

**PORT OF ANACORTES
CAP SANTE BOAT HAVEN ADVISORY COMMITTEE
MEETING MINUTES**

**THURSDAY January 10, 2013- 5:00 PM
PORT ADMINISTRATIVE OFFICE - COMMISSION ROOM**

Members present: Bret Andrich, Jay Field, Dave Groves, Andy Schwenk, Greg Mustari, Vince Sullen, and Joe Verdoes

Port Staff present: Dale Fowler, Bob Hyde, Chris Johnson, Brady Rowe, Wes George, Anthony Esposito, and Julie Johnson Lindsey, as well as Commissioners Bill Short and Keith Rubin.

Guests: Pat Barrett, Marina tenant, and Dwight Knechtel, owner of Pump Me Out services

Call to Order: The meeting was called to order at 1700.

Introductions: Guests Pat Barrett and Dwight Knechtel introduced themselves

Public Comment : Public Comment was opened and there were no public comments.

Chair's Comments: Chair Jay Field apologized for missing the September meeting. He noted he had reviewed the minutes and had read that Andy mentioned the need for a strong committee chair. Jay asked for any changes to the minutes as presented. Hearing none, Dale moved for approval, which was seconded by Jay and vote unanimously in favor.

Old Business discussion:

- Updates and Status Reports
 - Port Security Cameras and WiFi – Dale introduced Port Information Technology Services Manager Anthony Esposito and Project Manager Brady Rowe who provided a live demonstration of the newly installed camera system at the Marina. This is part of a Homeland Security grant that includes cameras at the Marina Terminal as well. Brady noted there are approximately 50 cameras in the Marina. Anthony explained the cameras are not set up yet for external access, but there are plans to eventually stream them live to the Port's new website in about a month. Brady noted the cameras are motion activated and footage from the cameras has already been viewed by the Anacortes Police Department in an investigation. Anthony noted the camera system can store up to 3 months of footage with an archiving option and have zoom capability. Regarding WiFi, Brady noted the antennas will be mounted on the same poles as the cameras. The WiFi is up and running and the Port is working through a few issues of areas with spotty coverage. Andy mentioned that visitors to the Anacortes Yacht Club had commented on the inconsistent coverage. Dale observed there are 70 acres of Marina to cover. Chris noted the Port's goal is to have all of the coverage issues resolved as of June 1, 2013. Brady noted the WiFi password is the Marina office phone number.

Dave inquired whether Port security has access to the cameras. Brady explained they will have that capability when the system is complete. Anthony explained that in the future. Security personnel will have tablets to access the cameras while on their rounds. The Port currently has smart phone access.

Joe asked what the interaction would be with local police, the Dept. of Fish & Wildlife, and other law enforcement agencies. Brady noted they are welcome to view any footage the Port has. Joe asked whether a private citizen with a vessel in the marina that has experienced a theft or vagrancy wished to see camera records. Wes noted that if staff has time available they would run through the recording, however in the summer months it would be more difficult to spare the time since the Marina is much busier then. Jay observed there probably ought to be a policy about allowing the public to review camera information.

- P/Q Hoist – Dale reported that the hoist has been modified for length and height above the deck and will handle a larger and heavier boat than before. The Port is waiting for the crane company to complete the modifications and install the limit switch.

Andy observed the hoist is much better than it was and is a great asset to the Marina. Now it was important to insure that people use it correctly. He noted there is a lot of traffic in the area that was unrelated to the hoist and people need to be aware of pedestrians and boaters.

Jay asked whether the Anacortes Small Boat Center was the largest user of the hoist. He suggested a training session with Pat and Andy for users from ASBC and have them work with the Port on training. Andy noted there were lots of docents available for tutoring. Pat noted for anyone to get or use a launch card they have to go through training. Dale explained it is an electronic key. The Port is working with ASBC since in the past they've had one card that would allow any of their storage members to use the hoist rather than individual electronic keys. In 2013 the rate has changed from \$5 per day to \$5 per swipe (in and out). The new longer reach of the hoist should avoid people in the pedestrian path of lifting boats. If someone comes in to the office that haven't used the hoist before, one of the Marina staff checks them out on the operations of the hoist.

- Updated Rules & Regulations for Cap Sante Marina – Jay noted this reflected the Commission's vision and strategy for the Marina. Dale explained that the Port reviews these rules on an annual basis and modifies them to best reflect how the Marina does business. Basically, updates to the Rules & Regs. are housekeeping items that help to streamline and minimize processes. No comments were submitted from the Committee following distribution of the updates in September.
- Strategic Plan Updates – Commissioner Rubin reported that the Commission also reviews and recommends updates to the Port's Strategic Plan. The Strategic Plan is created by the Commission, with the help of the public, to direct staff. All Port facilities are addressed in the Strategic Plan, including the Marina. In 2010 the Commission updated the Marina purpose statement in the Plan to add more emphasis on customer service and to include non-boaters. The Commission did not make any changes to the Goals and Strategies for the Marina at that time, but in recent discussions thought there was a need for updates. Commissioner Rubin reviewed the Marina portion of the Strategic Plan with the committee, and the possible updates the Commission had discussed. Goal #1 remains the same. Goal #2 is updated to stress service to all boaters. Goal #3 is updated to emphasize

drawing people to the central business district and the downtown community. Commissioner Rubin asked for input from the committee as to whether or not they believed the Commission was on the right track with these updates.

Jay noted the efforts made by the Port to get input from the public. He didn't think there was time this evening to review the proposed updates and suggested it be on the agenda for the next meeting.

Andy requested the Port also include information on vacancy rates for the past three years at the Marina for the next meeting.

Vince reported the Anacortes Yacht Club sent out a memo to its members asking for any input or concerns to be submitted to the committee. One topic was whether multi-hulls are treated fairly when measured by square footage, and inquired what other marinas do in their handling of multi-hulls. Another topic was winter moorage and whether it was cost effective to winter vessels in the Marina and whether a program of reduced rates might be considered. Jay noted that both topics come down to moorage policy and should be discussed individually with Marina staff. Dale noted he could bring a sheet showing the Marina's current prices to the next meeting.

Vince inquired about visitor bags and suggested the Marina make a special effort to work with the Chamber of Commerce and local businesses for bag inserts and items, especially a map of the area and businesses. Dave noted the Chamber had come to him about a year ago, but he hadn't heard back from them. Dale reported that the Chamber brings the Marina items from local businesses every spring that the Marina staff place in our red visitor bags. The bags do include a map and a visitor guide as well as a list of weekly events in town. Dale noted the Marina would welcome more items.

Regarding Goal #4, Joe asked if the wording about giving preference to district residents was deleted. Commissioner Rubin explained there is another portion of the Strategic Plan that already says this overall. He noted the Commission still has input to get from the Chamber and other groups, as well as further discussions by the Commissioners before adopting final changes. Commissioner Rubin will try to attend the next committee meeting in March with any updates.

- Membership and Recruitment – Jay thanked everyone for coming and those who came as guests. He noted having new members helps to maintain the committee's energy. He observed that Boshie Morris had sent an e-mail apologizing for her absence and Mark Lione had phoned to say he had boiler trouble at this home and regretted he could not come this evening. Bret asked is there is a policy for adding new members. Dale explained the committee has a prescribed number of people selected to include a wide representation of Marina users, businesses, and community members and neighbors.

Jay asked if there was a policy regarding attendance. Dale noted that members who had been absent were sent an inquiry as to whether they wish to continue to serve

on the committee. There are several members who have had to step down or who have not responded to the inquiry about continuing on the committee. Bret believed recruitment of additional members should be a priority for the next meeting, as the committee needed people who were committed to participating.

Bob Hyde noted the committee is lacking representatives from the yacht charter business, from the marine trades, a large boat owner and a small boat owner, as well as consistent representation from the City. He explained it is important to maintain a balance of representation as directed by the Port Commission. The committee also has three at large positions.

Dale noted the Port will provide a list of committee members and representation for the next meeting and will e-mail the bylaws to all committee members. Chris suggested an e-mail be sent to any committee member who hasn't come to the last three meetings stressing the need to know whether they will be continuing more firmly. Dale will send a second e-mail and will try to speak personally to those who have been absent.

New Business discussion

- **New Name!** – **Cap Sante Marina** – Dale reported that the name of Cap Sante Marina was changed to Cap Sante Boat Haven about 27 years ago because the Port at that time thought it sounded more upscale. Even though the name was changed, most people still called it the Cap Sante Marina. Over the years the Port has been approached about changing the name back officially to Cap Sante Marina and the Port Commission agreed.

Jay believed this was a good move and agreed that everyone says Cap Sante Marina.

- **Boat Shows** – Bob and Dale reported on the Port's presence at the Seattle and Vancouver, B.C. Boat Shows, where the Port had a great reception and many people who spoke about the high quality of the Marina. This was the Port's first time to visit the Vancouver show. Andy noted the Seattle Boat Show's booth space requests were up 40% over last year.

Greg suggested the Port consider the Victoria Inner Harbor show and volunteered to take literature on behalf of the Marina if the Port staff is unable to go. He noted it is an all in-water show with some upland tents, usually held in April or May. Greg reported it is a jam-packed event. He'll provide information to Dale.

- **Liveaboards** – Dale reported the Port is re-considering its past policy to not allow liveaboards in the Marina. The Marina has a lot of vacant space in the winter and has trended downwards in permanent moorage over the past 8 years. There has been a constant demand for liveaboards at the Marina, so the Port is looking at this seriously and doing due diligence. The Port would do this as a 3 year pilot program with strict guidelines and policies pertaining to liveaboards. Many other marinas in the area allow liveaboards. Andy noted LaConner recently discontinued allowing liveaboards and it would be interesting to get their input. Dale noted LaConner had followed the Port's example at Cap Sante and discontinued liveaboards about 5 years ago.

Bret observed the addition of liveboards was likely economically motivated since there are a number of empty spots at the Marina. He thought it a good idea to find out why LaConner was willing to give up liveboards and the income they produced. He would like to hear more information on the pros and cons at the next meeting.

Dale reiterated this would be a pilot program that would be closely monitored and would ultimately be a Commission decision.

Andy recommended the Port consider doing a survey of existing permanent moorage customers for their input.

Bob Hyde noted that LaConner had let their liveboards get out of hand and had admittedly managed those customers poorly and now wished they hadn't changed the policy as they had a number of empty slips. Bob noted the Port would price the liveboards fee higher. Dale agreed, noting Cap Sante would not be home to low income housing, and there would be requirements for vessel size. Bob also noted that the Port would require mandatory pumpout that would be provided by a service and the fee for this would be charged to liveboard customers.

Joe noted that Oak Harbor has liveboards but is also a gated marina. Wes noted he had lived aboard a 37' trawler in Oak Harbor for a number of years and found it to be a good experience.

Andy reported that most other marinas allow sub-lets and asked if Cap Sante had considered doing so. Dale explained Cap Sante hasn't allowed customers to sub-let their own slip. In mooring at the Marina, they are essentially renting a public facility and customers can't re-sell a public facility. He noted the Port has put a lot of emphasis on controlling moorage in the Marina.

- Strategic Plan Updates – Discussed earlier in the meeting – see above.
- Other comments – Committee Chair. Jay noted he had been chair of the committee for a while and he would just as easily support someone else as chair so long as they kept the meeting moving and on-topic. Andy noted that at this risk of offering positive feedback and praise, he thought Jay did a fine job and should continue. This met with the consensus of the committee.

Andy once again stated his concern with the multi-hull vessels, which he noted are a growing part of the power and sail market. Bret asked what the primary issue was with the multi-hulls. Dale noted that multi-hulls don't want to pay a square footage fee and there were only a few places in the Marina that they could be accommodated. The Port's policy is for square footage rates. Guest Pat Barrett noted they are 50% wider, but pay 150% of regular boat rates. Dale will bring multi-hull billing and information on occupancies, sizes, and percentages over the years to the next meeting.

Adjournment – Motion by Joe, seconded by Dave. Adjourned at 1800.

Next Meeting – January 10th, 2013