

MINUTES
Marina Advisory Board
October 21, 2024
Warrenton City Hall – Commission Chambers
250 S Main
Warrenton, OR 97146

Chairperson Lylla Gaebel called the meeting to order at 2:00 p.m.

Marina Advisory Board Members Present: Chair Lylla Gaebel, Vice Chair Bill Kerr, Dick Hellberg, Mike Balensifer, Jen Fowler.

Staff Present: Harbor Master Jessica McDonald and Marina Office Assistant Shara Ford.

CONSENT CALENDAR

Meeting minutes from 09.16.24 were presented by staff.

Mike Balensifer made a motion to approve minutes. Motion was seconded by Bill Kerr and motion passed unanimously.

DISCUSSION

Harbormaster McDonald shared the September Harbormaster Report and first quarter finance revenues. These documents are attached.

The committee discussed M and N dock electrical repair. Mike Balensifer asked if the customers are upset because they are now required to update their isolation transformers. Jessica McDonald said the customers are thrilled about the new change.

Jessica McDonald shared with the committee that the bids for the 10 pilings on E Dock are now posted on the City of Warrenton website.

Jessica McDonald also shared with the committee that the Warrenton pier ladders will be fixed, and commercial gates will be added to E and F dock. Mike Balensifer shared he would love to lend a hand to help.

The committee discussed moving the fish cleaning station in Hammond away from the bank. The committee has voiced concerns because of the crab shells littering the ground and the water runoff from cooking crab next to the bank. Jessica McDonald added she will order “no cooking crab within 15 feet of bank” signs for Hammond. Jenn Fowler added the crab cleaning does need its own designated area but she is not in favor of a complete ban.

Jen Fowler suggested making a crab pot Christmas tree at both Marinas for the holiday season, as well as a possible boat light parade.

Lylla Gaebel shared that she would like to continue with the sale of Marina tee shirts and sweatshirts and suggested selling hats and other merchandise.

Jen Fowler added she would like to put on events at the Hammond Marina however the city has stated that the events need to be “water related” to do so. Committee discussed possibly having the wording in the ordinance changed to rezone the marina to allow for other events not water related.

The next Marina Advisory meeting is set for December 16, 2024, at 2pm at the Warrenton Commission Chambers.

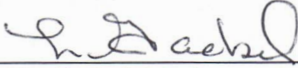
There being no further business for this meeting, Chair Lylla Gaebel adjourned the meeting at 3:53 p.m.
Respectfully prepared and submitted by Shara Ford Marina Office Assistant.

ATTEST:

Jessica McDonald
~~Shara Ford, Marina Office Assistant~~

Jessica McDonald, Harbormaster

APPROVED:



Lylla Gaebel, Marina Advisory Board Chairperson



WARRENTON & HAMMOND MARINAS

HARBORMASTER REPORT

SEPTEMBER, 2024 // PREPARED BY JESSICA MCDONALD



WARRENTON & HAMMOND MARINAS

Harbormaster Report: September 2024

MONTH IN BRIEF

Introduction:

September marks a transition for the Marina Department, moving from the busy summer season assisting customers to focusing on our winter maintenance goals. Our winter work primarily involves building docks in the shop and preparing them for spring launch. We've prioritized repairs and rebuilds and have ordered the necessary supplies to get started. Don and I spent much of September gathering bids and planning to contract out larger projects and capital improvements for FY 24-25.

Key Activities:

1. Projects Completed
 - a. Suzanne Removal
 - b. A35/36 Rebuild
2. Projects in Progress
 - M & N electrical repair
 - Warrenton and Hammond Marina redesign
 - Hammond parking lot lighting
 - Warrenton E Dock Pilings
 - Warrenton Commercial Gates
 - Warrenton Pier Ladders
 - Dock repairs and rebuilds



WARRENTON & HAMMOND MARINAS

Harbormaster Report: September 2024

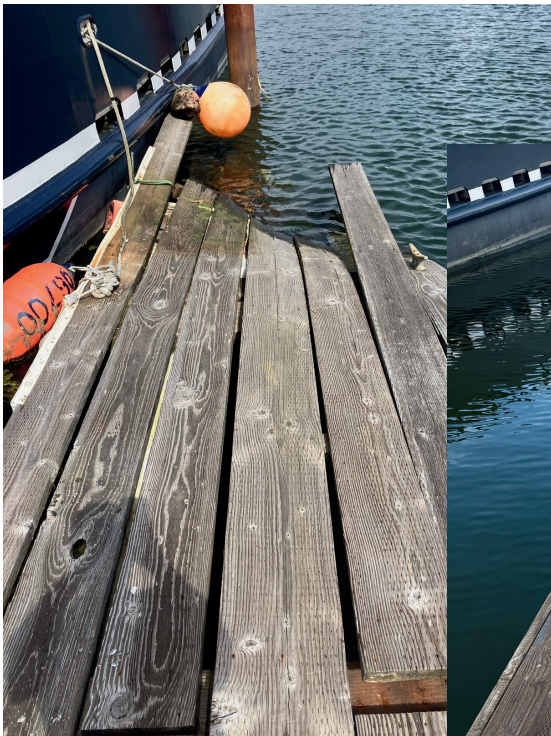
PROJECTS COMPLETED

Suzanne Removal

Project is 100% completed and the vessel has left the marina and been disposed of.

Warrenton Marina Emergency Repair of A35/36

During an extreme low tide, a dock became caught on a steel piling at the Warrenton Marina. Staff successfully removed the old dock and determined that it was beyond repair and had outlived its useful life. Within a week of the incident, staff rebuilt a new finger dock and launched it into place.





WARRENTON & HAMMOND MARINAS

Harbormaster Report: September 2024

PROJECTS IN PROGRESS

M & N Electrical:

The project has been completed, but new requirements are in place for customers to access the upgraded electrical system. We are currently working to notify vessel owners and allow them time to rewire their vessels to eliminate stray currents and comply with the updated electrical code requirements.

Warrenton and Hammond Marina Redesign:

Staff have been in communication with PBS Engineering and North Coast Civil Design and should have project costs soon.

Hammond Parking Lot Lights

Project is currently under contract with Bogh Electrical. Bogh is awaiting parts but the project work should be started in the next couple of weeks.

Warrenton E Dock Pilings

Permits for the project have been submitted and are expected to be approved by DSL. Bergerson Construction has submitted a bid, and staff aim to present the contract to the City Commission in November.

Warrenton Commercial Dock Security Gates

Staff are currently exploring options for security gates at the two commercial docks in the Warrenton Marina. We aim to have bids secured by the end of October.

Warrenton Pier Ladders

Staff are currently exploring options for pier ladders to enhance safety on the commercial work pier. We aim to have bids in place by the end of October and plan to complete the project alongside the installation of the security gates.



WARRENTON & HAMMOND MARINAS

Harbormaster Report: September 2024

PROJECTS IN PROGRESS

Dock Repairs and Rebuilds

Staff have rebuilt and repaired 75 feet of docks in the Warrenton Marina and have begun prepping additional sections. We are on track to meet the goals outlined in the September meeting for dock repairs and rebuilds. The team's efficiency continues to improve, and we are acquiring a small lift to help move docks and larger lumber, which will significantly enhance our ability to complete these projects.





City of Warrenton Marinas Revenue
Updated 9.30.24

WARRENTON MARINA							
REVENUE	BUDGET	Q1	Q2	Q3	Q4	YTD	%
OSMB - MAP GRANT	\$ -						
MOORAGE CREDITS							
ANNUAL MOORAGE	\$ 342,000	\$ 343,244				\$ 343,244	100%
TRANSIENT DAILY	\$ 50,000	\$ 36,800				\$ 36,800	74%
ELECTRIC	\$ 50,000	\$ 10,632				\$ 10,632	21%
DRY STORAGE	\$ 25,000	\$ 5,315				\$ 5,315	21%
LAUNCH RAMP	\$ 22,000	\$ 24,060				\$ 24,060	109%
HOIST	\$ 23,000	\$ 4,000				\$ 4,000	17%
MONTHLY MOORAGE	\$ 50,000	\$ 47,807				\$ 47,807	96%
PARKING	\$ 29,000	\$ 26,150				\$ 26,150	90%
OVERNIGHT STAY	\$ 28,000	\$ 34,453				\$ 34,453	123%
LIVEABOARD FEES	\$ 3,800	\$ 975				\$ 975	26%
WORK SLIP	\$ 3,000	\$ 500				\$ 500	17%
REPAIR CHARGES	\$ 2,000	\$ 112				\$ 112	6%
PIER USE	\$ 10,000	\$ 260				\$ 260	3%
FACILITY USE	\$ 42,000	\$ 34,388				\$ 34,388	82%
Fisherman's & Farmers M	\$ 1,000	\$ -				\$ -	0%
MISCELLANEOUS	\$ 5,000	\$ 909				\$ 909	18%
INTEREST EARNINGS	\$ 35,000	\$ 14,729				\$ 14,729	42%
LEASE RECIPITS	\$ 8,564	\$ 4,283				\$ 4,283	50%
TOTALS	\$ 729,364	\$ 588,616	\$ -	\$ -	\$ -	\$ 588,616	81%

HAMMOND MARINA							
REVENUE	BUDGET	Q1	Q2	Q3	Q4	YTD	%
MOORAGE CREDITS							
ANNUAL MOORAGE	\$ 170,000	\$ 169,248				\$ 169,248	100%
TRANSIENT DAILY	\$ 9,000	\$ 8,934				\$ 8,934	99%
ELECTRIC	\$ 500	\$ 1,279				\$ 1,279	256%
LAUNCH RAMP	\$ 105,000	\$ 88,090				\$ 88,090	84%
MONTHLY MOORAGE	\$ 20,000	\$ 17,725				\$ 17,725	89%
PARKING	\$ 35,000	\$ 23,880				\$ 23,880	68%
OVERNIGHT STAY	\$ 45,000	\$ 39,470				\$ 39,470	88%
FACILITY USE	\$ 15,000	\$ 14,299				\$ 14,299	95%
MISCELLANEOUS	\$ 500	\$ -				\$ -	0%
INTEREST EARNINGS	\$ 45,000	\$ 19,445				\$ 19,445	43%
LEASE RECIPITS	\$ 14,022	\$ 3,407				\$ 3,407	24%
TOTALS	\$ 459,022	\$ 385,778	\$ -	\$ -	\$ -	\$ 385,778	84%