

Port of Hood River
MARINA AD-HOC COMMITTEE MEETING MINUTES
Thursday, November 17, 2016 – 8:00 a.m.
Marina Center Boardroom

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

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

Absent: Member Jaime Mack

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 October 27, 2016 meeting.

Move: Carlson

Second: Tessmer

Vote: Unanimous

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

- A 6% increase in **2017 Rates** was approved by the Port Commission on November 15. Utilities (\$5/mo for water, garbage and recycling; and \$5/mo for electric) will now be billed in January and if electric usages exceeds the base fee the overage will be billed quarterly. The utilities are a non-refundable fee.
- A **2017 Calendar** of meeting dates was provided. Borton will contact members one week prior to meeting dates for Dock Walk notes. Annual planning efforts; i.e. discussion of rates, rules, etc.; will be noted on the calendar and the meeting agenda every other month will focus on near- and long-term Marina projects and planning.

4. **Facilities Manager Report, John Mann:**

- Testing continues on the **North C Dock Electrical** outage problem. Switching out the remaining 18 pedestals with GFI breakers is expected to resume on Friday. Each step in process gets us closer to resolving the problem. Mann asked the committee to help get the word out that the Port has never tried to put the blame on a boat owner and the few boat inspections that were done was a another necessary step in resolving the problem. Once all pedestals are GFI protected any outages will affect the pedestal serving two boats rather than shutting off power to the entire dock. The next test will be running a surface ground wire on the dock from the main panel to the C Dock subpanel. If power holds the source of the problem will then point to the main cable run for this dock that was damaged on installation but not replaced (a sleeve repair was done). Mann said the cable cannot be spliced and replacement will be required, which will be a financial decision by the Commission. Tessmer inquired if North C Dock tenants would share the cost if the cable needs replacing. If not, Tessmer believed the Port would be hearing from upset boathouse tenants who were assessed a portion of the boathouse dock replacement costs. Shortt commented the Commission is taking a harder look at assets needing to be self-sustaining as bridge revenues cannot continue to subsidize other areas, especially with a focus on bridge replacement efforts.

5. **Discussion Topics:**

- **Near- and Long-Term Marina Planning** – Observations in a 09/15/2016 email from Steve Carlson. Shortt led the discussion by first thanking Carlson for his observations.

- Safety: Shortt said he liked the idea of a life jacket program but suggested more locations instead of just at the top of the gangway (and include life rings). McElwee inquired why tenants would not provide life jackets for their guests. Carlson stated that he does, but the life jackets are on the boat and a lending station at the top of the ramp would provide a measure of safety until he gets to the boat. A project that will be taken on by staff will be better marking of swim ladder locations.
 - Security: Regarding the ease of breaching the Marina gate access system, Facilities already has a plan to prevent this from recurring.
 - Fees: Utility fees are often questioned, especially if a tenant does not use electricity and it was suggested the fee structure could be simplified by incorporating these fees into the annual moorage amount and provide an explanation with regard to electric that the fee also covers common area lighting in addition to having service available at the slip. Staughton commented that some marinas separate utility fees **only** if it is optional.
 - Parking and Camping: For the time being a parking sticker will not be implemented for tenants who park overnight in the Marina Park lot. Abuse of overnight parking has already been discussed with the City Police for further monitoring.
 - Revenue Sources: McElwee reported a plan for paid parking on the Waterfront that also considers the Boat Launch parking lot is in final draft form. A public meeting will be held in December and taken to the Commission in January. With paid parking in the Boat Launch parking lot, funding received from the Oregon State Marine Board would be reduced by a commensurate amount of parking receipts collected, so the question to be determined is whether or not charging for parking in this lot would be worth it? If a parking fee is going to be collected, the other question was charging an equal price as the “overlength” fee that’s collected at the Event Site.
 - Facilities and Amenities: With a complete pathway from the Hook to the Hood River Inn, Shortt commented the Port should look at providing year-round restroom facilities which, in the “shoulder season” could mean portable restrooms. Pushback from a staff perspective is ongoing maintenance and winterization concerns. Mann commented that when restrooms are open his staff checks/cleans/restocks every 2 hours. McElwee also commented restrooms should be included in discussion for next year’s budget. Sceva commented that restroom upkeep is a big challenge and he was aware that in some areas canoe clubs, for example, took on the cleaning in lieu of a moorage payment.
 - Communication: A signage plan is underway for the Bridge; Shortt commented that the Commission will be having future discussions about recreation and industrial property signage. There was no discussion about a seasonal tenant newsletter, which is already done as needed.
 - Going Forward: There was discussion on storage ideas and the possibility of using the gravel lot east of the Marina Green and that the market could be tested in the fall of 2017 to figure out the demand. Staughton noted that Shilshole Bay Marina in Seattle installs temporary fencing each year from October 1 to March 31 for dry storage and this could be used as a model. Sceva inquired about a shipping container for storage that could be accessed from both ends; he commented, however, that an anchoring system to meet seismic and wind requirements may need to be considered (per City?). Carlson also noted there would be a need for storage in close proximity to the water for dinghies on dollies. Tessmer inquired if any action had been taken yet on permitting, to which McElwee responded no.
- **List of Recommended Future Projects** – A Summary List based on a July 16, 2015 committee meeting was provided as an agenda attachment. McElwee commented that a determined plan with a series of projects should be laid out for agency review and also commented that he did not know if a USACE Programmatic General Permit would be available for the Marina and that OSMB indicated that it would be several years before another funding opportunity for guest dock improvements. Suggestions from the 2015 list were confirmed—secure, dry storage; South Basin Dock ramp upgrade; improved signage; new transient dock, including perimeter dock(s); HRSO boathouse dock move; and evaluate the feasibility of paid parking in the boat launch parking lot. *[There was no discussion on evaluating the feasibility of a boat hoist.]* Shortt suggested further discussion on a January or February timeliness, which would be prior to budget discussions; and a notation of projects should be added to the annual calendar in anticipation of the budget season. McElwee said that he would contact Andrew Jansky, of Flowing Solutions, to ask for his assistance in developing a conceptual engineering plan; and that he would also invite Carla Elis of the USACE to attend a meeting to talk about permitting options and processes.

On a separate issue, Sceva inquired if the Port had considered weighing in on the bike/ped connectivity to the waterfront from Morrison Park? He is involved with a group that is advocating for the park's preservation. The City has postponed a decision until February regarding an alternate use of the park for housing.

6. **Next Meeting: Thursday, December 15, 2016, 8:00 a.m., Marina Center Boardroom.** *Please send your Dock Walk Reports to Laurie, marina@portofhoodriver.com, by December 8. [NOTE: Weather cancellation; and weather cancellation for January 19, 2017 meeting.]*

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

Respectfully Submitted: Laurie Borton, 11/23/16

APPROVED AT NEXT SCHEDULED MEETING (02/16/17)