



**Marina Advisory Committee**  
**Minutes**  
THURSDAY, November 7, 2013

**1) CALL TO ORDER**

- a) The regular meeting of the Marina Advisory Committee was held on the above date in the Public Works Conference Room at City Hall. The meeting was called to order at 5:00 p.m.

**2) ROLL CALL**

- a) Members Present: Dave Kinley, Ron Babcock, Fred Dickey  
b) City Staff Present: Councilman Jesus Malgapo, Fiona Stryker, Roland Rojas  
c) Guests: Tony Adams

**3) APPROVAL OF MINUTES**

- a) Approved.

**4) APPROVAL OF AGENDA**

- a) The agenda was approved.

**5) CORRESPONDENCE**

- a) None

**6) NEW BUSINESS**

*a) Status of Marina improvements*

- (1) Three (3) major trip hazards along promenade were corrected by Street Department.
- (2) Fuel dock (D dock) fuel lines & electrical repaired; gangway rebuilt.
- (3) Guest dock (E dock) – dry rot removed, repaired electrical & plumbing and then re-decked.
- (4) For Marina staff safety, a wall was built in 2<sup>nd</sup> floor harbor building. Newcomb & sons were brought in to add security door strikes.
- (5) G dock re-decked and gangway rebuilt.
- (6) Two (2) transformers rebuilt.
- (7) Electrical conduit replaced/repaired on all docks.
- (8) K dock restrooms were closed to the general public and reserved for customers.
- (9) Removed & barricaded all unsafe fingers on all docks.
- (10) Closed covered section of B dock due to safety issues.
- (11) Heat exchanges not installed to code and heaters had to be turned off.
- (12) Received three (3) bids for carpet installation for Harbormaster Building.
- (13) Women's restroom Harbormaster Building – plans reviewed to replace toilet.
- (14) Good policy in place for delinquent berthers. 30/60/90 days then lien.
- (15) No more waiving customer late fees unless at direction of upper management.
- (16) New hire Building Maintenance worker Doug Everette.
- (17) Clean-up of docks & water around docks – over twenty (20) truckloads of debris.
- (18) Pressure washed several areas of concrete docks.

b) *New contract UBS for Janitorial*

(1) New janitorial service started at Marina. Staff no longer responsible for janitorial duties.

c) New contract for security (Black Talon)

(1) Black Talon ordered a different type of RF identification tag for the Marina. Security will walk two (2) random docks per night and walk the guest dock each night. Security will also patrol the launch ramp and storage area. He will have direct contact with customers and tell persons trespassing to leave the Marina. If he is confronted, he will call Black Talon dispatch. If needed, Black Talon will bring other security guards to the Marina and will call 911 if necessary.

d) Status of Parcel A, B & C

(1) No activity with development off of Callahan. Revenue is tied into developing parking and transit. It was mentioned that not one marina would be profitable without using the land surrounding it, and we should look at increasing revenue with other marine related businesses.

e) State Land Funds – accounting information

(1) It was mentioned that \$400,000 was to be put in the Marina Fund. We have had no answers as to if this is considered part of the deficit for the Marina. It was asked if this was a subsidy. Councilman Jesus Malgapo volunteered to email Finance to inquire about this matter.

f) Status of Commission

(1) Discussion that commission expired five (5) years ago. There were many qualified applicants but the Mayor did not appoint new members. It was discussed that the following individuals would still like to remain committee members: Dave Kinley, Ron Babcock, Fred Dickey. This was acknowledged by Council Malgapo.  
(2) It was agreed upon to have quarterly meetings.

## 7) **OLD BUSINESS**

a) **Report on berth insurance & registration:** Marina staff enlisted the help of the Solano County Sheriff Marine Patrol Unit to perform annual dock walks. The dock walk ensures that customers are in compliance with registration or documentation. The Sheriff's Dept. made telephone calls and issued tickets to Marina customers.

- b) **Department of Boating & Waterways grant:** The grant proposal / letter of intent, to receive grant money from the Department of Boating & Waterways requesting approximately \$47,000.
- c) **Report on status of berth / storage:** Occupancy rate for boats is at 39%. PG&E was still working on shed area. Sheds still to be demolished. Customers will vacate no by December 31, 2014.
- d) **Report on Marina Security (incident report):** Nothing to report
- e) **Confirmation of next meeting date:** February 6, 2014

## 8) COMMUNITY FORUM

- (1) Tony Adams – introduced himself; He is on a planning commission, and stated that the Marina is a nice place for the public to walk.

## 9) STAFF COMMENTS

- a) Fiona Strykers mentioned meters at the Marina, along with the fee schedules. She is working with staff to go to City Council for approval.
- b) Fiona Strykers is working with Bay Green Mobile to implement a pump out rule for customers. This will coincide with revisions to the existing Marina berthing contract. The City Legal Department will need to review this contract.

## 10) CHAIRPERSON'S AND COMMITTEE MEMBER'S REPORTS/AGENDA REQUEST

- a) None.

## 11) LIAISON COMMENTS

- a) Jesus Malgapo made mention that this meeting showed much encouragement for the Marina, and that there have already been many accomplishments that are noted. Jesus Malgapo thanked the current Committee members for twelve (12) years of service. He recommends three (3) more Committee members, and notes they should be Marina berthers.

## 12) ADJOURNMENT

The meeting was adjourned at 6:20 p.m.