

**CITY OF OAK HARBOR
MARINA ADVISORY COMMITTEE MEETING MINUTES
June 5, 2023**

This hybrid meeting was hosted from the Mayor’s Conference Room in City Hall and recorded through RingCentral.

CALL TO ORDER/ROLL CALL: Vice-Chair Jones called the meeting to order at 3:02 p.m. since Chair Hulett was not yet present. The video counter number for each item is in parentheses ().

Position and Committee Member	Attendance		
Position 1 – Ken Hulett, Chair Arrived at 3:08 p.m.	In person ✓	Online	Absent
Position 2 – Byron Skubi	In person ✓	Online	Absent
Position 3 – J.J. Jones, Vice-Chair	In person ✓	Online	Absent
Position 4 – Ryan Bradley	In person ✓	Online	Absent
Position 5 – Curtis Adams	In person	Online	Absent ✓

CITY STAFF PRESENT: Harbormaster Chris Sublet, Finance Director David Goldman, and Executive Assistant Macalle Finkle (for meeting set-up)

OTHERS PRESENT: No public present. Josh Ray joined the meeting at 3:19 p.m.

1. **PUBLIC COMMENT:** (:25) There were no public present, and no comments were received electronically.
2. **APPROVAL OF MINUTES:** (:39) Committee Member Skubi moved to approve the Minutes of May 8, 2023 as submitted, seconded by Committee Member Bradley. Motion passed unanimously.
3. **2022 MARINA FINANCIAL REPORT WITH DAVID GOLDMAN, FINANCE DIRECTOR CITY OF OAK HARBOR – DISCUSSION:** (:55) Finance Director Goldman was present to discuss the 2022 Marina Financial Reports (Revenues and Expenditures) that were provided to the Committee at the May 8th meeting. Finance Director Goldman explained these documents for the Committee along with the Marina Funds, indirect cost allocations, etc. Fuel costs and sales were also discussed. Committee Member Jones and Chair Hulett provided their respective questions and comments. Finance Director Goldman responded to questions and left the meeting at 3:45 p.m. At 3:48 p.m., Chair Hulett took over the meeting. Parks and Recreation Director Smith discussed the Eden software/reports, and it was suggested that the budget documents be provided to the Committee as part of the meeting packet once a quarter, so everyone becomes more familiar with the documents and what the information means.
4. **OAK HARBOR MARINA RATE INCREASE – DISCUSSION & RECOMMENDATION:** (49:08) Based on Paul Sorenson’s (BST Associates) presentation, Harbormaster Sublet created a spreadsheet and explained the document to the Committee. Harbormaster Sublet, Parks and Recreation Director Smith, and the Committee discussed some of the current rates, proposed rate increases, discount

incentives, lack of amenities, marina redevelopment, and asking the City to put General Fund monies towards the Marina.

MOTION: (1:26:54) Committee Member Skubi moved to implement these increases and discontinue the things the Committee recommended discontinuing (namely proposed covered/uncovered 2x moorage rates 7-14 days June 1 – Sept 1) except to make a provision for discounted annual moorage (1 year contracts).

Vice-Chair Jones moved to amend the motion to do away with the things indicated (proposed covered/uncovered 2x moorage rates 7-14 days June 1 – Sept 1) and do away with the sign up for 12 months and pay for 11 months program. Committee Member Skubi stated he wanted to preserve some type of discount if locked into a year moorage contract.

Harbormaster Sublet suggested recommending the entire packet as presented and continuing the monthly payment on the annual moorage. Committee Member Skubi concurred.

Chair Hulett repeated the motion to adopt the proposed rate increases, discontinuing the 2x moorage rates, and retaining the annual discount spread out over 12 months for 2023, 2024, and 2025.

Harbormaster Sublet reviewed the upcoming calendar and how to move forward with the rate increase:

- City Council workshop presentation on June 28th to introduce the proposed rate increases
- July 1st newsletter to announce possible rate increase
- July 11th get City Council authorization
- August-September announce rate increase is going to happen through newsletter/email as done in the past
- October 1st implement new rates
- 2023 rates start October 1st
- 2024 rates start on January 1st – Committee Member Bradley questioned why rates couldn't run October – October.

Chair Hulett repeated Committee Member Skubi's motion to implement the recommended rates, discontinuing the recommended discontinuations (proposed covered and uncovered 2x moorage rates 7-14 days June 1 – Sept 1) except for making a provision for an annual contract (pay for 11 months over a 12 month period). (1:34:14)

Chair Hulett asked the Committee if they needed another meeting to validate the numbers, etc. It was discussed that June 28th is the next Council workshop where Paul Sorenson (BST Associates) will present the proposed rate increases.

Chair Hulett seconded the motion. Further discussion among the Committee Members and from Josh Ray ensued. Chair Hulett called for the vote on the motion, with two in favor (Hulett/Skubi) and two opposed (Bradley/Jones). The motion failed for lack of majority. (1:45:05)

Vice-Chair Jones suggested that the Committee come up with an improvement plan to let tenants know the benefits they will receive for the increased rates. A special work session was scheduled for June 14th at 6:00 p.m. in the Mayor's Conference Room at City Hall. This work session will be noticed.

Harbormaster Sublet suggested going through the proposals for each category. Vice-Chair Jones suggested that each Committee Member look at the proposals individually to see what rates look acceptable for each category and discuss it at the work session. Committee Members were to forward their ideas to Harbormaster Sublet, and to not comment on the information being provided until the noticed work session.

5. GENERAL MARINA UPDATE: (1:59:52)

- Launch ramp float being worked on.
- Floatation is due today.
- Cables are going to be shipped on June 14th.
- Crab season (TBD – possibly July 1).
- Mariner's Haven is still moving forward. Will keep Committee updated as things progress.
- Fuel pumps are back up and running.
- The Marina is becoming busier – Current hours 7 a.m. – 6 p.m. After 6 p.m., people can call the Marina hosts for assistance. The Marina Host information is provided online and on the Marina sandwich board.

6. MARINA ADVISORY COMMITTEE COMMENTS: (2:03)

- Committee members discussed their issues with Dockwa – getting a lot of emails, getting charged late fees even after payment has been made, etc.

7. NEXT MEETING: This item was not discussed.

8. ADJOURN: The meeting adjourned at 5:09 p.m. Executive Assistant Finkle ended meeting recording at 5:10 p.m.

Attest: Minutes taken by Sr. Administrative Assistant, Kim Perrine from the meeting video.