

*Port of Hood River Marina Ad-hoc Committee
Meeting Minutes of September 17, 2013
Marina Center Boardroom
8:00 A.M.*

Present: Commissioner Jon Davies; Members Steve Tessmer, Tammy Lakey, Josh Sceva; from staff, Michael McElwee and Mellissa Halseth

Absent: Lance Staughton

Commissioner Davies called the meeting to order at 8:04 a.m.

1. *Additions to Agenda:* Boathouse permits update.
2. *Approve Minutes of August 13, 2013 Meeting:* Approved.
3. *Marina Electrical Update:*
 - La Londe has provided the Port with guarantees for the upgrade.
4. *Boathouse Permits Update:* Staff has received word that the permit has been approved by NOA Fisheries and it has been processed and is on the COE hands.
4. *Tenant Issues:*
 - There was an incident where a tenant hit another tenant's boat and did not report it. Staff will send an email to tenants reminding them that it is necessary to report boat accidents just the same as motor vehicle accidents. There will also be a mention of this in the revised Rules & Regulations.
5. *Marina Wait List Policy:*
 - Staff has had much interest in the 2014 summer boating season for the seasonal dock. The same people who used the dock in 2013 have asked to reserve it for 2014 as well. The purpose of the seasonal dock is to provide limited term leases to many members of the community. There was a suggestion to do a raffle process at the beginning of the calendar year. Staff will prepare a policy for the committee to review. Consensus of the committee was to raise the seasonal dock rate to \$150 during high boating season of April through September. The annual slip wait lists have had several persons on the list turn down slip offers and request to be rotated to the bottom of the list. Staff will draft a revised wait list policy to include an additional fee if persons pass more than once in a 12 month period and present it to the committee for review. Both wait list policies will be presented to the Commission at a later date for approval.
- 6/7. *Boathouse Lease Term Sheet and Design Guidelines:*
 - After much discussion the committee consensus was to include the following in the proposed term sheet:
 - 5-year rolling term
 - Maximum square footage rate will be removed.
 - Right to inspect with 24-hour notice and owner present. (An emergency clause will be included)
 - Grandfather rights for current tenant footprint and height. Staff will work with committee members to define a maximum footprint allowed. Any expansions of footprint or height will be required to have Commission approval as well as any new structures.
 - Insurance requirements should include liability for the boat as well as the boathouse. Staff will discuss with Port insurance agent boathouse structure liability amount.
 - Gray water shall only be discharged in an on-shore disposal system.
 - Staff will prepare a list of all costs to present boathouse owners before final lease goes to the Commission.
8. *Next Meeting:* Tuesday, September 17, 2013 at 8:00 a.m.

9. *Adjourn:* Davies adjourned the meeting at 9:42 a.m.