

Port of Hood River
MARINA AD-HOC COMMITTEE MEETING MINUTES
Thursday, January 21, 2016 – 8:00 a.m.
Marina Center Boardroom

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

Present: Committee Members Lance Staughton, and Steve Tessmer; Commissioner Brian Shortt; and Michael McElwee, John Mann, and Laurie Borton from staff. Guests Jaime Mack, and Steve Carlson.

Absent: Members Josh Sceva

The meeting was called to order at 8:04 a.m. by Commissioner Shortt.

1. **Additions to Agenda:** Longevity of the committee was added to the agenda as item 7.
2. **Approve Minutes:**
 - Motion: Approve minutes of October 15, 2015 meeting and November 12, 2015 work session.
 - Move: Staughton
 - Second: Tessmer
 - Vote: Unanimous
3. **Marina Manager Update:**
 - Committee Vacancy Representing Power Boat Interests: With the resignation of Tammy Lakey from the Ad-hoc Committee, Steve Carlson has submitted an application to represent the Power Boat interests on the committee. His application will be taken to the January 26 Port Commission meeting for action. Carlson inquired if having a seat on the committee would prevent him from working as a Port consultant, McElwee indicated he did not believe so.
 - Update on Slip Vacancies and Wait Lists: Borton reported that the Marina is at 100% capacity. Slips have been offered to names on both the "30 and Under" and "30 and Over" Wait Lists. The Lists will be updated on the website. (Note: this will occur once the Port's redesigned website is launched.) There was a suggestion that if a Wait List person passes on an offer they could pay another \$100 to stay in their position, which would be applied to moorage. No action was taken on this suggestion. There was also a question of having the base utility fees disappear into the moorage rate; however, it was discussed that being transparent with fees (e.g. as listed on the current rate schedule) is better.
4. **Discussion Topics**
 - Rules and Regulations; Short-term Guest Dock Guidelines: Borton said the proposed changes to the 2015 Rules would be going to the Port Commission for approval consideration at the January 26 meeting. She and McElwee then summarized the highlights:
 - New language has been added recognizing the Marina's status as an "Oregon Clean Marina" as certified by the Oregon State Marine Board and Best Management Practices are now included with the Rules.
 - Betterment and Wait Lists: If a Betterment move is offered to a current tenant, or if a slip is offered to a person on the Wait List, the offer may be declined and the name remains in the current standing on the List. If a move or slip offer is declined a second time within a 12-month period, the name would then be removed from the List. No response is considered as a decline. If a boat sells the new owner has the right to keep the slip for up to six months; if the slip is a Betterment move, the Betterment offer will be offered once the slip is vacated.
 - Subleases: A tenant must now be in good standing for a minimum of 12 months before being eligible to offer a slip for subleasing. Subleases for less than one month will not be considered. Subleases continue to be for a maximum period of twelve months; however, if a longer sublease is requested, circumstances will be considered and the sublease will be offered to a Wait List person at the Port's discretion. The sublessee pays only the moorage portion of the slip fee as the tenant has paid the Special Assessment.

- **Terminations:** There is a new language stating that the Special Assessment is not a refundable item.

There was no dissenting discussion regarding the proposed revisions. If approved by the Port Commission on January 26 the revised rules will be posted to the Port website and a notice will be provided to the tenants via email and bulletin board posting.

There was also a brief discussion on the vessel "Espiranza" that has been in the boat launch parking lot since December. Borton provided an update that the boat had been sold and that the new owner was making arrangements to remove the boat from Port property. A local towing was contacted but because of the vessel size they cannot move the boat, and Marine Deputy Nelson had informed staff that it does not come under state Marine Board jurisdiction since the boat is out of the water. Staff will also be contacting Port counsel for options about the vessel.

A draft copy of Guest Moorage Guidelines was presented. No action was taken on a staff proposal that could potentially allow boats to remain at the guest dock for longer periods of time that exceed Oregon State Marine Board guidelines. Before anything is finalized the Port will need to ensure that OSMB funding isn't jeopardized if boats overstay the 3- or 10-day limit within a thirty day period.

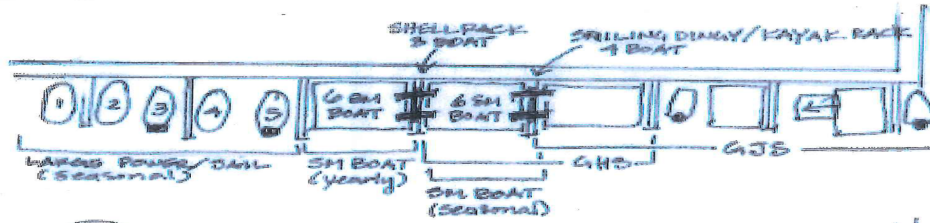
- **South Basin Dock Concept Ideas (Seasonal Lottery, Floatplanes):** Jaime Mack was thanked by McElwee for her illustrations of alternative uses on the South Basin Dock, which include slips for seasonal moorage and one floatplane. [See attached Alternative Concepts Plan with revenue estimates.] The plan provides for storage of small watercraft on docks that the Hood River Yacht Club is proposing to manage/lease and provide the Port with a revenue stream that would be equal to or greater than the current revenue estimates. The existing floats in slips used by the high school and GORGE Junior Sailing programs are still viable but McElwee has suggested that the Port may be able to invest in some professionally made floats which would be moveable and light permeable. This investment, however, cannot be considered until the new fiscal year. In discussing the alternates it was questioned if seasonal boat use should move to the west end of the dock (*better to stay as is*); and if the time had come to discontinue floatplane leases because of liability/incompatibilities and the growing demand for small watercraft storage (*floatplane lease for 2016 will be honored*). Shortt said he would like to take this discussion to the Commission as part of a strategic discussion about Port properties. Discussions at the committee level will continue on the SBD concepts.

5. **Committee Dock Walk Reports:** Walks were completed for the B, C, and Boathouse docks. The boat in slip 130 was reported to have water in the cockpit. Staff will contact the tenant about the report. On behalf of the Commission, Shortt thanked the committee members for taking this on and having more eyes on the Marina. Mann also thanked the committee as the facilities staff does not have their expertise.
6. **Set Agenda for Next Meeting:** Thursday, February 18, 2016, 8:00 a.m., Marina Center Boardroom.
7. **Longevity of Committee:** McElwee commented that an Ad-hoc committee times out when (1) the task has been completed, or (2) at the end of two years. The committee was formed in 2012 and the life has already been extended once-- through June 30, 2016. Alternative uses for the South Basin Dock and conceptual plans identified in the November 2015 work session will require more thoughtful discussion than can be accomplished by the end of June. McElwee said there is value in proposing the Ad-hoc committee become a standing committee and this action will require Commission approval. The idea was not opposed, however, it was suggested that the committee may not need to meet on a monthly basis-- either an agenda-driven meeting or meet every two months.

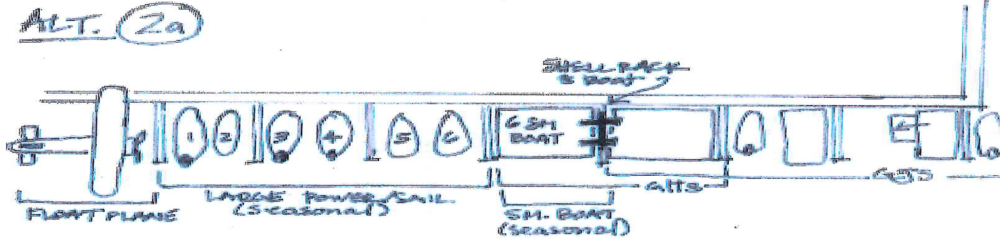
The meeting was adjourned by Chairman Shortt at 9:55 a.m.

Respectfully Submitted: Laurie Borton

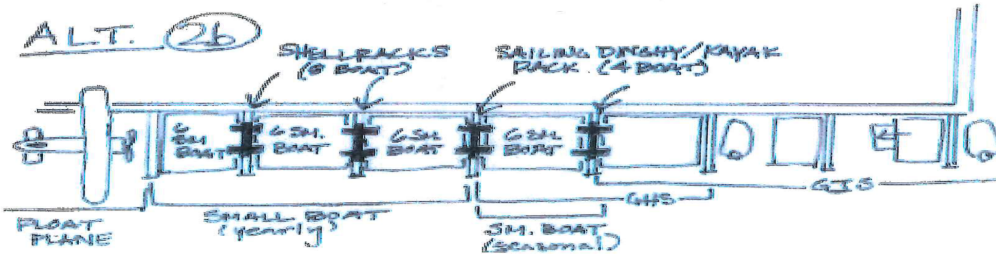
ALT. ①



ALT. ②a



ALT. ②b



FLOATPLANE DOCK ALTERNATIVES: MOORAGE REVENUE ESTIMATES
Study on 12/16/2015 - Jaime Mack

	Small boat on dock	Small boat on rack	Power/Sail	Float plane
Per month	\$40	\$25	\$150	\$80
Per year	\$480	\$300		\$960
Seasonal* - 6 months	\$240	\$150	\$900	

*6 month use: May through October

Current use	Small boat on Dock (seasonal)		Small boat on Dock (yearly)		Small boat on Rack (yearly)		Power/Sail (seasonal)		Float plane (yearly)		Revenue (yearly) Estimate
	Quantity	Moorage	Quantity	Moorage	Quantity	Moorage	Quantity	Moorage	Quantity	Moorage	
Alternative 1	6	\$1,440	6	\$2,880	12	\$3,600	8	\$7,200	2	\$1,920	\$7,200
Alternative 2a	6	\$1,440	0	\$0	8	\$2,400	5	\$4,500	0	\$0	\$12,420
Alternative 2b	6	\$1,440	18	\$8,640	24	\$7,200	6	\$5,400	1	\$960	\$9,240
							0	\$0	1	\$960	\$17,280

Port Revenue Summary (unofficial)		2014	2015
Floatplanes (2 leases)		1,566.00	1,803.20
Outrigger Canoe lease (2 @ \$50)		600.00	700.00
Seasonal Lottery		3,800.00	3,600.00
HRVHS Sailing Program (fees waived per Commission)		0.00	0.00
Youth Sailing Program (fees waived per Commission)		0.00	0.00
Kiteboard/Windsurfing Concession Jet Skis dockage		0.00	0.00
01/18/16 - Laurie Borton		5,966.00	6,103.20