City of Madera
Parks & Community Services
Minutes of a Regular Meeting of the Golf Course Advisory Committee

Monday, September 22, 2025	**Meeting/Conference Room**
12:00 p.m.	**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: #769 482 1447. Comments will also be accepted via email at parksinfo@madera.gov or by regular mail at 205 W. 4th Street, Madera, CA 93637 Attention: Golf Course Advisory Committee.

CALL TO ORDER: The meeting was called to order at 12:05 p.m.

ROLL CALL:

Present:

Dan Bacci	SGM Representative
Dan Riley	Service Organization Representative
Jose Rodriguez	City Councilmember, Chair
Joseph Hebert	City Parks Director
Lisa Gill	Food and Beverage Director/Representative

Absent:

Andy Medellin	Non-Golfer/At-Large Community Member, Vice Chair
Ed McIntyre	Golfer At-Large Community Member

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.

No Public Comment was presented. Public Comment was closed.

APPROVAL OF MINUTES

Motion to approve the meeting minutes for July 21, 2025, was approved by Dan Bacci and seconded by Lisa Gill. The motion was approved unanimously.

A. BUSINESS MATTERS

A-1 Member Introductions and Overview of Committee Mission and Goals

All members introduced themselves, and Jose provided historical context by sharing that the City entered into an agreement with Sierra Golf Management (SGM) in 2009. He explained the background regarding capital improvements, leases, maintenance, funding, and the purpose of the advisory committee, which serves to report to the City Council and provides oversight on an annual basis.

SGM makes contributions to fund the Capital Improvement account. These expenditures are approved and spent at a later date on items that have been identified as needing attention. SGM contributes $50,000, while the City contributes an additional $25,000, which allows for necessary capital improvements.

Ultimately, it's a City asset, and improvements are needed to maintain the integrity of the building, ensuring the community can continue to enjoy all its amenities.

A-2 Establishing Meeting Structure and Frequency

Jose began by noting that there had been previous discussions regarding the frequency of meetings, initially considering a monthly schedule but also receiving suggestions for quarterly gatherings. Given the extensive work that was ongoing, which included remodeling, inspections, and HVAC updates, the committee held more frequent meetings.

Dan expressed his support for monthly meetings but suggested that, due to upcoming holidays and scheduled vacations, the group should consider skipping the December meeting. Lisa proposed adopting a bi-monthly meeting schedule, which would allow for more thorough planning and ensure that each meeting could provide substantial updates and progress reports for the committee.

Joseph pointed out that there are currently no established bylaws, meaning the committee has the flexibility to define its own structure. Ultimately, the committee reached a consensus to hold bi-monthly meetings while omitting December, with the option for special meetings if necessary.

A motion to implement the bi-monthly meeting schedule was proposed by Dan Riley and seconded by Dan Bacci. The motion was approved unanimously.

A-3 Election of Committee Officers

Currently, José holds the position of committee Chair, with Ed serving as Vice Chair.

Dan Bacci nominated Jose for a second term as chair, and Joseph seconded the nomination. Jose then nominated Dan Bacci for the position of vice-chair, and Lisa seconded the nomination.

A motion was put forth to nominate Jose as Chair and Dan Bacci as Vice Chair. The motion was approved unanimously.

B. CAPEX PROJECT

B-1 Banquet Hall HVAC System Update – Report by Joseph Hebert

Joseph provided an update on the HVAC progress, noting that the pro shop units have been successfully replaced. However, due to the City needing to replace units in other departments, the City Manager has instructed the Facilities Supervisor to go through the procurement process. This is causing a delay in replacing the units in the banquet building.

Lisa mentioned that there appears to be a condensate leak coming from one of the units in the banquet hall. The condensate pan appears to be deteriorating due to the unit's age, which cannot be replaced because of its age and the type of unit. This has led to current water leaks in the hallway. Joseph will be reaching out to the facility staff to ensure they come out to assess the situation and implement a temporary fix to prevent further damage.

C. BOARD MEMBER REPORTS

Dan mentioned that we will schedule a USGA inspection, as the last one took place in November 2024.

D. FUTURE AGENDA ITEM

- Consultant update on the irrigation system by Dan Bacci.
- Consider an improvement list for items that we should focus on improving.

ADJOURNMENT

The meeting was adjourned at 12:47 p.m.

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Administrative Assistant, Mercedes P. Bravo