

# Charleston Advisory Committee Meeting

Wednesday, July 17, 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: July 10, 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, July 17, 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, July 17, 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 April 18, 2018; July 19, 2018; and April 30, 2019 Meeting Minutes
4. Financial Data Review
5. Membership Appointments and Renewals
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, October 16, 2019 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, April 18, 2018  
Charleston Marina RV Park, Recreation Room**

**DRAFT MINUTES**

**ATTENDANCE**

**Advisory Members:** Lou Leberti; Will Smith; Kyle Cox; Margery Whitmer; and Michael Armstrong.

**Port Staff:** John Buckley, Harbormaster; Cheryl Charitar, Charleston Office Administrator; and Amrha Wimer, Administrative Assistant.

**Guests:** Ed Fleming; Kara Lincoln; Kathleen Hornstuen; Paul Merz; Mike Hague; Otar Overacker; Jim Arbuckle, and Willie Shorb.

**1. CALL MEETING TO ORDER**

Lou Leberti called the meeting to order at 12:04 p.m.

**2. INTRODUCTION OF GUESTS**

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

**A. Approval of January 17, 2018 Meeting Minutes.**

Upon a motion by Michael Armstrong (Second by Margery Whitmer), the Charleston Advisory Committee Members voted to approve the January 17, 2018 Meeting Minutes. **Motion Passed.**

**4. FINANCIAL DATA REVIEW**

Harbormaster John Buckley reviewed the financial data for Charleston Operations. Charleston had a rough season due to bottom fisheries being closed early. There was a lot of insurance-based damage that required money of the Charleston account but can't be reclaimed until next year. Also, the dredge season required temporary staff which was an additional cost. The Port does get reimbursed for the temporary staff and the dredge crew wages gets covered by the benefiting port.

**5. PROPOSED CHARLESTON MARINA 2018-19 RATE SCHEDULE**

Harbormaster John Buckley reviewed the proposed Charleston Marina rate schedule. He stated the only changes being made are items highlighted. Moorage rates (excluding less than 15 ft) are not changing. The cost of ice will increase. This service is a loss for the Port; however, the Port wants

to keep the price down. Long term vessel storage in shipyard, boat travel lift and storage unit rates will increase.

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

Harbormaster John Buckley stated the Port received a grant from the Oregon State Marine Board to repair the launch ramp docks. It will be a mild fix because it would be around \$600,000 to replace the docks so the Charleston Project Manager came up with a plan to use \$39,000 to repair.

A crow bar was used to get into the shower door at the inner basin and caused damage to several doors. It is in contract to get fixed next month.

The Port received a grant from Special Districts Insurance Services to purchase a crane for the back of a truck to help lift fish carcasses and to purchase emergency escape breathing devices for the ice plant.

DEQ is putting onerous requirements on the wash water for processing plants. The Marina will also be required to chop up fish waste into one-inch pieces to be disposed in the water.

The Fisherman Memorial has been repaired with the exception of adding some paint and post caps.

Password protected WiFi is now available in the RV Park and only for RV Park customers. The rates at the RV Park were increased to cover the cost.

There has not yet been any interest from other Ports or Marinas to utilize the state owned dredge this next dredge season, so the Charleston Marina plans to dredge 10,000 cubic yards, which is the maximum amount the permit will allow through the US Army Corps of Engineers. The focus will be on high spots around the marina and near the fuel dock. The disposal site will be the flow lane.

Mr. Buckley is planning to budget for the replacement of 20 pilings this next fiscal year. He would like to replace 20 pilings each year until all the bad ones have been replaced.

Mr. Buckley is planning to budget for the replacement of 20 pedestals with new stainless steel pedestals. Each cost \$900.

Maintenance staff will move into Building 30 and the current space will return back to storage units except for the very end which will remain a shop.

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

Covered under New Issues and Projects.

## **8. PUBLIC COMMENT**

Willie Shorb stated there is not a place to work on trolling poles in the Marina. Mr. Buckley stated that G & H dock can be used and there should not be any boats tied up there. Mr. Buckley stated he will look into a better solution.

Kathleen Hornstuen wanted to thank Ken Ware Chevrolet and Jordan Cove for helping pay for the repairs to the Fisherman's Memorial fencing and the Port for their work. Mrs. Hornstuen also stated the Fisherman's Memorial committee is looking for new officers. It meets once a month for about 6-7 months a year to plan for the memorial and the blessing of the fleet.

Kara Lincoln wanted to confirm farmers may pick up fish waste. Mr. Buckley stated farmers are more than welcome to take the fish waste. Mrs. Lincoln stated there is inconsistency between staff and Mr. Buckley. Mr. Buckley stated she should talk to him directly.

Ms. Lincoln wanted to know the process if someone is found on a boat that should not be there. Mr. Buckley stated the Port can make contact with the person on the boat if it is known that they are not supposed to be there. If the person is dangerous, the Sherriff will be contacted to remove the individual. The Port does not know most of the time if an individual is not wanted on a boat. Ms. Lincoln clarified she was referring to individuals that are stealing. She then asked if the cameras worked at the end of the docks. Mr. Buckley stated there are no cameras at the end of the dock but only on the buildings and they are working. Ms. Lincoln asked what the process is for the three boats that were recently broken into. Mr. Buckley stated the cameras are working; however, people are wearing hoodies and covering their faces. He stated if people see anything to please call.

Ms. Lincoln asked if there was any information about the fecal problem in the men's bathroom near Betty's Kay. Mr. Buckley stated it has been an ongoing issue and one guy has been arrested in the past. Security is aware of it but trying to figure out who is doing it. Mr. Buckley asked if anyone sees anything to please report it.

Ms. Lincoln stated the person living on I-24 is not cleaning up after his dog.

Ed Fleming stated he has a concern regarding the aluminum ramps on D, E, F, G, H, & I docks. The non-skid texture is wearing away and making them more slippery. He stated he has fallen along with others and feel there is a design flaw that should be addressed by the manufacturer. Mr. Fleming would like the Port to look into making the ramps safer.

Paul Merz stated the ice needs to be available when needed and not two days out. Mr. Merz would like to see a closer schedule (20 minutes vs 30 minutes slots). Mrs. Charitar stated the Port has tried in the past to lower the time slots, but it created backups and vessels couldn't complete in time. She stated if staff gets ahead of schedule, they call the next boat to come earlier. Mr. Merz would like the Port to consider finding another solution to the ice schedule.

Kathleen Hornstuen said the Oyster Feed will be held on April 28<sup>th</sup> at Oregon Institute of Marine Biology.

Ms. Lincoln asked if it is legal for dumpster diving. Mr. Buckley stated the Port does not allow dumpster diving or the dumping of trash if the dumper does not have a lease or is not a customer. Mr. Buckley stated it is always helpful to report such activities to the Port.

Mr. Merz wanted permission to dump a couple trash bags every couple months from the Coos River Step Hatchery. He had permission in the past (about 15 years ago) but wanted permission again.

**9. COMMITTEE COMMENT**

Lou Leberti stated he believes Charleston gets analyzed a lot more than any other department and doesn't believe Charleston has a good representation from the Commissioners. Paul Merz agrees that there is no support from the Port Commission or state government for Charleston.

**10. NEXT MEETING DATE**

The next Charleston Advisory Committee Meeting is scheduled for Wednesday, July 18, 2018.

**11. ADJOURN**

Lou Leberti adjourned the meeting at 1:09 p.m.

**OREGON INTERNATIONAL PORT OF COOS BAY  
CHARLESTON MARINA ADVISORY COMMITTEE MEETING  
12:00 p.m., Thursday, July 19, 2018  
Charleston Marina RV Park, Recreation Room**

**DRAFT MINUTES**

**ATTENDANCE**

**Advisory Members:**

Margery Whitmer; and Kyle Cox.

**Port Staff:**

John Burns, Chief Executive Officer; John Buckley, Harbormaster; Megan Richardson, Director of Finance and Accounting; Lanelle Comstock, Director of Administrative Services; Mike Stonesifer, Maintenance Manager; and Krystal Moffett, Administrative Assistant.

**Guests:**

John Payne; Ed Fleming; David Young; and Kathleen Hornstuen.

**1. CALL MEETING TO ORDER**

Margery Whitmer called the meeting to order at 12:10 p.m.

**2. INTRODUCTION OF GUESTS**

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

**A. Approval of April 18, 2018 Meeting Minutes.**

In absence of quorum, the minutes have been reviewed and a vote was tabled for the next meeting.

**4. FINANCIAL DATA REVIEW**

Director of Finance and Accounting, Megan Richardson reviewed the financial data for Charleston Operations. Preliminary results for the fiscal year 2017/18 show actual revenue at \$2.1 million, just \$14,000 shy of budget. Personnel Services came in at \$1.3 million, just under \$5,000 over budget. The other operating expenses came in at \$893,209, about \$1,800 over budget. Total operating expenses were \$2.2 million, which is \$6,381 over budget. This is more than was spent last fiscal year by about \$40,000. Operating results for Charleston are a net deficit of \$75,955, which is \$80,813 greater than budgeted. Total net results are a deficit of \$249,277 compared to a budgeted deficit of \$355,042. The biggest factors for the increased expenses this fiscal year include temporary staff for maintenance and security, and additional unplanned maintenance items in the marina including repairing the ice house evaporator.

Projects completed this year include installing a stormwater treatment system in the shipyard, installing 12 standard and 5 ADA picnic tables in the RV Park (a grant project), installing Wi-Fi service to the RV Park, replacing five dock head buildings, repairing the DWF approach, and the replacing the ice house evaporator. Projects started this fiscal year that will be completed in FY 2018/19 include the upgrade to the shower doors at the Inner Basin restroom, replacing dock pods at the Ice Dock, and major repairs to the Launch Ramp dock pods.

Kathleen Hornstuen shared that the Charleston Community Enhancement group donated two of the ADA picnic tables.

## **5. PORT POLICY – MOORAGE AND BUSINESS LICENSE REGULATIONS**

John Buckley began the discussion by stating there have been many questions recently about the Port's policy regarding business licenses. The requirement is for people conducting business on Port property that are not tenants or lessees of the Port. This could include divers, contractors, or fisherman selling product off of their boats (if they do not have moorage with the Port). The policy is to ensure that those doing business are properly insured and pay their fair share, same as those who have a lease.

Kyle Cox said his concern is the principle of fairness. He said his company pays money to be able to work in the shipyard, for the lease, permits and regulations. When another company comes in that doesn't have the business license or insurance, and offers services at a lower rate, there are issues that can arise. Mr. Cox shared an example of someone working on a boat for \$50 per hour using a cutting wheel and slicing their finger open. That job ended up costing the customer thousands due to the lack of insurance and sub-par work performed. Mr. Cox said this type of situation could also backfire on the Port. Mr. Cox stated that he saw them again a month later working on another boat and alerted security. Mr. Cox stated that security staff did not know what to do, as they said they were part of the crew of that boat. Per the policy, security staff can remove people operating without a business license. Mr. Cox stated that he would continue to report to security when he sees such people.

Mr. Buckley stated the Port is starting to enforce the policy more, it is posted around the marina and shipyard. When security staff sees a vehicle come in they will make contact and provide instruction. For the most part, people are cooperative and obtain their license. Mr. Buckley asked that anyone who sees this activity to please let staff know so contact can be made. Mr. Cox asked where the line would be drawn if they claim to be crew of the boat. Mr. Buckley stated that staff can verify with the captain whether they are in fact crew members.

Mr. Buckley stated this is hard to enforce, but slowly people are becoming aware and coming in to get their licenses. Mr. Cox suggested that security have a copy of the policy and be made aware.

Ed Fleming asked whether the Port will develop a list of approved contractors. Mr. Buckley stated that security staff has that list, if someone is not on that list they will make contact with them. Mr. Fleming asked the fees associated. Mr. Buckley stated it is \$100 per month, or \$1200 annually. Mr. Fleming shared concern that some contractors, if they have to pay the license fee, will no longer be available to do the work needed. Mr. Fleming stated that some contractors may not be doing the volume of work needed to justify paying the extra expense. Mr. Fleming asked what the insurance requirements are with the licensing. Mr. Buckley shared it states in the business license what the fees are, and it depends on the type of business they will be conducting. For example, if there is vehicle usage involved, they will

need to provide insurance on that vehicle. Mr. Fleming asked about FedEx and UPS; they are private companies operating on Port property, whether they would need a business license through the Port. Mr. Fleming shared concern those companies, including taxi cabs, would stop coming onto Port property. Mr. Fleming brought up the issue of the Port being a municipality under Oregon law, and asked how this is different from a city street. Taxi cabs and UPS can drive on city streets without license. Mr. Fleming stated these people are not doing a business that will detract from any of the on-site activities. Mr. Cox asked if taxi cabs are registered with the city, Mr. Buckley stated that he wasn't sure. John Burns stated that Mr. Fleming made a good point; some businesses could be considered "drop and run" and not necessarily in competition with businesses that are here already.

Mr. Fleming stated his concern about this limiting access to professional services and driving up the cost of what is available. Mr. Fleming stated the ordinance seems very vague and open to interpretation at this point. Mr. Burns asked if a solution to that concern might be to offer licenses for a shorter period of time, either daily or weekly, and adjust the fees accordingly. Mr. Fleming stated again his concern that it would limit the access of services available. Mr. Burns stated people are paying to have their business here, and they have competition coming in. Ms. Whitmer shared that trailer boats come in from out of the area, taking business away from Betty Kay Charters. This has been increasing and the Port sees that.

Mr. Burns spoke of Mr. Fleming's suggestion of a list of approved vendors, and the need to look at the kinds of services that need to take place in the Marina, then determine which are in competition or those that may adversely impact existing businesses. Mr. Cox spoke of the business owner who has proper insurance and certifications who would be glad to pay the license fee and be included on the list, as a sort of advertisement. If the business owner can't pay the fee, they are likely doing a minimal amount of work and it would not affect the community. Mr. Fleming asked if contractors are paying this fee now, and if the commissioners had voted to approve it. Mr. Buckley confirmed this. Mr. Fleming asked if people who have a physical location pay this fee. Mr. Cox confirmed it is built into their lease.

Mr. Burns summarized the discussion by saying that more stakeholders need to be involved, to include customers and business owners. Mr. Buckley thanked Mr. Fleming for the good points he has brought up and confirmed the need to look into this matter more in depth.

Mr. Fleming asked if there would be a letter to customers identifying the requirements and meeting dates, whether this would change the moorage contract and if it needs to go to commissioners for approval. Mr. Burns stated it wouldn't likely change the moorage agreement, but it would be a change to the ordinance that would need commission approval. Mr. Burns stated nothing will be done until a more collective understanding is reached. The first step will be to get stakeholders gathered together and draft the appropriate language for legal counsel to review. When it goes to the commissioners there will be public notice of the meeting dates; the first will be a review of the proposed changes where customers will have a chance to comment, then it will go back a second time for vote. Mr. Fleming asked again if customers would receive a letter in the mail. Mr. Burns declined due to postage costs, stating public notice in the newspaper is sufficient and cost-effective. Mr. Fleming stated that a change in the ordinance would affect the contract and customers should be notified.

Mr. Buckley stated that he will call a stakeholders' meeting and asked Mr. Fleming to gather those interested to attend. Ms. Hornstuen suggested posting notice in the bulletin board by the docks, customers need to make a habit of checking there.

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

Mike Stonesifer spoke of the projects going on currently. Two lanes of the launch ramp are closed while installing new dock pods; repairs are ongoing as staffing levels permit. Work is also ongoing at the Ice House. Mr. Buckley spoke of the doors on the Inner Basin restroom; the contractor is getting parts together and still needs to fix the concrete frame around the doors. The doors are installed but a locksmith is needed to re-key. Mr. Buckley thanked all for their patience, as this is nearing completion. The approach to the Distant Water Fleet was finished last month. Mr. Stonesifer shared the materials are in to re-deck the D dock gangway, and work can begin once the fasteners are in. Mr. Stonesifer stated the material is aggressive and will be good for all of the docks.

Mr. Burns spoke of the Ice House being an ongoing project and thanked all of the maintenance staff for their diligence and hard work with repeated repairs. Recently, Mr. Buckley presented to the Regional Solutions group, seeking grant money to purchase new components. Comments from the group included questions about raising the rates, and Mr. Burns stated there is fine balance to keep this going.

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

David Young spoke of some rotten boards near his slip on the I dock. Mr. Stonesifer confirmed the need to do an inspection of the pilings to determine the 20 that will be replaced; at the same time, an in-depth inspection of the docks will be done. Also, the tees on the Outer Basin are breaking off.

## **8. PUBLIC COMMENT**

Mr. Payne asked when the shower doors are going to be finished. Mr. Stonesifer stated that a locksmith is needed, then they are very close to being done.

## **9. COMMITTEE COMMENT**

Committee members had no additional comments.

## **10. NEXT MEETING DATE**

The next Charleston Advisory Committee Meeting is scheduled for Wednesday, October 17, 2018 at 12:00 p.m.

## **11. ADJOURN**

Margery Whitmer adjourned the meeting at 1:05 p.m.

**OREGON INTERNATIONAL PORT OF COOS BAY  
CHARLESTON MARINA ADVISORY COMMITTEE MEETING**

**12:00 p.m., Tuesday, April 30, 2019**  
Charleston Marina RV Park, Recreation Room

**DRAFT MINUTES**

**ATTENDANCE**

**Advisory Members:**

Lou Leberti; Kyle Cox; and Margery Whitmer.

**Port Staff:**

John Burns, Chief Executive Officer; Lanelle Comstock, Chief Administrative Officer; Megan Richardson, Director of Finance; Chris Cranford, Maintenance Foreman; Cheryl Charitar, Charleston Office Administrator; Mike Stonesifer, Maintenance Manager; and Krystal Moffett, Administrative Assistant.

**Guests:**

Brandon Collura; Ed Fleming; Steve Wilson; Paul Merz; John Payne; and Kathleen Hornstuen.

**1. CALL MEETING TO ORDER**

Lou Leberti called the meeting to order at 12:05 p.m.

**2. INTRODUCTION OF GUESTS AND PORT STAFF**

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

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

A quorum was not present to vote.

John Burns stated Port staff had reached out to members of the Charleston Advisory Committee who were non-responsive to meeting planning requests and others who have left the area. Mr. Burns asked if Committee members had any suggestions of possible new Committee members to please share them. Margery Whitmer recommended the new owners of Betty Kay Charters. Lou Leberti stated that Committee member Nick Nylander is retired but still in the area, perhaps only reachable by cell phone and not email. Mr. Leberti asked if any of the commercial fishing fleet might be interested. Paul Merz stated that he was on the committee when it was first formed, then there was a process to formally elect people and he was not able to make that meeting. Mr. Merz stated that he is currently on four other boards and consulting to the Oregon Salmon Commission and does not have the time to commit. Mr. Leberti asked for an update on the salmon fishing season. Mr. Merz shared there will be a season as far as time on the water, but the predictions are not good. It's too early for reports yet on the albacore season.

#### **4. FINANCIAL DATA REVIEW**

Director of Finance and Accounting, Megan Richardson, reviewed the financial data for Charleston Operations. The last page of the packet showed actual data for the start of the year through March. The operating income was \$1.5 million, slightly short but on track. Personnel expenses were planned at \$1.06 million against an actual of \$830K. That is short due to empty positions in Charleston, including the Harbormaster, a Project Manager, and a security position. For other expenses in the Marina, actual was \$632K against a plan of \$757K. Some repairs and maintenance are not being done right now to focus on capital projects, with the ice dock and the piling replacements. For the total Charleston operating result, there is a surplus of \$74K against a planned deficit of \$273K, resulting in a net deficit of \$151K against a planned deficit of \$532K. One item that has not been posted yet is the billing for dredging services this year. That will result in \$240K better than plan, as opposed to \$380K better than plan.

Ed Fleming asked what accounts for the difference in the Operating Results and Net Results. Ms. Richardson stated that capital projects are included in the net results but not operating. Mr. Fleming asked what is included in those projects. Ms. Richardson stated it includes the piling replacement, the work on the ice dock fenders, and dredging. Ms. Richardson stated the operating expenses includes all regular repairs and maintenance and day to day operation costs.

#### **5. PROPOSED CHARLESTON MARINA 2019/20 RATE SCHEDULE**

Mr. Burns moved the meeting along to discussion of the proposed rate schedule. As every year, Port staff surveyed similar marinas to compare rates. Looking at where Charleston is compared to these other facilities, the Port does not want to be the most expensive marina on the coast, but also needs to generate enough income to ensure viability and cover operating expenses and capital improvement. Mr. Burns stated that Port staff recommends increasing the annual moorage rates with just a CPI increase of 1.5%. Ms. Richardson stated the CPI index is done nationally, and that number is also used for personnel increases. Steve Wilson asked which index was used and whether that index accounted for rural or more urban/metro communities. Mr. Fleming stated the west coast regional number is not representative of the Coos Bay economy, as this has been a depressed area for many years. Mr. Burns stated that a specific CPI for Coos Bay is not available and is generally tied in with the state. Mr. Burns stated the Port is trying to keep up with inflation and suggests raising the rates based on CPI due to the increased cost of goods and services. If the CPI being used is not an accurate reflection of the area and it makes sense to adjust otherwise, that will be looked at.

The monthly and daily rates are significantly lower than other ports; recommendations were made to make significant increases but that was deemed too much of a hit for customers. The rates for monthlies and dailies will be increased by 10%, which will place the Marina in the area of what it needs to sustain the viability of the Marina. Mr. Burns stated that semi-annuals will be increased same as the annuals, only a CPI of 1.5%.

Mr. Leberti asked if water and electric are all-inclusive in the rates. Mr. Burns confirmed. Mr. Leberti asked if the Port will be getting new meter heads. Mike Stonesifer stated new pedestals are coming in, about 10-20 per year depending on the budget and those most in need are being replaced first. The new pedestals being purchased are non-metered and built out of stainless steel rather than PVC plastic, so they have been holding up much better.

Mr. Merz stated this process of rate increases was initiated two years ago, and he has been paying annual moorage in Charleston at \$2,970 per year. In Newport it would be \$2,300 and Astoria would be \$2,000; nearly \$1,000 difference annual. Mr. Merz stated those are the only two other ports on the coast that have significantly similar facilities. Mr. Burns stated that Newport and Astoria were surveyed for the rate comparison. Mr. Merz stated Astoria has a separate rate for electricity and it is not required to purchase; here he is paying for electricity he doesn't use. Mr. Merz stated rates had been increased previously to cover the cost of deferred maintenance, but he doesn't see that maintenance being done. Mr. Merz shared his disappointment in the proposal to raise rates; he stated he compared rates online yesterday and believes Charleston to be too high. Mr. Merz stated he had hoped the rates would be decreased to be more in-line with other ports on the coast. Mr. Burns stated that comparison is done based on the entirety of usage in the facility and the Port understands that some people end up paying for more than what they use. Kathleen Hornstuen asked if it was possible to have an area where electric and water were not included and the rate was lower, similar to what campgrounds do. Mr. Merz stated the docks would have to be configured differently. Mr. Merz spoke of the price difference in selling fish in Newport; Coos Bay is not as close to the metro areas and more isolated, so it is harder to get the same prices. Mr. Burns stated that being isolated as such, the cost of materials and services are higher. Many of the maintenance and repairs needed in the facility cost more, due to geographic isolation. An example being the recent ice plant repairs; the contractor came from Portland.

Mr. Merz spoke of being a small business owner and doing much of his own maintenance work; there are some in the community that could do the work but are not able to because of the business licensing requirement. Mr. Burns stated that requirement was placed on hold, until there was a much larger discussion due to multiple concerns.

Mr. Leberti asked if there was any more discussion on the rate increase; there was none. Mr. Leberti confirmed this information will be presented at the upcoming Port budget committee meeting.

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

Mr. Stonesifer stated Port staff recently had work done on ice maker #2 to repair the expansion valve. It was converted to a magnetic float switch, which is more dependable. The work required extra welding and a pipefitter to come from Portland. Mr. Stonesifer stated a brand new unit of deck boards was received, and Port staff will begin replacing decking on the ice pier. There are also some dock rods on the way for finger repair. Maintenance staff will be moving into a new shop; work is ongoing around more important issues. Mr. Stonesifer stated the move should free up the current space to be rented out.

Work was just completed on the new floating dock in front of the ice plant. The fenders were specially built and will be a big improvement when tying up in the dark or inclement weather. Mr. Leberti stated the shrimp season is on hold right now.

Mr. Stonesifer stated that new boarding floats will be installed for the launch ramp in early summer. The old floats will be removed and replaced one at a time. Mr. Leberti asked if those could be held and installed in the winter. Mr. Burns stated this project is being funded by the Oregon State Marine Board and ODFW and needs to be completed by the end of the fiscal year. This is close to a \$400,000 project and the Port is fortunate that the state is covering most of that cost. Mr. Stonesifer stated that staff will aim to work around events to minimize disruption and will only close one lane at a time. Mr. Fleming asked about restrictions on the use of the new floats, as stated at the last Commission meeting. There is no commercial usage allowed, so those that load and unload equipment will likely have to utilize the shipyard. Mr. Fleming asked if this would affect independent charter boats launching. Mr. Stonesifer

stated that is unknown. Mr. Leberti asked if there is local representation on the Marine Board and shared that he would be willing to speak to the Board regarding the loading and unloading of nets from the launch ramp docks. Mr. Stonesifer stated the new boarding floats are made of aluminum hulls with concrete ballast; they are zinc-coated and will be pulled out once a year to be cleaned and inspected.

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

Ms. Hornstuen asked whether it would be possible to put tires around the pilings where fishermen are having trouble making turns, so as not to damage the dock or boats. Mr. Stonesifer stated the only problem would be if the tires sink in the bay. Mr. Burns stated that staff will look into it.

Mr. Fleming asked for an update regarding the dredging. Mr. Burns stated that as of right now the next port to utilize the dredge will be the Port of Siuslaw; they have about 11,000 CY to be moved. If that is the only port to utilize the dredge, then afterwards work can continue in the Charleston Marina. Mr. Stonesifer stated the problem with dredging in Charleston is the distance the material needs to be pumped. Without a booster pump, the dredge is not capable of reaching the distance needed, especially in the Outer Basin. Mr. Burns stated that staff has recommended to the State to buy a booster pump; Charleston is not the only marina in need. Mr. Fleming asked if it was time to consider clamshell dredging. Mr. Burns stated the cost of clamshell dredging is high, but it is always considered. Mr. Burns stated that it would likely be difficult this summer, the Corps will be dredging in the Upper Bay this year, then the GMA Garnet and GP facilities will be looking at utilizing that contractor to do their docks. If that's the case, there likely will not be time left in the season for Charleston.

Mr. Fleming stated there are pilings on E dock that are not attached to the docks. The rings have broken. Mr. Fleming stated his concern with a fairly large fishing vessel at the end of that dock. Cheryl Charitar stated Port staff are looking to move them, possibly to the DWF dock. Mr. Stonesifer stated the pilings need to be fixed, and the vessel will need to be moved. Ms. Charitar stated there are not many slips that can accommodate the larger vessels.

Mr. Fleming stated there is an electrical pedestal missing a lid on the dock just past the Fisherman's Wharf. Mr. Stonesifer stated staff would look into it. Ms. Hornstuen stated there have been complaints about missing bolts on the tie-downs at D dock. Mr. Stonesifer stated that any missing bolts will be replaced as soon as possible.

## **8. PUBLIC COMMENT**

Ms. Hornstuen thanked the Port and the Marina for help with the recent Oyster Feed and also the upcoming Blessing of the Fleet on Memorial Day. Mr. Fleming thanked the Port for installing the more aggressive non-skid pattern on the D and E ramp. Mr. Fleming asked when the Marina would be getting Wi-fi for customers. Mr. Burns stated the Port is looking into funding, so the timeline is unknown.

Mr. Fleming asked about the restructuring of the railroad and how that might affect the Marina. Mr. Burns stated that the railroad operating company was set up as a non-profit because the Port is also non-profit; it was the legal way to separate the entities. The railroad operating company falls under the jurisdiction of the Port while keeping the employees separate; this is due to railroad employees falling under the Railroad Retirement Board and the Federal Employee Liability Act. There is no money being taken from Charleston and diverted to the Railroad.

Mr. Fleming asked about the cost of fixing the swing span bridge effecting projects planned for Charleston. Mr. Burns stated those repairs were all paid for with grant money that was specifically earmarked for the railroad. Mr. Burns stated that prior to November of 2018, the Port owned the infrastructure of the railroad including the rail, ties, bridges, and tunnels. It had been subcontracted to a third party to operate the trains; that is the only change.

Ms. Hornstuen asked whether the grant to replace the wooden benches was successful. Mr. Burns stated the Port has not heard but is optimistic.

Mr. Wilson asked that the Port do more research into the CPI index being used, to ensure that a metro or urban CPI is not being used. Mr. Burns stated that staff will do that. Mr. Leberti suggested something more specific might be available from the unemployment office.

#### **9. COMMITTEE COMMENT**

Ms. Whitmer shared that the Betty Kay charter boat is under new ownership out of Ft. Bragg. The Betty Kay charter business is under new ownership of Kurt and Gayleen Smith, running the Shamrock and the Sea Blaze. Mr. Leberti shared appreciation for the long-running charter boat operation within the Port.

Mr. Leberti commented that members need to be more involved with the committee. Mr. Burns stated Port staff will work on that.

Mr. Leberti shared concern that the railroad not detract from the asset that is the Charleston Marina. Mr. Fleming also shared concern that the railroad could become a liability. Mr. Leberti stated the railroad is important to the local economy, as evidenced by the recent GP mill closure. Mr. Burns spoke of the increased cost associated with the swing span bridge closure but stated that was not the only factor in the closure as there are other GP mills being closed in other states.

#### **10. NEXT MEETING DATE**

The next Charleston Marina Advisory Committee Meeting is scheduled for Wednesday, July 17, 2019 at 12:00 p.m.

#### **11. ADJOURN**

Lou Leberti adjourned the meeting at 1:06 p.m.

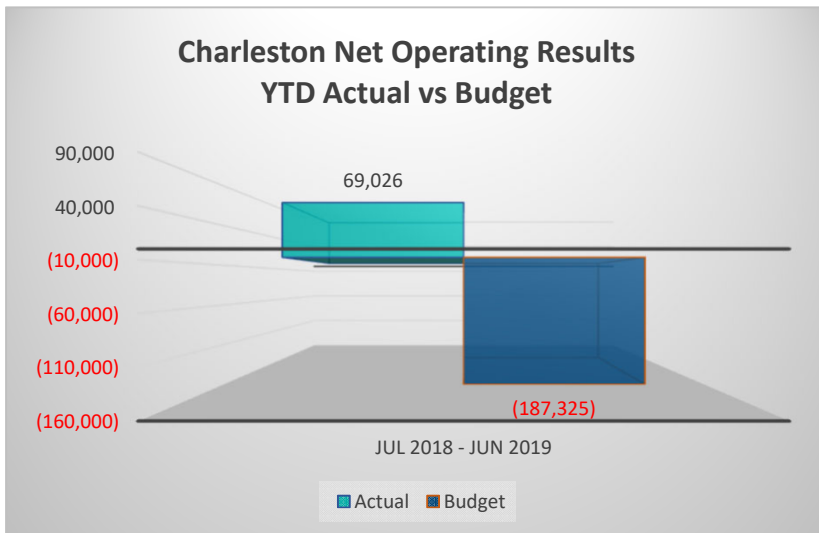
# Financial Data Review

Charleston Marina Advisory Committee Report - General Fund - Charleston  
For Period Jul 2018 through Jun 2019

Preliminary



	Year to Date						
	Jul 2018 - Jun 2019				Prior FYTD vs Current FYTD		
	Actual	Budget	\$ Diff	% Diff	Last FY	\$ Diff	% Diff
Charleston Operating Income	2,149,700	2,141,500	8,200	0%	2,114,316	35,384	2%
Charleston Personnel Expenses	1,140,269	1,388,388	(248,119)	(18%)	1,332,814	(192,545)	(14%)
Charleston Other Expenses	940,405	940,437	(32)	(0%)	898,816	41,588	5%
Charleston Total Expenses	2,080,674	2,328,825	(248,151)	(11%)	2,231,630	(150,957)	(7%)
Charleston Operating Results	69,026	(187,325)	256,351	137%	(117,315)	(186,341)	(159%)
Charleston Net Results	(348,480)	(413,952)	65,472	16%	(323,531)	24,950	8%



Charleston Marina is showing a loss of \$348K compared to a budgeted loss of \$414K.

This is due, in part, to the following factors:

- Revenues performed slightly better than plan due to the increased RV Park activity.
- Personnel services are spent under budget this quarter because Charleston is not at full staff.

Based on current information, projected operating results would end the year \$65K better than budget.

**Charleston Marina Advisory Committee Report - Special Projects  
For Period Jul 2018 through Jun 2019**



<i>Description</i>	<i>Budget</i>	<i>Spent To Date</i>	<i>Comments</i>
Derlict Vessel Destruction	40,000	13,808	The Port successfully destroyed 11 of the planned 22 derelict vessles. These vessels were destroyed at a cost lower than originally budgeted by utilizing the Port's own equioment
<i>Install Cameras Around Marina</i>	<i>4,000</i>	-	<i>This project is on hold and is budgeted for FY19/20</i>
Marina & Shipyard Dredging	125,000	115,000	Due to Mechanical failures with the dredge equipment the Port was only able to successfully remove 1,200 CY of material.
Move Maintenance Staff & Convert Old Maintenance Office Into Storage Units	18,000	8,325	The maintenance staff has successfully moved into the new location. Restoring the storage units will be completed in FY 19/20
Replace 20 Piles in Marina	144,000	84,347	The Port replaced 20 piles in the Marina.
Electric Pedestals	10,000	9,479	The Port purchased 20 electric pedestals to be replaced as needed.