

Charleston Advisory Committee Meeting

Wednesday, January 15, 2025, 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: January 8, 2025
SUBJECT: Charleston Marina Advisory Committee Meeting Notice

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

DATE: Wednesday, January 15, 2025
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/81580132360?pwd=fstQKWeKltseGA18BwEEX3MXFgglBX.1>

Via Phone: (253) 215 8782

Meeting ID: 815 8013 2360

Passcode: 735322

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/js

**OREGON INTERNATIONAL PORT OF COOS BAY
CHARLESTON MARINA ADVISORY COMMITTEE MEETING
12:00 p.m., Wednesday, January 15, 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 October 16, 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 Comment
8. Committee Comments
9. Next Meeting Date: Wednesday, April 16, 2025 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, October 16, 2024
Charleston Marina RV Park, Recreation Room**

DRAFT MINUTES

ATTENDANCE

Advisory Members:

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

Port Staff:

Lanelle Comstock, Chief Executive Officer; Mike Dunning, Chief Port Operations Officer; Ray Dwire, Charleston Marina Manager; Megan Richardson, Director of Finance & Accounting; Cheryl Charitar, Charleston Office Administrator; Julie Williams, Charleston Office Assistant; and Krystal Karcher, Administrative Services Manager.

Guests:

Ed Fleming; and Port of Coos Bay Commissioner Kyle Stevens.

1. CALL MEETING TO ORDER

Knute Nemeth called the meeting to order at 12:04 p.m.

2. INTRODUCTION OF GUESTS

3. REVIEW AND APPROVAL OF MEETING MINUTES

A. Approval of July 17, 2024 Meeting Minutes

At the time of this agenda item, a quorum was not present to vote. Minutes were reviewed with no comments from Committee members present.

4. FINANCIAL DATA REVIEW

Megan Richardson reviewed the financial data for Charleston Operations. In the first quarter FY24/25, Charleston had operating income of about \$925K compared to a budget of about \$836K, better than planned by \$89K. More ice was sold this quarter than anticipated. Total operating expenses were about \$554K, compared to a budget of \$694K, about \$141K underspent. Total operating results were a net gain of \$371K compared to a budgeted net gain of \$141K, which is \$230K better than planned. Charleston net result was a net gain of about \$243K compared to a budgeted net gain of about \$35K, or about \$209K better than planned.

5. CURRENT PROJECTS UPDATE

Ray Dwire stated the roof repair on Building 30 has been completed by Daryl Rodgers Construction, then he presented an update regarding the operations of the Ice Plant.

The Ice Plant utilizes salted flake ice which provides better product coverage, faster cooling, greater product protection, among other benefits. Salinity levels need to be at 300-500 parts per million (ppm) salt. Proper salinity levels ensure the freezing temperature is much colder. During the ice making process, water is sprayed on the inside of the drums which are supercooled to -25 to -35 degrees F. At last check the drums were at -27 degrees F. The temperature of the bin needs to be maintained or the ice will become slushy, as was reported at a recent Commission meeting. Five of the eight cooling fans were defective so the bin was not as cold. Those fans have been fixed and the bin is currently at about 10 to 12 degrees F.

The delivery of ice is measured by the auger system; it is sold by the ton and the weight is based on a full auger and full flow during delivery. If the volume in the auger is not full, the scale of ice delivered may be incorrect. There are times when there is a blockage or a reduced flow and staff have been instructed to make a judgement call as to when that flow effects the amount of ice delivered. Mr. Dwire stated Port staff delivered ice into totes to check the weight of ice delivered. The scale showed 0.5 ton of ice and each of the two bins weighed 800 lbs. When the auger is full, it is delivering more ice than the scale reads.

Mr. Dwire stated there was a problem recently with high chlorine levels in the ice. Although this is not currently an issue, staff are working to prepare for it should it become an issue again. Chlorine levels are being monitored and are currently at about 1 ppm.

Mr. Dwire shared a chart with ice revenue cost comparisons, and how many tons would need to be sold at different price points to make the same revenue as the current price point. This information was provided to Commissioners based upon their request. In FY24/25 ice sales have been significantly higher than in previous years. In the first quarter 2,002 tons of ice have been sold. For the previous fiscal year, a total of 2,234 tons were sold. Mr. Dwire stated that moorages are also up, as well as use of the short term Shipyard work area and other services.

Mr. Dwire provided additional information about the issue of wet ice. Port maintenance and security staff check the temperature of the bin multiple times throughout the day to ensure a faster response should the temperature become an issue again. The Port has the ability to make the best ice on the coast and measures are being taken to ensure the quality of ice meets the expectations of the fishermen.

Mr. Dwire shared maps depicting the area of Port responsibility for dredging and the area of Army Corps responsibility. The last time the Corps' area was dredged was in 2020, and the Port piggybacked on that work. Around that time, the Port began work on the Section 107 study to have the Corps assume maintenance responsibility for that entire area. The Port dredged in 2022 but the Corps did not. Survey results from 2022 and most recently were shared.

Mike Dunning stated the Port has been working with the Corps to get the coastal clamshell contract here to dredge. The bid was put out, but estimates came in double of previous years. A contract was negotiated, then there was a protest and the contract was terminated. Letters have been sent in support of the need for coastal dredging. If this shoal doubles in size, the inner basin will not be accessible for

larger vessels. The Corps is working on it, but it does not look promising. Reasons include the in-water work window, lack of funding, and weather. Staff have been evaluating contingency plans.

Mr. Dunning stated the tentatively selected plan for the Section 107 feasibility study should be available in November. Port staff have asked the Army Corps to assume maintenance dredging responsibility for the area from the federal navigation channel in front of B dock, Point Adams and the fuel dock and all the way to the boat ramp. It is likely they will not go all the way to the boat ramp and may stop just past the fuel dock. This will still include the area that sees the main issue.

Knute Nemeth asked if there was an option for Coos Bay to get its own dredge. Mr. Dwire stated the cost of the dredge would be high, but also the cost to maintain it would be high. Mr. Nemeth stated the option should be looked at. Mr. Dunning stated the Port has used the state dredge more than any other port, and there is an opportunity to potentially use it next year.

Mr. Dunning stated one problem is the amount of material that is authorized for the disposal site G. The Corps has limited that to 5,000 cubic yards in one year. The Port was able to get approved for disposal of 10,000 cubic yards last year. There is currently a backlog of 140,000 cubic yards between the Shipyard and Marina to get everything to depth. The upland disposal site in Barview needs work to be ready for material, and is generally reserved for any contaminated material that is found.

6. REVIEW AND APPROVAL OF MEETING MINUTES

A. Approval of July 17, 2024 Meeting Minutes

A quorum is now present. Upon a motion by Kathleen Hornstuen, the Charleston Advisory Committee Members voted to approve the July 17, 2024 Meeting Minutes. **Motion Passed Unanimously.**

7. ROUNDTABLE DISCUSSION ON FACILITIES MAINTENANCE NEEDS

Kathy Hornstuen asked whether there were comments on the project worksheet from the last meeting. Mr. Dwire stated there was only one submittal so far and staff would like to see more responses.

Ed Fleming stated that dock maintenance is an ongoing concern, as well as overhead lights and pedestals that need repair. Mr. Fleming asked how long staff are away for a dredging project. Mr. Dunning stated it depends on the project but it is usually two to three months. Mr. Fleming asked how this impacts dock work. Mr. Dunning stated there is no other port with the capacity to run the state dredge, so if the Port of Coos Bay did not step up the equipment would not be there for ports. It does place a strain on operations. The last time Garibaldi was dredged, there were six staff members sent. This time there are only four going, and two staff from Garibaldi will help.

Mr. Fleming asked about the status of the Connect Oregon grant application. Mr. Dunning stated the final review and decision is upcoming from the Transportation Committee. It is not looking probable right now; the project is currently ranked below the cut needed to get funding.

Mr. Dwire stated the Port received a grant from the Oregon State Marine Board for resealing and repainting the parking lots. This is a \$40,000 project. The Port also submitted an application for a SDAO safety grant for additional cameras and lighting in the Shipyard.

Mr. Nemeth stated that he heard from a longtime commercial fisherman complaining about the restrooms being locked afterhours and being unable to access the facilities. Mr. Dwire stated the Port is in the process of installing key pad entry on each of these doors. Marina customers who need access can contact the Port office or Security if it is afterhours.

8. PUBLIC COMMENT

Mr. Fleming thanked Port staff for posting the meeting announcement on the dock heads. Mr. Dwire stated the Port has the donated anchor stored for the Fishermen's Memorial. Mr. Nemeth stated this was donated by the Lilienthal family.

9. COMMITTEE COMMENT

Mr. Nemeth stated the recent Octoberfish celebration was a successful event and had close to 250 people attend. The event raised around \$2,000 for the Charleston Food Bank.

10. NEXT MEETING DATE

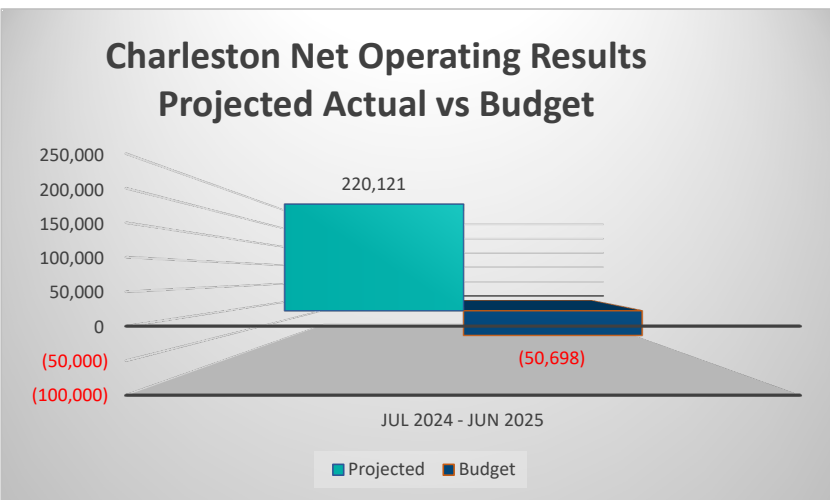
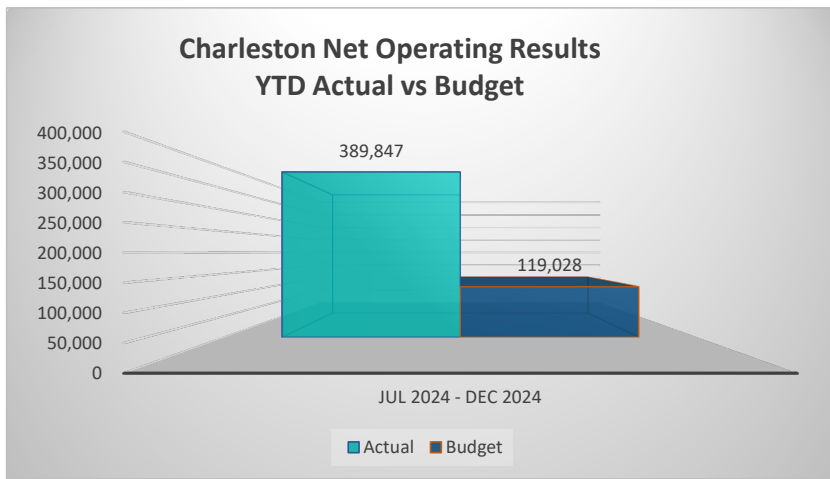
The next meeting is scheduled for Wednesday, January 15, 2025 at 12:00 p.m.

11. ADJOURN

Knute Nemeth adjourned the meeting at 1:22 p.m.

Financial Data Review

	Year to Date				Year End					
	Actual	Jul 2024 - Dec 2024 Budget	\$ Diff	% Diff	Prior FYTD vs Current FYTD Last FY	\$ Diff	% Diff	Jul 2024 - Jun 2025 Projected	Budget	% Diff
Charleston Operating Income	1,434,926	1,541,063	(106,138)	(7%)	1,248,763	186,162	15%	2,717,084	2,823,222	(4%)
Charleston Personnel Expenses	579,476	666,616	(87,140)	(13%)	400,470	179,007	45%	1,246,092	1,333,232	(7%)
Charleston Operating Expenses	465,602	755,420	(289,818)	(38%)	626,212	(160,610)	(26%)	1,250,870	1,540,688	(19%)
Charleston Total Expenses	1,045,078	1,422,036	(376,957)	(27%)	1,026,681	18,397	2%	2,496,963	2,873,920	(13%)
Charleston Operating Results	389,847	119,028	270,820	228%	222,082	(167,765)	76%	220,121	(50,698)	534%
Other Income	4,290	11,450	(7,160)	(63%)	5,765	(1,475)	(26%)	10,740	17,899	(40%)
Other Expense	605,515	576,307	29,208	5%	511,946	93,569	18%	886,995	857,787	3%
Net Other Income	(601,225)	(564,857)	(36,368)	-6%	(111,724)	489,501	438%	(876,256)	(839,888)	4%
Charleston Net Results	(160,117)	(445,829)	285,713	64%	(284,099)	(123,983)	(44%)	(604,873)	(890,586)	(32%)



Charleston Marina is showing an operating result of a \$390K gain compared to a budgeted gain of \$119K, which is \$271K better than plan. Charleston's total net result is a loss of \$160K

- Year to date revenues are less than projected due to vacant lease space in the Marina, lower Annual and Monthly moorage, and lower occupancy in the RV Park. The shortfall is offset by the higher than projected ice sales in the first half of the year. Higher than projected ice sales. Ice sales year to date total 2,427. For comparison, last fiscal year we sold a total of 2,234 tons of ice. Depending on the upcoming fishing season we could expect to sell up to 1,250 additional tons of ice this fiscal year.
- Year to date expenses are underspent by about 27%. Operating expenses are underspent due to maintenance staff focusing on dredge operations in Garibaldi.
- Other Revenues include small grants and charges to customers for other services and the administration fee for lodging tax.
- Other Expenses include \$403K in debt service payments for marina vehicles, the Ice Plant, Stormwater System, etc. and \$161K roof replacement on building #30.

Based on current information, if Charleston would perform to budget for the remaining fiscal year the projected operating result would end the year with a net gain of \$179K compared to a budgeted operating loss of \$51K.

Total Charleston Net result is projected to be a net loss of \$682K compared to a projected net loss of \$891K.