

SALMON HARBOR MARINA

A Department of Douglas County
and Port of Umpqua

"SERVING OUR COMMUNITY WITH PRIDE"

MINUTES

SALMON HARBOR MANAGEMENT COMMITTEE (SHMC) MEETING

JAN. 3, 2019 – 3:07 P.M.

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

ATTENDING: Douglas County Coastal Representative Tom Huebner, absent Port of Umpqua Representative Carey Jones, Douglas County Commissioner Chris Bolce, Harbor Manager Paul Stallard, Program Coordinator Savanna Wright, and Exec. Admn. Asst. Renae LaRouche, Admn. Asst. Vanessa Bright. Retired Exec. Admn. Asst. Caryn Hamner

VISITORS: Charmaine Vittek, Port of Umpqua Mgr.

CALL TO ORDER: Tom Huebner called the meeting to order at 3:07 p.m.

CALL TO APPROVE THE AGENDA and the Change to Agenda: Chris moved to approve the agenda and Tom seconded the motion. Motion passed 2-0.

APPROVAL OF MINUTES: Chris moved to approve the SHMC meeting minutes for Nov. 16, 2018. Tom seconded the motion; motion passed 2-0.

VISITOR COMMENTS (Agenda Items Only): none

OLD BUSINESS: none

NEW BUSINESS: 1 Items

- 1) Approve 1st modification for HGE, Inc., Architects, Engineers & Planners contract #30713. Need to do a modification to the NTE \$25,000 contract to get a HGE's outstanding invoice of \$258.85 paid.

Chris moved to approve the motion the contract amendment. Tom seconded the motion. Motion passes 2-0.

- 2) Approve and award a new contract with HGE, Inc., Architect, Engineers, & Planners for engineering fees NTE \$128,700 and billable reimbursable expenses NET \$6,300 for a total price NTE \$135,000.

Chris moved to approve and Tom seconded the motion. Motion passed 2-0.

- 3) Approve new Resolution 19-001 (Establishing New Rate Fees and verbiage for Winchester Bay RV Resort RV Sites)

Chris moved to approve and Tom seconded the motion. Motion passed 2-0.

- 3a.) Approve new Resolution 19-002 (Establishing New Rate Fees and verblage for Winchester Bay RV Resort Rental Cabins)

Tom moved to approve motion and Chrs seconded the motion. Motion passed 2-0.

- 4) Approve 'Notice to Guest' Language on WVRVR Receipt.

Tom moved to approve motion and Chris seconded the motion. Motion passed 2-0.

MANAGER'S REPORT: Paul showed pictures of our damaged restroom roof from a windstorm (blew off shingles) said we would be working on that this summer when the weathers better. Showed a picture of another new resort. Showed pictures of Rip Rap project we are working on. Talked about the boiler tank being replaced.

EXECUTIVE SESSION: None

ADJOURNED: There being no further business, Tom adjourned the meeting at 3:55 p.m.

SUBMITTED BY: Renae LaRouche, Exec. Admn. Assistant Approved SHMC: 03/05/19