Meeting Notes Harbor Craft Subgroup – January 5, 2011

Attendees: Ron Stuart, Brandon Whitaker, Sheila Helgath, Tim Sexton, Charlie Costanzo, Leslie Hughes, Guiselle Aldrete, Carole Cenci

A summary of the revised methodology for collecting activity data and calculating emissions was reviewed and edited by the group. The revised summary is included with these notes. Carole will edit the methodology section to correspond to the summary and forward it to Ron for his review prior to submission to Starcrest.

Starcrest reviewed an example data file from Washington State Ferries with the group.

Starcrest reviewed the "Data Collection Matrix" with the group. It is a spreadsheet identifying all the companies that have harbor vessels and their home ports. The group agreed that Starcrest will fill in the home port for each company and then forward the Matrix to the IDMs. The IDMs will then indicate for which companies they will be responsible. The IDMs will return the completed matrix to Starcrest within a week of receiving it. The companies that do not have an IDM assigned to them will be reviewed by the Harbor Craft Subgroup to determine how the data for these companies will be collected.

Action Items/Next steps:

- 1. Starcrest will send sample email for data collection to the team.
- 2. Ron will contact Ports of Seattle, Olympia and possibly Anacortes to review the Data Collection Matrix and let them know what we decided at the meeting today.
- 3. Starcrest will complete the "home port" section of the Data Collection Matrix and forward the completed file to the port and ferry IDMs.
- 4. Each IDM will identify for which companies they can be responsible for collecting data and return the completed matrix to Starcrest. This is to be complete by January 12, 2011.
- 5. Starcrest will review the completed matrices from the IDMs and give the team recommendations on which of the unclaimed companies are worth pursuing.
- 6. Our next meeting will be in approximately two weeks to review the companies that are not assigned and determine how to proceed with them.
- 7. Once all companies are assigned, Starcrest will forward the data files for each company to the assigned IDM.
- 8. Ron will determine how to manage the project budget for each IDM working with Starcrest directly on questions related to data collection.
- 9. Starcrest will work with Sheila on how to apply load factors to the ferries.
- 10. Starcrest will work with Leslie to determine the best method for obtaining data from the commercial fishing companies

Harbor Craft Methodology Summary

Types of vessels covered:

- Three types of vessels: harbor craft, recreational vessels and tank barges
- Harbor craft includes all types of tugs, commercial fishing boats, ferries, excursion, government (not including Navy), pilot boats, workboats

Responsibility for data collection:

Harbor craft and tank barges -

- Funding ports will collect data for all types of vessels within their boundaries, including tugs, commercial fishing, excursion, government, pilot, and work vessels.
- Companies whose vessels travel to multiple funding ports will be divided up among the ports for data collection.
- Washington State Ferries will collect data for their ferries.
- Non-funding port data and private ferry data will be collected by Starcrest if budget allows.

Recreational Vessels -

- Funding ports will collect data for boats at their marinas.
- As budget allows, Starcrest will collect data for marinas at non-funding ports and private marinas.

Process for data collection:

Harbor craft except commercial fishing vessels -

- For funding ports and ferries, Starcrest will provide 2005 data collection sheets to each IDM to use to collect 2011 data
- For non-funding ports, Starcrest will collect data as budget allows

Commercial fishing vessels -

- For funding ports, NPFVOA and Starcrest will provide contacts for IDMs and they will collect the data
- For non-funding ports, Starcrest will collect data as budget allows
- Use Marine Exchange data that Starcrest is collecting for ocean going vessels

Recreational Vessels -

- Starcrest will provide funding ports with list of marinas
- Slip count will be determined and assumed equivalent to boat count. For docks where space is rented by the foot, an average boat length will be determined and an equivalent slip count calculated from that.

Process for emission calculations:

- Emission calculations for all vessels of all types will be done by Starcrest based on activity data collected by the IDMs

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