



City of Madera  
Parks & Community Services

Minutes of a Regular Meeting of the Golf Course Advisory Committee

Monday, September 23, 2024  
12:00 p.m.

Meeting/Conference Room  
Madera Municipal Golf Course

Members of the public may attend this meeting at Madera Municipal Golf Course. This meeting will also be available for public viewing and participation through Zoom. Members of the public may comment on agenda items at the meeting or remotely through an electronic meeting via phone by dialing (669) 900-6833 enter meeting ID: #817 4904 1957. Comments will also be accepted via email at [parksinfo@madera.gov](mailto:parksinfo@madera.gov) or by regular mail at 205 W. 4<sup>th</sup> Street, Madera, CA 93637 Attention: Golf Course Advisory Committee.

Weblink:

<https://cityofmadera.zoom.us/j/81749041957?pwd=F3cTi5aum8sUd5DJa7R2pqamU2j8Gg.1&from=addon>

Telephone Number: (669) 900-6833  
Meeting ID: 817 4904 1957

**CALL TO ORDER:** The meeting was called to order at 12:01 p.m.

**ROLL CALL:**

Present:	Jose Rodriguez	City Councilmember
	Joseph Hebert	City Parks Director
	Dan Bacci	SGM Representative
	Karla Gran	Service Organization Representative
Absent:	Ed McIntyre	Non-Golfer/At-Large Community Member
	Chito Romero	Golfer At-Large Community Member
	Lisa Gill	Food and Beverage Director/Representative

**PUBLIC COMMENT:**

*The first fifteen (15) minutes of the meeting are reserved for members of the public to address the Committee on items of interest that are not on the Agenda and are within the subject matter jurisdiction of the Committee. Speakers shall be limited to three (3) minutes, and it is requested that no comments be made during this period on items on the Agenda. Members of the public wishing to address the Committee on items on the Agenda should notify the Chair when that Agenda item is called. The Committee is prohibited by law from taking any action on matters discussed that are not on the Agenda, and no adverse conclusions should be drawn if the Committee does not respond to public comment at this time.*

Adam Romero, Recreation/Community Program Coordinator for the Parks & Community Services Department, presented the Golf Course Advisory Committee with a \$2,000 check from the Spring Swing Golf Tournament fees. The fees collected are being donated back to the course for maintenance. Adam mentioned that this collaboration happens every year, with the City of Madera Parks & Community Services department presenting a check to Sierra Golf Management on behalf of the golf course.

## **APPROVAL OF MINUTES**

Motion to approve minutes for the August 19, 2024, meeting by Joseph Hebert, seconded by Karla Gran.

**Motion was approved unanimously.**

### **A. CAPEX PROJECT**

#### **A-1 Replacement of Doors Leading to the Banquet Hall and Hallway Entry**

Dan Bacci, on behalf of Lisa Gill, shared a quote for replacing the banquet hall doors. The capital reimbursements that will be shared later did not include the cost of the doors, which cannot be repaired and require replacements. The total cost to replace the two French doors is \$11,250.

Jose Rodriguez asked if the estimated cost was for both doors and inquired about the commonality of the price quoted. Dan Bacci responded, stating that the cost is average as the hardware cannot be repaired. The estimated cost for a set of doors is \$5,200, which includes hardware, door closures, custom framing, panic hardware, etc. He also mentioned that \$5,000 for French doors is not uncommon.

Joseph Hebert suggested obtaining a second quote, and both Dan Bacci and Jose Rodriguez agreed. Jose Rodriguez proposed bringing this item back for discussion at the next meeting, which was motioned by Dan Bacci and seconded by Joseph Hebert.

**Motion was approved unanimously.**

#### **A-2 Establishing Golf Course Advisory Committee Bylaws**

Jose Rodriguez mentioned that the bylaws govern the committee's structure and rotation. Dan Bacci added that he had the opportunity to review them and didn't feel that any changes were necessary, as they seemed standard. The bylaws are being presented to the Council for adoption.

Jose Rodriguez would like to give the other members an opportunity to review, and this item will be revisited at the next meeting.

## **B. Board Member Report**

### **B-1 Golf Course Grounds / Chito Romero**

Jose Rodriguez shared that although Chito Romero was absent, he provided a photo of the restroom located on hole 5 and asked Jose Rodriguez to address the maintenance issue. The photo showed problems with the towel dispenser and miscellaneous items.

### **B-2 Pro Shop / Cart Barn / Non-Course Grounds / Capital Reimbursement / Dan Bacci**

Dan Bacci reported that the HVAC unit at the Pro Shop is not working, and a technician has been called to fix it. There are no issues to report for the Cart Barn. He also mentioned that they spent time improving the curb appeal at the front area as you enter the driveway. They brought back the turf from the front of the banquet room and put up a fence around the HVAC units.

Additionally, Dan Bacci mentioned that he spoke to Bryan Whitlark, USGA Regional Director, who will be visiting on November 5th for his annual Golf Tour and will be conducting the annual USGA visit.

Dan Bacci presented the committee with a packet for the capital reimbursement. Last year, they contributed \$75,000 to the capital fund, remodeled the restrooms, and completed another small project, prompting a reimbursement of \$45,300 for FY 23/24. This FY 24/25, they contributed another \$75,000. With the recent remodel, they will be submitting a reimbursement for the temporary restroom during construction, the 7.5 HVAC unit replacement for the banquet room, the air handler, drainpipe, rewiring, wall water damage in the hallway, the new fence in the rear to protect the HVAC units, the stripping and sandblasting of bathroom doors, and the remodel for the men's restroom, totaling \$86,182.51. This means they have spent approximately \$131,443.51, leaving a balance of approximately \$18,556.49 available.

Jose Rodriguez asked Joseph Hebert about the discretionary amount, but Joseph didn't know the exact figure. Jose Rodriguez mentioned that the discretionary amount can cover additional expenses for the two invoices Dan presented to the committee today on behalf of Lisa. Dan clarified that the second quote is for the flooring in the bar due to water damage.

Jose Rodriguez requested that two quotes be provided for each request, the banquet doors and the bar flooring, and that this item be discussed at the next meeting. He also asked if anything needed to be done on the course.

Dan Bacci shared that the course is in good shape and possibly discussed improvement next year.

### **B-3 Golf Course Lease Agreements**

Joseph Hebert mentioned that there has been a recent discussion about combining the lease agreement, but it's not a priority. The current agreement is legally efficient. He also mentioned that if the members had questions, they should submit them in writing. Any lease agreements between Sierra Golf Management and Sugar Pine Smokehouse, along with the airport lease, are not within our purview.

Jose Rodriguez added that in the future, he would like to weigh in on consolidating the lease and creating one clean version. Joseph Hebert added that the current lease sunsets in 5 years, allowing us to create a comprehensive document then. Jose Rodriguez shared that this approach would help us and be transparent.

Karla Gran added that having clear and concise information would be helpful.

### **C. SPECIAL REPORT**

**Nothing to Report**

### **D. FUTURE AGENDA ITEMS**

Jose Rodriguez would like Lisa Gill to include two quotes for the CAPEX project in the upcoming meeting, with separate quotes for each item, so the committee can compare prices.

Joseph Hebert mentioned that in the future, he would like to discuss other items that need to be addressed. Jose Rodriguez agreed and suggested that since the HVAC unit is one of the eight units that was replaced, he recommends making the replacement of the other units a priority.

Dan Bacci shared that the repair of one unit works in conjunction with the bar unit to operate efficiently. Dan also confirmed that Sierra Golf Management services the units as needed. Maintaining the units will help us stay proactive.

The meeting was adjourned at 12:37 p.m.



Administrative Assistant, Mercedes P. Bravo