

Charleston Advisory Committee Meeting

Tuesday, April 30, 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: John Burns, Chief Executive Officer

DATE: April 23, 2019

SUBJECT: Charleston Marina Advisory Committee Meeting Notice

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

DATE: Tuesday, April 30, 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.

JB/km

**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**

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 and July 19, 2018 Meeting Minutes
4. Financial Data Review
5. Proposed Charleston Marina 2019/20 Rate Schedule
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, July 17, 2019
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 28th 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

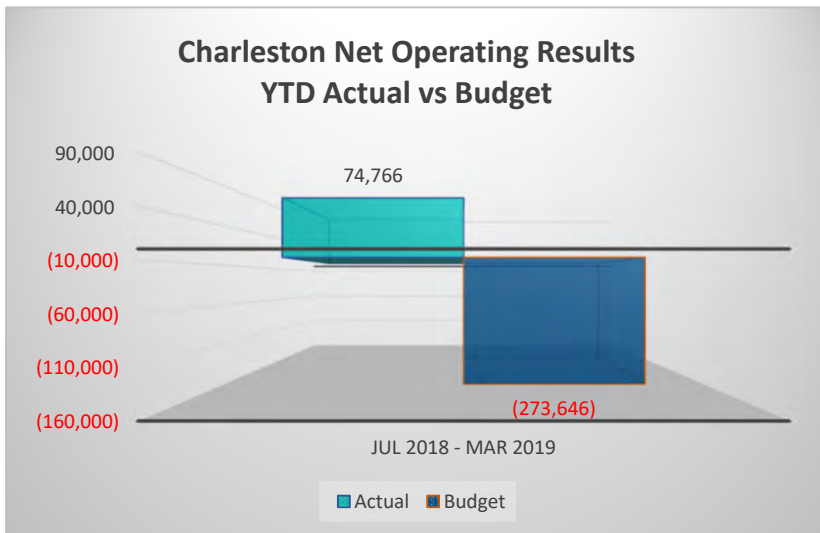
The next Charleston Advisory Committee Meeting is scheduled for Wednesday, October 17, 2018 at 12:00 p.m.

11. ADJOURN

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

Financial Data Review

| | Year to Date | | | | | | | Year End | | |
|-------------------------------|---------------------|-----------|-----------|--------|----------------------------|-----------|--------|---------------------|-----------|--------|
| | Jul 2018 - Mar 2019 | | | | Prior FYTD vs Current FYTD | | | Jul 2018 - Jun 2019 | | |
| | Actual | Budget | \$ Diff | % Diff | Last FY | \$ Diff | % Diff | Projected | Budget | % Diff |
| Charleston Operating Income | 1,537,644 | 1,543,338 | (5,694) | (0%) | 1,557,967 | (20,323) | (1%) | 2,135,806 | 2,141,500 | (0%) |
| Charleston Personnel Expenses | 830,843 | 1,059,196 | (228,353) | (22%) | 935,358 | (104,515) | (11%) | 1,216,035 | 1,444,388 | (16%) |
| Charleston Other Expenses | 632,034 | 757,787 | (125,753) | (17%) | 743,261 | (111,227) | (15%) | 814,684 | 940,437 | (13%) |
| Charleston Total Expenses | 1,462,877 | 1,816,984 | (354,106) | (19%) | 1,678,620 | (215,742) | (13%) | 2,030,719 | 2,384,825 | (15%) |
| Charleston Operating Results | 74,766 | (273,646) | 348,412 | 127% | (120,653) | (195,419) | (162%) | 105,087 | (243,325) | (143%) |
| Charleston Net Results | (151,342) | (532,215) | 380,873 | 72% | (346,277) | (194,936) | (56%) | (89,079) | (469,952) | (81%) |



Charleston Marina is showing a loss of \$151K compared to a budgeted loss of \$532K.

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

- Personnel services are spent under budget this quarter because Charleston is not at full staff.
- Due to timing, the Dredge billing (\$108K budget) has not been processed yet.
- Due to timing and availability of staff, some scheduled capital projects have been postponed until next budget year.

Based on current information, projected operating results would end the year \$240K better than budget when factoring in the unbilled Dredge services.

