

**DON PEDRO RECREATION AGENCY
BOARD OF CONTROL - DON PEDRO PROJECT
DRAFT MINUTES
December 11, 2020**

CALL TO ORDER: 10:00a.m. Zoom Webinar

VOTING MEMBERS PRESENT: Margaret Hannaford – City & County of San Francisco (CCSF) (via Zoom)
Chad Tienken – Modesto Irrigation District (MID) (via Zoom)
Tou Her – Turlock Irrigation District (TID)

ABSENT: Ron Macedo – Turlock Irrigation District (TID)
Stu Gilman – Modesto Irrigation District (MID)

OTHERS PRESENT: Ryan Reis – DPRA, Department Manager
Brannon Gomes – DPRA, Division Manager (via Zoom)
Jim McCoy – DPRA, Division Manager (via Zoom)
Rebecca Dack – DPRA, Administrative Assistant
Sara Lima – DPRA General Counsel
Michael Warntjes – Suntex, Regional Vice President (via Zoom)
Katie Linton – Suntex, General Manager (via Zoom)
Dan Kramer – Suntex Legal Counsel (via Zoom)
**customers were present via zoom

CALL TO ORDER

This meeting is being conducted via webinar, pursuant to Executive Orders signed by Governor Gavin Newsom related to the ongoing COVID-19 pandemic, including provisions regarding the Brown Act. Members of the Board of Directors and the public will participate in the meetings by utilizing Zoom’s webinar feature or through a phone number, both of which are provided in the meeting agenda. Instruction sheet for Zoom log in was provided to the Board of Control and the public prior to the meeting.

MINUTES

The Don Pedro Recreation Agency (DPRA) Board of Control approved the minutes of the September 24, 2020 Board of Control Regular meeting and the November 12, 2020 Special Meeting. Director Macedo called for motion to approve the minutes, Director Gilman motioned to approve the minutes, Director Hannaford seconded and the motion carried.

SUNTEX MARINA’S HOUSEBOAT MOORING AGREEMENT

Ryan Reis, DPRA Director, presented a summary of the Houseboat Agreement process. Director Macedo requested feedback regarding the Houseboat Agreement. There was some discussion on the satisfaction of the agreement and the process from both parties. Director Macedo called for motion to approve the mooring agreement. Director Hannaford motioned to approve the agreement, Director Gilman seconded the motion and the motion carried.

MONTHLY FISCAL REPORT

Ryan Reis, DPRA Director presented the monthly financial statement for October 2020 which shows a comparison of October 2020 to October of 2019 with a breakdown by category. The Agency was up in most areas with an increase of \$79,877 from October 2019 to October 2020. Projected revenue with sponsor contributions for the month of October 2020 was \$145,601 and actual revenue with Sponsor contributions was \$245,909 for a revenue increase of nearly \$100,308 from projected to actual with contributions. Projected expenses for October 2020 were \$244,499 and the actual expenses were \$276,684. Actual revenue year-to-date to October 2020 was \$2,739,986. Total revenue, including sponsor contributions was \$4,600,565. Actual expenses year-to-date to October 2020 was \$2,711,899 leaving a balance of \$28,087 of revenue over expenses. Capital expenses for the month of October totaled \$31,513. Year-to-date, \$477,258 in Capital funding has been spent.

The Board of Control commended the Agency Staff on great work during 2020 with the pandemic challenges. Director Gilman noted the fiscal numbers are a direct reflection of the staff and Agency. Director Reis also commended the Agency team for their efforts.

DIRECTOR'S REPORT

Ryan Reis, DPRA Director presented the Director's Report to the Board. Director Reis reviewed reservations year-to-date and an overview of year's contacts and incidents. Director Reis also provided an overview of staffing with a maintenance worker vacancy and seasonal staffing levels for 2020. Director Reis provided an update on Capital Projects noting that most projects are done or are expected to be completed by the end of 2020.

The Lagoon Filter Replacement Project was reviewed. Director Reis informed the Board that the filter installation will be complete by the end of 2020. He noted the warranty will begin at time of commission, which is expected to take place in February 2021, along with training. Final payment is due upon commissioning of the filter which is a cost that was anticipated for 2020 and will now be delayed until 2021. Director Reis noted the cost will be the same as budgeted at about \$50k. The Agency does not anticipate having to ask the Board for additional funds as reserve funds can be used or the cost can be rolled into Phase II of the Lagoon Filter Project for 2021.

Director Reis provided an update on Suntex's list of projects, noting a lot of progress has been made. Some rates will not be implemented due to pending project completion. For projects completed, Suntex will be sending the rate change letters to the customers shortly for January 2021. Katie Linton noted Suntex is comfortable of the estimated completion date of January 2021 for the remaining projects. Director Hannaford asked if this addresses all safety issues from last year. It was confirmed that it does.

Suntex provided an update of the recent buoy B-line break. Katie Linton noted that after review from Suntex's Safety and Compliance Director, the cause was due to wind shift which put undue pressure on the buoy hardware.

MATTERS TO THE GOOD OF THE AGENCY

Director Macedo opened up to public comment. Janice Keating inquired about Suntex's rate proposal for which Director Reis noted the special meeting for proposed rates is scheduled for December 16, 2020. The agenda and link will be posted online following this meeting. He also made note that at the November special meeting, Suntex proposed rates which were posted on the DPRA website for public comment and review immediately after the meeting.

Future regular meeting dates for 2021 are scheduled quarterly for March 12, June 11, September 10 and December 10. There will also be a special meeting for the Budget Workshop in August, date to be determined. Due to no other public comments, Director Macedo called for a motion to move to adjournment, Director Gilman motioned to adjourn and Director Hannaford seconded. Motion carried.

ADJOURNMENT

Due to no further business, the Board adjourned at 10:28a.m.

Respectfully Submitted,

Ryan Reis
Secretary to Board of Control

Copies to: Messrs. Hannaford, Mazurkiewicz, Williams, Edwards
Messrs. Fernandes, Hashimoto, Macedo, Her
Messrs. Gilman, Tienken, Wenger