

**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**

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.