

# SALMON HARBOR MARINA

A Department of Douglas County  
and Port of Umpqua

"SERVING OUR COMMUNITY WITH PRIDE"

## MINUTES

### SALMON HARBOR MANAGEMENT COMMITTEE (SHMC) MEETING

MARCH 5, 2019 – 3:05 P.M.

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

**ATTENDING:** Absent Douglas County Coastal Representative Tom Huebner, Port of Umpqua Representative Carey Jones, Douglas County Commissioner Chris Boice, Harbor Manager Paul Stallard, Program Coordinator Savanna Wright, and Exec. Admin. Asst. Renae LaRouche, Admin. Asst. Diane Bynum, retired Exec. Admin. Asst. Caryn Hamner.

**VISITORS:** Charmaine Vitek, Port of Umpqua Mgr; Mr. Jenks, resident; Marc Fullhart, Gardiner Sanitary; Ronald Gabel, Gardiner resident; Helen Dawson-Leach, Reedsport resident.

**CALL TO ORDER:** Chris Boice called the meeting to order at 3:05 p.m.

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

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

**VISITOR COMMENTS (Agenda Items Only):** none

#### **OLD BUSINESS:** 4 items

- 1) Approve Amending Resolution 19-001 Winchester Bay RV Resort Rates & Fees. Original Resolution was approved on Jan. 3, 2019 SHMC meeting. There are 4 additional changes to that amendment (all marked in red on the resolution paper).
  - a. Raise the self-contained site daily rate to \$25.00;
  - b. Unsecured overflow parking fee of \$2.00 waived for "winter" monthly WBBRV resort customers;
  - c. Limit of 2 changes per site, per customer to an original reservation;
  - d. Adding a late "check out" fee of \$25.00.

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

- 2) Approve Amending Resolution 19-002 Winchester Bay RV Resort Cabin Rates and Fees. Original Resolution was approved on Jan. 3, 2019 SHMC meeting.
  - a. In order to hold a reservation, we'd like to change the 1 week or 7 days to 6 days to less for first night's payment;
  - b. 1 week to 28 days/four weeks change requires a 2 nights payment;
  - c. 28 days plus requires SH Manager's approval and 2 nights for each 28 day period not to exceed 56 days/8 weeks;

- d. Customers' can have 1 free change allowed per customer, per cabin to an original reservation, limit of 14 days +/- adding or subtracting days to a reservation requires a \$25 non-refundable processing fee per customer per cabin per reservation. Any change to a reservation cannot be made more than 365 days of arrival date. Limit of 2 changes per cabin site, per customer to an original reservation.
- e. A non-refundable fee will be deducted from the reservation deposit for cancellation 7 days in advance of arrival & less than 7 day cancellation notice;
- f. Rain checks are good for 2 years and are transferrable;
- g. Adding a late check-out fee of \$25.00

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

**NEW BUSINESS:** 2 Items

- 1) Approve new Resolution 19-003 (Adjustment to Moorage Rate Formula) breakwater moorage increase to rates due to garbage costs

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

- 2) Approve IGA with WBSD for Resort Expansion System Development Fees. On June 26, 2018 SHMC approved to close the middle spit sewer dump in exchange for those EDUs to be applied to our expansion at the resort. The IGA has gone to their attorney & to our attorney & the WBSD approved the IGA at their Jan. 15, 2019 meeting. We'll get a benefit of \$22,508 against the total expansion fee of \$44,880 that leaves us a balance of \$22,372 to pay on or before Jan. 1, 2020. That does not include any hookup fees or installation of that sewer line.

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

- 3) Review & approve Capital Outlay Projects for FY 20 (list is in the SHMC meeting packet)

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

- 4) Approve 1<sup>st</sup> modification to Johnson Rock Product's original Rip Rap contract

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

**MANAGER'S REPORT:** Paul talked about the putting in a dog park/treat dispenser, a pickle ball court, washers & dryers, lawn mower, etc., some additions for the expansion. Chris said we need to sit down with all parties concerned to do a formal IGA agreement.

**EXECUTIVE SESSION:** None

**ADJOURNED:** There being no further business, Chris adjourned the meeting at 3:34 p.m.

**SUBMITTED BY:** Renae LaRouche, Exec. Admin. Assistant      Approved SHMC: \_\_\_\_\_

**APPROVED APR 23 2019**