

Charleston Advisory Committee Meeting

Wednesday, February 23, 2022, 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: Brandon Collura, Harbormaster

DATE: February 16, 2022

SUBJECT: Charleston Marina Advisory Committee Meeting Notice

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

DATE: Wednesday, February 23, 2022
TIME: 12:00 p.m. – 1:30 p.m.
LOCATION: Charleston Marina RV Park
Recreation Room
63402 Kingfisher Road
Charleston, OR 97420

Members of the public who wish to attend remotely are invited to do so via telephone. Please contact the Port's Administrative office at 541-267-7678 prior to 9:00 a.m. on Wednesday, February 23, 2022 for call-in information.

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.

BC/kk

**OREGON INTERNATIONAL PORT OF COOS BAY
CHARLESTON MARINA ADVISORY COMMITTEE MEETING
12:00 p.m., Wednesday, February 23, 2022
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 May 5, 2021 Meeting Minutes
- 4.** Financial Data Review
- 5.** Current Marina Projects Update
- 6.** Current Port Projects Update
 - a. Terminal One
 - b. Moorage Insurance Requirements
 - c. Charleston Marina Complex Planning and Survey
- 7.** Roundtable Discussion on Facilities Maintenance Needs/New Issues from the Customers' and Staff Perspectives
- 8.** Public Comment
- 9.** Committee Comment
- 10.** Next Meeting Date: Wednesday, May 4, 2022 at 12:00 p.m.
- 11.** Adjourn

Review Meeting Minutes

**OREGON INTERNATIONAL PORT OF COOS BAY
CHARLESTON MARINA ADVISORY COMMITTEE MEETING
12:00 p.m., Wednesday, May 5, 2021
Zoom Meeting**

DRAFT MINUTES

ATTENDANCE

Advisory Members:

Nick Nylander, Chair; Mark Fleck, Vice Chair; Lou Leberti; Michael Armstrong; Kathleen Hornstuen; and Knute Nemeth. Kyle Cox was absent.

Port Staff:

John Burns, Chief Executive Officer; Lanelle Comstock, Chief Administrative Officer; Brandon Collura, Harbormaster; Megan Richardson, Director of Finance and Accounting; Mary Green, Fiscal Support Technician; Ray Dwire, Security; and Krystal Moffett, Administrative Assistant.

Guests:

Ed Fleming, Marina Customer.

1. CALL MEETING TO ORDER

Chair Nick Nylander called the meeting to order at 12:06 p.m.

2. INTRODUCTION OF GUESTS AND PORT STAFF

3. REVIEW AND APPROVAL OF MEETING MINUTES

A. Approval of January 15, 2020 Meeting Minutes

Upon a motion by Mark Fleck (Second by Nick Nylander), the Charleston Advisory Committee Members voted to approve the January 15, 2020 Meeting Minutes. **Motion Passed.**

4. FINANCIAL DATA REVIEW

Harbormaster Brandon Collura reviewed the financial data for Charleston Operations. Year to date operating income is \$1.491 million against a budget of \$1.597 million. Operating expenses to date totaled \$1.2 million against a budget of just under \$1.5 million. The operating gain of \$266K versus a budget of \$119K is \$148K better than plan. This is due to operating expenses not currently showing for the dredging project which took place October through February. Early indicators show that project will come in as budgeted, at approximately \$90K. Repairs and maintenance for the year are underspent due to staff being focused on dredging. That is now complete and staff are

taking care of repairs and maintenance projects. Other revenue and expenses are below plan due to the timing of certain capital projects that were planned for the fiscal year. Projected operating results would end the year at approximately \$139K better than budget.

Lou Leberti asked whether the Army Corps could dredge closer to the Point Adams location in the future. Mr. Collura stated at this time it is not in their budget, but staff will continue to keep it on their radar in upcoming years. Mr. Leberti asked whether any legislatures or lobbyist have been addressed on this issue. John Burns stated he recently spoke with Senator Merkley, who has asked the Army Corps to include that section of the Charleston Channel in their workplans. Staff will continue to work with Senator Merkley and Representative DeFazio as well. Mr. Burns stated that if not included in this year's budget, it should be included in next year's.

5. CURRENT PROJECTS UPDATE

Mr. Collura stated the last time this group met was 16 months ago, in January 2020. At that time, the Ice Plant Rebuild Project was just beginning. With an impressive effort to rebuild bigger and better, the project was completed in just 9 months' time. The capacity and production rate have both increased to better serve the fleet. Another major project just completed was the dredging of the Charleston Marina Complex. There was approximately 12,500 CY removed from the Point Adams area from October 14, 2020 to February 10, 2021. There is a new seafood processor in that facility and fishing vessels are once again able to dock on the south side of the building.

Staff are currently working on a rip-rap project in the Shipyard, on a small section of shoreline located on the central south side of the property. Approximately 50 yards of material is being added above the waterline, and 12-18" rock will help to mitigate the recurring erosion issues.

Another major project included a total of 39 security cameras that were either added or replaced throughout the complex. This has already benefited greatly in helping to prevent incidents, or to review those that do happen. This is a great asset to have the additional security.

There have been a number of continuous maintenance projects, such as finger dock repairs. Five were replaced in 2020, the majority of which were pulled out and completely rebuilt in the Shipyard before being reattached. Electrical projects consist of rebuilding pedestals and replacing overhead light fixtures. There are electrical projects out for quote currently to address the issue on G & H dock, as well as on DWF dock. The Port recently acquired the Fisherman's Wharf building and staff are in the process of cleaning it up and taking inventory of what is there. This property will be leased out in the next fiscal year.

Mark Fleck stated it would be nice for the Committee to tour the new Ice Plant, if it could be incorporated into the next meeting. Nick Nylander agreed. Mr. Collura stated it would be a great field trip for everyone, as it is quite an impressive facility.

Ed Fleming asked whether dredging in the Marina is included in any major projects coming up. There are fishing vessels that have run aground, one just this week while leaving a slip between B and C dock. On E dock there are several boats going aground in their slips at low tide. Mr. Collura

stated there is a maximum capacity for the equipment to pump material to Site G. For any dredging to take place deeper or further south into the Marina, an additional booster pump is needed. The State is currently out to bid for that piece of equipment and once procured, dredging deeper into the Marina would be a possibility.

Mr. Fleming asked if there was any net profit from the dredging operations. Mr. Collura stated the operations are break-even. The customers are only charged what their project costs; there are no profits to the Port on top of that and all expenses are reimbursed by the State. Mr. Fleming stated while staff are busy dredging other marinas for no profit, there are maintenance projects in Charleston not getting done. Mr. Burns stated the Port of Coos Bay was approached by the State to operate the dredge. The Port worked carefully with the State and legislative representatives, and made a commitment to operate and maintain the dredge as a mutual aid consideration. While the dredge operations do not provide a profit to the Port, they do provide benefit.

6. DISCUSSION OF BUDGET AND PROPOSED RATES FOR FY 2021/22

Mr. Collura provided an overview of the upcoming fiscal year budget. Total operating revenues are forecast at \$2.25 million against total expenses of \$2.23 million. Other expenses include debt service, such as the Ice Plant loan, and capital projects. Capital projects planned for this upcoming fiscal year include 27 piling in the inner basin in dire need of replacement, the repair of the DWF dock head building, and the maintenance shop roof.

There will be a proposed 3% increase to all Marina rates, with the exception of ice. This includes moorage, storage units, and Shipyard services. The environmental fee in the Shipyard is recommended to increase from 9% to 11%. In three of the previous four years examined, the environmental fees charged were not enough to cover the costs incurred. The stormwater system in the Shipyard requires a carbon and ion media that must be replaced every 3-5 years.

Mr. Leberti stated the 3% rate increase in a difficult year is very restrictive on the fishermen and other users. Mr. Collura stated the Port appreciates their situation, but must also consider costs, such as materials for projects and maintenance needs. Mr. Collura stated the Port of Garibaldi increased rates 3% in March. The Port of Newport is proposing a 2.5% increase. The Port of Brookings increased only 1.7% this year but last year increased rates 5%, for a total of 6.7% over two years. The Charleston Marina increased 3% last year, for a two-year total increase of 6%.

Mr. Burns stated within the budget for this upcoming year, Charleston Administrative staff and Security staff expenses have been allocated elsewhere. These employees will continue to work in Charleston but their wages and benefits will be paid through other departments. Keeping expenditures low will help to keep the rates down as much as possible.

Mr. Fleming asked whether there were any new fees being proposed for fiscal year 2021/22 with the revision of Ordinance 143. Mr. Collura stated he is not aware of any. Mr. Burns stated it is too early to tell; there was a previous commitment made to meet with business stakeholders prior to imposing new fees for doing business in the Marina. As the Ordinance revision moves forward, those discussions will need to take place for Port staff to gain consensus and establish fair prices.

7. DISCUSSION OF ORDINANCE 143 REVISION

Mr. Collura stated Port staff have been reviewing and working to revise Ordinance 143, which establishes the rules and regulations for the Marina. Content is being added to address issues that are ongoing or require better enforcement. Revisions will include formatting and removing redundancy and any conflicting content, as well as improving flow. More details of the specific changes will be provided at the next meeting.

8. ROUNDTABLE DISCUSSION ON FACILITIES' MAINTENANCE NEEDS

Knute Nemeth asked whether Troller Road could be patched. Mr. Burns stated there was previous discussion with County Commissioners, and the agreement had been made for the Port to maintain Alaska Packers Road while the County maintained Troller Road. Mr. Burns stated people need to reach out to the County about this issue. Kathleen Hornstuen asked whether the Port had someone that goes to the County Commissioners' meetings. Mr. Burns stated it is Margaret Barber who usually attends these.

Mr. Burns shared unfortunate news with the Committee. He stated these past 18 months have been difficult for many people for many reasons, and this has impacted the Port and Port staff greatly. This past weekend, Port staff member Victoria Moreno passed away after a long battle with cancer. Victoria worked in the RV Park and will be greatly missed. She led a courageous fight in her battle with cancer and maintained a positive attitude until the end. On behalf of Charleston, Port staff would like to thank Victoria posthumously for all her efforts for the Marina Complex.

Ms. Hornstuen stated it has been discussed previously that an evaluation of the master plan is needed. It was last updated in 2013, after being completed in 2007. Mr. Burns stated this will need to be approached by 2023 according to the State, so as the next calendar year approaches it will be reviewed as appropriate.

9. PUBLIC COMMENT

Mr. Nemeth stated there has been discussion of wind power locally, and the community is ready for it. There is national and statewide support, as well as locally. There are a lot of jobs associated with these projects, which could provide electricity for the area as well as the West Coast. The Port of Coos Bay and the Charleston Marina could benefit from these projects. Ms. Hornstuen stated some of the fishery groups are very concerned about these projects on the East Coast, so further examination is needed before condoning. Mr. Nemeth agreed, stating the ocean belongs to all people and not just fishermen.

Mr. Fleming stated there was significant storm damage to the docks last year, and asked whether repairs would be done before the next storm season. Mr. Collura stated the major focus this year will be infrastructure repairs and maintenance of the facility. There is a long list of items that need attention including the storm damage.

10. COMMITTEE COMMENT

Mr. Leberti asked whether the fish cleaning stations would reopen this summer, or if restrictions would continue. Mr. Collura stated the stations at the individual dock heads have been open. Staff are awaiting further instructions from the State as to when restrictions can be lifted. Mr. Collura stated the fish cleaning station will be reopened as soon as safely possible. Mr. Fleck shared appreciation for the Port leaving the boat ramp open during Covid restrictions. The community and the coast benefitted from people being able to get out on the water.

Mr. Leberti asked how sales have been at the Ice Plant. Mr. Collura stated sales have been ramping back up. To date, there has been approximately 200 tons sold.

11. NEXT MEETING DATE

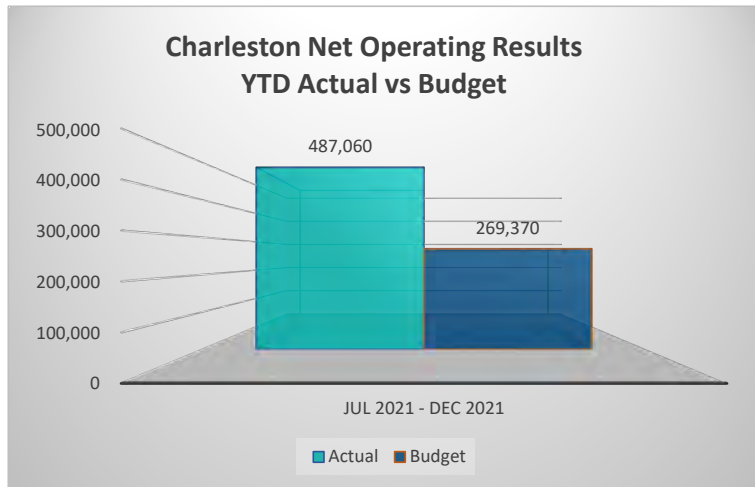
The next Charleston Advisory Committee Meeting is scheduled for Wednesday, July 21, 2021 at 12:00 p.m.

12. ADJOURN

Vice Chair Mark Fleck adjourned the meeting at 12:57 p.m.

Financial Data Review

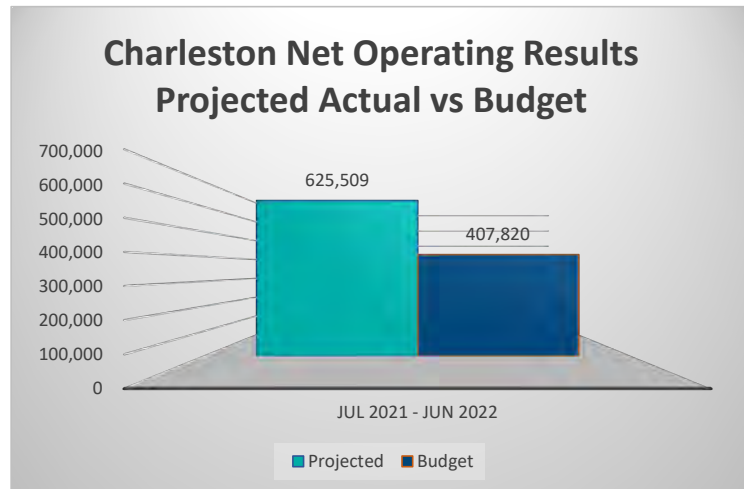
	Year to Date								Year End		
	Jul 2021 - Dec 2021				Prior FYTD vs Current FYTD				Jul 2021 - Jun 2022		
	Actual	Budget	\$ Diff	% Diff	Last FY	\$ Diff	% Diff	Projected	Budget	% Diff	
Charleston Operating Income	1,297,636	1,185,387	112,249	9%	1,054,079	243,557	23%	2,352,102	2,239,853	5%	
Charleston Personnel Expenses	369,881	410,940	(41,060)	(10%)	417,220	(47,339)	(11%)	780,820	821,880	(5%)	
Charleston Operating Expenses	440,696	505,076	(64,380)	(13%)	356,051	84,645	24%	945,773	1,010,153	(6%)	
Charleston Total Expenses	810,577	916,017	(105,440)	(12%)	773,271	37,305	5%	1,726,593	1,832,033	(6%)	
Charleston Operating Results	487,060	269,370	217,689	81%	280,808	(206,252)	73%	625,509	407,820	(53%)	
Other Income	529	5,175	(4,646)	(90%)	8,822	(8,293)	(94%)	529	5,175	(90%)	
Other Expense	370,448	497,866	(127,418)	(26%)	209,936	160,512	76%	506,772	634,190	(20%)	
Net Other Income	(369,919)	(492,691)	122,772	25%	(6,038)	363,881	6027%	(506,243)	(629,015)	(20%)	
Charleston Net Results	117,140	(223,321)	340,461	152%	79,694	(37,446)	47%	119,266	(221,195)	(154%)	



Charleston Marina is showing an operating gain of \$117K compared to a budgeted loss of \$223K, which is \$340K better than plan. This is due, in part, to the following factors:

- Revenues were within 9% of plan (or just over \$100K short) for the fiscal year. Revenues across the Marina performed better than plan and made up for the \$58K shortfall created by the lack of ice sales.
- Year to date Repairs and Maintenance are underspent due to the timing of projects.
- Other revenues and expenses are below plan due to the timing of capital projects planned for this year.

Based on current information, projected operating results would end the year \$218K better than budget.



	Current Period	Same Month Prior Years			Year to Date	Prior FYTD vs Current FYTD		
	Dec 2021	Dec 2020	Dec 2019	Dec 2018	FY21/22	Last FY	\$ Diff	% Diff
Albacore Tuna (Oregon) MT	0.0	0.0	0.0	0.0	1,460.5	5,089	3,629	-71.30%
Pink Shrimp (Oregon) MT	0.0	0.0	0.0	0.0	14,433.1	13,835.6	(598)	4.32%
Dungeness Crab (Coos Bay) MT	0.0	29.2	0.0	0.7	24.7	39.5	15	-37.47%
Tons Sold	46	6	0	123	1,488	171	(1,317)	769.88%
Total Revenues	4,430	532	0	54,836	138,815	16,486	(122,329)	742.02%
Total Expenses	5,547	6,974	19,958	18,683	275,413	35,569	(239,844)	674.31%
Net Result	(1,117)	(6,442)	(20,033)	(9,320)	(136,598)	(19,083)	117,515	615.81%

