

BIRCH BAY VILLAGE COMMUNITY CLUB
MARINA COMMITTEE MEETING
June 13th, 2023
ZOOM / HYBRID
2:00 PM

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

AGENDA - MINUTES

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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	✓ Bev Franklin
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Audience *Note: No zoom participants in attendance.

✓ Bruce Walasek	✓ Carl Thompson	
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APPROVAL OF AGENDA June 13th, 2023 - [Approved](#)

APPROVAL OF MINUTES May 9th, 2023 - [Approved](#)

AUDIENCE PRESENTATIONS

[No audience presentations.](#)

OLD BUSINESS

1. Marina Work Orders (Patrick)

- Update on the Marina Work Order List: Completed and Open Items.

[Completed:](#)

- [Repairs to Boat Launch Ramp were completed using rip rap. Use of fast set concrete, as previously discussed, was not used, as it would not adhere, due to conditions at the location of the repair.](#)
- [A water hose has been installed near the Pump Out Station.](#)
- [Removal of driftwood \(ongoing\).](#)

[New:](#)

- [New signage to be installed at the Launch Ramp and should be completed within the next week.](#)

- The Emergency Cabinet located South of the Boat Launch is in place. Spill booms and signage need to be installed. * The Committee votes to recommend that the cabinet not be locked (5 in favor, 2 not present).

2. Fuel Dock Subcommittee

- Training for Security on Marina Emergencies, e.g. sinking, spills, broken mooring lines: Responsibility for Prime Contractor w.r.t. marina to communicate with **the appropriate responders** (even though they will not be making patrols)?

Patrick will provide modified instructions regarding marina issues to Prime Security.

Suggestions for contact protocol for Marina emergencies:

- Dial 911 (For serious injuries, fire, sinking, major spills, etc.).

Then,

- Office (during business hours), and / or Security.
- Dock Captain or Marina Committee Member. Phone numbers and instructions should be posted at gates.

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

- New fuel dispenser w/card reader + installation to replace old dispenser and card reader. Ready to go ahead with purchase?

Patrick: Has discovered that using a “cleaning card” on the existing reader mechanism twice per week has mostly eliminated previous problems. He recommends that the existing unit cabinet be cleaned / painted, and that replacement (Est. \$20,000 for new reader and dispenser) is not necessary at this time.

- Security camera at fuel dock/dispenser?

Patrick: Management is still exploring options for new cameras throughout the Marina area.

Rob B: Volunteered to help with finding lower cost options.

- Ashton Eng: Estimate for fuel dock replacement, using guest dock w/modifications. No update from Bill Haynes with Ashton Eng.

Patrick: Per Whatcom County Fire Marshall, fuel dock floats must be concrete or other impermeable material. Therefore, utilizing part of the existing grated guest dock is probably not practical.

Bev F: Funds for Fuel Dock replacement are currently not in the budget for 3 more years.

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

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

Patrick: Above ground tank would not be subject to Dept. of Ecology approval since fuel lines to dispenser would not contain more than 10% of tank capacity.

- A 1,000 gallon tank would be most cost effective and easiest to obtain. Fuel deliveries (min. 600 gal.) would need to be more frequent (vs. existing 2,000 gal. tank) but should not be more costly.
- Consideration needs to be made as to the aesthetics of an above ground tank, and ways to make it visually acceptable to nearby owners. (Estimated dimensions would be approx. 45" H x 45" W x 144" L)
- The existing 30 year old tank is still in compliance but will no longer be under any warranty. Tank is tested annually.
- It is unclear whether our insurance policy would cover the liability of a leak / failure, and policy should be reviewed.
- The BOD should be made aware of the risk of failure and cost options.

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

- Status on BMI contract, especially PROJECT SCHEDULE, unfinished engineering work.

Note: Randy A. not present and did not submit an update.

- Engineer stamped plans and specifications received from BMI this week.

Ongoing issues with plans per Rick W:

- Bull rail connection hardware is insufficient.
- Structural loading calculations for existing pilings not provided.
- No electrical or plumbing plans.
- Deficiencies listed above should not delay obtaining construction permits.

- Status of Permits (Anchor QEA)

No update.

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

- Schedule and estimate for project.

Patrick: Have 2 bids for fabrication (not installation) of ramps, from Topper Industries (Woodland, WA), and Mantle Industries (Blaine, WA), both bids were approx. \$65k. Awarding the contract to Mantle may make more sense due to proximity.

Installation: Per discussion with BMI, they would be willing to install ramps in conjunction with the dock replacement, which would be logistically advantageous.

Bev F: Ramp replacement is planned by the BOD this year, so funds should be available, but would need to be verified.

- Status for permits?

Patrick:

Ashton Engineering to submit application for county building permit today.

An archeological survey will not be required.

Erosion occurring under the C Dock ramp will not need to be addressed before proceeding with ramp replacement.

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

- Progress on permit changes by AnchorQEA?

Patrick: ERM (previous dredging consultant) is sending their archive of CAD files and information to Anchor QEA, which they will forward to the Army Corp of Engineers.

Delays in approval are not expected.

Permit modifications allowing mechanical vs. hydraulic dredging, and exemption from building a tailings retention area are not likely.

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.

Llew: The last subcommittee meeting reviewed rules regarding safety, navigation, waste disposal, etc. Revisions and edits have been redistributed to the Marina Committee and BOD through Dave O. Llew has requested input from specific individuals noted in the revisions and edits.

Waste disposal rules and options need to be researched and defined.

Next topics for review involve minor topics such as kayak storage, as well as a review of compliance enforcement and associated fines.

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 incentive be put in place to encourage access to annual slips for short-term seasonal moorage. Patrick is working with Debbie in the office to come up with a policy that would be fair to the slip holder and the Village. In addition, a policy regarding early termination of an annual contract should be reviewed.

- Safety training for Launch-only members?

By comparison, public launch ramps do not require any training, but is reasonable to expect users to be aware of safety procedures, especially in such cases as use of the fuel dock. The currently required application, including a release of liability, already provides protection for the Village. It should be kept in mind that some safety issues already fall under RCW regulations.

2. Dock Captains: Ralph Falk has resigned as C Dock Captain, having sold his boat. Kevin Anthony has offered to take on this duty, with back-up by Rob Booth.

Approved.

Meeting adjourned at 16:25

Next meeting: July 11th, 2023