

PORT OF BELLINGHAM

**MAC (MARINA ADVISORY COMMITTEE) MEETING
TUESDAY, NOVEMBER 8, 2011
SQUALICUM HARBOR OFFICE
BELLINGHAM, WASHINGTON**

Minutes

Committee Members Present:

Peter Border
Jeff Hegedus
Ron Kleinknecht
Brian Pemberton
Doug Sterrett
Jerry Writer
Jim Young

Committee Members Absent:

Paul Lavelle
Lummi Representative
Joe Orem

Port Representatives Present:

Dan Stahl
Mike Endsley
Andy Peterson
Pam Taft
Charlie Sheldon

Committee Members Excused:

Gene Knutson

Visitors/Guests:

Elizabeth Kilanowski

Roll Call

Jeff Hegedus, Chair, called the meeting to order at 6:00 pm.

October 11, 2011 Minutes

The October 11, 2011 minutes were reviewed. A motion was made by Doug Sterrett to approve the minutes as written. This was seconded by Jim Young and passed unanimously.

Public Comment

No comments were received.

Dockside Feedback

Ron Kleinknecht talked to Andy Peterson about the potential of a customer in Blaine requesting a move in Squalicum. Andy said that he had been touch with the customer and would make sure that he would follow up.

Jeff Hegedus asked about the status of the gates that go down to the floats. Mike mentioned that, consistent with past practice, we have changed that status when we change the clocks and that the gates are now locked at dusk and the access codes have been changed. Jeff thanked Mike for his consistency and thought that it was still a good routine.

Brian Pemberton mentioned that he recently spent some time over at Little Squalicum Beach and while he was there he noticed several pieces of rebar that were sticking out of the ground and thought that perhaps they might be a safety hazard, i.e., someone either tripping and falling on them or worse. Brian mentioned this to one of the Port groundskeepers there and he was happily surprised when he went back several days later and the issue had been taken care of. He just wanted to pass on a thank-you to the Port grounds crew for their responsiveness.

Timing of Annual Moorage Renewals

This item was brought back to the MAC after significant discussion and general agreement at their October meeting. (Please see attached Powerpoint.) Pam reviewed the background for this item which originated on February 2011 when the moorage model was adopted. Staff was directed by the Port Commission to change the annual moorage renewals so they renew once during the year rather than being staggered throughout the year. Pam presented the scope of the project and discussed how it would be implemented during 2012. To not penalize the customers during this transition, their annual moorage renewal will be prorated until March 31, 2013 and then starting April 1, 2013 all annuals will be set up to renew every year on April 1. It was discussed and agreed that the active commercial fishing vessels would not be included in the proposed adjustment at this time but will be reviewed annually to determine changes in the policy. The recommendation to not include the active commercial fishing vessels is based on the smaller number of annuals and the timing for their renewals which is typically in the fall after the commercial fishing season. There was discussion about further outreach with merchant leaseholders. Brian Pemberton offered to help coordinate a meeting between the merchant leaseholders and Port staff before the commission meeting on December 5. With that discussion, Brian Pemberton made the motion: To change the Annual Moorage Renewal Policy to one renewal date by establishing an enrollment period during April 1-30 of each year when annual moorage can be set up or changed beginning April 1, 2013. It was seconded by Ron Kleinknecht and passed unanimously.

Marina Ladders

Before Mike Endsley went into a detailed discussion regarding the specifics of marina ladders at Squalicum and Blaine Harbors, Dan Stahl followed up with the MAC on some other related items.

- Literature search. Port staff conducted a literature search of this issue to see if there was other information generally available to the public on this item. Port staff searched various regulations, public bodies and researched websites and, unfortunately, did not find anything that was particularly applicable but it was good to go through that process to make sure that staff had not missed something.
- Discussion with insurance broker. Dan reported that there had been a discussion with Port staff and their insurance broker to make sure that by proceeding with

ladders on the floats we would not be incurring additional public liability on behalf of the Port. Dan reported that those discussions were positive and the insurance broker did not see any negatives in the Port having ladders on the floats even if they are not required by law at this time.

- Employee Safety Committee. Dan followed up on the MAC's previous request to talk with the Port's human resources manager and the monthly employee safety committee regarding this issue. The next meeting is not until November 10 (two days from now) so there was no information to report at this time. Jeff Hegedus pointed out that the employee safety committee has a slightly different perspective and that they are looking at safety for the Port's employees not necessarily the general public or the Port's customers. Something that would make the Port safer for the general public would not be a detriment and would probably be a positive. Dan said that he would follow up with the safety committee with their feedback.
- Defining the Problem. Dan engaged the MAC in a discussion of "defining the problem." What is the problem that we are trying to resolve? Much discussion ensued with the general consensus that we are trying to increase the safety factor for our customers and the general public. This interest goes beyond just the purchase and installation of a certain number of ladders at the harbors. The MAC was supportive of providing additional public outreach and education on cold water safety, newsletter articles, and signage and to highlight these issues at certain events, such as, Opening Day or Charter Fest, and potentially coordinating additional outreach with Washington Sea Grant, U.S. Coast Auxiliary and possibly the Sheriff's Department and any other related event.

Having finished that background piece, Dan handed the floor over to Mike Endsely, Squalicum Harbormaster, who reviewed a Powerpoint (attached) with the MAC on marina ladders and also showed a video on the use of one particular type of ladder being used in other marinas. The group then moved away from the Powerpoint and reviewed several large aerial photos of Blaine and Squalicum Harbors with two different layouts for placement and discussed each option to get a feel for how the ladders are spaced and how that relates to safety. There was a lot of discussion on 200 and 400 foot spacing. When that discussion had been completed, Jeff Hegedus called the MAC back to order for some more focused group discussion. At the conclusion of that discussion, Brian Pemberton made the following motion: Motion for Port staff to seek the appropriate approvals to purchase and install ladders for marina floats at both Squalicum and Blaine Harbors; that there would be approximately 300 ladders for both facilities on approximately 200 foot spacing; the ladder type would be similar to the "up and out" model that was reviewed this evening; and to pursue programs that would increase public awareness of safety in and around the marinas. The motion was seconded by Peter Border and passed unanimously.

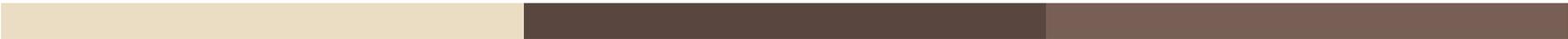
Staff Updates

Dan informed the MAC as an FYI that the Port had received a public records request from the Bellingham Firefighters Local 106 for contact information for those who dock their boats at Squalicum Harbor. Dan mentioned that the Port has not received any correspondence from city staff about what this might regard but Dan thought perhaps this might be an issue over the Firebelle (the fire boat owned and operated by the City of Bellingham).

Dan reviewed a 2010 study of leasehold tax which showed that inwater and near shore tenants within the City of Bellingham in 2010 were projected to pay a total of \$951,000 in leasehold tax and of that amount \$298,000 was returned to the City of Bellingham presumably for municipal services in and around the harbor. Dan asked if the MAC members did receive a letter from the Bellingham Firefighters Local 106 that staff be provided a copy.

There being no further business the MAC was adjourned at 8:00 pm.

Annual Moorage Timing Change for Renewal



Marina Advisory Committee

November 8, 2011

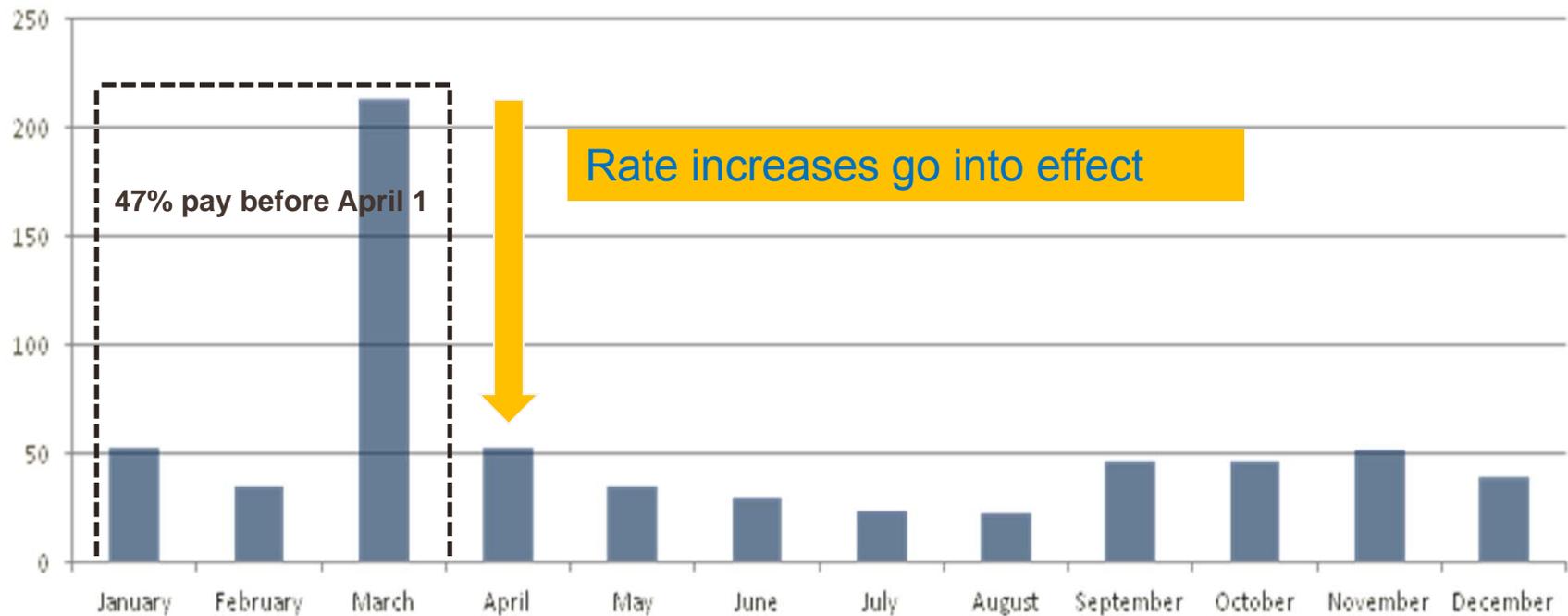
Scope

- Modify the annual moorage policy to synchronize annual moorage accounts to renew annually on April 1 beginning April 1, 2013.

Background

- ❑ Introduced October 11 MAC meeting
- ❑ Committee agreed to change annuals to renew one time during the year.
- ❑ Staff to bring back more detailed information for a Motion at the November 8 meeting.

Implementation



Implementation-Phasing in 2012

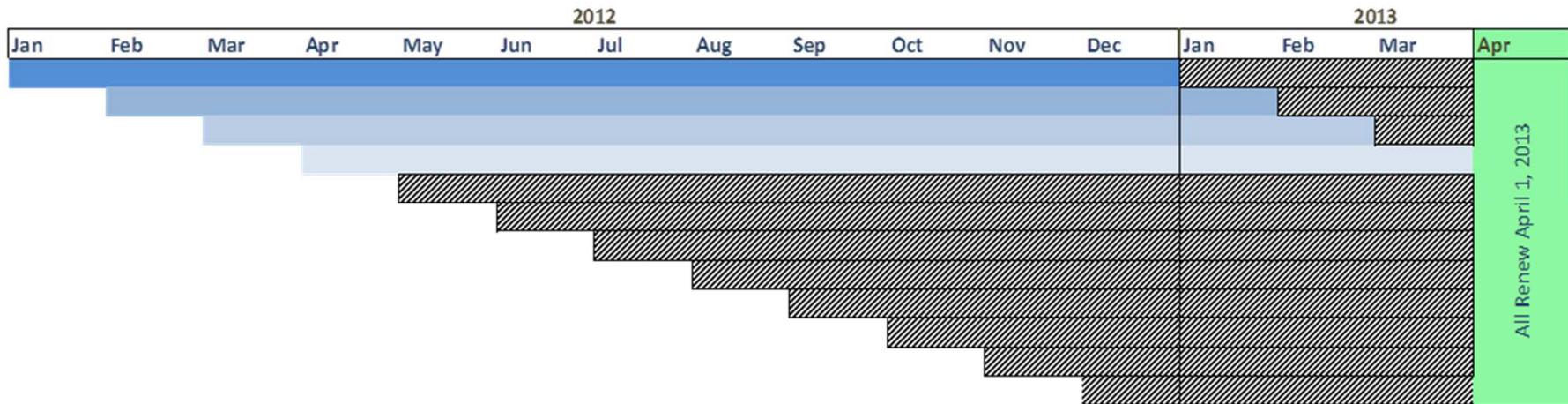
- To avoid loss of annual moorage rate, annual moorage will be prorated.

- Formula for Prorating:

$$\text{Annual Moorage} \div 12 \text{ months} = \text{Prorated Rate per Month} \\ \times \# \text{ of months remaining of annual}$$

- Existing annual accounts will be prorated to end annual March 31, 2013.

Implementation-Phasing in 2012



The blue shading represents the annuals that will renew in 2012 that will not be affected by prorating.

The hatched area represents annual moorage renewals in 2012 and 2013 that will be prorated to end March 31, 2013.

Implementation-Renewals

2012

- January-April 2012-No adjustment
- May 2012 -Prorated for 11 months
- June 2012 -Prorated for 10 months
- July 2012 -Prorated for 9 months
- August 2012 -Prorated for 8 months
- September 2012 -Prorated for 7 months
- October 2012 –Prorated for 6 months
- November 2012 –Prorated for 5 months
- December 2012 –Prorated for 4 months

2013

- January- Prorated for 3 months
- February –Prorated for 2 months
- March –Prorated for 1 month
- April –All annuals will renew for 2013

Implementation-New Annuals

- ❑ New annual moorage accounts Jan-April 2012
- ❑ No new annual moorage accounts after April 30, 2012

Enrollment for Annual Moorage

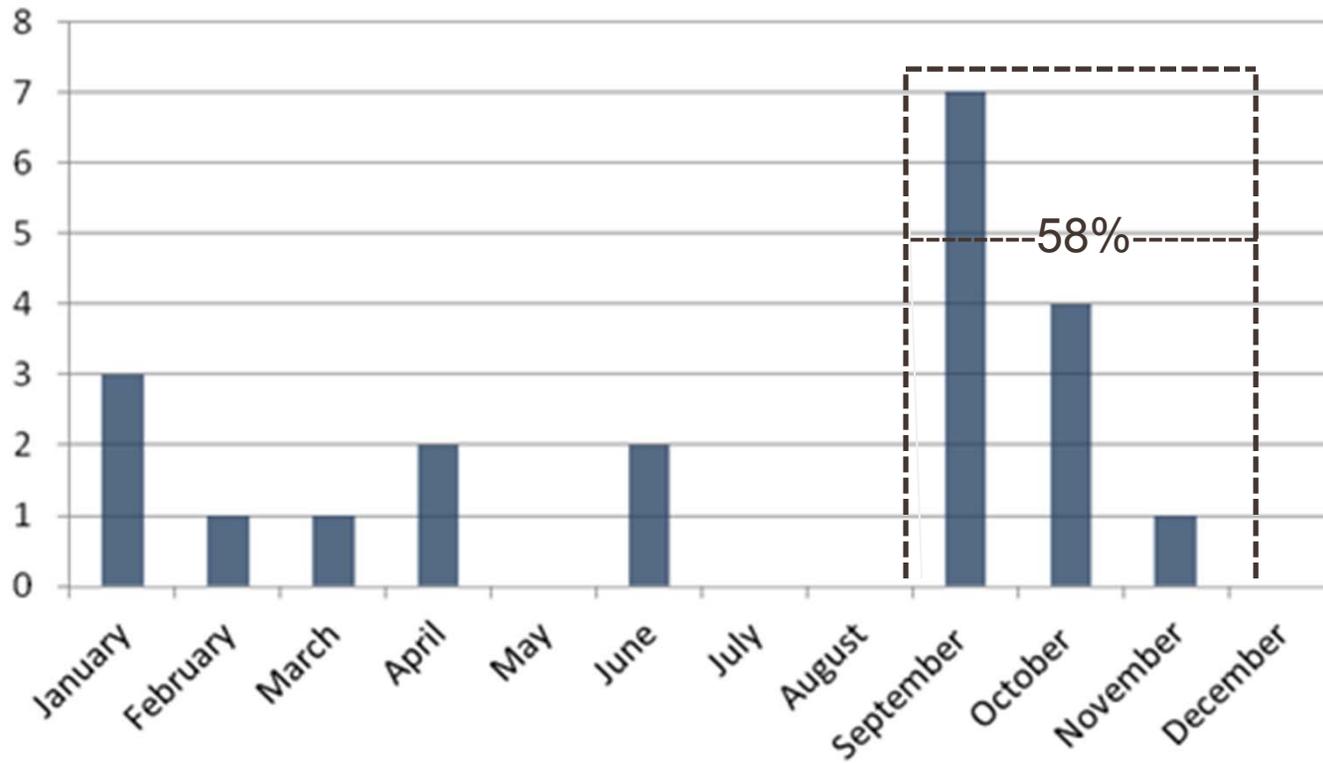
New Policy:

- Enrollment Period for Annual Moorage new and/or Existing accounts is April 1-30 annually.

Active Commercial Fishing Vessels

- Recommendation: Not to change the annual renewals for the Active Commercial Fishing Vessels.
 - ☑ Active Commercial Fishing Vessels have the option to pay annually or 9-month.
 - ☑ Home-Ported vessels return late summer-early fall (58% of Commercial Annual Moorage)
 - ☑ Rates equal the rate for Open Slip $\leq 26'$ which is predicted to not increase for some time.
 - ☑ Policy should be evaluated annually.

Active Commercial Fishing Vessels



Implementation-Process

□ Communication-

- Notice of Commission Agenda item in Harbors' December newsletter.
- Inform Merchant Leaseholders on annual moorage directly.
- Letters mailed to annual moorage customers in January 2012.
- Reminder notice in Harbors' Newsletters later in the year.
- Update Port's website.

Implementation-Process

- Marina Software-
 - Prorate existing annual accounts.
 - Change Renewal Date to April 1.

- Moorage Tariff No. 1-
 - Commission Meeting- December 5
 - Language changes to tariff

Implementation-Process

- Staff Training
- Changes to marina software

Implementation-Schedule

2011

- Staff Training
- Harbor Newsletter
- Commission Action

2012

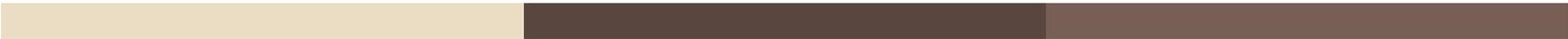
- Letters to annual customers
- Phasing annual moorage accounts.
- Harbor Newsletter

April 1, 2013 all annual moorage accounts set to renew annually on April 1.

Motion Requested

- Motion to change the Annual Moorage Renewal Policy to one renewal date by establishing an enrollment period during April 1-30 of each year when annual moorage can be set up or changed.

Annual Moorage Timing Change for Renewal

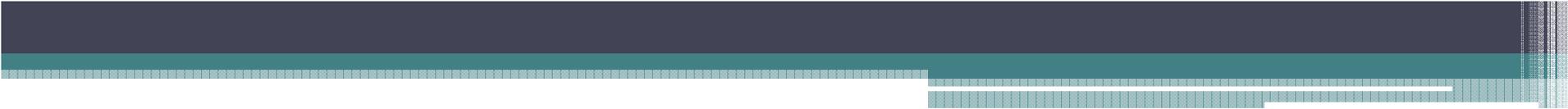


Marina Advisory Committee

November 8, 2011

Marina Dock Ladders

Marina Advisory Committee
November 8, 2011



Introduction

- Defining the problem
- Ladder Styles
- Layout
- Cost

Ladder Style

- Up-N-Out

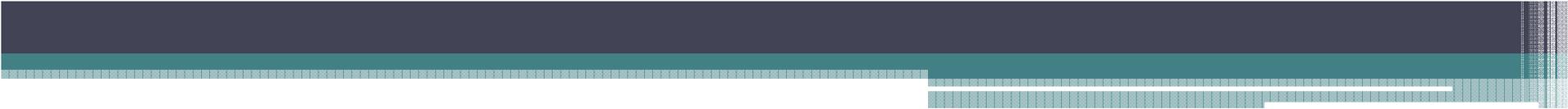


- Lift Ladder

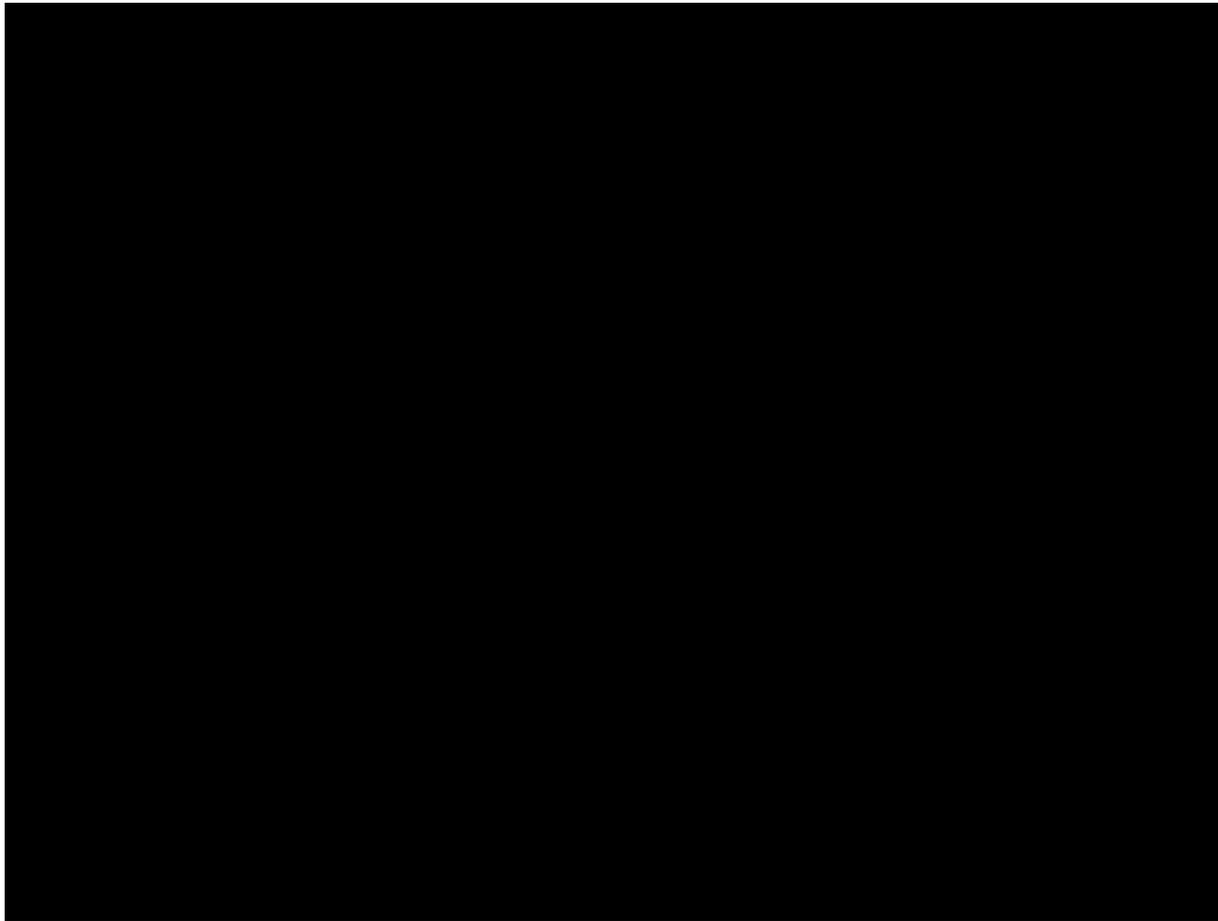


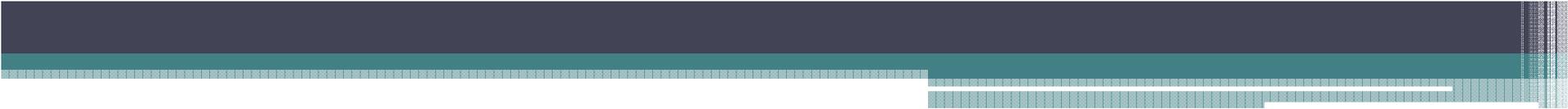
- HPDE Ladder





Up and Out Video





Layout Scenarios

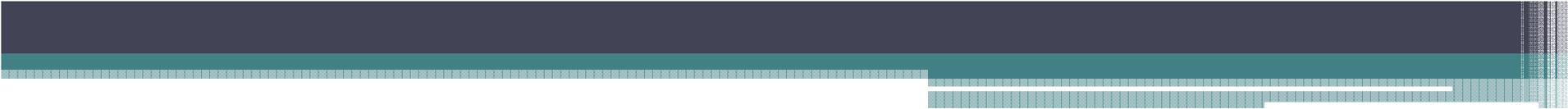
- **Scenario 1**
 - Ladder installed every 200 ft.
 - Requires 291 ladders (Blaine 95, Squalicum 196)
- **Scenario 2**
 - Ladder installed every 400 ft.
 - Requires 213 ladders (Blaine 66, Squalicum 147)

Estimated Cost - Scenario 1

	Up-N-Out	Swing Style	HDPE Fixed Ladder
Unit price	\$150	\$140	\$316
Blaine Harbor	\$14,250	\$13,300	\$30,020
Squalicum Harbor	\$29,400	\$27,444	\$61,936
Tax & Shipping	\$6,752	\$6,496	\$11,003
Total	\$50,402	\$47,240	\$103,139

Estimated Cost - Scenario 2

	Up-N-Out	Swing Style	HDPE Fixed Ladder
Unit price	\$150	\$140	\$316
Blaine Harbor	\$9,900	\$9,240	\$20,856
Squalicum Harbor	\$22,050	\$20,580	\$46,452
Tax & Shipping	\$4,942	\$4,755	\$8,054
Total	\$36,892	\$34,575	\$73,362



Questions?