

# Charleston Advisory Committee Meeting

Wednesday, October 16, 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: October 9, 2024  
SUBJECT: Charleston Marina Advisory Committee Meeting Notice

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

**DATE:** Wednesday, October 16, 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/88108338856?pwd=WTbfzRTxA5QJKvOggpBAIt6E0EArfV.1>

**Via Phone:** (253) 215 8782

**Meeting ID:** 881 0833 8856

**Passcode:** 123428

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, October 16, 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. Introduction of Guests and Port Staff
3. Review and Approval of July 17, 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 Comment
9. Next Meeting Date: Wednesday, January 15, 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, July 17, 2024  
Charleston Marina RV Park, Recreation Room**

**DRAFT MINUTES**

**ATTENDANCE**

**Advisory Members:**

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

**Port Staff:**

Lanelle Comstock, Interim Chief Executive Officer / Chief Administrative Officer; Mike Dunning, Chief Port Operations Officer; Ray Dwire, Charleston Marina Manager; Cheryl Charitar, Charleston Office Administrator; Julie Williams; Charleston Office Assistant; and Krystal Karcher, Human Resources Generalist.

**Guests:**

Dave Stiefvater; Ron & Debbie Lown; Jennifer Anderson, RV Park Camp Host; Ed Fleming; and Susan Dodge.

**1. CALL MEETING TO ORDER**

Lou Leberti 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 17, 2024 and May 8, 2024 Meeting Minutes.**

Upon a motion by Knute Nemeth (Second by John Blanchard), the Charleston Advisory Committee Members voted to approve the January 17, 2024 and May 8, 2024 Meeting Minutes. **Motion Passed.**

**4. FINANCIAL DATA REVIEW**

Ray Dwire reviewed the financial data for Charleston Operation.

Information included in the meeting packet were the year-to-date financials for July through June. Operating income was about \$2.3 million compared to the budget of about \$2.55 million. Personnel expenses were a little under budget at \$843K. Operating expenses were under budget at \$1.1 million. Total expenses were about \$1.975 million compared to the budget of about \$2 million. Charleston

Marina showed an operating result of a \$332K gain compared to a budgeted gain of \$475K, which was \$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 were underspent by about 5%. Operating expenses were underspent due to lower than projected revenues to date. Labor expense for security and Marina office staff were 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.

Mr. Blanchard asked where the money comes from when there is a budget shortfall. Mr. Dwire and Mr. Dunning said tax revenues and revenues from other departments are used to subsidize the shortfall.

## **5. CURRENT PROJECTS UPDATE**

Mr. Dwire provided an update on projects in the Charleston Marina. Building #30 is nearly complete with replaced siding and new paint. Repairs continue on the docks. The ice plant is currently running well. Mr. Dwire introduced the new volunteer RV Park Camp Host, Jennifer Anderson.

## **6. ROUNDTABLE DISCUSSION ON FACILITIES MAINTENANCE NEEDS**

Mr. Dwire reviewed the 2024/25 budgeted and non-budgeted projects of the Charleston Marina and Charleston Shipyard. Mr. Dunning provided updates and additional information regarding dredging of Point Adams, the Section 107 study, the ConnectOregon grant status, Shipyard channel marking, paving of Troller Road, and the Port's upland dredge disposal site. Mr. Dwire handed out a survey to the Committee members and guests asking for a ranking of the projects based on their opinion of project importance. The results will be tallied for the next Committee meeting and will be provided to the Port Commission for project priority planning. Mr. Dwire read a public comment from Whit stating his opinion of the importance of the marine ways in the Charleston Shipyard.

## **7. PUBLIC COMMENT**

Ron Lown, a long time guest of the Charleston Marina RV Park, stated concerns about the low occupancy of the RV Park and said the poor conditions of the RV Park could be contributing factors, including lack of lawn maintenance, faded mural and signage on the fence, rotten picnic tables, and trash overflowing.

Dave Stiefvater, an RV Park customer, said in an effort to entice more guests, the RV Park could be used as a base and starting point for fishing and educational tours, a meet and greet or a seafood boil could be planned, and aging infrastructure needs to be better maintained.

Mr. Fleming asked if the debt service of the ice plant is incorporated into the cost of ice and wondered if the debt service should be absorbed elsewhere. Port Staff confirmed debt service of the ice plant is currently incorporated into the cost of ice.

**8. COMMITTEE COMMENT**

Mr. Blanchard said it appears the Charleston Marina, being a public facility, subsidizes the infrastructure, goods, and services, with tax dollars and revenues from operations and can't be compared to, or operate like, a private facility.

Mr. Nemeth said the Oyster Feed and Charleston Seafood Festival are no longer happening largely in part due to lack of volunteers. He said community members need to step up and volunteer to clean up and be part the community. Mr. Nemeth explained the history of Octoberfish and announced that Octoberfish, a community gathering, will be occurring October 5 at OIMB.

Ms. Hornstuen said the Charleston Merchant's Association has decided to replace the banners on Boat Basin road.

Mr. Leberti thanked the public for attending the meeting and voicing their concerns.

**9. NEXT MEETING DATE**

The next meeting is scheduled for Wednesday, October 16, 2024 at 12:00 p.m.

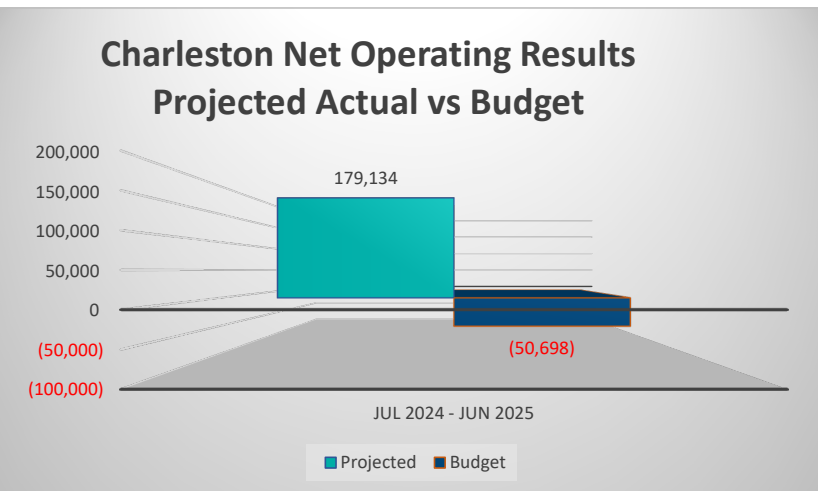
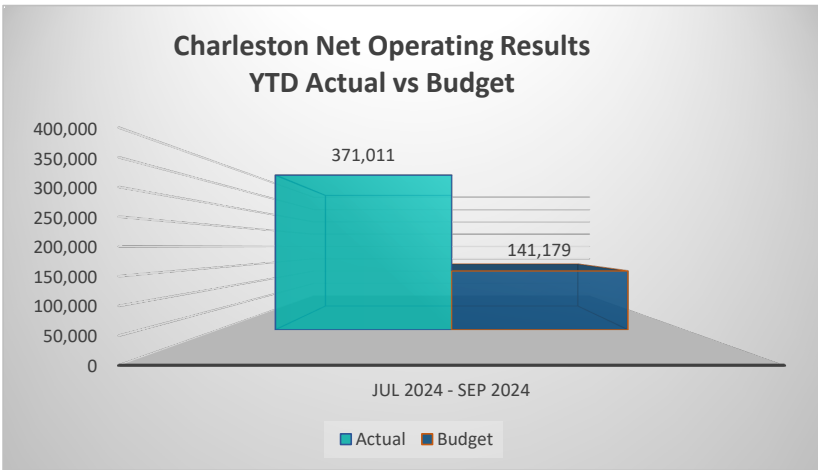
**10. ADJOURN**

Lou Leberti adjourned the meeting at 1:10 p.m.

# Financial Data Review



	Year to Date				Year End					
	Jul 2024 - Sep 2024		\$ Diff	% Diff	Prior FYTD vs Current FYTD		Jul 2024 - Jun 2025			
Actual	Budget	Last FY			\$ Diff	% Diff	Projected	Budget	% Diff	
Charleston Operating Income	924,684	835,640	89,044	11%	765,262	159,422	21%	2,912,266	2,823,222	3%
Charleston Personnel Expenses	302,384	312,647	(10,264)	(3%)	212,789	89,595	42%	1,322,969	1,333,232	(1%)
Charleston Operating Expenses	251,289	381,813	(130,524)	(34%)	255,125	(3,835)	(2%)	1,410,164	1,540,688	(8%)
Charleston Total Expenses	553,673	694,461	(140,788)	(20%)	467,913	85,760	18%	2,733,133	2,873,920	(5%)
Charleston Operating Results	371,011	141,179	229,832	163%	297,348	(73,662)	25%	179,134	(50,698)	453%
Other Income	1,297	3,225	(1,928)	(60%)	802	496	62%	15,972	17,899	(11%)
Other Expense	128,926	109,630	19,296	18%	36,981	91,945	249%	877,083	857,787	2%
Net Other Income	(127,629)	(106,405)	(21,224)	-20%	(32,251)	95,378	296%	(861,112)	(839,888)	3%
<b>Charleston Net Results</b>	<b>243,382</b>	<b>34,774</b>	<b>208,608</b>	<b>-600%</b>	<b>261,169</b>	<b>17,787</b>	<b>(7%)</b>	<b>(681,978)</b>	<b>(890,586)</b>	<b>(23%)</b>



Charleston Marina is showing an operating result of a \$371K gain compared to a budgeted gain of \$141K, which is \$230K better than plan.

This is due, in part, to the following factors:

- Year to date revenues are greater than projected due to higher than projected ice sales. Ice sales for the first quarter of the year total 2,002. 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 between 460 to 1,650 additional tons of ice this fiscal year.
- Year to date expenses are underspent by about 20%. Operating expenses are underspent due to maintenance staff focusing on dredge preparations.
- Other Revenues include small grants and charges to customers for other services and the administration fee for lodging tax.
- Other Expenses include \$129K in debt service payments for marina vehicles and the 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.