



JOINT CITY COUNCIL/
CITY COUNCIL AS SUCCESSOR AGENCY TO DISSOLVED
REDEVELOPMENT AGENCY/MVMCC MEETING
to be held at

MARIN VALLEY MOBILE COUNTRY CLUB
100 MARIN VALLEY DRIVE

October 20, 2015
6:30 PM

(DISCUSS ITEMS RELATED TO
MARIN VALLEY MOBILE COUNTRY CLUB WITH THE EXCEPTION OF
ITEM D-2 WHICH IS GENERAL CITY BUSINESS)

922 Machin Avenue
Novato, CA 94945
415/899-8900
FAX 415/899-8213
www.novato.org

Mayor
Jeanne MacLeamy
Mayor Pro Tem
Pat Eklund
Councilmembers
Denise Athas
Madeline Kellner
Eric Lucan

City Manager
Michael S. Frank

AGENDA

A. CALL TO ORDER

B. APPROVAL OF FINAL AGENDA

6:35 P.M. *(Time is approximate.)*
C. PUBLIC COMMENTS

This comment session is for items not on the agenda or for items listed on the Consent Calendar. See agenda cover page for information about Public Comment periods and associated protocol.

6:45 P.M. *(Time is approximate.)*
D. CONSENT CALENDAR

1. ADOPT CITY COUNCIL MINUTES OF JUNE 8, 2015

ITEM D-2 IS GENERAL CITY COUNCIL BUSINESS UNRELATED TO MVMCC

2. OPPOSITION TO MTC PROPOSAL TO TRANSFER ABAG REGIONAL LAND USE PLANNING STAFF AND ASSOCIATED FUNDING TO MTC

Consider approving and sending a letter to the Metropolitan Transportation Commission (MTC) from the Council, signed by the Mayor, opposing the transfer of ABAG (Association of Bay Area Governments) regional land use planning staff and associated funding to MTC. (This item is general City business, added to the agenda to meet a deadline and is **unrelated to MVMCC.**)

Recommendation: *Approve attached draft letter and authorize City Manager to send it.*

6:50 P.M. (Time is approximate.)

E. GENERAL BUSINESS

3. MVMCC FINANCIAL UPDATE- MAY 2015 THROUGH SEPTEMBER 2015

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

Recommendation: *Receive report.*

4. GAS VALVE PRESENTATION AND APPROVAL OF \$30,000 FOR MANUAL GAS VALVE UPGRADES

Consider hearing presentations and adopting a resolution directing the Property Manager to upgrade the manual gas valves and authorizing \$30,000 from the MVMCC Capital Reserve fund.

Recommendation: *Hear presentations and adopt resolution.*

5. MVMCC CAPITAL IMPROVEMENT PROGRAM (CIP) UPDATE AND ADOPTING A RESOLUTION APPROVING A MVMCC CAPITAL BUDGET ALLOCATION AMENDMENT

Consider receiving a presentation on the status and update of the Park's ongoing CIP Projects and adopting a resolution approving an amendment to the Approved FY 15/16 Capital Budget.

Recommendation: *Receive presentation and adopt resolution.*

6. MVMCC UTILITY MASTER PLAN

Consider authorizing the City Manager to execute a Consultant Services Agreement (CSA) with BKF Engineers for the development a Utilities Master Plan for the Park.

Recommendation: *Authorize the City Manager to execute the CSA.*

7. UPDATE ON PG&E PIPELINE PATHWAYS PROJECT AND THE TRAIL PATHWAY BETWEEN MARIN VALLEY DRIVE AND PANORAMA DRIVE

Consider authorizing staff and the MVMCC Park Manager to review the design with affected neighbors, finalize the design, and authorize staff to execute an agreement with PG&E for the Trail Pathway.

Recommendation: Authorize staff and the MVMCC Park Manager to work with affected neighbors, approve the design and execute associated agreements.

8:00 P.M. (Time is approximate.)

F. REGULAR REPORTS

8. Park Management Verbal Update
9. PAC Update

G. BOARD/STAFF COMMENTS

8:15 P.M. (Time is approximate.)

H. ADJOURNMENT

AFFIDAVIT OF POSTING

I, Sheri Hartz, certify that on October 15, 2015, I caused to be posted the agenda of the October 20, 2015 joint special meeting of the City Council and City Council as Successor Agency to Dissolved Redevelopment Agency of the City of Novato, California, on the City Community Service Board in the Police Department and on the City's website at www.novato.org. In addition, a copy of the agenda and packet was delivered to the MVMCC Clubhouse for resident review and emailed to the PAC Webmaster for posting on the MVMCC web site.

/Sheri Hartz/

Sheri Hartz, City Clerk

MINUTES OF SPECIAL CITY COUNCIL MEETING
MARIN VALLEY MOBILE COUNTRY CLUB
100 MARIN VALLEY DRIVE
TUESDAY, JUNE 8, 2015 – 6:30P.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, Engineering Manager Julian Skinner, Senior Civil Engineer Tony Williams, Finance Manager Brian Cochran, Assistant City Attorney Veronica Nebb, City Clerk Sheri Hartz, On-site Manager Matt Greenberg and Al Frei.

B. APPROVAL OF FINAL AGENDA

Assistant City Manager Capriola made a brief announcement regarding the long term ownership conversation, stating that, as the evening's agenda was full with time-sensitive topics, the item would come back at a later date with an updated process discussion.

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

C. PUBLIC COMMENTS

1. Mike Read announced the upcoming Art and Wine Festival, stating that volunteers were needed, both for the Festival and for the Fourth of July Parade.
2. Judy Vucci spoke about the differences in rent for different properties and asked that something be done. In response, Assistant City Attorney Nebb stated that incremental adjustments could be made to adjust the gap and that the Novato rent control ordinance states that rents established must be fair to both owner and tenants.
3. Maggie Siegfried spoke in opposition to the rent differential, stating that higher rents cut into resident's retirement funds and supported incremental adjustments.
4. Joseph Davila also spoke on the rent disparity, stating that he was investigating the legal issues on the property prior to his tenancy.
5. Timothy Hart inquired whether the fire break along Marin Valley open space was sufficient and stated that, with the drought, defensible space was a great concern. He also commented on the lack of parking enforcement along Marin Valley and the illegal parking of cars.
6. Diane Brandon spoke about fire dangers associated with juniper bushes and hoped they would be addressed.

Assistant City Manager Capriola responded to questions raised during Public Comment, stating that the topic of rent disparity was a subject better discussed in a workshop format. Regarding fire danger, she said that Matt Greenberg would discuss those during his report.

D. CONSENT CALENDAR

1. APPROVE MINUTES OF MARCH 31, 2015
2. MONTHLY FINANCIAL UPDATE – MARCH 2015 THROUGH APRIL 2015

Mayor Pro Tem Eklund moved, Seconded by Councilmember Athas, to approve the Consent Calendar. The motion carried unanimously.

E. GENERAL BUSINESS

3. MARIN VALLEY MOBILE COUNTRY CLUB SLOPE REPAIR AT SITE 16, SITE 22 AND SITE 26; APPROVE PLANS AND SPECIFICATIONS AND AUTHORIZE BID ADVERTISEMENT; CEQA EXEMPTION – S 15304 & 15301(F)

Consider approving plans and specifications and authorizing bid advertisement for the Marin Valley Mobile Country Club (MVMCC) Slope Repair at Site 16, Site 22, and Site 26, MVMCC Capital Improvement, Long Term Infrastructure Item No. 51.

Mr. Williams reported that the Slope Stability Improvements Phase I Project had a budget of \$185,000 and that staff had contracted with Miller Pacific Engineering Group (MPEG) of Novato to investigate, prepare repair options and ultimately design improvements for the first phase of slope repairs at the Park.

He said that the first phase of MPEG's work included an overview of all the identified sites to make sure the priorities identified with the 2011 work were still valid and that, with this verification, MPEG performed detailed geotechnical investigations at the top three priority sites including drilling into the hillsides to ascertain parameters for varying repair strategies. He identified the top three sites and described the scope of the project as follows:

Site 16 (99 Panorama Dive):

- Minor grading of the existing hillside slope to restore compatible topography and to construct a low lying berm for future slide debris catchment.
- Installation of a new trench underdrainage network and a new surface drainage collection system.
- Restoration of existing hillside plantings, hydroseeding and long-term (3-year) sediment and erosion control measures on all disturbed areas.

Site 22 (3 – 9 Wild Oak Drive):

- Removal of an existing failed bulkhead on the hillside slope above 3 and 5 Wild Oak Drive.
- Installation of approximately 150 linear feet of subsurface trench drain with connection to an existing drainage network.
- Hillside grading of the existing over-steepened hill slope.
- Hydroseeding and long-term erosion and sediment control measures on all disturbed areas.
- This site includes an alternate bid item that substitutes the hillside grading with the installation of approximately 90 linear feet of a drilled pier-timber lagging 5-foot tall retaining wall. Some minor grading behind the new retaining wall is included in this alternate.

Site 26 (17 Marin Valley Drive):

- Installation of approximately 55 linear feet of an anchored 6-foot tall wire mesh and steel post debris catchment barrier fence.
- Minor erosion gully repair/grading and long term erosion and sediment control measures.

Mr. Williams reported that the residents potentially impacted by this work were notified, that the required construction at Site 16 and Site 26 would require access via the existing driveways at those units and that the project specifications required the contractor to fully restore or repair any impacts from the construction work. He also stated that the project was exempt from CEQA requirements.

COUNCILMEMBER QUESTIONS

Mayor Pro Tem Eklund asked what the impacts would be to residents near Wild Oak Drive of the retaining wall, to which Mr. Williams replied that the wall would be upslope from the back of the homes and that the design of the wall was dictated by engineering to match the design of existing walls in the Park and would be hydro-seeded to control erosion.

Mayor MacLeamy asked whether access issues affected bidding, to which Mr. Williams responded that they would work with experienced contractors who should be able to provide accurate pricing.

PUBLIC COMMENT

7. Joseph Davila stated that the retaining wall would not prevent flooding during heavy rains and that an assessment of flow removal should be done.
8. Warren Edgar asked whether the existing wall would be removed, to which Mr. Williams responded that it would and went on to say that the City was looking at hillside drainage and many locations need to be addressed. Ms. Capriola mentioned that residents who have potential flooding issues should provide their information to Mr. Greenberg would pass it along.

Mayor Pro Tem Eklund moved, Seconded by Councilmember Kellner, to approve the plans and specifications and authorize bid advertisement for the MVMCC Slope Repair at Sites 16, 22 and

26, MVMCC Capital Improvement, Long Term Infrastructure Item No. 51. *The motion carried unanimously.*

4. MVMCC EMERGENCY PLAN AND EMERGENCY PREPAREDNESS UPDATES INCLUDING \$21,500 GRANTS FOR VEGETATION MANAGEMENT

Consider 1.) Approving a resolution adopting the Emergency Plan for MVMCC and directing staff to submit a copy to the Department of Housing and Community Development and to distribute and provide notice of the Emergency Plan to MVMCC residents and 2.) Approving \$21,500 in grant funding and directing staff to either adjust the current FY 14/15 budget or the FY 15/16 budget based on the final information from the grant providers in terms of timing of the grants.

Assistant City Manager Capriola opened the item and introduced Dave Jeffries, Emergency Service Coordinator, and Fire Captain Bill Tyler, and stated that the Plan contained information for residents about emergency procedures. She said that the proposed plan would be more comprehensive than the proposed plan and would be posted and distributed to all residents.

Mr. Jeffries gave the staff report, explaining that the new plan addressed emergency contact information, evacuation routes, and emergency steps to follow in various scenarios, and provided a long list of preparedness sources.

Captain Tyler reported that, in collaboration with other organizations and the county, NFD had worked to secure a number of grants that could help the park, and outlined prospective uses for \$21,500 in grant funding, which included vegetation management projects, chipper work to clear fire prone plants and a demonstration project to show fire and drought resistant landscaping ideas. He concluded by stating that the grants would require a match of staff time or dollars, in the amount of an additional \$26,000 and said that \$20,000 in fire abatement had also been added to the budget.

COUNCILMEMBER QUESTIONS

Councilmember Lucan asked what the inspection requirements for smoke and carbon monoxide detectors was for coaches, to which Capt. Tyler responded that HCD is the official for coaches, not the City. He said that there were great efforts in the Park working with Sunrise Rotary who had planned an upcoming event to test, replace batteries, and add or replace alarms, all at no charge. He also said that the Fire Department was always available to assist residents when needed, and encouraged everyone to install a CO₂ detector in their residences.

Mayor Pro Tem Eklund raised the issue that in a senior park, there are concerns about those on oxygen or who need special help in emergency and asked whether we have that information. Mr.

Jeffries replied that we do not due to HIPAA privacy concerns, but special teams are deployed during an emergency to assist special needs households. Ms. Capriola added that the City was working with MVEST (Marin Valley Emergency Safety Team) regarding the legal issues involved.

Councilmember Athas asked about new smoke alarms that had a ten year life and required no battery changes, to which Capt. Tyler replied that they were more expensive and it would be a slow transition to those units.

Councilmember Kellner asked whether the Rotary's service was just for MVMCC, to which Capt. Tyler responded that the service was for all mobile home parks.

Mayor MacLeamy asked how residents can be encouraged to remove fire prone plants such as junipers, to which Capt. Tyler replied that junipers were only one of many types of fire prone plants, stated that NFD had recently distributed a flyer to Park residents about replacing fire prone plants with fire resistant ones and would work cooperatively with park management and residents to exchange plants.

Ms. Capriola spoke regarding the vegetation management plan, stating that it considers all of the vegetation in the park and will allow prioritization of areas closer to wild area interface. She added that the demonstration areas will be on two City lots so that residents are not disturbed by visitors walking through their property.

PUBLIC COMMENT

9. Serena D'Arcy Fisher expressed MVEST's thanks for the opportunity to work with the City and said she was confident that the community would come up with great plan.
10. Rick Altman stated that the grass from Clubview to the railroad tracks needed mowing, as it presented a fire danger.

*Councilmember Kellner moved, Seconded by Councilmember Athas, to approve Resolution No, 27-15 adopting the Emergency Plan for MVMCC and directing staff to submit a copy to the Department of Housing and Community Development and to distribute and provide notice of the Emergency Plan to MVMCC residents. **The motion carried unanimously.***

*Mayor Pro Tem Eklund moved, Seconded by Councilmember Lucan, to approve \$21,500 in grant funding and directing staff to either adjust the current FY 14/15 budget or the FY 15/16 budget based on the final information from the grant providers in terms of timing of the grants. **The motion carried unanimously.***

5. MVMCC WORKING DRAFT FINANCIAL FORECAST

Consider receiving the updated working draft MVMCC financial forecast and asking questions of staff.

Finance Manager Cochran gave the staff report, explaining that it was a major update of the long range forecast regarding accumulation of reserves for eventual replacement of underground utility infrastructure at the Park. He reported that the forecast had been completely re-done based on the most recent proposed budget for 2015/16, and looked forward from that point in time, utilizing a very simplistic 2% inflation factor on most categories to model a reasonable growth assumption in the out-years of the forecast. He added that some expenditure categories of note were not escalated by inflation, such as capital expenditures, debt service and turnback.

He said that the critical assumption within the forecast resides in the Capital line item; specifically, when certain major infrastructure replacement projects need to occur and whether or not the City was selected for the PG&E electricity / master meter replacement project, creating two scenarios within the working draft:

Scenario #1 – Without PG&E – This was the scenario originally anticipated when the bonds were re-financed, with major infrastructure replacement projects beginning in approximately year 8 (2022/23) of the forecast. In this scenario, the City would have accumulated sufficient reserves to fund the necessary projects, with no outside funding or City loans required.

Scenario #2 – With PG&E Pilot Project – In scenario #2, if MVMCC was selected for the PG&E pilot project and electricity infrastructure replacements begin soon, staff would propose coordinating with PG&E on the major infrastructure replacement projects, taking into account the disruption to residents and the trenching and asphalt cuts required to do so. In this case, projects would begin much sooner than in scenario #1, possibly as early as 2016/17 and continuing through 2020/2021.

Mr. Cochran went on to explain how the reserves would work and the various reserve policies assumed for the model. In conclusion, he stated that this was a very much a working draft and that more would be known once the PG&E announced whether we would be part of the pilot project.

COUNCILMEMBER QUESTIONS

Mayor Pro Tem Eklund asked, regarding Scenario #1, whether the estimated costs for capital improvements were based on today's dollars or 2022, to which Mr. Cochran replied that they were based on current estimates and might need revision. Mr. Skinner added that the numbers came from the infrastructure study done a few years ago that was meant to quantify overall needs and that we will put a harder number together.

Mayor MacLeamy asked whether the estimates included any funding for storm drains, to which Mr. Skinner replied that there was not much storm drain funding, but did include some site drainage. Mr. Cochran added that we kept \$180,000 in the bank to pay the operating expenses of the Park.

PUBLIC COMMENT

11. Jay Shelfer stated that, with either scenario, the forecast showed that there was no need for a rent increase.
12. John Hanson spoke in opposition to a rent increase, stating that seniors have the smallest incomes and, to them, a few dollars makes a huge difference.

Mr. Cochran responded to questions and comments raised during Public Comment, stating the forecast was very basic and was only intended to model how we might approach paying for these things, but was not meant to be a policy statement or predict the future. Ms. Capriola added that the forecast was meant, at a high level, to show that the gap would not be that large if we did get the PG&E funding and that the City did have ability to provide a loan at this level.

6. FY 15/16 BUDGET – OPERATING AND CAPITAL FOR MVMCC

Consider reviewing, accepting input, and taking action on the FY 15/16 Operating and Capital Budget for the Marin Valley Mobile Country Club.

Ms. Capriola gave the staff report, explaining the process that had been undertaken to review the budget and highlighting key staff recommendations which included a 1.5% rent increase, budget adjustment for emergency preparedness once the amount of grant funding was known, a raise in compensation for Matt Greenberg for his exceptional performance as on-site Park Manager, non-renewal of the cable television contract with Comcast and advising residents that they must make their own arrangements, additional funding for fire abatement, a line item for minor Park improvements, funding for emergency preparedness and funding for short-term CIP projects and long term infrastructure improvements and planning. She said that the plan was to put off installing an elevator, and to emphasize parking and repair of the swimming pool.

COUNCILMEMBER QUESTIONS

Mayor Pro Tem Eklund asked, regarding the Comcast issue, whether Horizon was an option, to which Ms. Capriola replied that the recommendation was to move away from one service and allow residents to make their own choices. The Mayor Pro Tem asked how the 1.5% increase in rent was chosen, to which Mr. Cochran responded that the CPI for the Bay Area was between 1.2 and 1.4 %, and that the Federal target was 2%, which made 1.5% look like a good number to match inflation and generate a bit of revenue as our operating expenses were increasing. He added that his increase did not cover our costs, which were at 2.8%.

Councilmember Lucan asked for clarification on the rent increase history to which Mr. Cochran replied that we did not raise rents during the 2013 cycle at the request of the PAC, and therefore, there had been no increases for five years.

Councilmember Kellner asked for clarification about proposed studies, to which Mr. Skinner responded that the study referenced in the Capital Budget was more like a preliminary design for what infrastructure replacement would occur and that the new study would be more detailed, like a master plan, which would be carried out through phases.

Councilmember Athas asked about the debt service ratio requirement and what we would do if CIP came in higher, to which Ms. Capriola said that we the flexibility to decide on the amount of rent increase.

PUBLIC COMMENT

13. Jay Shelfer stated that rents currently are sufficient to cover expenses and to have reserve and that, if the PG&E program goes forward, it would greatly reduce Park expenses. He asked that there be no rent increase until the outcome was known.
14. David King also spoke in opposition to the rent increase, stating that it was not accurate to base assumptions on concept studies, but rather on what was needed right now and pointed out areas in the budget, such as resident humanitarian services, where savings could be realized.
15. Joseph Davila spoke against the rent increase, stating that CPI did not reflect what it took to live in Marin County.
16. Mike Read spoke against the rent increase, stating that the City Council was supposed to look out for Park residents and that rents have increased an average of 1.9 % per year since 1997, amounting to \$1M.

Ms. Capriola clarified that the resident humanitarian fund was for assistance for one-time emergencies, not ongoing problems. She said that the idea of a rent subsidy could be explored for cases where need was established. She gave a reminder that the rent increase would not go into effect until January and added that Mr. Read's assertion of the \$1M figure was not correct, and that it was actually more like \$190,000.

Mayor Pro Tem Eklund asked for clarification regarding potential PG&E improvements, to which Ms. Capriola responded that, if we received PG&E funding, it would only pay for gas and electric and we would still need to take care of the other utilities which would involve separate trenches and a lot of engineering work. She added that there was no PUC requirement that we do infrastructure improvements but that it would be a matter of Council policy and staff recommendation. Mayor Pro Tem Eklund followed up by asking what the impact would be to the next fiscal year budget if the rent increase were not implemented, to which Mr. Cochran responded that the increase would generate \$42,000, about half of our operating increases, and that we could cover it for the next year but were starting to get on low side of debt service coverage and were too close to the minimum requirement.

Councilmember Kellner asked for clarification on some of staff's recommendations, to which Ms. Capriola responded that the bonuses were meant for staff other than the general manager; that, on average over the last 10 years, the operating budget has gone up 2.9%; that the proposed budget was intended to reflect reality and reinvestment in the Park to make it a nicer environment overall; that, regarding the humanitarian fund, we could move funds around in January during an annual budget update; and that the rent increase, if approved, would be for one year as each budget was independent and that the ceiling was 1.5% but it could be lower

Mayor MacLeamy discussed a possible approach to implementing a rent subsidy, to which Ms. Capriola responded it would make sense to look at all the topics globally and that staff could come back to Council with a report of what was and what was not possible and to receive policy direction.

*Councilmember Lucan moved, Seconded by Councilmember Kellner to approve the FY 2015/16 Operating and Capital Budget for the Marin Valley Mobile Country Club. **The motion carried unanimously.***

Following the vote, Councilmembers made comments regarding their support of the budget adoption, and explaining their thoughts on the rent increase and the possibility of instituting some sort of rent subsidy using the humanitarian fund when need was demonstrated.

7. CONSIDERATION OF POSSIBLE APPROVAL OF RULE CHANGES
 RELATING TO USE OF THE CLUBHOUSE AND LANDSCAPING AND
 AUTHORIZING THE FORMAL NOTICING TO THE RESIDENTS OF SUCH
 CHANGES

Consider approving proposed amendments to the rules for the Marin Valley Mobile Country Club relating to use of the Clubhouse and Landscaping and authorizing formal noticing to the residents of such rule changes.

Assistant City Attorney Nebb gave the presentation and outlined the rules as stated in staff report. She described the recommended changes regarding the use of the clubhouse and the planting of trees and shrubs, as well as pruning, trimming and removal requirements. Following her report, the Councilmembers asked specific questions about what would and would not be allowable under the new rules, to which Ms. Nebb provided responses. Among them, she explained that for-profit enterprises would not be allowed to use the clubhouse, that outside groups are not allowed to use it for their own purposes other than the allowable four times per year with permission and that a meeting was held with residents to discuss the proposed policy changes.

PUBLIC COMMENT

17. Connie Marelich stated that the Lion's Club had met in the clubhouse on Saturdays for the last few years and asked that they be grandfathered in.

18. Carole Rosvold inquired about the landscaping rules, stating that heritage trees should not be recommended for removal.

19. Jack Brandon addressed the tree and shrub policy, stating that it should be modified because requiring a schematic was unrealistic.

Mr. Greenberg stated that outside organizations were charged a strictly a refundable cleaning deposit and that they must have insurance, adding that the Lion's Club has been using the facility but that the policy strictly prohibits routine use and that allowing use four times per year was a good way to provide all residents with fair access to hosting at the clubhouse. In response to a question from Mayor Pro Tem Eklund, he explained that past uses by outside organizations were in conflict with existing rules and that it was his responsibility to enforce the policy.

Ms. Nebb added that the rules should be administered fairly to all and Ms. Capriola added that allowing broad usage would reduce the availability of the amenity to residents and that it was not a public facility to be rented and made available. If Council wanted to open it up, the alternative would be to make it open to all and charge a fee.

*Councilmember Kellner moved, Seconded by Councilmember Lucan to approve amendments to the rules for the Marin Valley Mobile County Club relating to use of the Clubhouse and Landscaping and authorizing the formal noticing of residents of such rule changes. **The motion carried unanimously.***

F. REGULAR REPORTS

8. PARK MANAGEMENT UPDATE: MATT GREENBERG

Mr. Greenberg provided an update on the cutting of tall dry grass that would be completed by July 1. Regarding the pool, he stated that some of the underground pipes had been temporarily repaired. He also reported installation of a security system had been completed, a new accounting system had been implemented for rent collection and financial monitoring and that the HVAC upgrade had been completed. He added that there would soon be money available for free weatherization, based on income, and that the information on that could be found in the newsletter.

9. UPDATE FROM PAC: JAY SHELFER, PAC PRESIDENT

Mr. Shelfer reported that he was beginning to see a much clearer picture between all involved parties at the Park, and noted that there was better communication and constant improvement. He thanked Mr. Greenberg and his ability to address issues that had been ignored in the past and bring about vast improvement. He stated that spending money and to upgrade the facility was worthwhile and supported the idea of doing projects in house with assistance from the City, at a savings.

G. BOARD/STAFF COMMENTS

None

H. ADJOURNMENT

At 9:28 p.m., the meeting was adjourned.

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

Sheri Hartz, City Clerk

DRAFT



THE CITY OF
NOVATO
CALIFORNIA

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STAFF REPORT

MEETING

DATE: October 20, 2015

TO: City Council

FROM: Michael S. Frank, City Manager

SUBJECT: **OPPOSITION TO MTC PROPOSAL TO TRANSFER ABAG REGIONAL LAND USE PLANNING STAFF AND ASSOCIATED FUNDING TO MTC**

REQUEST

Consider approving and sending a letter to the Metropolitan Transportation Commission (MTC) from the Council, signed by the Mayor, opposing the transfer of ABAG (Association of Bay Area Governments) regional land use planning staff and associated funding to MTC.

RECOMMENDATION

Approve attached draft letter and authorize City Manager to send it.

BACKGROUND

ABAG was created by local governments to provide regional planning and research needs related to land use, environmental and water resources protection, disaster resilience, energy efficiencies and hazardous waste mitigation, and as well as risk management, financial services and staff training to numerous local governments and employees. It provides each city and county with a vote in regional matters. The concept of one city, one vote provides for fair representation among local governments in the SF Bay Area.

MTC is proposing to transfer regional land use planning staff and associated funding from ABAG to MTC, and cities have not had the opportunity to evaluate the proposal or offer alternative proposals for consideration. A funding agreement was signed in 2012 by both agencies which does not expire until 2021. If both the MTC and ABAG Executive Boards agree to pursue formation of one regional agency that serves as the Council of Governments and the Metropolitan Planning Organization, it is reasonable that an independent third party consultant be retained to evaluate the existing conditions and recommend alternatives that can be discussed with the 101 cities and nine counties of the SF Bay Area.

FISCAL IMPACT

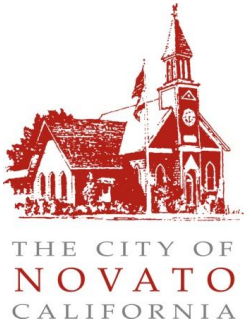
None at this time.

ALTERNATIVES

Take no action at this time; direct staff as to action requested.

ATTACHMENTS

1. Draft letter of opposition



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City Manager
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D-2

1.

Honorable Dave Cortese, Chair
Metropolitan Transportation Commission
101 8th Street
Oakland, CA 94607

Re: Opposition to MTC Proposal to Transfer ABAG Regional Land Use Planning Staff and Associated Funding to MTC

Dear MTC Chair Cortese and fellow Commissioners:

The City of Novato strongly urges MTC to fully fund the Association of Bay Area Governments (ABAG) for the entire fiscal year without any conditions and abandon efforts to transfer the ABAG land use planning staff to MTC. MTC's proposal has not been a collaborative effort between both agencies and numerous stakeholders including cities have not been afforded the opportunity to evaluate the proposal or provide alternative proposals for consideration.

ABAG's governance as a Council of Governments in the Bay Area since 1961 has served the 101 cities, towns and 9 counties well. It meets the regional planning and research needs related to land use, environmental and water resources protection, disaster resilience, energy efficiencies and hazardous waste mitigation and provides risk management financial series and staff training to numerous local governments and employees. It is, and always has been a Council of Governments, where each city and county has a voice and a vote.

The City of Novato urges MTC to restore ABAG's budget for the FY 2015-16 and adhere to the 2012 funding agreement signed by both agencies which expires in 2021. We simultaneously recommend that MTC abandon your unilateral attempt to transfer the land use planning staff and functions from ABAG to MTC.

We urge that if both the MTC and ABAG Executive Boards agree to pursue formation of one Regional agency that is the Council of Governments and the Metropolitan Planning Organization, that an independent third party consultant be retained to evaluate the existing conditions and recommend alternatives that can be discussed with the 101 cities and 9 counties of the SF Bay Area.

Fifty five years ago, the cities formed through a Joint Powers Agreement, a Council of Governments (ABAG) to ensure local control. The concept of one city, one vote; one county, one vote provides for fair representation amongst the local governments in the SF Bay Area. We are not, especially now, interested in any unilateral dismantling of ABAG by the MTC. There is far too much to accomplish within the Region that will demand the full attention of both the ABAG and MTC staff and governing bodies.

Sincerely,

Jeanne MacLeamy, Mayor
City of Novato

cc: Honorable Julie Pierce, Chair
Association of Bay Area Governments

Marc Levine, Assemblymember

Mike McGuire, State Senator

Dennis Michael, President
League of California Cities

Marin County Board of Supervisors

DRAFT



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STAFF REPORT

MEETING

DATE: October 20, 2015

TO: City Council

FROM: Brian Cochran, Finance Manager
Maureen Chapman, Accounting Supervisor

SUBJECT: **MVMCC FINANCIAL UPDATE – MAY 2015 THROUGH
AUGUST 2015**

REQUEST

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

RECOMMENDATION

Receive report.

DISCUSSION

Attached are copies of the latest financial reports for Marin Valley Mobile Country Club, encompassing the periods of May 2015 through August 2015. Below is an update for the current reserve balances as of August 2015.

Reserve Balances at April 30, 2015:	\$3,798,153
<u>Reserve Balances at August 31, 2015:</u>	<u>\$4,023,301</u>
Increase / (Decrease) in Reserves:	\$225,148

The park is required to maintain a 2.00 debt service coverage ratio per the loan agreement with Bank of Marin. The park preliminarily ended fiscal year 2014/15 at June 30, 2015 with a preliminary debt service coverage ratio of 2.81, but staff anticipates that that figure will go down after all year-end closing adjustments are finalized.

Bank of Marin Loan Outstanding: \$6,757,886

In the past, some members of the public and the Council expressed interest in knowing the investment returns of the park balances that are being invested. Other than the balances being held at Bank of Marin in the “MVMCC Operating Account” and the “MVMCC Accounts Payable” account, all other reserve funds are credited interest at the City’s general investment portfolio rate. For the most recent fiscal year, the portfolio earned 0.90% on its investments.

ATTACHMENTS

1. Monthly Financial Summary Reports for MVMCC – May 2015 through August 2015

Management Report for Period Ending May 31, 2015

Date: June 15, 2015
 To: City of Novato
 Park Acquisition Corporation
 From: Al Frei
 Re: Marin Valley Mobile Country Club

Financial Information

Petty Cash	1,700.00
MVMCC Operating Account	437,853.16
MVMCC Accounts Payable	(195.93)
Westamerica Bank - Capital Reserves	1,000,000.00
Westamerica Bank - Long Term Reserves	2,178,773.42
Westamerica Bank - Operating Reserves	250,000.00
Total	<u><u>\$3,868,130.65</u></u>

Current Year Activity

	<u>Current Period</u>	<u>Year to Date</u>
Income	248,861.99	2,801,080.96
Operating Costs	108,769.58	1,148,918.63
Project Costs	18,065.84	409,636.31
Other Costs	16,736.41	213,650.06
Net	<u><u>\$105,290.16</u></u>	<u><u>\$1,028,875.96</u></u>

Bank of Marin Loan Payments

Principal	38,101.13	412,049.49
Interest (included above)	16,163.23	184,858.47
Total Debt Service	<u><u>54,264.36</u></u>	<u><u>596,907.96</u></u>

Debt Service Coverage Ratio - Year to Date 2.77

Management Notes / Updates

None.

FREI REAL ESTATE SERVICES

8340 AUBURN BLVD. • SUITE 100 • CITRUS HEIGHTS, CA 95610 • (916) 722-8110 • FAX (916) 722-8111

Management Report for Period Ending June 30, 2015

RECEIVED

JUL 20 2015

CITY OF NOVATO

Date: July 15, 2015
To: City of Novato
Park Acquisition Corporation
From: Al Frei
Re: Marin Valley Mobile Country Club

Financial Information

Petty Cash	1,700.00
MVMCC Operating Account	161,763.37
MVMCC Accounts Payable	10,474.40
Umpqua Bank - Capital Reserves	1,000,000.00
Umpqua Bank - Long Term Reserves	2,178,773.42
Umpqua Bank - Operating Reserves	250,000.00
Umpqua Bank - City Funds	300,000.00
Total	<u>\$3,902,711.19</u>

Current Year Activity

	<u>Current Period</u>	<u>Year to Date</u>
Income	258,565.85	3,059,646.81
Operating Costs	81,606.60	1,230,525.23
Project Costs	85,086.04	494,722.35
Other Costs	17,007.29	230,657.35
Net	<u>\$74,865.92</u>	<u>\$1,103,741.88</u>

Bank of Marin Loan Payments

Principal	37,654.57	449,704.06
Interest (included above)	16,609.79	201,468.26
Total Debt Service	<u>54,264.36</u>	<u>651,172.32</u>

Debt Service Coverage Ratio - Year to Date 2.81

Management Notes / Updates

None.

Management Report for Period Ending July 31, 2015

Date: August 14, 2015
 To: City of Novato
 Park Acquisition Corporation
 From: Al Frei
 Re: Marin Valley Mobile Country Club

Financial Information

Petty Cash	1,700.00
MVMCC Operating Account	276,098.92
MVMCC Accounts Payable	5,000.00
Umpqua Bank - Capital Reserves	1,000,000.00
Umpqua Bank - Long Term Reserves	2,178,773.42
Umpqua Bank - Operating Reserves	250,000.00
Umpqua Bank - City Funds	300,000.00
Total	<u><u>\$4,011,572.34</u></u>

Current Year Activity

	<u>Current Period</u>	<u>Year to Date</u>
Income	253,484.50	253,484.50
Operating Costs	78,355.14	78,355.14
Project Costs	18,322.50	18,322.50
Other Costs	15,986.22	15,986.22
Net	<u><u>\$140,820.64</u></u>	<u><u>\$140,820.64</u></u>

Bank of Marin Loan Payments

Principal	38,278.14	38,278.14
Interest (included above)	15,986.22	15,986.22
Total Debt Service	<u><u>54,264.36</u></u>	<u><u>54,264.36</u></u>

Debt Service Coverage Ratio - Year to Date 3.23

Management Notes / Updates

None.

FREI REAL ESTATE SERVICES

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RECEIVED

SEP 21 2015

CITY OF NOVATO

Management Report for Period Ending August 31, 2015

Date: September 15, 2015
To: City of Novato
Park Acquisition Corporation
From: Al Frei
Re: Marin Valley Mobile Country Club

Financial Information

Petty Cash	1,700.00
MVMCC Operating Account	287,827.82
MVMCC Accounts Payable	5,000.00
Umpqua Bank - Capital Reserves	1,000,000.00
Umpqua Bank - Long Term Reserves	2,178,773.42
Umpqua Bank - Operating Reserves	250,000.00
Umpqua Bank - City Funds	300,000.00
Total	<u><u>\$4,023,301.24</u></u>

Current Year Activity

	<u>Current Period</u>	<u>Year to Date</u>
Income	256,801.22	510,285.72
Operating Costs	115,573.17	193,928.31
Project Costs	48,344.17	66,666.67
Other Costs	40,635.66	56,621.88
Net	<u><u>\$52,248.22</u></u>	<u><u>\$193,068.86</u></u>

Bank of Marin Loan Payments

Principal	37,837.92	76,116.06
Interest (included above)	16,426.44	32,412.66
Total Debt Service	<u><u>54,264.36</u></u>	<u><u>108,528.72</u></u>

Debt Service Coverage Ratio - Year to Date 2.91

Management Notes / Updates

None.



THE CITY OF
NOVATO
CALIFORNIA

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STAFF REPORT

DATE: October 20, 2015
TO: City Council
FROM: Cathy Capriola, Assistant City Manager
Veronica Nebb, Sr. Assistant City Attorney

SUBJECT: **GAS VALVE PRESENTATION AND APPROVAL OF \$30,000 FOR
MANUAL GAS VALVE UPGRADES**

REQUEST

Consider hearing presentations and adopting a resolution directing the Property Manager to upgrade the manual gas valves and authorizing \$30,000 from the MVMCC Capital Reserve fund.

RECOMMENDATION

Hear presentations and adopt resolution.

DISCUSSION

Over the past year, there has been many conversations about how to improve the resiliency of coaches during and after an earthquake. In particular, many residents are concerned about gas leaks from meters and fears of fire. At various forums, residents have been discussing different gas flow devices that can be placed on the gas utility meters – both manual and automatic. Mark Greenberg, Property Manager, MVEST and City staff have all discussed various options.

Park Management has invited Jar Mellem, President of JARSCO, the company that repairs and inspects the gas and electrical utility infrastructure within MVMCC. JARSCO has over 400 mobile home complexes and extensive experience including responding to multiple earthquake situations in both Northern and Southern California. Mr. Mellem will make a presentation to discuss the experience of his firm with various devices. Mr. Greenberg will also present information on gas valves shut-off valves at the meeting as shown on the included attachment.

From discussions with various entities, it is clear that it is important for individual residents to know how to and to feel comfortable manually turning off the gas line at their coach in the case of an emergency. The Novato Fire Protection District advocates that residents know how to do this no matter where they live in Novato. The great majority of meters in MVMCC are the older style of manual valve. While these older style manual valves on many of the utility gas meters are operable, they are not easy or intuitive for a resident. The older style manual valves are a multiple step process, require a wrench and there is a smell of gas when the valve is being closed which can cause confusion for a resident.

City staff is recommending that the City Council authorize the addition of new easy manual shut off valves to be installed on each gas utility meter where they don't exist for a cost of approximately \$30,000. The funding for this would be taken from reserves if there is support from the Council. While we could wait to include this in next year's budget, City staff and the Property Manager feel that it would be good to make this change as soon as possible in this current fiscal year.

At this time, City staff is recommending that the Council wait and hear the feedback and recommendation from Mr. Mellem representing JARSCO regarding the automatic gas shut off valves.

FISCAL IMPACT

The cost estimate to replace all the gas shut-off valves is estimates to be no more than \$30,000. Staff recommends that this come from the Capital Reserve Fund which currently has a balance of \$1,000,000.

ALTERNATIVES

1. Do not approve funding for new manual gas valves at this time and direct staff to continue to research and gain input from residents.
2. Do not approve funding for new manual gas valves.

ATTACHMENTS

1. Gas Valve Background Information
2. Resolution

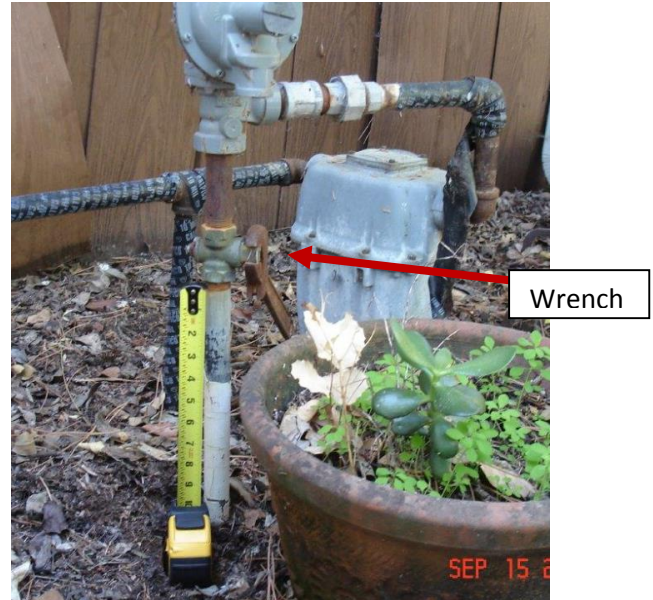
ATTACHMENT

GAS SHUT OFF VALVES BACKGROUND INFORMATION

Manual Gas Shutoff Devices

Each gas meter has a manual gas shut off device. In MVMCC, most of the unit have gas shut off devices that are called a "ball valve". The current ball valve requires a multiple step process with a wrench and there is a smell of gas when the valve is being **opened or closed** which can cause confusion for a resident. The current valves are operable, but not intuitive for a resident especially during a stressful emergency situation. (See Photo #1)

New manual gas valves have a handle built into it and are much clearer to understand how to turn off and on. (See Photo #2-#4.)



#1 -- CURRENT VALVE



#2 -- NEW VALVE



#3 -- NEW VALVE INSTALLED



#4 -- NEW VALVE INSTALLED

Automatic Gas Shutoff Devices (aka seismic or excess flow devices)

The stated purpose for considering the installation of automatic gas shut off devices (seismic gas shutoff devices and/or excess flow gas shutoff devices) is to enhance safety and provide additional protection for residential occupants and first responders from unnecessary threats of injury or death and to reduce property damage from some residential gas pipeline failures that may result in a fire.

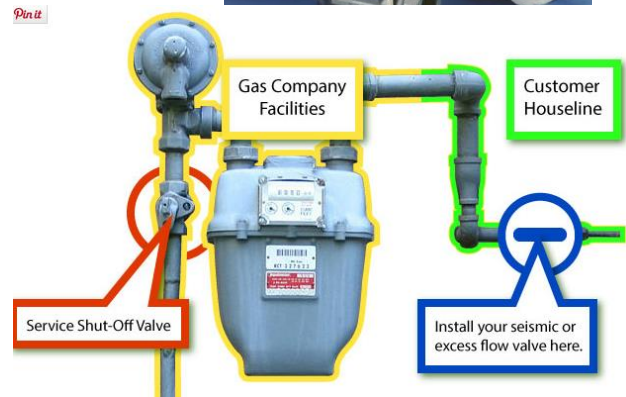
- 1. Seismic Gas Shutoff Device:** Means an earthquake-sensitive gas shutoff device intended to prevent gas flow in a gas piping line following a specified degree of seismic disturbance. Generally, a single seismic gas shutoff device would be installed in a residential occupancy's gas piping system. This device normally is installed in the main gas line down-stream from the utility company's gas meter and service tee on the outside of the building. It is designed to activate only in cases when building shaking may be sufficient to cause damage to the gas piping system.



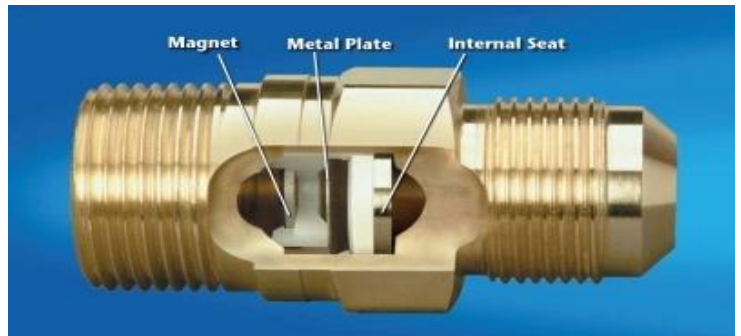
Basis of Operation: Senses shaking in a building that is above a design level of shaking and automatically shuts off gas.

Benefits: Activates only in cases when building shaking may be sufficient to cause damage to the gas system. Someone does not need to be present to ensure shutoff.

Drawbacks: Can activate even if damage and hazards do not exist. Aftershocks can cause the device to activate after service has been restored. May activate from shaking not related to earthquakes.



- 2. Excess Flow Gas Shutoff Device:** Means a device or system designed to automatically shut off gas flow in a piping system in the event of significant overpressure surge or rupture of the gas supply line down-stream of the device or system. Individual excess flow gas shutoff devices generally are installed at each appliance outlet between the gas piping system and the appliance connector. In addition, a main excess flow gas shutoff device is installed in the main gas line down-stream from the meter and service tee. The purpose of these devices is to shut off the flow of gas to individual appliances or the entire system when the flow of gas through the device is increased beyond its predetermined operating flow rate.



The operation of the device depends on the ability of a given piping system to generate the required excess gas flow. These valves will function on most incidents of catastrophic pipe breakage.

Basis of Operation: Senses gas flows that are above a design shutoff flow rate and automatically shuts off gas.

Benefits: Activates only in cases when excess gas flows downstream of the device. Someone does not need to be present to ensure shutoff.

Drawbacks: Will not shut off gas if leakage is below the design shutoff flow rate, even if a slow leak exists. May not activate if the occupant changes gas systems downstream without modifying the device **4**

CITY COUNCIL OF THE CITY OF NOVATO

RESOLUTION NO. _____

RESOLUTION APPROVING UPGRADES TO THE MANUAL GAS VALVES AND AUTHORIZATION FOR \$30,000 FROM THE MVMCC CAPITAL RESERVE FUND

WHEREAS, over the past year, there has been many conversations about how to improve the resiliency of coaches during and after an earthquake; and

WHEREAS, while the Park’s current manual gas shut off valves on the utility gas meters are operable, many of them are not easy or intuitive for a resident; and

WHEREAS, there is a funding need to repair an existing cathodic protection anode bed and rectifier system; and

WHEREAS, the current manual valves are a multiple step process, require a wrench and there is a smell of gas when the valve is being closed which can cause confusion for a resident; and

WHEREAS, an investment in upgraded manual gas valves is an important preparation tool for park emergency preparedness.

NOW, THEREFORE, BE IT RESOLVED the City Council of the City of Novato hereby approves that the MVMCC Property Manager contract to upgrade manual gas valves in the Park and authorizes \$30,000 from the MVMCC Capital Reserve fund for this investment.

* * * * *

I HEREBY CERTIFY that the foregoing resolution was duly and regularly adopted by the City Council of the City of Novato, Marin County, California, at a meeting thereof, held on the 20th day of October, 2015, by the following vote, to wit:

- AYES: Councilmembers
- NOES: Councilmembers
- ABSTAIN: Councilmembers
- ABSENT: Councilmembers

City Clerk of the City of Novato

Approved as to form:

City Attorney of the City of Novato

DRAFT

STAFF REPORT

E-5



THE CITY OF
NOVATO
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MEETING

DATE: October 20, 2015

TO: City Council

FROM: Cathy Capriola, Assistant City Manager
Matt Greenberg, Park General Manager
Tony Williams, Senior Civil Engineer

SUBJECT: **MVMCC CAPITAL IMPROVEMENT PROGRAM (CIP) UPDATE AND
ADOPTING A RESOLUTION APPROVING A MVMCC CAPITAL
BUDGET ALLOCATION AMENDMENT**

REQUEST

Consider receiving a presentation on the status and update of the Park’s ongoing CIP Projects and adopting a resolution approving an amendment to the Approved FY 15/16 Capital Budget.

RECOMMENDATION

Receive presentation and adopt resolution.

DISCUSSION

The City’s Engineering staff has been working closely with Matt Greenberg on the Park’s Short and Long term Capital Improvement Program (CIP). The following discussion provides an overview and update of both short term and long term CIP Projects.

Slope Stability (Budget Item 57)

The first construction project under this ongoing program was advertised in late June 2015. The construction scope included restoring hillside topography, drainage improvements, construction of debris catchment walls, and erosion and sediment control at three priority locations within the Park. The three locations include: Site16 which is behind 99 Panorama; Site 22 which is behind Wild Oak Drive; and Site 26 which is behind 17 Marin Valley Drive. However, due to the available budget and the estimated cost for all improvements, the base bid was limited to Site 16, with the other two sites listed as “alternate” bid items. A total of two bids were received on July 7, 2015. The apparent low bidder was 142% over the Engineer’s Estimate for the base bid, and total of all bid items was \$110,000 over the approved budget.

Given the bid results as well as the current overall construction bidding environment in the Bay Area, staff elected to cancel the project and approach the program with a new strategy. This strategy includes looking for opportunities to consolidate similar scope elements at multiple sites, and approve the economies of scale of the overall work. It is important to remember that effective drainage is an important component of any slope stability program. By directing our focus on

drainage enhancements, we can improve the routine drainage maintenance of the park and take care of a component of slope stability.

The first step of this strategy is to evaluate the existing hillside drainage system to identify potential drainage related improvements needed throughout the Park. This work includes a comprehensive cleaning and inspection of the existing drainage inlets and associated piping that are located within the hillsides behind the residential units. This will help ensure that the Park is prepared for any El Nino weather impact and complete necessary drainage work. In August 2015, bids for the “MVMCC Hillside Drainage Inspection and Cleaning Project” were solicited and a low bid of \$26,880 was received from Marin Roto-Rooter. The work began on October 12, 2015. Any blockages encountered in the inlets and piping will be removed. The contract with Marin Roto-Rooter also includes a provision to make selective pipe repairs as needed. The scope also includes the production of an inspection report that will provide detailed information on the pipe size, alignment and configuration, as well as the overall pipe conditions. This information will be useful in the development of a new construction project next year.

Clubhouse ADA Improvements and Pool Facility Improvements (Budget Items 11 and 32)

These two projects share several common elements, including Americans with Disability Act (ADA) path of travel issues, pathway surfacing material, amenities, and landscaping. Not all of the exterior areas around the Clubhouse are fully developed or available for outdoor activities. In light of these needs, City and Park Staff elected to develop an overall Clubhouse exterior landscaping plan that looks specifically at the ADA issues and the needed pool facility improvements, but also considers integration and future improvements of other common exterior areas (excluding the decks). The City has enlisted the expertise of Gretchen Stranzl McCann, a landscape architect based in Napa, but with roots in Marin County. Ms. McCann will assist with the development of a draft and final Landscaping Master Plan for the Clubhouse. The overall milestone of this work is to finalize a Plan and transition to the development of construction drawings for the main Clubhouse entrance pathways and pool facility by April of next year. One of the overarching goals of this approach is to make sure that we integrate pathways of travel and the improvements to the pool facility so we do this work correct the first time.

Infrastructure Engineering Study – Utility Master Plan (Budget Item 74)

A separate agenda item (E-4) addresses this CIP Project specifically.

Summary of Short-Term CIP Projects

Below is a summary on a number of short-term CIP projects.

1. Retaining Wall at 183 Marin Valley Drive (Budget Item 36): The existing dilapidated railroad tie retaining wall was long overdue for replacement. Project is in progress by Bay Builders and includes replacement of three separate walls totaling 180 feet in length. Ten resident driveways have received asphalt repair by American Asphalt including full or partial replacement, overlay and/or seal coat.
2. Street Crack Seal Repairs (Budget Item 3/54220): Separations or cracks in asphalt pavement roadways throughout the Park, which contribute to undermining, were filled with hot oil based tar crack sealant. This is an ongoing yearly preventative maintenance.
3. Electrical Systems (Budget Item 33): The Park’s gas distribution system is protected from corrosion by a combination sacrificial anode and impressed current rectifier system

(also known as a cathodic protection system). The system is checked regularly and the recent inspection revealed a need to make improvements. Specifically, the installation of a new rectifier at one location and a new rectifier and sacrificial anode bed at another location is recommended.

4. Clubhouse Improvements/Maintenance Repairs (Budget Items 17, 26):

- Power ventilation vents have been installed in the west gable end of the ballroom to evacuate warm air and prevent damaging condensation from forming on the ceiling tiles.
- A structural beam and support repair was required in the exterior wall of the Fireside Room. Final repairs and finish painting is in progress.

Fire Abatement and Vegetation Management

A Vegetation management plan prepared by Cagwin & Dorward landscape contractors is finished. The Plan designates defensible space for fire prevention in twenty one (21) zones throughout the Park. Fire-prone plant removal and re-planting is near completion and scheduled for inspection before an October 31 deadline. The work is funded with a \$15,000 grant provided by Fire Safe Marin.

City Drainage Maintenance

In addition to the CIP projects highlighted above, staff wanted to highlight maintenance work that recently was completed at the Park. The City has a comprehensive Drainage System Maintenance Program that includes inspections and maintenance of catch basins, drain pipes, drainage ditches, and in some cases creek channels throughout the city limits. The County of Marin Flood Control District also manages a creek maintenance program within all of the natural creeks throughout Novato as part of Flood Control Zone 1. Note that the Park is located within the Miller Creek Watershed and lies outside of the Flood Control Zone 1 boundary. As required by state law, the City earlier this year applied for and received a 5-year permit from the California Department of Fish & Wildlife for the drainage maintenance work within ditches and creek channels. As a condition of the permit, a detailed work plan was prepared and environmental assessments were performed at sensitive drainage areas prior to any work.

The large drainage ditch that begins behind 33 and 35 Club View Drive and extends east to the SMART railroad tracks was included in this year's work plan. The ditch is located in what is now city-owned property but which was formerly TPL lands surrounding the Park. The results of a habitat assessment that was performed on October 7th provided the green light to begin vegetation management and debris removal from the ditch. The City's maintenance crews completed the permitted work in the ditch on October 8th. The City's crews has performed similar work in other drainage ditches and creek segments throughout the City. All of the permitted maintenance areas within the City will be completed by October 15th of this year. Photos of the work, including a "before" photo, are provided in an attachment.

FISCAL IMPACT

The Retaining Wall budget item (Line 36) is being used to repair an existing wall that failed behind 183 Marin Valley Drive. The wall ranked third overall in priority for all retaining walls on city property. There are insufficient funds in the line item to complete the work and restore the landscaping, and therefore an additional \$75,000 is required. The required work on two of the

Park’s three cathodic protection systems (anode and rectifier units) was not originally budgeted but requires \$12,000 to repair. This is critical protection to the natural gas distribution system.

Adoption of a budget resolution is required to cover budget increase for these line items. There are available funds from other Capital Budget items that can be re-allocated. Staff is proposing a budget allocation amendment that moves available budget from two other line items to fill the funding gap on the retaining wall item. In addition, the budget allocation amendment moves available budget in Line 33 to create a new line 33A for the required anode and rectifier work. The specific allocations are as follows:

Line Item	Description	Approved Budget	Revised Budget	Notes
2	Street-Asphalt Overlay	\$60,000	\$0	Budget moved to #36
33	Electrical System Analysis and Service Panel Upgrade	\$25,000	\$13,000	\$12,000 moved to #33A
33A	Anode Bed and Rectifier Replacement		\$12,000	New electrical line item
36	Retaining Walls	\$75,000	\$150,000	\$75,000 added
57	Slope Stability	\$80,000	\$65,000	\$15,000 moved to #36
Totals		\$240,000	\$240,000	

ALTERNATIVES

Take no action at this time; direct staff as to action requested.

ATTACHMENTS

1. Photos of the Drainage Ditch Maintenance.
2. Resolution

Marin Valley Mobile Country Club – East Drainage Ditch Maintenance

Before Photos (October 2014)



Looking East - Toward SMART Tracks



Looking West – End of Main Drain Pipe Not Visible

After Photos (October 2015)



Looking East – Toward
SMART Tracks



Looking West – End of
Drain Pipe Cleared

CITY COUNCIL OF THE CITY OF NOVATO

RESOLUTION NO. _____

RESOLUTION AMENDING ALLOCATION OF THE FY 15/16
MARIN VALLEY MOBILE COUNTRY CLUB CAPITAL BUDGET.

WHEREAS, the City Council of the City of Novato has adopted a final MVMCC Capital Budget for Fiscal Year 2015/2016; and

WHEREAS, there are insufficient funds in the Retaining Walls budget (Line item #36) to cover the cost to make final wall repairs, restore landscaping, and complete the required and permitted work; and

WHEREAS, there is a funding need to repair an existing cathodic protection anode bed and rectifier system; and

WHEREAS, adoption of a budget resolution is required to cover the Retaining Wall (Line 36) increase and to cover costs to repair an existing anode and rectifier unit; and

WHEREAS, there is funding available in other approved capital budget line items.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Novato hereby approves this budget allocation amendment for the FY 15/16 MVMCC Capital Budget and providing for the revised appropriations as follows:

Line Item	Description	Approved Budget	Revised Budget	Notes
2	Street-Asphalt Overlay	\$60,000	\$0	Budget moved to #36
33	Electrical System Analysis and Service Panel Upgrade	\$25,000	\$13,000	\$12,000 moved to #33A
33A	Anode Bed and Rectifier Replacement		\$12,000	New electrical line item
36	Retaining Walls	\$75,000	\$150,000	\$75,000 added
57	Slope Stability	\$80,000	\$65,000	\$15,000 moved to #36
Totals		\$240,000	\$240,000	

* * * * *

I HEREBY CERTIFY that the foregoing resolution was duly and regularly adopted by the City Council of the City of Novato, Marin County, California, at a meeting thereof, held on the 20th day of October, 2015, by the following vote, to wit:

AYES: Councilmembers
NOES: Councilmembers
ABSTAIN: Councilmembers
ABSENT: Councilmembers

City Clerk of the City of Novato

Approved as to form:

City Attorney of the City of Novato

DRAFT

STAFF REPORT

E-6



THE CITY OF
NOVATO
CALIFORNIA

922 Machin Avenue
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www.novato.org

MEETING
DATE: October 20, 2015

TO: City Council

FROM: Cathy Capriola, Assistant City Manager
Tony Williams, Senior Civil Engineer

SUBJECT: **MVMCC UTILITY MASTER PLAN**

REQUEST

Consider authorizing the City Manager to execute a Consultant Services Agreement (CSA) with BKF Engineers for the development a Utilities Master Plan for the Park.

RECOMMENDATION

Authorize the City Manager to execute the CSA.

DISCUSSION

Throughout the Park, the residential units are typically served with water, sewer, electrical, natural gas and communications (phone/cable TV). The majority of the existing utilities physically located within the Park boundary are the responsibility of the Park/City; not the utility service providers. In addition to the 315 residential spaces, the Park includes a laundry facility, a wood-frame 5,500 square foot clubhouse building (including swimming pool facility) and two sanitary sewer pump stations. For the most part, the existing utility systems were installed as part of the original Park development between 1968 and 1970.

Utility service providers include:

Electrical	PG&E
Natural Gas	PG&E
Water	North Marin Water District (NMWD)
Sanitary Sewer	Las Gallinas Valley Sanitary District (LGVSD)
Storm Drainage	City of Novato
Telephone	AT&T
Cable	Comcast

As has been discussed before, all of the utility infrastructure is over forty years old and likely will need to be replaced. The scope of the Utility Master Plan includes several tasks culminating in the development of a Master Plan for improving/rehabilitating all utility systems within the Park. The Master Plan includes a Conceptual Design of utility system improvements, including a detailed implementation plan that addresses potential phasing of the improvements; impacts to residents

and traffic; and probable construction costs. Specifically, the project's scope includes the following tasks:

1. An Existing Conditions Assessment: This task includes review of the existing utility systems at the Park and update the 2012 Property Conditions Report to establish an understanding of the function, condition, and issues at the Park. This includes data review, field studies, meetings and coordination with utility providers, utility demand/use analysis, and identification of environmental constraints within the Park. An analysis of the current and future cathodic protection system for buried pipes; and the feasibility and benefit of bringing reclaimed water to the Park is also included.
2. Sanitary Sewer System Regulatory Requirements: This task includes investigating the Novato Sanitary District (NSD) sewer system to determine a feasible route and location for a potential connection to the NSD system, including identifying the new sewer facilities necessary to make this connection. NSD staff will be consulted regarding available capacity and the location of a sewer connection from the Park. Meetings with the staff of LGVSD and NSD as well as the Marin County Local Agency Formation Commission (LAFCO) to identify opportunities and constraints of making this service transition is included. An estimate of the cost of this transition including the facility construction costs, connection fees and other applicable costs will be prepared. This task also includes the preparation of a Sanitary Sewer Management Plan (SSMP) in accordance with state requirements.
3. Utility Master Plan: Using the existing conditions data, the consultant team will develop an implementation strategy to upgrade the site's utility systems in reference to risk, cost, impacts to residents, and functional requirements. A Utility Master Plan will be prepared that recommends rehabilitation of utility systems including the following: documentation of the existing systems type, function and condition in map and narrative format; discussion of options to conversion to public utility metering; proposed utility system improvement including type, function, size, and routing of water, sewer, electrical, gas, communications and storm drainage components in a narrative format; street light layout and photometric plan; and total cost to implement the master plan including recommended phasing based on cost, risk, and impacts. The Master Plan will also include conceptual design drawings showing overall utility piping and facility layout and alignment.

On July 15, 2015, City staff issued a request for proposals (RFP) for providing the required consultant services for the subject Utility Master Plan work. The RFP advertisement process included E-Notification to over 100 consulting firms. A deadline of August 11, 2015 was set to receive responses. The City received only one proposal: BKF Engineers (San Rafael office). BKF Engineers assembled a consulting team for the project that includes Nute Engineering (San Rafael), EDesignC, Inc. (San Francisco) and WRA Environmental Consultants (San Rafael). Both BKF Engineers and Nute Engineering have extensive experience working in Marin County, especially with Las Gallinas Valley Sanitary District, Novato Sanitary District, and North Marin Water District. In addition, Nute Engineering has experience with the sanitary, storm drainage, and water systems at the Park, and recently completed a project for emergency bypass pumping protocols for the two Sewer Pump Stations that serve the Park.

A comprehensive evaluation of BKF Engineers team and proposal was conducted by a selection committee that included members of the Public Works Department, the Assistant City Manager,

and the Park Manager. The evaluation process also included a meeting held on September 17, 2015 with key members of the consultant team to confirm the team's capabilities as well as a discussion and refinement of the project scope. Following the meeting, the committee determined that the BKF Engineers team was a qualified firm to provide the required services. Per City policy a Consultant Services Agreement is required between BKF Engineers and the City of Novato in order for the work to commence.

Staff acknowledges that it was disappointing to have only one response submitted for this project, however the quality and experience of the BKF Engineers team is an excellent for our needs at MVMCC. It was clear from the submitted proposal that BKF Engineers constructed a thoughtful response that clearly showed their knowledge of MVMCC and their experience working in similar environments. After a thorough vetting, City staff is pleased with BKF Engineers proposal and recommends City Council approval.

FISCAL IMPACT

An Engineering Infrastructure Study is included in the adopted MVMCC FY-15/16 Capital Budget. The services to be provided by BKF Engineers per the CSA are part of Phase 2 of the Engineering Infrastructure Study under Line Item Number 74 (\$175,000), and as such, funding is included in the adopted budget. The BKF cost proposal is \$158,800 (base fee) with a total cost of \$175,000 with optional tasks.

ALTERNATIVES

1. Take no action at this time; direct staff as to action requested.

ATTACHMENTS

1. Proposal – Scope of Work from BKF Engineers (Exhibit A of the CSA)

MARIN VALLEY MOBILE COUNTY CLUB UTILITIES MASTER PLAN

Submitted to: **The City of Novato** October 2, 2015

Submitted by: **BKF Engineers, Nute Engineering, EDesignC & WRA**

BKF Engineers
711 Grand Avenue, Suite 240
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rstevens@bkf.com



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October 2, 2015

Tony Williams, PE
Senior Civil Engineer
Public Works Department
Engineering Division
922 Machin Avenue
Novato, CA 94945

Subject: Marin Valley Mobile Country Club Utilities Master Plan

Dear Mr. Williams:

Skyrocketing Bay Area rents and home prices create challenges especially for senior citizens. Recognizing the challenge, the publicly owned Marin Valley Mobile Country Club has offered low-income senior housing in a supportive and peaceful setting. Serving the Novato community for over 40 years, the infrastructure is aging and in need of rehabilitation. BKF Engineers is pleased to offer the attached proposal to support the development of a utility master plan to assure the Marin Valley Mobile country Club can serve the next generation of residents.

We are pleased to collaborate with David Stier of Nute Engineering, the author of the 2012 utility conditions assessment for the City of Novato, who will lead our team's investigation of sanitary sewer and pump stations as well as recycled and potable water systems. EDesignC, who has previously supported our team at DVC and Ohlone College will assess electrical and gas systems. WRA Environmental Consultants will assess biological and cultural resources potentially impacted by the utility system improvements. BKF will provide project management, analyze site storm water hydrology and conveyance, as well as serve as the author of the master plan.

April, Jason, David and I appreciate your review of our proposal and welcome the opportunity to meet and discuss how BKF Engineers can assist the City of Novato. Please contact us at rstevens@bkf.com or 415.489.2136 if you have any questions.

Sincerely,
BKF Engineers



Robert Stevens, PE
Principal

UNDERSTANDING

Originally developed in two phases in the late 1960's and early 1970's, the Marin Valley Mobile Country Club (MVMCC) is a publically owned mobile home community that features 315 units on a 30-acre parcel. The City of Novato owns the park and is responsible for overall financial oversight including implementing capital improvement projects with values in excess of \$45,000. The Park Acquisition Corporation (PAC), who is a five-member board of elected residents, is responsible for day-to-day operations and control of the park. PAC retained Frei Real Estate Services who manages the park's day-to-day function.

Each unit has water, sanitary sewer, electrical, natural gas, and communications infrastructure, which the City privately owns. Thus, utility providers including PG&E and the North Marin Water District do not individually meter the units. Other utilities serving the site include the Las Gallinas Valley Sanitary District who provide sanitary sewer as well as AT&T and Comcast who offer telephone, television, and Internet services.

The conditions assessment report prepared by Nute Engineering for the City determined that the Park required repairs of utility infrastructure to continue to provide reliable service. The report indicates that over 20 years, the cost to replace the Park's infrastructure could be as high as \$10 million. A summary of the existing systems includes:

Water System – The existing potable water system includes both galvanized and polyvinyl chloride pipelines. The galvanized pipes are corroding and they require replacement to remain functional.

Sanitary Sewer System – The existing sewer system includes asbestos cement gravity lines, two pump stations, and force mains. While the asbestos cement lines are nearing the end of their design life, they appear to be in good condition.



Previous potholing by Nute Engineering to determine the locations and depths of existing utilities on the MVMCC site.

Sewer Pump Stations - Each pump station consists of a 6-foot diameter reinforced concrete pipe wet well and two 4 inch in diameter self-priming pumps, which are located above grade. The pumps and electrical controls are housed in a small-prefabricated wooden structure. Each station has standby engine generator sets located adjacent to the pump station structure. The station pumps sewage through a Techite force main to a gravity discharge to the Las Gallinas Valley Sanitary District (LGVSD) gravity sewer system. Due to conditions found in the 2012 Conditions Survey, Nute Engineering is preparing contingency plans and preparing air quality permits for the two generators. Future improvement include converting the pumps to submersible type stations.

Electrical System – The primary (12kv) system is in good condition after replacement in 1999. However, the secondary system (220/110v) will be in need of replacement as the cables are direct burial.

Gas System – All pipes have cathodic protection and appear to be in good condition according to the conditions assessment. However, as certain gas mains are located below the homes, we will study options to provide a more standard configuration.

Storm Drain System – The Park contains two discrete drainage areas where runoff collects in a series of ditches drain inlets, culverts, and pipelines conveying runoff to offsite sources. Several of the ditches require regulatory approval for cleaning. The City is interested in completing an additional evaluation of the storm drain collection system's condition and routing.

Based upon our previous experience developing utility infrastructure master plans, the document should address the following:

- 1. Risk assessment** – As there are likely not adequate funds to complete the infrastructure rehabilitation in a single phase, the master plan must determine those segments of the system that are most at risk of failure creating potential liability, life/ safety, or financial issues for the City of Novato. Working with staff, our team will establish a list of concerns to prioritize repairs.
- 2. Regulatory Status** – The utility system will need to be in accordance with state regulatory requirements including Statewide General Waste Discharge Requirements (WDR), Order No. 2006-003-DWQ. Nute Engineering will advise on the process to bring the site into compliance.
- 3. Cost to implement** – Our team will recommend developing improvements to the

PROJECT APPROACH

Park in a series of phases implemented over a series of years. This way, the City can plan its capital improvement budget with values that are not surprises to policy makers. Our team will work with staff to determine this annual value, which we will help to define the scope and scale of the work per phase.

- 4. Metering** – Currently, the Park is master metered, which can create complications for tracking excessive utility use. The preferred method would be to provide gas, water, and electrical metering at each unit. This would likely require upgrading all infrastructure to the public utility standards. While more costly in the short term, the reduction in maintenance costs might be the least costly option in the long term. Our team will evaluate both capital and operations costs for staff's evaluation.
- 5. Community Members** – To ensure the facility serves the needs of residents for generations to come, we should plan the design of utility system upgrades that minimize outages. All new systems should ensure reliability while minimizing future maintenance and operating expenses.

PROJECT TEAM

Based from our office in San Rafael, the following are key staff members who will support the City of Novato including:

Robert Stevens, PE, LEED AP – Principal and Project Manager

Robert will lead our team in updating the existing condition assessment, risk analysis, and compiling a master plan establishing a roadmap to repair utility infrastructure to serve the Marin Valley Mobile County Club. He has performed similar studies for commercial,

residential, and campuses throughout the Bay Area. Robert is responsible for managing that we complete our scope of work on schedule and budget.

April Malvino, PE, QSD/QSP– Master Plan Author and Assistant Project Manager

April will be the primary author of the master plan document synthesizing data generated by BKF, Nute, and EDesignC. She has recently performed this role for the Ohlone Community College master plan, which the final \$12 implementation phase is nearly complete. She will support Robert in managing the team's delivery of the scope of work.

Jason Kirchmann, PE, PLS, QSD/QSP – Utilities Engineer

Jason will lead our team's documentation of existing and new utility infrastructure to serve the site. He has over 13 years of experience including significant experience working in Marin County for both public and private clients providing extensive knowledge of the local conditions. He is currently the project manager for the On-call surveying contract for the City of Novato.

Ed Boscacci, PE, – Hydrology

Ed will lead our team's review of site hydrology and evaluate hydraulic capacity of existing systems to collect and convey storm water. He has over 30 years' experience performing this function for communities throughout the Bay Area.

David Stier, PE of Nute Engineering

Nute Engineering is the author of the previous utility conditions assessment and David will lead our team's investigation of sanitary sewer, and pump stations as



MVMCC has extensive v-ditch networks that will be mapped as part of this contract.

PROJECT APPROACH

well as recycled and potable water systems. Mr. Stier has over 13 years of experience working on the design of gravity and pressure pipelines, pump station analysis and design, and wastewater treatment plant upgrades. In addition, he performs construction management on various projects and assists clients with air quality and environmental permitting issues.

EDesignC– Rosanna Lerma, PE, LEED AP – MEP

ROSANNA AND HER STAFF OF MECHANICAL AND ELECTRICAL ENGINEERS WILL SUPPORT OUR TEAM ASSESSING THE GAS AND ELECTRICAL SYSTEMS. ROSANNA HAS SUCCESSFULLY SUPPORTED US IN THE RECONSTRUCTION OF THE PRIMARY AND SECONDARY ELECTRICAL SYSTEMS AS WELL AS GAS DISTRIBUTION AT OHLONE COLLEGE.

Leslie Lazarotti, MS of WRA Environmental Consultants

Leslie will serve Environmental Constraints Analysis and Regulatory Framework. Leslie will assist in preparing the project description for an Environmental Impact Document. She will conduct a field evaluation of biological resources including plants, animals and cultural resources.

WORK PLAN

The BKF team will complete the following scope of services to evaluate the conditions and make recommendations to improve the existing utilities serving the Marin Valley Mobile County Club.

TASK 1: SITE ASSESSMENT OF EXISTING CONDITIONS

Objective: The team will review existing utility systems at the Marin Valley Mobile Country Club and update the 2012 Property Conditions Report to establish an understanding of the function, condition, and issues at



David Stier from Nute has been designing pump stations for over a decade. This photo is from the Sausalito Pump station.

the site.

- 1.1 Kickoff Meeting:** BKF will meet with Staff to review our scope of services, schedule, and to discuss objectives of the conditions assessment.
- 1.2 Data Review:** The team will collect and review as-built information from the Property Conditions Report, sewer and storm drain pipeline videos, topographic mapping, and previous improvement projects. In addition, we will gather data as it relates to building sizes and types, and utility history.
- 1.3 Field Investigation:** The team will conduct a site investigation of site utility systems comparing the location of surface appurtenances with record information. We will review all visible gas and water appurtenances (valves, back flow preventers, manifolds, etc.) collecting their condition, make, and model.
- 1.4 Site Assessment Meeting:** The team will meet with the following to understand existing conditions:
 - A. Facilities Staff: We will interview facilities management staff on one occasion to understand layout, capacity, and conditions of the existing utility infrastructure.
 - B. Fire Department: The team will meet with the fire department to confirm there is adequate fire flow at the site and hydrant locations are acceptable.
- 1.5 Site Hydrology and Hydraulics:** Using USGS and Google Earth imagery, BKF will identify the contributory watershed at the site. We will complete a field investigation of ditches and culverts serving the site to understand their size, function, and condition. BKF will develop an assessment of storm water flowing through the site and potential deficiencies in the collection system. We will collaborate with Miller Pacific who is currently evaluating slope stability and groundwater management within the facility as well as review a pipe conditions assessment completed by Roto-Rooter.
- 1.6 Utility Demand Analysis:** We will establish the average existing demand on the domestic water, gas, and electrical system by reviewing utility company billing information and/ or maintenance records. The team will use this information to size utility system to serve these demands as well as conform to the requirements of the California Building Code. We will include an assessment of the potential expansion of fifteen units to the

PROJECT APPROACH

development.

1.7 Recycled Water System: Nute Engineering will investigate the feasibility of providing recycled water to the Park. The NMWD recycled water line to Hamilton runs along the east side of the SMART railroad tracks, which is very close to the Park. Nute Engineering was involved in the planning of the NMWD recycled water project and designed the recycled water pipeline to Hamilton, which passes close to the Park. We will work closely with the staff of NMWD.

1.8 Cathodic Protection - BKF will retain a firm to complete a field evaluation in four locations to determine the soil's corrosive potential. We will prepare recommendations (pipe wrap, anodes, and/or active system) to protect buried metal fittings.

1.9 Draft Infrastructure Report: BKF will summarize the results of our initial phase of work including:

- A. A discussion of the existing conditions noting any discrepancies in system condition or the capacity to serve existing loads.
- B. Detailed base maps illustrating existing conditions of the sewer, gas, water, electrical, communications, and storm drainage systems
- C. Site hydrology and hydraulics noting ability to collect and convey storm water runoff

1.10 Present Infrastructure Report Findings: We will meet with staff to present the results of our findings and receive input.

1.11 Biological Resources: Based on our understanding of existing utility systems, WRA will complete an initial assessment of environmental resources that could impact development of utility infrastructure including completing the following tasks:

- A. Prior to the site visit, WRA will search of the U.S. Fish and Wildlife Service (USFWS) County list, California Department of Fish and Wildlife (CDFW), Natural Diversity Database, and the California Native Plant Society (CNPS) Online Inventory to determine what special-status species and/or sensitive biological communities potentially occur within or in the vicinity of the Project Area.
- B. A biologist will visit the site to assess if biological communities suitable for special-status species as identified in the database and literature search exist. We will map sensitive biological communities such as

jurisdictional wetlands and non-wetland waters, riparian woodlands, and native grasslands.

- C. WRA will prepare a report that presents the results of the database and literature search and site assessment. The purpose of the report is to describe any potential biological constraints that exist or potentially exist in the Project Area. We will assess the potential presence of sensitive species and rank them depending upon habitat suitability and/or proximity of any known occurrences. WRA will report any special-status observed during the site visit.

1.12 Cultural Resources - Based on our understanding of existing utility systems, Tom Origer & Associates will complete an initial cultural resources constraints analysis through a records search at the northwest Information Center and their local, extensive office library. We will summarize our findings and discussions of sensitivity in a letter report and will include recommendations for further work, if necessary.

1.13 Final Infrastructure Report: We will provide a final infrastructure report in paper and electronic formats.

TASK 2: SANITARY SEWER REGULATORY REQUIREMENTS

Objective: The team will summarize an approach to bring the Park into regulatory compliance and potentially transition the sewage collection system to the NSD.

2.1 Statewide General Waste Discharge

Requirements (Optional Task) – The Park's sewer system is subject to the State General Waste Discharge Requirements (WDR), Order No. 2006-003-DWQ, as the public owns the sewer system and it is longer than one mile. Thus, the State requires a Sewer System Management Plan (SSMP). If authorized, Nute Engineering will complete the following:

- A. Prepare a SSMP in accordance with State requirements
- B. The City will determine legal responsibilities
- C. We will integrate the locations and types of pipes and manholes as developed in Task 1
- D. Determine if there is a need for a FOG program. This is unlikely that as while the clubhouse does has a kitchen its use is infrequent and there are no restaurants within

PROJECT APPROACH

the Park

- E. Develop a detailed CIP for asset replacement
- F. Complete a Notice of Intent and the City will submit the application
- G. Training staff for proper reporting procedures is not included
- H. Submitting the SSMP updates on a 2-year cycle is not included

2.2 Transition to NSD - This task will evaluate the feasibility of transitioning the sanitary sewer service from the current arrangement with LGVSD to the Novato Sanitary District (NSD). This task will include the following sub tasks:

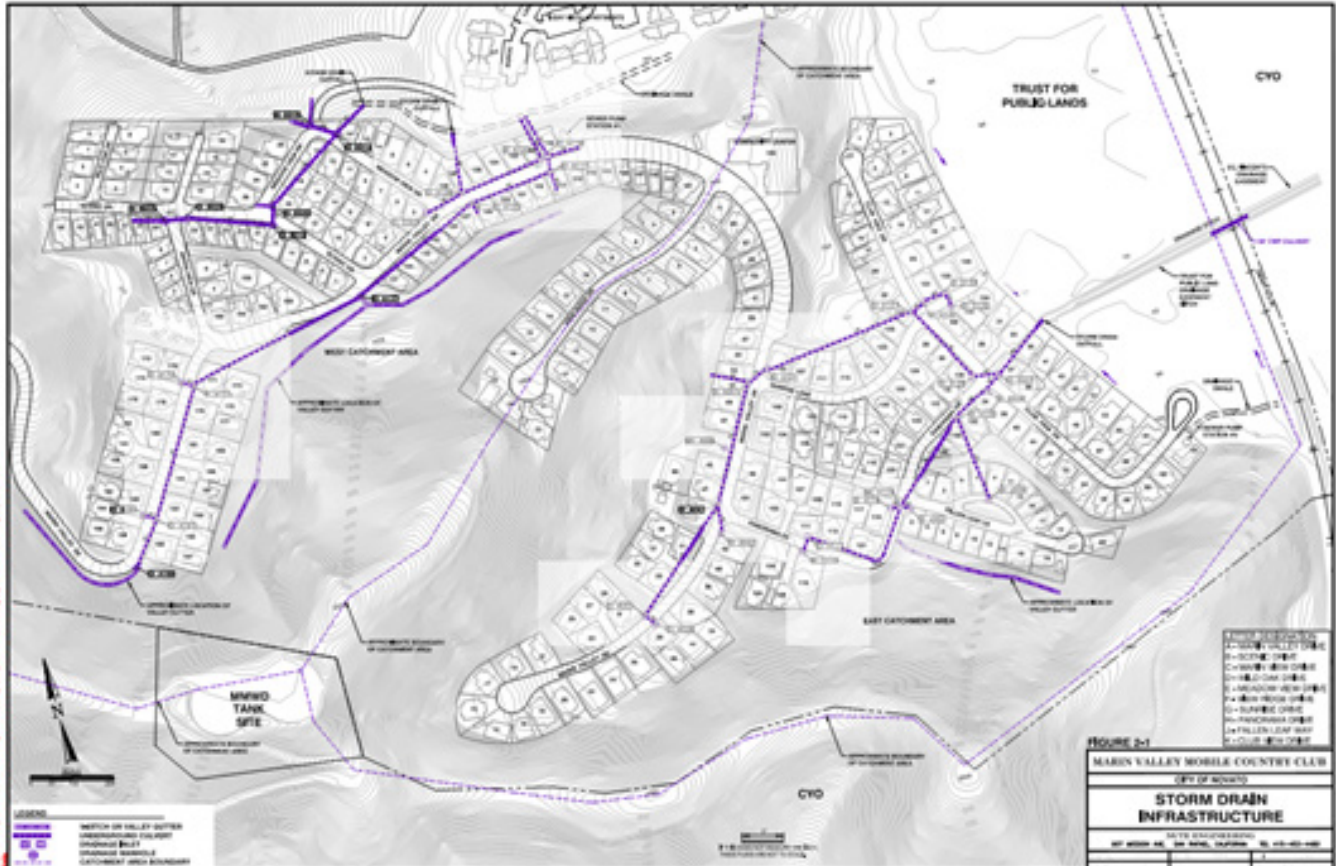
- A. Investigate the NSD sewer system to determine the most feasible route and location for a connection to the NSD system. Identify the new sewer facilities necessary to make this connection. NSD staff will be consulted regarding available capacity and the location of a sewer connection from the Park. Determine if one or more pump stations can be eliminated.

- B. Prepare a map showing the facilities and route of the connection to the NSD sewer system.
- C. Organize, schedule and facilitate meetings with the staff of LGVSD and NSD as well as the Marin County Local Agency Formation Commission to identify opportunities and constraints of making this service transition.
- D. Prepare an estimate of the cost of this transition including the facility construction costs, connection fees and other applicable costs.

TASK 3: UTILITY SYSTEM MASTER PLAN

Objective: Using the existing conditions data, the team will develop an implementation strategy to upgrade the site's utility systems in reference to risk, cost, and functional requirements.

3.1 Utility Provider Coordination - The team will meet with ATT, Comcast, NMWD, and PGE to discuss an approach to revising service at the community. This would include constructing all infrastructure to utility provider's standard to allow individual versus master metering.



Nute is the author of the 2012 Conditions Assessment report for the sewer, water, and storm drain system sections.

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3.2 Marin Clean Energy – EdesignC will meet with Marin Clean Energy to discuss options to integrate solar energy into the facility.

3.3 Risk Assessment – Based on the data collected and discussions with stakeholders, our team will establish a set of goals to for use in prioritizing repairs. Initially, these goals may include:

- A. Preserve and protect public safety.
- B. Eliminate defects and potential failures that pose the highest financial or legal risk to the City.
- C. Eliminate defects that create problematic public nuisance issues and ensure system reliability.
- D. Make repairs to minimize maintenance and operations costs.

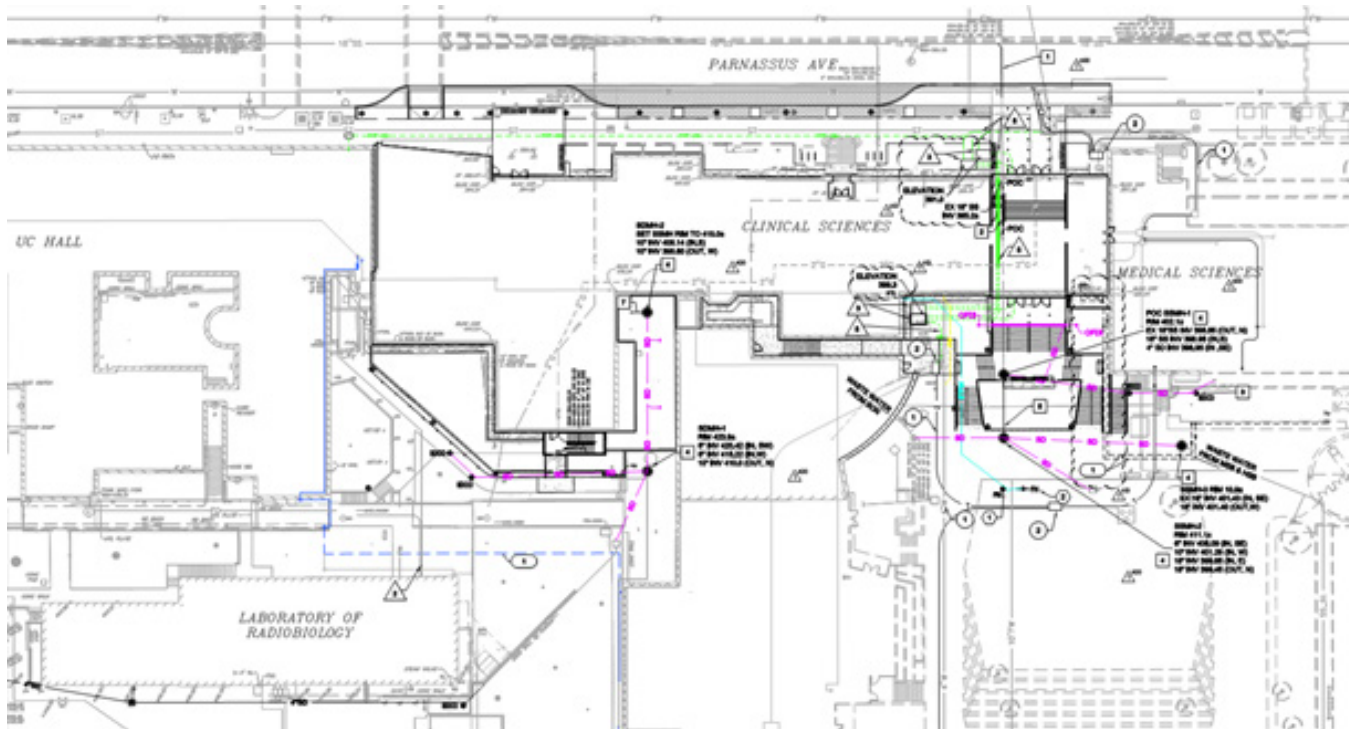
Using this rating matrix, our team will prioritize repairs to site infrastructure.

3.4 Sewage Pump Station – Where a major sewage pump station upgrade is indicated Nute Engineering will provide a conceptual design for a submersible type of underground station in which the pumps are below ground and the only above ground equipment will be the motor

control center and standby engine generator. An inspection will be made of the existing pump pits to determine if they are useable for submersible pumps. The conceptual design will also include site and drainage improvements

3.5 Utility Master Plan – Our team will prepare a master plan recommending rehabilitation of utility systems including the following:

- A. Documentation of the existing systems type, function and condition in map and narrative format
- B. Discussion of options to conversion to public utility metering
- C. Proposed utility system improvement including type, function, size, and routing of water, sewer, electrical, gas, communications and storm drainage components in a narrative format.
- D. Street light layout and photometric plan
- E. Conceptual Plans - The team will prepare conceptual plans for the following:
 - i. Title Sheet
 - ii. Existing Utilities
 - iii. Proposed Sanitary Sewer Plan and Profile



BKF has prepared utility master plans for several major projects throughout the bay area, including the UCSF Parnassus campus where we have done both a master plan and utility relocation plans.

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- iv. Proposed Sanitary Sewer Pump Details
 - v. Proposed Storm Drain Plan and Profile
 - vi. Proposed Potable Water System
 - vii. Proposed Electrical System
 - viii. Proposed Communications System
 - ix. Proposed Gas System
 - x. Typical Utility Trench Sections
 - xi. Cathodic protection details
- F. Total cost to implement the master plan including recommended phasing based on cost, risk, and functional considerations
- G. Guidelines for utility system components including material selection

3.6 Present Findings: We will meet with City staff to present the results of our findings and receive input. Our team will attend a second meeting to present the findings to PAC.

3.7 Present to Council: Our team will assist staff in presenting the master plan to City Council.

3.8 Final Master Plan: We will provide a final master plan in paper and electronic formats (including PDF and CAD).

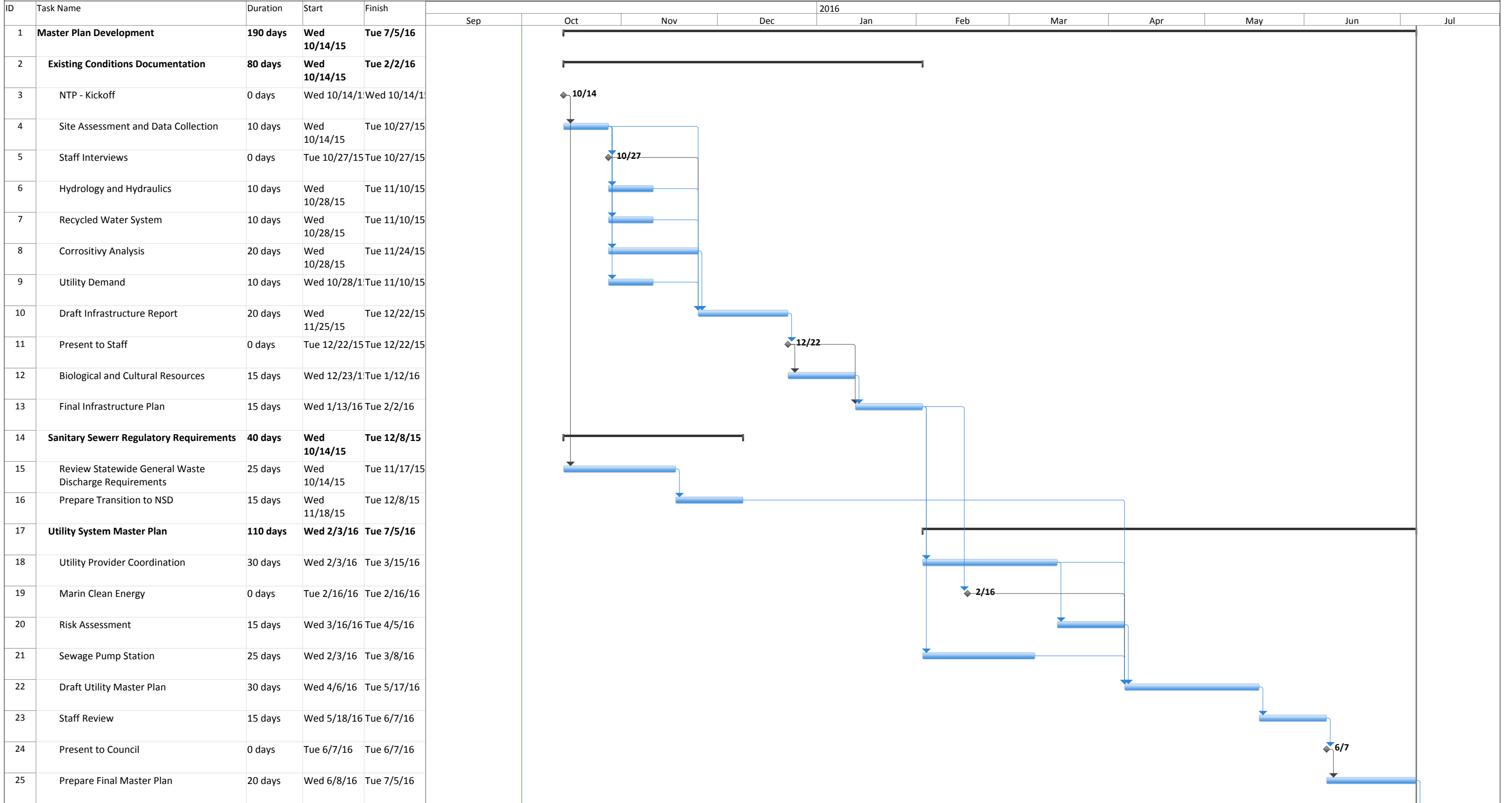
TASK 4: DESIGN PHASE MANAGEMENT

4.1 General Project Management: BKF will manage the design team as well as track progress, schedule, and budget. They will be responsible for documenting all design decisions and keeping an official record of the project. BKF will submit monthly progress reports identifying tasks completed, budget status, and issues status.

4.2 Quality Assurance: A senior member of BKF Engineer's staff will perform an independent quality control review of our documents prior to submittal.

4.3 Meetings: In addition to the meetings previously defined in the scope, our team will attend up to three additional meetings.





Project: msproj11 Date: Thu 10/1/15	Task		Summary		External Milestone		Inactive Summary		Manual Summary Rollup		Finish-only		Manual Progress	
	Split		Project Summary		Inactive Task		Manual Task		Manual Summary		Deadline			
	Milestone		External Tasks		Inactive Milestone		Duration-only		Start-only		Progress			

Marin Valley Mobile County Club Utilities Master Plan		BKF Engineers Project Manager - Engineer							Total BKF Hours	BKF Fee	Nute Sewer and Water				WRA Environmental Assessment				TOA Cultural		Cathodic TBD		EdesignC Electrical and Gas				Total Fee						
		Principal Robert Stevens	PM/ Master Plan	Author Hydrology and Hydraulics	Utility Systems Jason Kirchmann	Engineer 3 Mike Vidra	Engineer 2 Joe Young	Engineer 1 Taide Rodriguez			Senior Engineer Mark Wilson	Engineer III David Stier	Engineer II Adrian Bartshire	Senior Designer Priscilla Mills	Senior Associate	Scientist	Senior Technician	GIS/Arborist/ Support	Cultural Resources Tom Origer & Associates	Admin Support Staff	PM TBD	Engineer Staff	Principal Rosanna Lerma	Gas Engineer Bruce Douglas	Electrical Engineer Stephen Howarter	Designer							
09.28.15		\$215	\$177	\$177	\$177	\$151	\$133	\$115	\$	\$188	\$179	\$172	\$169	\$165	\$125	\$117	\$105	\$100	\$95	\$165	\$130	\$195	\$170	\$170	\$110	\$							
Task 1 Site Assessment of Existing Conditions																																	
1.1	Kickoff Meeting	2		2	2			6	\$1,138		4														4	4		\$3,214					
1.2	Data Review			4	4	8		16	\$2,624	2	8														4	4		\$5,792					
1.3	Field Investigation			4	4	6		14	\$2,322		8														10	10	10	\$8,254					
1.4	Site Assessment Meeting		3		3			6	\$1,062		6														4	4		\$3,496					
1.5	Site Hydrology and Hydraulics			8		16		24	\$3,832																			\$3,832					
1.6	Utility Demand Analyses		2		2	8		12	\$1,916		4														6	6	4	\$5,112					
1.7	Recycled Water System							0	\$0		4																	\$716					
1.8	Cathodic Protection							0	\$0										6	8								\$2,030					
1.9	Draft Infrastructure Report	2	8	10	2	10		32	\$5,480	4	24		16											4	8	10	\$17,072						
1.10	Present Findings to Staff	1	2		2			5	\$923		4														4	4		\$2,999					
1.11	Biological Resources							0	\$0					5	24	20	16											\$7,845					
1.12	Cultural Resources							0	\$0								5											\$500					
1.13	Final Infrastructure Report	1	4	8	2	8		23	\$3,901		8													2	4	6		\$7,423					
Task 1 Site Assessment of Existing Conditions Subtotal:		6	19	36	21	56	0	0	\$23,198	6	70	0	16	5	24	20	16	5	0	6	8	6	44	48	14		\$68,285						
Task 2 Sanitary Sewer Regulatory Requirements																																	
2.1	State WDR (Optional Service)							0	\$0	10	80																	\$16,200					
2.2	Transition to NSD							0	\$0	6	24	8	12															\$8,828					
Task 2 Sanitary Sewer Regulatory Requirements Subtotal:		0	0	0	0	0	0	0	\$0	16	104	8	12	0	0	0	0	0	0	0	0	0	0	0	0	0	\$25,028						
Task 3 Utility System Master Plan																																	
3.1	Utility Provider Coordination				4	8		12	\$1,916															3	6	12		\$5,639					
3.2	Marin Clean Energy							0	\$0																	8		\$1,360					
3.3	Risk Assessment				8	10		18	\$2,926	4	8													4	4		\$6,470						
3.4	Sewage Pump Station							0	\$0	4	16																	\$3,616					
3.5	Prepare Draft Utility Master Plan (Conceptual Plans)	1	10		18	18	20	20	\$12,849		16	12	24											3	12	20	20	\$30,058					
3.6	Meet with Staff	1	2					3	\$569		4														4	4		\$2,645					
3.7	Present to Council	2	2					4	\$784		6																	\$1,858					
3.8	Prepare Final Utility Master Plan	1	8		6	16	26	30	\$12,017		10													2	6	12	10	\$18,357					
Task 3 Utility System Master Plan Subtotal:		5	22	0	36	52	46	50	\$31,061	8	60	12	24	0	0	0	0	0	0	0	0	0	8	32	60	30	\$70,003						
Task 4 Design Phase Management																																	
4.1	General Project Management	4	16					20	\$3,692																			\$3,692					
4.2	Quality Assurance	6						6	\$1,290																			\$1,290					
4.3	Additional Meetings	2	12					14	\$2,554		12																	\$4,702					
Task 4 Design Phase Management Subtotal:		12	28	0	0	0	0	40	\$7,536	0	12	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	\$9,684						
Subtotal Labor:		23	69	36	57	108	46	50	###	30	246	20	52	5	24	20	16	5	0	6	8	14	76	108	44		\$173,000						
Reimbursable Expenses																																	
Printing, Postage, Field Testing, and Travel									\$200	\$0									\$0	\$1,800	\$0									\$2,000			
Subtotal Reimbursable Expenses									\$200	\$0									\$0	\$1,800	\$0									\$2,000			
Total Labor and Reimbursable									\$61,995	\$61,902									\$7,845			\$500	\$3,830	\$38,928									\$175,000
									35%	35%									4%			0.3%	2%	22%									100%
Total Base Fee: \$158,800																																	
Total Fee with Optional Task: \$175,000																																	



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STAFF REPORT

DATE: October 20, 2015

TO: City Council

FROM: Veronica Nebb, Sr. Assistant City Attorney

SUBJECT: **UPDATE ON PG&E PIPELINE PATHWAYS PROJECT AND THE TRAIL PATHWAY BETWEEN MARIN VALLEY DRIVE AND PANORAMA DRIVE**

REQUEST

Consider authorizing staff and the MVMCC Park Manager to review the design with affected neighbors, finalize the design, and authorize staff to execute an agreement with PG&E for the Trail Pathway.

RECOMMENDATION

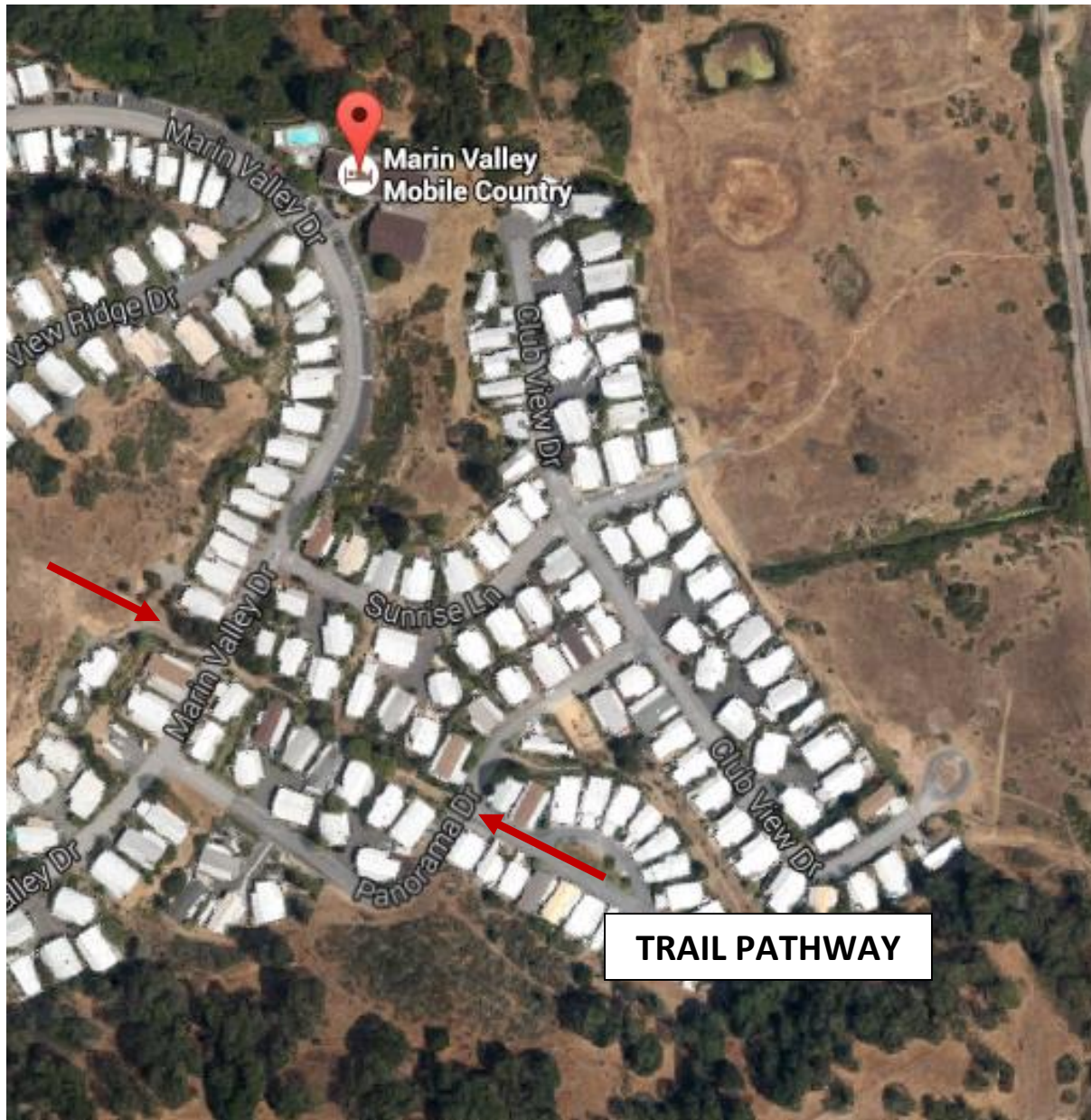
Authorize staff and the MVMCC Park Manager to work with affected neighbors, approve the design and execute associated agreements.

DISCUSSION

As Council is aware, Pacific Gas and Electric Company (PG&E), contacted the City as owner of Marin Valley Mobile Country Club (MVMCC), with regard to their Pipeline Pathways project. The Pipeline Pathways project is a PG&E initiative to clear structures and vegetation located above PG&E gas transmission lines in easements owned by PG&E. The goal of the project is to improve safety and ease of access to underground lines for maintenance and emergency repair.

Structures and landscaping at the properties located at 21 and 22 View Ridge Drive, were found to have been located in the PG&E easement. Staff, the Park Manager and PG&E worked with the owners of the homes on these lots to reach an acceptable solution to relocate the improvements and landscaping. The work at these sites is currently underway.

An additional location of needed work was identified by PG&E along the trail pathway between Marin Valley Drive and Panorama Drive (see photo below). This trail abuts the rear of homes located on Panorama Drive and Sunrise Lane. PG&E initially identified numerous trees along the path for removal. Staff and the Park Manager have worked with PG&E representatives over several months to reduce the area of impact and identify improvements to the path area that will both provide clear access to the gas transmission lines and also improve the look and maintainability of the path.



PG&E has been very cooperative with this project and has been responsive to staff and Park Management requests for information and changes. They have also provided access to their design team to work cooperatively with staff and Park Management. PG&E is currently working on design proposals for these pathway improvements. In general, the proposal will be to remove all brush and weeds and install new fencing. PG&E does not propose to remove any trees along the trail pathway.

Once we have received design information from PG&E, staff, Park Management and PG&E will hold a meeting with the affected homeowners to go over the plans and receive comment. We anticipate that this will take place sometime in October/November. Staff is hopeful that we can develop a design that accomplishes the goals of PG&E and also improves the long term design and landscaping of the trail for the future. Based on the reduced impacts overall, staff believes we

can find a solution that is workable for all and if so, City staff would like to have authority from the Council to move forward with the project. If we are unable develop a mutually supportable solution for the Trail Pathway, then we will return to the City Council for review and approval. Based on this, City staff recommends that Council provide staff, in partnership with the Property Management company, with the authority to approve the design changes for the trail and execute any necessary agreements.

ATTACHMENTS

None