

BIRCH BAY VILLAGE COMMUNITY CLUB
 MARINA COMMITTEE MEETING
 August 8th, 2023
ZOOM / Hybrid at Marina Meeting Room
2:00 PM

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

Meeting Minutes

Marina Committee Members

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

BBVCC Officers and Staff Present

✓ Dave Owen	✓ Patrick Heaviside	✓ Randy Ambuehl
✓ Harry Shearer		

Others

✓ Tom Baker		
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APPROVAL OF AGENDA August 8th, 2023 [Approved](#)
APPROVAL OF MINUTES July 11th, 2023 [Approved](#)
AUDIENCE PRESENTATIONS [None](#)

OLD BUSINESS

1. Marina Work Orders (Patrick)

- Update on the Marina Work Order List: Completed and Open Items
 - (2) [Open Items](#)
 - [Install new cleat. However the location for install needs to be marked](#)
 - [Notified of various cleats that require tightening.](#)

2. Fuel Dock

- **Fuel Dock Replacement (Patrick, Rob) [Update](#)**
 - Existing fuel dispenser/card reader: Status? (Patrick?)

- Patrick reported: Dispenser is having issues. A new diaphragm has been ordered from eBay. Parts are extremely difficult to find due to equipment age.
- Card reader has been working however, the pedestal is deteriorating badly and needs repairs. For the replacement of the card reader, Patrick reported:
 - In 2021 we received a quote from Mascot Equipment to replace the reader that came in at \$34,029.58.
 - A differing system came in at \$17,783.36. He is waiting for an updated quote that he should have by the end of the week.
 - Ace Tank gave us a quote in 2021 that came in at \$26,764.38 but does not look like it includes installation costs.
 - We also received a quote from Northwest Pump that came in at \$15,079.00. This was for equipment only and did not include installation costs.
 - Getting quote for a dual slot reader (like Costco's Gas pumps) First swipe our BBV Gas Access card then input your payment credit card.
- Patrick shared that the **fuel tank** needs cleaning. If approved, the contractor that does this work is booked out for two weeks.
- Security camera at fuel dock/dispenser? Lower cost options: (Rob?)
 - Currently Not Working.
 - Discussed the group which did a field trip on July 26, 2023 at 2pm with Sailboat Wrecking Yard at 210 Duffner Dr. Suite B Lynden WA 98264. The owner of the business allowed us to closely inspect his digitally-integrated multi-location security camera system.
 - We need a system that if people know we are watching it's a big deterrent!
 - **The Marine entrance, Marina docks, Marina Storage Areas are at risk!**
 - Dave Owen shared that there is a proposal to the BOD to form a Security/Compliance subcommittee made up of representatives from all the committees to develop a plan, get proposals, and budget requirements followed by making recommendations to the BOD.
- Plan and Reserve Funding for these projects? (Bev, Harry, Dave W)
 - Harry Shearer shared the current information on reserve funds and the latest reserves studies. Some of the reserve studies facts were inaccurate and efforts are under way to make corrections.
- **Fuel Tank Replacement (Patrick) Update**
 - Exploring options to replace the underground gas tank with similar or aboveground type.

- Patrick reported: No update as we have not decided which route to take. A 2,500-gallon tank has been bid at \$114,509.82. This bid includes a concrete vault in addition to the double-walled steel tank. Dave Owen has checked with the D.O.E. and determined that a concrete vault is NOT required.
- Plan and Reserve Funding for **Fuel Dock and Fuel Tank Replacement** projects? (Bev, Harry, Dave W)
 - Harry Shearer reported that there are reserve funds of \$87K for **Fuel Tank** replacement, scheduled for 2027.
 - Harry reported, there are no reserves for **Fuel Dock** replacement. This came as a surprise as many of the committee members were of the understanding that there was \$200K set aside for this? (Maybe it's under maintenance funds?)
- Review of insurance policy re liability for leakage?
 - Patrick reported that in case we should have a leak that yes, we have liability insurance. Our latest annual tank inspection was positive and we're in good shape.
 - Rick recommended that the leak testing for the existing tank be conducted on a more frequent basis (six-month vs annual), since we are extending the tank life beyond the "normal" lifespan of this type, to minimize BBV's risk.
- **Fuel/Guest Dock Bank Erosion / Retainer Wall**
 - Plan and funding for this project (Bev, Harry, Dave W)
 - Patrick reported It is difficult to give any firm numbers without having an engineering report completed which would provide the best option(s) for construction. Ashton Engineering has sent me a preliminary cost estimate of \$84,100.00 for just engineering. Actual project work TBD.
 - If we were to pursue dredging under the fuel/guest dock area, soil samples would be required. These samples per Anchor QEA would run at around \$10,000 depending on what the governing entities need.
 - There is consideration for having a sub committee layout a complete plan, schedule, and budget requirements to include:
 - Bank Erosion / Reinforcement options
 - Dredging under Fuel Dock and Guest Dock as required
 - Replacing the below ground Fuel Tank
 - Replacing the Fuel Dock
 - New Fuel Dispenser and hardware
 - New Fuel Card reader. (like a dual card reader: BBV Access card and payment card)

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

- Status on BMI contract, and field work at Lynden site. Identification of unacceptable defects and warping of timbers.
 - Randy Ambuehl reported that timber issues have already been addressed and are being addressed (replaced) reference last months minutes as needed.
- Corner rollers to be added. Cost? Details should match that of B Dock, including through-bolting to backing plates tying the end and side bull rails.
 - Patrick reported: Details should match that of B Dock. Corner wheels will cost \$116.00ea. We will need 104 which brings that total to \$12064.00. Additionally, the shipping is \$381.53 for a grand total of \$12,445.53. The lead time for these is 5-6 weeks. These are identical to those on B Dock, but a different manufacturer. The original manufacturer would have at least a six month wait prior to production.
 - **Action Item:** Patrick to check the new supplier to confirm that Corner rollers are through-bolted like our B Dock ones)
- Incomplete engineering submittals (see Minutes, April, May and June).
 - No Status given
- Status of Permits (Anchor QEA)
 - Patrick reported: Will be sending drawings to Army Corps that maintain a “like for like” replacement. If we include any additional square footage, we would be required to undergo an additional survey that would delay the project a minimum of six months and could potentially cost an additional \$100,000 or more to make up for negative credits (environmental). The result of this will require to change back from 8 ft wide to 6 ft wide fingers at A dock ends (they will now have to be staggered because of the off-set pilings). Also, at D Dock, slip D1 needs to be relocated to the same location as the existing and a stand-off frame for the end piling hoop provided. The triangle frame will not be required and should be deleted. **BMI to be advised of these changes. (Action: Randy)**

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

- Schedule and estimate for project.
 - Patrick reported: Ideally these would be installed by BMI when the docks are being replaced. Fabrication Estimates are around \$65,000.00 which does not include installation costs. (BMI would already have crane on site, hence reduce install costs) **Action Item:** Need BOD approval to proceed?
- Status for permits?
 - Patrick reported: Waiting for the last permit which is the Whatcom County Construction permit.

- Funding for this project? (Bev, Harry)
 - ??? Maintenance funds or Marina funds
- Schedule: In view of the at-risk pilings (see below under New Business), this project should be given a lower priority than the needed piling replacements. Also, we should consider revising the project to lengthen the gangways rather than adding the aluminum access ramps, for safety reasons.

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

- Assume it's still planned for this fall?
- Progress on permit changes by AnchorQEA?
 - ??
- Progress on permit for 2023 marina mouth dredging project?
 - ??

6. **Marina Rules and Regs:** (Patrick, Rick T)

- Critical issues that should be addressed:
 - Rick Tanner was to present update requirements at the last BOD meeting but was unable.
 - Administrative conflicts in existing rules
 - **Like:** The current Marina rules allow owners to rent their property and maintain use of the Marina. However By Law 11.1 states that they cannot do this. Need to delete the marina rule in conflict.
 - Unnecessarily long grace periods to correct violations
 - Change the time periods adjusted so that instead of 30 days' notice, people would receive 14 days. The 90-day time frame could be adjusted to 30-days to encourage communication and action on the issues that need to be resolved.
 - Another issue is the ability to administer fines to those who do not provide the required documentation for Moorage (registration, insurance), or do not have their decals on the boats by March 31 of each year.
- Parking lot Weeds
 - Patrick reported: We have hired a person who will be dealing with these things. Prior to hiring, she had a planned two-week vacation that she is currently on. She also has been trying to hire two additional seasonal people, but no one has applied.

NEW BUSINESS:

- **Harbormaster report:** (**note:** this was added at the last minute to the agenda, Patrick was unable to prepare response)

- Wait-listings
 - Patrick reported that there is a small list, most requests are for 30' plus moorage spots that are hard to come by.

 - Storage
 - Patrick reported there are minimal issues

 - Moorage
 - Compliance issues
 - Resolved issues
 - New and/or underway
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- **Piling Status:**
 - Rick Whitaker presented a piling report that he had prepared for the BOD dated November 12, 2012. He also shared a report done by Marine Structures Engineering (MSE) from Anacortes done May 4, 2017.
 - **Note:** the other marina committee members and capital asset team members were not aware of these reports.
 - Although the MSE reported that “the majority of piles are in good condition”, the fact is that the slender wooden pilings even in new condition are inadequate for the size and weight of today’s boats, compared to the boats of 1960’s/70’s. **It is strongly recommended that we protect against a potential failure of the piling system by installing steel pipe piles over the most at-risk existing wooden pilings.**
 - Depending on the complete piling loading data to be provided by BMI on the ACD contract, and on previous B dock contract, **(Action: Randy)**, we should plan for the reinforcing at least the 11 piles located at the ends of A, B, C, and D docks, **if possible before the winter storms are upon us.**
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- **Next meeting:** September 12th, 2023
 - **Action Item:** Need scribe for September’s meeting as Kevin and David are unavailable.