

SALMON HARBOR MARINA

A Department of Douglas County
and Port of Umpqua

“SERVING OUR COMMUNITY WITH PRIDE”

MINUTES

SALMON HARBOR MANAGEMENT COMMITTEE MEETING

SEPT. 27, 2018 – 3:00 P.M.

SALMON HARBOR MARINA OFFICE – 100 ORK ROCK ROAD, WINCHESTER BAY

Attending: Douglas County Coastal Representative Tom Huebner, Port of Umpqua Representative Carey Jones, Douglas County Commissioner Chris Boice (via phone), Harbor Manager Paul Stallard, Program Coordinator Savanna Wright, on call Exec. Admin. Asst. Caryn Hamner, Exec. Admin. Asst. Renae LaRouche, Admin. Asst. Vanessa Bright.

Visitors: Port of Umpqua Manager Charmaine Vitek, Public Works Admin. Scott Adams

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

Chris moved to approve Meeting Agenda, Carey seconded, motion passed 3-0.

Minutes from last meeting (Sept. 6, 2018) are incomplete and not in the packet presented per Caryn.

Visitor Comments: none

OLD BUSINESS: none

NEW BUSINESS:

1) Approve Budget Adjustment for 2018/19 budget:

S.H. would like to use some (\$1,820) of the backhoe thumb ext. money (budgeted \$15,000) from capital to help fund a new maintenance storage shed (budgeted \$5,000) from capital for golf carts, backhoe, and lawn mower storage. Quote for a new shed came in from West Coast Metal Buildings, Inc. at \$6,820 (for a budget shortage of \$1,820 (\$6,820 cost - \$5,000 budgeted = \$1,820 shortage) to purchase the shed. Maintenance obtained 4 quotes for storage sheds. The backhoe thumb ext. will not be purchased this year (2018-19) per Paul.

Chris moved to approve maintenance shed Budget Adjustment; Tom seconded, Carey opposed, motion passed 2-1.

2) Approve rip rap contracting winning bidder:

S.H. is proposing awarding the lowest bidder, Johnson Rock Products, Inc. with a Goods and Services contract for bank mobilization to supply and place rip rap rock in three (3) location around S.H. Marina, which will require 505 cubic yards of material or approximately 707 tons of material. The contract is valid for one year, August 1, 2018 through July 31, 2019 and is NTE \$50,000. Johnson Rock's bid come in at \$30,040 while the other two (2) bidders Laskey-Cliffon Corporation and Knife River came in between \$38,954 and \$74,375. Work is to be completed in its entirety by January 15th, 2019.

Tom moved to approve rip rap contract to Johnson Rock Products, Inc., Carey seconded, motion passed 3-0

3) RFP 138: RV Resort Expansion Status:

S.H. is proposing awarding a contract for the RV expansion to the highest scoring evaluation design plan proposal. The evaluation & interview was between two (2) applicants: I.E. & HGE, Inc. Based on the scoring system by the Evaluation Review Committee members (Savanna Wright, Scott Adams, & Rocky Houston) the contract with the highest score by one (1) point goes to HGE, Inc. at a score of 299 and IE scored a 298. Score sheet tally was submitted to Douglas County for posting on the website. Chris asked the evaluation committee if they felt good about the process/procedures. Scott said he didn't believe IE would contest the decision. Chris thanked the evaluation committee for their help with the process.

Chris moved to approve the RV Resort Expansion contract to HGE, Inc. based on the recommendations from the Evaluation Review Committee members scoring review, Tom seconded, motion passed 3-0.

Paul reported on prices to stay at other camping resort/spots in the area stating a lot of the resorts are charging more for their stay than S.H. charges their customers at the RV Resort. Paul proposed raising rates park wide once the expansion is in place. Paul also let SHMC know he received an email from Thomas with Douglas County showing the results of the scoring system between I.E. & HGE, Inc. He also read an email to SHMC members he rec'd from HGE, Inc. letting us know if we needed them to elaborate on their presentation they submitted to please let them know.

There being no further business, Tom adjourned the meeting at 3:20 p.m.

Respectfully submitted,



Renae LaRouche, Exec. Admin. Assistant

Approved SHMC: 10/25/2018



FILING COVER SHEET

Submitted by:

Name : Rena 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 27, 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. _____