1. Public Comment

2. Review of the December 2, 2019 meeting notes

3. Sewage Handling Options Update – Discussion & Recommendation

4. Dockwa - Informational

5. General Update

6. Marina Advisory Committee Comments

7. Next Meeting – February 3, 2020

8. Adjourn
REVIEW OF
MEETING NOTES

January 6, 2020
Roll Call: Mr. K. Hulett __X__  Mr. J. Jones __X__  Steppe Williford __X__ Mr. S. Hucke __X__  Mr. D. Steckman____

Staff: Steve Powers, Blaine Oborn & Chris Sublet

Public: Mr. Byron Skubi and Mr. Dale Henderson

1. **Public Comment:**
   - None

2. **Review of the November 4, 2019 Meeting Minutes:**
   - Approved.

3. **Sewage Handling Options Update – Discussion & Recommendation**
   Mr. Hulett introduced the agenda item and Mr. Sublet reviewed the documents. Mr. Sublet explained that the pumpout program is a good program that has been abused and is now taking up too many staff hours to complete. He also reminded the MAC that the marina is reimbursed 75% of the labor and costs associated with the program. He continued to explain that he is concerned about the hours more than losing the reimbursement dollars. He concluded by reviewing the 3 options to resolve the issue.

   **Discussion**
   The MAC discussed the three options and were split as to which one maybe the best option. The MAC was concerned with adding any additional charges to liveaboards. They were also concerned with how heavy the portable carts are and how steep the ramp gets. The MAC suggested that staff complete a survey of the liveaboards to see which option they preferred. They concluded by asking if staff could research adding a pumpout port near the bottom of the gangway and add this as an agenda item at the January meeting.

   **Action**
   No action was taken

4. **2020 Goals – Events, Amenities and Internal Improvements – Discussion**
   Mr. Hulett introduced the agenda item and Mr. Sublet explained how the projects that were identified were selected. He also reviewed the projects and explained what they were and the target dates.

   **Discussion**
   The MAC discussed the projects and commented on a few of them. They also discussed how some of them may be a benefit to the marina and that some partnerships with OHYC may be necessary.
5. **General Update**
   - None given

6. **MAC Comments**
   - Mr. Steckman (via Mr. Hucke) suggested that if a boat is chained up on a dock where there is a waitlist that it be moved to a dock with high vacancies.

7. Next regular meeting— January 6, 2020

8. Adjourn
SEWAGE HANDLING OPTIONS

Discussion
Memo

To: Marina Advisory Committee
From: Chris Sublet, Harbormaster
CC: Steve Powers, Director Development Services
Date: 1/6/2020
Re: Sewage Handling Options

At the November 4, 2019 Marina Advisory Committee meeting the MAC asked that sewage handling options be added to the December 2, 2019 meeting agenda. At the December 2, 2019 meeting the MAC discussed the various different options and seemed divided on which of the three options was best. The MAC concluded their conversation by requesting more information before making a recommendation.

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 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 received approximately $26,000.00 in reimbursements.

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>
</table>
| A      | Reduce pumpout frequency to every other week | • Reduces the time that staff spends on pumpouts.  
• No additional cost to tenants. | • 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.  
• Tenants may start to dump into the water when staff is not present. |
<p>| | |</p>
<table>
<thead>
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<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>B</strong></td>
<td><strong>C</strong></td>
</tr>
<tr>
<td>Require all live aboards to pump themselves out</td>
<td>Use a private company</td>
</tr>
<tr>
<td>• Large reduction of staff time.</td>
<td>• Large reduction of staff time.</td>
</tr>
<tr>
<td>• May require live aboards to move their boats more frequently.</td>
<td>• Ability to track pumpouts.</td>
</tr>
<tr>
<td>• No additional cost to tenants.</td>
<td>• Liability shifts to private company.</td>
</tr>
</tbody>
</table>

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>• Tracking may be difficult and somewhat time consuming.</td>
<td>• Additional cost to live aboards is $125 per month.</td>
</tr>
<tr>
<td>• Tenants may start to dump into the water when staff is not present.</td>
<td>• Using the service may have to be required to be a live aboard in the marina.</td>
</tr>
<tr>
<td>• Tenants may not feel comfortable using pumpout equipment.</td>
<td></td>
</tr>
<tr>
<td>• Pumpout equipment may be damaged or abused.</td>
<td></td>
</tr>
</tbody>
</table>

Based on the MAC comments from the November 4, 2019 meeting staff has spent time evaluating option B and is encouraged by the initial results.

Staff has learned that the current mobile electric pumpout cart has the ability to generate 50 psi of evacuation pressure. Staff recently tested this by pumping seawater from the fuel dock to the lift station behind the Harbormasters office, a distance of 675’. During this test, the pump evacuated the cart tank and pumped seawater into the lift station with ease.

Staff also tested the cart to ensure that it would fit on docks B, C, D and E. Initially the cart was too wide to fit down these docks however staff was able to reduce the width of the cart and now it easily fits down these docks.

Staff believes that it is possible to cut into the plumbing under the Harbormaster’s office to tie into the lift station. Staff will then run 2” pipe and rubber connection hoses, the length of the main pier down to the landing float in the vicinity of A dock. Staff will then install a pumpout port and erect a small storage building for the equipment. The total pumpout distance from the port to the lift station is approximately 275’. Finally, staff will create instructions and instructional pictures and host several training sessions with marina tenants instructing them on how to use the system.

The estimated cost for the pipe and storage building is $2,000.00 - $3,000.00.

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

Please contact Chris Sublet at 360.279.4576 if you have any questions.
Dockwa Information

Discussion
Memo

To: Marina Advisory Committee
From: Chris Sublet, Harbormaster
CC: Steve Powers, Director Development Services
Date: 1/6/2020
Re: Dockwa Reservation System

Marina staff is always looking for new and exciting ways to make the marina more user friendly and to help to promote business. Over the past 1.5 years staff has been meeting with Dockwa and exploring their reservation system options. Recently Dockwa met all of the City security and financial requirements and effective 1/1/2020 we will be partnering with Dockwa.

Dockwa (Dockwa.com) is a reservation system that currently has 950 marina partners in the United States, Puerto Rico, Bahamas and The Caribbean. Dockwa is now expanding to the Pacific Northwest with several of our competitors (La Conner, Des Moines, Skyline and more), recently signing on.

Dockwa offers a web-based platform and an easy to use phone app that allows the user to make reservations at participating marinas with computers, tablets or phones. Some local marinas such as La Conner rely heavily on Dockwa and run all of their reservations through the Dockwa website. Our initial plan is to have Dockwa supplement our current reservation practices. If this works well, in the future we may also run all of our reservations through the Dockwa system.

Dockwa offers 3 different pricing packages (Basic, Connect & Lighthouse), based upon the marina needs and financial situation. The cost of packages ranges from a 3% transaction fee on credit cards to a flat $700 per month fee. The main difference in packages is the reporting and reservation website features available. In an effort to limit expenses and try Dockwa with little or no financial risk, staff has chosen the basic package which does not have a monthly fee but does charge 3% of each credit card transaction.

Staff is providing this information to the Marina Advisory Committee so that they are well informed.

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

Discussion
November Occupancy Report
November 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>45</td>
<td>40</td>
<td>53%</td>
</tr>
<tr>
<td>E</td>
<td>71</td>
<td>61</td>
<td>10</td>
<td>86%</td>
</tr>
<tr>
<td>F</td>
<td>52</td>
<td>42</td>
<td>10</td>
<td>81%</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>349</td>
<td>72</td>
<td></td>
</tr>
</tbody>
</table>

Summary

- There were 43 fewer slips occupied in November than in October.
- The overall occupancy of the docks was 83% 
  o -6% compared to October.
  o -1% compared to November 2018.
- The average percentage of occupancy on each dock was 86% in November.
  o -3% compared to October.
  o -2% compared to November 2018.
MARINA ADVISORY COMMITTEE

COMMENTS

Discussion