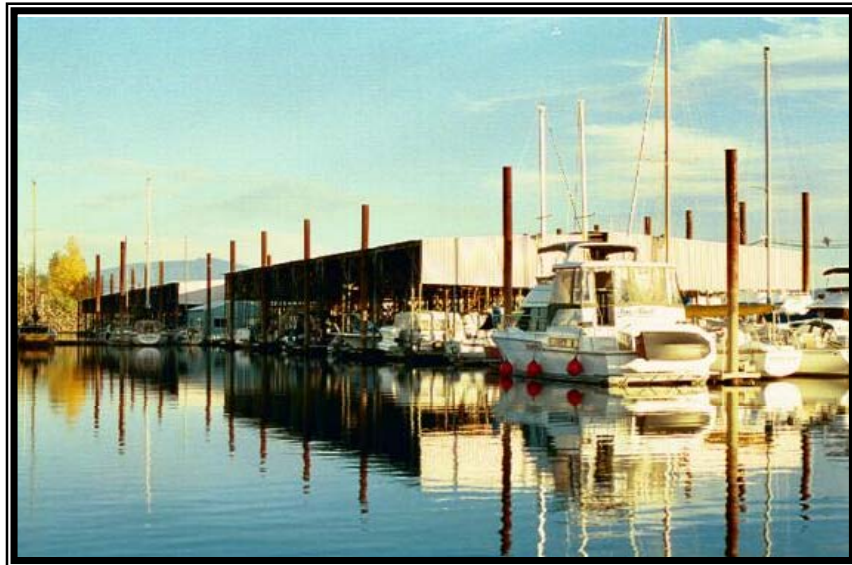


Port of Camas/Washougal



Marina Policy Manual

Revised March 1, 1997

TABLE OF CONTENTS

I. Introduction

050.101	Purpose
050.102	Application
050.103	Definitions
050.104	Authorization to Administer Policies
050.105	Applicable Statutes
050.106	Notification
050.107	Quiet Enjoyment
050.108	Access to Remoor
050.109	Open Public Records Act

II. Harbor Policies – General Public

050.201	Disclaimer of Liability
050.202	Vehicle Traffic
050.203	Unauthorized Persons
050.204	Fishing
050.205	Garbage
050.206	Behavior and Substance Abuse
050.207	Children
050.208	Pets
050.209	Overnight Camping

III. Boat Owners/Operators (Tenants)

050.301	Moorage Registration
050.302	Boat Identification
050.303	Launch Ramp Usage/Parking
050.304	Maneuvering
050.305	Seaworthiness
050.306	Access
050.307	Living Aboard
050.308	Subleasing
050.309	Laundry/Washing Requirements
050.310	Discharge of Sewage
050.311	Waste Oil Disposal
050.312	Moorage of Boats
050.313	Storage on Docks
050.314	Dinghies
050.315	Boat Maintenance
050.316	Signage
050.317	Fire-Fighting Equipment
050.318	Fuel Dock
050.319	Carts
050.320	Swimming and Diving
050.321	Optimum Utilization of Moorage
050.322	Inspection of Premises
050.323	Self-Fueling of Vessels

TABLE OF CONTENTS

Continued

IV. Moorage Waiting List – General Procedures

- 050.401 Policy
- 050.402 Application for Moorage Waiting List
- 050.403 Request for Size Change On Waiting List
- 050.404 Withdrawal From Waiting List

V. Moorage – Permanent

Moorage Assignment

- 050.501 Policy
- 050.502 Dimensional Considerations
- 050.503 Temporary Moorage for 20' Vessels
- 050.504 Responsibilities of Marina Tenants

Proof of Boat Ownership

- 050.505 Policy
- 050.506 Acceptable Documents
- 050.507 Sale of the Boat
- 050.508 Review by Legal Counsel

Gate Key Cards

- 050.509 Policy
- 050.510 Issue of Key Cards
- 050.511 Misplaced Key Cards
- 050.512 Replacement Key Cards
- 050.513 Deposit on Key Cards

Utilization/Sublease of Moorage

- 050.514 Policy
- 050.515 Time Limitations
- 050.516 Tenant Sublease
- 050.517 Port Sublease
- 050.518 Size of Boat
- 050.519 Responsibilities of Sublessee

Change of Berth Assignment

- 050.520 Policy
- 050.521 Request for Change of Berth Assignment
- 050.522 Purchasing a Larger or Smaller Boat
- 050.523 Assignment to Another Berth

Transfer of Moorage

- 050.524 Policy
- 050.525 Determination of Ownership
- 050.526 Moorage Reassignment

TABLE OF CONTENTS

Continued

VI. Moorage – Guest Registration and Special Events

050.601	Policy
050.602	Notification of Marina Office
050.603	Payments
050.604	Responsibilities of Fleet Captains/Committee Chairpersons

VII. Utilities

Electrical Power

050.701	Policy
050.702	Procedures
050.703	Billing
050.704	Proper Connections
050.705	Electrolysis

Sewage Disposal

050.706	Policy
050.707	Procedures

Water

050.708	Policy
050.709	Procedures

VIII. Customer Suggestions, Complaints, Disputes

050.801	Policy
050.802	Procedure
050.803	Disputes

Attachments

050.5A	Moorage Lease Agreement
050.5B	Proper Vessel Tie-Up
050.5C	Application for Moorage Waiting List
050.5D	Slip Dimensions

I. Marina Policies and Procedures - Introduction

050.101 Purpose Accepted: 3/1/97 Last Revision:

The purpose of these Policies and Procedures is to promote the safe and efficient operation of the Port of Camas/Washougal Marina and provide better service for boaters and the public.

050.102 Application Accepted: 3/1/97 Last Revision:

All users of the Port of Camas/Washougal Marina are subject to these Policies, Procedures and all Tariffs as promulgated by the Commissioners of the Port of Camas/Washougal.

050.103 Definitions Accepted: 3/1/97 Last Revision:

1. Breakwater Dock: Refers to the floating wave barrier on the south side of the Marina.
2. Equipment: Is defined as boat, car, trailer and all other personal material.
3. Marina: Includes water, land, air space and all buildings within the boundaries of the Port of C/W River Operations.
4. Marina Management: Refers to Marina Management of the Port of Camas/Washougal Marina, its agents and representatives.
5. Marina Tenant: Refers to a moorage agreement customer.
6. Moorage Agreement: Refers to the moorage lease agreement between the Port and Marina Tenant. See Attachment 4A: Moorage Lease Agreement.
7. Port: Refers to the Port of Camas/Washougal.
8. Port District Resident: A customer, user or tenant of the Port who lives within the Port of Camas/Washougal District Boundary and therefore pays property taxes to the Port.
9. Port District Non-Resident: A customer, user or tenant of the Port that does not live within the Port of Camas/Washougal District Boundary.
10. Tariff Schedule: Refers to the Port's posted rates and charges.
11. User: Is defined as any person, including boat owners/operators, Marina tenants and the public, entering the Marina.

050.104 Authorization to Administer Policies Accepted: 3/1/97 Last Revision:

1. The Port Commission authorizes Marina Management to enforce these Policies by written or verbal instructions.
2. Marina Management may request persons violating these policies to leave the Marina and/or may obtain assistance of law enforcement officers to protect property, lives or preserve the peace.
3. Marina customers who violate these Policies and Procedures may be subject to cancellation of moorage agreements, penalty charges, impoundment, and/or removal of equipment.
4. Charges for removal of equipment will be assessed against the boat and/or its owners.
5. Marina Management may interpret the reasonable intent of these Policies to carry out the purposes as intended.

050.105 Applicable Statutes Accepted: 3/1/97 Last Revision:

All Port, federal, state, county and municipal regulations, laws, and generally accepted safety standards apply to users of the Marina.

050.106 Notification Accepted: 3/1/97 Last Revision:

The Port does not accept the responsibility for mailing or delivery of Marina Policies and Procedures to its users. Notices will be posted at the information area at the top of the launch ramp as deemed appropriate. Copies of this Policy Manual are available upon request.

050.107 Quiet Enjoyment Accepted: 3/1/97 Last Revision:

Users have a right to quiet enjoyment in their use of Marina facilities. Boat owners may not maintain anything that may be dangerous to life, or limb, or permit any objectionable noise or odor from his equipment on the Marina premises, or which in any way may tend to create a nuisance or to unreasonably disturb any other user of the Port. Loud, boisterous, lewd or lascivious conduct is not permitted on Port property.

050.108 Access to Remoor Accepted: 3/1/97 Last Revision:

Any boat moored in the Marina that is in danger of loss or causing loss to the Marina or other boats may, at the discretion of Marina Management, be moved at boat owner's expense. The Port is not obligated to make such a move.

050.109 Open Public Records Act Accepted: 3/1/97 Last Revision:

The Port is a public agency, bound by the requirements of the Open Public Records Act (RCW 42.17). The lease agreements of the Port, and all information provided to the Port by tenants, is available for public inspection and copying upon request.

II. Boat Harbor Policies - General Public

050.201 Disclaimer of Liability Accepted: 3/1/97 Last Revision:

Anyone visiting or using the Marina or its facilities does so at his/her own risk. The Port does not assume any responsibility for loss or damage to property or persons within the Marina.

050.202 Vehicle Traffic Accepted: 3/1/97 Last Revision:

1. Management may establish reasonable traffic and parking regulations, including posting of signs and issuance of permits, as required for orderly handling of motor vehicles on Port premises.
2. A vehicle parked in violation of signs or regulations may be ticketed, or towed away and impounded. The vehicle will be released only after all charges and costs have been paid.
3. Parking areas are for the use of customers and persons involved with the use of Marina facilities.

050.203 Unauthorized Persons Accepted: 3/1/97 Last Revision:

Only persons authorized by Marina Tenants or conducting Port related activities are permitted on docks.

050.204 Fishing Accepted: 3/1/97 Last Revision:

Two areas have been designated for public fishing:

1. One is located on the east end of the Breakwater Dock.
2. The other is located on the south side of the Breakwater Dock.

Fishing inside the Marina is prohibited. Moorage customers may not fish from their own or any other boat in the Marina.

050.205 Garbage Accepted: 3/1/97 Last Revision:

Dumpsters are provided north of Gate 1 on the fire lane and at the top of the launch ramp for use by Marina Tenants, Port Office building tenants, and launch ramp users only. Dumpsters are not intended for disposal of personal belongings brought from home.

1. There is currently no charge for garbage service.
2. Deposit or discharge of garbage, trash, oil, fuel, debris and other materials in the water or on land areas of the Marina is not permitted.

3. Unauthorized Use: Unauthorized use of garbage dumpsters is considered a direct violation of "Theft 3 - Theft of Services" and is subject to citation.
4. Hazardous Waste: Ignitable, corrosive, reactive, toxic and substances listed as waste determined to be hazardous, are not be disposed of in garbage receptacles.

050.206 Behavior, Substance Abuse Accepted: 3/1/97 Last Revision:
Behavior which unreasonably disturbs or creates a nuisance for others in the Marina or on the premises adjacent thereto is not permitted.

Drinking of alcoholic beverages, except in licensed premises or on private vessels, and illegal use of drugs, are prohibited.

050.207 Children Accepted: 3/1/97 Last Revision:
Children under 10 years of age must be accompanied by a responsible adult, and all children under 12 must wear a personal floatation device while on floating Port property. The adult must be close enough to be able to lend assistance.

050.208 Pets Accepted: 3/1/97 Last Revision:
All pets must be on a leash in the Marina. Owners are responsible for proper clean-up and disposal of animal wastes.

050.209 Overnight Camping Accepted: 3/1/97 Last Revision:
Except where specifically designated and posted by the Port Commission, no overnight camping in vehicles, tents or otherwise is permitted on any Port property, except for special events with prior Port approval, subject to City of Washougal conditions and restrictions.

050.301 Moorage Registration Accepted: 3/1/97 Last Revision:
Owners/Operators of boats entering the Marina, whether moored or stored, must register and pay moorage charges, in accordance with the Port Tariff Schedule, either at the Marina Office or at the self-pay station at the east end of the breakwater dock. Rates are per the Tariff Schedule.

050.302 Boat Identification Accepted: 3/1/97 Last Revision:
1. All boats entering the Marina shall have valid registration as required by U.S. Coast Guard or applicable state law. The Port reserves the right to require proof of ownership.
2. Failure to comply may be cause for refusal of, or termination of, moorage.

050.303 Launch Ramp Usage/Parking Accepted: 3/1/97 Last Revision:
A launch ramp usage/trailer parking fee has been implemented by the Port Commissioners. A ticket dispenser is located at the top of the launch ramp. Rates are per the Tariff Schedule.

Marina tenants are exempt from the launch ramp fee. If a tenant wishes to use the launch ramp, he/she is required to obtain an annual permit from the Marina Office.

050.304 Maneuvering Accepted: 3/1/97 Last Revision:
1. The Port defines all Marina water areas north of and inside the breakwater dock as narrow channels, as defined by the U.S. Inland Rules of the Road. Therefore, a vessel of less than 20 meters (65.6 feet) in length or a sailing vessel shall not impede the passage of a vessel that can safely navigate only within a narrow channel or fairway.

2. The movement of boats within the moorage area must be for the purpose of mooring, entering or leaving a slip, or accessing the launch ramp only; random cruising by motor vessels is not permitted. Sailing vessels are requested not to sail in the Marina.
3. Boats, vehicles, property, gear or equipment must be parked, stored, moored or maneuvered in a safe and orderly manner.
4. The boat harbor speed limit is NO WAKE speed.

050.305 Seaworthiness Accepted: 3/1/97 Last Revision:

When Marina Management has probable cause to believe that a boat is unseaworthy, Marina Management will notify the owner and arrange a joint on-board inspection, not to exceed 10 days from notice.

050.306 Access Accepted: 3/1/97 Last Revision:

1. A boat owner must grant permission when requested for an on-board inspection of his boat by Marina Management or U.S. Coast Guard Boarding Officer, or be deemed in noncompliance with the above article.
2. Boats which, because of their size, condition, or construction, are deemed by Management to be hazardous to Marina property or other boats will not be granted moorage.

050.307 Living Aboard Accepted: 3/1/97 Last Revision:

Living aboard boats in excess of 4 consecutive days in a 10-day period, while moored in the Marina, is prohibited.

050.308 Subleasing Accepted: 3/1/97 Last Revision:

Subleases over 30 days require written approval by Management. See "Sublease of Moorage".

050.309 Laundry/Washing Requirements Accepted: 3/1/97 Last Revision:

1. Biodegradable soap is required for dishes and other cleaning on board vessels.
2. Discharge in the Marina is discouraged because of residue and discoloration

050.310 Discharge of Sewage Accepted: 3/1/97 Last Revision:

Discharge of sewage from toilet facilities on any boat while in the Marina is prohibited and will result in automatic termination of moorage and/or lease.

050.311 Waste Oil Disposal Accepted: 3/1/97 Last Revision:

An oil dump station is located in the fenced garbage area at the top of the launch ramp. Disposal of used oil acceptable to the recycle is permitted.

050.312 Moorage of Boats Accepted: 3/1/97 Last Revision:

Boat owners are responsible for adequate fendering to protect Marina facilities and adjacent vessels and for securely mooring their boats with adequate bow, stern and spring lines. Two or more lines are required. See Attachment 4A. No lines shall cross walkways or be tied to the 4x4 structural members. Boat owners may provide their own bumper material along the dock, provided no tires, carpeting, or other moisture absorbing and retaining materials are used. Acceptable bumper materials would be: Teflon stripping or commercial rubber bumpers. Port retains the right to approve the bumpers.

050.313 Storage on Docks Accepted: 3/1/97 Last Revision:

1. Boat owners, operators, crew or guests using the Marina are required to keep their boat, dock box and the pier or finger in the vicinity of their boat shipshape.

2. Storage of oily rags, open paints or other flammable or explosive material in dock boxes, or other Marina facilities is not permitted.
3. All dock boxes installed after January 1, 1997, must be similar to those available through the Port office.
4. Dock boxes are available for rent through the Port Office. Rates are per the Tariff Schedule.

050.314 Dinghies Accepted: 3/1/97 Last Revision:
Dinghies may be tied to the dock box and, if small enough, may be kept in the water ahead of the boat. Dinghies are not permitted to tie off behind a moored vessel.

050.315 Boat Maintenance Accepted: 3/1/97 Last Revision:
Major repair work or outfitting, spray painting, sandblasting, welding or burning (i.e., barbecuing, etc.) on boats is not permitted without specific approval of Management.

050.316 Signs Accepted: 3/1/97 Last Revision:
Approval:

1. Signs posted on boats in the Marina must meet the guidelines established by Marina Management.
2. Management reserves the right to remove signs which, in their opinion, are not in keeping with the purpose and policies established by the Marina.

Signs Displayed on Boats:

1. Size: Outside dimensions are limited to 2'x 2'.
2. Location: Signs must not extend beyond the bow or stern nor be higher than the top of the cabin roof or 5' above deck on boats without cabins.
3. Content: Signs may contain the following:
 - Names
 - Price
 - Telephone numbers
 - The words "For Sale", "Charter", "For Rent"
 - Other specific information pertaining to the boat on which the sign is displayed.
4. Electrical Lighting: Signs are not to be illuminated with electrical lighting of any type.

Port Bulletin Boards:

1. Size: Signs posted on Port bulletin boards are limited to 3"x 5" unless prior arrangements are made. The Port will install all signs.
2. Content: Signs advertising materials, products, services, events, etc. related to boats and boating may be posted on Port bulletin boards.

Handbills:

Distribution or posting of handbills is not permitted in the Marina.

050.317 Fire-Fighting Equipment Accepted: 3/1/97 Last Revision:
Fire hoses and other fire-fighting equipment are to be used only for fighting of fires, or for training by the Washougal Fire Department.

050.318 Fuel Dock Accepted: 3/1/97 Last Revision:
It is the policy of the Port to require that fueling be conducted in a safe manner to minimize loss to facilities and the environment. Mooring on the Fuel Dock for other than fueling is prohibited.

050.319 Carts Accepted: 3/1/97 Last Revision:

The Port provides gear carts for tenants' use. Carts should be promptly returned to their proper storage area after use.

050.320 Swimming, Diving Accepted: 3/1/97 Last Revision:

Swimming and diving in the Marina is prohibited, except for divers employed in working on the underwater portions of vessels or employed by the Port.

050.321 Optimum Utilization of Moorage Accepted: 3/1/97 Last Revision:

Management reserves the right to move boats for the protection of life or property or best utilization of Marina facilities. Management also may temporarily relocate a boat for repairs, etc. to Marina facilities. Every effort will be made to notify the owner, but notice is not required.

050.322 Inspection of Premises Accepted: 3/1/97 Last Revision:

1. Port reserves the right to inspect vessels on 10 days notice.
2. Failure to inspect does not create any responsibility for the Port.

050.323 Self-Fueling of Vessels at Slip Accepted: 3/1/97 Last Revision:

Self-fueling of vessels from portable containers (i.e., gas cans or the like) in the Marina, other than at the fuel dock, is prohibited to avoid risk to other vessels and the environment. Self fueling is not allowed at the launch ramp. Boat owner shall assume responsibility for clean up of any spills.

IV. Moorage Waiting List - General Procedures

050.401 Policy Accepted: 3/1/97 Last Revision:

It is Port Policy to process the Waiting List by priority and date of application and moorage is assigned in that order, with consideration given to overall length, beam, draft and operating characteristics of the vessel. Priority on the Waiting List shall be in the following order:

1. Tenant/Resident of Port District.
2. Tenant/Non-Resident of Port District.
3. Non-Tenant/Resident of Port District.
4. Non-Tenant/Non-Resident of Port District.

050.402 Application for Moorage Waiting List Accepted: 3/1/97 Last Revision:

1. Customers desiring to be placed on the Waiting List for moorage must fill out an application which is available in the Marina office. See Attachment 4B: Moorage Waiting List Agreement.
2. Each application must be accompanied by a Waiting List Deposit (per Tariff Schedule), applied as follows:
 - a. The entire deposit will be applied to the first month's moorage when a slip is assigned; or
 - b. If applicant is removed from the Waiting List, for whatever reason, a portion of the deposit will be retained to cover administrative costs and is non-refundable.
3. Applicants will be offered a slip a total of three times. The second time moorage is offered and applicant fails to accept or cannot be contacted within five (5) business days of the date moorage is offered, applicant will be moved to the end of the Waiting List. Applicant will then be offered moorage one more time and if a slip is not assigned, applicant will be removed from the Waiting List and the appropriate refund will be made.
4. Applicants are responsible for keeping the Marina office advised of current address and telephone numbers.

5. It is the applicant's responsibility to provide an alternate contact for use by the Marina office in the event that moorage becomes available and the applicant temporarily cannot be reached at the address listed on the application.

050.403 Request for Size Change On Waiting List Accepted: 3/1/97 Last Revision:

If an applicant purchases, or plans to purchase, a larger or smaller boat while on the Waiting List:

1. The applicant will be moved to the proper slip size category of the Waiting List.
2. The applicant's position on the proper size list will be determined by the date the applicant's name was first placed on the Waiting List.

NOTE: However, if the applicant has become a Marina Tenant and assigned a slip, he/she will not be eligible to move to another size slip until such time as his/her name would have come to the top of that size waiting list. See "Change of Berth Assignment".

050.404 Withdrawal From Waiting List Accepted: 3/1/97 Last Revision:

1. As a courtesy to the Port and to others, it is requested that the Port be notified when you wish to withdraw from the Waiting List.
2. The Waiting List deposit, minus administrative costs, will be refunded when requests for withdrawals are made prior to moorage being offered.

V. Moorage - Permanent Moorage Assignment

050.501 Policy Accepted: 3/1/97 Last Revision:

Unless other circumstances prevail, a boat's overall length, including of bow sprints and swim platforms, must be: within 4 feet of the slip length from walkway to end of finger, if boat is shorter than slip; or within 1 foot of the slip length if boat is longer than slip. Port Management will consider the defining factor to be the measurement of the overall boat length, including accessories.

050.502 Dimensional Considerations Accepted: 3/1/97 Last Revision:

1. Moorage is assigned by Marina Management with regard to a vessel's overall length, beam, draft and operational characteristics, in relation to the moorage's characteristics, etc.
2. Boats presently in berths that do not meet dimensional criteria may be moved at convenience of Management.
3. Overhang-either fore or aft-of boats in berths is not allowed for safety reasons or impact on other vessels.
4. Management may measure vessels when necessary, and/or view the vessel in place.

Exceptions to this policy may be granted by Management, but are the exception, not the rule.

Exceptions will be granted only for the following:

1. Beam or draft of vessel;
2. Operating characteristics of vessel;
3. Characteristics of the slip, i.e., swift current access restrictions, low water issues, etc.
See Attachment4C for slip dimensions.

050.503 Temporary Moorage for 20' Vessels Accepted: 3/1/97 Last Revision:

A smaller boat may temporarily occupy a 25' slip, paying the 25' rate, with the tenants' understanding that the boat will be relocated to the correct size slip when one becomes available. No relocation fee will be charged.

050.504 Responsibilities of Marina Tenants Accepted: 3/1/97 Last Revision:

1. Marina tenants may be required to provide copies of current Coast Guard documentation or state registration as proof of boat ownership.
2. Boat owners who are assigned permanent moorage and do not have a boat of record will have 120 days, from the date of occupancy, to have a boat of record in berth and provide proof of boat ownership.
3. If the above conditions are not met, the moorage agreement may be terminated.

Proof of Boat Ownership

050.505 Policy Accepted: 3/1/97 Last Revision:

Marina Management will make frequent inspections to ensure that the boat in an assigned berth is the boat noted on the lease. This "inventory" does not verify ownership, but is merely a tool in assisting in Marina Management to minimize abuse of use. Unauthorized users may be charged with "Theft of Services".

050.506 Acceptable Documents Accepted: 3/1/97 Last Revision:

The following documents are recognized by Management as acceptable proofs of ownership. Management may request additional documents as necessary to establish clear ownership.

1. Current Coast Guard documentation listing registered owner(s), and/or,
2. Current State Boat Registration listing registered owner(s).

050.507 Sale of the Boat Accepted: 3/1/97 Last Revision:

Use of the designated berth is personal to the Marina tenant. A person purchasing the boat or any partner or other interest therein from the customer will not necessarily acquire any rights to the moorage agreement.

Upon sale of the boat, the customer must terminate the moorage agreement or purchase another boat within 120 days of the sale and provide current proof of boat ownership documents for the new boat. The new owner may take over the slip with the approval of the Port, which will not be unreasonably withheld.

050.508 Review by Legal Counsel Accepted: 3/1/97 Last Revision:

Customer files and such additional documentation as requested by legal counsel may be submitted to the Port's legal representative for review.

Gate Card Keys

050.509 Policy Accepted: 3/1/97 Last Revision:

It is the policy of the Port to maintain the Marina as a secured area and to, therefore, limit access to the Marina's moorage slips to Marina tenants only. Gate card keys will be issued to Marina Tenants only.

050.510 Issue of Gate Card Keys Accepted: 3/1/97 Last Revision:

1. Marina tenants can be issued a maximum of four card keys upon signing his/her moorage agreement.

2. Sublessees, guests, sales personnel, repairmen or employees of business firms performing work on vessels moored at the Marina are to obtain card keys from the vessel owner.
3. In an emergency, a card key may be loaned to a non-tenant through the Port office, but only with the express permission of the Marina tenant.

050.511 Misplaced Card Keys Accepted: 3/1/97 Last Revision:

In the event that a Marina tenant misplaces his/her card key, a key may be temporarily signed out of the Marina office upon surrender of driver's license or similar identification.

050.512 Replacement Card Keys Accepted: 3/1/97 Last Revision:

Marina tenants may obtain replacement keys in the Marina Office. Damaged keys will be replaced at no charge. Lost keys will be replaced upon receipt of deposit for replacement key.

050.513 Deposit On Gate Card Keys Accepted: 3/1/97 Last Revision:

A deposit is required for each gate card issued. (See Tariff Schedule.) The deposit will be refunded in full when the gate card key is returned upon termination of moorage agreement. Refund will not occur before or during termination of moorage agreement.

Utilization/Sublease of Moorage

050.514 Policy Accepted: 3/1/97 Last Revision:

Due to demand for moorage, it is necessary that the Port establish strict controls to monitor the use of moorage and enforce these controls by requiring certain time limitations for subleasing and vacancy.

The purpose of subleasing moorage space is to encourage maximum utilization of each berth and establish guidelines for what constitutes utilization.

050.515 Time Limitations Accepted: 3/1/97 Last Revision:

1. Required time in berth: Marina Tenants are required to have their boat in the assigned moorage for 5 months in any 12 month period. In order to receive credit for utilizing the moorage for any calendar month, they must be in berth for at least 7 days that month. If this criteria is not met, the berth shall be considered vacant for that month. Utilization can be documented by the Marina office records for that berth and/or by customer records.
2. Allowing someone to use the berth for 30 days or less: Marina Tenants may allow use of their berth by another boater for a maximum of 30 days in any 12 month period (Tenant Sublease) without completing a sublease agreement. However, it is important to provide the Marina office with the following information about the boat using your berth.
 - A. Boat name or number.
 - B. Boat owner's name.
 - C. Emergency phone number.
 - D. Length of stay.
 - E. Boat type, length and beam.
3. Subleasing the berth: Subleasing of a berth through the Port (Port Sublease) is allowed for a maximum of 7 months in any twelve 12 month period, inclusive of any unapproved 30 day period and vacant time.

050.516 Tenant Sublease Accepted: 3/1/97 Last Revision:

1. Subleasing of any berth or space within the Marina by the Marina tenant, for a period of more than 30 days, without following Port procedures, is prohibited.
2. Anyone subleasing space, or attempting to retain the leased berth, without a boat registered in the Marina tenant's name will automatically lose continued right to occupy the leased berth.
3. Under a Tenant Sublease, the Marina tenant is responsible for all charges that accrue to the Port.
4. The Marina tenant may not charge the sublessee more than the prevailing moorage rates.
5. The Marina tenant is ultimately responsible for removal of the sublessee's boat from his/her berth at expiration of the 30-day period, when the boat of record should return to its assigned berth.
6. When a sublessee's boat remains in berth after the expiration of the 30-day period, the sublessee's boat may be declared an unauthorized boat and may be impounded.
7. Penalty charges, plus the current guest moorage rate, may be assessed the Marina tenant.
8. Marina tenants are responsible for providing a gate key for their sublessee's use.

050.517 Port Sublease Accepted: 3/1/97 Last Revision:

1. A Marina tenant who will be vacating leased space for a period of more than 30 days may release the space for subletting by the Port for the period of vacated time. The Port will attempt to sublease the space on a temporary basis.
2. Sublessee will be responsible to complete a sublease with the Port to be approved by the Executive Director.
3. Sublessee is responsible for paying the full normal monthly fee to the Port. Marina tenant is responsible for paying half of the normal monthly rental to the Port in order to retain continued right to occupy the berth.

050.518 Size of Boat Accepted: 3/1/97 Last Revision:

1. Sublease boats must be of comparable length and beam to permanent moorage boats. Exceptions may be made with the approval of Port Management.
2. Sublease boats must not exceed the length of the berth.
3. Management may measure boats when necessary.

050.519 Responsibilities of Sublessee Accepted: 3/1/97 Last Revision:

1. All Sublessees, whether under a Tenant Sublease or Port Sublease, are subject to the same regulations and procedures as Marina Tenants.
2. Second-party subleasing is not permitted and may be cause for termination of the sublease agreement.

Change of Berth Assignment

050.520 Policy Accepted: 3/1/97 Last Revision:

It is the policy of the Port of Camas/Washougal to allow Marina tenants to request changes of berth assignments. The Port office will satisfy requests and make changes in berth assignments as may be possible, while meeting the operational requirements of the Marina.

050.521 Request for Change of Berth Assignment Accepted: 3/1/97 Last Revision:

1. Marina Tenants desiring a change in berth assignment must notify the Marina office in person or in writing.

2. Each time a Marina Tenant is reassigned from one berth to another, a Tenant Relocation Fee will be charged. (See Tariff Schedule)

050.522 Purchasing a Larger or Smaller Boat Accepted: 3/1/97 Last Revision:

1. If a Marina Tenant plans to purchase a larger or smaller boat which will not meet the requirements for the customer's assigned berth as established by the "Permanent Moorage Assignment Policies - Dimensional Considerations", a request to change to an appropriate size berth must be submitted to the Marina office.
2. If a Marina Tenant has already purchased a new boat that does not meet the dimensional criteria of the berth, the new boat will not be permitted to be placed in the berth. The customer must:
 - A. Immediately request a change in berth assignment, AND
 - B. Consider subleasing the current berth as allowable by the procedures for subleasing, until an appropriate size berth is available. See "Utilization/Sublease of Moorage".

050.523 Assignment to Another Berth Accepted: 3/1/97 Last Revision:

Every effort will be made, within the parameters of this policy and in fairness to others who have requested berth changes or are on the waiting list, to assign the Marina tenant to an appropriate size berth.

1. A Marina tenant may submit a request to change berths if the customer wishes to move to another berth of the same size whether or not a new boat is purchased. The Marina office will determine the urgency of the request and prioritize that request accordingly. Relocation of the boat is subject to the Tenant Relocation Fee referred to above.
2. The Marina tenant will have a total of three opportunities to accept or refuse before his/her name is removed from the Waiting List. If the Marina tenant is unavailable or is not ready to accept the requested change of berth when offered, another customer's change request will be considered. See "Moorage Waiting List".

Transfer of Moorage

050.524 Policy Accepted: 3/1/97 Last Revision:

In keeping with policy established by the Port, assigned moorage is personal to the tenant of record and may not be assigned or transferred to any person or entity except as follows: upon the death of the tenant of record, moorage rights may be passed to an immediate member of the family, namely the spouse, child, father or mother. A person purchasing a boat from a customer of the Marina does not necessarily acquire the seller's moorage space. In order to obtain the seller's moorage within the Marina, the new owner must receive consent of the seller and Port Management.

050.525 Determination of Ownership Accepted: 3/1/97 Last Revision:

Documents defining ownership of the boat and the relationship of the family member to the deceased (birth certificate, marriage certificate, etc.) may be required by Marina Management.

050.526 Moorage Reassignment Accepted: 3/1/97 Last Revision:

Upon submission and approval of these documents, moorage will be reassigned as specified in the Will.

VI. Moorage - Guest Registration/Special Events

050.601 Policy Accepted: 3/1/97 Last Revision:

It is the policy of the Port to accommodate organized or special groups of vessels such as regattas and races, subject to space availability on the guest dock.

050.602 Notification of Marina Office Accepted: 3/1/97 Last Revision:

1. Chairpersons of events requiring special moorage spaces or other arrangements must request their needs in writing ten (10) days prior to the event.
2. Requests will be accepted from chairpersons only.
3. Requests must identify the following:
 - A. Actual dates for the event.
 - B. Number and approximate size of boats requiring moorage for each event.

050.603 Payments Accepted: 3/1/97 Last Revision:

1. Participants must complete a guest moorage envelope in detail and write the name of the event across the top of the envelope in order to qualify for any special rate offered.
2. Payment must be received prior to the event. Yacht club users may pay for all members attending the function with one check, should they wish to do so.

050.604 Responsibilities of Fleet Captains and/or Committee Accepted: 3/1/97 Last Revision:

1. Fleet captains and/or committee chairpersons are required to maintain close communication with Marina Management for all events.
2. Fleet captains are responsible for their group's compliance with Marina Regulations and Procedures for normal yachting etiquette.

V. Utilities

Electrical Power

050.701 Policy Accepted: 3/1/97 Last Revision:

The Port of Camas/Washougal specifically does not guarantee: continuity of electric service to any vessel, the characteristics of any service that is provided, or the characteristics of the vessel circuit breaker.

All service connections between the Port of Camas/Washougal outlets and the vessel, and all utilization equipment on the vessel shall conform with the State of Washington Electrical Code. All electrical installations are considered Port property.

050.702 Procedures Accepted: 3/1/97 Last Revision:

Most all berths are provided with 110 volt service (20 amp or 30 amp), circuit breaker and meter. Boats moved at Port convenience will be furnished equivalent power outlets.

Marina Tenants are expected to follow the procedures contained herein regarding operation of equipment to ensure safe and proper use of the electric service provided.

050.703 Billing Accepted: 3/1/97 Last Revision:

1. Marina Tenants/Metered:
 - A. Meters are read and billed every three (3) months and on termination of the moorage agreement.
 - B. Rates are per the Tariff Schedule
2. Marina Tenants/Non-Metered:
 - A. For electrical usage in non-metered slips, the tenant shall prepay for a one year period.
 - B. Rates are per the Tariff Schedule.

050.704 Proper Connection Accepted: 3/1/97 Last Revision:

Cords and Adapters:

1. Most receptacles are twist-lock. To obtain power from shore-to-boat, push plug into receptacle and twist to right, tightly. Always turn counterclockwise before trying to unplug.
2. Check for proper connection periodically. This can eliminate expensive replacement of cords, caps and receptacles.
3. Be sure your cord or adapter is the same amperage as the receptacle. Information as to which type of cord or adapter will fit at your berth can be obtained in the Marina office.
4. Do not wrap cords around meter posts. Use a cup hook. This will give the cord enough moving room to adapt to changing tides and does not put strain on the cord, the post, the box or the receptacle.

050.705 Electrolysis Accepted: 3/1/97 Last Revision:

Electrolysis is usually caused by direct current produced by a vessel. The Port provides properly grounded, alternating current to each slip. Tampering with, or changing power supplies is prohibited. Excessive electrolysis damage, receptacles showing excessive wear, or faulty wiring shall be reported to the Harbormaster. Shore tie-cords shall be kept out of the water. Marine approved and matching size twist lock plugs must be used. Through-hull power receptacles shall not have hull bonding straps.

Precautions:

1. Accidental connection to the shore power ground is the single most contributing factor to possible accelerated zinc anode consumption and corrosion damage.
2. A/C equipment aboard the boat should be completely isolated from any D/C equipment.
3. Remove both the negative and positive terminals from any 12-volt battery when charging with shore power unless the battery has a built-in isolation transformer.
4. Maintain the existing or install a cathodic protection system.
5. Check zinc anodes annually and replace if consumed.
6. Avoid installing dissimilar galvanic cells.

Sewage Disposal

050.706 Policy Accepted: 3/1/97 Last Revision:

A sanitary pump is provided by the Marina for pumping sewage from the holding tanks of boats.

050.707 Procedures Accepted: 3/1/97 Last Revision:

1. Location: The sanitary pump is located at the end of the fuel dock.
2. Charges: There is no charge for using the pump-out. Operators may be required to sign a log for record purposes each time the pump is used.

3. Operation of Pump: The sanitary pump must be properly flushed to clear line of sewage. During freezing weather the pump may be kept out of operation to prevent damage from freezing.
4. City Regulations: Pumping any substance other than sewage is a violation of City of Washougal Municipal law. Violators are subject to penalties.

Water

050.708 Policy Accepted: 3/1/97 Last Revision:

The Port of Camas/Washougal specifically does not guarantee continuity of water service to the Marina, or the characteristics of the water provided. It is the policy of the Port to provide water service to the majority of permanent moorage berths throughout the marina, within reasonable expectations, weather permitting.

050.709 Procedures Accepted: 3/1/97 Last Revision:

1. Charges: There is currently no additional charge for water usage. Tenants are required to provide their own hose(s).
2. Winter Closure: During the winter months, the water system is shut off and drained. Water can only be obtained at the entrance of Gate 3, near the staging area.

VIII. Customer Suggestions, Complaints, Disputes

050.801 Policy Accepted: 3/1/97 Last Revision:

As a municipal corporation and public service agency, the Port is sensitive to and is obligated to take action on the valid suggestions and complaints of its customers. It is the intent of the Port to encourage customers to contribute to the efficient operation of the Marina by following the Policies and Procedures established for this purpose.

050.802 Filing of Suggestions and Complaints Accepted: 3/1/97 Last Revision:

Customers should submit any suggestions, comments, and/or complaints directly to the Port office or by depositing in the mail slot next to the front door.

050.803 Disputes Accepted: 3/1/97 Last Revision:

1. Differences of opinion regarding the interpretation of these regulations, policies and procedures should be brought to the attention of the Port Maintenance Supervisor.
2. If the matter cannot be satisfactorily resolved, it should then be submitted, in writing, to the Port's Director.
3. Matters which remain unresolved at this point will be referred to the Port's Board of Commissioners.

Attachments

- Attachment 5A: Moorage Lease Agreement
- Attachment 5B: Proper Vessel Tie-Up
- Attachment 5C: Application for Moorage Waiting List
- Attachment 5D: Slip Dimensions