

**Port of Hood River  
Marina Ad-hoc Committee**

**Thursday, August 20, 2015 - 8:00 AM  
Marina Center Boardroom**

**AGENDA**

1. Additions to Agenda
2. Approve Minutes of July 16, 2015 Committee Meeting
3. Marina Manager /Facilities Supervisor Reports
  - Winter layover request update
  - GFI Status
  - Transient Dock
  - Topaz Anchoring
  - Wait List
4. Committee Dock Walk Reports
5. Hood River Yacht Club Report
6. Youth Sailing Program Report
7. Marina Assessment Project
  - Project Prioritization List
  - Next Steps
8. Set Agenda for Next Meeting
  - September 17, 2015; 8:00 a.m., Marina Center Boardroom

Adjourn

**Port of Hood River  
MARINA AD-HOC COMMITTEE MEETING MINUTES**

**Thursday, July 16, 2015 – 8:00 a.m.  
Marina Center Boardroom**

---

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

---

Present: Committee Members: Josh Sceva, Steve Tessmer, Lance Staughton, Tammy Lakey. From staff, Michael McElwee, and Laurie Borton. Guests: Jaime and Andy Mack, and Steve Carlson.

Absent: Commissioner Brian Shortt

The meeting was called to order at 8:05 a.m. by Michael McElwee.

1. **Additions to Agenda:** None.
2. **Approve Minutes:** The following corrections to the Hood River Yacht Club Report were noted: Family Friday Nights are every other week; and the race series is held weekly on Wednesday nights.

Motion: Move to approve minutes of June 18, 2015 Committee Meeting as amended  
Move: Sceva  
Second: Lakey  
Vote: Unanimous

3. **Marina Manager Update:**
  - Winter Layover Request: A request has been made for a winter layover. The boat is 100 feet overall with a beam of 25 feet and draft of 6.5 feet. This would be a live aboard situation; however, the vessel has an onboard sewage treatment system that is Coast Guard approved and legal to discharge. If this request moves forward, this would be an exception to current Marina Moorage Rules & Regulations regarding live aboard status and length of stay. Questions still to be answered are: arrival date and length of stay; monthly dockage fee to be charged; will upgrading electrical service at the commercial dock to meet the vessel's requirements be a pass-through cost; how the vessel will get water since our lines are shut down mid-October; and is tie-up to the piling sufficient or will they need dock cleats? There was general consensus that staff should continue discussions with the M/Y Pastime captain to see if the winter layover works for both the vessel and the Port.
  - Boat Launch Parking Lot Request: A request was received outlining the following issues: river rock concrete curb islands are a hazard when trying to navigate the parking lot with a trailer; parking spaces are too tight; install better signage directing people around the parking lot to the launch; and incorporate the road that goes to the Port office into the parking lot. The requestor was invited, but declined, to the Ad-hoc meeting. Civil engineering consultant Stu Cato will be asked to take a look at the parking lot.
  - Clean Marina Recertification (new agenda item): The Oregon State Marine Board will visit the Port for a Clean Marina recertification walk-through. Site visits are done every three years with online surveys submitted annually. No date has been set for the visit.
  - Miscellaneous (new agenda item): There were questions about payment of boats on the guest dock and the sailboat outside the marina entrance. Borton responded the owner of the boat in question on the guest dock had come into the office to make a payment; and the boat outside the marina entrance was at the 30-day limit per Department of State Lands regulations and Marine Deputy Nelson had been contacted. Electric shock stenciling on docks in the Marina has been completed. The GFCI is set at 1 amp (100 milliamps is the national standard) and the boathouse dock is set at 3.5 amp, which Maintenance will keep driving down but there are still problems with some boathouses that owners need to address. A new recycling center is anticipated to be in place the first week in August; repair to the commercial dock is scheduled for the second

week in August; and maintenance will be replacing a restroom door that was vandalized. Jaime Mack will be attending a U.S. Army Corps of Engineers meeting on August 11 and will report on this meeting August 20.

4. **Committee Dock Walk Reports:**

- A Dock – Sceva reported there are SUPs on A dock and he noticed one jet ski in a slip.
- B Dock – No problems were reported by Staughton.
- C Dock – Lakey reported the water spigot at Slip 240 needs to be repaired; and there are jet skis in some slips.
- C Dock South – No report.
- BH Dock – Tessmer said BH307 needs chain tensioners.
- Life Vest Kiosk – When recycling is relocated could a life vest kiosk go into that space? Steve Carlson has vests to donate.

5. **Hood River Yacht Club Report:** Staughton reported 10 to 15 boats participated in this past Wednesday's sailing series and a race was scheduled for Sunday. He said there is a lot of activity and there seems to be a lot more active boats in the Marina. Staughton also reported a sub-committee has been formed that will be working with different user groups to conceptualize things of common interest and looking at user days, times of the year, etc. The HRYC has renewed the shell dock lease with the Port with racks renting for \$26/month.

6. **Marina Assessment Project:**

- Recommended Projects – Prioritization List: Halgren's list was edited by McElwee for discussion. Some projects may be timed with other endeavors or grant funding opportunities but the focus should be on projects in the next five years or phased projects, such as a conceptual plan for upland configuration. A suggestion was made to solicit input from fisherman, especially with the discussion about the boat launch parking lot configuration. With regard to the Yacht Club sub-committee, which will meet monthly prior to the Ad-hoc meetings, Sceva commented that it would be important to know what the Port Commission is planning so that unnecessary efforts aren't made. The project list discussion is summarized as:

- 1) Dry storage feasibility. Where? Size?
- 2) South Basin dock. Repurpose? How? Who manages? Improve gangway.
- 3) Low freeboard dock around basin perimeter. Access? Permit issues?
- 4) Sheriff's Boathouse. Does it make sense to relocate? Where?
- 5) Boat launch parking lot. Reconfigure?
- 6) Hoist. How much demand is there? Is a platform beneficial for the crane company?

See attached list.

- Next Steps: The revised project/prioritization list will be provided to the Committee for review and input on ranking and/or additions. The list will be a standard agenda item for the committee.

7. **Next Meeting:** August 20, 2015, 8:00 a.m., Marina Center Boardroom

Meeting adjourned at 9:15 a.m.

*Respectfully Submitted: Laurie Borton*

---

**Staff Action:**

- a) Talk with civil engineer Stu Cato about the boat launch parking lot.
- b) Maintenance questions:
  - Has the boathouse dock been stenciled for electrical shock hazards?
  - Confirm work schedule for the commercial dock. Will the Mariana will need to relocate?
  - Check the water spigot at Slip 240 for repair.
  - Once recycling is relocated outside the marina gate, could a life vest kiosk be built for that space? If not this year, then in 2016? Are there programs through the OSMB or USACE?
  - BH 307 chain tensioners—Port issue or boathouse owner?

**SUMMARY LIST OF RECOMMENDED FUTURE PROJECTS**

**First Draft**

- from page 27 of full report –

**Committee Ranking**

No.	Project Description	Estimated Cost
1.	Increase Dinghy Storage: Evaluate using gravel lot across from DMV, increasing footprint of existing HRYC dry storage or on west side of Marina.	\$15,000
2.	Install a new gangway ramp leading to the current sailing float. This gangway would be 8 to 10 feet wide to allow for hand launching of sail boats and other floating vessels by hand. The cost of the gangway could be lowered if some ground contouring was done to lower the slope and length of the gangway.	\$80,000 - \$100,000
	Prepare concept plan for use of South Basin Dock.	\$5,000-\$10,000
	Committee Comment: <b>There are competing needs (floatplanes, youth sailing, seasonal moorage), which calls the question of best use? From below: begin conceptual design and permitting for new transient dock; and prepare concept plan for use of South Basin Dock.</b>	
3.	Begin conceptual design and permitting for new transient dock.	\$10,000 - \$20,000
	Committee Comment: <b>Continuation with low freeboard dock around basin perimeter and ramp tie-ins.</b>	
4.	Apply for a grant and permits to move the Sheriffs boat to the area near the fuel dock. This project may qualify for Oregon State Marine Board funds and or Homeland Security Funding grants.	\$80,000 - \$100,000
	Committee Comment: <b>Does the HRSO need a boathouse? Could it be moved to the south side of the current transient/guest dock? If moved, this would open a slip for another boathouse or secure structure that could be used for the secure storage of equipment.</b>	
5.	Boat Launch Parking Lot: remove rock-filled concrete island. "Remove" one parking space to widen remaining spaces. Add better directional signage. Evaluate feasibility of paid parking. [See attached email.]	TBD
6.	<b>Hoist</b>	TBD
	Committee Comment: <b>it would be used but how much demand is there? Is a platform beneficial for the company that currently cranes vessels in/out?</b>	

**LOW PRIORITY PROJECTS**

**Halgren & Associates Ranking**

No.	Description	Estimated Cost
-----	-------------	----------------

2.	Improve the landscaping and signage at the entrance to the Ports property along with additional way finding signage around the property.	\$15,000 - \$30,000
	Committee Comment: <b>There are more important things to spend money on than landscaping. Situational/seasonal signage throughout the Marina and trails should be consistent.</b>	
3.	Change all lights to LEDs.	Pays for itself in 5 yrs.
	Committee Comment: <b>Dock lights are fine; look at parking lot lights as an operational matter. Budget for in 2016-17?</b>	
4.	Sponsor annual fishing tournament with local businesses and Chamber.	\$8,000 - \$15,000
	Committee Comment: <b>Low value to Port and could create burden on staff time.</b>	
5.	Repair and improve the pathway trail system surrounding Marina. Widen trail for multiple users, add landscaping, story board signs, etc.	\$25,000 - \$75,000/yr
	Committee Comment: <b>The Port is currently maxed out with trails. Safe trails are important but should evolve with other projects. Connect with trail grants?</b>	
7.	Install one long moorage float added to "A" or "B" docks which would allow for boats to tie up next to the dock (with internal piles).	\$180,000 - \$200,000 8' wide by 200' long
	Committee Comment: <b>Whether or not the need exists now, there was a recommendation to apply for a permit.</b>	
8.	Add ten Guest Moorage Buoys near the North shoreline.	\$25,000 - \$30,000 Ten buoys (five locations)
	Committee Comment: <b>Is there a need? Where would they dingy to? If guest dock can be improved there may not be a need.</b>	

---

**COMPLETED PROJECTS**

1. Boat Ramp: Pull back propeller washed material back into the suspected hole at the end of the concrete ramp.