



City of Warrenton Marina Advisory Committee

Agenda

City Hall, 225 S. Main Warrenton, OR 97146
Monday January 27, 2025

The meeting will be broadcast via Zoom at the following link
<https://us02web.zoom.us/j/81435388670?pwd=aVRMVVhxa0FudXVhSGsrekdpWmJYQT09>
Meeting ID: 814 3538 8670 | Passcode: 123456 | Dial-in Number: 253-215-8782

Public Comment: To provide public comment, participants should register prior to the meeting. All remarks will be addressed to the whole Marina Advisory Committee and limited to 3 minutes per person. The Committee reserves the right to delay any action, if required, until such time as they are fully informed on a matter. Once your public comment is submitted it becomes permanent public record.

You may provide public comment using the following methods:

1. In-person: Complete a public comment card and submit to the **Advisory Board Secretary** prior to the start of the meeting.
 2. Via Zoom: Register with **the Secretary**, at sford@warrentonoregon.us no later than **11am** the day of the meeting. Please ensure that your zoom name matches the name registered to comment.
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Marina Advisory Committee Regular Meeting 2:00 PM

1. Call to order

2. Consent Calendar

- A. Marina Advisory Committee Meeting Minutes December 2024

3. Public Comment

4. Reports

- A. Harbormaster Report
- B. Quarterly Revenue Report

5. Business Items

- A.

6. Discussion Items

- A. OSMB Funding – Bill Kerr
- B. Marina Advisory Committee Purpose – Jen Fowler

7. Adjournment



**City of Warrenton Marina Advisory Committee
Minutes
City Hall, 225 S. Main Warrenton, OR 97146
Monday, December 16, 2024**

1. Marina Advisory Committee meeting called to order at 2 p.m.

Members	Present	Excused
William Kerr, Vice Chair	X	
Jennifer Fowler	X	
Dick Hellberg		
Mike Balensifer	X	
Lylla Gaebel, Chair	X	
Larry Ausman – 2025 Member	X	

Staff Members Present	
Jessica McDonald	Harbor Master
Shara Ford	Marina office Assistant

2. Public Comment

A. None

3. Consent Calendar

A. Meeting Minutes from 11.18.24 were presented by staff.

Motion:	Move to approve the consent calendar as presented.				
Moved:	Mike Balensifer				
Seconded:	Jen Fowler	Aye	Nay	Abstain	Recused
Vote:	Kerr	X			
	Fowler	X			
	Hellberg				
	Balensifer	X			
	Gaebel	X			
Passed:	5/0				

4. Reports

- i. Jessica McDonald presented her Year in Review, Harbormaster Report, YTD Revenues Report, Update on Goals and Priorities. Jessica talked about the Warrenton Marina redesign. There will be a meeting in March 2025 with the commission.

5. Business Items

- A. Officer Elections for 2025 were held, the committee was unable to have a majority vote on chair elections and will revisit the chair position in January.

Motion:	I nominate Bill Kerr as Chair – Bill Refused Nomination				
Moved:	Mike Balensifer				
Seconded:	Jen Fowler	Aye	Nay	Abstain	Recused
Vote:	Kerr				
	Fowler				
	Hellberg				
	Balensifer				
	Gaebel				
Passed:					

Motion:	I nominate Lylla Gaebel as chair				
Moved:	Bill Kerr				
Seconded:	Lylla was the only one to second, committee unsure if she was able to second her own nomination.	Aye	Nay	Abstain	Recused
Vote:	Kerr				
	Fowler				
	Hellberg				
	Balensifer				
	Gaebel				
Passed:					

Motion:	I nominate Bill Kerr as Vice Chair				
Moved:	Lylla Gaebel				
Seconded:	Jen Fowler	Aye	Nay	Abstain	Recused
Vote:	Kerr	X			
	Fowler	X			
	Hellberg – not present				
	Balensifer	X			
	Gaebel	X			
Passed:	4/1				

6. Discussion Items

- A. The marina held two public events in 2024, which include The Crab Pot Christmas Tree Lighting and the Blessing of the Fleet, both attracted hundreds of people.
- B. Committee discussed 2025 meeting schedule and set dates.
- C. Chair Lylla Gaebel thanked Jen and Jessica for putting on the Crab Pot Christmas Tree event. Lyla mentioned next year the tree should be moved and Jessica agreed.
- D. Jen Fowler mentioned she would like to have a “Welcome to Buoy 10” event in 2025. She would love to gather sponsors and vendors for this event. Jen also mentioned the public voted Hammond as the number one place to crab in Oregon.
- E. Jessica shared FishHer is interested in helping with fundraising and grants for both marinas.
- F. Chair Lyla mentioned Jen should oversee fundraising for the Hammond Marina. Jessica said it could be beneficial to meet with FishHer regarding fundraising and the opportunity to brainstorm.

7. Adjournment

There being no further business, Chair Gaebel adjourned the meeting at 3:06 p.m.

Approved:

Attest:

Lylla Gaebel, Chair

Shara Ford Marina Board Advisory
Committee Secretary



WARRENTON & HAMMOND MARINAS HARBORMASTER REPORT

JANUARY, 2025 // PREPARED BY JESSICA MCDONALD



WARRENTON & HAMMOND MARINAS

Harbormaster Report: January 2025

MONTH IN BRIEF

Introduction:

January was a productive start to 2025, with significant progress made on several key initiatives. We began reviewing and updating marina permits to ensure compliance with current regulations and to support upcoming improvement projects. Staffing needs were also a priority, as we explored options for hiring a marina maintainer and conducted a round of interviews. To support future projects, we initiated research into potential grant opportunities and began identifying suitable funding sources. Additionally, a review of current moorage rates compared to other regional marinas was conducted to help guide us if any rate changes are needed for 2025. Finally, reservations for Buoy 10 opened this month, generating significant interest. We are closely monitoring reservations to ensure a smooth experience for our customers and to maximize occupancy during this peak Buoy 10 season. Overall, January set a strong foundation for a successful year ahead at the marina.

Key Activities:

1. New Projects for 2025

- OSMB Grant
- Infrastructure Grant and E Dock Recommendations
- Hammond Dredge Permit
- Updating Resolution & Ordinances for FY 2025-2026

1. Projects in Progress

- Pile Replacement Permitting in Warrenton and Hammond Marinas
- M & N electrical repair
- Warrenton and Hammond Marina redesign
- Hammond Parking Lot Lighting
- Warrenton Commercial Gates
- Warrenton Pier Ladders
- Dock repairs and rebuilds



WARRENTON & HAMMOND MARINAS

Harbormaster Report: January 2025

PROJECTS TO KICK OFF 2025

Grant Opportunities

The Oregon State Marine Board (OSMB) has been incredibly supportive of our efforts to improve the marinas. They have been assisting with permitting and engineering design for the replacement of the Hammond loading dock at the boat launch. All permitting is expected to be completed and submitted by early February. Additionally, we will be completing a grant application for their Cycle 1 funding, with the goal of securing the necessary funds to replace the loading dock. To help us secure this grant we are requesting letters of support from the community for this project.

E Dock Recommendations

E Dock is the most profitable dock in the Warrenton Marina, supporting 22 commercial businesses. However, it is in dire need of replacement. Staff is currently exploring funding options for this critical project, including a Department of Transportation grant for marina infrastructure. We would also like to seek recommendations from the Advisory Board on other potential funding opportunities.

Hammond Dredge Permitting

New requirements now mandate that new dredge permits be obtained every five years, and existing permits can no longer be renewed after 5 years. Additionally, new surveys must be conducted every 2–5 years, depending on the current regulations. The permitting process has changed significantly since we last obtained permits in 2018. Staff are actively exploring all permitting options and making plans to ensure we are prepared if budgeting allows and conditions are warranted to dredge during the 2026 in-water work window.

Updating Resolution

Our annual moorage billing increases by \$1–\$2 per foot each year to keep pace with inflation and rising marina costs. The current resolution governing these adjustments is set to expire, and with support from the Advisory Board we would like to continue this practice of implementing small annual increases to our annual moorage to ensure our rates remain competitive and aligned with operational needs. Based on our recent rate comparison we don't have any recommendations to increase any additional marina rates this year.



WARRENTON & HAMMOND MARINAS

Harbormaster Report: January 2025

PROJECTS IN PROGRESS

Pile Permitting

We've submitted permits to DSL, Army Corps of Engineers and DEQ and hopefully will have permits in place soon so we can begin planning for the critical pile replacement that is needed in both marinas.

M & N Electrical:

The project has been completed, customers have been notified to comply with new electrical requirements and have until January 1, 2025 to come into compliance or risk not having electrical service. Staff will be scheduling switch over shortly to new electrical.

Warrenton and Hammond Marina Redesign:

A joint session has been scheduled for March 11, 2025, to review the Warrenton and Hammond redesign plans and gather feedback from the Commission and Advisory Boards. If there are specific elements you would like to see included in the redesigns or topics you'd like to discuss at the meeting, please inform staff by February 21, 2025.

Hammond Parking Lot Lights

Pacific Power required a new meter for the lights service and we are awaiting final approvals to complete project.

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 very soon.

Warrenton Pier Ladders

Ladders have been ordered and are currently being fabricated. Marina Forman Don Beck will be overseeing the installation soon.

Dock Repairs and Rebuilds

We are still prepping sections in our maintenance shop throughout winter but will most likely not launch and install new sections until March 2025.