentioned it to him, and he has already emailed the City. Jay also had spoken with Matt about this earlier today. Jay speculated that it seems to be a mislabeled account because there are

some expenses that Matt is aware of that would cause them to draw money out of our account. But that is possibly not supposed to be for those types of administrative expenses but rather for real expenses for work that is being done. Once we have an answer to this, we will have an update to make it clearer next month. Jay reassured the Board that he and Matt are on top of it, and he thanked Steve for bringing it to our attention.

John stated that as far as he knows we have never been given a good accounting of these deductions from our account. Carol-Joy stated that the City has been two or three years behind in documenting these expenses and that this might be their catching up. But they also had promised to detail what it is for. After all, it is over \$300,000.

Steve followed up by stating that the City seems to welcome our participation in the conversations, but frankly, we can't say anything when we get something like that dumped on us.

Jay stated that we will talk more about this in the 2x2 agenda item, because we did have some conversations about similar items and may be able to clarify it a little bit from what we learned in the 2x2 meeting.

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

Jay asked Carol-Joy to report on the 2x2 meeting. Carol-Joy reminded the Board and residents that since these meetings are quarterly, there is not always anything to report. There was a meeting in December, and we met the replacement for Kate Whan, Carmen Wright. Carol-Joy stated that Chris Blunk is thrilled to have her and that she has a lot of related experience.

Carol-Joy stated that she tried to hold their feet to the fire regarding the rules and regulations. It has been three years since the last draft was given to the City, and it is now on Chris Blunk's desk. At this 2x2, he apologized. Apparently, they are understaffed, overworked, etc. However, there is now a new City Attorney. The previous City Attorney, Jeff Walter, has been the City Attorney for 28 years, and it has now been handed over to Gary Bell. Mr. Walter will be staying on for a while to help him become acclimated. Chris promised to get the rules and regulations off his desk and over to Mr. Bell.

Jay stated that we also had the chance to bring up the clubhouse roof. He stated that the roof had been leaking into the ballroom, and Matt noted that there are also other places. The City had been thinking of putting it off until another year. We reminded them that the pool is heated by solar in the summer and because of the decrepit nature of the roof, last summer the solar heating could not be replaced nor renewed. Therefore, we had to heat the swimming pool with gas last year, all summer long. You can imagine what the cost is for heating that pool all summer with gas.

Fortunately, Chris proposed a possible solution. Apparently, the cost for renewing the roof for the clubhouse and the pool area is under \$200,000. Matt had gotten some preliminary quotes previously. Chris's recollection is that because it is a City-owned property, he may be able to have the City actually contract it and have it done. We are waiting to find out how far that is moved along so that we can get that work done as soon as the weather breaks in the springtime. Two things can then happen: We can go forward with getting the solar on the roof, and we can then use that solar to heat the pool so we don't have to go on using gas in order to do so.

There is an infrastructure assessment of the Park that Chris solicited from an outside agency, which he has now received. He said that he has gotten through it and is prepared to pass it on to Matt. As of today, Matt has not received it. Jay has emailed a follow-up to Chris to prompt him to get that to us. There are a lot of projects, including solar for the clubhouse, and we want to see when we can implement them.

Jay asked Matt if there is anything else he wanted to cover. Matt stated that the majority of it has been touched upon. It is really about topics that have been continually on the agenda and brought up at meetings such as rules and regulations, attorney use, etc. Matt feels that due to the influx of new staff members and people that move on to other departments and to other cities, that they really struggle with completing projects that they start. He thinks it is primarily a function of the bureaucracy in the City of Novato. Each decision maybe takes six desks to look at it, then approval by the City Manager, then to the City Council. There are a lot of steps before it actually gets to where they can either just give the thumbs up because it is already in the Delegation or the City Management Agreement, or if it gets to where they can actually submit to Council because they can include it in a staff report. Matt thinks that over the past several years things have slowed down quite a bit in that regard.

But we definitely need a roof. There are leaks all over: the kitchen, the breezeway, and the ballroom. Matt has been lobbying with the City, and they did put the money in the budget after some time, but it is over Matt's spending limit. We have a competent group that is willing to do the work, and we have used that group before for other things. It is just a matter of the City either contracting it out themselves or allowing us to step outside of the Delegation and Management Agreement.

Carol-Joy wonders if there are other City buildings with leaks all over. Sometimes she feels like we are treated like the last on the list. Matt stated that he thinks they do the best they can with what they have and believes there are probably other buildings with very similar challenges. They have to go through the same reporting and the same processes, and they just take "worst first." Matt reiterated, however, that it needs to be done, or it is just going to cause damage that needs to be repaired, etc.

Jay moved on to the pump station. What we learned is that not only is there a problem with getting the material to the pump station and the issue of the weather, but there is also a problem with the contractor with whom they had contracted to do the work. They are pushing hard both legally and to try to find alternate sources for the control panels so that

they have all of the material on hand so that when the weather breaks, they can go ahead with the work. There seem to be a lot of things going on that are delaying the preparation and the actual construction of that pump station, but the PAC Board is very much concerned with getting the work done as soon as possible.

Ellen Jane wondered how many were here when Jerry Brown got rid of the redevelopment agencies, and then the City of Novato took us over when we were just then ready to own the Park. She wonders how much it costs us to be under the City of Novato since they took us over, how many millions of dollars we have had to pay them. Jay replied that that requires a lot of discussion. He stated that there are a lot of benefits to having them oversee us. We also benefit from not having to do the work that they do. Also, although we have such a great PAC Board now, who knows what the ownership committee or the ownership board for the Park would be. Having it one step removed may not be a bad deal. But as Matt mentioned, the problems with personnel and oversight and bureaucracy can make things slow.

Carol-Joy pointed out that we just got \$3 million “in our laps” from the Federal funds that were for certain City projects. Jay stated that the \$3 million was allocated, but we haven’t received it yet. As his grandfather used to say, “Talk is cheap; whiskey costs money.” He is waiting to see that \$3 million in our reserves.

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

John Hansen stated that there a lot of projects stacking up, potentially. We can’t really do anything until we get things ironed out with the pump station and all of the other things we are trying to deal with right now.

Jay stated that we are somewhat stuck until we can get the City to finance the projects that we have defined. It is difficult when they are looking at millions of dollars to renew and maintain the Park based on reports that are prepared by people outside of the Park and by people who have never even set foot in the Park. But the PAC Board is very much concerned with it and is pushing for it.

6. MVEST/Firewise Committee Report (John Hansen)

John Hansen reported on MVEST, which is starting up again this year. MVEST is going to be a little more active this year than it was in the past, especially since we are getting past the Covid situation, or at least that appears to be happening. We spent our time, he thinks, fairly wisely in the last year, at least in getting things organized, and we will be in a much better position to get information out to residents, such as timely identification of hazards, when hazards are most likely, and identification of the latest and greatest mitigation and preparedness measures. We have some resources that we will be offering as well along the way. He thinks we will just be a lot better organized. There will also be some trainings coming up this year along with in-Park volunteer emergency services. These are all yet to be defined. They are in the early stages and are being discussed right now.

We also are staying connected with the emergency service community throughout Marin and to some extent beyond, with Fire Safe Marin, various county services, the volunteers active in disasters organizations, and so forth. All of this will keep us well connected with the emergency services communities and will keep us right on top of things.

There is another storm coming in tomorrow. The amount of water we are going to get is probably less than what we saw on New Year's Eve. That amount of water was like dropping a cup of water into a sponge that wasn't totally wet, but now the sponge is wet. With that analogy, we can predict that there are going to be problems from this storm. There is a high wind warning right now. We don't see major winds in the valley because we are protected, but we can see wind gusts. Therefore, John suggests everyone secure everything. If there is a possibility of it blowing away, secure it. Even fairly heavy outdoor furniture may be picked up and "donated to a neighbor."

Anticipate power outages tomorrow evening. Again, with the high winds and the saturated ground, we can expect there could be trees down over powerlines. MVEST will be at the clubhouse whenever the power goes out so that residents can come in and warm up and charge their devices.

It is going to be nasty out there. John thinks we will be in fairly good shape here in the Park, but outside the Park there are going to be puddles, trees down, and other drivers that perhaps do not expect the storms. It is going to be a dangerous place out there; thus, MVEST suggests that if you possibly can, stay home.

Jay commented on John's statement that Covid was handled. Jay said he saw in the newspaper today that there are 10 new variants in Marin right now. John replied, "Yes, it really hasn't gone away. The variants have shown up in the sewage-handling program in the county, which is helpful for saying what's where, but it doesn't help with who has what where. However, the hospitals are doing much better now with Covid; the deaths being reported from Covid are diminished substantially. We are not out of the woods yet, but it's promising."

Along those lines, Jay stated that, with regard to having the PAC Board meetings in person or as hybrids, meaning in person and via Zoom, he is very concerned about these events being Covid-spreading events. John agreed; he is not in favor of having any in-person meetings unnecessarily, especially because our population demographics make us particularly vulnerable to the pandemic.

7. HOL Report (John Feld)

John Feld reported that there will be an HOL meeting tomorrow via Zoom, and everyone is welcome. We had planned on having it in person, but when we were told that Covid threats were becoming more significant, we decided to conduct it on Zoom.

Chair Yoga starts on Thursday, January 12th, in the ballroom.

We have invited Ellen Jane to come and do a short presentation on the need for recycling, which is a result of last month's PAC Board meeting. Ellen Jane stated that she has not heard back from her contact, and it has been two months. He sent her nice electronic visuals and said that he would send her printed copies since she doesn't have a means to print from digital. She called and found out that he was on vacation. Lisa Jackler told Ellen Jane that it is not worth recycling because only about 7% actually ends up being recycled anyway. Ellen Jane went on to elaborate about plastics and her frustration that people don't seem to care. She stated that she would continue her efforts.

The play is still in process.

We have been talking about having some discussions about world culture.

Also, we are considering having grandparents-and- grandchildren meetings in the clubhouse maybe once or twice a year.

Biography nights are continuing to happen.

We have a new person running the "Just One Hour" program: Lisa Jackler. She is taking over for Marlene Montalvo, who did a wonderful job. Lisa is also doing a wonderful job.

8. Mar Val Report (Carolyn Corry)

Vicki reported on behalf of Carolyn Corry.

Mar Val has completed a wonderful holiday season of celebrations. She wanted to thank everyone who participated in making this a very special time for residents.

Events coming up:

Winter Warm-up on January 21st. There will be chili and cornbread. Be sure you check the *Echo* for details. The deadline for reservations is January 18th.

Events at Pub: Finger Fridays will be coming soon. Stay tuned for further details.

Spotify is working in the ballroom, which is great. Mar Val is happy to take musical requests, so do get them in.

9. PAC Board Election Committee (Steve Plocher)

Steve reported on the upcoming PAC Board election. He stated that he had been in charge of the PAC Board Election Committee last year, but he cannot do so this year because he is up for re-election.

Carol-Joy asked that the Board be reminded when the planning for the election will begin. Steve confirmed March or April. Carol-Joy asked if the committee members could be reminded about that.

Steve said that the Election Committee is, in fact, a standing committee and that last year he enlisted Timo Navsky to be chairman of that committee. It is possible that she is still on board. She knew it was going to be a permanent sort of thing, so it should be doable if we do end up having an election.

Jay pointed out that Timo has been sick and suggested the Board contact her in the coming days to find out if she is still on board for this year. He stated that this should be on the agenda for next month. John felt that there is no rush, since by February, we should have the committee selected.

John Feld reported that Timo has recovered from her illness.

E. OLD BUSINESS

There was no old business.

F. NEW BUSINESS

There was no new business.

G. DETERMINATION OF NEXT PAC BOARD MEETING

Tuesday, February 7, 2023, at 6:00 P.M.

H. ADJOURNMENT

The meeting was adjourned at approximately 7:01 P.M.

Respectfully submitted,

Terri Beauséjour
Recording Secretary