

MINUTES OF SPECIAL CITY COUNCIL MEETING
MARIN VALLEY MOBILE COUNTRY CLUB
100 MARIN VALLEY DRIVE
OCTOBER 20, 2015 – 6:30P.M.

A. CALL TO ORDER

ROLL CALL

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

Absent: Councilmember Athas

Also Present: Assistant City Manager Cathy Capriola, Senior Civil Engineer Tony Williams, Accounting Supervisor Maureen Chapman, Assistant City Attorney Veronica Nebb, City Clerk Sheri Hartz, and On-site Manager Matt Greenberg.

B. APPROVAL OF FINAL AGENDA

Mayor Pro Tem Eklund moved, Seconded by Councilmember Lucan, to approve the Final Agenda. The motion carried on a 4-0-1-0 vote, with Councilmember Athas being absent.

C. PUBLIC COMMENTS

1. John Shelfer, PAC Board, stated that anything that could be done to plan for emergencies would be good and that the items on the agenda were very important for the health and safety of the community.
2. John Hanson echoed the comments of the previous speaker and discussed his concerns about a gas line rupture and the need for ball valve installation on meters.
3. Muffy Craig spoke regarding weeds and litter along the Nave median, litter and trash along Marin Valley Drive, and issues at 5404 Nave Drive concerning the vacant lot and partial building. She asked what could be done about these three areas of concern.

Assistant City Manager Capriola responded to questions raised during Public Comment.

D. CONSENT CALENDAR

1. APPROVE MINUTES OF JUNE 8, 2015

The Council approved the minutes of the June 8, 2015 MVMCC meeting.

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

Council approved 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 was general City business, added to the agenda to meet a deadline and unrelated to MVMCC.)

Councilmember Kellner moved, Seconded by Mayor Pro Tem Eklund, to approve the Consent Calendar. The motion carried on a 4-0-1-0 vote, with Councilmember Athas being absent.

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.

Maureen Chapman, Accounting Supervisor, gave the staff report and responded to Council questions. She provided a brief outline of the financial update and stated that MVMCC money was held in its own separate fund, not comingled with other funds, and earned interest which was dedicated to the Park. She added that excess funds were held in a non-interest bearing Bank of Marin account, not with City funds.

PUBLIC COMMENT

4. John Hanson asked how the loan service ratio was calculated and what its effect would be, to which Ms. Chapman explained that if spending was less than budgeted, that ratio went up, and conversely would go down more was spent. Ms. Capriola added that assumptions were made on what would be spent during the budget process, and that there was a formula for how the debt service ratio was calculated, which could be sent to Park residents.

Councilmember Kellner moved, Seconded by Councilmember Lucan, to approve the report. The motion carried on a 4-0-1-0 vote, with Councilmember Athas being absent.

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.

Ms. Capriola opened the item before handing it off to Park General Manager Matt Greenberg and Jar Mellem, Utility Company Manager of JARSCO, the Park's utilities manager.

Mr. Greenberg described the current types of valves, stating that the first required a wrench to open and close and was considered outdated. He said that ball valves were considered state-of-the-art and would increase safety at the Park. He reported that MVEST was also concerned with safety and had asked about installing a mechanical apparatus that would automatically shut off the valves. He then introduced Mr. Mellem, who was in charge of keeping the Park in compliance with requirements and performed meter replacements, along with providing education and training.

Mr. Mellem explained the qualities of the ball valve shut off system, which would help shut the gas off quickly and efficiently in case of an emergency. He provided background on his experience after the Loma Prieta quake, and stated that mobile homes stay intact, even if they fall off their foundations and are sealed at the bottom, and will not get gas into the living space. He explained the benefits of steel line and stated that, while the above-ground systems needed to be improved, the underground equipment would not be damaged in the event of an earthquake. He spoke about federal codes that dictated the running of gas distribution systems, which required training of qualified people to respond in case of emergency. He said there should be a robust training program for the Manager so that appropriate action could be taken.

COUNCILMEMBER QUESTIONS

Mayor Pro Tem Eklund asked if all gas shut off valves were being replaced with new ones, to which Ms. Capriola responded that they were and added that some meters in the Park already had the new valve. Mayor Pro Tem Eklund also asked what other improvements Mr. Mellem would recommend to improve safety in Park, to which he responded that training of Mr. Greenberg and maintenance workers on staff should be a priority. Mayor Pro Tem Eklund asked whether each of the residents could be individually trained to shut off the valve, and Ms. Capriola responded that there would be training, maybe led by MVEST and block captains, Mr. Greenberg and his staff. Ms. Nebb mentioned that, if the valves were turned off, there would need to be a process in place to turn them back on, to which Mr. Mellem added that, in an emergency, the focus should be on getting out of the unit, not turning off the gas.

Councilmember Kellner requested that a summary of next steps for Park residents and staff be provided. Councilmember Lucan asked what the installation roll out would be and what was communication plan. Mr. Mellem explained that it would be implemented in small groups at a time, when residents were home, that the gas would be turned off, and that the entire outage per group would only last approximately ten minutes. Mayor MacLeamy reiterated that it was more important to evacuate first, and Mr. Mellem agreed that safety should come first.

PUBLIC COMMENT

5. A resident spoke about the aluminum shutoff valve to be used for current meters, encouraged everyone to know what to do
6. John Hanson spoke regarding training, stating that it must be hands-on, and recommended

- that all old valves be replaced and that the meters be evaluated to assure that they are sturdy.
7. A resident stated that she would prefer not to have to turn a valve off by herself and requested that a training seminar be held.
 8. Warren Edgar spoke in favor of ball valves.
 9. Serena D'Arcy-Fisher, MVEST, stated that they intended to provide appropriate training, going door to door with guidelines for emergency preparedness, and wanted to support the community in being competent in taking care of themselves in an emergency.
 10. John Feld stated he was concerned about training for the management team, and wondered about the majority of the time when Mr. Greenberg was not present at the Park. He requested that some residents get training as well.
 11. Susan Meyer echoed John Hanson, and asked that Council take his suggestions seriously.

Ms. Capriola responded to questions raised during Public Comment. She said, in response to Mr. Feld, that the risk of training other people would need to be assessed and could not be determined without further investigation. She spoke in favor of MVEST's offer of training and, in response to Mr. Hanson, agreed that more could be done with the current meters, but that, at some point, all of the meters would be replaced and since there was a future possibility of being selected for the PG&E project, we did not want to do much with these meters and end up wasting the money. Mayor Pro Tem Eklund asked whether Mr. Greenberg had the authority to replace an unstable meter, to which the response was yes. Mayor Pro Tem Eklund asked several more follow up questions about valve replacement, to which Mr. Greenberg and Mr. Mellem responded. She concluded by asking about master meters, to which Ms. Capriola responded that his was meant to be intermediate step and that staff would look at other aspects of this issue as part of the Utility Master Plan.

*Councilmember Kellner moved, Seconded by Councilmember Lucan, to approve Resolution No, 63-15, approving upgrades to the manual gas valves and authorizing \$30,000 from the MVMC Capital Reserve Fund. **The motion carried on a 4-0-1-0 vote, with Councilmember Athas being absent.***

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.

Senior Civil Engineer Williams gave the staff report and responded to Council questions. He provided an overview and update of both short and long term CIP Projects at the Park, as follows.

Slope Stability Program

Mr. Williams reported that bids had been advertised for drainage improvements, debris removal and other projects at three sites, but, unfortunately, only two bids had been received, the lowest of which was 150% over engineer's estimate just for the base bid. Given those results, he said that

the project had been cancelled and the program was being approached with a new strategy to only look at existing hillside drainage. He reported that Marin Roto-Rooter had been hired to clean and capture video of the pipes to see whether they needed to be replaced, reconditioned or upsized. He added that they would also perform emergency repair if needed. He concluded by stating that, once their report was received, staff would look at repackaging the project and come back for approval and that, to attract competitive bids, the size of the project would need to triple in size.

Clubhouse ADA Improvement and Pool Facility

Mr. Williams stated that, with this project, the most critical components were the entrance to the building, the parking, which was not up to standards, the slippery pathway surface, and ADA issues associated with the pool, gates, paths, underground pipes, and an architectural feature which needed to be done. He said staff had evaluated master planning the entire clubhouse and were looking at options that could be used to get to the lower level other than an elevator. He added that a consultant had been hired to help design landscape features.

At this time, Mr. Greenberg provided a summary of the short term CIP projects on the retaining wall at 183 Marin Valley Drive, street crack seal repairs, electrical system improvements, and clubhouse improvements and maintenance.

Mr. Williams discussed the City's Drainage System Maintenance Program and work that had been completed at the Park, including inspections and maintenance of catch basins, drain pipes, drainage ditches, and some creek channels throughout the city limits. He explained that, as a result of the Trust for Public Lands acquisition, the City now owns the property surrounding the Park, which falls under the Flood Control Zone 1 boundary, which is part of different watershed and is managed by the County Flood Control District.

PUBLIC COMMENT

12. John Feld spoke regarding the effects of El Nino, asking how the drainage at the bottom of the hill could be kept clear. Mr. Greenberg responded that we had contracted to have the drains cleared, and that SMART had installed a bypass.

*Mayor Pro Tem Eklund moved, Seconded by Councilmember Lucan, to approve Resolution No. 64-15, amending the allocation of the Fiscal Year 2015/16 Marin Valley Mobile Country Club Capital Budget. **The motion carried on a 4-0-1-0 vote, with Councilmember Athas being absent.***

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.

Mr. Williams gave the staff report, stating that the Park was similar in nature to a small city with all its own utility systems. He explained that the study will look at all of these components, many

of which dated back to when the Park was opened, and are reaching end of their useful life. He said, however, that good maintenance practices have extended that timeframe. He reported that previous studies had been performed that, while not comprehensive, had provided some good background. He said that the new document would include maps to show where everything was located and described some of the unique features of the Park's systems. He added that part of the scope of the report would be to look at the feasibility of pumping the sanitary sewer to Novato Sanitary and if so, what would be the cost to implement and what regulatory issues might arise. He stated that a design to replace all of the systems was needed that would minimize the impacts to residents and traffic. He concluded by saying that the consultant contractor was local and very familiar with the Park, and that the draft report was expected in June of 2016.

COUNCILMEMBER QUESTIONS

Mayor Pro Tem Eklund asked whether a premanufactured plant could be considered as an alternative, to which Mr. Williams responded that the Park's capacity was too high to be handled by such a system, but that he would check with the consultant. Mayor Pro Tem Eklund also asked whether the cost benefit analysis going to include the Las Gallinas resident rate hike, to which Mr. Williams responded that costs will be looked at, but not down to the level of individual rates.

Councilmember Lucan stated that he was pleased to see solar included.

PUBLIC COMMENT

13. Alan Gump asked what the contingency amount was and wondered where other funds would come from if needed. Mr. Williams responded that, as this was just study, no contingencies were needed.
14. Michael York stated that he would love to see solar given priority, as the long term benefits would be substantial. He said it could go on the clubhouse roof, and elsewhere, and did not just need to be installed on individual homes. He spoke about broadband internet, which he felt was being held hostage by Comcast and inquired whether fiber optic had been installed for SMART, and could be brought into the Park.
15. Anila Manning asked whether the study would look into a graywater collection system, to which Mr. Williams responded that there was a small task in the scope to look at whether a water district reclamation system could be brought to Park.
16. Frank Simpson asked about what had happened with the PG&E grant, and Assistant City Attorney Nebb explained that the Park had not been chosen because the PUC's rating system prioritized mobile home parks within the state which were most in need from a safety standpoint. She added that they might roll out more phases and that staff would keep watching to see if there were future opportunities.

*Councilmember Kellner moved, Seconded by Councilmember Lucan, to authorize the City Manager to execute a Consultant Services Agreement with BKF Engineers for the development of a Utilities Master Plan for the Park. **The motion carried on a 4-0-1-0 vote, with Councilmember Athas being absent.***

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.

Ms. Nebb gave the staff report and discussed the two Park properties that had been found to be in PG&E's right of way. She also reported on the tree removal agreement with PG&E for its pathway project.

PUBLIC COMMENT

17. A resident stated that he had not seen a plan for where the fence would go, and asked how many feet from the gas line will the shrubs be removed. Ms. Nebb replied that this item was meant for Council to approve process only, not the work itself, and that a meeting will be held with residents.

*Mayor Pro Tem Eklund moved, Seconded by Councilmember Lucan to authorize staff and the MVMCC Park Manager to review the design with the affected neighbors, finalize the design and execute the agreement with PG&E for the trail pathway. **The motion carried on a 4-0-1-0 vote, with Councilmember Athas being absent.***

F. REGULAR REPORTS

8. PARK MANAGEMENT UPDATE: MATT GREENBERG

No report was given.

9. UPDATE FROM PAC: JAY SHELFER, PAC PRESIDENT

Mr. Shelfer stated that the PAC viewed its role as being stewards of the land and said that the work of Mr. Greenberg and the City engineers has been a big upgrade.

G. BOARD/STAFF COMMENTS

None

H. ADJOURNMENT

At 8:47 p.m., the meeting was adjourned in memory of Jack Brandon and the husband of Katie Crecelius.

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

/Sheri Hartz/
Sheri Hartz, City Clerk