

MINUTES
Marina Advisory Board
September 18, 2023
Warrenton City Hall – Commission Chambers
250 S Main
Warrenton, OR 97146

Chairperson Pam Ackley called the meeting to order at 2:00 p.m.

Marina Advisory Board Members Present: Chairperson Pam Ackley, Mike Balensifer, Lylla Gaebel, Malcolm Cotte, Bill Kerr.

Staff Present: City Manager Ester Moberg, Interim Harbormaster Don Beck, Marina Office Assistant Jessica McDonald

CONSENT CALENDAR

Meeting minutes from 5.15.23 were presented by staff.

Lylla Gaebel made a motion to approve minutes. Motion was seconded and passed unanimously.

DISCUSSION

Chairperson Pam Ackley presented volunteer proposal; the volunteer program is still on hold until someone volunteers to run the program but the sponsorship program is approved.

Interim Harbormaster Don Beck shared updates on completed projects from FY 2022-2023 including Hammond A & B Dock gangway replacement. Don shared additional improvements that came from that project like new water lines and replacement of the electrical service.

Don Beck shared an update on the Hammond Bank Stabilization, project will be going out to bid soon and is set to begin in October.

Don Beck shared his summer report detailing all the completed dock improvements to the Warrenton and Hammond Marinas. See attached.

Don Beck shared the FY 2023-2024 revenues for July and August. See attached.

City Manager Ester Moberg is holding a Request for Expressions of Interest (RFEI) for the Hammond Marina, she shared the proposal with the committee.

Ester Moberg gave an update on the dock assessment; staff is finalizing contract and the Warrenton inner evaluation should be getting started in October. Ester Moberg also discussed the City insurance, all docks are covered for liability but some docks may not be covered for full replacement value. She is working the City's Insurance and looking into options.

Ester Moberg gave an update on the Harbormaster position; due to budget limitations the harbormaster position will not be filled until around January. Don Beck will be interim harbormaster until a decision is made about whether to hire within or publicly.


The next Marina Advisory meeting is set for October 16, 2023 at 2pm at the Warrenton Commission Chambers. There being no further business for this meeting, Chairperson Pam Ackley adjourned the meeting at 2:55 p.m. Respectfully prepared and submitted by Jessica McDonald, Marina Office Assistant.

APPROVED:

ATTEST:


Pam Ackley (Nov 13, 2023 14:23 PST)

Pam Ackley, Marina Advisory Board Chairperson


Don Beck, Interim Harbormaster

Summer Marina's Report

Hammond Marina

- Staff has spent significant time on several major improvements and overhauls in preparation for Buoy 10.
- Overhauled 300LFT of main dock and finger docks, to include replacing floats, sub-structure, and decking.
- A and B docks Overhauled and reconfigured landing docks and replaced the 30' wooden ramps with 45' aluminum ramps.
- Overhead electrical services for A and B docks were replaced with underground services.
- Replaced pay station #2 because of vandalism. Insurance paid minus deductible.
- Removed bill collectors from station #2 and #3. All stations are now card only.
- One boat sank on C dock, it was recovered and removed the same day it was reported. The owner did not put the second plug in.
- Saved one boat from sinking. Staff noticed a boat sitting low and reported the situation to the marina office. Attempted to notify the owner with no response. Staff pumped the water out and reported to the office that the boat had a continuous leak. We loaded the boat on the marina's extra boat trailer and put it in dry storage.
- Mowed camping and parking areas.
- Bathroom and fish cleaning maintenance and customer service.

Warrenton Marina

- Major construction involving engineering upgrades and a face lift was completed under budget.

- The Master Chris was disposed of.
- Approximately 90 LFT of the commercial dock was overhauled.
- Staff spent significant time on repairs to the inner basin in preparation for buoy 10
- One boat sank B dock. Recovered and removed the day it was reported. The owner did not put the plug in.
- Working with The City Manager on contracts for an Independent dock assessment.
- Mowed camping and parking areas.
- Bathroom, fish cleaning maintenance and customer service.
- Installed new throw rings and fire extinguishers on the commercial E-Dock

CITY OF WARRENTON MARINAS - REVENUE COLLECTED THROUGH AUGUST 31, 2023

WARRENTON MARINA

| REVENUE | BUDGET | July | August | September | October | November | December | January | February | March | April | May | June | YTD | % |
|-------------------------|---------------|---------------|---------------|-----------|---------|----------|----------|---------|----------|-------|-------|-----|------|---------------|------|
| OSMB - MAP GRANT \$ | | | | | | | | | | | | | | | |
| MOORAGE CREDITS | | | | | | | | | | | | | | | |
| ANNUAL MOORAGE | \$ 345,000.00 | \$ 325,313.00 | \$ (1,104.00) | | | | | | | | | | | \$ 324,209.00 | 94% |
| TRANSIENT DAILY | \$ 50,000.00 | \$ 9,810.00 | \$ 32,880.50 | | | | | | | | | | | \$ 42,690.50 | 85% |
| ELECTRIC | \$ 50,000.00 | \$ 3,844.40 | \$ 2,088.10 | | | | | | | | | | | \$ 5,932.50 | 12% |
| DRY STORAGE | \$ 35,000.00 | \$ 1,710.00 | \$ 1,615.00 | | | | | | | | | | | \$ 3,325.00 | 10% |
| LAUNCH RAMP | \$ 30,000.00 | \$ 1,610.00 | \$ 17,280.00 | | | | | | | | | | | \$ 18,890.00 | 63% |
| HOIST | \$ 30,000.00 | \$ 500.00 | \$ 900.00 | | | | | | | | | | | \$ 1,400.00 | 5% |
| MONTHLY MOORAGE | \$ 35,000.00 | \$ 3,967.00 | \$ 46,655.00 | | | | | | | | | | | \$ 50,622.00 | 145% |
| PARKING | \$ 30,000.00 | \$ 850.00 | \$ 24,550.00 | | | | | | | | | | | \$ 25,400.00 | 85% |
| OVERNIGHT STAY | \$ 25,000.00 | \$ 700.00 | \$ 27,300.00 | | | | | | | | | | | \$ 28,000.00 | 112% |
| LIVEBOARD FEES | \$ 4,000.00 | \$ 325.00 | \$ 325.00 | | | | | | | | | | | \$ 650.00 | 16% |
| WORK SLIP | \$ 6,000.00 | \$ 100.00 | \$ 200.00 | | | | | | | | | | | \$ 300.00 | 5% |
| REPAIR CHARGES | \$ 5,000.00 | \$ | \$ 75.00 | | | | | | | | | | | \$ 75.00 | 2% |
| PER USE | \$ 15,000.00 | \$ 1,200.00 | \$ 200.00 | | | | | | | | | | | \$ 1,400.00 | 9% |
| FACILITY USE | \$ 42,000.00 | \$ 24,545.00 | \$ 12,565.00 | | | | | | | | | | | \$ 37,110.00 | 88% |
| Fisherman's & Farmers M | \$ 1,000.00 | | | | | | | | | | | | | \$ | 0% |
| MISCELLANEOUS | \$ 1,000.00 | \$ 376.66 | | | | | | | | | | | | \$ 376.66 | 38% |
| INTEREST EARNINGS | \$ 25,000.00 | \$ 249.24 | \$ 1,327.46 | | | | | | | | | | | \$ 1,576.70 | 6% |
| LEASE RECEIPTS | \$ 16,959.00 | \$ 3,954.70 | \$ 475.00 | | | | | | | | | | | \$ 4,429.70 | 26% |
| TOTALS | \$ 745,959.00 | \$ 379,055.00 | \$ 167,332.06 | | | | | | | | | | \$ - | \$ 546,387.06 | 73% |

HAMMOND MARINA

| REVENUE | BUDGET | July | August | September | October | November | December | January | February | March | April | May | June | YTD | % |
|-------------------|---------------|---------------|---------------|-----------|---------|----------|----------|---------|----------|-------|-------|-----|------|---------------|------|
| MOORAGE CREDITS | | | | | | | | | | | | | | | |
| ANNUAL MOORAGE | \$ 150,000.00 | \$ 166,827.00 | \$ (644.00) | | | | | | | | | | | \$ 166,183.00 | 111% |
| TRANSIENT DAILY | \$ 10,000.00 | \$ 380.00 | \$ 6,615.00 | | | | | | | | | | | \$ 6,995.00 | 70% |
| ELECTRIC | \$ 1,000.00 | \$ 128.02 | \$ 118.66 | | | | | | | | | | | \$ 246.68 | 25% |
| LAUNCH RAMP | \$ 105,000.00 | \$ 12,800.00 | \$ 51,670.00 | | | | | | | | | | | \$ 64,470.00 | 61% |
| MONTHLY MOORAGE | \$ 20,000.00 | \$ 525.00 | \$ 19,825.00 | | | | | | | | | | | \$ 20,350.00 | 102% |
| PARKING | \$ 35,000.00 | \$ 2,790.00 | \$ 22,940.00 | | | | | | | | | | | \$ 25,730.00 | 74% |
| OVERNIGHT STAY | \$ 50,000.00 | \$ 6,050.00 | \$ 29,550.00 | | | | | | | | | | | \$ 35,600.00 | 71% |
| FACILITY USE | \$ 15,000.00 | \$ 10,765.00 | \$ 3,825.00 | | | | | | | | | | | \$ 14,590.00 | 97% |
| MISCELLANEOUS | \$ 3,000.00 | \$ 110.00 | \$ 340.00 | | | | | | | | | | | \$ 450.00 | 15% |
| INTEREST EARNINGS | \$ 20,000.00 | \$ 10.00 | \$ 206.89 | | | | | | | | | | | \$ 216.89 | 1% |
| LEASE RECEIPTS | \$ 10,161.00 | \$ 1,129.00 | \$ 1,149.00 | | | | | | | | | | | \$ 2,278.00 | 22% |
| TOTALS | \$ 419,161.00 | \$ 201,514.02 | \$ 135,595.55 | | | | | | | | | | \$ - | \$ 337,109.57 | 80% |