

**MAINTENANCE AND OPERATIONS COMMITTEE**

**MEETING MINUTES**

**February 8, 2005**

**COMMITTEE MEMBERS PRESENT:**

Dan Kirkpatrick  
Garry Young

**COMMITTEE MEMBERS ABSENT:**

**OTHERS PRESENT:**

Rich Young, CEO/Harbormaster  
Kathy Brewer, Office Clerk II  
Jerry Dutton, Maintenance Foreman

Eric Carter, Maintenance III  
Rich Salvaressa, Maintenance III

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**CALL TO ORDER.**

Chairman Dan Kirkpatrick called the meeting to order at 10:00 a.m.

**PLEDGE OF ALLEGIANCE.**

Commissioner Young led the committee in the Pledge of Allegiance.

**PUBLIC COMMENT.**

There were no public comments.

## **PROJECTS UPDATE.**

### **a. Camels at the Pacific Choice Plant Dock.**

Maintenance Foreman Jerry Dutton reported that he had a camel on hand to replace the broken one. It should be done by tomorrow.

### **b. Bolt Heads on Main Dock Pilings.**

Mr. Dutton reported that Butch Amundson was currently working on this. He was placing pieces of tire over the bolt heads.

Chairman Kirkpatrick mentioned that he would like input from the maintenance crew on projects that need to be done. Maintenance III's Eric Carter and Rich Salvaressa stated that they were attending the meeting as members of the public and on their own time.

### **c. Inner Boat Basin Slips.**

Chairman Kirkpatrick clarified that he intended this item to refer to clean up, maintenance, floatation and stabilization, and safety issues such as electrical service on the Inner Basin docks. He wanted to do a walk-through of the Inner Basin and make a list of projects that need to be done. Mr. Dutton reported that Mr. Carter had gone through the E-, F-, and G-dock power boxes and that Crescent Electric had almost completed repairs to those that needed it. Crescent Electric was also to repair the B- and D/E-dock ramp conduit, which needed to be completely replaced. Mr. Carter and Mr. Salvaressa were also going through all of the pile rings in the Inner Basin and performing repairs as needed.

CEO/Harbor Master Rich Young added that he keeps an ongoing list of maintenance projects and would be happy to go along on a walk through of the Inner Basin and to share his list with the committee members.

Commissioner Young pointed out that slip E10 was currently vacant. It is outside the range of slips designated by the Board to become handicapped slips as they become available, however those slips are not coming open soon and E10 is still close to the ramp. He suggested that this particular slip be designated as handicapped until a closer one should become available.

CEO Young said that he wanted to purchase project management software to help identify and track priority projects for the Harbor.

### **d. Outer Basin Slips.**

CEO Young presented his staff report, a copy of which is attached, detailing the decrease in slip usage at the Outer Basin, the number of unused slips during the same time period in the Inner Basin, and the revenue and costs associated with the Outer Basin. There was much discussion of possible alternatives. The committee agreed to recommend to the full Board that the District put in no more than 41 slips for the 2005 season (there were currently 24 reservations), that power would be run out only half way along each dock, to install an additional sea lion dock where the old charter boat

dock was and where it would be visible--but not accessible--to the public, and to add to the current sea lion dock.

**e. Storage Yard Clean Up.**

Mr. Dutton reported that he was in the process of obtaining bids to haul the trash pile to the dump. Snoozie Shavings had quoted \$1,250.00 plus dump fees (dump fees were expected to be about double the quote). Steve Hemmingsen was also preparing a quote and had said he would haul the steel to Dewey Crager and the wood to his place. This would significantly decrease the dump fees. Randy Morgan had also been asked to submit a bid. Mr. Dutton added that Mr. Salvaressa was doing a good job of cleaning up the rest of the storage yard.

CEO Young mentioned that a chain would be placed across the road to stop vehicles from driving into the yard.

**f. Sump Tank Usage.**

Chairman Kirkpatrick said that he had heard that the sumps were in bad shape. Mr. Dutton reported that one had leaked, but that the vault had contained the oil. The tank has since be removed and repaired. The others were the same age and would probably need work soon. Commissioner Young asked if the sump at E-dock could be eliminated, but Mr. Dutton did not think this would be a good idea because it was heavily used. He was afraid oil would be put in the dumpster if the sump were removed.

**g. Inventory.  
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**h. Organization of Tools, Hardware, and Equipment in the Maintenance Department.**

Mr. Dutton reported that Dave Grimes was working on a tool inventory in his spare time. It was going slowly because it had been let go for so long and because Mr. Grimes could only work on it when he had time. Mr. Dutton hoped to get a community service worker to help with the project.

**i. Tsunami Warning Siren.**

Chairman Kirkpatrick said that there might be a surplus siren available from San Francisco. More information should be available by the end of the week. Mr. Carter explained that the new siren was one-half the size of the old one. When the old siren was taken down, it became apparent that it was repairable, however, by that time, the District had been awarded a new siren through a grant and so repair of the old one was not pursued. Now that it has become clear that the new siren is not loud enough, it would only take a day or two to repair the old siren and replace it. CEO Young added that the new siren could be donated to the County for use at Requa or at the mouth of the Smith. The CEO said he would explore these options further.

**OLD BUSINESS.**

Commissioner Young asked what was being done to keep vessels from tying for extended periods at the Administrative Dock. Office Clerk II Kathy Brewer reported that

there had once been a sign at the dock that had been torn down. She had attempted to locate the wording on the original sign, but had so far been unsuccessful. Staff would have to come up with replacement wording and order a new sign.

### **NEW BUSINESS.**

None.

### **COMMITTEE MEMBER COMMENTS.**

CEO Young mentioned that Outer Basin rates may have to be reviewed at some point because the old annual rate had been little more than the seasonal rate. This had led to quite an increase for those individuals who used to pay an annual rate when it had been abolished last year. These individuals had kept their boats at the Outer Basin during the sport season and then moved into the Inner Basin during the winter—without being required to pay an additional fee. The result was that they were paying far less than those who stayed at the Inner Basin year-round. Chairman Kirkpatrick asked if the committee should send this to the full Board, but Mrs. Brewer reminded him that moorage fees could only be raised once per year so this should be considered along with the budget, to go into effect no earlier than August. The committee will make a recommendation at that time.

### **ADJOURNMENT**

At 11:20 a.m., the meeting was adjourned.

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Dan Kirkpatrick, Chairman

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Garry Young, Commissioner