

# Charleston Advisory Committee Meeting

Wednesday, October 16, 2019, 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: October 9, 2019

SUBJECT: Charleston Marina Advisory Committee Meeting Notice

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

**DATE:** Wednesday, October 16, 2019  
**TIME:** 12:00 p.m. – 1:30 p.m.  
**LOCATION:** Charleston Marina RV Park  
Recreation Room  
63402 Kingfisher Road  
Charleston, OR 97420

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/km

**OREGON INTERNATIONAL PORT OF COOS BAY  
CHARLESTON MARINA ADVISORY COMMITTEE MEETING  
12:00 p.m., Wednesday, October 16, 2019  
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 July 17, 2019 Meeting Minutes
4. Financial Data Review
5. Discussion of Bylaws Amendment Regarding Quorum
6. New Issues/Projects
7. Roundtable Discussion on Facilities Maintenance Needs from the Customers' and Staff Perspectives
8. Public Comment
9. Committee Comments
10. Next Meeting Date: Wednesday, January 15, 2020 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, July 17, 2019  
Charleston Marina RV Park, Recreation Room**

**DRAFT MINUTES**

**ATTENDANCE**

**Advisory Members:**

Nick Nylander, Chair; Mark Fleck, Vice Chair; Lou Leberti; Kyle Cox; and Michael Armstrong.

**Port Staff:**

Brandon Collura, Harbormaster; Lanelle Comstock, Chief Administrative Officer; Mike Stonesifer, Maintenance Manager; Cheryl Charitar, Charleston Office Administrator; Fiona Bai, Marketing Media Specialist; and Krystal Moffett, Administrative Assistant.

**Guests:**

John Payne; Michael Nagy; Kathleen Hornstuen; Knute Nemeth; and Ed Fleming.

**1. CALL MEETING TO ORDER**

Chair Nick Nylander called the meeting to order at 12:16 p.m.

**2. INTRODUCTION OF GUESTS**

**3. REVIEW AND APPROVAL OF MEETING MINUTES**

**A. Approval of April 18, 2018; July 19, 2018; and April 30, 2019 Meeting Minutes.**

Upon a motion by Lou Leberti (Second by Michael Armstrong), the Charleston Advisory Committee Members voted to approve the April 18, 2018; July 19, 2018; and April 30, 2019 Meeting Minutes.  
**Motion Passed.**

**4. FINANCIAL DATA REVIEW**

Harbormaster Brandon Collura reviewed financial data for Charleston Operations. Preliminary results for the fiscal year to date show operating income of \$2,149,700. Personnel expenses totaled \$1,140,269 while other expenses accounted for \$940,405 for total expenses of \$2,080,674 which put the operating results at a positive \$69,026. The net result for the year was a loss of \$348,480 compared to a budgeted loss of \$413,952. Factors that contributed include higher than expected revenue in the RV Park and lower personnel expenses due to vacancies.

## **5. MEMBERSHIP APPOINTMENTS AND RENEWALS**

Lou Leberti confirmed that he will renew his membership term. Mr. Collura stated there are several vacant positions on the committee that need to be filled. Margery Whitmer's term has expired and she declined to renew. Mr. Leberti confirmed that positions are not assigned to categories. Commercial fishermen are hit and miss when they are able to attend meetings. Lanelle Comstock stated that in the past vacancies were advertised in the newspaper; then it goes to the Board of Commissioners for approval. Knute Nemeth and Kathleen Hornstuen volunteered to join the committee. Ms. Comstock stated a letter of interest should be submitted. Nick Nylander stated interested candidates are encouraged to volunteer.

Michael Armstrong asked about amending the bylaws regarding quorum. In the past, it has been difficult to get a quorum together. Perhaps changing the bylaws to three or more members present would alleviate the issue. Ms. Comstock stated the Committee could recommend changing the bylaws, then it would need to go to the Board of Commissioners for approval. Mr. Armstrong asked if there is an ORS designating the quorum requirements. Ms. Comstock stated Port staff would ask legal counsel, though typically quorum is a majority. Mr. Nylander asked Port staff to look into what would be required to amend the bylaws and report back. Ms. Comstock confirmed.

## **6. NEW ISSUES/PROJECTS**

Mr. Collura stated the launch ramp project is nearly completed. There are a few odds and ends to finish including signage for all three ramps. The Maintenance team did a great job getting those installed in a very timely and organized manner. There are new pile hoops on order for E dock.

Mike Stonesifer stated the PVC waterline on the deck of the ice house dock will be replaced with pex and the water line will be run down the outside of the bull rail so it is accessible. Deteriorated dock boards will be replaced, especially on the public buying dock section, and it will be much safer. This is an area of high traffic, including foot traffic, forklift and other vehicles. Mr. Stonesifer stated the new floating dock was installed in front of the ice plant and unfortunately one cleat has already been torn completely out. The bigger boats need to tie to pilings instead of the cleats. There are new lane delineators ordered for the launch ramp lanes; they are spring loaded so people can back over them easier. The lines will be repainted.

Mr. Armstrong stated over the weekend there were large vessels parked in front of the fish cleaning station blocking the access. Mr. Stonesifer stated it is posted as 15-minute parking, but staff can look into getting a stencil painted.

Mr. Nylander asked for an update regarding the fuel dock. Mr. Stonesifer stated that the lessee is in the process of replacing underground tanks. Mr. Leberti asked if that responsibility was on the Port or the lessee. Mr. Stonesifer confirmed it is on the lessee, though the Port is involved with the process. Mr. Leberti asked if boat owners who have to pull out to fuel will then be required to pay a launch ramp fee. Cheryl Charitar stated it is a unique situation and staff will look into this. Mark Fleck asked if gas would be available in the Marina moving forward. Mr. Stonesifer stated his understanding that the lessee is working to restore fuel service for gasoline. Ms. Hornstuen asked about writing letters of support to help with the permitting process. Mr. Stonesifer stated the lessee is pursuing the permits to upgrade the tanks and Port staff are providing support.

Mr. Nylander asked for an update on dredging the fuel dock area. Mr. Collura stated the Corps had informed the Port they will be dredging in that area but there aren't specifics at this time.

Mr. Nemeth suggested repair or replacement of the dock by the Shipyard; then also suggested the redevelopment of the property next to the kayak launch by the Distant Water Fleet, to include cleanup, moving the parking lot, adding picnic tables, garbage cans, and restroom facilities. If this area were fenced, it would close off the only area the public has to access to the South Slough east of the bridge. Redevelopment would be best use of the property for recreational users.

Mr. Nemeth stated the repair of the Shipyard dock is greatly needed. People are taking their vessels to other locations because they can't pull in there. Those businesses are losing money because the lack of workable docks. Mr. Nemeth stated there is money available in the Harbor Maintenance Fund that could be applied to these projects. Kyle Cox stated those docks have been a problem for a long time.

Ms. Hornstuen asked if the Port had recently hired someone for grant writing. Ms. Comstock stated that position is more related to grant management. The External Affairs team will still help with the grant writing aspect. Mr. Cox stated his company had applied for a MARAD grant but was unsuccessful and will re-apply next year. Fiona Bai stated the Port could assist with grant applications for these businesses in the Shipyard. Mr. Fleck stated the railways and the docks in the Shipyard are much needed to bring in more boats. Mr. Cox stated the problem with the ways is only being able to haul one boat out at a time. There are different options but the funding is needed. Mr. Fleck stated to look at the bigger picture and possibly a 650-ton lift. Mr. Cox stated the long term issue is driving the lift around the property. The mudflats need to be filled in and that creates the need for mitigation. A decent temporary fix on the ways might cost \$250,000 to keep going for a few years; then in the long term plan for a \$5-6 million project. Dredge spoils would fill in the mudflats nicely.

Ms. Hornstuen asked if this project was included in the Charleston Master Plan. Mr. Cox stated it was included in the plan but that needs to be looked at for an update. Mr. Nylander asked if this program would fit in with the money allocated for the Harbor Maintenance Fund. Mr. Nemeth confirmed it would. Mr. Nylander stated that retaining a grant writer who is familiar with that type of funding would be beneficial to access that money. Mr. Fleck asked the scope of responsibility for the new position. Ms. Comstock stated he is Port infrastructure in general, and not specifically rail. Jake Jacobs is the Director of Infrastructure Support Services, and oversees all Port procurement, contracting, contract management, grant management and reporting. He will work closely with External Affairs to find grants. Ms. Hornstuen stated that many businesses in Charleston are available to write letters of support for those grant applications.

Mr. Cox said the Master Plan prioritized projects but the Plan needs to be revisited as priorities and conditions have changed. He said the docks are a big problem as there is only one floating dock, leaving everyone to tie up to the work docks; it is damaging to the boats and the docks. He also noted that accessibility is also an issue with the ladders.

Mr. Armstrong stated that master plans are typically 5 years or 20 years but need to be reevaluated annually. Ms. Hornstuen stated people come to Charleston instead of other locations because it is a working fishing village. Mr. Cox stated the businesses in Charleston are turning away work and losing money because of the condition of the ways and the lack of dock space to park. Mr. Nemeth stated that these boats are coming from all over including Alaska, and those big jobs create a lot of revenue for the entire community. Mr. Cox stated in one recent year his company turned away \$14.5 million in work

and that the cost of the project to improve the ways and mitigate the mudflats could be recouped, and the economy of Charleston would benefit.

Mr. Armstrong asked if it would be helpful to recommend annual review of the Master Plan. The other key issue is the availability of funding for the identified projects. The long term master plan was whittled down to a smaller “mini plan” and now the bigger picture needs to be revisited. Ms. Comstock stated this will be added to the agenda for the next meeting.

Mr. Nemeth spoke of the importance of the Shipyard to the local economy. Fish landings in Charleston account for approx. \$50 million in revenue each year and these fishermen need to haul their boats out to perform regular and emergency maintenance. If the Shipyard is not functional or services are not available, they will move their boats elsewhere and that revenue will be lost. Mr. Cox stated this is already happening. Mr. Fleck spoke of the capability to attract business to the area. This is a deep water port with multiple attractions, it just needs a bit of refinement.

Mr. Armstrong stated the perception that the Marina doesn't get the attention it deserves. Mr. Leberti stated that the railroad is taking the time and attention of the Administrative staff, and they don't want to ask for funding for the Marina because it is needed for the railroad. Mr. Leberti stated that Port Commissioners need to attend Committee meetings when available. Mr. Armstrong stated more could be accomplished. Ms. Comstock stated Port staff will report this back to Commissioners.

John Payne spoke of the derelict vessels that need to be moved out of the way. Mr. Cox stated the Port has been working hard on that issue. Mr. Stonesifer stated that nearly 12 derelict vessels have been disposed of this year, more than in years previous. There are another 10 or 12 in the water now that need to be hauled out. Port staff will continue to work on cleaning up the derelict vessels.

Mr. Fleck asked about net repair in the parking lot. Mr. Stonesifer stated staff will gather up the nets and place them in storage. This is an unusual event; they were inadvertently left behind when the vessel went to Alaska.

## **7. ROUNDTABLE DISCUSSION ON FACILITIES MAINTENANCE NEEDS**

Mr. Fleming stated the loading dock that was removed in the shipyard prevents access from the water, asking why it had to be removed and what the replacement timeframe is. The only dock there now is the commercial dock that is typically full of large vessels. Mr. Stonesifer stated the dock was broken in half and the pilings were sheared off. Mr. Fleming asked the process to get a new dock. Mr. Stonesifer stated the whole dock assembly and pilings will need to be replaced. This issue has not gone unnoticed. Mr. Stonesifer stated that a short term solution is being discussed, as well as the long term; this is a high priority issue.

Michael Nagy stated that half of the docks are tilted at a 30 degree angle and asked why they are not being fixed. Also, half of the steel bars that hold the fingers in place are rotted. On C dock there is a big water leak. Mr. Stonesifer asked where the water leak is at and stated he will send staff to take a look. Mr. Nagy also asked why there is no Wi-Fi in the Marina. Mr. Fleming asked whether the RV Park Wi-Fi signal is strong enough to extend to the Marina; it is, but the problem is limited broadband. Ms. Comstock stated there is talk of bringing Wi-Fi to the Marina.

Mr. Payne stated there is a lot of undesirable activity such as theft and property destruction and asked what the Port can do to prevent this. Police do patrol through the area. Mr. Cox asked what it would take to hire a police officer instead of security officers. Mr. Armstrong stated it should be possible, but the Port would have to look into the overall cost. Security cameras need to be updated as well.

**8. PUBLIC COMMENT**

Chair Nick Nylander thanked those who came in to share information and concerns.

**9. COMMITTEE COMMENT**

There were no additional committee comments.

**10. NEXT MEETING DATE**

The next Charleston Advisory Committee Meeting is scheduled for Wednesday, October 16, 2019 at 12:00 p.m.

**11. ADJOURN**

Chair Nick Nylander adjourned the meeting at 1:43 p.m.