

**DON PEDRO RECREATION AGENCY
BOARD OF CONTROL - DON PEDRO PROJECT
APPROVED MINUTES
March 13, 2020**

CALL TO ORDER: 10:04a.m. CCSF, Hetch Hetchy Administrative Building, Moccasin

VOTING MEMBERS PRESENT: Ron Macedo – Turlock Irrigation District (TID)
Margaret Hannaford – City & County of San Francisco (CCSF)
Stu Gilman – Modesto Irrigation District (MID)

OTHERS PRESENT: Chad Tienken- Modesto Irrigation District (MID)
Tou Her – Turlock Irrigation District (TID)
Ryan Reis – DPRA, Department Manager
Brannon Gomes – DPRA, Division Manager
Jim McCoy – DPRA, Division Manager
Rebecca Dack – DPRA, Administrative Assistant
Bill Penney – TID, Associate Civil Engineer
Michael Warntjes – Suntex, Regional Vice President (via phone)
Katie Linton – Suntex, General Manager
Jim & Nora Wisler – Private Houseboat Owner
Hiram & Kris Harlan – Private Houseboat Owner
Ross Swett – Private Houseboat Owner
Janice Keating – Private Sailboat Owner
Larry & Agatha Swanson – Private Houseboat Owners
Randy Buckley – Private Houseboat Owner
John Smith – Private Houseboat Owner
Phyllis Farenkamm – Private Houseboat Owner

CORONAVIRUS UPDATE FROM CITY AND COUNTY OF SAN FRANCISCO

Margaret provided information regarding CCSF’s response to COVID-19.

MINUTES

Board member Macedo requested a motion to approve the Don Pedro Recreation Agency (DPRA) Board of Control minutes of the December 13, 2019 Board of Control Regular meeting and the February 12, 2020 Special meeting. Board member Gilman motioned and Board member Hannaford seconded the motion. Motion passed.

MONTHLY FISCAL REPORT

Ryan Reis, Recreation Department Manager, informed the Board the Monthly Financial Statement for December 2019 is still being processed and could not be included with the March DPRA Board of Control meeting package. TID accounting staff is waiting for all of the expenses to come in before they close the 2019 books. DPRA will send out the financial information as soon as it is made available.

SUNTEX 2020 RATE ADJUSTMENT PROPOSAL

Michael Warntjes, Suntex Regional Vice President, presented Suntex 2020 rate adjustment proposal. Provided updates regarding issues brought up by DPRA, the BOC, and the public. He explained a minor error on buoy ball comp rates during previous presentation, but the proposed rate is still within the range of the comp set. He provided information for available discounts for annual customers including storage, refer-a-friend, fuel, merchandise, and pump out. Mr. Warntjes also provided an update for ACH clarity, electronic funds transfer and the associated

discount. There was discussion about certified labor for the service department. He also provided a timelines of the capital expense flow process. Suntex will be hosting quarterly town hall meetings and will send out a monthly newsletter. The next scheduled town hall is scheduled for May 14, 2020 at Moccasin Point Marina. There was some discussion regarding the meetings dates and times. Board member Gilman suggested a private Facebook group for private houseboat owners to supplement information and interactive ways to communicate. There was some discussions regarding the 5% discount for ACH payments. There was discussion regarding certified and skilled labor. Board member Gilman suggested a blended rate based on the laborers' skillset.

DPRA RECOMMENDATION

Ryan Reis, Recreation Department Manager, provided DPRA's recommendation which included required project completion before individual rates would be implemented. He explained that Suntex will have to schedule a meeting with DPRA to have the projects signed off as completed before proposed rates would be implemented. Director Reis presented each of the rates with the subsequent recommendation, some effective April 1, 2020 and some are pending project completion.

There was some discussions regarding rate increases for the private houseboat marina boat slips. Suntex informed the public and Board of Control that they will revisit that specific rate and will not be proposing an increase to the slips at this time. There was some additional discussion about the private houseboat dock. There was clarification that the private houseboat dock currently has fifteen slips for small boats, all currently occupied. Board member Macedo requested clarification of Board of Control's authority to accept, deny or modify rates. Tou Her confirmed the Board has the rights to do all three at their discretion. There was some discussion regarding Moccasin's boat slips Suntex discussed the there is a courtesy boat shuttle to provide rides to houseboats with extended hours during season. The Board requested for DPRA to provide printed copies for public at meetings of material presented to the Board. The cost and cable line for buoy balls were discussed. There was discussion regarding CPI related to the rates. Macedo confirmed with Agency that the CPI being requested is for 2017 to 2020. There was discussion regarding annual customers not willing to absorb Suntex's capital investments. Board member Gilman requested Suntex provide data regarding the success of the rental fleet, if available to the Board. Board member Hannaford complimented the safety component of the projects being completed by Suntex and appreciates the project tracker that has been implemented by DPRA. The Board would like to see continued tracking with new projects added and expected. Director Reis noted that he will notify the BOC as soon as projects are completed and Suntex will be responsible for notifying customers. Board member Gilman motioned accept the rates with the amendment that Suntex agreed to keep the small boat slip rental at current \$125 rate. Board member Hannaford seconded motion with the qualification project tracker updated and provided to the BOC quarterly. Motion approved.

There was some discussion regarding rules and regulations for houseboats. DPRA and Suntex will meet to determine where enforcement will come from in regards to regulation violations. Board member Macedo requested a report on the policing for the enforcement.

LAGOON FILTER REPLACEMENT UPDATE

Bill Penney, TID Associate Civil Engineer provided an update regarding history and progress of the lagoon filter replacement. He provided an update for the new filtration rendering of the tank through Loprest and a schedule update. Originally, hoping to get system in before the season. Loprest notified Mr. Penney that they cannot complete the filter by the scheduled date, so install will take place at the end of the season. Loprest will look at existing system and, free of charge, will evaluate to get through the season without any major issues. Board member Hannaford inquired as to funding for any maintenance recommendations made by Loprest. DPRA confirmed that the Agency should have the maintenance funds to take care of minor maintenance. Board member Gilman wanted to make sure Loprest guaranteed no price increase since it was their error. Mr. Penney confirmed that has already been discussed with Loprest. Board member Macedo suggested that Loprest might absorb some of the cost to make sure the current filter gets through the season. There was some discussion on chlorine level checks.

VISITOR CENTER UPDATE

Bill Penney, TID Associate Civil Engineer, provided a high level overview of the history and progress of the visitor center rebuild. He reemphasized the insurance requirement of "Like, Kind, and Quality" for a full insurance

reimbursement. Provided renderings of the building from multiple angles.

He discussed the bid process for sub-contractors. Bids close March 19. An insurance meeting check-in will take place in the near future. Mr. Penney reviewed scheduled timeline with construction scheduled to start April 14 and end in summer 2021. There was discussion regarding historical artifacts and Mr. Penney confirmed there is a team working on the exhibits. Board member Macedo requested information of the exhibits for the next update. Mr. Penney also noted there is a “Coming Soon” sign in progress and will be posted by the construction site.

DIRECTOR’S REPORT

Director Reis provided an update regarding reservations, the total is up approximately 200 from this time in February 2019. He provided a recruitment update for open positions. Director Reis also provided an update for a digital sign for updates near the visitor center. He noted that in addition to the estimate of a single-sided sign at \$30k and double-sided sign at \$50k, DPRA would be responsible for running power, engineering drawings, county requirements, CalTrans, etc. Director Reis also discussed research for concerts at the campground. DPRA is currently looking into working with a consultant to help with challenges. Board member Gilman provided some background information as to why DPRA was looking into concerts. Director Reis discussed DPRA’s 50th Anniversary for 2021. DPRA will also be adding corn hole permanent structures. He provided an update regarding “Coffee with the Director” events held on February 7 and 21. There was some discussion regarding Tuolumne county noise ordinances. There was also some discussion regarding more permits allowed for houseboats. Suntex and DPRA would have to look at that more in-depth.

MATTERS TO THE GOOD OF THE AGENCY

Customer, Janice Keating, thanked Katie Linton and Director Reis for all the communication and work they have put in. There was also discussion regarding fuel dock at the marina.

ADJOURNMENT

Due to no further business, the Board adjourned at 11:54 a.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