

**DON PEDRO RECREATION AGENCY
BOARD OF CONTROL - DON PEDRO PROJECT
MINUTES
December 14, 2018**

CALL TO ORDER: 10:05 a.m. CCSF, Hetch Hetchy Administrative Building, Moccasin

VOTING MEMBERS PRESENT: Brent Horger – City & County of San Francisco (CCSF)
Chad Tienken – Modesto Irrigation District (MID)

OTHERS PRESENT: Tou Her – Turlock Irrigation District (TID)
Jim McCoy – DPRA, Interim Department Manager
Brannon Gomes – DPRA, Interim Division Manager
Jeremy Scharli – DPRA, Interim Chief Ranger, Lake Operations
Phil Govea – TID, Civil Engineering Department Manager
Sue VanderSchans – DPRA, Administrative Assistant
Rebecca Dack – DPRA, Administrative Assistant
Michael Warntjes – Suntex Regional Vice President
Brian Keelan – Suntex Regional Director
Katie Linton – Suntex, General Manager
Joe & Phyllis Farenkamm – Private Houseboat Owners
Ross Swett – Private Houseboat Owner
Larry & Agatha Swanson – Private Houseboat Owners
Janice Keating – Sailboat Owner/Moorage Customer
Rod Walker – Sailboat Owner/Moorage Customer
John & Kathleen - Sailboat Owner/Moorage Customer
Keith Lynar – Private Houseboat Owner

MINUTES

The Don Pedro Recreation Agency (DPRA) Board of Control approved the minutes of the September 14, 2018 Board of Control Special meeting.

MONTHLY FISCAL REPORT

Most categories of revenue were up during the month of October 2018 compared to October 2017, with the exception of day use PWC, tent camping, houseboat fees, concessionaire fees, and miscellaneous revenues. 2017 included multiple monthly hook-up rentals for Powerhouse project. Projected revenue with contributions for the month of October was, \$148,690 and actual revenue from operations was \$88,171. Actual revenue with sponsor contribution was, \$163,106. Projected expenses for the month of October were \$214,774 and actual expenses were \$206,796. Actual revenue, year-to-date, was \$2,421,425. Total revenue, including sponsor contributions, was \$3,893,483. Actual expenses, year-to-date, was \$2,670,705, leaving a balance of \$1,221,778 of revenue over expenses.

Capital expenses for the month of October totaled \$213,020 and were associated with the Moccasin Roadwork, Water Tank Renovation, Campsite Renovation, ADA upgrades and Vehicle replacement. Year-to-date, Capital expenditures for 2018 total \$331,918.

Private Houseboat Owner, Ross Swett asked for clarification on who was presenting the report at which time Jim McCoy introduced himself as the Interim Department Manager due to Chris Collett being on a Leave of Absence. Tou Her explained that at the last board meeting, Chris Collett announced his retirement to be in May of 2019. Tou explained that Chris' Leave of Absence was of a personal nature and was not related to performance. Jim was asked to step in as interim manager until Chris' scheduled return on January 10, 2019.

SUNTEX YEAR-END REVIEW

Michael Warntjes, Regional Vice President of Suntex introduced the new management team, of the marinas, as Brian Keelan, Regional Director effective January 1, 2019, and Katie Linton, General Manager. Brian is based out of Sacramento and has a background in membership, service, and multiple marina operations experience. Katie was promoted to General Manager in April of 2018, prior to that she was EMT and has worked locally for the past ten years.

Michael reviewed the new marina layout and explained the upgrades which includes new dock wider walkways and finger, longer and wider walkway and gangway, ADA compliant, replaced 60% of the un-encapsulated foam, and upgraded runners and galvanized frames. The Suntex group has a 5-year plan of completion. Michael also noted that the customers who pays will be known as “members”. Some discussion took place regarding water availability for boat cleaning and filling holding tanks. There was also some discussion regarding better, open communication regarding the scheduled changes before they happen. Michael explained there were some houseboat rental improvements such as new engines, new A/C units, new furniture, satellite TVs, new water heaters, new BBQ improvements, and new houseboat wraps. There have also been several marina improvements. At Lake Don Pedro Marina, there are new rental water toys, new security system, trading post repairs, new boat lift and shade structure at MRS, new winches and repaired CAT tele-handler. At Moccasin Point Marina, there is a new outdoor seating area, improved pump access, new floating bathroom, bone yard cleanup, and moving uncovered dry storage to the boneyard area to increase parking is currently in progress. There was some discussion about the new seating area and the lack of food available for purchase. There was also discussion about the new security system and whether it will be available at both marinas. It was confirmed by Michael that there will be security systems at other properties, the team is just working out the placement.

Michael reviewed the planned improvements for 2019. The Don Pedro Phase 2 Dock Project will include removal of and relocation of A-Dock in order to replace it and create slips for everyone. The proposed A-dock will have 40 12'x24' covered slips and 20 12'x26' covered slips. The proposed rental dock includes 8 22'x26' covered double-berths for 16 slips and the rental boats will no longer be tied up along the gangway or along the shore. There was some discussion about the pump out station location and the small areas are difficult for houseboats to get in and out. There was also discussion about a communication avenue such as an online forum or a quarterly members meeting. Michael emphasized Suntex's desire to remain transparent and develop open lines of communication. There was discussion about available wifi and a potential member website to assist with communication. Additional proposed improvements for 2019 include new approved amenity in the form of boat lifts provided by Hydrohoist. The lifts were recently approved by DPR and will assist in keeping vessels clean, dry, and reduce exposure to the elements. Use of the boat lifts are optional, not required. Suntex will also provide two new PWCs, two houseboats, a new party barge, and additional kayaks and SUPs at Don Pedro. The decking at the Private Houseboat Marina will be recoated and mooring lines, will continue houseboat rental refurbishments, improve and add dry storage, new phone system, office renovation, and an addition of a new work truck.

There was some discussion about the cap on houseboat rentals which is listed in the CLA. Janice Keating asked about the timeline for Phase 2 and Michael explained it is dependent upon Suntex capital and BOC approval. There was also some concern regarding being charged for things that aren't available per the concessionaire agreement and possible fee increases. Michael explained that Suntex reviews comparables annually, but not sure which areas are reviewed by consultant. Currently there is nothing in store for 2019 and any increases would require board approval. Jim McCoy mentioned that the request for better communication can be improved by not waiting three months to bring issues to the board meetings. Concerns should be brought to management immediately so they can be addressed. It was also discussed that everyone present at the meeting are very happy with the changes Suntex has made. Brent Horger also wanted to make note regarding changing branding and making sure to be aware of who owns which branding efforts.

VISITOR CENTER REBUILD UPDATE

Phil Govea, TID, Civil Engineering Department Manager, presented an update for the Visitor Center Rebuild project. The architect began work with a review of the old building to determine what upgrades the old building

would need based on Building Code updates from the early 1970s to today. The team determined that the old building would need to be almost 800 square feet larger to accommodate proper clearances and space for accessibility purposes which would help us form a base for the “like, kind, and quality” parameter that the insurance has given us for reimbursement of the new building. The architect then met with the project stakeholder group to determine the needs of the new building from an end-user staff and customer perspective. The building will have a modern look, but will have the historical circular shape of the old building and will be a single story. A single-story eliminates the need to have an elevator, which would be a code upgrade from the old building.

After the conceptual design was done and approved by insurance, continue moving forward with a more detailed design. The schematic design allows understanding how the electrical, HVAC, plumbing, structural, civil, and landscaping will need to come together and work. The consultant is also in the process of generating a cost estimate based on the schematic design plans. The estimate will account for all material costs, increased costs for the proximity of the project location to major metropolitan areas, and the difficulty of the terrain and accessibility of the project site for staging and construction purposes. The construction market is currently very volatile and cost escalation will also be accounted for, considering an estimated beginning of construction in fall of 2019.

After receiving the cost estimate, will submit it to the insurance for review and discuss with them. The cost estimate should be available soon and the results of the discussion with the insurance will be presented at the next Board meeting. The combined area of the new building and deck, fits within a very similar footprint as the old building and deck which is a parameter needed for the new building based on the CEQA Notice of Exemption filed earlier this year.

The building contains offices for the managers, chief rangers within DPRA, and additional office for future needs to include room for expansion in the event if and when it occurs. The visitor area includes a central exhibition room, where details for this will come from future phases of design. There is also a multi-purpose room that can be used for large meetings, but can also be opened up to provide more exhibition area. The outside deck will have viewing scopes for visitor’s to observe the view similar to what the old building had. The main building components will be fire resistant steel, masonry, and glass. The building will be partially tucked into the hillside on its western side, but the eastern side will have large glass windows to be able to bring in natural sunlight and allow for a view from the inside of the building.

Similar to code upgrades that the new building will need, there are also parking stall and walkway improvements that are needed for accessibility from the parking lot to the new building. TID construction crews performed demolition of a portion of the existing parking lot and a path from the lot to the new building location. These improvements were required for the new building, but early construction allowed us to meet the two-year “start of construction” requirement that the insurance had applied to the project. The total demolition costs were about \$19,000. The re-constructed parking stalls and walkway now meet Building Code requirements for accessibility to the new building. A public bid was solicited and Ross Carroll was selected to do the work. The total cost for the re-grading and construction of the ADA walkways and parking stalls was about \$180,000. All design plans and contractor costs were reviewed and approved by the insurance before any construction took place. Under the current schedule, the team plans to begin construction in October of 2019.

2018 LAKE OPERATIONS REVIEW

Jeremy Scharli, Interim Chief Ranger of Lake Operations presented the 2018 year-end review. Within the debris project held to the 1988 FERC order article 52-log and debris removal plan. The proposed plan should prevent the accumulation of floating debris and logs that create hazardous conditions for recreational boaters. Past standard practice, DPRA has utilized is containing floating debris with built floating log boom, beaching all floating debris as water level drops throughout the summer months, and burning debris in early fall when all debris is dried out. In order to burn woody debris, DPRA must burn 85-90% of the contained debris. If unable to burn within those percentages, do not meet requirements to burn. This year during burning window with the Car fire being California's deadliest wildfire, it has been difficult to meet all the criteria to successfully burn the debris.

For all these criteria's to be met, the burning operation has been pushed into the middle of winter when the Debris is completely saturated, which push the DPRA staff back into a requirement to have all such debris dried to allow for a

clean burn. With cooperation of weather the DPRA staff began burning the debris piles on 12-3-2018. We are at approximately 45-50% in completion of burning the debris with an expected completion of the end of December.

March 22nd presented the DPRA staff with an atmospheric river storm that washed approximately 6 acres of floating debris in and around the houseboats moored in Moccasin creek. DPRA staff deployed Tuff Boom in immediate response to mitigate the situation and gain control of all floating debris. With the prompt actions taken by DPRA staff they prevented any damage to DPRA dock, Moccasin Point Marina, and all houseboats moored in moccasin creek.

Throughout the year DPRA staff has worked on removing any damaged boom section to minimize failure during the wet season of 2018-2019. Staff checked all 342 connection point to insure proper functioning of the boom. During inspection, DPRA staff found approximately 45 connection point that would have caused total failure if the boom had been deployed prior to inspection. All cables at boom closure point were inspected. DPRA staff had to add approximately 60 feet of 5/8 cable to reach current water levels of the 2018 season. Staff inspected all 12 regulatory buoy line. These inspections prompted the Replacement 6 complete buoy line with all new hardware and new regulatory buoys. DPRA staff marked hazards as lake levels fluctuated throughout the 2018 season. Marking hazards also requires staff to recheck hazard buoys to make sure they are still in place. Staff also attends to 8 docks for public access daily.

There was some discussion about DPRA providing tows to boaters in distress. Jeremy explained, when possible, DPRA defers towing to Suntex so as not to step on their toes. There are times when DPRA must assist such as after hours, nighttime, or when coming across a stranded boat, any boater is required to assist and cannot leave another boater in distress. There was also some discussion about extra hours during the Fourth of July and enforcing the no-wake rules.

2018 CAMPGROUND OPERATIONS REVIEW

Brannon Gomes, Interim Division Manager presented the year-end review for campground operations. DPRA Ranger staff logged nearly 3,400 customer contacts for 2018 which included 931 quiet time, 316 permits, 76 fire related, 969 vehicle operation, 595 parking related, 50 boating violations, and 45 lake compliance checks. DPRA Ranger staff also documented 140 incidents in 2018 which included 41 medical aids, 39 information only, 20 public assist, 14 property found, 6 thefts, 6 special use permit, 12 conduct, and 2 calls for an air ambulance which were for a firework exploding in hand and a patient who jumped into the propeller, cutting her leg. DPRA Text system received 66 text/voice messages, 13 reporting maintenance/restroom issues, 10 general questions/visitor comments, 10 pocket dial/inaccessible messages, 18 noise complaints, 4 vehicle trouble, and 10 safety/conduct issues. DPRA contracted security patrol services for the 2018 summer season resulting in an additional 653 customer contacts which included 312 contacts for general conduct (noise, generator and quiet hours), 202 vehicle related (traffic violations/ riders in beds, boats in tow), 2 visitor assists, and 137 Trespassing/ no-pay related. DPRA expanded the contracted coverage to 7 days per week during the 2018 summer season.

A new Maintenance Supervisor and two Maintenance Worker allocations were filled. Staff continues to work diligently repairing and replacing aging infrastructure. Some capital projects were ADA renovation of the Fleming Meadows boat launch restroom, Blue Oaks potable water tank interior recoating, trading post deck replacement, trading post and lagoon snack bar roof replacement, Moccasin Point paving project, and picnic table replacement completed year three of multi-year project, and paved from Jacksonville road to the launch ramp.

DIRECTOR'S REPORT

Jim McCoy, DPRA Interim Department Manager reviewed the director's report. 122 reservations were made in November, 2018, which is 11 more than were made in November, 2017. 8,589 reservations have been made in 2018 through November compared to 9,158 reservations that were made through November, 2017. Reservations are currently down 6.2% from last year.

Annual Houseboat letter to permit holders mailed December 3rd which identifies the 2019 fees, includes important renewal dates and information, and complete and digitally sign application online with PDF-Filler online application. Must also attach insurance and registration for electronic submission.

California Division of Boating and Waterways Lower Blue Oaks Boat Launch Facility Grant was applied for planning grant in 2013. Design, cost estimates, & specifications at 60% completion, currently responding to the DBW follow-up questions and application for construction grant submittal scheduled for fall 2019.

Staff continues to meet with Suntex management to jointly evaluate MPM and LDPM operations. Capital purchases and projects being prepared for 2019. DPRA has begun an infrastructure inventory program. Director Collett on LOA until mid-January 2019, Chief Ranger of Lake Operations vacancy filled by Jeremy Scharli, effective 12/16/18, Administrative Assistant, Sue VanderSchans retired and Administrative Assistant vacancy filled Rebecca Dack on 12/10/18. The future BOC meeting dates for 2019 are scheduled for 10am at CCSF/Hetch Hetchy on March 8, 2019, June 14, 2019, September 13, 2019, and December 13, 2019.

MATTERS TO THE GOOD OF THE AGENCY

Brent Horger opened up for Matters to the Good. There were no matters discussed.

ADJOURNMENT

Due to no further business, the Board adjourned at 11:58 a.m.

Respectfully Submitted,

Jim McCoy

Interim, Secretary to Board of Control

Copies to: Messrs. Hörger, Williams, Edwards
Messrs. Fernandes, Hashimoto, Macedo, Her
Messrs. Wenger, Tienken, Salyer