

**DON PEDRO RECREATION AGENCY
BOARD OF CONTROL - DON PEDRO PROJECT
APPROVED MINUTES
June 14, 2019**

CALL TO ORDER: 11:01 a.m. CCSF, Hetch Hetchy Administrative Building, Moccasin

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

OTHERS PRESENT: Tou Her – Turlock Irrigation District (TID) 11:20am
Jim McCoy – DPRA, Interim Department Manager
Brannon Gomes – DPRA, Division Manager
Jeremy Scharli – DPRA, Chief Ranger, Lake Operations
James Bergerson – DPRA, Chief Ranger, Campground Operations
Tony Traini – DPRA, Interim Maintenance Supervisor
Bill Penney – TID, Civil Engineering Department, Associate Engineer
Rebecca Dack – DPRA, Administrative Assistant
Katie Linton – Suntex, General Manager
Janice Keating – Private Sailboat Owner
Ross Swett – Private Houseboat Owner
Susie Lynar – Private Houseboat Owners
Keith Lynar – Private Houseboat Owners
Joe & Phyllis Farenkamm – Private Houseboat Owners
John & Diane Hitchcock – Private Houseboat Owners

MINUTES

The Don Pedro Recreation Agency (DPRA) Board of Control approved the minutes of the March 8, 2019 Board of Control Regular meeting.

MONTHLY FISCAL REPORT

Jim McCoy, Interim Department Manager presented the fiscal report to the Board for April 2019 which shows a comparison of April 2019 to April of 2018 with a breakdown by category.

Projected revenue for the month of April 2019 was \$296,260 with actual revenue at \$237,735. Actual revenue with sponsor contributions was \$367,267. Projected expenses for April 2019 were \$274,370 and the actual expenses were \$216,656

Actual revenue year-to-date to April 2019 \$800,809. Total revenue, including sponsor contributions was \$1,303,413. Actual expenses year to date was \$770,661 leaving a balance of \$532,752 of revenue over expenses. Capital expenses for the month of April totaled \$21,988 and were associated with concrete table replacement and break room site prep at Fleming Meadows. Year-to-date, \$59,748 in Capital funding has been spent.

Stu Gilman inquired to what would attribute to increase in revenue and Jim informed the Board that he will present that later in the presentation, but it is related to an increase in reservations.

VISITOR CENTER REBUILD UPDATE

Bill Penney, TID Associate Engineer from the Civil Engineering Department presented the Visitor Center Rebuild Update. Mr. Penney explained the team has reached a milestone in the project and has made progress in the design of the new building and site. Provided a quick recap of the building floorplan and the process over the last year. Mr. Penney informed the Board of the update since the last meeting in March. In May, the architect submitted their Design Development Plans aka the 60% design plans. The plan set includes more detail than the previous Schematic Design Plans and accounts for final Building Code requirements such as accessibility and Title 24 electrical to prevent future surprises.

Stakeholders were included in the planning such as collaboration between the architect, IT, and communications stakeholders to determine how many data outlets are needed for each room and where the Rangers' radios will be located. Additionally, stakeholders are involved in the design process for the exhibition room which will determine what types of material will be displayed and how they will be oriented. Mr. Penney noted that one-half to a third of the building will be dedicated to exhibits.

Mr. Penney noted the project delivery method is called Construction Manager at Risk (CMAR) in which the General Contractor, or Construction Manager, is brought in early during the design process. They will act as a design consultant to perform constructability review at design milestones and provide construction input and value engineering. Mr. Penney explained that early involvement also creates a more cohesive unit of the design and construction teams. TID utilized this method of project delivery on a recent building renovation project and it worked great for everyone involved.

An RFP for CMAR services was released in March and two proposals were received from qualified contractors. The proposals included both the contractor's fee and qualifications based on this specific project. Interviews were hosted in April with both firms. After the interviews, reference calls were made to past clients of each contractor. Acme Construction scored higher marks in all three main components of the selection process – proposal, interview, and references.

The Design Team had their first meeting with the Acme. Next steps are to review the plans, provide constructability comments, and then generate a cost estimate. The constructability review by the contractor is expected to last through the end of the month, then the design team will continue with their design and is scheduled to have 90% construction documents ready by October of this year. To limit the number of addendums in the bid process, the contractor will wait until the plans are finalized near the end of the year before they begin the subcontractor bid process. The contractor will solicit bids from as many subcontractors as they can get. They will rely on their past relationships with subcontractors, as well as job postings on websites and in newspapers. The contractor has said that going to bid in January is the best time to expect a good response in the bid process. This will provide competitive pricing and best value for the construction project. After the bids are received, the bids will be reviewed and subcontractors will be selected. The combined cost will be shared with the insurance team prior to any construction activities beginning. The contractor has conservatively estimated beginning construction in March of 2020 with a 12-13 month period for completion.

Stu Gilman asked if when construction documents are completed, is the plan to come back to present that to the BOC to review finalized plan? Bill informed him that the finalized plans are anticipated to be 100+ pages and pretty in depth, but something can be coordinated to make plans available for viewing. Mr. Gilman also inquired about the amount of trees at DPRA Headquarters and the concern of the visibility of the new building from the road. He also inquired about the availability of plans for the site after tree removal and landscaping. There was some discussion about the DPRA staff already removing trees to open up the area in preparation for the new building. It was also noted that since insurance will only cover a short distance for landscaping, the Agency will likely need to work with landscape architect to complete the landscape. Ron Macedo noted that since the scope of insurance only covers so much for landscaping, whatever the Board agrees to can be done to finish the landscaping since there will be a need approximately past 30-50 feet out of the scope of the building. Anything beyond that will have to take care of in house.

LAKE OPERATIONS UPDATE

Jeremy Scharli, Chief Ranger of Lake Operations presented the Lake Operations Update. Scharli provided update of daily operations which include adjusting docks, houseboat inspections, and floating restroom maintenance, among other duties. He also noted that containment of the 5 acres of floating woody debris was accomplished with the past method of Tuff Boom closures in the Tuolumne River Canyon, followed by corralling, and preparing for beaching as the water levels drop throughout the summer. The Tuolumne River Canyon was opened in mid-April to allow vessel passage to the upper reaches of the Tuolumne River Canyon as well as downstream passage for rafters being towed into Moccasin Point. Lake operations staff continues to add debris to the existing debris pods as the lake elevation continue to rise and river flows continue to introduce more floating debris. Ron Macedo asked if the lake increase helped or hurt operations and Jeremy informed the Board that full lake capacity is ideal as it allows the team to get debris beached which allows the debris dry in order to burn. Maintaining Wards Ferry is a weekly responsibility that consists of cleaning the restroom, painting, and performing litter removal. Occasionally staff has to make repairs caused by vandalism. Additionally, the team applies herbicides around the lake and dispersed area structures which include Wreck Bay, Graveyard, and Wards Ferry. All DPRA vessels have had scheduled services performed to allow proper functioning through the busy summer season. DPRA staff continues their training on vessel operations and lake navigation.

Due to rising lake level, preparations are being made to close the Blue Oaks lower boat launch. After today the launch will be closed with no time period for reopening as it depends on when the level rises for the Blue Oaks upper ramp. Houseboat owner, Ross Swett, asked if there is any burning of logs. Jeremy informed the Board that 60% of debris has to be beached and dry for a clean burn, not creating excessive smoke. Hopefully in October/November will be able to burn. Currently looking at various options such as a burn barge or air curtain burner which are more cost effective than bringing in an outside source to burn. Janice Keating asked if biomass had be considered because Stanislaus County has a waste energy plant. Ron stated that they are hard to get into. Ross asked what is water level and how much will come up? Jeremy stated the lake is currently at 820 ft. and Ron stated that it is projected to fill up right around 4th of July and has been coming up at controlled pace. Stu Gilman extended his thanks to Jim McCoy and Jeremy Scharli for a great tour a couple of weeks ago. He saw how significant the debris is this year. Thought it would be a quick day, was out for 5 hours and he appreciated it very much. If you have any questions about the launching facilities at Blue Oaks you can follow us on Facebook for update.

CAMPGROUND OPERATIONS UPDATE

Brannon Gomes, DPRA Division Manager provided the campground operations update. Business was down for Memorial Day due to weather, only 84 contacts with DPRA staff and DPRA contracted security patrol services had 47 contacts. The administration office and kiosk extended hours to accommodate the summer traffic.

44 concrete tables have been received and placed, making the total 516 tables replaced with 41 tables remaining on a 5-year capital project. DPRA staff has been busy working with inmate crews from Baseline and TCSO in an effort to clear fire fuel in areas inaccessible to mowers. DPRA staff had the pleasure of guiding the Sierra Club on the beautiful lake shore trail recently. They come up every year in a group of about 30 people and hike the 3 mile trail.

Ron Macedo inquired if DPRA was expecting big crowds going forward. Brannon Gomes stated yes since a lot of people are making up for missing Memorial Day due to the weather. Blue Oaks closing put more pressure on Fleming for a while.

Phyllis Farenkamm, a private houseboat owner, asked if there were security cameras in the campgrounds. Jim explained that the cameras at kiosks are for quality control, not for security purposes. The camera at the boat ramp is wireless, connected through Conifer which can be unreliable. It was asked if there have been any arrests for the thefts in parking lot and are there patrols at night. Brannon explained that patrol has increased from last year and are at Moccasin as needed, but will need to increase budget to increase patrols. Mr. Gilman inquired as to what would make the cameras be available to the public. Jim referred back to infrastructure. DPRA has had many different versions of cameras over the past twenty years and the quality DPRA is able to get with the funding provided is not very good. He also noted that DPRA does not have the staffing resources to execute any kind of viewing for security purposes. It is also a safety issue for staff because if public can view the footage, people will know when the gate is staffed and when it is not.

Mr. Gilman stated that the infrastructure is a legitimate concern and sometimes there is a deterrent to see a camera, whether it is functional or not; it may be something worth looking into.

MAINTENANCE OPERATIONS UPDATE

Tony Traini, DPRA Interim Park Maintenance Supervisor provided the maintenance operations update. DPRA's maintenance staff is responsible for the maintenance and up-keep of three campgrounds and its amenities. In addition to the campgrounds, staff operates and maintains two water treatment facilities to produce and distribute potable water to Fleming Meadows, Blue Oaks and employee housing. Tony reviewed typical water treatment plant tasks. Tony also explained that staff operates and maintains three wastewater treatment facilities at Fleming Meadows, Blue Oaks and Moccasin Point and described typical tasks associated with waste water treatment. The maintenance team also completed general grounds and system maintenance. Staff operates and maintains the swimming lagoon and filter plant at Fleming Meadows which is a 2-acre, 2-million gallon sand bottom swimming facility. Tony noted that DPRA does not treat waste water for drinking purposes and continued to discuss the swimming lagoon. He noted that the lagoon is a very popular destination for campers, as well as day use customers. DPRA sees approximately 250,000 visitor days a year with approximately 120,000 being at Fleming. The Lagoon tasks include daily trash pickup, changing garbage can liners around beach and picnic tables, weekly mowing and edging the lawn area which is approximately 1.5 acres, and grooming the sand on the beach.

Tony provided information on the Lagoon Filter Plant, stating the plant is where the water is filtered, disinfected, and recirculated back into the lagoon. Running the lagoon includes daily maintenance such as cleaning pump protection screens and rotating pumps. DPRA utilizes two 7.5hp pumps to pump the water through the filter and back into the lagoon. Staff rotates between the two pumps every 24-hrs to keep usage even and checks chlorine residual and adds chlorine as needed. Staff also manually backwashes the filter when differential pressure increases. Additionally, staff performs chemical dosage calculations, inspects the tank, valves, spray fields, pumps and services them when needed.

Tony noted that in addition to daily tasks and maintenance, staff is continually making repairs of the facilities caused by normal usage. He explained that the biggest challenge is DPRA's aging infrastructure and that sometimes what appears to be a routine repair turns into a major repair. Along with repairing of the facilities, staff also executes solid waste recovery (garbage collection) which takes place three days a week and as needed based on usage. There are 123 dumpsters and to date the team has collected 90 tons of trash. The staff has also mowed 56 acres to date, in efforts to reduce the fire hazard in coordination with what campground operations has completed with the assistance of Cal Fire and TCSO inmate crews. Mr. Swett inquired if DPRA has done away with recycling. Tony informed the Board that DPRA still utilizes the program. Jim also added that San Joaquin approached DPRA and still meet recycling obligations at no cost to the Agency.

DIRECTOR'S REPORT

Jim McCoy, Interim Department Manager presented the Director's Report to the Board. 1,524 reservations were made in May 2019, which is 293 more than May 2018. Year-to-date, 4,490 reservations have been made in 2019 compared to 3,876 reservations that were made for the same time period in 2018. Reservations are currently up 13.7% from this time last year. Stu asked if the numbers were still up even with a terrible Memorial Day. Jim noted that people are still making reservations and a lot of people who had reservations for Memorial Day simply changed their reservations to another date.

Jim provided a personnel update, stating that Chris Collett retired effective June 1, 2019, Tony Traini has been awarded a temporary upgrade to Maintenance Supervisor, Vanessa Torres was hired as Customer Service Rep - Cashier effective April 1, 2019, and Nathan Gardner came on board as a Ranger I, effective June 8, 2019. TID is currently recruiting for Recreation Department Manager. Tou added that he initiated recruitment efforts over the past few months, but he is not ready to recommend anyone to the Board yet. He is hoping to have a recommendation in the next month and he will call a meeting to present his recommendation. He also noted that recruitment is open until filled.

Jim continued to present Memorial Day statistics stating that the visitor days for Memorial Day Weekend were slightly lower than the past three years due to the weather. The total visitor days in 2018 was 14,566 and 12,320 this year for a difference of 2,246. The difference is also reflected in day use at 3,528 in 2018 and 1,814 in 2019.

Jim also discussed the swimming lagoon, explaining that DPRA is obligated to operate the swimming lagoon to the same sanitation standards as local community pools. DPRA budgeted \$200k for the replacement of the 12,000-gallon horizontal lagoon filter as the current filtration system has experienced several failures in the last couple of years. During the site survey Water solutions Inc. focused on the reduced liability, reduced manpower requirements, and longevity. The current system utilizes a single 12,000-gallon mild steel horizontal tank divided internally into four chambers; however, the design has several inherent flaws including small diameter of the tank means that, when sufficient flow to expand and rinse the media is applied, the media is washed out of the filter, while backwashing at a slower rate improves media retention it encourages the build-up of mud balls which significantly deteriorates filter performance requiring more disinfection. Essentially the interior of the tank is being sandblasted on a daily basis. The current disinfection costs range daily based on usage, but averages \$200-\$300 per day. Water Solutions, Inc. recommended completing replacement of the filter in two phases. Phase 1 will replace the current single horizontal filter with four stainless steel vertical filters. Stainless steel, although a costly initial investment, is resistant to the chemical corrosion issues, as well as the abrasive degradation that occurs when the filter media is backwashed. Phase 1 will also replace and retrofit filter plumbing and control systems. The current control systems are also outdated and in poor condition due to past and current disinfection methods which prove to be highly corrosive. Phase 2 will retrofit or replace skimmers and underground return lines lagoon side. The current skimmers have a very small margin of error that requires the lagoon water level to remain within tight tolerances, thus increasing manpower requirements in order to maintain. Skimmer return lines are concrete/asbestos and are approaching end of life and have become inefficient. It is recommended that system be redesigned utilizing PVC. Water Solutions, Inc. estimates phase 1 at \$1,000,000 and staff recommends delaying the project until 2020. Mr. Gilman noted that during his tour, he viewed the chlorination facility and everything is rusted and all the control panels are not in good shape. He was not aware of the condition until he went on a tour of the facility. He noted that Ron will see it today and Adam is scheduled to go on Monday. Stu noted that the plant is a ticking time bomb and it takes a lot of staff time to maintain. He inquired as to the amount of time and cost for O & M, not just capital cost. Jim explained that staff spends 1-2 hours a day on average maintaining lagoon in the morning and additional time in the afternoon as well. Stu noted that when the project is proposed to the Board, they would like to see realistic numbers for O & M and are interested in knowing utilization numbers such as how many people are typically using facility. Tou noted that there will be a budget discussion in August.

Jim reviewed the Moccasin Warehouse Roof replacement with the Board and noted that DPRA utilized TID Civil Engineering to assist with project preparation and it was determined that the structure be deemed non-entry due to the extensive structural degradation that had occurred. DPRA is awaiting the report from Pelton Wylie to review available options varying from simple re-roofing to building a replacement warehouse. Current DPRA capital funding for Moccasin warehouse roof replacement is \$30,000, but due to the extensive infrastructure issues at both the lagoon and the Moccasin warehouse, both projects will exceed their budgeted amounts. Staff recommends budgeting for the Lagoon phase 1 in 2020 which will allow for 2019 capital construction funds to be utilized for the warehouse repair. Stu noted that he would like to see “not-to-exceed” numbers and maybe some impose penalties with construction companies.

Janice Keating interjected that they have a different vessel, a sailboat, which utilizes far less energy. They don't use the marine shop and hardly ever pumps out. She noted that she would like to discuss fee schedules along with Suntex and that they should be compared to products more similar to ours.

Phyllis Farenkamm asked if the Board could please look at some sort of transferrable annual pass because she doesn't want to have to buy one for every single car as she has she three different vehicles. Jim explained that at this time there are no plans to change our annual pass structure as the general public is not requesting to change them and transferrable passes become a tracking issue. Tou also noted that it would be a revenue impact because passes can be given to others for use. Stu referred to the bay area fast passes to see if something similar would be an option. Jim noted that it is something the Agency we can look into. Brannon also added that DPRA already provides a discounted 2nd vehicle pass at \$30.

Jim reviewed the plans for the fireworks show for 2019. He thanked Suntex for co-sponsoring the show for the third year by donating \$10,000 toward the production. He noted that DPRA met with outside agencies Tuolumne, County Engineering, CHP, and Coast Guard Auxiliary this past Monday, June 10th to prepare and review IAP. The show is scheduled for Saturday, June 29, 2019. The Agency is coordinating with non-profit organizations to assist with parking and the construction of the fireworks barge will begin soon. All necessary permits have been secured. Stu asked about barge assembly and Jim explained that it consists of combining many docks together to create the barge. Stu inquired about how much it costs annually to rebuild the barge and Jim explained that it takes approximately four days of man hours.

Jim noted that DPRA will be scheduling a workshop with the Board in August for the 2020 draft budget prior to presenting it for approval at the regular September meeting. The next regular meeting date September 13, 2019 at 10:00am at CCSF Hetch-Hetchy Moccasin Visitor Center.

MATTERS TO THE GOOD OF THE AGENCY

Ross Swett gave kudos to the Lake Staff and Suntex regarding the “no wake” signs, but would like to see larger signs at launch ramps for no wake. He also noted there is an issue with loud, vulgar music. Jim explained that staff can educate and enforce if taking place up in campground, but it is a county ordinance to keep volume down in no wake zone and will have to be enforced by law enforcement. Katie Linton explained that Suntex addressed the no wake issue with employees. Suntex also purchased sirens for rentals and will sound the siren if customers are going over 5 mph in the no wake areas.

Katie wanted it noted that Suntex has enjoyed their partnership with Jim McCoy at, not only marina level, but with their office in Dallas. He has been available and hosts monthly meetings. He has had a big hand in helping with the CLA (Concessions Lease Agreement) and has provided strong support in getting members streamlined.

Janice Keating thanked Suntex for installing locking gate. Katie noted that Suntex will be extending staff hours until 7pm so staff will close and lock gate. She also discussed concerns about CEQA documentation for phase 1 and phase 3 of the dock expansion because she wants to see plans and is concerned about Suntex exceeding a certain amount of expansion. She also noted her biggest concern is that Suntex states they have no plans to increase rates, but sailboat rates are still different with a low and high season and she expects water and sees signs for “water is coming” for people paying for a covered slip. Ron Macedo asked Janice if she came directly to the BOC or did she go to the agency or Suntex first. Janice stated she came straight to the BOC. Ron asked Janice to put all of her concerns regarding CEQA and expansion in an email to the Board, copy Jim, Tou and Katie. All of the concerns you are raising deserve an answer. Katie noted that until agency approves any proposed rates, they will stay the same.

ADJOURNMENT

Due to no further business, the Board adjourned at 1:06 pm.

Respectfully Submitted,

Jim McCoy
Interim, Secretary to Board of Control

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