

**DON PEDRO RECREATION AGENCY
BOARD OF CONTROL - DON PEDRO PROJECT
APPROVED MINUTES
September 24, 2020**

CALL TO ORDER: 10:02a.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
**customers were present via zoom but did not speak.

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. Director Macedo notified the public there would be opportunities for the public to comment on each agenda item immediately following each agenda item.

MINUTES

The Don Pedro Recreation Agency (DPRA) Board of Control approved the minutes of the June 12, 2020 Board of Control Regular meeting and the August 19, 2020 Special meeting. Mr. Tienken motioned to approve the minutes, Ms. Hannaford seconded and the motion carried.

FEE SCHEDULE ADJUSTMENTS 2021

Ryan Reis, DPRA Director, presented a summary of the 2021 fee comparison that was presented at the August Budget Workshop. Director Reis requested the Board to approve the proposed 2021 Fee Adjustments as presented. Director Hannaford commended Director Reis for providing the summary; however, since fees are associated with budget, changes require a unanimous vote so the 2021 Fee Schedule cannot be voted on at this time.

MONTHLY FISCAL REPORT

Ryan Reis, DPRA Director presented the fiscal report to the Board for July 2020 which shows a comparison of July 2020 to July of 2019 with a breakdown by category. Director Hannaford inquired as to if everything will look good at end of the year. Director Reis confirmed that it is still too early to tell, but current YTD at \$1.8 million, with seasonal hiring starting later and not a lot of expense during closure, things are looking good. Director Tienken noted that it appears as if customers are using Don Pedro as an outlet for COVID and usage looks great. Director Hannaford commented on how impressed she is with the team’s ability and the support from TID to get campgrounds up and running for a very successful summer.

Director Reis provided additional fiscal information. Projected revenue with sponsor contributions for the month of July 2020 was \$740,451 and actual revenue with Sponsor contributions was \$999,240 for a revenue increase of nearly \$258,789. Projected expenses for July 2020 were \$424,310 and the actual expenses were \$422,566. We were slightly under projected expenses by \$1,744.

Actual revenue year-to-date to July 2020 was \$1,802,430. Total revenue, including sponsor contributions, was \$3,247,976

Actual expenses year-to-date to July 2020 was \$1,748,595 leaving a balance of \$1,499,381 of revenue over expenses. Capital expenses for the month of July totaled \$57,809. Year-to-date, \$399,460 in Capital funding has been spent.

DIRECTOR'S REPORT

Ryan Reis, DPRA Director presented the Director's Report to the Board. Provided Labor Day gate totals and day and watercraft use. He also did a brief overview of the medical and incidents that took place over the holiday weekend. Reservations were closed on March 20 due to COVID-19 restrictions and closures. Reservations were reopened on June 18, 2020 after the announcement of reopening of the Campgrounds on July 1, 2020. 1,885 reservations were made in August 2020, which is 884 more than August 2019. Year-to-date: 8,785 reservations have been made compared to 9,166 reservations that were made for the same time period in 2019. He also provided an update on staffing. Two Maintenance Worker positions were filled and employees started on September 1, 2020.

Additionally, Director Reis provided an update on 2020 Capital Projects which includes roadwork, Blue Oaks' fish cleaning station, lagoon filter replacement, and the warehouse renovations.

DPRA Staff has also been looking at ways to improve traffic flow. The team reached out to PayPal for mobile payment resources. Staff attended a demo on September 10, 2020 and are still researching options including QR codes, invoicing and PayPal Checkout.

Director Reis provided an update on Suntex List of Projects. Progress is being made, but projects are not done and being signed off on yet. Director Tienken inquired as to what the issue with the ones that are listed as "complete" but aren't signed off. Director Reis explained that Suntex has to schedule inspections with Recreation Division Manager, Brannon Gomes for completion. Director Reis also provided an update regarding Moccasin Marina Fire Suppression system. Repairs were completed July 31, 2020 and the system has been tested. Director Tienken asked if the test done by a certified person. Director Reis confirmed a third-party company does the testing. An update was also provided by Director Reis regarding the Houseboat Mooring Agreement status. DPRA and Suntex co-hosted a Virtual Town Hall on August 3, 2020. DPRA is currently working on 3rd revision with Suntex and will send out the next revision to the Board Members.

MATTERS TO THE GOOD OF THE AGENCY

Ms. Hannaford opened to Matters of the Good. Sara Lima confirmed Tou Her is an authorized member for voting in the event that Director Macedo is unable to attend another meeting in the future. Brannon Gomes confirmed no hands raised from the public. Director Hannaford confirmed the next regular meeting is scheduled for December 11, 2020 with the location TBD. She noted that another special meeting may be required in between to get to some of the action items taken care of that had to be skipped today.

ADJOURNMENT

Due to no further business, the Board adjourned at 10:34a.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