

*Port of Hood River Marina Ad-hoc Committee
Meeting Minutes of October 23, 2012
Marina Center Boardroom
8:00 A.M.*

Present: Commissioner Jon Davies; Members Steve Tessmer, Josh Sceva, Tammy Lakey, Bart Vervloet; from staff, Mellissa Halseth

Absent: None

President Jon Davies called the meeting to order at 8:07 a.m.

1. *Additions to Agenda:* None.

2. *Approve Minutes of September 25, 2012 Meeting:* Approved

3. *Discussion Items:*

- Review Repair List: Staff presented a scope of work repair list for the marina. The committee did not make any changes, but asked that secure restrooms be dedicated to moorage tenants through key card access. Restroom cleaning services will be added to the scope of work. Staff will ask Andrew Jansky, Flowing Solutions to assist in a cost estimate for repairs listed.
- Sublease Language Review/Approval: Recommended that staff manage subleasing. Maximum tenant absence from slip is 1-yr. If a person buys a boat they have the option to be added to the waitlist for \$100 and also to sublease the existing tenants slip for a maximum of 6-months at which time they will have to move to another slip for sublease or remain on the waitlist and remove their boat. Suggested rate to sublease would be a monthly rate of 1/12 of the annual slip fee for the months of October thru March. The suggested rate for the peak season of April thru September is 150% of the prorated monthly fee. This revenue would be split 50/50 between the Port and tenant. The tenant portion would be credited to their moorage account and not to exceed 1-year moorage. The sublease would be responsible for a \$25 sublease fee. The sublease would be responsible for any additional accessory watercraft or electric charges.
- Potential Rate/Regulation Changes for 2013: Charge 1.5% monthly finance charge for unpaid balances after January 31. Remove \$10 carry over fee. Moorage would still be due in full by April 30.
- Any Changes to Lease Renewals: Committee agreed to keep annual agreements.
- Other: Tessmer suggested using the Maritime floats for Sunday evening concerts at the Event Site. Staff was directed to research the cost of a cleaning contract for exclusive moorage restrooms. Ask Finance Manager if it is possible to have a separate Marina fund.

4. *Agenda Items for Future Meetings:*

- Electrical Upgrade (Timelines)
- Float Plane Dock (Youth Sailing; Summer Boat Slips)

5. *Next Meeting:* Tuesday, November 13, 2012 at 8:00 a.m. (Tentatively scheduled; will try to get information out electronically by email)

6. *Adjourn:* Davies adjourned the meeting at 9:30 a.m.