

# PORT OF BELLINGHAM

**MAC (MARINA ADVISORY COMMITTEE) MEETING  
TUESDAY, SEPTEMBER 11, 2012  
SQUALICUM HARBOR OFFICE  
BELLINGHAM, WASHINGTON**

## **Minutes**

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### **Committee Members Present:**

Jeff Hegedus  
Gene Knutson  
Brian Pemberton  
Doug Sterrett  
Jerry Writer  
Jim Young

### **Committee Members Absent:**

Lummi Representative

### **Port Representatives Present:**

Dan Stahl  
Andy Peterson  
Pam Taft

### **Committee Members Excused:**

Peter Border  
Ron Kleinknecht  
Paul Lavelle

### **Visitors/Guests:**

Elizabeth Kilanowski  
Mike Granat  
Heather Bansmer  
George Mundell

### **Roll Call**

The meeting was called to order at 6:00 pm.

### **July 24, 2012 Minutes**

The July 24, 2012 minutes were reviewed. A motion was made by Gene Knutson to approve the minutes as written. The motion was seconded by Jim Young and passed unanimously.

### **Public Comment**

There was discussion from two of the guests, Elizabeth Kilanowski and Heather Bansmer regarding both the cleanliness and the security of the restrooms out at Gate 3. There were three issues, specifically, the cleanliness, the security and the operation of the quarter machine. Andy will talk to the Port contractor, ABM, regarding the cleanliness issues. He will also talk with Whatcom Security, our security contractor. Andy noted that it was time to change the gate code. This often times helps but also as reported somebody has been

sleeping in one of the laundry rooms, Whatcom Security can watch this more carefully and make sure that this situation does not repeat itself. Elizabeth asked about the possibility of security cards as opposed to combinations. It was noted that this would be an expense item. The last issue was the quarter machine for the showers. It appears that the device is starting to fail. Andy said he would check with the maintenance department regarding a work order. It was also noted that perhaps some signage would be helpful for the quarter machine so that visiting boaters would have a better understanding of how it operates.

### **Dockside Feedback**

Brian Pemberton had a comment about Port landscaping although he said it is often times fantastic and wonderful, there was one item he would like to bring to the Port's attention. There are apparently some trees that are overgrown by San Juan Sailing. Brian thought that this was obstructing views between vehicles and pedestrians and thought it was a safety issue. Staff said that they would forward that comment to the grounds crew.

Brian then asked for an update on the harbormaster position. Dan gave the following update. The Port has advertised in a number of places to refill the harbormaster position recently vacated by Mike Endsley who has moved on to greener pastures. The Port is currently in the process of phone screening those applicants and expects to have interviews by the end of September, hopefully, with a candidate for a new harbormaster in place sometime in October. Dan talked about this being a very important hiring position for the Port and one that Dan would seek some outside input on during the interview process.

### **Gate 3 Update**

Andy started the Gate 3 update saying that there would be three different items to be updated. The first will be handled by Andy; Dan will take on the update on ladders and then Dan and Andy both will talk about dock boxes, not only on Gate 3 but Port wide.

Schedule: Andy informed the MAC that F East and F West were currently being assigned. These are 30 and 45 foot slips. The remainder of the Gate 3 project area, G East and G West, is still unavailable because of the damage the fire created to the main lateral. The Port expects that to be fixed in approximately six to eight weeks so that hopefully by mid November vessels can be assigned to those slips. Slips in that part of the harbor are 33 feet on the outside also with a number of 50 and 56 footers.

Ladder Install: Dan gave the following update. As previously discussed and agreed, this was part of the Gate 3 project that we decided to take Port wide. Dan reviewed the internal process for procurement of these ladders estimated at approximately \$100,000 for purchase. Dan reviewed the number of options that have been discussed internally with the conclusion being that these would be put out in a separate bid due to the size of the contract. Dan was hopeful that these could be purchased and installed by the end of the year which was the goal.

Dock Boxes: Dock boxes are an item that has been a focus of the Gate 3 project but is also something the MAC has talked about implementing Port wide, i.e., both Squalicum and Blaine harbors. Prior to Mike Endsley's departure, Mike, Andy and Dan spent time trying to regroup on past initiatives regarding the dock boxes in order to find a clear path forward. Andy gave some additional history to the MAC which last visited this item – please see MAC minutes of December 14, 2010. During that meeting, the MAC concluded their discussion by saying it was their intent at the time to go with the option that would have the

Port accelerating the purchase of dock boxes and institute a monthly charge with an opt out provision so that if any boaters decided that they did not want to pay for a dock box they would not be required to do so. Fast forward from December, 2010 to the present – Andy recounted a process that would have the Port accelerating dock boxes for installation by the second quarter of 2013.

The discussion then moved on to if we implemented this strategy this would include some kind of a la carte or monthly charge for the dock boxes. The prior discussion bracketed that range from \$4.00 to \$12.00 per month per dock box. Andy reviewed some financial projections based on those numbers.

A lively discussion ensued... Both Jim Young and Doug Sterrett commented that given the current situation in the harbors, they thought that accelerating dock box purchase and instituting an a la carte fee was not in the best interest of the harbor. Staff was asked to bring additional information on schedule and budget for completing the dock box installation without additional charges at a future meeting. The position of the MAC today was these dock boxes should be considered an amenity included in the base price of the slip and to not institute a separate charge for this. Staff was agreeable to this suggestion and will bring back additional information at a future date.

### **March 30<sup>th</sup> Boathouse Fire – Policy Discussion**

Dan reviewed the history of the new city fire ordinance moving its way through the city approval process. It appears that this is scheduled for final approval by City Council on Monday, September 24, 2012. Dan reviewed how this would impact the Port. The main impact will be the Port's requirements to design and install new fire dry-standpipe on Gate 3. The Port staff will commence engineering design of this as soon as the city adopts their ordinance. Port staff hopes to have this engineering analysis finished by the end of 2012 and go out to bid for this improvement in early 2013. Dan clarified questions from the MAC that this dry-standpipe would not feed the newly required sprinklers for the condominium boathouses. This would be a dry-standpipe that would just feed fire hoses used by the fire department. The source of water for the boathouse sprinklers would need to be part of the boathouse owners design separate from the Port's dry-standpipe.

Dan went on to introduce several items for the MAC's consideration for policy changes based on the fire.

- Should the Port require insurance of boathouses as it does other vessels in the harbor? After discussion it was suggested that this should be included and the answer was "yes" we should do this.
- Should liveaboards in boathouses be permitted? A discussion ensued about the definition of a liveaboard and the amount of time someone is permitted to stay aboard their vessel before they are considered as a liveaboard. Jeff Hegedus commented that there should be no liveaboards allowed in the boathouses.
- Should the Port have some minimum requirement for the boathouse condominiums in the harbor for an association or organization for the Port to have some kind of agreement with. Dan recounted some of his preliminary discussions with Frank Chmelik, outside counsel for the Port. Frank's early look on this was that there are number of vehicles that the boathouse owners could use to accomplish this goal and perhaps the Port's perspective on this would be set some minimum performance standards and allow the boathouse owners the maximum flexibility to meet those

requirements. The minimum standards for the Port might include listing options for different legal structures. These could include any number of structures set up by the laws of Washington state including partnership, limited liability corporation, condominium, etc. The minimum requirements from the Port that were discussed during the meeting included some type of billing arrangement (perhaps the Port would leave that as it currently is). It was strongly stressed that the Port should have one person to contact, a very simple, clean way to give notice to the organization. The Port should be listed as an additionally insured. The Port should have the right but not the obligation to conduct safety inspections on the interiors of the boathouses. It was generally agreed that this sounds like a good idea. Dan will bring back further work for the next meeting. It was brought up that the condo boathouse owners should be given ample time to work through this. It was suggested that 6 months might be sufficient.

### **Rules and Regs**

Andy asked for this annual housekeeping update to see if there were any suggestions. Jim Young suggested the Port's Rules and Regulations could be more easily accessed from the Port's website. Pam Taft said that she would check into this and see if that could be done easily.

Due to the lateness of the hour, Staff Updates that were scheduled for this meeting will be passed on to the next meeting in October. The meeting was adjourned at 8:05 pm.