Marina Advisory Committee
December 2, 2019 at 6:00 p.m.
City Council Conference Room
865 SE Barrington Drive, Oak Harbor, WA 98277

Committee Members
Ken Hulett, Chairman
J.J. Jones, Vice-Chairman
Steve Hucke
Dave Steckman
Steppe Williford

1. Public Comment
2. Review of the November 4, 2019 meeting notes
3. Sewage Handling Options Update – Discussion & Recommendation
4. 2020 Goals – Events, Amenities and Internal Improvements – Discussion
5. General Update
6. Marina Advisory Committee Comments
7. Next Meeting – January 6, 2020
8. Adjourn
REVIEW OF MEETING NOTES

December 2, 2019
1. Public Comment:
   - None

2. Review of the September 7, 2019 Meeting Minutes:
   - Amended and approved.

3. Marina Use of Volunteers Update – Discussion
   Mr. Hulett introduced the agenda item and Mr. Sublet reviewed the supplemental documents. He explained that HR had a “volunteer” packet that they’ve used in other departments and that it was customized for the marina. He continued to explain that every volunteer would have to complete the packet and then be scheduled to volunteer.

   Mr. Sublet also explained that he planned on advertising volunteer opportunities in the upcoming newsletter and with signs around the marina.

   Discussion
   The MAC discussed the volunteer packet and explained to staff that they had envisioned this more as a “work party” type scenario instead of an individual volunteering. The MAC also discussed if the marina would be able to get individuals to volunteer and what type of work they may be doing.

   Action
   No action was taken.

4. Mariners Haven Purchase – Discussion & Recommendation
   Mr. Hulett introduced the agenda item and Mr. Sublet reviewed the steps the City has taken thus far in the purchase process. He also reviewed what the likely next steps may be. Mr. Powers reminded the MAC that the funding for the appraisal, environmental study, and business plan would come from the $400,000 Commerce grant. He also explained to the MAC that the Commerce grant will also fund a business plan for the marina. Mr. Powers concluded by explaining that if the grant from the County did not get approved, the City would not be able to purchase Mariners Haven and would use the Commerce grant for marina capital improvements.

   Discussion
   The MAC discussed the purchase of Mariners Haven and how it may benefit the marina financially. They also discussed how the marina should have a way to launch and retrieve big
boats. The MAC concluded by discussing what capital improvement projects may be completed with the Commerce grant.

**Action**
No action was taken

5. **General Update**
   - Mr. Sublet discussed the following topics:
     - The 3 new pieces of artwork near the office door and on the life jacket kiosk were made by students from the Home Connection school.
     - The HMO restrooms were locked on 11/1 and there has not been any negative comments thus far.
     - Staff spent approximately 780 hours dealing with sewage from October 2018 – September 2019 which was way too much. He explained that there may be some other options and that this will be a topic for the December meeting.
     - Staff is making a push for all docks to be clear.
     - The replacement of fuel pipes will start the week of November 18th and is scheduled to last 7 – 14 days. During this time the fuel dock will be closed.
     - The feasibility studies for the 3 Salmon Recovery Fund Board grants have started and the results are expected in April 2020.
     - Staff is trying to spruce up the office with more nautical items.

6. **MAC Comments**
   - Mr. Williford asked about the barbed wire installed near the north side of the marina office. Mr. Sublet explained that there were signs that people were gaining access to the marina along the edge of the building.
   - Mr. Williford asked about theft inside the marina. Mr. Sublet said that he is not aware of any recent theft in the marina.
   - Mr. Jones asked for an update on the fish pens. Mr. Sublet explained that the project is moving forward, and it is expected that the first load of Chinook will be delivered in October 2020.
   - Mr. Hucke pointed out that the website and newsletter list the MAC meeting at 7:00.

7. Next regular meeting— December 2, 2019

8. Adjourn
SEWAGE HANDLING OPTIONS

Discussion
Memo

To: Marina Advisory Committee
From: Chris Sublet, Harbormaster
CC: Steve Powers, Director Development Services
Date: 12/2/2019
Re: Sewage Handling Options

At the November 4, 2019 Marina Advisory Committee meeting during the Harbormaster General Update section of the meeting, Mr. Sublet explained that the marina staff had spent approximately 750 hours pumping out boats, repairing equipment, and other sewage handling tasks from October 2018 – September 2019. The MAC was very interested in this and had a brief discussion on other options for these tasks. Mr. Sublet suggested that this be an agenda item for the December MAC meeting.

For the past 8 years the marina has offered free pumpouts to all marina tenants. The marina liveaboards are automatically on the pumpout list unless they have a composting toilet. This service has become very popular and has had a significant positive impact on the water quality at the marina. Over the past five years the marina has averaged approximately 714 hours per year handling sewage. The marina has received a 75% reimbursement from the Washington State Clean Water program for these labor hours. In 2018, the marina received $22,870.19 and in 2019 the marina will receive $31,427.67 in reimbursements.

Unfortunately, in recent years, this service has been abused and taken advantage of. Over the past couple of years, staff has seen more and more marina tenants take their boat out and rather than go to the fuel dock to pump themselves out, they return to their slip and call to be added to pumpout list. In some instances, staff has seen where, upon return, tenants will go to the fuel dock to purchase fuel, then return to their slip and call to be added to the pumpout list.

It should be noted that the marina has published several articles asking marina tenants that take their boats out to pump themselves out. Most recently in March 2019 and June 2019, staff published articles in the newsletter regarding this issue. Staff has also spent a considerable amount of time talking with tenants about this. Neither effort has had much effect.

The challenge for the marina is that the amount of time that is spent on sewage handling has impacted the amount of time staff can spend on marina maintenance tasks.

Staff has proposed three options that may be used to reduce the amount of time spent on sewage handling. These options are not listed in any particular order.
<table>
<thead>
<tr>
<th>Option</th>
<th>Method</th>
<th>Pros</th>
<th>Cons</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Reduce pumpout frequency to every other week</td>
<td>• Reduces the time that staff spends on pumpouts.</td>
<td>• Although some reduction in time may occur it may not be that significant as the volume may increase which results in more time at each boat and more time going to the fuel dock to empty the tank.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• No additional cost to tenants.</td>
<td>• Tenants may start to dump into the water when staff is not present.</td>
</tr>
<tr>
<td>B</td>
<td>Require all liveaboards to pump themselves out</td>
<td>• Large reduction of staff time.</td>
<td>• Tracking may be difficult and somewhat time consuming.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• May require liveaboards to move their boats more frequently.</td>
<td>• Tenants may start to dump into the water when staff is not present.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• No additional cost to tenants.</td>
<td>• Tenants may not feel comfortable using pumpout equipment.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>• Pumpout equipment may be damaged or abused.</td>
</tr>
<tr>
<td>C</td>
<td>Use a private company</td>
<td>• Large reduction of staff time.</td>
<td>• Additional cost to liveaboards is $125 per month.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Ability to track pumpouts.</td>
<td>• Using the service may have to be required to be a live aboard in the marina.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Liability shifts to private company.</td>
<td></td>
</tr>
</tbody>
</table>

Staff is seeking a recommendation from the Marina Advisory Committee on this issue.

Please contact Chris Sublet at 360.279.4576 if you have any questions.
2020 Goals—Events, Amenities, and Internal Improvements

Discussion
Memo

To: Marina Advisory Committee
From: Chris Sublet, Harbormaster
CC: Steve Powers, Director Development Services
Date: 12/2/2019
Re: 2020 Goals – Events, Amenities and Internal Improvements

In October 2019 staff attended a Pacific Coast Congress of Harbormasters conference in Everett. This conference was well attended by marina workers ranging from Alaska to San Diego. During the conference there were several “breakout” sessions where ideas and best practices were shared. The Oak Harbor marina staff left the conference with 44 new ideas for events, amenities, and internal improvements.

Recently staff wrote down all 44 ideas on post it notes, then stuck them to the board in the Harbormasters office under the events, amenities, and internal improvement categories. Staff then discussed each one and narrowed the 44 ideas down to 15 that we believe can be accomplished in 2020. One or two marina staff were then assigned to the 15 ideas.

The chart below lists the proposed final 15 events, amenities, and internal changes that staff selected for 2020. The time frames are estimated, and it may be possible that some of the listed ideas may not get accomplished in 2020. The ideas are not listed in any particular order.

<table>
<thead>
<tr>
<th>Idea</th>
<th>Category</th>
<th>Owner</th>
<th>Time Frame</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Marine Biology Day</td>
<td>Event</td>
<td>Alyce</td>
<td>Summer / Fall</td>
<td>Alyce will lead a tour around the marina pointing out and describing the various sea life in and around the marina.</td>
</tr>
<tr>
<td>Food Truck Friday</td>
<td>Event</td>
<td>Stephanie</td>
<td>Summer</td>
<td>Each Friday in the summer we will try to have a different food truck at the marina.</td>
</tr>
<tr>
<td>Smart Plug Presentation</td>
<td>Event</td>
<td>Duncan &amp; Neil</td>
<td>Spring / Summer</td>
<td>We will partner with OHYC or DPSPS to have a representative from Smart Plug come give a presentation.</td>
</tr>
<tr>
<td>Pirate Days</td>
<td>Event</td>
<td>Alyce &amp; Stephanie</td>
<td>Summer</td>
<td>Dress up as a pirate and decorate your boat like a pirate ship. We may want to include the Buccaneers in this event. There will be prizes for best costume and boat.</td>
</tr>
<tr>
<td>Event</td>
<td>Duncan &amp; Neil</td>
<td>Summer</td>
<td>Details</td>
<td></td>
</tr>
<tr>
<td>--------------------------------------------</td>
<td>---------------</td>
<td>--------</td>
<td>-----------------------------------------------------------------------------------------------------------------------------------------</td>
<td></td>
</tr>
<tr>
<td>Car Show Event</td>
<td></td>
<td></td>
<td>Small car show with the Whidbey Cruzers.</td>
<td></td>
</tr>
<tr>
<td>Electronic Activity Guide</td>
<td>Amenity</td>
<td>Spring</td>
<td>Utilize the TV to better advertise and showcase events and activities at the marina.</td>
<td></td>
</tr>
<tr>
<td>Sidewalk Chalk @ Fuel Dock</td>
<td>Amenity</td>
<td>Spring</td>
<td>Kids get very bored when waiting for their parents to fuel up. We will provide chalk for kids to draw/write on the fuel dock float.</td>
<td></td>
</tr>
<tr>
<td>Marina Nature / Historic Trail</td>
<td>Amenity</td>
<td>Fall</td>
<td>Put up signs (much like Windjammer) highlighting the various nature and historical facts around the marina.</td>
<td></td>
</tr>
<tr>
<td>Mini Golf / Putting Green</td>
<td>Amenity</td>
<td>Summer</td>
<td>Create a mini golf or putting green set up in the park or out on F dock.</td>
<td></td>
</tr>
<tr>
<td>Dinghy Storage</td>
<td>Amenity</td>
<td>Fall / Winter</td>
<td>Build racks for dinghy storage on F dock.</td>
<td></td>
</tr>
<tr>
<td>No Swimming Signs</td>
<td>Internal</td>
<td>Spring</td>
<td>Basic no swimming signs around the marina.</td>
<td></td>
</tr>
<tr>
<td>Background Check for new Live Aboards</td>
<td>Internal</td>
<td>Spring</td>
<td>Come up with an application and background check process for potential liveaboards.</td>
<td></td>
</tr>
<tr>
<td>Training Guide for Seasonal Employees</td>
<td>Internal</td>
<td>Spring / Summer</td>
<td>Write a training guide for seasonal employees that will provide them direction on the various tasks they complete.</td>
<td></td>
</tr>
<tr>
<td>Shore Power Testing</td>
<td>Internal</td>
<td>Spring</td>
<td>Design a process and schedule for testing and inspecting all of the electrical pedestals.</td>
<td></td>
</tr>
<tr>
<td>A.M.I. Training for Staff</td>
<td>Internal</td>
<td>Spring</td>
<td>Association of Marina Industry training for staff. Training is on marina related topics.</td>
<td></td>
</tr>
</tbody>
</table>

Please contact Chris Sublet at 360.279.4576 if you have any questions.
GENERAL UPDATE

Discussion
October Occupancy Report
# October 2019 Occupancy

Based upon Marina Program Reports

<table>
<thead>
<tr>
<th>Dock</th>
<th>Total Slips</th>
<th>Total Occupied</th>
<th>Total Vacant</th>
<th>Percent Occupied</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>53</td>
<td>53</td>
<td>0</td>
<td>100%</td>
</tr>
<tr>
<td>B</td>
<td>82</td>
<td>74</td>
<td>8</td>
<td>90%</td>
</tr>
<tr>
<td>C</td>
<td>55</td>
<td>54</td>
<td>1</td>
<td>98%</td>
</tr>
<tr>
<td>D</td>
<td>85</td>
<td>57</td>
<td>28</td>
<td>67%</td>
</tr>
<tr>
<td>E</td>
<td>71</td>
<td>66</td>
<td>5</td>
<td>93%</td>
</tr>
<tr>
<td>F</td>
<td>52</td>
<td>46</td>
<td>6</td>
<td>88%</td>
</tr>
<tr>
<td>G</td>
<td>15</td>
<td>12</td>
<td>3</td>
<td>80%</td>
</tr>
<tr>
<td>S</td>
<td>8</td>
<td>8</td>
<td>0</td>
<td>100%</td>
</tr>
<tr>
<td>Totals</td>
<td>421</td>
<td>392</td>
<td>29</td>
<td></td>
</tr>
</tbody>
</table>

**Summary**

- There were 22 fewer slips occupied in October than in September.
- The overall occupancy of the docks was 89%
  - -4% compared to September.
  - The same % compared to October 2018.
- The average percentage of occupancy on each dock was 90% in October.
  - -3% compared to September.
  - +1% compared to October 2018.
Discussion