

Charleston Advisory Committee Meeting

Wednesday, January 17, 2024, 12:00pm

Charleston Marina RV Park
63402 Kingfisher Road, Charleston, OR 97420



M E M O R A N D U M

TO: Charleston Marina Advisory Committee and All Interested Parties
FROM: Ray Dwire, Charleston Marina Manager
DATE: January 10, 2024
SUBJECT: Charleston Marina Advisory Committee Meeting Notice

A regular meeting of the Charleston Marina Advisory Committee has been scheduled for:

DATE: Wednesday, January 17, 2024

TIME: 12:00 p.m. – 1:30 p.m.

LOCATION: Charleston Marina RV Park Recreation Room
63402 Kingfisher Road
Charleston, OR 97420

VIRTUAL:

<https://us06web.zoom.us/j/88014533443?pwd=BBiSb25ZdUbH7ytxDchjJXsSn3LfnS.1>

Via Phone: (253) 215 8782

Meeting ID: 880 1453 3443

Passcode: 665366

Members of the public may attend and provide comment to the Committee in person or via Zoom. The Committee will be attending Zoom telephonically (not via video).

Lunch will be provided for the Charleston Marina Advisory Committee members.

Guests are encouraged to bring their own lunch. Many local businesses offer boxed and to-go lunches. Please feel free to contact any of them to purchase a meal to bring to the meeting, or feel free to bring your own.

RD/lc

**OREGON INTERNATIONAL PORT OF COOS BAY
CHARLESTON MARINA ADVISORY COMMITTEE MEETING
12:00 p.m., Wednesday, January 17, 2024
Charleston Marina RV Park Recreation Room**

T E N T A T I V E A G E N D A

1. Call Meeting to Order
2. Introductions of Guests and Port Staff
3. Review and Approval of October 18, 2023 Meeting Minutes
4. Financial Data Review
5. Expiration of Committee Member Term (Michael Armstrong)
6. *ConnectOregon* Grant Application: Shipyard Improvements
7. Public Hoist Discussion
8. Current Projects Update
9. Roundtable Discussion on Facilities Maintenance Needs/New Issues from the Customers' and Staff Perspectives
10. Public Comment
11. Committee Comments
12. Next Meeting Date: April 2024
13. Adjourn

Review Meeting Minutes

**OREGON INTERNATIONAL PORT OF COOS BAY
CHARLESTON MARINA ADVISORY COMMITTEE MEETING
12:00 p.m., Wednesday, October 18, 2023
Charleston Marina RV Park, Recreation Room**

DRAFT MINUTES

ATTENDANCE

Advisory Members:

Nick Nylander, Chair; Kyle Cox; Kathleen Hornstuen; Knute Nemeth; and Tyler Long.

Port Staff:

Lanelle Comstock, Chief Administrative Officer; Mike Dunning, Chief Port Operations Officer; Megan Richardson, Director of Finance & Accounting; Ray Dwire, Charleston Marina Manager; Cheryl Charitar, Charleston Office Administrator; Julie Williams, Marina Office Assistant; and Laura Fortin, Administrative Assistant.

Guests:

Ed Fleming attended via telephone.

1. CALL MEETING TO ORDER

Chair Nylander called the meeting to order at 12:04 p.m.

2. INTRODUCTION OF GUESTS

3. REVIEW AND APPROVAL OF MEETING MINUTES

A. Approval of May 3, 2023 Meeting Minutes

Upon a motion by Knute Nemeth (Second by Tyler Long), the Charleston Advisory Committee Members voted to approve the May 3, 2023 Meeting Minutes. **Motion Passed Unanimously.**

4. FINANCIAL DATA REVIEW

Megan Richardson, Director of Finance and Accounting, reviewed the financial data for Charleston Operations as provided in the packet. The financial data review covered the first quarter, July through September. Charleston had an operating income of \$761,838, this was \$130,187 less than anticipated. The shortfalls were the Ice Plant and RV Park she said. Charleston had total operating expenses of \$440,722, this was \$174,988 underspent. The two contributing factors were lower revenues and project timing. Ms. Richardson reported operating results were \$321,116 compared to a budget of \$276,315, this was \$44,801 better than planned. Other income of \$800, she said, was a random amount not budgeted for, and probably is insurance related. Other expenses of \$27,330 compared to a budget of \$79,703 was \$52,373 underspent. Ms. Richardson explained this is budgeted for capital projects that have not been started yet. Ms. Richardson concluded stating that Charleston had net results of \$294,587 compared to a budget of \$196,611 currently, \$97,976 better than planned. Mr. Nylander said it sounded good.

5. CURRENT PROJECTS UPDATE

Mr. Dunning gave an introduction for Ray Dwire, providing Ray's working history with the Port of over five years in Security. Mr. Dwire gave a presentation of the current and ongoing projects in the Charleston Marina Complex. He said there were funds budgeted to do many projects for the Marina. Mr. Dwire said the first major project was the Marina Office building, where the new roof was contracted out. Port staff painted the building and installed all new siding windows, and gutters. The budget for this project was \$30,000.

The Inner Basin shower doors and Shipyard bathroom doors project has been completed. The new doors were upgraded with door locks for key card access. Mr. Cox asked why the contracting company was from Roseburg. Mr. Dwire replied that it was a local contractor used for the doors and for the new office roof. Mr. Cox asked why the cost was so high to replace the doors. Mr. Dwire explained that the work to replace the doors was extensive due to the necessity to cut the concrete to make the doors fit.

Mr. Dwire said the showers are open to marina moorage customers. The key card lock system is to help with the security problems and vandalism occurring during off hours. The bathrooms will remain open to the public and the showers will not be open to the general public. Port staff are able to control the keypad access panels and monitor customer usage. Ms. Hornstuen asked about the cost of the key lock system. Mr. Dwire said each of the door locks cost \$1600 and Port staff are able to install and program the systems themselves.

Ms. Hornstuen asked about access to the office. Mr. Dwire and Mr. Dunning both answered by explaining that it is still being discussed. Mr. Dunning said if it is opened up, it will be a designated area such as a vestibule area with Plexi glass but will not allow direct access to the office staff. It is a safety concern to have it completely opened up.

Mr. Dwire continued with the dock piling project; he said 4 piles have been identified in the outer basin as needing immediate attention. The Shipyard has piling identified as needing replaced as well. Mr. Dwire said the RFQ's had been sent out and when those come in, then it will be determined how many piles will be able to be replaced depending on available funds. Mr. Cox asked about broken ladders in the Shipyard area. Mr. Dwire asked Mr. Cox to plan a walk through together to identify his concerns.

Mr. Dwire said last year social media posted a picture of the excessive bird poop on the docks. He said staff has found that tying mylar ribbons on a cable strung across the docks has deterred the birds. Staff have pressure washed and cleaned up all the docks and the ribbons appear to be helping.

Mr. Dwire said with some of the new staff, the ability to do more work in house has allowed cost savings on many projects. He said staff are manufacturing hoops and brackets with stainless steel for dock repair. Doing the work themselves will be a great cost savings and allow for more projects to be completed.

Mr. Dwire said the Ice Plant is down. The fans are out, and it has been determined there may be a faulty design or application. He said the project to replace the fans with a completely new style fan should be completed within the next month. Mr. Long asked if there was a warranty. Mr. Dunning said the fans were out of warranty, the fans were loaners from the company after the initial fans had already stopped working.

Mr. Dwire said to improve Marina security, a gate will be installed across Guano Rock Road and Albacore Road. The security gates will remain open during the day and will be closed at night. The gate will allow for exiting the Marina and will limit entry. He said G & H dock will also be gated, and access to these docks will be by key card only. Ms. Hornstuen asked how many cards a boat would be allowed,

her concern for crews being called to work. Mr. Dwire explained the key cards would be able to be loaded for showers and gate access. Mr. Dunning said crew members would get cards.

Mr. Dunning addressed an email from Mr. Flemming regarding the security gates. Mr. Dunning asked Mr. Flemming to please voice his concerns and share his ideas. Mr. Flemming said the proposed gate is his concern in the event of a big earthquake and a local tsunami. He said in the Commissioner's packet there is talk about the emergency plans for local tsunamis. He said in the review, it shows 15 to 25 minutes to get to high ground. Mr. Flemming said a locked gate would slow the exit of people and cars. He said he could walk from E dock to the Coast Guard station up the hill in about 10 minutes. He asked if there would be a pedestrian gate that would remain unlocked. Mr. Dunning said yes there will be both a vehicle and a man gate, but they will not be left open or unlocked. He said alternatives could be looked at. Mr. Cox said that in the event of a tsunami, the first steps for the Security staff should be to open the gates. Mr. Cox said if he was first in line, he would ram the gate open if lives were at stake. Mr. Dunning said one of the things to look at is a way to modify the gate to have a push bar on the man gate that allows exiting but not entry. Ms. Hornstuen suggested Port staff post evacuation maps to aid the tourists and visitors where to get to safety. Mr. Dunning reminded the gates are not going to be locked during daytime business hours. Mr. Flemming mentioned he appreciated the new security on the restrooms and showers. Mr. Cox suggested the lower gate be moved to the corner. Mr. Dwire explained the corner is not Port property. There was only one place the gate could be placed. Mr. Dunning said first choice was to put it by the Power Squadron Building, but that did not work out with the nearby business.

Mr. Dunning said there would be a ConnectOregon IX grant this year to do some Shipyard work. He said likely it will be a new work dock and either repairing the existing travel lift slip or expanding the slip. Mr. Cox said he disagrees with widening the travel lift slip. He said it will take away a large footprint in the Shipyard. Mr. Dunning explained expanding is the best overall fix with the available funds. He said just to expand the existing slip it will cost \$800,000 to a million dollars. Mr. Cox said he doesn't see the need to move or widen the slip, he suggested adding a 400 to 600-ton lift over by the ways. Mr. Nemeth added that he agreed with Mr. Cox about spending the money to put in another larger lift over by the ways. Mr. Dunning said the current lift is failing and it has to be fixed now. Mr. Dunning said a longer wider slip will allow the ability to take more boats out with the lift the Port has now. He said getting permits to modify the current slip will not be a problem, however moving it or adding a new slip would be difficult to get permitted. Mr. Cox said he wanted to clarify the number of boats being hauled out, he said there are only 17 boats being hauled out because of the ability of the ways. He said the demand is still much larger than the numbers show.

Mr. Dunning explained that there is a lot more to it than just purchasing a 400-ton lift; he said there is an environmental cap in the Shipyard, so that cap would need to have an added 10 inches of asphalt, and dredging would be needed annually with the slough running into the ways area. Mr. Cox said he is suggesting that we don't waste time and money to widen the current slip if there is any chance that a larger lift could be put over by the ways in the future. Mr. Long asked if upgrading and widening the ways is out of the conversation. Mr. Cox said the ways are just too old and is not the favorable option, the ways can only haul one boat at a time. Mr. Dunning said it is exponentially cheaper to fix the ways.

Mr. Nemeth said he agreed with that there needs to be thought into future plans. He said he feels Charleston and the Shipyard are very important and the Port needs to put more money into the Shipyard.

Mr. Cox said the biggest hurdle is that the Port will never be able to fund Shipyard improvements with its own money; he said it will always be subsidized. He said there are only so many spaces to rent out, and there is only so much money ever made from that rent to put back into the Shipyard. Mr. Cox said the only way to improve the facility without subsidies is for the business to own the property. Mr. Long

asked why the Port doesn't want to sell. Mr. Dunning said there are several reasons, and not everyone wants to see it happen. He said there are multiple sides, and everything has to be looked at. Mr. Dunning said it is a decision the Commissioners have to make. Ms. Hornstuen said to Mr. Long he has to go to a Commission meeting and bring it up, the Advisory Committee can't do anything. Mr. Cox said for a government such as the Port to have the lift out for a month is no big deal, however, in the private sector it would be a very big deal. Ms. Richardson explained the Port does not own the travel lift, it is on a note and if boats aren't hauled out the Port doesn't get that money to pay that note. Mr. Dunning added the Ice Plant is a perfect example of "hurry up and get it done because everyone needed it". The Port is losing money on the Ice Plant monthly. Mr. Dunning said it is hard to compare private to public entities.

6. ROUNDTABLE DISCUSSION ON FACILITIES MAINTENANCE NEEDS

Ms. Hornstuen said she'd like to thank the Port, and to let everyone know that the "Night at the Aquarium" will be happening on Halloween night at 4:30. She thanked the Port for the use of the parking lot again. She said the OIMB Marine Life Center would also be open for Halloween night.

Ms. Hornstuen said the Marine Life Center is still hoping to obtain a live octopus for their large tank. Mr. Long said he would see what he could do. Ms. Hornstuen said they are hoping for a Pacific Giant. Mr. Nemeth said there was a Marine Biology Celebration about two weeks ago. There were live bands, and about 250 people present. He said they collected around \$2000.

7. PUBLIC COMMENT

Mr. Flemming on the phone asked if anyone had looked into a different way to haul boats out. He said a friend of his hauled a boat out in the San Francisco Bay area. He said a trailer is backed down the slip and the boat is put on the trailer then hauled out on the trailer. Mr. Flemming said this allows them to park the boats much closer to each other in the yard; closer than the width of the travel lift. He said you wouldn't need a travel lift slip, instead you would need a launch ramp style ways, which may be cheaper to build and maintain. Mr. Dunning said it was looked at and they can lift very large vessels. He said it would require taking buildings down and reconfiguration of the Shipyard. Mr. Cox said he thought the hydraulic trailers might be useful to save space in the long-term area, being able to park them tight. He said he didn't think it would help much with hauling out, but it would be good for space saving.

8. COMMITTEE COMMENT

Mr. Cox said he wanted to talk about the Port's Shipyard employee, as he said rumor is that he asked for a raise and to get a raise the employee had to change their position. Mr. Cox said he would like to have the current employee stay in the Shipyard. Mr. Dunning said the rumor is not true; staff are being moved around to cross train everyone to do everything. He said the current Shipyard employee will be the one training the other staff in the Shipyard. Then he will rotate out to learn skills on the Marina side. Mr. Cox said it's not fair as the Shipyard deserves to have a professional. Mr. Dwire explained that the rotation will keep going and it will be a win-win for everyone.

Ms. Hornstuen asked if they could get a higher wage if they were crossed trained. Mr. Dunning answered that is how you move up. Mr. Dwire said his goal is to have all the crew become Operators, and emergencies can be addressed in a timely and safe manner.

Mr. Cox said past employees since retired, he heard the Shipyard crew was cut from two employees down to just one because there was too much free time. He said that was not a good solution, he said he thinks there is still enough work for two people in the Shipyard. Ms. Hornstuen said now there is a new

Marina Manager that will not let these kinds of things happen. Mr. Dunning agreed there is plenty of work to be done in the Shipyard and Mr. Dwire will be addressing it. Mr. Dunning said the feedback is appreciated, and the Port agrees the Shipyard needs some work. Mr. Dwire explained why there is only one boat a day being hauled out at this time. He said his crew is looking at extending the hours during the day. Mr. Dwire said there was an issue last month where the Sheriff's Office called and were coming in with a sinking boat in the middle of the night. The boat had to be pulled out in the middle of the night.

Mr. Cox asked how the new dumpsters are working out. Mr. Dwire said it is doing good, and it has freed up a lot of time for the maintenance crew to work on the docks. Ms. Hornstuen said she had heard some complaints but was not able to remember what it was. Mr. Dunning said the convenience of having them at each dock is gone. He explained it makes more sense to not waste the man hours and cost to drag the dumpsters around all day; they now have the time to maintain the docks and the Shipyard.

Mr. Long said he sees some of the older folks having trouble getting heavy trash into the larger dumpsters. He suggested an alcove or space that would be more user friendly. Mr. Dunning suggested maybe building steps. Mr. Dwire said he is open to hearing any ideas. Mr. Long said he is getting ready to move crab traps around over at Long Fisheries. He said he has used the parking lot to alleviate his overflow. He said if there are any issues with the parking lot to please contact him.

Mr. Dunning explained the Port understands and tries to meet the needs of the fisherman, however there are the rules of the Marine Board that have to be followed. He said the parking lots are all funded by Marine Board grants. They do not allow any commercial activity, storing pots or anything like that. Mr. Dunning said if in violation of the agreement, the Marine Board will come back to the Port. He said for example, the new docks look nicer, but they are more fragile and the large boats tying up to them will break them. If the Marine Board sees this, they will require the funds to be paid back to them. Mr. Long asked if the parking lot he is using is one of these, Mr. Dunning said it is not, however, it is a lot for parking. He said the Marina Manager is enforcing the rules and policies that are there. Mr. Dunning said there needs to be a more formal policy stating what areas can be used and what cannot. He said crab season is always a problem with fisherman needing to store their pots closer to their boats.

Ms. Hornstuen said the parking lot is needed for the Night at the Aquarium. Mr. Dwire agreed and said last year the Trunk R Treat had a problem with the parking lot being full of crab pots.

Ms. Hornstuen asked if the Port has anything to do with Offshore Wind Energy. She said there was an article in the newspaper blaming the Port. Mr. Dunning said the Commission sent a letter to BOEM asking to review the call areas. Ms. Hornstuen asked if the letter was just asking or supporting. Mr. Dunning said the letter is asking them to review it. Ms. Hornstuen said there is too big of a footprint on the sea floor. She said there is too much damage done, and that they should put them on land and leave the fishermen alone.

9. NEXT MEETING DATE

The next meeting is scheduled for January 2024.

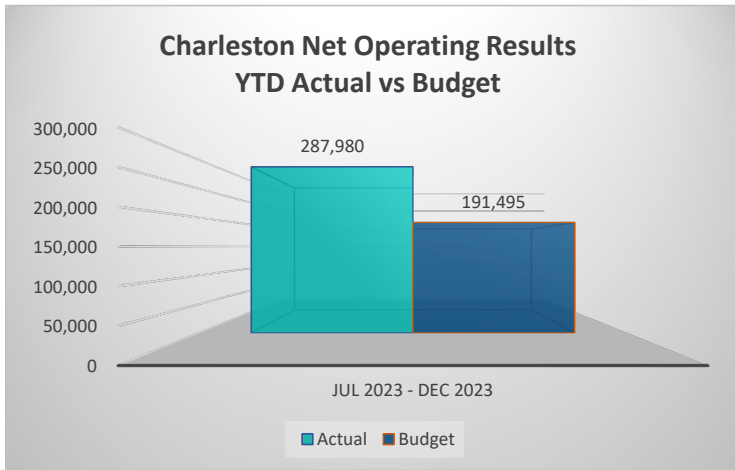
10. ADJOURN

Chair Nylander adjourned the meeting at 1:44 p.m.

Financial Data Review

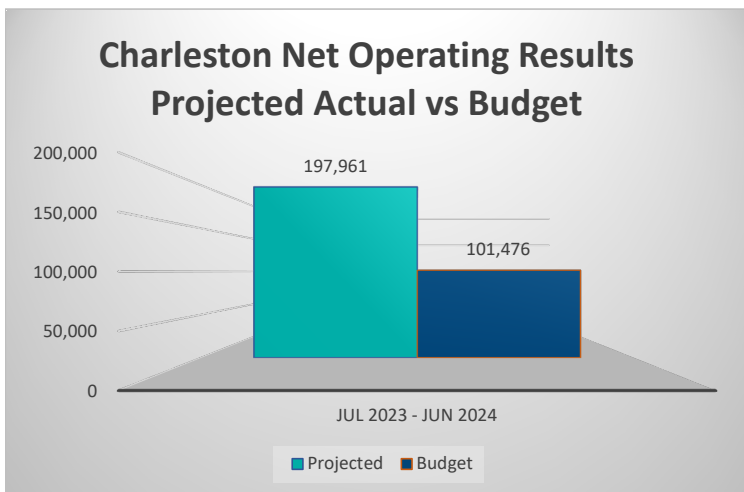
Preliminary

	Year to Date							Year End		
	Jul 2023 - Dec 2023				Prior FYTD vs Current FYTD			Jul 2023 - Jun 2024		
	Actual	Budget	\$ Diff	% Diff	Last FY	\$ Diff	% Diff	Projected	Budget	% Diff
Charleston Operating Income	1,307,335	1,401,197	(93,862)	(7%)	1,288,652	18,683	1%	2,452,704	2,546,565	(4%)
Charleston Personnel Expenses	400,470	423,546	(23,076)	(5%)	307,978	92,492	30%	824,016	847,091	(3%)
Charleston Operating Expenses	618,885	786,156	(167,270)	(21%)	619,411	(526)	(0%)	1,430,728	1,597,998	(10%)
Charleston Total Expenses	1,019,355	1,209,701	(190,346)	(16%)	927,389	91,967	10%	2,254,743	2,445,089	(8%)
Charleston Operating Results	287,980	191,495	96,485	50%	361,264	73,284	(20%)	197,961	101,476	(95%)
Other Income	5,765	32,000	(26,235)	(82%)	63,717	(57,952)	(91%)	5,765	32,000	(82%)
Other Expense	511,946	656,700	(144,753)	(22%)	440,957	70,990	16%	629,169	773,922	(19%)
Net Other Income	(506,181)	(624,700)	118,518	19%	4,617	510,799	(11062%)	(623,404)	(741,922)	(16%)
Charleston Net Results	(218,201)	(433,204)	215,003	50%	(15,976)	202,226	1266%	(425,443)	(640,446)	(34%)



Charleston Marina is showing an operating result of a \$288K gain compared to a budgeted gain of \$191K, which is \$96K better than plan. This is due, in part, to the following factors:

- Year to date expenses are underspent by about 16%. Operating expenses are underspent due to lower than projected revenues to date.



Based on current information, if Charleston would perform to budget for the remaining fiscal year the projected operating result would end the year \$96K better than budget.