

BIRCH BAY VILLAGE COMMUNITY CLUB
 MARINA COMMITTEE MEETING
 Oct 10th, 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 – (Absent)	✓ Llew Johnson	Rob Booth (Absent)
✓ John Stone		✓ = In Attendance

BBVCC Officers and Staff Present

Dave Owen (Liaison - Absent)	✓ Patrick Heaviside	✓ Randy Ambuehl
	✓ David Franklin	

Others

✓ Dave Nedved	✓ Charlie Hall	✓ Diane Gascon
✓ Maureen Server	✓ David Schierman	

APPROVAL OF AGENDA October 10th, 2023 - Approved
APPROVAL OF MINUTES September 12th, 2023 - Approved

AUDIENCE PRESENTATIONS:

Dave Franklin indicated that a current member of the Marina Committee may potentially be ineligible to serve since he is a *renter* rather than the *owner* of a property. Action Item: place notice in Village Bulletins that applications for membership in the Marina Committee are being accepted at the Office.

OLD BUSINESS

1. Marina Work Orders (Patrick)

- Update on the Marina Work Order List:
 - (2) Cleats to be added to B Dock.

2. Fuel Dock

- **Fuel Dock Replacement (Patrick, Dave O) Update**
 - Outstanding from September MC:

- - Authorize planning for the replacement of the Fuel Dock in 2026, providing time to develop RFP, select contractor(s), engineering, permitting, and funding. Randy: Should be ok to proceed with 1st steps. 2026 would be a reasonable target for available funding.
- - Authorize John Stone (as volunteer) to write RFP spec for replacement. ** RFP submitted by John S to ~~Llew J~~ & Rick W for review and will be forwarded to the rest of the Marina Committee.
- - Authorize Randy to initiate discussions with BMI for the *emergency* stabilization of the exist dock to prevent self-destructing during storm waves and minus tide grounding events (e.g., replacing rusted tie-rods and other ideas that BMI might have). To be funded for the spring months of 2024.
Action Item: Randy A. will consult with BMI for recommendations to stabilize the fuel dock, pump out float, Guest Dock, and E Dock until a permanent solution is feasible.

○ Existing fuel dispenser/card reader: Status?

Patrick: (Per Mascott Equipment) Existing card reader is not compatible with a new dispenser. A new card reader is the only practical solution if we purchase a new dispenser. Purchase & Installation of the new dispenser is now on hold. Cost to install the new dispenser alone has increased to an estimated \$8,300. Old dispenser / card reader is still functioning, but fuel flow rate is slow. The old pump / filtration system is obsolete and not serviceable.

Alternatives to replacement were discussed but no reasonable solution was agreed upon.

- Action Item: Patrick to solicit current estimates for card reader replacement. Previous estimates were in the range of \$30 – 35k, plus additional annual cost for software.

Patrick noted there are roughly 80 members that utilize the fuel dock, and around 2,200 – 3,000 gallons were dispensed during the last 3 peak months. Not more than 5000 gallons/year sold, earning about \$500.. But this does not account for many hours spent by staff to operate/maintain this service.

○ Security camera at fuel dock/dispenser?

- Any security cameras will be part of a comprehensive Security Policy study currently being conducted by a special work group (See New Business Item #5, below).

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• **Fuel Tank (Patrick) Update**

- Fuel Tank Cleaning (Approved by BOD 9/21/23): status/schedule?
Cleaning was to be coordinated with the new fuel dispenser installation, which is now on hold. Cleaning can still be scheduled before the dispenser issue is resolved, if requested. Tank cleaning/inspecting contractor does not recommend more than annual required leak testing.
- Plan and schedule update for replacement.
It is agreed that tank replacement is not imminent. Will continue to test and if leakage occurs, an epoxy lining applied to the inside of the tank could extend it's useful life (10 years?). Epoxy lining is usually not applied unless an actual leak does occur. Action Item; obtain cost estimate for epoxy lining.
- Reserve Funding for replacement?
Not discussed.
- **Fuel/Guest Dock Bank Erosion / Retainer Wall**
 - Plan and funding for this project
See above...pending initial steps RFP.

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. Field inspections?
Randy A: Crew will be coming from North Carolina (where dock framework is assembled) to fix defective timbers.
Demo of A dock is expected to begin around 10/23.
- Corner rollers to be added. Cost? Detail should match that of B Dock. Question of larger rollers availability.
Randy A: Confirmed corner rollers will be added.
Also expect to add steel angle brackets at corners as well.
- Incomplete engineering submittals: Structural Calculations node locations question is resolved. Outstanding items yet to be received and approved:
 - electrical & mechanical details
Randy A: Electrical design and layout for all docks were provided by Marine Electrical Equipment when initial B Dock details were provided in 2021, forwarded to BBVCC in June 2023. Will forward to Rick W and John S for review.
No mechanical layout details have been provided.
 - A and D dock drawing updates.

One finger each on A & D dock will be shifted to align with pilings. Width to remain 6' wide instead of changing to 8' wide, which would generate permitting delays.

○ Bull /rail joint detail update.

Randy A: Plan is still to use 2 bolt method, not the 4 bolt method as recommended by Rick W. Randy will consider discussing a change order with BMI.

Scupper blocks have been increased to 16" and will be "toe nailed" with screws to maintain alignment with the bull rails.

- Status of Permits (Anchor QEA). Question why A, C, D dock permit from county is 330% higher than charged for B Dock (\$16,670 per dock vs \$5,500)

Randy A: Permit cost is based on project cost and appears to be accurate. The lower permitting cost for B Dock may have been due to the valuation declared on the B Dock application.

Dave F: Details regarding B Dock application have been misplaced and were not available at this time.

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

- Hold for scope and schedule change (see Sept MC Minutes):
No changes.

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

- Progress on permit changes by AnchorQEA?
- Progress on permit for 2023 marina mouth dredging project?
- Status of eel grass survey?

Survey completed by Gravity Marine. Once report is submitted to Anchor QEA (2-4 week lead time), revised permit application will be submitted to the Army Corps of Engineers.

- Updated quote from contractor?

Dave F: Revised quote was not discussed, but contractor (Portable Hydraulics) is prepared to be available to do the work, estimated to be around January, 2024.

Action Item; Everson Dirt Works to be contacted regarding availability, scheduling, cost.

- Schedule for work: conflicts with BMI work and launch ramp access?

Randy A: Once a date for dredging is determined, Randy will coordinate with BMI to assure there will be adequate room for dredging operations and equipment staging.

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

- Critical issues that should be addressed (from Sept MC meeting):

- Administrative conflicts in existing Marina Rules vs By-Laws regarding owners that rent their property, having Marina use.
- Unnecessarily long grace periods to correct violations.
 Randy A: Consideration by the BOD of the Marina Rules revisions was temporarily tabled until the 2024 budget was completed, and the new GM (David Franklin) has had time to familiarize himself with BBV.
 Patrick H: Stressed that he only wants to resolve just the two issues listed above.
Action Item: Randy will consult with Dave O. and the rest of the BOD to expedite the minor changes requested by Patrick and David F at the October BOD meeting.

7. Pilings: (Rick) See 9/12/23 MC minutes

- Need to have engineering, (possibly MSE, review/confirm our findings regarding most at-risk pilings) Need BOD approval for expenditure.
 Randy: Node locations of structural engineer's calculations for A, C & D docks have been supplied by BMI.
- BMI's structural calculations for loading at the ACD dock pilings, complete (10/6/23), but B Dock calculation data is incomplete.
Action Item: Randy will request additional B dock Node locations from BMI.

Note: Patrick discovered a piling study and permit application for six replacement piles done by Ashton Engineering in 2011. Apparently, no one was aware that this existed. No action was taken, but it is thought that that Ashton Engineering should be invited to a meeting to review a history of the engineering work they have done for BBV.

- Marina Committee voted (4 in favor, 1 opposed) to recommend that the BOD approve the following.
 - a) To commence immediately a temporary moratorium on acceptance of applications for moorage of vessels greater than 40 feet LOA.
 - b) That Patrick develops a slip assignment plan that moves those existing vessels with high windage profiles and LOA over 40 feet to slips less subject to wind pressure.

NEW BUSINESS:

1. Harbormaster report:

- Wait-listings
 - Storage: Currently 4.
 - Moorage: Currently 7, including .3 relocation requests.

- Compliance issues
 - Resolved: (1) Illegal launch.
 - Ongoing: (3) unauthorized vehicles / trailers were observed in the launch area parking lot, but Patrick was unable to determine the owners.

Emergency response preparedness:

Patrick: Feels the marina needs a more robust safety plan, particularly a fire & spill response plan and recommends:

- Acquiring an enclosed trailer with the proper equipment and supplies, that could be deployed anywhere in BBV if needed.
- Developing fire & spill response procedures and conducting drills.
- Having basic supplies, such as spill pads, available at the dock captain's lockers located at each dock gate.
- Adding more emphasis on dealing with marina emergencies in the annual Marina Orientation modules.
- Having a regular feature in the BBV monthly bulletin addressing marina safety and emergency procedures.
- Distributing a quarterly bulletin addressing pertinent safety issues.
- Sending alerts to marina users for issues such as severe storms.

New policy: Signage to be added at dock gates requiring vendors to check in at the office prior to entering the marina. Vetted contractors that regularly do work in the marina will be eligible to apply for their own gate fob.

2. **A-Dock replacement:** Boat relocation plan: (Patrick)

- Where to relocate? Schedule for boat moving. Owners to be contacted.
Patrick: Most boats have been moved from A dock. One boat will need assistance moving, as it does not run.
Electrical leakage testing is ongoing, and is required of all boats before using the new shore power pedestals (currently on B dock, and on the new A, C, & D docks as they are replaced).

3. **Committee Application:** Charlie Hall:

Marina Committee approved a vote to recommend Charlie Hall to be appointed to the Marina Committee.

Note : Llew Johnson's official resignation from the committee is based on Term Limits for Standing Committees, and his personal plans in which he will be away from BBV for an extended period of time.

4. **Marina Reserve Account:** Charlie's questions:

- current balance.
- expected balance after 2024 assessment receipts (amount, timing, etc.)
- review of all 2024 expected reserve expenses.
- review of 2023 marina reserve study.

Randy / David F: It is agreed that past / current reserve studies have been inadequate. The creation of a Community Plan, a Finance Committee, and a more detailed accounting of Village assets, their life expectancy, and replacement costs is critical to the financial health of BBV and needs to be more thoroughly studied. Charlie's expertise and willingness to participate in this process is a welcome start.

5. **Security Workgroup:**

Kevin A: Attended the inaugural meeting of a new Security Policy Work Group. Group is being led by David Scheirman, and includes representatives from: Marina Committee – Kevin (possibly for first meeting only, ongoing MC rep TBD). Golf Committee, Security Committee, Buildings & Grounds Committee, BOD (Dave Owen), and GM David Franklin.

Main topics to be discussed are planned to be discussed are:

- Patrol & Entry Gate services
- Security cameras
- Gates and perimeter fencing
- Signage

Meeting adjourned: 4:50 pm

Next meeting: November 14th, 2023

Board Action Requests

1. Approve the following amendments to the Marina Rules and Regulations, (Requested in Marina Committee Minutes of August 8, September 12 and October 10, 2023 meetings.)

The current Marina rules allow owners to rent their property and maintain use of the Marina. This is in conflict with BBVCC By Law 11.1, which states that they cannot do this. The following marina rule revision removes this conflict.

- 4.2.4. Any Member renting, leasing, or allowing another or others to occupy his/her residence shall be deemed to have assigned membership privileges to use the Common Areas to the tenant.

Once the owner assigns these membership privileges, such owner shall no longer be entitled to the use of the amenities or facilities, except that an Owner, in addition to the renter, may be allowed to have Marina privileges if there is no Moorage Wait List as of January 1 of any given year.

In the case that there is no moorage wait list on January 1, Owners of property who have renters will become eligible for Marina privileges until the following January 1.

Approve changing the unnecessarily long grace periods to correct violations:

4.4 Operational Readiness, Seaworthiness, Vessel Condition, and Inspection

Change the time periods so that instead of 30 days' notice, people would receive 14 days notice. The 90-day time frame to effect repairs is adjusted to 30-days to encourage communication and action on the issues that need to be resolved.

Approve the ability of the Harbormaster 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.

Approve the following actions related to the piling status:

- a) To commence immediately a temporary moratorium on acceptance of applications for moorage of vessels greater than 40 feet LOA.
 - b) That Harbormaster develops a slip assignment plan that moves those existing vessels with high windage profiles and LOA over 40 feet to slips less subject to wind pressure.
 - c) Authorize Harbormaster to solicit proposals from qualified consultants to examine the structural adequacy of the marina piles.
2. Approve the application of Charlie Hall as member of the Marina Committee. Mr. Hall's application was approved unanimously by the Marina Committee at the October 10, 2023 meeting and will fill the vacancy left by Mr. Llew Johnson's resignation.