

**Port of Hood River**  
**MARINA AD-HOC COMMITTEE MEETING MINUTES**  
**Thursday, October 27, 2016 – 8:00 a.m.**  
**Marina Center Boardroom**

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***THESE MINUTES ARE NOT OFFICIAL until approved at the next regular meeting.***

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Present: Committee members Steve Carlson, Lance Staughton, Josh Sceva, and Steve Tessmer; Commissioner Brian Shortt; Michael McElwee, and Laurie Borton from staff.

Absent: Member Jaime Mack; and from staff, John Mann

Guest: None

The meeting was called to order by Chairman Brian Shortt at 8:00 a.m.

1. **Additions to Agenda:** None.

2. **Approve Minutes:**

Motion: Approve minutes of August 18, 2016 meeting.

Move: Carlson

Second: Sceva

Vote: Unanimous

3. **Marina Manager Report, Laurie Borton:**

- Rates for 2017 will need to be verified by CFO Fred Kowell. A third year increase of 6% is assumed; CPI is unknown. Rather than a 20% 'rate shock,' three years of rate increases was forecast for 2015, 2016, and 2017.
- Rules proposed for 2017 were discussed. Ideally Marina Moorage Rules & Regulations should be sent with the notice of rates for the coming year. The Committee recommended this discussion be calendared for a September discussion. [Note: a request of the Committee was made at the August meeting to review current rules and submit new or modified regulations they believed should be considered.] One change that will affect revenue is the way in which subleases would be handled. There is currently a split on sublease revenue with the tenant receiving a 50% credit and the Port retaining 50%. There was discussion to consider a change in charging an administrative fee only; the Port, however, would still need to approve a sublease and ensure proper documentation is received. Other changes discussed were for clarification only.

4. **Facilities Manager Report, John Mann (absent):**

- North C Dock Electrical Update: McElwee reported the cause of the breaker tripping remains a mystery as there is no regularity or pattern. While parts have been reordered three times, installation of the GFCI pedestal breakers started October 26 with "high" power users first, then breakers installed for "medium" users, with low/no electrical users last. Oversight of the issue continues on a daily basis with updates emailed to north C Dock tenants generally every Friday.

5. **Dock Walks:**

- A Dock - Sceva reported the dock generally looks good but suggested a reminder be sent out requesting the docks be cleared off for the approaching winter season. Sceva commented the hose reel that was installed by Steve Carlson works great.
- B Dock – Staughton recommended marking the location of swim ladders by stenciling the docks and/or use of brightly painted piling markers.
- C Dock – Carlson reported on a number of cord issues (undersized, hanging in the water, wrong plug-ins, homemade cords not weather-protected, short cord lengths). A note zip-tied to a non-conforming cord was suggested stating, for example, "be respectful of neighboring boats; power will be shut off until issue is resolved to

Port's satisfaction." Carlson also said cord holders screwed onto the whalers would be an inexpensive way for tenants to manage their power cords.

- Boathouse Dock – Tessmer reported that recent leveling of the dock looks good and he had no issues to report.
- Shell Dock - Sceva reported that leveling of this dock will be a work in progress. He inquired about the addition of a small dock on the east end to assist in launching but also commented that such a dock would be too inviting to swimmers.
- South Basin Dock – Sceva reported the third (last) canoe would be removed from the dock this coming weekend.
- Guest Moorage Dock – Shortt commented that more attention needs to be paid to the guest and fuel docks, such as vegetation removal and frequent inspection of whalers (screws are working themselves out of the rails and cleats need tightening).

To maximize meeting time, the suggestion was made to provide dock walk reports prior to the meeting for inclusion in the agenda.

#### 6. Discussion Topics

- HRYC Report on South Basin Dock Management: Staughton reported there is a sense that the Yacht Club is happy with the space and that they are fine continuing the lease in 2017 with some minor changes (for example, HRYC had limited timing/use of school program this year so leasing to HRYC in 2017 was questioned; offer 2017 seasonal lottery earlier in the year so HRYC receives that revenue). Staughton and Lars Bergstrom will be invited to the December 13 Commission meeting to provide a more detailed report.
- Observations of Near- and Long-Term Marina Planning: Shortt apologize to the Committee that Marina planning had taken a back seat to bridge issues this year. McElwee commented that Carlson's email was thoughtful and suggested convening a December or January meeting to focus on his comments [see attached text from September 15 email]. Tessmer commented that enough ideas and priorities had been generated from last November's 'visioning' he would like to see the permitting process begin and suggested inviting guests from USACE/OSMB, etc. to Committee meetings. Staughton also commented that with the irregularity of meetings that time was spent putting out fires rather than time spent on planning. Sceva suggested getting back to a monthly meeting with every other month focused on planning and/or discussions with invited guests. There was also the suggestion of creating a 12-month calendar of meeting dates (still the third Thursday of each month at 8 a.m.) and making a notation of when discussions on specific items should begin (i.e. rules/rates in September with final recommendations in October).

#### 7. Next Meeting: Thursday, November 17, 2016, 8:00 a.m., Marina Center Boardroom.

The meeting was adjourned by Chairman Shortt at 9:35 a.m.

*Respectfully Submitted: Laurie Borton, 11/14/16*

*Minutes approved at the November 17, 2016 meeting.*

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**Steve Carlson email from September 15, 2016 regarding Marina planning:**

Marina Committee Members, Staff and Participants,

I'll take the time set aside for the September meeting to ponder where it seems we are headed.

Last year saw a review of the Halgren Associates Assessment, the leasing of a portion of the South Basin dock to the HRYC, dock and amenities improvements, electrical challenges and other topics.

As a committee, it is my opinion that we would benefit from having an ongoing list of things that we wish to happen at the marina and associated facilities. Due to the cancellation and rescheduling of meetings, our monthly agendas have focused primarily on looking at present ongoing challenges. It would be great to have a meeting, or even an informal post-meeting session in which we had the chance to look ahead to the future. There are opportunities like OSMB funded improvements that need to be understood and sought out.

Observations (ramblings):

Safety: It goes without saying that safety is the primary goal in providing access to the water for our boating community. The Ground Fault Circuit Interrupter improvements to the electrical system were critical and, as we have seen, needed and difficult to implement. It is my opinion that there should be a life jacket kiosk at the top of the marina gangway. There are often children on the docks without PFD's and kids who are guests of my family often have to walk from the gate to our boat with no PFD. I have a number of Kids PFD's I could contribute to the cause and the OSMB has them available as well. There are many trip hazards on the dock gangways and even more on the slip fingers. The Port could send out a fall statement indicating that any items left on the main gangways will be removed as of a certain date like November 1.

Security: There have been occasions when I have seen people on the dock, sometimes fishing, who do not seem to be marina users or guests thereof. The current button on the gangway is readily breached ( I have opened it on 2 occasions with a piece of wire that is often laying around at the top of the gangway) A large solid (non-perforated) metal circle around the button area of the gangway guardrail would prevent the button from being pressed from outside the gangway. More signage indicating that the area (including the area around the bathrooms) is under 24 hour video surveillance could help discourage mischief.

Marina Fees: A year and a half ago I drafted but did not send an email to the then Ad Hoc Committee in which I proposed that the fee structure for marina users be simplified. I'll spare us the lengthy rationale for this but my conclusion was that we have a flat rate fee that includes the garbage and a certain amount of electricity. Something like \$1500 for your basic small boat. More for larger slips. Electrical billing would then be limited to the few heavy users. The current rate and fee system seems unduly complicated and confusing to the public and one that adds additional levels of complexity for the Port staff members charged with managing the marina accounts. As far as communicating with the public regarding costs is concerned, I find references to the C.P.I as rationale or basis for fee hikes to be obscure when applied to boating. Slip fees and relate hikes could be spelled out simple in terms of actual costs and projected maintenance and improvement forecasts / goals.

Parking and Camping: There are a number of visitors to the gorge that make the marina parking lot their daytime and sometimes nighttime home. As discussed in a recent meeting, simple annual marina parking stickers could be required for

night time parking in the marina area. These could be available at the Port office and the slip number could be written on the sticker with a Sharpie. Enforcement is another challenge.

Sources of Revenue: Fee parking for the boat ramp has been discussed. Although we are forbidden from charging launch fees at our OSMB funded ramp, it is my understanding that we can charge for parking. Other boat ramps in the region charge a nominal \$5 per day to park for 24 hours. Let's consider an electronic payment kiosk and periodic random enforcement. Heavy users such as fisherman could obtain an annual pass from the port office for \$95 (launch fees in other areas are \$20 plus). Boat Storage: The gravel parking area south of the DMV building could be fenced with non-permanent event style fencing and offered as boat storage. This could be offered for winter storage (easy) or all year (more complicated) so people could readily launch their boats. There are many boats stored at places like Mid Columbia Marine and Motorsports and their area is not even fenced. There seems to be many personal watercraft and other smaller boats in the marina. Are these boats monitored regularly and are they paying the additional fee required for their presence?

Facilities and Amenities: The Bathrooms are in poor condition. They are the same facilities I used in the late 80's when I lived in my van. It is not a matter of if the bathrooms are going to improved but rather when. On the Mens bathroom side of things, the larger bathroom door has a large sign on it indicating the timing of winter closure and is not labeled as a Mens bathroom. For this and other reasons the smaller Mens bathroom sees very heavy use. I use this bathroom almost every weekend and it could use an industrial grade remodel with durable commercial grade fixtures that are easily cleaned and can handle harsh abuse (like the ones at the boat ramp bathrooms). It would be great to have a single stall unisex bathroom that was accessible only with a marina fob.

Communication: We could use more signage helping people to better understand and comply with the rules of the marina. A friendly seasonal newsletter (email) for marina users that reminds us of the basics would be great (we may already do this?). Halgren and Associates advocated for better signage.

Going Forward: I reviewed the suggestions made in the marina assessment produced by Halgren and Associates. I found the information to be rather generic. Many suggestions were made and most are not likely to be instituted. One very important point made in the assessment was that whatever improvements we make should be adaptable to the changing needs of marina basin users. For instance, we currently have very active dinghy sailing and Hawaiian canoe groups. The facilities used by these groups are in need of improvement from both the basic infrastructure standpoint and for increased usability. Any improvements we make to such facilities should meet the needs of the current demand and, most importantly, be readily adaptable to future uses.

If anyone has any local or statewide boating concerns they would like to have relayed to the OSMB I am now on the Boat Oregon Advisory Team (B.O.A.T). Another local, Bart Vervloet is also a representative for B.O.A.T.

See you in October.

***Steve Carlson***