



SALMON HARBOR MARINA

A Department of Douglas County
and Port of Umpqua

“SERVING OUR COMMUNITY WITH PRIDE”

MINUTES

SALMON HARBOR MANAGEMENT COMMITTEE MEETING

SEPTEMBER 6, 2018 – 3:00 P.M.

SALMON HARBOR MARINA OFFICE – 100 ORK ROCK RD, WINCHESTER BAY, OR

Attending: Port of Umpqua Representative Commissioner Carey Jones, Douglas County Coastal Representative Tom Huebner, Douglas County Commissioner Chris Boice, Harbor Manager Paul Stallard, Program Coordinator Savanna Wright, Admin. Assistant Vanessa Bright, Caryn Hamner (EAA On-Call). Exec. Admin. Assistant Renae LaRouche was absent.

Visitors: Port of Umpqua Manager Charmaine Vitek, Winchester Bay resident Tom Fransway, Douglas County Public Works (PW) Director Scott Adams.

Tom Huebner called the meeting to order at 3:00 p.m.

Carey Jones moved to approve Agenda as amended, Tom Huebner seconded; motion passed 2-0.

Agenda as amended:

Add Old Business 1) Sign delegation of orders from the May 7, 2018 SHMC meeting
Remove New Business 2) Approve NTE 50K contract for Johnson Rock Projects

Carey moved to approve the minutes of June 26, 2018 SHMC meeting, Tom seconded; motion passed 2-0.

Visitor comments: None

[Comm. Boice arrived]

OLD BUSINESS 1) Sign delegation order from the May 7, 2018 SHMC meeting

Delegation of authority to sign Mutual Termination Amendment and Assignment of Lease was approved by the SHMC at their 5/7/2018 and Chris was appointed to be the notarized signer at the Umpqua Bank. County Counsel is requesting a SHMC signed 'delegation of authority'. This will be a procedure for SHMC when leases require an appointee to be the notarized signer.

Chris introduced Scott Adams, DC Public Works Director.

NEW BUSINESS 1) Approve Vehicle Purchase

Proposed vehicle purchase of 2019 Toyota crew cab 4x2 pickup using State Pricing Agreement is \$33,785.35. IGA dated Nov 15, 2017 requires SHMC signed authorization of purchase if the payment exceeds \$25,000. Chris moved to sign authorization of purchase for the 2019 pickup; Carey seconded, motion passed 3-0.

NEW BUSINESS 2) Approve NTE 50K contract for Johnson Rock Projects REMOVED

NEW BUSINESS 3) Approve Assignment of Lease for La Heradurra, LLC. La Heradurra changed their name so they have not been able to obtain a liquor license because their name on the lease doesn't match the new name. S.H. would like to amend their lease with La Heradurra's new name so they can obtain their liquor license. Tom mentioned he had dinner at the new Mexican restaurant: good with generous servings.

Chris moved to approve assignment of lease and delegate Chris Boice as the delegated authority to sign on behalf of the SHMC; Carey seconded, motion passed 3-0.

NEW BUSINESS 4) RFP 138 Resort Expansion Bid Openings

Two bids were received in response to RFP 138: HGE Inc. located in Coos Bay and i.e. Engineering Inc. located in Roseburg. Four firms were represented at the Mandatory walk through on Aug 2, 2018. The bids will be evaluated by SHMC designated evaluation committee of DC and Salmon Harbor staff and officials as stipulated in the RFP.

Chris stated his concern is there was a misunderstanding in the scope of work and we'll have to pay very close attention to that in the evaluation of the bids. Paul Stallard recused himself from the evaluation grading process because of his previous work with HGE.

Chris proposed to have Scott as PW director who's very familiar with evaluating engineering contracts, and someone from M&F, and maybe one of us. Paul proposed Savanna. Paul commented the other thing that's interesting about this process was not to start with HGE's concept but to have all bidders come up with their own concept, and mentioned during the walk-through that Salmon Harbor has learned from our first 2 phases and we looking for longer/wider sites to accommodate the bigger rigs, supersites, West side sites for either trailers or motorhomes with dual pedestals, placement for Wi-Fi antennas/garbage cans, how to water the grass and not the RV's, best RV site placement for wind protection.

Scott asked what Salmon Harbor's current relationship is with HGE. Paul replied \$5,000 contract on the feasibility study [2015]; \$5,000 on project conception for SHMC presentation [2016]; then \$25,000 [2017] for topographical survey, projected construction costs including building layout, actual site size and number so Salmon Harbor could do revenue projection, phased approach costs (perimeter sites only, partial infrastructure or full infrastructure, without or with restrooms/ laundry/maintenance, or 40 completed sites.). At this time, Salmon Harbor received approval from SHMC to proceed with the project and the RFP was generated.

Paul gave some history on the development of the RV Resort: the first phase (56 sites, restroom/laundry/ maintenance building) was built in 1998 with Crow/Clay & Associates as designer/ engineering and construction oversight; phase II built in 2000 was 82 additional sites with 2 supersites, 2nd restroom/ laundry/ maintenance building also with Crow/Clay & Associates; the Marina Activity Center was also designed/engineered by Crow/Clay [2010] and the MAC extension (tent room) [2012]. When Salmon Harbor went out for bids on the registration building>> HGE architect was previously employed by Crow/Clay so he brought that design history to the table.

NEW BUSINESS 4) RFP 138 Evaluation Committee

Chris moves to approve the evaluation committee consisting of Scott Adams (Public Works Director for DC), Rocky Houston (Parks Director for DC), Jessica Hansen (Management & Finance Director DC), and Savanna Wright (Program Coordinator for S.H.).

Chris asked Paul to write a short word about what we are trying to accomplish and what's important as far as the amenities for the expansion. Chris asked if there was anyone that went through the walk through that didn't submit a bid. Paul said there was an electrical company that didn't submit but was probably there to introduce himself to the contractors and offer their services.

MANAGER'S REPORT:

- 1) Paul showed a news clip of Salmon Harbor's plan to expand on to the RV Resort.
- 2) Paul talked about his invitation to Guarantee's RV Resort for a tour of their amenities. Paul visited the park and saw some immediate differences with their Resort and ours: sites were gravel, prices were a \$1 more than S.H., view is of highway 101, etc.

- 3) Paul showed a commercial video of Charleston's Marina and its amenities. Paul would like to do a commercial of S.H., the RV Resort & the surrounding business to show what Reedsport/Winchester Bay has to offer.

Chris mentioned the press release wasn't helpful to our (DC) cause. Public perception of where the money is coming from and what the intent is. The county is looking for opportunity to invest money in order to make money. Tom seconded, the motion passed 3-0.

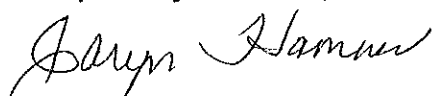
VISITORS COMMENTS/QUESTIONS:

Tom Fransway asked the question how could DC afford \$1M to participate in this project. Chris replied DC is currently receiving ~2% interest on their money and if DC participates in a project with return on investment of ~8-12%, then the dollars are better served investing in projects.

No EXECUTIVE SESSION was required.

There being no further business, Tom adjourned the meeting at 3:27 p.m.

Respectfully submitted,



Caryn Hamner, Exec. Admin. Assistant

Approved SHMC: 10/25/18





FILING COVER SHEET

Submitted by:

Name : Renae LaRouche
 Department : Salmon Harbor Marina
 Phone : 541 271 - 3407

1. Record in the Deed Records? Yes or No

2. Please select where this document should be filed by checking the box to the left of the document type (REQUIRED; CHOOSE ONLY ONE):

<input type="checkbox"/> Administrative Matters (includes Board of Commissioner Administrative Matters) 1000	<input type="checkbox"/> Information Technology Department 12000
<input type="checkbox"/> Animal/Dog Control 8000	<input type="checkbox"/> Justice of the Peace 32000
<input type="checkbox"/> Assessor 6000	<input type="checkbox"/> Land Department 16000
<input type="checkbox"/> Auditor 5000	<input type="checkbox"/> Land Use Matters (Private Owned) 33000
<input type="checkbox"/> Board of Commissioners – Regular Meetings 1001	<input type="checkbox"/> Library 18000
<input type="checkbox"/> Board of Commissioners – Special Meetings 1002	<input type="checkbox"/> Management and Finance (includes Purchasing) 35000
<input type="checkbox"/> BOPTA 7000	<input type="checkbox"/> Miscellaneous 31000
<input type="checkbox"/> Budget 9000	<input type="checkbox"/> Ordinances 2000
<input type="checkbox"/> County Building Facilities 17000	<input checked="" type="checkbox"/> Parks 48000
<input type="checkbox"/> County Clerk 11000	<input type="checkbox"/> Public Works/Road Department 37000
<input type="checkbox"/> Elections 19000	<input type="checkbox"/> Sewerage Systems 43000
<input type="checkbox"/> Environmental Health 4000	<input type="checkbox"/> Sheriff 25000
<input type="checkbox"/> Fairgrounds 13000	<input type="checkbox"/> Sheriff Special Services 26000
<input type="checkbox"/> Franchises 21000	<input type="checkbox"/> Special Districts 50000
<input type="checkbox"/> General Services (includes Fleet) 53000	<input type="checkbox"/> Streets 41000
<input type="checkbox"/> Health & Social Services 15000	<input type="checkbox"/> Parks 48000
<input type="checkbox"/> Housing Authority 47000	<input type="checkbox"/> Taxes, Tax Collector 40000
<input type="checkbox"/> Human Resources (includes insurance policy, related matters) 10000	<input type="checkbox"/> Water Resources 46000
<input type="checkbox"/> Improvement Liens 39000	<input type="checkbox"/> Youth Services 60000

3. Subject of Document (REQUIRED; CHOOSE ONLY ONE):

<input type="checkbox"/> Abstract 010	<input type="checkbox"/> Advertising 020	<input type="checkbox"/> Affidavit 030	<input type="checkbox"/> Amendment 035	<input type="checkbox"/> Annexation 040
<input type="checkbox"/> Application 045	<input type="checkbox"/> Appointments 050	<input type="checkbox"/> Appropriation 060	<input type="checkbox"/> Bid & Proposals 080	<input type="checkbox"/> Bonds 090
<input type="checkbox"/> Certificates 110	<input type="checkbox"/> Classifications 120	<input type="checkbox"/> Contracts/Agree 130	<input type="checkbox"/> Deeds 150	<input type="checkbox"/> Easements 170
<input type="checkbox"/> Exchange 180	<input type="checkbox"/> Fund Transfer 200	<input type="checkbox"/> Grants/Related 205	<input type="checkbox"/> Hearing Notice 210	<input type="checkbox"/> Insurance Policies 230
<input type="checkbox"/> Leases 280	<input type="checkbox"/> Minutes 300	<input type="checkbox"/> Ordinances 340	<input type="checkbox"/> Order of Sale 350	<input type="checkbox"/> Permits, Licenses 360
<input type="checkbox"/> Petitions 365	<input type="checkbox"/> Planning 370	<input type="checkbox"/> Report/Findings 410	<input type="checkbox"/> Resolutions 420	<input type="checkbox"/> Vacations 500
<input type="checkbox"/> Warrants/Checks 520	<input type="checkbox"/> Zone Change 550			

4. Date of Minutes, Proceeding, or Document: September 6, 2018 Contract # _____

5. Name(s) to be Indexed (INDICATE ALL THE NAMES TO BE INDEXED) – USE ADDITIONAL SHEET IF NECESSARY
 Example: Road Name, Names of Grantor/Grantee, Park Name, Company Names, Committee Name, District Name, etc.

1. Salmon Harbor Management Committee
2. Salmon Harbor
3. _____