

**DON PEDRO RECREATION AGENCY
BOARD OF CONTROL - DON PEDRO PROJECT
DRAFT MINUTES
June 21, 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, General Manager
Jim McCoy – DPRA, Recreation Division Manager
Rebecca Dack – DPRA, Administrative Assistant
Jesse Franco – MID, BOC Alternate
Sara Lima – DPRA, General Counsel
Bill Penney - TID, Senior Civil Engineer
Brooke Rohrer – Suntex, General Manager

CALL TO ORDER

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

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 special meeting of April 19, 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.

SUNTEX UPDATE

Suntex General Manager, Brooke Rohrer, provide an update regarding Suntex operations. She noted completed maintenance for Moccasin Point which includes new fuel pumps installed, fuel dock lights replaced, air hand dryer installed in floating restroom and AC repaired, new septic pump installed in floating restroom, mooring lines adjusted, new ropes added to fuel dock for customer use, and flagpole installed with American flag. Ms. Rohrer also provided an update regarding completed maintenance for Fleming Meadows which includes main pump out repaired, driveway asphalt complete, replaced light bulbs throughout marina, replaced all windows at the lagoon due to vandalism, repaired ship store AC with larger duct work, and Blue Oaks cable removal. She provided an update regarding current projects and maintenance in progress for Moccasin Point which include repairing the head walk, Low Water Plan, repair barge engines, cable removal as water levels fluctuate, and ongoing vegetation control. Ms. Rohrer provided an update regarding current projects and maintenance in progress for Fleming Meadows which includes cable removal as water levels fluctuate, ongoing vegetation control, a second pump out which should be completed today and an email will go out, and old head walk removal in Gillman. Ms. Rohrer also noted they just hired a new marina manager, Eric, at Moccasin. She stated he has been in the industry for about 19 years and she have received a lot of positive feedback from boaters at Moccasin. Additionally, she provided an overview of potential maintenance and capex projects for Moccasin which include painting and numbering buoy balls. For Fleming Meadows, the potential maintenance and capex projects include painting and numbering buoy balls, upgrading Café and ship store, painting Ship Store exterior, additional restroom, and Motor Repair Shop replacement which is expected to start in Q4 2024 after the summer season. Ms. Rohrer also provided a picture of the new fuel pumps at Moccasin Point.

Public member, Bob Lynar, inquired about adjusting mooring lines at Moccasin and Ms. Rohrer noted they need additional floatation and the new marina manager, Eric, is looking into it now. There was discussion regarding the wench stand, and Mr. Lynar noted if it stands crooked, it will rub and break the cable. He noted that five of the eight wench stands are under water. Ms. Rohrer noted discussions with Suntex engineers in which it was determined they need additional floatation. Public member, Bob Lynar also inquired about the low water plan, referencing the April 2023 Board meeting in which Suntex said it would take six months to develop the plan, which was 14 months ago. Mr. Lynar expressed concerns regarding the low water without a plan and the Board having to grant relief because it becomes an emergency.

Director Keating inquired about the second pump out, which was supposed to be completed in March. Ms. Rohrer confirmed there were issues which required moving the pump out to the end of the dock by the dumpster which delayed the process. Director Keating also inquired about the Fleming Meadows parking violations. Ms. Rohrer noted the tow trucks will not come out on busy weekends, as they are too far away and are busy with emergencies. Ms. Rohrer noted Suntex is looking into options to mark it and deter people from parking there. There was discussion regarding poles, lack of lighting and possible reflectors. Public member, Ross Swett, inquired about the Moccasin mooring lines being inadequately spaced. Ms. Rohrer confirmed Eric has been working on that and confirmed he is the person to talk with about it. She noted Eric was out there yesterday and today working on that issue. Public member, Bob Lynar, noted if any of the Board wants to see any of this first hand, he would be happy to take them on his boat to show them. Public member, Ross Swett, inquired about the buoy ball painting and Ms. Rohrer noted Eric will work on the buoy balls once these other projects are done.

VISITOR CENTER PROJECT ACTION ITEM

Bill Penney, TID Senior Civil Engineer, provided an update regarding the Visitor Center Project. He gave an overview of the process for contractor procurement. He noted last year the Board was presented with various options and ended up going with the Progressive Design Build, with which TID/DPRA will hold a contract with one entity. Mr. Penney explained there are two parts of the contract, which are pre-construction and construction. He noted TID/DPRA released a request for qualifications (RFQ) to construction firms, the firms responded to the RFQ questions for scope of work, three firms were short listed, and in March 2024, TID/DPRA sent request for proposals (RFP) to the three firms which included building floorplans, parts and components, site plan, schedule, fee compensation and suggested technical requirement changes. Mr. Penney noted the proposals were received in May 2024 and TID, MID and DPRA conducted a formal proposal evaluation and contractor interviews. Mr. Penney noted the staff recommendation is Boyer Construction. Mr. Penney also provided some photos of the renderings provided by Boyer. He noted the restrooms in the Trading Post will be enlarged due to code upgrades, and highlighted some areas in the proposed Visitor Center. Public member, Bob Lynar, inquired about the square footage. Mr. Penney noted the new building is proposed at 5,150sq ft. and the Trading Post will be the same at 2,600sq ft. He noted possibly having to evaluate and repurpose some of the truck and trailer parking to allow for Visitor Center parking. Director Keating noted water erosion prevention and drainage issues were discussed. Mr. Penney presented the cost proposal from Boyer and the overall project cost and noted the design cost of the initial project is \$580,000. He confirmed that once the project goes through the bidding process, the rest of the cost will be entered into the contract and noted a 6.7% contingency. Mr. Penney provided an overview of the tentative schedule of the project noting the design and engineering to take place from June 2024 to February 2025, Guaranteed Maximum Price (GMP) Preparation from February 2025 to March 2025, approval of the GMP from the BoC in March 2025, construction will take about a year from April 2025 to April 2026, project closeout expectation April 2026 to May 2026 and occupancy in June of 2026.

Mr. Penney provided the staff recommendation of approving the Progressive Design Build contract with Boyer Construction for the pre-construction services only. The two firms that did not get selected will receive a preapproved stipend of \$10,000 for their services. Once the contract is executed, the work will begin immediately. Director Macedo inquired about how the \$580,000 will be paid out. Mr. Penney provided an explanation of invoicing and payment, noting that once they enter into the contract, Boyer will submit invoices at each milestone. Director Hannaford inquired if the BoC approves the contract, since it is a TID contract, does it have to be approved by TID? Director Macedo noted the BoC has already allocated the money, so no additional approvals are required from TID. Public member, Linda Swett, inquired about solar on the new building. Mr. Penney noted he believes the building is required to be constructed to allow solar to be able to be placed on top, but there are no plans at the time to place solar on the new building. Director Keating confirmed the approved budget is \$6M and Mr. Penney noted the budget of \$6M has been made clear from the beginning and Boyer has been made aware. Director Keating inquired about the equipment and fixtures listed in the proposal. Mr. Penney noted the items she was referring to is for the employee breakroom and confirmed the kitchen in the Trading Post would have commercial grade equipment. Director Hannaford is pleased with what is being shown and has no further concerns at this time.

Public member, Ross Swett, inquired about the Trading Post and the Suntex CLA. Director Macedo noted there will be a small retail store and hopefully a restaurant will be set up that way to put a tenant in there.

Director Macedo thanked Mr. Penney for the work and noted he is very excited about the project. Director Keating noted that between now and before it opens, there needs to be a plan for those who just want to come in to the Visitor Center. Director Reis noted the DPRA has a process now that allows visitors to come in for a short time with a visitor pass without paying.

Director Macedo entertained a motion to approve the Progressive Design Build Contract with Boyer Construction. Director Keating motioned to approve and Director Hannaford seconded, motion carries.

FISCAL REPORT

Director Reis provided May 2024 update with a comparison of May 2023. 2024 projected revenue for May is \$525,000, projected operations expenses \$485,114, and capital expenses year-to-date are \$236,900. 2023 May actual revenue was \$506,158, operations expenses were \$480,246, and YTD capital expenses were \$94,101. Director Reis noted expenses are down from last year with staffing challenges and less debris issues.

DIRECTOR'S REPORT

Director Reis provided an update regarding reservations, occupancy and cancellation comparison from May 2023 to May 2024. He also provided an update regarding the 2024 fireworks show, which is scheduled for July 6, 2024. Director Reis provided an update regarding the progress credit card processing, noting challenges the Agency has faced to implement the fees. He noted staff has been working with the credit card processor, TID IT Department, and the agency reservation and POS system to activate tokenization and procure new triPOS terminals. Director Keating inquired about a completion date. Director Reis noted staff is working toward the tokenization and will keep the Board updated. Director Reis also provided a current Don Pedro Storage update and expectations for lake elevation. He noted that he will keep everyone posted on the position of the launch ramps based on lake levels.

MATTERS TO THE GOOD OF THE AGENCY

Public member, Linda Swett, inquired about a presentation made a few months ago about the tree cleanup at Moccasin. For the area discussed, they were told that was the responsibility of Caltrans. Mrs. Swett noted she contacted Caltrans who stated the only own 10-foot and the rest is DPRA responsibility. Caltrans also informed her that they did not tell DPRA they cannot work there. Mrs. Swett will send the information and names of people she spoke to over to Director Reis. Public member, Bob Lynar, inquired about the parking at Moccasin. He noted with the water up, they cannot park at the ramp, and asked if the dock can be put back at the overflow area. Director Reis noted staff will look into it.

There was discussion about Lionudakis boat parked on the dock at Moccasin, stating it has been there all week. Public member, Ross Swett, inquired about DMV registration on rental houseboats. Ms. Rohrer noted Suntex has the registration paperwork, all the CF numbers are on now and Suntex is working with DMV on the stickers.

CLOSED SESSION

Director Hannaford motioned to adjourn to closed session at 11:01am, Director Keating seconded motion. Motion carries. The Board of Control adjourned to closed session for conference with real property negotiator regarding:

Property: Amendment of LDPM Concession Lease Agreement.

Agency Negotiator: Ryan Reis

Negotiating Parties: DPRA and Suntex

Under Negotiation: Price and Terms of Payment

REPORT OF ACTION TAKEN IN CLOSED SESSION

Closed session adjourned and public session reconvened at 11:56am. 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 11:56a.m.

Respectfully Submitted,
Ryan Reis
Secretary to Board of Control

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