Marina Advisory Committee
February 3, 2020 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 January 6, 2020 meeting notes
3. Sewage Handling Options Update – Discussion & Recommendation
4. General Update
5. Marina Advisory Committee Comments
6. Next Meeting – March 2, 2020
7. Adjourn
City of Oak Harbor
Marina Advisory Committee
Regular Meeting Agenda

City of Oak Harbor
January 6, 2020
Marina Advisory Committee
7:00 p.m.
Regular Meeting
Agenda
Oak Harbor City Hall

Roll Call: Mr. K. Hulett _X__ Mr. J. Jones _X__ Steppe Williford _X__ Mr. S. Hucke _X__ Mr. D. Steckman_ X____

Staff: Steve Powers & Blaine Oborn

Public: Mr. Byron Skubi, Mr. Dale Henderson, Mr. & Mrs. DeRue, Mr. Mike Rowe, Mrs. Lori Hamlin, Mr. Les Cummins, and Mr. and Mrs. Pagel

1. Public Comment:
   • Mr. Skubi gave an update on the OHYS shed.

2. Review of the December 2, 2019 Meeting Minutes:
   • Approved, with an amendment to add a new staff person to the marina in the Sewage Handling options chart.

3. Sewage Handling Options Update – Discussion & Recommendation
   Mr. Hulett introduced the agenda item, reviewed the documents and explained the options.

   Discussion
   The MAC discussed the three options and were split as to which one maybe the best option. They also discussed how the portable cart could pump the sewage from the bottom of the gangway to the lift station with ease. The MAC discussed increasing moorage for everyone to help offset the costs. They concluded by discussing the merits of adding another person to the staff to help with this and other projects.

   Public Comment
   • Mr. Pagel explained that he would rather pay more per month than have to pump himself out. He also asked if we could use volunteers to pumpout boats.
   • Mr. Cummins said that whatever the solution is, it must be simple.
   • Mrs. Hamlin explained that she thinks that all marina tenants should pay a little more each month to help cover the costs. She also said that she does not like the option of bringing a contractor in due to the additional costs.
   • Mr. Rowe said that he would rather pay extra for the service.
   • Mr. Henderson said that the cost should be defrayed to the entire marina. He also said that he did not like the option of bringing a contractor in due to the additional costs.

   Action
   No action was taken

4. Dockwa - Informational
   Mr. Hulett introduced the agenda item and Mr. Powers explained what Dockwa is and how it works.
Discussion
The MAC briefly discussed Dockwa and how it may help the marina with advertising and guest reservations.

5. General Update
   • None given

6. MAC Comments
   • Mr. Steckman asked if boats that are chained up on a dock where there is a waitlist are being moved to a dock with high vacancies.
     • Mr. Powers said that he would find out.
       • Answer – Yes, they are.

   • Mr. Jones asked how much revenue was generated from the launch ramp.
     • Mr. Powers said that last he heard it was approximately $12,000
       • Answer - $15,108.00 in revenue was generated.

   • Mr. Jones asked how the fish pen project was coming.
     • Mr. Powers explained that the Mayor sent in a letter to the State and we are waiting to hear back.

   • Mr. Williford gave an update on the upcoming MRC grant feasibility meeting and said that he will be attending has applied for the open position on their committee.

7. Next regular meeting—February 3, 2020

8. Adjourn
SEWAGE HANDLING OPTIONS UPDATE

Discussion & Recommendation
Memo

To: Marina Advisory Committee
From: Chris Sublet, Harbormaster
CC: Steve Powers, Director Development Services
Date: 2/3/2020
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 and January 6, 2020 meeting the MAC discussed the various different options and seemed divided on which of the options was best. The MAC concluded each of their conversations 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 live aboards 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 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 and repair tasks.

Staff proposed 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. |
<table>
<thead>
<tr>
<th></th>
<th>Require all live aboard to pump themselves out</th>
<th>Large reduction of staff time.</th>
<th>Tracking may be difficult and somewhat time consuming.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>May require live aboard 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>
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<td></td>
<td></td>
<td></td>
<td>Pumpout equipment may be damaged or unintentionally abused.</td>
</tr>
<tr>
<td>C</td>
<td>Use a private service</td>
<td>Large reduction of staff time.</td>
<td>Additional cost to live aboard is $125 per month.</td>
</tr>
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<td>Weekly Pumpouts</td>
<td>Ability to track pumpouts.</td>
<td>Due to financial constraints some live aboards may have to leave the marina.</td>
</tr>
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<td></td>
<td></td>
<td>Liability shifts to private company.</td>
<td>Using the service will be a requirement to be a live aboard.</td>
</tr>
<tr>
<td>D</td>
<td>Use a private service</td>
<td>Large reduction of staff time.</td>
<td>Additional cost to live aboard is:</td>
</tr>
<tr>
<td></td>
<td>Bi Weekly Pumpouts</td>
<td>May require live aboard to move their boats more frequently.</td>
<td>&lt;50 gallons = $35 each time ($70 per month).</td>
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<td></td>
<td>Ability to track pumpouts.</td>
<td>&gt;50 gallons = $45 each time ($90 per month).</td>
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<td></td>
<td></td>
<td>Liability shifts to private company.</td>
<td>Some live aboards may have to pump themselves out between scheduled pumpouts.</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td>Due to financial constraints some live aboards may have to leave the marina.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Using the service will be a requirement to be a live aboard.</td>
</tr>
<tr>
<td>E</td>
<td>Hire an additional staff member</td>
<td>May free up other staff members to complete tasks and projects.</td>
<td>May cost the marina an additional $80,000 per year (less reimbursement $80,000 - $26,000. Net approximate cost to marina may be $54,000).</td>
</tr>
<tr>
<td></td>
<td></td>
<td>May be able to provide better customer service.</td>
<td></td>
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</table>
The economy is uncertain which may result in a layoff if there is a recession. There is no guarantee that the Clean Water grant will remain in place from year to year. The additional expense may limit the ability to do capital improvement projects.

<table>
<thead>
<tr>
<th>Option A - Reduce Pumpout Frequency</th>
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<tr>
<td>This option was removed as it may not provide any time saving for that marina staff.</td>
<td></td>
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<table>
<thead>
<tr>
<th>Option B - Live Aboards Pumpout Themselves</th>
<th></th>
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</thead>
<tbody>
<tr>
<td>The tenant would have the option of using the portable equipment or going to the fuel dock.</td>
<td></td>
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</tbody>
</table>

As a test, staff recently pumped seawater from the fuel dock to the lift station behind the Harbormasters office, a distance of 675’. The distance from the bottom of the gangway to the lift station is only approximately 275’. Staff believes that it is possible to cut into the plumbing under the Harbormasters office to tie into the lift station.

Despite training sessions and instructions on how to use the pumpout equipment, staff is concerned that the equipment will be left uncleaned, damaged, or unintentionally abused. Staff is also concerned that some liveaboards may dump into the water instead of pumping out on a regular basis.

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

<table>
<thead>
<tr>
<th>Option C &amp; D - Use a Private Service</th>
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<tbody>
<tr>
<td>There is currently only one contractor in the area that performs this service, Sanitation Solutions. They currently pumpout boats in Cap Sante and La Conner and are looking to expand. The owner of this company is Mike Level, he also owns Anacortes Yacht Charters.</td>
<td></td>
</tr>
</tbody>
</table>

This option has two scenarios, weekly or bi-weekly pumpouts (only one option can be chosen for the entire marina). If the bi-weekly option is chosen than tenants may have to pump themselves out between the scheduled pumpouts.

This option completely removes marina staff from the sewage process. It puts the responsibility of the pumpouts on the tenant and private contractor. There are not any additional costs associated with these options for the marina. If either of these options is chosen all liveaboards will be required to participate in this program.

<table>
<thead>
<tr>
<th>Option E - Hire an Additional Staff Member</th>
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<tr>
<td>Currently, staff does not believe that this option makes good financial sense for the marina. The loaded salary of an additional employee is approximately $80,000. Even with the Clean Water reimbursement remaining at $26,000 the marina would incur an estimated $54,000 expense for the new employee.</td>
<td></td>
</tr>
</tbody>
</table>

Although the State has reimbursed the marina for 75% of expenses associated with sewage handling for many years, there is no guarantee that the State will continue to do this. Over the past few years it seems as though the State has started to limit and, in some cases, reduce the funding for this program.
by limiting the grants for equipment that are offered. In a recent conversation with the program administrator staff was told that they are not accepting new applications for equipment until summer 2021.

Other Considerations
Over the past several years the marina has started to build up reserves for larger Capital Improvement projects. In 2022, staff is going to start to explore dredging options and knows that this may be a $2,000,000 - $3,000,000 project. Ideally staff would like to fund this project as much as possible from reserves and limit the amount of any bond and or additional costs to the marina tenants.

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.
GENERAL UPDATE

Discussion
### December 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>52</td>
<td>1</td>
<td>98%</td>
</tr>
<tr>
<td>B</td>
<td>82</td>
<td>72</td>
<td>10</td>
<td>88%</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>43</td>
<td>42</td>
<td>51%</td>
</tr>
<tr>
<td>E</td>
<td>71</td>
<td>59</td>
<td>12</td>
<td>83%</td>
</tr>
<tr>
<td>F</td>
<td>52</td>
<td>43</td>
<td>9</td>
<td>81%</td>
</tr>
<tr>
<td>G</td>
<td>15</td>
<td>13</td>
<td>2</td>
<td>87%</td>
</tr>
<tr>
<td>S</td>
<td>8</td>
<td>8</td>
<td>0</td>
<td>100%</td>
</tr>
<tr>
<td><strong>Totals</strong></td>
<td><strong>421</strong></td>
<td><strong>344</strong></td>
<td><strong>76</strong></td>
<td></td>
</tr>
</tbody>
</table>

**Summary**

- There were 5 fewer slips occupied in December than in November.
- The overall occupancy of the docks was 82%  
  - -1% compared to November.  
  - +1% compared to December 2018.
- The average percentage of occupancy on each dock was 86% in December.  
  - The same % compared to November.  
  - +1% compared to December 2018.
Marina Advisory Committee Comments

Discussion