

MINUTES OF CITY COUNCIL MEETING
MARIN VALLEY MOBILE COUNTRY CLUB
100 MARIN VALLEY DRIVE
MONDAY, MARCH 31, 2015 – 6:30 P.M.

A. CALL TO ORDER

ROLL CALL

Present: Mayor MacLeamy
Mayor Pro Tem Eklund
Councilmember Athas
Councilmember Kellner
Councilmember Lucan

Absent: None

Also Present: Assistant City Manager Cathy Capriola, Finance Manager Brian Cochran, Engineering Manager Julian Skinner, Sr. Civil Engineer Tony Williams, Emergency Preparedness Consultant Dave Jeffries, Assistant City Attorney Veronica Nebb and City Clerk Sheri Hartz.

B. APPROVAL OF FINAL AGENDA

Councilmember Eklund moved, Seconded by Councilmember Lucan, to approve the Final Agenda. The motion carried unanimously.

C. PUBLIC COMMENTS

1. Michael Hagerty, a new member of the PAC Board, inquired about the status of the Trust for Public Lands (TPL).
2. Cheryl Rebuschung asked when the ownership question would be revisited and whether it was possible to reduce costs in the meantime.
3. John Henson, an MVEST (Marin Valley Emergency Safety Team) member, spoke about the mitigation of hazards, the greatest of which would be a major earthquake. He spoke of two measures to take: excess flow valve installation in case of gas line breakage and subsequent fire damage, and earthquake resistant bracing for lateral support.
4. Mike Read spoke in support of installing a water cooler.
5. Serena D'Arcy-Fisher, MVEST Team Lead, announced an upcoming emergency preparedness fair.

Assistant City Manager Capriola responded to questions raised during public comment and asked Assistant City Attorney Nebb to explain the TPL process. Ms. Nebb stated that land that surrounded the Park was part of that trust which amounted to 94 acres. She said that the City had looked at ways to utilize the property as a mechanism to trade its use for lands at Hamilton. She explained that the National Park Service was responsible for those lands, and that the goal was to remove restrictions from them and place them on these. She said that the environmental review would occur soon and that it was anticipated that a park restriction would be put in place permanently, keeping it from being developed. She added that, once that was accomplished, the zoning would be changed to Open Space.

Regarding Park ownership, Ms. Capriola stated that an update would be provided in June as to how the process would move forward.

D. CONSENT CALENDAR

1. PRESENT APPROVED MINUTES FROM JUNE 3, 2014

2. FINANCIAL ANALYSIS FOR PERIODS MAY 2014 – JANUARY 2015

Consider receiving the financial report for Marin Valley Mobile Country Club for the periods of May 2014 through February 2015.

Councilmember Kellner moved, Seconded by Councilmember Athas, to approve the Consent Calendar. The motion carried unanimously.

E. GENERAL BUSINESS

3. MID-YEAR BUDGET UPDATE AND APPROVAL OF CAPITAL BUDGET ADJUSTMENT

Consider 1) receiving an update report from Frei Real Estate Services on the mid-year budget for MVMCC and 2) approving the following minor budget adjustments to the FY 14/15 MVMCC Capital Improvement Program budget due to an unforeseen capital need to fund improvements to the detection and cathodic protection system within the gas utility system which results in no net increase to the capital budget:

1. Decrease the New Ballroom Floor from \$50,000 to \$40,000.
2. Increase the Gas Utility Capital line item from zero to \$10,000.

Al Frei provided a mid-year budget report and responded to questions. He said that the only substantial deviation would be considerable brush clearing, prompted by drought conditions, to meet fire abatement requirements. He further explained that a reduction in the ballroom floor budget was needed in order to free up \$10,000 to repair the cathodic protection system. Matt Greenberg stated that the system was meant to reduce corrosion in the gas line and that PG&E recommended prompt replacement.

PUBLIC COMMENT

6. Mike Read stated that there should have been a year-end audit report on the agenda, and added that no rent increase was needed.

*Mayor Pro Tem Eklund moved, Seconded by Councilmember Kellner, to receive the report and approve the budget adjustments. **The motion carried unanimously.***

4. **FY 14/15 BUDGET – UPDATE ON LONG TERM INFRASTRUCTURE CAPITAL IMPROVEMENT PROJECTS**

Consider receiving an update on FY 14/15 MVMCC Long Term Infrastructure Capital Improvement Projects.

Mr. Skinner gave the staff presentation and provided an update on capital projects for this fiscal year. He said that three projects had been approved totalling \$350,000: sanitary sewer pump stations Phase 1 upgrade, slope stability improvements–Phase 1, and ADA Clubhouse Improvements–Phase 1. For the sewer stations, he explained that there were two on the property, both of which had issues and would ultimately need to be replaced. He said that this year’s fixes would be interim, but that we would spend \$40,000 instead of \$60,000.

For Phase 1 of the slope stability improvements, Mr. Skinner stated that Miller Pacific Engineering Group (MPEG) had been hired to identify needed repairs. He said that a detailed geotechnical investigation was conducted which yielded lower cost repair options for the three priority sites and that design work was progressing. He indicated that the repairs would be made in the summer of 2015.

Mr. Williams reported that Phase 1 of the ADA clubhouse improvements would be over-budget and that various options for improving ADA access to the lower levels of the clubhouse had been explored. He said that, since the existing conditions in the building would not accommodate the originally planned elevator, they were looking at a vertical platform lift to connect the two main clubhouse levels and a second, less expensive lift to connect the lower level to the sunken game room. He said that the issue will need further discussion as the costs for the two lifts are nearly \$300,000 and the study gave a total sum of \$350,000 for all of the needed ADA improvements.

PUBLIC COMMENT

7. Ed Johnson asked who prepared the estimate and wondered why it couldn’t be cheaper.
8. Martina Kokritz stated that galvanized water pipes had already been found to be in poor condition, and that it might be possible to save money by addressing repairs entirely rather than doing a patch job.

Mr. Skinner stated that an ADA transition plan will be developed and that, while not everything needs to be fixed at once, a plan must be in place. He reiterated that a less expensive option to link the upper and lower floors will be sought.

Regarding water line failures, he said that a long range plan was needed for replacing utilities which were in a joint trench. He said that improvements were planned to occur over a 10 year period but, if many failures occurred, that may need to be accelerated.

Mayor Pro Tem Eklund asked for more details on water failures that had already occurred, to which Matt Greenberg responded that, since 2013, just one fracture had been repaired, and that the

lines generally corrode at 90 degree angles. He added that the sewer lines were serviced regularly.

Assistant City Manager Capriola added that regarding the elevator, the priority may shift given the price tag and that the PAC may wish to look at the issue.

5. UPDATE ON THE CITY'S INITIAL APPLICATION FOR THE *MOBILEHOME PARK UTILITY UPGRADE PROGRAM* FOR GAS & ELECTRIC SERVICES

Consider receiving information regarding the City's initial application for the Mobilehome Park Utility Upgrade Program for Gas & Electric Services to the California Public Utilities Commission to convert MVMCC from a master-meter gas & electric services to direct service with PG&E with new gas and electric infrastructure.

Assistant City Attorney Nebb began the report, stating that the Park received gas and electricity under a master meter program, which meant that PG&E brought services to the edge of property, and then all lines throughout Park were owned by the Park and were the maintenance responsibility of the Park. She said that this was a large maintenance responsibility but that recently, the CPUC had established a pilot program for utilities to replace those facilities for all master-metered parks that would then be owned and serviced by the utility. She reported that the City had submitted a notice of intent to apply for participation in the pilot program.

Mr. Williams discussed the application process, stating that we had submitted in late January and would be notified if selected in May. He said that, if we were chosen, PG&E would replace the aging infrastructure and that the strongest element of the rating criteria was safety.

PUBLIC COMMENT

9. Ellen Shultz asked whether the individual meters would be smart meters and if PG&E would be fixing the utilities in trenches.
10. Judy Lane also asked if the meters would be smart meters and whether residents would be able to opt out.
11. Michael York spoke about solar panels, stating that you couldn't install them if you didn't have an individual meter.

In response to Ms. Shultz, Ms. Nebb stated that if we are successful in being chosen for the pilot project, PG&E would be replacing all of the underground facilities, at a huge potential cost savings. Regarding opting out of smart meters, she said that we didn't know at that point, but that PG&E was looking at converting as many as possible. She added that we could make that inquiry if chosen for the program. She also confirmed that it was correct that only the credit in master meter program would be to master meter holder and gave a reminder that while we had submitted a notice of intent, that did not obligate us to participate and that, even if we were chosen, Council could decide to opt out.

6. UPDATE ON EMERGENCY PREPAREDNESS INITIATIVES

Consider receiving information regarding a number of emergency preparedness initiatives that are underway at MVMCC.

Ms. Capriola gave the presentation and responded to questions. She stated that the current plan was quite dated and that, once updated, it would be distributed to every resident and posted in a

prominent place. She said that Dave Jeffries, our emergency preparedness consultant, had been working with MVEST and that there were many different ways to mitigate or reduce the impacts of an earthquake. She reported that the intention was to do research and set money aside in the budget to make some of the needed improvements and that we must be careful not to create more liability or do something PG&E would not accept. She added that we had business continuity insurance, so that would protect the Park as the insurance would cover rent to the City if units were damaged or vacant.

Mr. Jeffries outlined recent emergency preparedness planning and his work with MVEST. He said that the report should be out in June and that an Emergency Operations Center plan had been developed by MVEST which was looking at providing this same type of outreach throughout the city. He announced that there would be a safety event at the Park on April 24th. Ms. Capriola stated that it might make sense for the City to absorb small preventative costs such as shut-off valves to protect the City's assets.

PUBLIC COMMENT

12. Serena D'Arcy Fisher thanked the community for stepping up to make the program robust and stated that MVEST had a strong structure that included members of the medical profession. She thanked the City for financial support for radioes, supplies and a new generator and added that the process of educating new residents was progressing.

7. UPDATE ON PG&E EASEMENT FOR GAS LINE MAINTENANCE AT TOP OF VIEW RIDGE

Consider receiving an update regarding gas line maintenance on a PG&E easement at View Ridge and a number of property changes that were negotiated on behalf of the affected residents.

Ms. Nebb gave the staff report and responded to questions. She outlined a PG&E program called the Pipeline Pathways Project, through which PG&E was undertaking safety measures to address items that may interfere with gas lines. She said that the first phase involved PG&E surveying lines and looking for infringement into the right of way and was contacting staff when structures were identified as being located within the easement. She stated that PG&E had initially demanded that all structures be removed but after the City became involved in working with PG&E and affected residents, a solution was agreed to that balanced resident's and PG&E's interests, and ultimately, agreement had been reached. She said that work would commence upon permits being issued at PG&E's cost, and that they would remove and replace improvements that interfered with their easement. She added that Phase 2 would involve vegetation management and removal within the easements. She concluded by stating that the City had wanted to negotiate early to avoid unpleasant situations between residents and PG&E that were one sided and that the desired approach was to not just contemplate wholesale removal of vegetation.

Mayor Pro Tem Eklund stated that she shared the concern about vegetation removal, asked whether view ridge properties had been the only ones identified and if Phase 2 would only address vegetation. Ms. Nebb said yes, and added that PG&E would do an assessment of the number of shrubs and trees involved and report back to the City. The Mayor Pro Tem asked if the assessment would be brought back to the Council to see what the proposal for removal was, and Ms. Nebb replied that in other jurisdictions, they have been required to do a tree-by-tree analysis and that we would expect the same.

PUBLIC COMMENT

13. Michael Hagerty thanked City staff for helping with PG&E.

14. Allen Gump asked that the City advocate for ridge line integrity.

8. **PROCESS UPDATE ON MVMCC FY 15/16 BUDGET AND LONG RANGE FINANCIAL PLAN**

Consider receiving an update on the process for the upcoming FY 15/16 MVMCC budget and update of the Long Range Financial Plan.

Ms. Capriola gave a brief update, stating that the annual budget meeting would be held on June 8th, and that, in accordance with the process laid out in the Management Agreement, Frei Real Estate had submitted a draft budget to the PAC and the City by April 1st. She said that, after resident review and by May 1st, Frei was required to submit a proposed budget to the City as Park owner, and then the City Council would have 45 days to review it and make any changes.

PUBLIC COMMENT

15. Michael Hagerty stated he had requested a long range spreadsheet and did not receive it.

16. Martina Kokrit said that if there were eight more failures of water lines, the costs to repair them would come close to amount that is planned to resolve the issue.

17. Ed Johnson wondered, in light of the delayed PG&E maintenance in San Bruno, what kind of leverage do we have that they do the right thing.

Ms. Capriola stated that the long range plan had not been updated but that would have to take place after the five year capital plan. She said time would be spent to create a plan of typical maintenance, capital and infrastructure pieces and that a draft would be provided to the PAC. In response to Mr. Johnson, she stated that everything that could be done was being done.

F. REGULAR REPORTS

9. **PARK MANAGEMENT VERBAL UPDATE**

Matt Greenberg, MVMCC Park Manager, gave an overview of the written report regarding maintenance and capital projects that had been completed or were in progress at the Park, which included tree removal and pruning; nine French drains; 12 retaining walls; patio cover installation; window coverings in ballroom; club house security system; drought tolerant demonstration garden; exercise and changing rooms upgrade; walkway lighting; street repair and maintenance; automatic call system, and HVAC system upgrades.

PUBLIC COMMENT

18. Warren Edgar reported that he had used Synergy Company to add a blower motor to his heating system and it had been a good experience.

19. Ellen Shultz stated that she had received one of the automated calls from the new system, which had left a cryptic voicemail that she couldn't understand.

10. **PAC UPDATE**

PAC President John Shelfer gave the update, thanking Council and staff for their work on behalf of the Park and noting that there had been a marked improvement which was attributable to the

hiring of Matt Greenberg, the addition of Tony Willimas to City staff and the work of staff and Al Frei. He stated that the focus should be on long-term needs, and said he was looking forward to the determination on the PG&E program. He added that the Park was creating new rules for the usage of facilities by residents which would open the door to living as a community rather than as individuals and that communication with PAC is very open and congenial, thanks to Matt and Al, and the quarterly meetings with city staff.

G. BOARD/STAFF COMMENTS

11. City Staff Verbal Updates: No updates

12. Next meeting date – Monday, June 8, 2015

G. BOARD/STAFF COMMENTS

None

H. ADJOURNMENT

As the Mayor was adjourning the meeting, Mayor Pro Tem Eklund interjected to report that Las Gallinas Valley Sanitary District (LGVSD) was going to raise their rates and stated that she had long been questioning why the Park was within the LGVSD rather than the Novato Sanitary District. She reported that it had recently been stated that, in 2016, LAFCO would be studying the issue of which district was appropriate for the Park.

At 8:22 p.m., the meeting was adjourned in memory of Ted McCarthy.

I HEREBY CERTIFY that the foregoing minutes were duly and regularly adopted at a meeting of the Novato City Council.

/Sheri Hartz/
Sheri Hartz, City Clerk