

City of San Dimas  
Golf Course Advisory Committee  
Meeting Minutes  
Thursday, January 28, 2015  
San Dimas Canyon Golf Course Clubhouse

**CALL TO ORDER**

The meeting was called to order at 7:45 a.m.

Present: Debbie Iketani, San Dimas public member  
Doug Shultz, San Dimas public member  
Emmett Badar, San Dimas Councilmember  
Charles Rosales, La Verne Councilmember

Theresa Bruns, Director of Parks and Recreation  
Brian Bode, SDCGC General Manager  
Trip Stevens, SDCGC Manager  
Brian Michaud, SDCGC Assistant Manager  
Jeff Perry, AGC Regional Vice President

Absent: Curt Morris, San Dimas Mayor – excused  
Blaine Michaelis, City Manager

Audience: Don Green

**APPROVAL OF OCTOBER 23, 2014 MEETING MINUTES**

The minutes of October 23, 2014 were unanimously approved.

**REVIEW OF MONTHLY REVENUE REPORTS FOR OCTOBER, NOVEMBER AND DECEMBER**

Trip Stevens reported that the fourth quarter report of 2014, as well as the 2014 annual report, were similar to those of 2013. The quarter saw a 2.6% decrease in rounds played relative to the same quarter last year, while total annual rounds was basically the same as last year; only a 15 round difference. Total income reported for the quarter increased by 0.5%. Food and beverage totals increased by 5.3% for the quarter. The 2014 year end summary included a 1.8% decrease in total income compared to 2013.

Brian Bode reported that San Dimas Canyon reported rounds played in excess of 71,000 for the year, in comparison to other local courses reporting in the range of 42,000 annual rounds, with some local courses experiencing drops of approximately 8% in annual rounds played.

**MANAGER'S REPORT**

**A. General Update**

Trip Stevens reviewed his quarterly manager's report as submitted to the committee, noting five less playable days as compared to the same quarter last year. He reported that tournament rounds and private events continue to be strong, and experienced growth of 3% for the year.

Brian Bode reported that Sierra La Verne is under new ownership, which may present a competitive risk. He also stated that Marshall Canyon is again out to bid, so we will see what happens there.

Brian Bode introduced Jeff Perry, American Golf Corporation Regional Vice President. Jeff provided a brief overview of his background and thanked the Committee for their work with the City and AGC.

## **B. 2014 Capital Improvement Project Review**

Trip Stevens reported that the status of the **2014 Golf Course** CIP projects includes:

Parking Lot Lighting Project \$86,000 approved budget  
Currently in design review with the City and Lighting Contractor. Project costs may increase.

Bunker Sand Replenish and Bunker Renovation Project \$45,000 approved budget  
Project Complete at \$9,220

Course Signage and Trash Receptacle Project \$7,000 approved budget  
Currently in progress, with an estimated completion date of February 28, 2015, at a final cost approximately \$1,000 over budget.

Trip also reported that the status of the **2014 Clubhouse** CIP projects includes:

Tournament Enhancement and Amenities Project \$7,000 approved budget  
Currently in progress, with an estimated completion date of February 28, 2015, at a final cost approximately \$870 over budget.

Retrofit Coffee Shop Restrooms \$5,000 approved budget  
Currently in progress, with an estimated completion date of February 28, 2015, with final cost at budget.

Storage Area for Banquet Equipment \$2,000 approved budget  
Currently in progress, with an estimated completion date of January 31, 2015, at a final cost approximately \$1,100 over budget.

Softscape Clubhouse Entry \$8,000 approved budget  
Currently in design, with an estimated completion date of May 31, 2015.

## **C. 2015 Golf Course Capital Improvement Project Review and Update**

Trip Stevens reported that **2015 Golf Course** Capital Improvement Project Budget includes an approved budget of \$80,000 for Architectural Design and Plans for the Maintenance Facility, and the project is currently in design.

## **REVIEW OF PROPOSED CLUBHOUSE CAPITAL IMPROVEMENT PROJECT BUDGET FOR 2015**

Trip Stevens presented the following project proposals to be considered for the 2015 Clubhouse Capital Improvement Budget, totaling a request for \$25,600:

- Enclose Waite Staff Service Station – between the kitchen and banquet room  
\$10,000 requested

- Doors, Floors and Window Shutters – replace clubhouse entry doors and foyer tile floor, relocate banquet room entry doors to bar/coffee shop door area, install shutter window at bar service/garden room window \$10,000 requested
- Outdoor Lighting - install bistro style lights at patio and ceremony site \$ 5,600 requested

EMMETT BADAR MOVED TO APPROVE \$25,600 FOR THE 2015 CLUBHOUSE CAPITAL IMPROVEMENT BUDGET, TO INCLUDE THE ABOVE PROJECTS, SECONDED BY DEBBIE IKETANI AND APPROVED UNANIMOUSLY.

### **ORAL COMMUNICATIONS**

Emmett Badar commented that he never hears negative things about the golf course, and appreciates that. He inquired about a target date to start the maintenance building construction. Theresa Bruns responded that it will take time for the Architect to prepare proper design plans and we will process them as quickly as possible, but we don't want to rush it or short cut it. The AGC/City team has worked with the Architect before and expects that the process will go well. Emmett thanked all staff for their cooperation in working together.

Debbie Iketani inquired if the new maintenance building will be larger than the current facility. Brian Bode responded that the new building is planned to be about 50% larger.

Don Green, audience member, commented that Brian Bode has given him a golf lesson and has improved his game. He inquired about how staff is planning to work through the arrival of geese and ducks on the course. Trip Stevens responded that staff has scheduled for a neighbor to walk his dog on the course two or three early mornings per week in hopes that it will deter the foul from landing here. Don thanked staff for addressing the kitchen noise with the planned enclosure of the waite staff service area.

Emmett Badar noted that staff is making progress in improving banquet service and the customer experience.

### **ADJOURNMENT**

The meeting was adjourned at 8:45 a.m. to the next meeting on Thursday, April 16, 2015 at 7:30 a.m.