



MEETING AGENDA

City Hall – Council Chambers
 865 SE Barrington Drive, Oak Harbor, WA 98277

MONDAY, FEBRUARY 9, 2026

3:00 P.M.

1. CALL TO ORDER/ROLL CALL

Position/Commission Member	Attendance		
	In person	Online	Absent
Position 1: Cathy Proses	In person	Online	Absent
Position 2: Byron Skubi	In person	Online	Absent
Position 3: J.J. Jones	In person	Online	Absent
Position 4: Marita Ashley	In person	Online	Absent
Position 5: Michael Bobeck	In person	Online	Absent
Position 6: Mark Hammer	In person	Online	Absent
Position 7: Louie Foster	In person	Online	Absent
Student Representative Grant Nienhuis	In person	Online	Absent
Ex-Officio Councilmember Barbara Armes	In person	Online	Absent

2. INTRODUCE THE TWO NEW MEMBERS – Michael Bobeck and Mark Hammer

3. APPROVAL OF AGENDA

4. APPROVAL OF THE DECEMBER 8, 2025 MARINA ADVISORY COMMISSION MEETING MINUTES

5. PUBLIC COMMENT

During this time, citizens may comment on subjects of interest not on the agenda. To ensure comments are recorded properly, state your name clearly. Individual comments will be limited to three (3) minutes to ensure maximum participation during the 15-minute timeframe allotted for this item. Public Comment may also be submitted online at <https://www.oakharbor.gov/publiccomment> at least two (2) business days in advance of an advisory board meeting.

6. DISCUSSION/ACTION/PRESENTATION/REPORT ITEMS

- a. Reappoint Grant Nienhuis as Student Representative for 9/1/25 – 8/31/26.
- b. Elect Commission Chair for 2026.
- c. Elect Commission Vice-Chair for 2026.
- d. Establish Meeting Schedule for 2026.
- e. Harbormaster Updates.

7. MARINA ADVISORY COMMISSION COMMENTS

8. DETERMINATION OF FUTURE AGENDA ITEMS

9. NEXT MEETING – MARCH 9, 2026

10. ADJOURNMENT

Meetings will be recorded and published to www.youtube.com/c/CityofOakHarbor. The City of Oak Harbor is committed to providing meeting access to the widest possible audience, regardless of technology or ability. If accommodation is required, please call (360) 279-4500 at least two business days prior to the meeting.

December 8, 2025

Minutes

(without attachments)



**MEETING MINUTES
DECEMBER 8, 2025 – 3:00 p.m.**

This hybrid meeting was hosted from the City Hall Council Chambers. The YouTube video counter number is in parentheses () next to each agenda item.

1. CALL TO ORDER/ROLL CALL: (:13) Chair Jones called the meeting to order at 3:00 p.m.

Position and Committee Member	Attendance		
	In person✓	Online	Absent
Position 1 – Cathy Proses	In person✓	Online	Absent
Position 2 – Byron Skubi, Vice-Chair	In person✓	Online	Absent
Position 3 – J.J. Jones, Chair	In person✓	Online	Absent
Position 4 – Marita Ashley	In person✓	Online	Absent
Position 5 – Gabe Hill	In person✓	Online	Absent
Position 6 – vacant	In person	Online	Absent
Position 7 – Louie Foster	In person✓	Online	Absent
Student Representative – Grant Nienhuis	In person✓	Online	Absent
Ex-Officio – Councilmember Barbara Armes	In person✓	Online	Absent

CITY STAFF PRESENT: Assistant Harbormaster Charlie Currit, Parks & Recreation Director Brian Smith (online), Deputy City Administrator/Finance Director David Goldman, Executive Services Coordinator Macalle Finkle, Videographer Tim Shelley, Jr., and Records Management Analyst Kim Perrine

2. APPROVAL OF AGENDA: (1:01)

MOTION: Commissioner Ashley moved to approve the agenda as submitted, seconded by Commissioner Proses. Motion carried unanimously.

3. APPROVAL OF THE NOVEMBER 10, 2025 MARINA ADVISORY COMMISSION MEETING MINUTES: (1:18)

Chair Jones asked for an update on the Safety Site Plan. Assistant Harbormaster Currit stated this is a work in progress. Chair Jones also mentioned that he has not yet met with Harbormaster Henry regarding the Pump-Out Boat issue. No changes were made to the Minutes.

MOTION: Commissioner Ashley moved to approve the November 10, 2025 Marina Advisory Commission meeting minutes as written, seconded by Commissioner Proses. Motion carried unanimously.

4. PUBLIC COMMENTS: (3:25) No public comments were received electronically and no public comments were made at the meeting.

5. DISCUSSION/ACTION/PRESENTATION/REPORT ITEMS:

a. **Bylaws and Ordinance – Discussion/Update. (3:53)** Executive Services Coordinator Macalle Finkle was present to speak about the document revisions that were addressed at the November MAC meeting. Both the student representative position and the two non-customer positions were discussed. These positions are set by the Uniform Policies for Boards, Commissions, and Committees so in order for changes to be made, the Uniform Policy ordinance would need to be amended which the City is not looking to do at this time. The commission still wants their recommendations from the November 10th meeting considered so the motion from November 10th was not withdrawn. Staff will include such recommendations for Council consideration in the future, but at this time the Bylaws and Ordinance as drafted by legal counsel and included in the agenda packet will be what is presented to Council for approval.

- b. MAC Vision, Mission Statement, Goal Items, and Action Items – Review. (11:33) The commission discussed the draft Vision, Mission Statement, Goal Items, and Action Items. Regarding the Vision, it was suggested that it read as follows: “To set the standard for transparent, informed, and forward-thinking advisory leadership, and assist the Mayor and City Council to ensure the marina remains a safe, sustainable, economically strong asset for generations.” Regarding Goals, another bulleted item should be added stating “Make recommendations to City Council regarding these items.” Commissioner Hill will come up with the wording and provide it to the City.
- c. Marina Best Management Practices – Discussion. (14:11) The commission reviewed the draft Best Management Practices document and had a few comments. Chair Jones doesn’t want the last sentence of the first paragraph in Section VI (Sewage and Gray Water Management) to be stricken. He would like it to read “The marina provides slip side pump-out service as required upon request at no cost to the marina tenants with holding tanks and pump-out facilities that are in serviceable condition”. Assistant Harbormaster Currit clarified why the City isn’t offering this service. It was mentioned that there is a conflict between the Best Management Practices and the Policies & Procedures document regarding this. Chair Jones is glad that Section XI (Boaters’ Electrical Responsibility Code) was added to the BMPs. It was suggested that the information from this section be in other places besides this document – possibly add to head of dock and in the marina newsletter. Staff could then tag problem areas and ask that the tenant come see staff to discuss further.
- d. Marina Policies, Procedures & General Operations – Discussion. (22:25) The commission reviewed the draft Policies, Procedures & General Operations document and had a few comments. Chair Jones wanted to know why the last sentence in the first paragraph of Section XVI as well as paragraph #6 are being stricken regarding commercial use of the launch ramp. Assistant Harbormaster Currit stated that this is supposed to allow commercial people to launch their boat, but crabbers can’t actively unload their catch. It’s to be for recreational use only due to funding sources used. Commissioner Ashley asked about Section IX (Individual Guest Moorage) and the number of days allowed to stay on the boat as well as other sections. The marina is trying to not have a liveaboard situation. Vice-Chair Skubi had concerns about Section IV (Vessel Maintenance) as it is confusing and limited to 25% of your boat every year. Commissioner Hill suggested that this section be split in two paragraphs: (1) Normal Upkeep In-Water Repairs, and (2) Major Repair Work and Outfitting. Vice-Chair Skubi had a question regarding Section VIII (Living Aboard) and wanted to know whether 18 referred to people or boats. Regarding Section IV (Vessel Identification), number 1 and 2 are the same so it was recommended that one or the other be deleted. It was recommended to the commission that suggested language changes be sent to Harbormaster Alyce Henry or Assistant Harbormaster Currit as soon as possible.
- e. Moorage Termination Survey – Information only. (39:05) Vice-Chair Skubi was surprised no comments were received regarding the low water level. No additional comments were made regarding the survey.
- f. Subcommittee Updates. (40:00) Commissioner Proses provided the Outreach subcommittee update. Topics discussed at their meeting:
- They would like the Tenant’s meeting to be scheduled for Friday, January 16th at City Hall, if approved by Administration, so that the meeting can be recorded and those that won’t be able to attend can watch the meeting at a later time. A Q&A format was recommended for this first meeting to find out what’s most important to the tenants. It was also suggested that refreshments and cookies be served. Island Transit will not be available to shuttle tenants back and forth from the marina to City Hall.
 - Purchasing of banners to hang down the main dock and fuel dock when flowers are not hanging there. MAC will reach out to the Arts Commission or benefactor regarding the banners (estimated cost of \$1,500).
 - Information for the marina newsletter is due by December 22nd for the January newsletter.
 - Ex-Officio Armes stated that Island Transit would like a survey done regarding the shuttle service to ask tenants why they aren’t using the service. The commission discussed that the service is mainly being used by transient boaters, not the marina tenants, and recommended that Island

Transit do the survey, not the City. Information regarding this service should be added to 2026 Waggoner News publication as well as Dockwa.

- g. **Harbormaster Updates.** (51:20) Assistant Harbormaster Currit provided the following updates:
- A big thanks to the marina crew. They do a stellar job!!
 - The marina did get recertification for the "Clean Marina Act" for a 5-year period.
 - Oil Spill Ecology Equipment Grant – The grant only received half the normal funding, so they have to redo the application and funding guidelines. There is currently no time frame for this.
 - An interview for an open tenant position on the commission was held. Awaiting Harbormaster Henry's return on December 9th to proceed.
 - The crew continues to work on the project list regarding repairs. Vice-Chair Skubi asked if the City would be reimbursed for the damage to the light pole. Harbormaster Currit will check with Harbormaster Henry upon her return.
6. **MARINA ADVISORY COMMISSION COMMENTS:** (54:13)
- a. Chair Jones asked about an update on the dredging project. The City received notice from DNR that the project is being reassigned. Parks & Rec Director Smith will update the commission as soon as additional information is received. The City is also waiting to hear from NOAA Fisheries regarding permit review completion. From what the City is hearing from the agencies, we hope to be moving forward with the project by the end of 2026.
 - b. Vice-Chair Skubi mentioned Commissioner Hill stepping down from MAC due to work schedule and it was suggested that the MAC look into possibly holding evening meetings.
 - c. Chair Jones commented about the marina monthly revenue/occupancy numbers.
 - d. Chair Jones stated that during his travels he sees other marinas and that our marina is orderly, clean, and looks good for being an old marina which is a tribute to staff and everyone who works on the marina every day.
 - e. Chair Jones thanked Commissioner Hill for his service on MAC.
7. **DETERMINATION OF FUTURE AGENDA ITEMS:** (1:00:02) If you have any ideas for the upcoming meeting, please send your ideas to Harbormaster Henry, Chair Jones, or Records Management Analyst Perrine as soon as possible. Thank you
- a. Subcommittee Updates.
 - b. Harbormaster Updates.
8. **NEXT MEETING – JANUARY 12, 2026** (1:00:36) Come with ideas and be prepared to engage!
9. **ADJOURNMENT:** (1:01:42) There being no further business, the meeting was adjourned at 4:02 p.m.

Minutes taken by Records Management Analyst, Kim Perrine.

Harbormaster Updates



City Administrator's Report January 2026



MARINA

December 1 - 31, 2025

Slip Occupancy

Slip Size	Total Slips	Total Occupied	Total Vacant	Percent Occupied	# of people on Wait list	1st person waiting since
24' Open	64	40	24	63%	Available	Available
24' Covered	44	30	14	68%	Available	Available
28' Covered	28	13	15	46%	Available	Available
28' Open	78	38	40	49%	Available	Available
32' Covered	32	13	19	41%	Available	Available
32' Open	32	27	5	84%	Available	Available
36' Covered	13	9	4	69%	Available	Available
36' Open	7	6	1	86%	Available	Available
40' C Dock	21	19	2	90%	Available	Available
40' F dock	52	42	10	81%	Available	Available
50' Covered	5	5	0	100%	8	Apr-22
50' Open	2	2	0	100%	14	Apr-23
S Dock	7	7	0	100%		
Sideties (50'-70')	24	23	1	96%	Available	Available
Totals	409	274	135	67%		

Nov-25	Total Slips	Total	Total Vacant	Percent Occupied
Totals	409	272	137	67%

Dec-24	Total Slips	Total	Total Vacant	Percent Occupied
Totals	409	309	100	76%

Storage Occupancy

	Total spaces	Total	Total Vacant	Percent Occupied	# of people on Wait list	1st person waiting since
Storage units	94	86	8	91%	Available	Available
Parking Storage	99	70	29	71%	Available	Available

Summary

- *2more Occupied slips in December 2025 than November 2025
- *The overall occupancy of the marina was 67%
 - * 0.5% Compared to Nov-25
 - * -9% loss Compared to Dec-24
- *The average percentage of occupancy on each slip was 65%
 - * 0.5% Compared to Nov-25
 - * -9% loss compared to Dec-24

Marina Monthly Revenue

	Nov-25	Dec-25	Dec-24
Moorage	\$73,884.16	\$74,019.58	\$71,805.79
Storage Unit	\$12,371.07	\$12,252.39	\$12,639.24
Fence line Storage	\$2,793.44	\$2,518.29	\$1,455.23
Guest Moorage	\$113.05	\$1,447.20	\$44.20
Ramp	\$377.20	\$390.44	\$270.00
Gasoline - Gallons	763.884	1941.198	788.321
Diesel - Gallons	1567.376	2942.568	723.638
Total	\$89,538.92	\$90,627.90	\$86,214.46



City Administrator's Report February 2026



MARINA

January 1 - 31, 2026

Slip Occupancy

Slip Size	Total Slips	Total Occupied	Total Vacant	Percent Occupied	# of people on Wait list	1st person waiting since
24' Open	64	40	24	63%	Available	Available
24' Covered	44	32	12	73%	Available	Available
28' Covered	28	12	16	43%	Available	Available
28' Open	78	35	43	45%	Available	Available
32' Covered	32	11	21	34%	Available	Available
32' Open	32	27	5	84%	Available	Available
36' Covered	13	9	4	69%	Available	Available
36' Open	7	6	1	86%	Available	Available
40' C Dock	21	19	2	90%	Available	Available
40' F dock	52	36	16	69%	Available	Available
50' Covered	5	3	2	60%	8	Apr-22
50' Open	2	2	0	100%	14	Apr-23
S Dock	7	6	1	86%	-	-
Sideties (50'-70')	24	20	4	83%	Available	Available
Totals	409	258	151	63%		

Dec-25	Total Slips	Total	Total Vacant	Percent Occupied
Totals	409	274	135	67%

Jan-25	Total Slips	Total	Total Vacant	Percent Occupied
Totals	409	304	105	74%

Storage Occupancy

	Total spaces	Total	Total Vacant	Percent Occupied	# of people on Wait list	1st person waiting since
Storage units	94	86	8	91%	Available	Available
Parking Storage	99	68	31	69%	Available	Available

Summary

- *16 less Occupied slips in January 2026 than December 2025
- *The overall occupancy of the marina was 63%
 - * -3.9% Compared to Dec-25
 - * -11% loss Compared to Jan-25
- *The average percentage of occupancy on each slip was 63%
 - * -3.9% Compared to Dec-25
 - * -11% loss compared to Jan-25

Marina Monthly Revenue

	Dec-25	Jan-26	Jan-25
Moorage	\$74,019.58	\$76,066.04	\$73,018.11
Storage Unit	\$12,252.39	\$12,136.00	\$13,107.36
Fence line Storage	\$2,518.29	\$2,025.73	\$1,661.97
Guest Moorage	\$1,447.20	\$1,887.30	\$444.60
Ramp	\$390.44	\$220.44	\$176.00
Gasoline - Gallons	1941.198	1918.998	70.472
Diesel - Gallons	2942.568	1721.287	804.075
Total	\$90,627.90	\$92,335.51	\$88,408.04