

**DON PEDRO RECREATION AGENCY  
BOARD OF CONTROL - DON PEDRO PROJECT  
APPROVED MINUTES  
March 22, 2024**

CALL TO ORDER: 10:00a.m.

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

OTHERS PRESENT: Ryan Reis – DPRA, Department Manager  
Brad Koehn - TID, Chief Operating Office  
Brannon Gomes – DPRA, Recreation Division Manager  
Jim McCoy – DPRA, Recreation Division Manager  
Rebecca Dack – DPRA, Administrative Assistant  
Jesse Franco – MID, BOC Alternate  
Brooke Rohrer – Suntex, General Manager  
Sara Lima – DPRA, General Counsel

**CALL TO ORDER**

Director Macedo called the meeting to order at 10:00am.

**PUBLIC PARTICIPATION CONCERNING AGENDA ITEMS**

Director Macedo opened up public comment regarding agenda items. He noted he will allow public comments throughout the meeting.

**MOTION APPROVING CONSENT CALENDAR**

All matters listed hereunder will be acted upon by a single vote of the Board. There will be no individual discussion of these items unless a member of the Board or the public so requests, in which event the matter shall be removed from the Consent Calendar and considered as a separate agenda item

1. Approval of minutes of the regular meeting of February 16, 2024. Copies are on file at Don Pedro Headquarters.

Director Hannaford motioned to approve the consent calendar. Director Keating seconded the motion. Motion carries.

**DISCUSSION OF ANY ACTION ITEM REMOVED FROM THE CONSENT CALENDAR**

There were no items removed from the consent calendar. No discussion took place.

**SERVICE AWARDS**

Director Reis recognized staff, Brannon Gomes for 20 years of service.

**SUNTEX UPDATE**

Suntex General Manager, Brooke Rohrer, provided an update regarding Suntex operations. She noted some completed maintenance items for Moccasin Point including shoreline cleanup, removing old cabling and debris, dry storage spaces have been painted and numbered, as well as vegetation cleared, Wi-Fi has been installed on the docks, marina gate lock has been replaced, and daily storm cable maintenance is conducted. Additionally, she noted completed maintenance for Fleming Meadows which includes the replacement of the dry storage doors, the “bone yard” and upper parking lot has been cleaned and a privacy fence has been added, lights have been added to the tire line at the private marina, and all temp lines have been removed. Ms. Rohrer reported on projects and maintenance in progress for Moccasin Point, noting they have ordered the equipment to upgrade the fuel dispensers, they are working on repairing the headwalk and the Low Water Plan. She also noted projects and maintenance in progress for Fleming Meadows which include replacing light bulbs and fixtures throughout, the application has been finalized and the permit should be obtained by the end of March 2024 for repaving and marking parking lots, cable removal is being done as water levels fluctuate, ongoing vegetation control, and a new apron for private marina headwalk. Ms. Rohrer also noted potential maintenance and Capex projects for Moccasin Point which includes painting and numbers buoy balls and reinstating boat rentals which will be in May 2024. She included potential maintenance and Capex projects for Fleming Meadows which includes painting and numbering buoy balls, upgrading the café, upgrading the ship store, painting the ship store exterior, an additional restroom, second pump-out station, removal of headwalk in Gilman Cove, and motor repair shop replacement.

Public member, Ross Swett inquired about buoy ball numbers. Ms. Rohrer confirmed each customer is assigned a number, but the buoy balls do not have numbers on them which creates confusion.

Public member, Stephanie Lashkoff, inquired about decking at the private marina. Ms. Rohrer noted Suntex is looking at some of the material that was installed at another location to see how it holds up and then they will make a decision as a company regarding materials for decking. Ms. Lashkoff asked about a timeline. Ms. Rohrer stated she will look into it.

There was discussion regarding the repaving and Ms. Rohrer noted she will get communication out regarding timelines soon. Public member, Ross Swett, inquired about a discussion at a previous meeting regarding access to Moccasin with the road conditions and asked if gravel can be placed on the road. Ms. Rohrer noted they cannot put any foreign materials without State permits. There was discussion about the private marina apron, Ms. Rohrer noted staff is tearing up all the decking that is there and there will be a new apron, it will be repainted and some floats added to the bottom.

Public member, Stephanie Lashkoff, inquired about water level update. Director Reis noted that will be presented during the Director's Report.

#### **FISCAL REPORT**

Recreation Division Manager, Brannon Gomes, provided projections for February 2024, noting the projected revenue is \$227,000 compared to the actual revenue for February 2024 at \$218,524. He noted the projected operations expenses for February 2024 is \$227,682 compared to the actual expenses for February 2024 at \$293,970. Mr. Gomes also noted the projected capital expenses for year-to-date 2024 is \$121,487 compared to \$40,943 year-to-date 2024.

#### **2024 BUDGET UPDATE**

Director Reis noted that the recording for the dock and vehicle, were purchases started in 2023 but were finalized in 2024. They are items that were funded in 2023. Director Macedo inquired if TID is eligible for air pollution funds. Mr. Koehn noted they have looked into it, but not eligible. Mr. Reis also noted that the 2024 backhoe project came in over budget, but the dock project had savings of \$20,000 which will cover the difference of the backhoe cost. Public member, Ross Swett, inquired as to why the dock and lightning truck costs from 2023 are bunched together. Director Reis noted they will not be included together for reporting, the items were summarized for the purposes of the presentation.

#### **DIRECTOR'S REPORT**

Director Reis provided an update regarding reservations, occupancy and cancellation comparison from February 2023 to February 2024. Director Reis also provided an update regarding seasonal hiring, credit card processing and reservation system update. He noted some challenges the agency has run into regarding the credit card processing implementation. He stated the agency has been working with the credit card processing company and reservation software vendor to implement fees, during which time it was determined some upgrades are required including tokenization of credit cards and equipment upgrades for the credit card terminals to a triPOS readers. Director Reis provided an update regarding the reservation system, noting DPRA staff has been testing a new system since October 2023, during which time several concerns were identified which do not have viable solutions. At this time staff does not recommend moving forward with the prospective vendor.

Director Reis provided an update regarding 50 amp campground funding options which include loans and bonds. He noted loans can vary but will likely be around 4-5% interest and is the option typically selected for projects of this size. He also noted with bonds, there will be requirements that loans do not have and bonds are typically used for projects over \$20M.

Director Reis provided an update regarding lake elevation levels. There was discussion about the levels and expectation to have a full reservoir for 2024. Director Reis provided heat map data regarding the DPRA market landscape, which reflects the areas from where visitors are coming.

#### **CLOSED SESSION**

Director Keating motioned to adjourn to closed session at 10:25am, Director Hannaford seconded motion. Motion carries. The Board of Control adjourned to closed session regarding anticipated litigation pursuant to Calf. Govt. Code section 54956.9(d)(4) - One potential case with Sara Lima, Legal Counsel.

#### **REPORT OF ACTION TAKEN IN CLOSED SESSION**

Closed session adjourned and public session reconvened at 10:59. Director Macedo noted that no action was taken during closed session.

#### **ADJOURNMENT**

Director Hannaford motioned to adjourn, Director Keating seconded and due to no further business, the Board adjourned at 10:59a.m.

Respectfully Submitted,  
Ryan Reis  
Secretary to Board of Control

Copies to: Messrs. Hannaford, Mazurkiewicz, Williams, Edwards  
Messrs. Fernandes, Reimers, Macedo, Koehn  
Messrs. Keating, Franco, Wenger