

Charleston Advisory Committee Meeting

Wednesday, July 23, 2025, 10:00am

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 16, 2025
SUBJECT: Charleston Marina Advisory Committee Meeting Notice

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

DATE: Wednesday, July 23, 2025
TIME: 10:00 a.m. – 11:30 a.m.
LOCATION: Charleston Marina RV Park Recreation Room
63402 Kingfisher Road
Charleston, OR 97420

VIRTUAL:

<https://us06web.zoom.us/j/81588487790?pwd=EXwnzoac2tR49Gw7yiGj15950EaMk0.1>

Via Phone: (253) 215 8782

Meeting ID: 815 8848 7790

Passcode: 929721

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).

RD/cs

**OREGON INTERNATIONAL PORT OF COOS BAY
CHARLESTON MARINA ADVISORY COMMITTEE MEETING
10:00 a.m., Wednesday, July 23, 2025
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 16, 2025 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 Comment
8. Committee Comments
9. Next Meeting Date: Wednesday, October 22, 2025 at 10:00 a.m.
10. Adjourn

Review Meeting Minutes

**OREGON INTERNATIONAL PORT OF COOS BAY
CHARLESTON MARINA ADVISORY COMMITTEE MEETING
12:00 p.m., Wednesday, April 16, 2025
Charleston Marina RV Park, Recreation Room**

DRAFT MINUTES

ATTENDANCE

Advisory Members:

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

Port Staff:

Lanelle Comstock, Chief Executive Officer; Ray Dwire, Charleston Marina Manager; Matt Friesen, Director of External Affairs; Thomas Morton, Maintenance Manager; Cheryl Charitar, Charleston Office Administrator; Julie Williams, Charleston Office Assistant; Amber Garduno, Charleston Office Assistant; and Krystal Karcher, Administrative Services Manager.

Guests:

Jen Anderson, RV Park Camp Host; and Ed Fleming.

1. CALL MEETING TO ORDER

Chair Nick Nylander called the meeting to order at 12:00 p.m.

2. INTRODUCTION OF GUESTS

3. REVIEW AND APPROVAL OF MEETING MINUTES

A. Approval of January 15, 2025 Meeting Minutes.

Upon a motion by Knute Nemeth (second by John Blanchard), the Charleston Advisory Committee Members voted to approve the January 15, 2025 Meeting Minutes. **Motion Passed Unanimously.** (Ayes: Blanchard, Leberti, Long, Nemeth, and Nylander. Nays: None. Absent: Cox and Hornstuen.)

4. CURRENT PROJECTS UPDATE

Lanelle Comstock began with an announcement that Chief Port Operations Officer, Mike Dunning, had resigned from the Port. Ray Dwire will be taking on permitting duties and focusing more on grants. Thomas Morton has been promoted to Maintenance Manager, after starting with the Port as a Security Officer, then taking on the role of Procurement Specialist. There is a great need to enhance the Port's maintenance work and planning.

Lou Leberti expressed concern about Maintenance staff being in Garibaldi dredging for the winter when there is work to be done in Charleston. Mr. Dwire stated the benefit of having the State-owned dredge

in Charleston is the ability to dredge the Marina if other ports are not using it; which has been three times in the last ten years. This allows the Port to save costs on dredging but the downfall is that Maintenance staff are pulled away from the Marina. Knute Nemeth asked how this compares to the Army Corps' costs. Mr. Dwire stated this past summer for the Army Corps to dredge was estimated at about \$14 per cubic yard, and quotes came in at \$28 to \$35 per cubic yard. In 2022, when the Port utilized the coastal clamshell contract, the Port paid \$9.40 per cubic yard. Mr. Dwire confirmed the shoaling at Point Adams is partly in the Port's area of responsibility and partly in the Army Corps' area.

Ed Fleming asked whether the Port could hire someone to run the dredge and keep Maintenance staff in the Marina. Mr. Dwire stated the Port had looked to backfill staff by hiring temporary help but was unable to find the right candidate.

Mr. Nemeth stated he heard a rumor that the Port just received \$10 million for dredging. Ms. Comstock stated there was something in recent legislation but staff were looking into this more to determine what the funding is for. It could be part of the \$20 million from the State intended for the PCIP project.

John Blanchard stated an important part of the conversation in determining how to move forward is to look back at past decisions made, stating that it seems like money is leaving Charleston and going to other projects. Mr. Dwire stated the Port is focused on doing more with less.

Mr. Dwire stated the project updates include the replacement of two failed pilings at the work docks. The condition of these docks is in need of repair. The Port was not successful in the ConnectOregon IV grant but options are still being reviewed. Mr. Dwire stated the Troller Road improvements were a combined effort of Port staff, County staff, and the business owners. Mr. Nylander asked whether the County had confirmed if it is a County Road. Ms. Comstock stated it is a local access road.

Maintenance staff have been busy getting ready for summer guests by mowing lawns, checking docks and installing reflective bird tape on the boat ramp. The contract has been awarded for the summer landscaping work, enabling more staff time for maintenance projects. Mr. Leberti asked if this included the flower beds in the RV Park. Mr. Dwire stated it does not; staff will take care of those. Mr. Nemeth asked about the possibility of getting AmeriCorps volunteers to help with lawn work or painting. Mr. Dwire stated staff can look into that.

Upcoming projects include the resealing and restriping of the Marina parking lot, with assistance from the Oregon State Marine Board's small grants program. The Port will pay 25% of the project cost. The last time this parking lot was resealed and restriped was in 2017. Another upcoming project will fix the drainage issue on the east side of the boat rinse station, where the asphalt is starting to fail. Mr. Dwire stated he is looking into more grant opportunities to address facility needs, including tourism grants.

Mr. Nemeth stated there is an opportunity near the Fishermen's Memorial, where the parking lot dips below the level of the D Dock parking lot, there tends to be standing water and mud in this area. This area of drainage could be addressed to improve visitor experience at the Memorial.

Mr. Blanchard asked about funding for derelict vessel removal in the Shipyard. Mr. Dwire stated this is ongoing. Staff are working with the State Marine Board Abandoned/Derelict Vessel program, who have put in for some fairly large grants to assist ports. Mr. Dwire stated for the boats the Port currently has, it would cost about \$300,000 for disposal.

5. FINANCIAL DATA REVIEW

Ms. Comstock reviewed the financial data for Charleston Operations. Operating income for this year to date through March, was \$1.89 million compared to a budget of \$1.92 million, primarily due to lower than projected revenues due to vacant lease space and lower than projected moorage and occupancy in the RV Park. Ice plant sales were higher than expected, which offset the loss somewhat. Total expenses were \$1.6 million compared to budgeted expenses of \$2.1 million; this is an underspending of 24%.

Total net results were a loss of \$116K compared to a loss of \$850K. Based on current information, if Charleston were to perform to budget for the remaining fiscal year, the projected operating result would end the year with a net gain of \$361K compared to an operating loss of \$51K. The total Charleston net result is projected to be a loss of \$156K compared to a budgeted projected loss of \$891K.

6. DISCUSSION OF PROPOSED BUDGET FOR FISCAL YEAR 2025/26

Mr. Dwire began with background information, stating the moorage was increased by 10% in each of the last two years and 6% the year previous to that. Staff plan to propose a 3% increase for most services this year, despite the need for a larger increase to support operations. Staff will continue to identify areas of potential cost savings.

Mr. Dwire stated the cost of utilities, including electricity, continues to go up. Tyler Long asked whether the Port metered power usage in the past. Mr. Dwire confirmed, stating staff can look into this again; although the staff time to manage this would be high.

Mr. Dwire stated staff will propose a 10% increase for use of the public hoist and boat trailer storage. Dry storage will be increased from \$0.25 to \$0.27 per cubic foot. Fuel delivery in the Shipyard will increase from \$0.05 to \$0.07 per gallon. New fees being proposed include the use of extra shore power and waste of water. In the RV Park, staff will propose an extra vehicle fee of \$5.00 per day; in the past this was \$2.00 per day but was eliminated several years ago. Staff are researching fluid disposal fees. Time is spent in the Shipyard pumping bilge water and this is an expensive fluid to dispose of.

Mr. Fleming stated that he objects to the increased fees in the Marina, including the 100% increase in the Long Term storage in the Shipyard. This was supposed to be structured as a 100% increase over two years, or 25% every six months. Mr. Fleming stated the fee was actually applied as a compounded fee, leading to a nearly 144% increase. On top of that, the environmental fee was increased from 12% to 15%. Mr. Fleming stated this increase brought about unintended consequences, such as people walking away from their boats, and created a burden for people working on their boats. Mr. Fleming stated that he is against any rate increase for the Marina.

Mr. Long asked if the Port has considered selling any property rather than raising rates. Increases in fees to the fishing industry have led to smaller profit margins and fishermen feeling squeezed. Costs have been going up, such as water and power, and do need to be accounted for. Mr. Long suggested the Port look at alternative ways to generate revenue, rather than just raising fees.

Mr. Dwire stated staff have been looking at alternative uses of Port properties, such as building additional storage units. Ms. Comstock stated the Port Commission will be selecting the consultant for the Strategic

Business Plan update, which will look at the potential uses of Port property. There will be a community involvement piece for the plan update.

Mr. Leberti asked if there were plans to advertise more for the RV Park or to offer a discount on monthly moorage with an RV Park rental. Mr. Dwire stated this has been discussed. Mr. Blanchard stated at the last meeting a winter rate for the RV Park had been discussed, as well as the addition of food trucks in the Marina.

Mr. Blanchard asked about planned advertising efforts for Charleston on social media. Matt Friesen stated there is no specific marketing plan, other than coordinating communications about what is available and events happening. Staff are open to ideas about places or events to promote.

7. ROUNDTABLE DISCUSSION ON FACILITIES MAINTENANCE NEEDS

Chair Nick Nylander asked if there was any additional discussion on facility maintenance needs.

8. PUBLIC/COMMITTEE COMMENT

Mr. Nemeth shared that the Blessing of the Fleet will take place on May 26, adding 12 more names to the memorial this year. Mr. Nemeth stated fundraising efforts are needed to cover the operating costs for the upcoming years.

Mr. Blanchard stated there was a good turnout for the Charleston Fishing Families' Easter celebration.

9. NEXT MEETING DATE

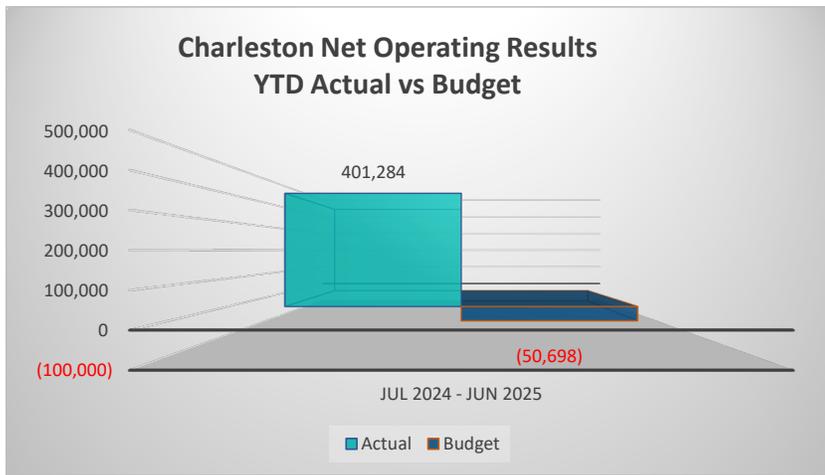
The next meeting is scheduled for Wednesday, July 16, 2025 at 12:00 p.m.

10. ADJOURN

Chair Nick Nylander adjourned the meeting at 1:21 p.m.

Financial Data Review

	Year to Date				Year End					
	Jul 2024 - Jun 2025		\$ Diff	% Diff	Prior FYTD vs Current FYTD		Jul 2024 - Jun 2025			
Actual	Budget	Last FY			\$ Diff	% Diff	Projected	Budget	% Diff	
Charleston Operating Income	2,636,533	2,823,222	(186,689)	(7%)	2,302,539	333,994	15%	2,636,533	2,823,222	(7%)
Charleston Personnel Expenses	1,103,583	1,333,232	(229,649)	(17%)	873,059	230,524	26%	1,103,583	1,333,232	(17%)
Charleston Operating Expenses	1,131,666	1,540,688	(409,022)	(27%)	1,158,930	(27,264)	(2%)	1,131,666	1,540,688	(27%)
Charleston Total Expenses	2,235,249	2,873,920	(638,671)	(22%)	2,031,989	203,260	10%	2,235,249	2,873,920	(22%)
Charleston Operating Results	401,284	(50,698)	451,982	(892%)	270,549	(130,734)	48%	401,284	(50,698)	892%
Other Income	85,795	17,899	67,895	379%	23,556	62,239	264%	85,795	17,899	379%
Other Expense	681,187	857,788	(176,601)	(21%)	680,806	381	0%	681,187	857,788	(21%)
Net Other Income	(595,392)	(839,889)	244,496	29%	(237,358)	358,034	151%	(595,392)	(839,889)	(29%)
Charleston Net Results	13,232	(890,587)	903,818	101%	(386,700)	(399,932)	(103%)	13,232	(890,587)	(101%)



Charleston Marina year end has an operating result of a \$401K gain compared to a budgeted loss of \$51K, which is \$452K better than planned. Charleston's total net result is a gain of \$13K.

- Year to date revenues are less than projected due to vacant lease space in the Marina, lower Annual and Monthly moorage, lower occupancy in the RV Park, and Ice plant closures in March and most of the month of June . The shortfall would have been greater if not for the greater ice sales in the first half of the year.
- Year to date expenses are underspent by about 22%. Operating Expenses are underspent due to a combination of the maintenance staff focusing on dredge operations in Garibaldi and careful spending due to less cashflow.
- Other Revenues include small grants, the administration fee for lodging tax, and insurance claim reimbursement for damage done to Charleston property.
- Other Expenses include merchant fees, and property taxes assessed on the storage units building, insurance claim repairs, \$423K in debt service payments (marina vehicles, the Ice Plant, Stormwater System, and Travel Lift), and Capital Projects including the \$161K roof replacement on building #30 and replacing broken pilings.