

BIRCH BAY VILLAGE COMMUNITY CLUB
MARINA COMMITTEE MEETING
May 9th, 2023
ZOOM / Hybrid at Marina Meeting Room
2:00 PM

Meeting ID: 88586569122 Password: 8055
Phone In call only: 1-253-215-8782

Minutes

Marina Committee Members

✓ Rick Whitaker (Chair)	✓ Ken Davidson	✓ Kevin Anthony (Scribe)
✓ David Luton	✓ Llew Johnson	✓ Rob Booth
✓ John Stone		✓ = In Attendance

BBVCC Officers and Staff Present

✓ Dave Owen	✓ Patrick Heaviside	
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Audience

✓ Wade Church	✓ Rick Linder	✓ Tim Williams
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APPROVAL OF AGENDA May 9th, 2023 - [Approved](#)
APPROVAL OF MINUTES April 11th, 2023 - [Approved](#)

AUDIENCE PRESENTATIONS

[No Presentations.](#)

OLD BUSINESS

1. Marina Work Orders (Patrick)

- Update on the Marina Work Order List: Completed and Open Items:
 - Water leak at Fuel Dock?
[Patrick: Leak has been fixed.](#)
Action Item: [A water hose needs to be installed at the Pump Out Station.](#)
 - Schedule for launch ramp repairs (on Monday, June 5 minus 3.3' tide)?
[Preparations for repair include:](#)
 - [Silt cleared from gap in ramp prior to repairs, possibly the day before the repair.](#)
 - [Rock filler \(rip rap?\) on hand and ready to install.](#)
 - [Appropriate concrete ready to be applied.](#)

[Note: In addition, some minor deck repairs in the marina have been completed, and removal of stray driftwood logs in the marina basin is upcoming.](#)

2. Fuel Dock Subcommittee

- Training for Security on Marina Emergencies, e.g. sinking, spills: Responsibility for contractor **Prime Security** w.r.t. marina (even though they will not be making patrols)?

Patrick: At this time Security will longer make periodic checks of the marina docks. Bobby in Maintenance will be the primary after hours contact.

- **Fuel Dock Replacement (Patrick) Update**

- Quote for new fuel dispenser w/card reader + installation to replace old dispenser and card reader.

Patrick: Rough estimate for a new single product dispenser and card reader is \$17,000 for materials, and \$3,000 for labor. There will be an additional cost to provide a secure internet connection for the card reader. Patrick is working with Security Solutions to provide pricing for this, as well as new security cameras in the marina area.

- Estimate for fuel dock replacement, using guest dock w/modifications.

Patrick: Working with Ashton Engineering to determine if a concrete dock is required at the fuel dock. If concrete is required, this would preclude using a portion of the existing guest dock for the fueling area. Next step is to make that determination. Anchor QEA should be able to provide an answer.

- **Fuel Tank Replacement (Patrick) Update**

- Exploring options to replace the underground gas tank with similar or aboveground type.

Patrick: Cost estimate from Ultra Tank to remove the existing tank and furnish & install a fiberglass 2,500 gallon underground tank: \$115,000. This includes a budget of \$2,300 for permitting to decommission the existing tank. Not included are costs for a Shoreline Exemption, Archaeological Survey, etc. if needed.

Optional above ground tank: No price quote for this yet, but an estimated dimension for a 1,000 gallon above ground would be 144" L x 45" H x 45" If supply lines exceed 10% of tank capacity, the system will be subject to Dept. of Ecology Regulations.

Note: Our existing tank is still completely in compliance at this time.

- Fuel vendor's minimum volume for deliveries, considering size of replacement.

Patrick: Minimum delivery amount is 600 gallons.

3. Remaining A, C, D Docks Replacement: (Randy) UPDATE

- Status on BMI contract, especially PROJECT SCHEDULE, unfinished engineering work.
- Status of Permits (Anchor QEA)

Randy Ambuehl will be presenting an update on the dock replacement project at tonight's Town Hall Meeting. The report is quite reassuring that BMI has made substantial progress on the fabrication of the dock frames and that a several loads of frames have arrived at the Lynden facility.

Rick W: There are a number of Engineering and Design issues yet unresolved with BMI, that need to be addressed, including:

1. Lack of WA State Professional Engineer's stamp on the drawings and calculation package.
2. Structural calculations do not show the Piling Reaction Loads for the wind, wave and vessel impact loads. This is important data that will be needed to determine which pilings are critical to replace or beef up. This was a specified deliverable in the contact document.
3. Detail of the structural connection of the bull rail butt joints.
4. Mechanical (water piping) layout and detail.
5. Electrical layout and single-line drawings for the docks; details of the distribution panels and utility pedestals.

The BMI contract contains a "Schedule of Values" one of which, "Design Engineering and Drafting", is valued at \$70,000. The payment of this portion of the contract should be withheld until these outstanding issues are resolved to BBVCC's satisfaction.

4. Dock Access ramps for B/C/D docks. (Patrick) UPDATE

- Schedule and estimate for project.
- Status for permits?

Patrick: BMI has sufficient material to construct wood ramps if desired. There is a concern about the weight of a wood vs. an aluminum dock (as originally planned) exacerbating the bank erosion, as is happening at C dock. Work will likely be subject to Shoreline Exemption and an Archeological Survey.

5. Dredging: (Sub-committee: Ken D, Ken Hecker, Peter Kelly, Rick Whitaker)

- Progress on permit changes by AnchorQEA?
- Progress on permit for 2023 marina mouth dredging project?

Permitting should be complete by the next allowable work window (August?). Work likely to commence in October. Expanded area of work (previously discussed) in the channel should be feasible. It is necessary to confirm work will not conflict with the

dock replacement. It was discussed whether it would be easiest to coordinate the replacement of the B dock floats simultaneously with the dredging.

Note: Llew reported running his 36" draft boat aground in the channel at a minus an approx. -2' tide, raising concerns that additional silting may be occurring. Kevin A. reported that a fellow boater with a 6' 6" draft cleared the channel on an approximate plus 4' tide, but with only about 1' of clearance. Kevin will attempt to plot the deepest track through the channel.

6. Marina Rules and Regs: (Llew Johnson) Progress on re-write:

- Re-write, defining applicability of R&R's to Community Docks and Private Docks and removing ambiguity.
- Proposed rule change to free moorage space where boats remain inactive for years.

Llew: Section #6 of revised marina rules were reviewed by the Rules Subcommittee on 5/2, and edits sent by Llew to Dave O. to review and discuss with the BOD. Section #7 will be addressed at the next subcommittee meeting scheduled for 5/16.

Dave O: Section #6 (and accompanying documents, such as a cover letter and list of definitions), were presented to the BOD. Comments from the BOD were that the revised document, and references to the existing rules are confusing. He urged that we find a better way to cross reference the proposed changes. Also, it is suggested that the final draft of the cover letter be condensed.

"Definitions", particularly those that are new to revised rules, and significant rules changes should include a clear explanation of why the committee feels they are necessary. The BOD feels that some definitions, and revised rules, such as defining what qualifies as an "active" vessel, and boater qualifications for operating a vessel within the marina, are overreaching, unenforceable and could potentially create a legal liability for BBV. Any changes and additions should include supporting documentation and explanation. Every effort should be made to minimize the need for professional legal review, and it's associated costs.

7. Vessel Safety Day: (Dave Luton)

- Recap of April 22 VSD; lessons learned; sched for 2024 for better weather?; BBQ to attract more interest?

Dave L: Event went well, but low participation (approx. 19 persons). Committee will consider moving the event to around mid-May. This would be subject to availability of the Coast Guard Auxiliary for vessel inspections.

NEW BUSINESS:

1. Re Marina Rules:

- Subletting slips of annual moorage clients for daily/weekly/monthly members? Incentives? 80%/20% or ??

It is agreed that a reasonable fee schedule to compensate annual moorage users that are temporarily out of the marina could open up access to short term moorage during the high season. Added administrative cost needs to be considered. Monitoring shore power usage would be a challenge until the new docks are complete. Collaboration with the marina management is needed before proceeding.

- Safety training for Launch-only members?

Currently, this is not required for "launch only" members. It is felt among the committee that the safety training course would be beneficial to all marina users and should be a requirement for any persons applying for an annual marina membership. Day use permits may simply require a waiver in lieu of completing the safety training and insurance / registration documentation.

2. Spill Response Locker: Contents and Signage.

Patrick: Cabinet is now in place and anchored. A small emergency pump, hose, and extension cord have been installed. Reusable spill booms have not been installed. Signage to be applied regarding contents, instructions for use, and contact numbers.

Meeting adjourned: 4:10 pm

Next meeting: June 13th, 2023