1. **Call to Order:** The meeting was called to order at 7:37 a.m.

Present: Curt Morris, San Dimas Mayor  
Debbie Iketani, San Dimas public member  
Jesse Ash, San Dimas public member  
Ken Duran, City Manager  
Hector Kistemann, Parks & Recreation Director  
Brian Bode, SDCGC General Manager  
Trip Stevens, SDCGC Manager

Absent: Charles Rosales, La Verne Councilmember  
Emmett Badar, San Dimas Councilmember

2. **Approval of the January 17, 2019 Meeting Minutes**  
The minutes of the January 12, 2019 meeting were unanimously approved as written.

3. **Review of the Monthly Revenue Reports for**
Trip Stevens reported the month of April was a struggle for all parts of the business compared to last year, stating this year they had three less weddings and untimely weather with several days of rain which affected the golf operations. For the month of May the golf operations were flat compared to the previous year. For the private events portion of the golf course they were able to increase by close to $48,000 compared to the previous year. The golf operations for the month of June were up as well as the private events portion bringing the monthly income to $424,357.00 compared to the previous year generating $372,443.00.

4. **Golf Course Manager’s Reports**
   A. **General Update**  
   Brian Bode reported for the month of April all of Los Angeles County’s rounds were down as much as we were due to the unforeseen weather.

   B. **Quarterly Financial Report**  
   Trip Stevens reported the second quarter summary had the total Food & Beverage income up by $72,700 compared to last year. This bringing the total income of the golf course’s revenue up by $71,000 compared to last year.

   C. **2018 Golf Course Capital Improvement Project Review and Update**  
   Trip Stevens stated the professional designer has been retained to design and provide plans and costs for the clubhouse private event facility upgrade and renovation. The design and plan cost are $12,000 and the cost to date of what has been spent is $10,200. The remaining $1,800.00 will be paid to the contractor upon completion of the project which is estimated to be completed by August 12, 2019.
Trip Stevens reported the 2018 Clubhouse Renovation approved for $170,000 and is in progress. The cost to date of what has been spent is $198,886. Renovations include the replacement of the carpet with vinyl floor tile that was $1,000 over what was initially budgeted, whereas all the lighting and fixtures came in right at what was budgeted. The replacement patio wood railing with welded wrought iron required an additional $22,000 of expenses to complete all the building and safety requirements. The ramp is in progress and the final pour will be done today. The estimated cost upon completion will be close to $240,000 in renovations.

Hector Kistemann inquired what the original estimates were based on, being that the current work has cost $22,000 over what was initially budgeted.

Trip Stevens stated they had been working with the Building and Safety department as well as a contractor. Initially it was budgeted for the materials and repairing the deck. However, the Building and Safety department required additional engineering and calculations for just over $10,000 in just engineering cost. In order to bring everything to code, additional beaming was required to go in underneath the deck.

Hector Kistemann provided the balances for the following accounts:

- Restaurant Improvement Account: $156,358.00
- Money Market Account: $66,000.00
- Golf Course Capital Improvement Projects: $101,000.00

MR. ASH MOTIONED TO UTILIZE THE ADDITIONAL FUNDS REQUIRED IN THE MONEY MARKET ACCOUNT NEEDED TO COMPLETE THE CURRENT CLUBHOUSE RENOVATION PROJECT, SECONDED BY MS. IKETANI AND PASSED UNANIMOUSLY.

Trip Stevens reported the remaining scope of work for the bar/lounge upgrade/renovation to cost $9,000. The initial bid that was received for the rebuild of the concrete ramp was close to $50,000 but with a referral from Hector Kistemann of a contractor that is used by the Parks and Recreation Department the project has only cost $15,850.

Trip Stevens reported the 2019 Bunker Rebuild Design Plan which was approved for $33,000. This project will be put on hold due to lack of funds available to start and complete a bunker rebuild project. The new proposal is to refurbish the current bunker sand. This will require to purchase and apply 300 tons of Caltega grade bunker sand to all the golf course bunkers. The labor to this project will be provided by the San Dimas Canyon Golf Course maintenance team and the cost of the project is $22,500.

MS. IKETANI MOTIONED TO MOVE FORWARD WITH THE REFURBISHED BUNKER SAND PROJECT IN LIEU OF THE CLOSED BUNKER REBUILD DESIGN PLAN AND PASSED UNANIMOUSLY.

Trip Stevens reported on the 2019 Capital Improvement Proposal for San Dimas Canyon Clubhouse for a Bridal Suite renovation which would entail the replacement of the existing furniture, mirrors, light fixtures, artwork and amenities with new in fashion pieces. As well as, a refreshments mini fridge to create a more appealing ambiance for the brides. This space will also be used as an informal comfortable area to conduct client meetings. The estimated cost for the renovation is $5,500.00.
The second proposed item was the painting of the tile ceiling which would give the room a clean and finished appearance. The estimated cost for painting the tiles is $10,000 compared to a replacement of the tiles with an estimated cost of $20,000.

The third proposed item was the installation of the double doors at the Clubhouse entrance. The current seven feet single commercial aluminum door would be replaced with ten feet white vinyl double doors. The new doors would enhance the setting and give the room a more finished look and feel. The installation for of the double doors for the clubhouse has an estimated cost of $18,000.00.

Brian Bode proposed on pending approval pending funding if the funds are available, then we shall move forward with the proposed Clubhouse bridal suite remodel, painting or replacement of the tile ceiling and the installation of the double doors.

Mayor Morris agreed to proceed with the proposed renovations pending funding.

Hector Kistemann confirmed additional discussion meetings would be conducted administratively rather than waiting until the next Commission meeting.

Mayor Morris stated when this item comes back to the Committee it will be a recommendation from the Golf Course and Staff.

Brian Bode restated the current estimated cost for the bridal suite renovation is $5,500, replacement of the tiles $20,000 or repainting of the tiles $10,000 and then $18,000 for the entry doors.

Ken Duran stated we could look at what our projections are for that fund going forward. This would all us to see if we need to borrow from the Golf Course fund to proceed with the remaining renovations.

Hector Kistemann was also in agreement.

5. Oral Communications

Hector Kistemann stated it would be beneficial to everyone to conduct a water usage analysis. This can be done in-house to have a better understanding of what needs to be budgeted out for the future.

Mayor Curtis Morris inquired if he knew anyone in-house that would be able to conduct the analysis.

Hector Kistemann stated he would be able to conduct the analysis and would get together with Trip Stevens and the Course Superintendent to start the process.

6. Adjournment

The meeting was adjourned at 8:29 a.m. The next scheduled committee meeting will be October 17, 2019.