

Charleston Advisory Committee Meeting

Wednesday, July 17, 2024, 12:00pm

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



M E M O R A N D U M

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

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

DATE: Wednesday, July 17, 2024
TIME: 12:00 p.m. – 1:30 p.m.
LOCATION: Charleston Marina RV Park Recreation Room
63402 Kingfisher Road
Charleston, OR 97420

VIRTUAL:

<https://us06web.zoom.us/j/87846930383?pwd=bIHUorbPHNxLIWHfNCIYA47f8HwvIq.1>

Via Phone: (253) 215 8782

Meeting ID: 878 4693 0383

Passcode: 481240

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

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

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

RD/kk

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

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

1. Call Meeting to Order
2. Introductions of Guests and Port Staff
3. Review and Approval of January 17, 2024 and May 8, 2024 Meeting Minutes
4. Financial Data Review
5. Current Projects Update
6. Roundtable Discussion on Facilities Maintenance Needs/New Issues from the Customers' and Staff Perspectives
7. Public Comments
8. Committee Comments
9. Next Meeting Date: Wednesday, October 16, 2024 at 12:00 p.m.
10. Adjourn

Review Meeting Minutes

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

DRAFT MINUTES

ATTENDANCE

Advisory Members:

Nick Nylander, Chair; Tyler Long; Lou Leberti; Kyle Cox; and Kathleen Hornstuen. Michael Armstrong and Knute Nemeth were absent.

Port Staff:

Mike Dunning, Chief Port Operations Officer; Ray Dwire, Charleston Marina Manager; Matt Friesen, Director of External Affairs; Trent Walker, Maintenance Foreman; Richard Poetzl, Maintenance; and Krystal Karcher, HR Generalist.

Guests:

Melissa Clemens, Charleston Fishing Families and F/V Dani C; Ed Fleming, S/V Merganser; Rex Leach, F/V Texas Lady and Ms. Julie; Rick Lilienthal, F/V Nel Ron Dic; Shaun Cutting, F/V Winter Hawk; Anthony Bundy, F/V Addy C; Josh Camarillo, F/V Addy C; Kai Dendy, F/V Addy C; and Bo Cutting, F/V Addy C. Port Commissioner Nick Edwards, F/V Investor, Inc.; and Ozzie Gregorio were present via telephone.

1. CALL MEETING TO ORDER

Chair Nick Nylander called the meeting to order at 12:05 p.m.

2. INTRODUCTION OF GUESTS

3. REVIEW AND APPROVAL OF MEETING MINUTES

A. Approval of October 18, 2023 Meeting Minutes.

Kathy Hornstuen offered a correction to the minutes as presented in the packet. Upon a motion by Lou Leberti (Second by Kyle Cox), the Charleston Advisory Committee Members voted to approve the October 18, 2023 Meeting Minutes, as corrected. **Motion Passed Unanimously.**

4. FINANCIAL DATA REVIEW

Financial Data was included in the meeting packet sent to Committee members. Mike Dunning stated the Ice Plant continues to hurt Charleston's financials. It costs \$198 to make a ton of ice, which is then sold for \$100. The Port still owes \$4.7 million on the loan.

5. CURRENT PROJECTS UPDATE

Ray Dwire shared a Power Point presentation regarding current project updates. The Marina office rehab has been completed by Port Maintenance staff. The Inner Basin shower doors are done and set up with key card access. G & H Dock gates are done. The Ice Plant had a fan failure that caused it to be down. Maintenance staff installed the new fans at a cost of just over \$40,000. Mr. Dwire stated there had been numerous problems with those fans and the Port had been using loaner fans, but these are the replacement fans. Charleston was the first of ten facilities to receive this upgrade. The repair was not covered under warranty. The Ice Plant was up and running on November 29, 2023 ahead of the goal of December 1. The plant had been down since October 6, 2023.

Charleston's skilled Maintenance staff continues to make improvements to the facility. Mr. Dwire shared a picture showing a hole in a dock, and staff welding a plate over the hole as a temporary fix. This section at the end of D Dock will need a major replacement. As it was, it was not safe for people to use. Rather than closing this section of dock, staff installed the temporary fix which is expected to last two years. Staff also built a ladder to access the chute of the Ice Plant where the ice is distributed. Staff now have a safer method to unclog the chute when needed.

Mr. Dwire shared additional pictures of staff examining the section of D Dock needing repair and then the finished product, including a non-skid surface applied to the plate. The dock piling project is coming up. Billeter Marine has a crane at the Transient dock right now and should be starting work either by the end of this week or first part of next week. Plans now include adding four additional piling. Originally there was eight piling and now it is 12, which includes four in the Shipyard, four in the Outer Basin, and four in the Inner Basin. Total project cost is about \$142,000.

Mr. Dwire stated G & H Dock are now accessed by key card. This will be installed at a later date on additional docks. There will still be docks open to the public during the day for recreational use. Docks having gated access only will greatly increase security. Lou Leberti asked about public access to the docks for crabbing. Mr. Dwire confirmed that some will be open to the public during the day. The Inner Basin will be accessed only by boat owners. Most people crab on the B or D Dock, or over at the DWF Dock. Melissa Clemens asked if the intent was to prevent tourists from accessing the docks with the working boats. Mr. Dwire stated that is not the intent. Tourists will still be able to access the docks during the daytime. Ms. Clemens asked who would be responsible if there were an accident. Mr. Dwire stated that anytime someone accesses the docks they assume their own liability; there are signs at the dock heads. Staff attempt to mitigate hazards but there are always risks. This is another reason for vessels to have insurance. Ms. Clemens stated there should be discussion of having crabbing only at tourist areas, so they are not accessing the docks where commercial boats are working. Ms. Clemens stated another recent issue is fishermen not being able to find a place to park, suggesting a permitted parking area. Mr. Dwire stated these ideas are worth considering.

Mr. Leberti asked how many key card holders there would be per slip. Mr. Dwire stated it will be one to start but then boat owners can request more as needed. Mr. Dunning stated part of the reason for this change has been an attempt to attract more recreational boat owners to moor their vessels. If they feel their vessel is secure, they are more likely to sign a longer-term moorage agreement. This is only one dock for now, to see if the increased security brings an increase in revenue. Kyle Cox stated this is a good balance. The recreational users and tourists are a big part of the Charleston community, but people don't need to be on the docks after 10 pm and this should keep that down.

Rick Lilienthal asked about the dumpster at F Dock being in the middle of the loading zone. Mr. Dunning stated staff were spending an exorbitant amount of time hauling trash every day. The dumpsters are intended for staff to spend more time doing dock work and less time dealing with trash. Mr. Dunning stated staff are willing to hear ideas if there is somewhere better to place the dumpsters.

Tyler Long stated that Port Security staff are available to help boat owners after hours if needed and suggested signs at the gates with contact information. Mr. Dwire offered an additional update about the exit gates on the roads. They are not locked yet, because staff are waiting for the installation of the fire department lock boxes to ensure emergency services have access to the facility after hours. As soon as those get installed, the gates will be locked from 10 pm to 6 am. There was concern about having access out, which has been addressed with a walk-through gate next to I Dock. The road gates will be locked by Security at night and opened in the morning. Access will be funneled through one entry point to help Security with better monitoring of the facility. Mr. Cox stated the extra gates may be inconvenient but it is worth it to have less traffic.

6. EXPIRATION OF COMMITTEE MEMBER TERM

Mr. Dunning stated those interested in joining the committee should apply. Mr. Dwire shared that Michael Armstrong has been a member of the committee since 2004, and gave nearly 20 years of service. Mr. Nylander asked if Mr. Armstrong had been contacted. Mr. Dunning stated staff has reached out to him. Information will be placed on the Port's website on how to apply.

7. CONNECTOREGON GRANT APPLICATION: SHIPYARD IMPROVEMENTS

Mr. Dunning stated at the last meeting it was discussed the Port may apply for a ConnectOregon grant for Shipyard improvements. The travel lift slip was built over 40 years ago and is deteriorated. The Port purchased a 100-ton travel lift in 2017 which has been used to its' full capacity due to the limitations of the slip, which is only 40' by 20'. The Port is proposing an application to ConnectOregon to connect the two concrete docks along the old burnout dock by putting in a brand-new concrete dock with an apron. Also included in the application will be to sheet pile behind that dock, and build a new slip that will provide a higher capacity and be 30' wide and 70' long. The Port will not be asking for a new travel lift. The 100-ton travel lift will continue to be utilized until such time in the future as a larger lift can be purchased, either by Giddings or the Port. The application may also include an ask to put in a new floating dock by Dock 3. The anticipated cost of this project is about \$5 million. The Port will need to provide a 30% match, or about \$1.7 million. The application is due at the end of February and is currently being drafted.

The Port does not intend to go out further into the estuary because permitting would be a challenge. The Port will leave Dock 1 runway and shift to the east on the other side to achieve the 30' wide slip. Then the slip would be extended inland into the Shipyard to go from 40' to 70' long. There will need to be a new wash pad built.

Mr. Cox asked about a wider travel lift. Mr. Dunning stated a new travel lift is not included in the \$5 million application. Mr. Cox then asked if there had been a study done on parking and how many slips would be lost. Mr. Cox stated with lost slips there would be lost revenue and asked if the rates would remain the same. Mr. Dunning stated currently Long Term is not being utilized as it should be. There are about 23 boats that belong to the Port and are awaiting destruction. Removing these boats will free

up space which can then be better utilized. The Port restructured rates in Long Term recently to discourage people from leaving their boats to rot.

Mr. Cox stated he is against the widening of the travel lift slip, due to the potential of not being able to get down the road. The existing travel lift is already difficult to maneuver. Mr. Cox stated if the slip is widened then a whole row of parking will be lost. If the parking then needed to accommodate larger boats, it would be even tighter. Mr. Dunning stated this has been looked at and there is room in the current footprint of the Shipyard to do what the Port has planned. Mr. Cox disagreed.

Ed Fleming stated in 2017 when the new travel lift was purchased, the slip would handle 95% of the current fleet of Charleston. The rest of the fleet would be handled with the rail ways. Mr. Fleming stated it would be in the Port's interest to use grant funds to improve the rail ways and leave the travel lift slip as is. Mr. Fleming asked why rail ways were not being utilized. Mr. Cox stated the ways are an old system and the lift is much easier and safer. Mr. Cox stated there is an ongoing issue with a stalemate between the operator in the Shipyard and the property owner. Mr. Cox stated for this reason the investment can't be made, but hopefully the dynamic can change in the future. Mr. Cox stated the Port is not taking into account that widening the travel lift slip would make working with the local fleet easier but would not accommodate the out of town fleet, and that is what brings in the big money. Mr. Dunning stated the larger vessels are included in the study.

Mr. Dunning stated the money isn't there to put in a larger travel lift today. Mr. Cox stated the money could be there if the investment was made. He stated if the current travel lift slip is extended now, there would be no reason for the bigger travel lift in the future. If the money were allocated to other places and the current slip left as is, the money would be there in the future to get the bigger travel lift and then the entire fleet would be satisfied. Mr. Cox stated if small upgrades are done now, then the larger upgrades would not be done in the future.

Mr. Dunning stated another consideration for this discussion should be the age of the slip. At over 40 years old, it has reached the end of its useful life. In 2017, there was a study of the fleet metrics done including the Alaska and local fleets. The slip as it is now can pull 92% of the local fleet. If the slip were widened and extended, with the current travel lift, it would open the usage up to 98% of the fleet. Mr. Cox pointed out that millions of dollars would be spent to increase capacity by only 6%.

Mr. Dunning responded that by bringing in the larger fleet, there would be additional considerations such as the need for additional large parking if there were to be multiple large vessels in the facility. Mr. Cox stated that either way parking would be lost, and with current plans as much as half of the parking would be lost for a 6% gain. With a larger travel lift, the number of large vessels pulled at one time would be limited. Mr. Cox stated there is no way to widen the current travel lift without losing parking. Mr. Dunning stated there is plenty of space available in the Shipyard to widen the travel lift slip and keep the same number of spaces. Mr. Cox and Mr. Dunning disagreed about this. Mr. Dunning stated new spots would be created in long-term. Mr. Cox argued the spots are already there and not being created, they are just occupied by junk boats. Mr. Dunning stated the spots are not being created; rather the Shipyard will be reorganized to better utilize the available space. Long-term spaces will be converted to short-term. Mr. Cox asked how many spots there are currently, in both long-term and short-term, and whether changing the size of the spots would allow the same number of spots to be kept.

Mr. Cox stated the Shipyard could and should be reorganized regardless of whether the slip is widened. Mr. Cox further stated the Port is comparing a current Shipyard with derelict boats that aren't paying revenue to a future Shipyard as it could be with a wider travel lift. There should be a comparison of the

Shipyards with it optimized both ways, and not leave out the option of optimizing it as it is now without slip improvements. Mr. Cox stated the Port is leaving out this option, whether intentionally or not.

Mr. Leberti asked if the derelict boats would be removed in the near future. Mr. Dunning stated it was supposed to happen this year, but the revenue wasn't there to complete the work. It will be approximately \$100,000 to rid of those boats.

Rex Leach stated with the travel lift slip in the condition it is in, there are only a limited number of locals willing to haul out. The decline in recent years of fisheries has led to many of the smaller boats barely hanging on. Mr. Leach stated from his perspective as a boat owner, he would not haul both of his boats out at the same time. He stated the local fleet is not likely to take the additional space freed up in the Shipyards. If the space in long-term is better utilized, then it would bring more money into the community. It makes sense to utilize the space by drawing larger boats in from out of the area. Mr. Dunning stated there are plenty of boats that will be able to be hauled out with the current travel lift and a bigger slip. Another issue with a project for a larger slip extending into the water would be permitting and dredging. Mr. Leach stated there are issues with dredging there now; when backing out a 75' boat it is hard to get back far enough to turn without hitting mud. Mr. Dunning stated that shoal to the end of the existing slip is 135'. Shaun Cutting disagreed, stating he has gotten stuck in the mud there at high tide.

Mr. Cox stated the Port needs to put weight on what the facility users are saying; staff doesn't use the facility in the same way customers do. Mr. Cox asked why the Port would spend money to do something the customers don't want. Mr. Dunning stated that if nothing is done, the travel lift will degrade to nothing. The slip needs to be fixed now, rather than waiting for more funding in the future for a larger lift. The Port must balance the interest of all business lines and look at the whole picture.

Mr. Cox stated that one big travel lift is not the best solution, and places like Fred Wahl have multiple sized lifts. Mr. Dunning agreed. Mr. Cox restated his belief that Port would lose revenue by widening the travel lift slip, because of the reduced parking in the Shipyards.

Mr. Leach asked the maximum weight that could be lifted with the current travel lift. Mr. Dunning stated its 220,000 pounds, over 100 tons. Mr. Leach stated his vessel, the Ms. Julie, is 107 tons. In order to haul out, as much gear and extra weight as possible must be removed. Mr. Dunning stated this is the reason the Port wants to "over-build" the travel lift slip, so that in the future there is an opportunity for a larger travel lift to be utilized in that slip. Mr. Cox stated it seems like a lot of work for only a small gain. Mr. Dunning stated the slip must be repaired before it fails.

Mr. Long stated a solution that would mitigate both issues might be to divide the Shipyards and sell to Giddings. The Port would still have a Shipyards and the private businesses could invest in their infrastructure for the larger boats they want to cater to. Ms. Hornstuen stated that is out of the jurisdiction of the Charleston Advisory Committee and needs to be presented to the Board of Commissioners.

Mr. Cox stated his concern with losing the ways. Mr. Dunning stated the ways could be fixed. Mr. Cox stated it would be an expensive temporary option with an archaic design. Mr. Dunning stated the Port has estimates to repair that, and it is \$250,000 for a new system with substructure. Mr. Dunning stated the slip needs to be repaired regardless of whether the ways are repaired. Mr. Cox stated he would be interested in funding repair of the ways, and there needs to be further discussion. Mr. Dunning agreed.

Mr. Long stated the Port needs money to address the travel lift slip and selling to the private business in the Shipyard looking to invest and modernize could be mutually beneficial and quicker than applying for grants. Ms. Hornstuen restated this needs to be presented to the Commissioners.

Meeting Break at 1:12 p.m. Reconvene at 1:18 p.m.

8. PUBLIC HOIST DISCUSSION

Mr. Dwire stated there was a situation that came up where Port staff had to look at usage of the public hoist and dock. A statement was issued when the dock was shut down, which read in part:

“At the Port of Coos Bay we are committed to ensuring the stability and prosperity of our maritime community while safeguarding the assets of the port. I wanted to write and shed some light on recent developments within our local fishing industry at the Charleston Marina and keep you all informed. I realize it is easy for information to get passed along and sometimes people don’t have all the facts. If you have more questions that aren’t answered here, please reach out to me directly and I’ll do my best to get you what you need.”

The Port owns a public hoist, which has historically been available to load and offload vessel gear. It is located at the Ice Dock. On average, the hoist has been used less than 12 hours per year since 2014. The Port charges \$27.50 per hour to lease the hoist and has no record of the hoist being used for sustained commercial offloading. The hoist has likely been used for sporadic commercial offloading, but nothing close to the level of usage seen a few weeks ago. Recently, mobile live catch buyers have started utilizing the dock and the hoist for commercial offloading of live crab. Due to this expanded use of the hoist, the Port became aware of damage to the dock. The Port closed the dock for approximately 48 hours to work diligently on an equitable solution and new interim protocols. The Port reached out and met directly with those involved to find a fair resolution. This response was not unilateral but involved robust engagement with stakeholders. The Port developed a protocol for the remainder of the season that predominantly utilized pre-existing requirements. This includes insurance requirements for mobile buyers, additional dock inspections, and a small surcharge that will go to protecting Port infrastructure. Mr. Dwire emphasized that the Port’s intent is to maintain a balanced approach that safeguards the interests of all parties involved and the public infrastructure. As a facilitator of the dock, the Port would like to be the one that ensures people have all the right information with constructive and transparent dialogue. Mr. Dwire encouraged anyone who has questions to reach out to him.

Mr. Dwire shared a photo of a side-by-side comparison of the new Ice Plant with the old. The dock is the same size but the new Ice Plant is much larger leaving much less dock space to move around on. The public hoist area is limited to a very small footprint, and not the best place to offload a large quantity of cargo. Port staff estimates there was over 300,000 pounds of crab offloaded in two weeks. This is great for the fishermen and the industry, but not the best feasible place to offload that amount of cargo. Port staff must look at the safety of all people involved as well as the infrastructure.

The end of the dock is a new concrete dock and very stable. But when the Ice Plant was replaced in 2019, the approach to the dock was not replaced. The approach was overlaid with 3’ by 12’ planks to prolong its life. There are failing piling that will be replaced with the next piling project. The structure is not there to support the usage seen in recent weeks.

Mr. Dwire shared photos of concrete damage where a truck recently ran off the dock and got stranded. Luckily, the driver did not end up going into the water and was able to use four-wheel drive to get out. This happened during a recent offload. There has been damage to pile hoops, which are not designed for large boats to be tying up. There are fresh chips of damage to the concrete on the dock. A marina customer argued these are not recent. Mr. Dwire stated Port staff picked up the pieces.

A marina customer asked if there was a no trespassing sign at the head of the dock, and asked who was out there. Mr. Dwire stated it was the fishermen and crab buyers. A marina customer stated it is upsetting that one individual can ruin things for everyone. Mr. Dwire stated there were multiple incidents and there needs to be a process that allows better control. Ms. Hornstuen asked where the live buyers are supposed to offload. Mr. Dunning stated that is not the place; that approach dock has been a long-time concern. There needs to be another alternative. Mr. Long replied that a solution could be the Lazio dock; although it is currently leased, it is not being used for its intended purpose. It's in an out of the way spot, has deepwater access and a hoist. There's plenty of maneuverability there, as opposed to the Ice Dock having very little room leading to some close calls with big boats. Mr. Long stated he's unsure what the current lease is on the Lazio dock but it should be repurposed for the public good.

Mr. Dunning stated it took 48 hours when the dock was closed because staff was doing research. Staff looked at data from the last five years at how much that hoist was being used, on average about 15 hours per year. Mr. Cutting stated he used the hoist for close to 40 last year and unloaded 30,000 pounds of crab. Mr. Dunning stated that if the Port gives up a lease, it must ensure that revenue is not lost. That average of only 15 hours per year is not going to make up the lease payment. Ms. Clemens asked about the Port's responsibility to the fishermen. Since the 2013 master plan it has been in the works that there is supposed to be a public buying station for fisherman. Ms. Clemens asked if it is more detrimental to let a property sit even if there is lease revenue, than to let it be utilized to help promote a lifeline for fishermen. Mr. Dunning stated the usage seen recently is unprecedented and in order to give up a lease revenue, there needs to be some guarantee of continued revenue.

Mr. Leach stated he made a \$40,000 difference selling to the live buyer, as opposed to his usual buyer for the last four years. Mr. Cox asked if the lease on the dock could be offered to the new buyer that came in. Mr. Dunning stated the contract of the lease would have to be looked at before anything could be done. Mr. Cutting stated there has been about 2.5 million pounds of crab bought here. The new buyer kept the price up \$0.50 per pound. That's over \$1 million for the community of Charleston. This buyer bought over 300,000 pounds. Mr. Dunning stated this is an interim solution for an unprecedented event and now is the time to have a discussion on how this could work in the future. Locations are limited. There is Point Adams, which has shoaling issues again. The Port is spending \$250,000 to work with the US Army Corps to get them to take over the maintenance, but that could still be two years. The area was just dredged to -10, and now one year later on the east end the sand is already about the high-water mark. The dredge window this year has passed, and the state dredge will be at another port next year. The other location would be the Lazio dock. A marina customer stated that area near Point Adams is dangerous. Mr. Dunning stated he had just sent another email to the Corps about this issue. The Port dredged the area within the prism, but the Army Corps didn't dredge their prism so all of that material is silting. Mr. Dunning stated the Point Adams dock and building were looked at by engineers about four years ago, and the substructure of the dock is in great shape.

A marina customer stated if the area isn't dredged in the next six months, nobody will be able to get back there and asked why the Port can't dredge. Mr. Dwire stated the dredge belongs to the State and they determine who and when it is utilized. Mr. Dunning stated he has worked with the Corps over this issue,

and asked people to send him an email with the information as it comes up. That can be forwarded to the Corps district office so there are multiple voices expressing the same concern.

Ms. Clemens stated there are fishermen here locally that are clamoring for live buyers and a space to accommodate that. Not having ready access is costing the fishermen thousands of dollars. Ten years ago in the master plan, there were supposed to be plans to accommodate this. Mr. Dunning says there hasn't been much discussion since that was put in the master plan until now.

Mr. Leach stated the last two years of the fishing industry have been horrible. Mr. Long stated that the Port of Umpqua had a similar situation with their public hoist. They ran into issues with staffing and scheduling, so they leased the dock to one company to run it. Mr. Long also stated it's not fair to local businesses for someone to come in and have the public buying facility for only \$27.50 an hour, when businesses are paying a lease payment and have insurance and other costs.

There was debate about whether other ports are charging a landing fee to transient buyers. Mr. Dwire stated ports are charging a range of \$0.06 to \$0.15 per pound, and some require buyers to hire their personnel to operate the hoist. The Port of Newport has multiple hoists but charges for a forklift driver and hoist operator. Mr. Dunning stated the fee is being charged to protect the infrastructure of the dock. The dock is over 50 years old and when time comes to replace it, it's likely going to be \$3-5 million. Ms. Hornstuen stated it may be to the Port's advantage to get the Lazio lease back.

Mr. Dunning stated the solution currently in place is temporary and the Port will look at other solutions. Mr. Dwire stated the poundage fee was the last solution discussed; it's not about the Port making money, it is about protecting the assets. Mr. Dwire stated the Port already has regulations in place, including a requirement for business licenses and insurance.

Mr. Cutting asked if there were lease stipulations about usage and whether the Port required use of leased facilities, stating the fishermen need access to a public buying space and that is not currently available. Mr. Dunning stated the lease will be reviewed.

Ms. Hornstuen asked about the master plan. Mr. Dunning stated the Port is due to update the Port-wide strategic plan and Charleston will be included in that. Ms. Hornstuen stated the planning process had included meetings where ideas were brainstormed and then gathered into the plan. Mr. Dunning stated the process should be very similar, but Charleston will be incorporated into the Port's plan.

A marina customer asked about road maintenance leading to Point Adams, and if that were to become a public buying space who would then be responsible for the road maintenance. Mr. Dunning stated that would be included in the lease.

Mr. Dwire stated the current solution is temporary and alternatives will be looked at for the coming years. Regardless of the direction the Port takes, the rules and regulations will remain in place requiring business licenses and insurance. Mr. Cox stated these rules need to be enforced in the Shipyard as well. Mr. Dwire agreed. Mr. Dunning encouraged people who see something to speak up and say something; talk to Mr. Dwire and let him know.

9. ROUNDTABLE DISCUSSION ON FACILITIES MAINTENANCE NEEDS

Mr. Nylander thanked everyone for their passion and welcomed their input, then proposed to adjourn the meeting at 1:58 p.m.

10. PUBLIC & COMMITTEE COMMENT

Mr. Long stated there is a public comment portion of the meeting, although most have said what they came to say. Mr. Dunning stated the Port does not want to get involved in the markets. The Port needs to protect its infrastructure, and that was the reason for the dock closure.

There was further discussion of the Lazio dock for a public buying space.

Ozzie Gregorio stated he had joined the meeting late, but wanted to ensure his concerns were addressed. Mr. Gregorio asked the following questions, specifically to Mr. Dwire and Mr. Dunning, as to who the complaint had come from regarding the damage to the dock; also, who had thrown the nails in the parking lot that caused the flat tire to the semi; and then what justified the Port stopping his business operations for 48 hours with no intention to make his company whole again.

Mr. Gregorio stated he moved nearly \$900,000 worth of crab from this location. Mr. Gregorio stated he has costs associated with payroll and having his crew on hand, and to then have the dock closed caused damages to his company. The fishermen are dependent on being provided services that were not available. Mr. Gregorio stated something needs to be done to solve the problem; the fishermen are at a loss and his company is at a loss. Mr. Gregorio stated he should not be penalized for offering a service that was previously unavailable.

Mr. Gregorio asked if other fish buyers are required to have workers' compensation coverage. Mr. Dwire stated the longshoreman's coverage is required for anyone who works over the water. Mr. Gregorio stated if everyone needs to be operating the right way, then it should be everyone. If a transient buyer has to pay the poundage fee, then all buyers should have to pay the fee. Mr. Gregorio argued he should have the same rights as those who already have a presence in Charleston, and that there is no difference between him and them.

Mr. Dunning stated the difference is that those others pay for a lease to have their presence in Charleston and they are not required to pay the poundage fee because of the lease. Mr. Gregorio stated he pays \$100 a month for a business license and that should entitle him to tenancy; it's a contract the same as a lease. Mr. Dunning stated it is not the same. There is no tenancy provision with the business license. Mr. Dwire stated the business license gives the holder permission to conduct business on Port property. Mr. Gregorio stated his concern is that the fishermen in Charleston need to have access to services.

Nick Edwards stated this meeting included a lot of different perspectives and shared appreciation for the Shipyard discussion. This will be a big project, and there is no guarantee the Port will get the grant. Mr. Edwards stated the other item he wanted to share with the committee was regarding aids to navigation. Mr. Edwards stated he took a ride with George from the Coos Bay Pilots and marked the Charleston channel with GPS readings. Safe navigation needs to be included with the project proposal.

11. NEXT MEETING DATE

The next meeting is scheduled for April 2024.

12. ADJOURN

The meeting concluded at 2:19 p.m.

**OREGON INTERNATIONAL PORT OF COOS BAY
CHARLESTON MARINA ADVISORY COMMITTEE MEETING
12:00 p.m., Wednesday, May 8, 2024
Charleston Marina RV Park, Recreation Room**

DRAFT MINUTES

ATTENDANCE

Advisory Members:

Nick Nylander, Chair; Kathleen Hornstuen; and Knute Nemeth. Lou Leberti; Kyle Cox; and Tyler Long were absent.

Port Staff:

Ray Dwire, Charleston Marina Manager; Lanelle Comstock, Chief Administrative Officer; Megan Richardson, Director of Finance & Accounting; Cheryl Charitar, Charleston Office Administrator; Julie Williams, Charleston Office Assistant; and Krystal Karcher, Human Resources Generalist.

Guests:

Ed Fleming, SV Merganser; Bryan Juveland; Susan and Doug Dodge, RV Park guests; Anne Donnelly; and David Young.

1. CALL MEETING TO ORDER

Chair Nick Nylander called the meeting to order at 12:05 p.m.

2. INTRODUCTION OF GUESTS

Nick Nylander began introductions by asking for a moment of silence in honor of Lou Leberti's wife who passed away. Kathy Hornstuen suggested sending a card of condolence to the Leberti family.

3. REVIEW AND APPROVAL OF MEETING MINUTES

A. Approval of January 17, 2024 Meeting Minutes

In the absence of a quorum, minutes were reviewed and will be voted on at the next meeting.

4. CURRENT PROJECTS UPDATE

Ray Dwire provided an update on current marina projects. Sharky's Charters is now located on D Dock. Staff continues their work on the marina docks, currently focused on F Dock, as well as rehabilitation work in Building 30 to prepare for a new tenant. The RV Park is gearing up and preparing for summer guests. Staff have been busy in the Shipyard cleaning up and reorganizing the long term area. Staff plan to destroy more of the derelict boats currently in the Shipyard, which will then create more short term workspace so more people can work on their boats.

Mr. Dwire shared that staff received authorization at February's Port Commission meeting to apply for a ConnectOregon grant for Shipyard improvements. The project will be \$5 million to improve the work docks and the travel lift slip. Anne Donnelly asked if there were adjustments made to the scope of the application after the Commission meeting. Mr. Dwire stated the application was exactly as the Commission approved. The Port anticipates grant awards to be announced in September. Ed Fleming asked the timeline that the travel lift would be out of service if the Port were to be awarded the grant. Mr. Dwire stated the in-water-work window is limited and staff would prioritize minimizing the downtime of the travel lift.

Ms. Hornstuen asked about the key card access to G & H docks. Mr. Dwire stated this has been resolved. There are key cards available at the office for guests on that dock and there is also passcode access for those who are staying short term. Ms. Hornstuen asked for an update on dredging for the shoaling issue. Mr. Dwire stated the Port is still in discussions with the Army Corps regarding the Section 107 study. There will be a clamshell dredge here this summer that the Port will utilize at a cost of about \$200,000. The Coast Guard put a caution buoy in this area. Ms. Hornstuen asked about the Lazio dock and the L&S dock. It was discussed at the last meeting to see if there was something the Port could do for commercial offloading space. Mr. Dwire stated staff are still looking into options.

Knute Nemeth asked about discussion of Troller Road. Mr. Dwire stated donated oyster shells have been spread as a temporary fix. Mr. Nemeth stated the Troller Road issues have been discussed for years but the road is vital to the Shipyard. Mr. Nemeth stated a property owner received an estimate from Knife River, which came in at \$180,000. Troller Road is also a public area for viewing the South Slough. Road improvement could include parking spots next to the boat launch with a restroom. Mr. Nemeth stated he talked with County Commissioner John Sweet about the situation. The County acknowledges ownership of the road. Ms. Hornstuen suggested a grant could help with funding. Mr. Nemeth stated ConnectOregon grants are used for transportation and economic development. Fixing this road needs to be addressed to keep the Shipyard open, and keep the area both attractive and safe. A cooperative between the property owners, the County and the Port needs to be established to move this project forward. Mr. Nemeth asked that Port Commissioners get together with County Staff and property owners to discuss what can be done. Mr. Fleming added that emergency vehicle access to the Shipyard should also be considered. This is an industrial area where people are working and the current conditions of the road would slow access for emergency services.

Ms. Donnelly stated this issue speaks to her larger concern of the Port's operation of the Marina and Shipyard. The Port as an entity of economic development should manage all assets for optimal economic benefit consistent with Port solvency. This includes the composition of the Charleston Advisory Committee and the topics discussed. Ms. Donnelly stated the advocacy reach of this group is limited because people are only advising on maintenance needs. The issue that Mr. Nemeth brings up with Troller Road is not just access for the fishermen, it's access for the community and the economic potential of the Shipyard. Ms. Donnelly urged the Port to manage their properties consistent with the economic development mission, and suggested the Port look at grant opportunities that are not just maritime related. Ms. Donnelly stated the Committee membership should be expanded to include more people with different perspectives.

Mr. Dwire stated the issue of Troller Road is more than just a Port issue. Ms. Donnelly stated the larger issue she is speaking of is very much a Port issue. Mr. Dwire stated the Port is aggressively trying to develop properties for the benefit of the community and for economic development.

5. FINANCIAL DATA REVIEW

Megan Richardson reviewed the financial data for Charleston Operations. Information included in the meeting packet are the year-to-date financials for July through March. Operating income was about \$1.6 million compared to the budget of about \$1.8 million, which is about a \$224K shortfall. Total expenses were about \$1.5 million compared to the budget of about \$1.8 million, so expenses were underspent by about \$307K. The operating result was positive by about \$80K compared to the projected loss of about \$4K, leading to results better than plan by about \$83K. Charleston total net results for the year-to-date is a loss of \$558K, compared to a budgeted loss of \$678K, leading to results better than plan by \$120K.

Based on the current information if Charleston were to perform to budget for the remainder of the fiscal year, it would end with an \$83K better net result than budget, which is still an overall loss of \$520K. Even with expenses underspent, revenues are less than budget by \$224K so far this year.

6. DISCUSSION OF PROPOSED BUDGET FOR FY 2024/25

Mr. Dwire presented information about Charleston's operational expenses. Employees in Charleston include four office staff (one of these positions is vacant and will not be filled), eight maintenance staff, and five security staff. Total personnel expenses are \$1,317,017 for 16 employees. Mr. Dwire stated electricity costs are about \$291K, water is \$52K, sewer is over \$4K per month, garbage service is just over \$100K which is down from previous years, and commercial insurance is \$137K. This is just liability insurance for Charleston properties and has gone up about 20%. Utility and insurance expenses total \$629,205. Annual debt repayment totals \$430,787 for the Ice Plant, stormwater system, travel lift, and Port vehicles.

Expenses for employees, utilities and insurance, and debt repayment total \$2,377,044. Total operating income for FY 2022/23 was \$2,353,336 which is less than total operating costs, with no repairs and maintenance or any projects completed. Mr. Dwire stated the expenses do not include Administrative staff in the downtown office and no money from Charleston is being taken by the Railroad.

Mr. Dwire offered further financial details regarding the Ice Plant. In FY 2022/23 debt repayment was \$220K and electricity was over \$53K. The electricity rate on the Ice Plant is high, whether or not the facility is being used, because it is a high-demand system. Maintenance and repair expenses were close to \$53K, Port staff time was \$18K, and water was \$9K, for total Ice Plant expenses of \$353,219. Total ice sales in FY 2022/23 was \$206,391. The overall loss for the Ice Plant was nearly \$150K.

Shipyards expenses in FY 2022/23 includes derelict boat disposal at \$101K and debt repayment for the travel lift and stormwater system at \$82K. Other expenses include staff time, media replacement, electricity, water, sewer and trash. Total expenses for the Shipyards were \$370,917 with revenues totaling \$360,376 for an overall loss of \$10,540.

Ms. Hornstuen asked about the derelict boat disposal cost. Mr. Dwire stated this cost will always be there, but the goal is to get the number of vessels down so the cost is manageable. Mr. Fleming asked if the state had a fund to assist with destroying derelict boats. Mr. Dwire stated they do have a new program that was recently funded, but are not sure how the money will be dispersed. A marina customer asked if any of the debt service for vehicles or the travel lift is close to being paid off. Mr. Dwire stated there

are two vehicles that will be paid off this year. Ms. Richardson stated the larger debt service loans are approximately twenty years.

Mr. Dwire stated the utility costs are rising for everyone including Charleston. Electricity rates for the docks in June 2022 was about \$0.0816 per kilowatt-hour. In June 2023, the rate increased by 17.8% to \$0.0961. In April 2024, the cost went up to \$0.1158 which is a 20.5% increase. There is another rate increase anticipated in January 2025, about 17-18%.

Proposed projects for FY 2024/25 total \$688,000. These projects include clamshell dredging, the Section 107 study, piling replacement, dock repairs, building repairs, derelict boat disposal, D-dock approach, rock for Shipyard, and rock and rip/rap for Marina. Mr. Dwire stated staff will continue their efforts to save expenses by being smart with resources and completing work in house. An example of this is the D-dock approach. A contractor had supplied a bid of \$50K but Port staff will make the repair for \$20K. The income brought in by Charleston does not cover the proposed projects; this money will need to come from elsewhere in the Port budget. That could be from the Railroad, or the tax revenues received.

Mr. Dwire stated that staff are preparing to bring recommendations to the Port Commission for rate increases to be effective July 1, 2024. Mr. Fleming asked about the launch ramp fee. Mr. Dwire stated the daily fee is set by the State Marine Board and Port staff cannot change it. Mr. Fleming stated there are a number of vacant moorage slips and the RV Park is being under-utilized. Mr. Dwire stated the Port is looking at multiple options to increase revenues. Mr. Dwire stated efforts will continue to eliminate any waste of resources and keep expenses down, while building up the infrastructure of the Charleston community.

7. ROUNDTABLE DISCUSSION ON FACILITIES MAINTENANCE NEEDS

Maintenance needs have been discussed and there are no additional concerns to add.

8. PUBLIC COMMENT

Mr. Fleming asked about the proposed rate increase that will go to the budget committee. Mr. Dwire stated the numbers are still being determined but could be similar to the 10% increase of last year. Mr. Fleming stated the Committee is typically given notice at this meeting of what increases are planned. Mr. Dwire stated some of the Shipyard services will not see the 10% increase. That information will be available as soon as it is finalized.

Mr. Dwire stated there was public comment received from John Blanchard, as follows: "I'd like to add public comment on a maintenance idea for the marina facility. I noticed this growth of marine life on the power and waterlines leading to D dock and investigated it some. Please see attached photos. The support brackets for the lines are nearly failing under the weight of the growth and have deteriorated in the marine environment. This is directly under the gang plank leading to the dock and I am concerned if it breaks the lines could be damaged and cost more to repair or prevent electrical service to D-Dock."

Mr. Dwire shared the photos Mr. Blanchard had sent and stated this issue has been addressed. This area was underneath the dock approach and not readily visible. Mr. Dwire stated staff are thankful this was brought to their attention and are now aware of additional areas to inspect.

9. COMMITTEE COMMENT

Ms. Hornstuen shared that the Charleston Fishermen's Memorial Committee has met to determine the names that will be added to the memorial plaque on Monday, May 27 at 10:00 am. The Charleston Fishing Families will host cake and coffee after the service and everyone is invited to attend.

This year, the Industry plaque will honor: Roy C. Cameron, Michael L. Workman, Amos Allen "Red" Astor, James "Jim" Nash, W.A. "Rusty" Shield, and Scott Heath. The Fishermen's Memorial Plaque will honor: J. B. John Elliott Burgess, Gary "Bear" Gene Warren, John Frank Hatten, Richard "Dick" Lilienthal, Gladys Johnston, Doris L. Hockema, Spud Murphy, Alice I. Gunnari, Captain James L. Moore, Holly Hall Stamper, and Don G. Burks.

Mr. Nemeth stated the Mayfly Festival is coming up on May 18 at Mingus Park and will have family friendly activities for people to learn about the watershed. In October, there will be the Octoberfish Festival held at the Marine Biology School. This is a fundraiser for the Charleston Food Bank.

10. NEXT MEETING DATE

The next meeting is scheduled for Wednesday, July 17, 2024 at 12:00 p.m.

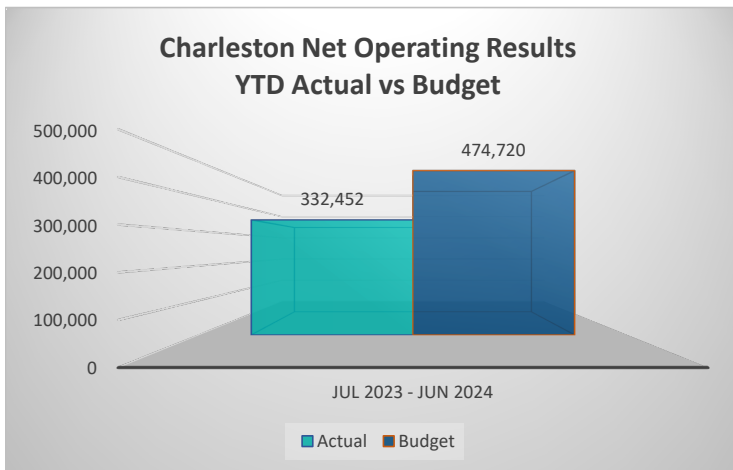
11. ADJOURN

Chair Nick Nylander adjourned the meeting at 1:26 p.m.

Financial Data Review

Preliminary

	Year to Date							Year End		
	Jul 2023 - Jun 2024				Prior FYTD vs Current FYTD			Jul 2023 - Jun 2024		
	Actual	Budget	\$ Diff	% Diff	Last FY	\$ Diff	% Diff	Projected	Budget	% Diff
Charleston Operating Income	2,307,861	2,546,565	(238,705)	(9%)	2,363,472	(55,611)	(2%)	2,307,861	2,546,565	(9%)
Charleston Personnel Expenses	843,277	847,091	(3,814)	(0%)	673,024	170,253	25%	843,277	847,091	(0%)
Charleston Operating Expenses	1,132,132	1,224,754	(92,622)	(8%)	1,230,212	(98,080)	(8%)	1,132,132	1,224,754	(8%)
Charleston Total Expenses	1,975,409	2,071,845	(96,436)	(5%)	1,903,236	72,173	4%	1,975,409	2,071,845	(5%)
Charleston Operating Results	332,452	474,720	(142,268)	(30%)	460,235	127,784	(28%)	332,452	474,720	30%
Other Income	21,726	32,000	(10,274)	(32%)	178,734	(157,008)	(88%)	21,726	32,000	(32%)
Other Expense	680,800	773,922	(93,122)	(12%)	495,838	184,961	37%	680,800	773,922	(12%)
Net Other Income	(659,074)	(741,922)	82,848	11%	112,115	771,189	(688%)	(659,074)	(741,922)	(11%)
Charleston Net Results	(326,622)	(267,202)	(59,420)	-22%	143,131	469,753	(328%)	(326,622)	(267,202)	22%



Charleston Marina is showing an operating result of a \$332K gain compared to a budgeted gain of \$475K, which is \$142K less than plan. This is due, in part, to the following factors:

- Year to date revenues fell short of budget by 9%. Revenue shortfalls impacted most lines of business in the Marina including Building leases, moorage, RV park and ice sales.
- Year to date expenses are underspent by about 5%. Operating expenses are underspent due to lower than projected revenues to date. Labor expense for security and Marina office staff are not budgeted in the Marina department, but the revenues earned by the Marina are necessary to cover their cost.
- Other Revenues include small grants and charges to customers for damage done to Marina facilities.
- Other Expenses include \$261K In Capital projects for Marina Facilities Including buildings, Docks, Piling projects and Ice Plant Equipment. The remaining \$410K is for annual debt service payments for the Ice Plant, Travel Lift, Stormwater System, B Dock, and Marina Vehicles.