

**OREGON INTERNATIONAL PORT OF COOS BAY
CHARLESTON MARINA ADVISORY COMMITTEE MEETING
12:00 p.m., Wednesday, January 17, 2018
Charleston Marina RV Park, Recreation Room**

MINUTES

ATTENDANCE

Advisory Members: Mark Fleck, Vice Chair; Michael Armstrong; Will Smith; Margery Whitmer; Kyle Cox; and Lou Leberti.

Port Staff: John Burns, Chief Executive Officer; John Buckley, Harbormaster; Megan Richardson, Accounting Supervisor; and Amrha Wimer, Administrative Assistant.

Guest: John Payne; Michael Gibbons; Carol Schuldt; Arthur Schuldt; and Ed Fleming.

1. CALL MEETING TO ORDER

Vice Chair Mark Fleck called the meeting to order at 12:00 p.m.

2. INTRODUCTION OF GUESTS

3. REVIEW AND APPROVAL OF MEETING MINUTES

A. Approval of October 18, 2017 Meeting Minutes and November 17, 2017 Special Meeting Minutes

Upon a motion by Michael Armstrong (Second by Margery Whitmer), the Charleston Advisory Committee Members voted to approve the October 18, 2017 Meeting Minutes and the November 17, 2017 Special Meeting Minutes. **Motion Passed.**

4. FINANCIAL DATA REVIEW

Accounting Supervisor, Megan Richardson reviewed the financial data for Charleston Operations from October to December 2017. Total operating revenue for October through December was \$459,543 which is on plan. Personnel services are over stated and was completed before December was finalized and does not include the dredge allocation. The report states \$358,133 but it is closer to \$328,133. When the Charleston crew heads to dredge operations in Garibaldi, all labor and benefits are included in the Charleston department and then it is allocated to the Dredge department. In the report, it is still allocated to Charleston and has not been allocated to the Dredge department. Goods and services is \$296,384 and is overstated because there were a lot of repairs and maintenance for insurance so there is about \$90,000 in the total that is going to be reimbursed through insurance. Total operating expenses is \$654,516 but is probably closer to \$530,000. Operating results was a loss of \$194,973 but is closer to a \$70,000 loss. Compared to budget, it is about \$78,000 but one thing not included when allocating the budget across 12 months was the derelict boat disposal which was allocated evenly across the year, but it is done only

once a year so there is \$30,000 that should really be in the October – December budget. Compared to budget we are actually looking at a \$50,000 variance.

Mr. Burns stated one of the benefits of our insurance through the Special District Insurance is our insurance replacement of damage property is a dollar to dollar replacement vs when a vessel's insurance would only give the depreciated value.

Major repairs & replacements completed in 2016-17:

Emergency Marina dredging
New TUFF boat

Major projects planned or in process in 2017-18:

Boat travel lift – weight test remains
Shipyard stormwater – estimated project end date 1/31/18
Internet/WiFi/port telephone system
Ice doc rook refurbishment / ice plant equipment (complete/Postponed to 18/19)
Replace ice plant floating dock
Heavy-duty truck for towing w/tail lift gate
Rebuild all dock approach buildings
Dredge Marina – using state dredge equipment (postponed to 2018/19 – USACE permit issues)

Dredge activity in 2017-18:

Port of Garibaldi

5. NEW ISSUES/PROJECTS

Mr. Buckley stated there has been a lot of insurance issues. One was a boat drove through F Dock which resulted in another boat hitting F Dock and then hit the Ice Dock. This has taken a lot of man power and time.

Mr. Buckley stated there was an issue with the Ice Plant and a contractor is coming out to give bids to repair the evaporator. It is making ice but in order to maintain the ice in the bin there needs to be another evaporator.

Mr. Buckley stated the Maintenance crew is in Garibaldi dredging. It might get extended, but everything is going well.

Mr. Buckley stated all but two dock houses have been rehabilitated. The remaining two will be completed by Port staff.

Mr. Buckley stated high winds took the roof off the Point Adams Building. The work has been contracted out and fixed.

Mr. Buckley stated there were some issues with the fence at the Shipyard and it has been fixed.

Mr. Fleck asked about a stormwater update. Mr. Buckley stated it was just recently completed and it works completely automatically. In February, the contractor who did the installation is going to give Port staff training.

6. ROUNDTABLE DISCUSSION ON FACILITIES MAINTENANCE NEEDS

Ed Fleming stated the light pole at D dock still has exposed conductors and connectors. Mr. Fleming stated he believes it is important to identify dock letters. Mr. Buckley stated they are purchased but need to be put up. Mr. Fleming stated he believes bulletin boards should be attached to the refurbished dock houses. Mr. Buckley stated they have been purchased. Mr. Fleming stated there is an issue with the pump out stations (both). Mr. Buckley stated they are waiting for parts for B Dock but was not aware of D Dock not working and will check into it. Mr. Fleming asked what the status is of the two broken fingers on E Dock. Mr. Buckley stated the parts have been ordered and the pilings have been put in. Mr. Fleming believes the larger vessels are going to put too much strain on at the T on the end of E Dock that they may break it more. Mr. Buckley took note. Mr. Fleming stated there is rot in the approach of the D/E Dock. Mr. Buckley took note. Mr. Fleming wanted an update on the ice dock where a wheel of a forklift went through and about the welding that took place on the dock out to the ice plant. Mr. Buckley stated it was due to a vessel hitting the dock and it was being repaired.

Michael Gibbons is the Executive Officer with the Coos Bay Power Squadron. He stated that 50 years ago the Coos Bay Power Squadron leased property from the Port and built a building on it. The lease expires this year and at the time the lease expires the building goes to the Port. According to Mr. Gibbons, the Port does not want to renew the lease and it was discussed to rent the Basin Café building. Mr. Gibbons is asking the Advisory Committee to recommend the Port to repair the building prior to leasing. Arthur Schuldt provided the history of the Coos Bay Power Squadron building.

Mr. Fleck asked what the current lease rate was. Mr. Gibbons stated it was \$100.00 a year. Carol Schuldt stated the Power Squadron was responsible for the cost of maintenance and insurance. Mr. Buckley stated the Port offered the RV Park Rec Room for no charge and a storage building they could use for their supplies.

There was discussion between the Advisory Committee and the Coos Bay Power Squadron. Mr. Burns stated he will take everyone's input and step back and look into it again.

7. PUBLIC COMMENT

Ed Fleming stated at the last Charleston Advisory Committee meeting, John Buckley announced Port staff is looking at the live aboard policy and all of the aspects of having live aboards and all the rules and regulations thereof. Mr. Fleming stated he requested a letter be sent to all Marina customers and meetings specifically addressing the issue to be scheduled. Mr. Fleming stated he did not receive a letter and is repeating the request. Mr. Buckley stated the Port has not yet had a chance to address live aboards.

Ed Fleming stated he heard the Port has a new moorage license agreement. Mr. Fleming stated he believes the new late fee penalty charge is too punitive and there are too many circumstances that could lead to someone not getting their bill or not being able to pay. Mr. Buckley stated the Port is flexible as long as the Port is approached by the customer and aware. Mr. Burns has stated there have been numerous customers who have approached the Port who has asked the Port to work with them. The Port even has

experience with people who haven't approached staff but had to be chased down and the Port was able to help with accommodations to get through the hardship. Mr. Burns stated that unfortunately when documents are created it is not created for the people who do things the right way or for people who will work with you to reach reasonable accommodations. They are created for the people who don't, and the Port gets into a position where people don't pay their bills and think they can get away with it. Mr. Fleming asked for the addition of a line stating, "unless other arrangements have been prearranged through Port management". Mr. Burns stated he will ask the attorney and if it is deemed appropriate they will include it.

8. COMMITTEE COMMENT

John Buckley thanked Kyle Cox and Will Smith for joining the Committee.

Margery Whitmer stated the Charleston Merchants are having the Crab Feed on February 10, 2018. She stated this fundraiser is to help support the Charleston Visitor Center.

Margery Whitmer stated it would be nice to have a facility in Charleston to host events. Mr. Fleck stated it would be nice to have a big facility to have Charleston events in Charleston. Michael Armstrong stated it would help promote tourism. Lou Leberti stated there are at least two or three festivals a year that could use a facility. Kyle Cox stated it would be nice to have a park in Charleston. John Payne stated he suggested a few months ago to the Port Commission to have a Rec Center in Charleston and have a laundry mat put in by the Port.

9. NEXT MEETING DATE

The next Charleston Advisory Committee Meeting is scheduled for Wednesday, April 18, 2018 at 12:00 p.m.

10. ADJOURN

Vice Chair Mark Fleck adjourned the meeting at 1:03 p.m.