

# Charleston Advisory Committee Meeting

Wednesday, April 18, 2018, 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: John Buckley, Harbormaster

DATE: April 11, 2018

SUBJECT: Charleston Marina Advisory Committee Meeting Notice

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

**DATE: Wednesday, April 18, 2018**  
**TIME: 12:00 p.m. – 1:30 p.m.**  
**LOCATION: Charleston Marina RV Park  
Recreation Room  
63402 Kingfisher Road  
Charleston, OR 97420**

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.

JB/aw

**OREGON INTERNATIONAL PORT OF COOS BAY  
CHARLESTON MARINA ADVISORY COMMITTEE MEETING  
12:00 p.m., Wednesday, April 18, 2018  
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 Guest and Port Staff
3. Review and Approval of January 17, 2018 Meeting Minutes
4. Financial Data Review
5. Proposed Charleston Marina 2018-19 Rate Schedule
6. New Issues/Projects
7. Roundtable Discussion on Facilities Maintenance Needs from the Customers' and Staff Perspectives
8. Public Comment
9. Committee Comments
10. Next Meeting Date: Wednesday, July 18, 2018
11. Adjourn

# Review Meeting Minutes

**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**

**DRAFT 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.



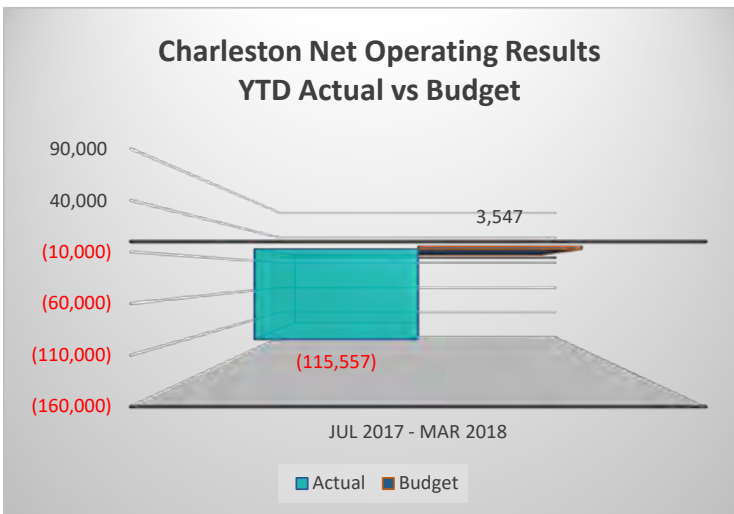
# Financial Data Review

**Charleston Marina Advisory Committee Report - General Fund - Charleston**  
**For Period Jul 2017 through Mar 2018**

*Preliminary*



	Year to Date							Year End		
	Jul 2017 - Mar 2018				Prior FYTD vs Current FYTD			Jul 2017 - Jun 2018		
	Actual	Budget	\$ Diff	% Diff	Last FY	\$ Diff	% Diff	Projected	Budget	% Diff
Charleston Operating Income	1,557,967	1,565,783	(7,816)	(0%)	1,356,859	201,108	15%	2,156,684	2,164,500	(0%)
Charleston Personnel Expenses	935,358	944,691	(9,333)	(1%)	895,992	39,366	4%	1,318,909	1,328,242	(1%)
Charleston Other Expenses	738,166	617,545	120,621	20%	675,462	62,704	9%	952,021	831,400	15%
Charleston Total Expenses	1,673,524	1,562,236	111,288	7%	1,571,454	102,070	6%	2,270,930	2,159,642	5%
Charleston Operating Results	(115,557)	3,547	(119,104)	3358%	(214,595)	(99,038)	(46%)	(114,246)	4,858	(2452%)
Charleston Net Results	(279,288)	(232,045)	(47,243)	-20%	(376,814)	(97,526)	(26%)	(327,285)	(280,042)	17%

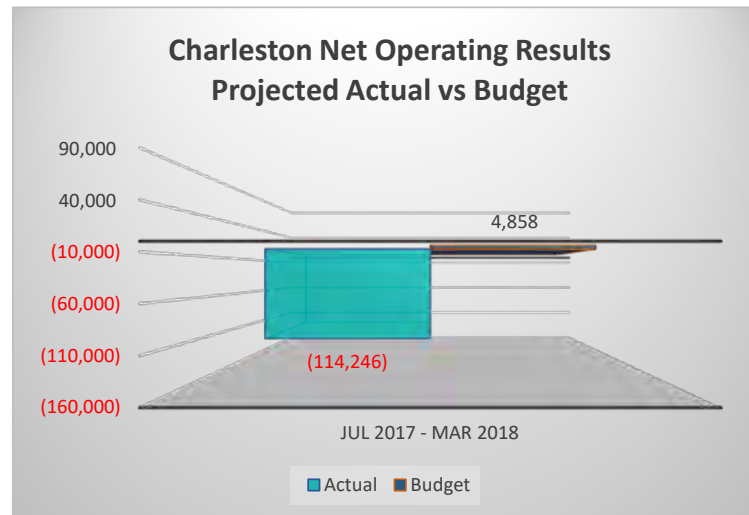


Charleston Marina is showing a greater than expected loss to date.

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

- Closures in the bottom fisheries impacted revenues.
- Additional temporary staff was needed to supplement Charleston maintenance staff during Dredge Season.
- Increase in repairs and maintenance due to Insurance Claims.

Based on current information, projected results are expected result in a deficit.



# Proposed Charleston Marina 2018/19 Rate Schedule

## Charleston Marina **PROPOSED** 2018/19 Rate Schedule – July 1, 2018

<b>Charleston Marina:</b>	63534 Kingfisher Rd, Charleston, Oregon 97420	(541) 888-2548
<b>Charleston RV Park:</b>	63402 Kingfisher Rd, Charleston, Oregon 97420	(541) 888-9512
<b>Charleston Shipyard:</b>	63131 Troller Rd, Charleston, Oregon 97420	(541) 888-3703

### Vessel Moorage Rates / Launch Ramp Fees

<p style="text-align: center;"><u>Daily Small Boat Moorage</u> <b>15' and under</b></p> <table border="1" style="width: 100%; border-collapse: collapse; margin-bottom: 10px;"> <tr> <td style="width: 50%; text-align: center;">Day</td> <td style="text-align: center;">\$6.50</td> </tr> <tr> <td style="text-align: center;">Week</td> <td style="text-align: center;">\$35.00</td> </tr> <tr> <td style="text-align: center;">Month</td> <td style="text-align: center;">\$100.00</td> </tr> </table> <p><b>Moorage Rates for vessels greater than 15 feet are charged by foot l-o-a. Rates vary based on committed time of stay. Please see attached schedule of rates per foot per day. All rates include electric power and water.</b></p>	Day	\$6.50	Week	\$35.00	Month	\$100.00	<p><b>Launch Ramp Fees</b>                      \$5.00 Daily Fee \$65.00 Annual Permit</p> <p><b>Ice Dock</b>                                      <b>Regular Business Hours</b> \$75.00 \$50.00 minimum \$60 no show fee</p> <p style="text-align: right;"><b>After Hours / Holidays</b> \$75.00 per ton + \$12.50 per ton surcharge \$50 minimum surcharge \$60 no show fee</p>
Day	\$6.50						
Week	\$35.00						
Month	\$100.00						

### Shipyard Services

<p><b>Short Term Work Area – Utility Services</b> Minimum \$50.00 per month 1-30 Days: \$.14 per foot, per day 31-90 Days: \$.25 per foot, per day 91-180 Day: \$.37 per foot, per day 180+ Days: \$.50 per foot, per day</p> <p><b>Long Term Work Area – No Utility Services</b> \$4.30 foot per calendar month with a minimum of \$130</p> <p><b>*A 9% Environmental Service Charge will be added to all Charleston Shipyard invoices.</b></p>	<p><b>Concrete Work Dock</b>                      \$.76 per foot, up to 4 hours \$1.26 per foot, per full day</p> <p><b>Floating Work Dock</b>                      \$.40 per foot, up to 4 hours \$.65 per foot, per full day</p> <p><b>Boat Travel Lift</b>                              \$560.00 for two moves [incl. 1hr. boat wash] \$65 ea. Additional hr</p> <p><b>Forklift Service</b>                              \$83.00 per hour</p> <p><b>Dustless Sanders</b>                          \$12.00 per day, \$60.00 per week</p>
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### Storage Units and Dry Storage

<p style="text-align: center;"><b>Storage Unit Rates</b></p> <table border="0" style="width: 100%;"> <tr> <td style="width: 15%;">5' x 10'</td> <td style="width: 25%; text-align: center;">\$56.00</td> <td style="width: 60%;">Per Month</td> </tr> <tr> <td>10' x 15'</td> <td style="text-align: center;">\$117.00</td> <td>Per Month</td> </tr> <tr> <td>10' x 20'</td> <td style="text-align: center;">\$137.00</td> <td>Per Month</td> </tr> <tr> <td>10' x 25'</td> <td style="text-align: center;">\$155.00</td> <td>Per Month</td> </tr> <tr> <td>10' x 30'</td> <td style="text-align: center;">\$170.00</td> <td>Per Month</td> </tr> <tr> <td>10' x 35'</td> <td style="text-align: center;">\$183.00</td> <td>Per Month</td> </tr> </table> <p><b>Dimensions</b> Door - 9'2" x 10; Inside - 10' x 11'/15'</p>	5' x 10'	\$56.00	Per Month	10' x 15'	\$117.00	Per Month	10' x 20'	\$137.00	Per Month	10' x 25'	\$155.00	Per Month	10' x 30'	\$170.00	Per Month	10' x 35'	\$183.00	Per Month	<p style="text-align: center;"><b>Marina &amp; Shipyard Dry Storage Rates</b></p> <p><b>Boat Trailers</b>                              \$23.00 per month</p> <p><b>Boat &amp; Trailer</b>                              \$2.30 per foot per month, \$68.00 minimum</p> <p><b>Crab Pots &amp; Fishing Gear</b>              \$13.50 per item, or \$.18 per sq. ft. per month \$5.25 prepaid deposit for all ID tags</p>
5' x 10'	\$56.00	Per Month																	
10' x 15'	\$117.00	Per Month																	
10' x 20'	\$137.00	Per Month																	
10' x 25'	\$155.00	Per Month																	
10' x 30'	\$170.00	Per Month																	
10' x 35'	\$183.00	Per Month																	

### RV Park

<b>Service</b>	<b>Daily</b>	<b>Weekly</b>	<b>Monthly</b>	<b>Service</b>	<b>Daily</b>	<b>Weekly</b>	<b>Monthly</b>
RV Hook Up	\$36.00	\$203.00	\$530.00	Yurts	\$51.00	\$245.00	-
A & D Rows	\$38.00	\$215.00	\$560.00	RV Storage*	\$3.75	\$101.00	-
Row C	\$40.00	\$227.00	\$590.00	RV Dry Storage**	-	-	\$50.00
				RV Dump	\$7.00	-	-

\*A 1.8% Lodging Tax and 2% Visitor Fee will be added to RV Park rates.  
Extra vehicles are charged \$2.00 per day, per vehicle.

\*RV Storage Units may be left plugged in when unoccupied.  
\*\*RV Dry Storage Units must be unplugged with all slides in.  
Winter season only, subject to availability.