



BIRCH BAY VILLAGE COMMUNITY CLUB (BBVCC)

Marina Committee Meeting - Minutes

Date/Time: Tuesday, January 9, 2024 2:00 pm

Location: Harbor Conference Room (Above BBV Office) & ZOOM Meeting

Zoom Info: Meeting ID: 88586569122 Password: 8055

Phone In call only: 1-253-215-8782

Marina Committee Members

✓ Dave Luton ✓ (Committee Chair)	✓ Kevin Anthony (Scribe)	✓ Rick Whitaker
✓ Charlie Hall	✓ John Stone	✓ Rob Booth
		✓ = In Attendance

BBVCC Officers and Staff Present

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

Others

✓ Mike Moriarity	✓ Brian Vanderyacht	✓ Wade Church
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AGENDA

- **APPROVAL OF AGENDA: January 9, 2024** Approved Not Approved
- **APPROVAL OF MINUTES: December 12, 2023** Approved Not Approved

Note: Special BOD meeting following this meeting at 4:00 PM to approve funding / payment for various marina projects related to dredging and new dock construction.

MEETING SYNOPSIS / ACTION ITEMS:

- New Emergency Response Plan nearing completion.
- Annual Moorage Agreement and vessel decals available.
- **Action Item:** Search for emergency response trailer on-going.
- Research continues on establishing an emergency broadcast contact method.
- “A” dock nearing completion. Emergency ladders ready.
- BMI has requested a progress payment.
- **Action Item:** Volunteers needed to rebuild / refurbish “C” dock emergency ladders.
- **Action Item:** Randy to meet with BMI to discuss updated Project Schedule.
- Dredging scheduled to begin 1/20.
- **Action Item:** Begin work toward an expanded, more cost-effective, new 10 year dredge permit.

- **Action Item:** Further explore options to stabilize fuel dock prior to replacing the dispenser.
- Assessment of pilings condition continues.
- **Action Item:** Randy to request revised structural calculations from BMI.
- **Action Item:** John Stone to meet with Dave Owen to discuss initiating a long range comprehensive overview of permitting requirements for upcoming marina projects (utilizing Anchor QEA?).
- Marina rules Rev 23 ready to be published.
- Research on private dock easements on-going.
- MC financial analysis by Charlie Hall to be presented to BOD
- Recap of Security workgroup presented by Dave Luton.
- Mike Moriarity recommended to fill MC vacancy.
- Vessel Safety Day planning begins.
- Dock Captain assignment changes.
- New MC meeting date (4th Tuesday of the month)

- **AUDIENCE PRESENTATIONS**

No Audience Presentations

OLD BUSINESS

1. Harbor Master Report (Status: Patrick)

A. New Emergency Response Plan?

Patrick: New plan nearing completion. Will propose holding annual meetings with marina users to explain emergency procedures.

B. Marina Work Orders: Completed and Open items.

Patrick: None at this time.

C. Wait List Update (Last month 7-Moorage & 3-Storage)

Patrick: No changes. New slip assignments on hold until A, C & D docks are completed (est. April).

D. Compliance issues (2024 Marina Fees, Other?)

Patrick: Looking to identify the owner 1 boat in trailer storage area.

New Annual Moorage Agreement: All moorage users are required to complete the Moorage agreement at the beginning of each calendar year. New users are also required to complete the Safety Orientation. Both are available online at the BBVCC website.

Currently, dry storage users must submit current registration and insurance information only. They do not need to sign the Moorage Agreement or take the Safety Orientation.

Upon completion of required forms, and payment of fees, annual stickers are available at the Harbormaster's Office.

E. Spill Response Cabinet Options

Note: The BOD approved \$3,200 to purchase the 6' X 12' box trailer that Brian (in Maintenance Dept) was selling. Brian has decided not to sell. Need to continue looking for options.

- **Action Item:** Patrick / Marina Committee to continue with finding a suitable trailer for emergency response equipment.
- **Action Item:** Patrick and the MC to determine the sufficient size trailer to hold proposed equipment. Patrick: Has located a dealer that has 5x10 trailers (New 2023 models) for approximately \$5,000. It is estimated that 5x10 is the minimum size required for spill booms, pump, fire extinguishers, etc. It is agreed that we will continue to look for a suitable used trailer for a lower price.

- F. Establish contact process to notify marina users in an emergency. **David F** – Gate Key potentially has that ability (cost, user & process impact)? Other options?
Note: Dave F & Patrick are continuing to explore ways to utilize the Tops database combined with Gate Key messaging to send notifications specific to marina users.
Patrick: Marina management software offers messaging features (at an additional cost?) which may not be necessary if we can utilize existing tools such as Tops and Gate Key.

2. A, C, D Docks Replacement Status (Status: Randy A)

- A. Updated Schedule Plan (When do boat owners, need to be ready to move?)

Randy: “A” dock nearing completion.

Need to adjust the buoyancy of the floats on the gangway landing.

Need to complete a change order to trim deck grates to prevent interference with bull rails and allow access to utilities.

Requested and still waiting for an updated Project Schedule.

Action Item: Randy to meet with Brandon at BMI to discuss remaining items for completion of “A” dock and timeline for moving boats off of “C” dock.

David F: A substantial portion of “C” dock looks to be ready at the Lynden staging site. BMI has requested a progress payment. BMI has failed to provide a schedule to justify payment (per Schedule “A” of Scheduled Values in the contract). Once Schedule “A” is provided, he does feel comfortable with the progress to date, and will discuss this with the BOD at this afternoon’s meeting.

Patrick: Sample corner roller needed a corrected hole pattern potentially delaying delivery and installation. Delay of corner rollers will not prevent boats from occupying “A” dock.

- B. Bull /rail joint detail: Current plan is 2 bolt method. Rick W has recommended a 4 bolt method.

- **Action completed** on 12/20/23, Dave F, John S, Randy A and Derrick Ames (BMI) met and determined the 4 bolt method and additional costs to have them installed are not necessary. There will be NO change from 2 bolt method.

3. Emergency Ladders re-using on new docks

- A. Salvaged ladders are at the Maintenance Shop, but current condition is uncertain.

Rick W: Refurbished / rebuilt ladders for “A” dock will be ready to install by the end of the week. (BMI to install).

Action Item: Removal / refurbishment on “C” dock ladders to commence once it is cleared of boats. Volunteers for a work party, and a heated, dry storage area are needed.

4. Dredging: (Status: David F) / See Nov. MC minutes & See Marina Project milestones, Dredging for information, Slide# 8

- A. Schedule Plan? Status as of 12/6/23 – Chad to show up 1/8/24, Crane arrives on 1/11, Iverson builds beach berm, Dredge over the weekend, demobilize Sunday/Monday. (Options for 1/20/24 & 1/27/24 if required)

- B. U.S . Army Corps of Engineers permit was approved 12/11/2023

- C. Still Waiting for approval from Whatcom County Shoreline Exemption? and DNR exemptions?

- Dredging Data files. See link to DL’s Dropbox Account:

[Link to Dredging Data 11/30/23](#)

David F: Dredging has been approved (including the expanded area).

The Dept of Fish & Wildlife declined to extend the dredging permit past Jan 31.

Chinook Environmental to perform a Forage Fish Survey no more than 72 hours prior to dredging, at a favorable cost of \$1,200.

Iverson scheduled to build retention berm on 1/19.

PHD is scheduled to start dredging on 1/20/24.

- D. **Action Item:** Work on the next 10 year dredging permit. Should commence ASAP due to its lengthy process, and increasing the ability to utilize some existing data before it expires.
David F: Anchor QEA recommends applying for a different type of permit that could be less restrictive, possibly allowing us to employ a less costly clamshell dredging method and offshore disposal, which is used at other local marinas, such as Point Roberts and Shelter Bay.

5. **Current Fuel dispenser/card reader Replacement (Status: Patrick)** / See Marina Project Milestones, Fuel Dispenser and Fuel Card Reader Slide # 5 (more info)

- A. Patrick is getting estimates and replacement options to consider. BOD will need to review/approve replacement. (See Status in December 2023 Minutes)

- NW Pump \$33,600 includes dispenser, spill pan, credit card reader, member access reader. Cost includes \$3,000 for software. Need installation cost?
- Quote from Ultra Tank is forthcoming.
- Can current fuel dock be used?

Patrick: Next steps dependent on stabilization / repair / replacement of the fuel dock, so no proposals have been secured for dispenser installation. Estimated total cost to furnish and install will be around \$60k.

6. **Current Fuel Dock Repair Options (Status: Rick W & John S. & Bobby H.)** / See Marina Project milestones, Current Fuel Dock Repair Options, Slide# 11

- A. **Action Item:** (Rick / Sub Committee?) to engage in further discussion with BMI regarding the feasibility of refurbishing the existing fuel dock, and the practicality of the work being done by BBV staff. BMI has previously estimated that replacement would be roughly \$200k.

Rick: No progress since previous meeting.

7. **Dock Access ramps for B/C/D docks. (Status: John S, Rick W, David F)** (See MC Minutes Dec 23)

- A. **Action Item:** John Stone to ask BMI their recommendations and/or assistance?

John S: He and Randy plan to meet with BMI to discuss replacement / remediation options (still pending).

- B. **Action Item:** Rick W & David F Scope needed repairs and who might do it?

Dave L: Has a previous report supplied by Jen C, (old GM) from Ashton Engineering substantially outlining issues around the condition of the ramps, bank erosion, etc. throughout the marina.

8. **Piling Replacement Project: (Status: Rick W. & John S. & David F.)** / See 11/14/23 MC minutes, See Marina Project Milestone, Piling Replacement Slide# 9

[Link to Ashton Engineering Piling Report](#) (From DL's Dropbox Account)

[Link to Rick W. Piling Data](#) (From DL's Dropbox Account)

- A. **Action Item:** Rick W to lead an evaluation of piling loads based on a more realistic estimate of wind and wave load predictions for our marina, the goal being to determine if the replacement of only key pilings is practical and cost effective. Replacement cost of only 12 pilings is estimated at \$180k - \$220k.

- B. **Action Item:** Rick W would like the BOD / Management to request from BMI a review of the structural design calculations so that we have reaction piling loads based on local area conditions. This will be needed to determine which pilings need replacing. In particular the wave loads used are inconsistent with the reality within the marina basin.
Also, for the “B” Dock model, the wind, wave and vessel impact loading inputs should be corrected to be the same as the “A,C,D” dock model, and the output node locations be provided. He feels all this information should be provided at no or minimal additional expense.

Randy A: Will discuss Rick’s request with BMI. Feels additional piling calculations may require a new engineering review when the project is scheduled.

Brian V: Requests that private dock owners be apprised of any piling or other dock contractors considering work in BBV Marina, so that any private dock work may be considered at the same time. He also expressed concern that there is a lack of a piling in the area where his private dock connects to “E” dock, possibly leaving this section vulnerable to failure under heavy loads.

- C. Rick W to request the purchase of two reference manuals on marina design and structural calculations, such as piling wind loads.

Rick: Manuals have been ordered.

9. Bank Erosion / Reinforcement & Fuel Dock Replacement (Status: John Stone) / See Marina Project milestones, Bank Erosion/Reinforcement & Fuel Dock Replacement, Slide#10

- A. Sub-committee to be formed – layout plans, priority, and options. Present to the board for consideration and timing. (available funding, schedule, etc.) Meet when and where?
- B. John S. to consult with BMI for recommendations regarding erosion abatement and repairs/replacements at the fuel dock and access ramps. Provide writeup that could be used to generate a workorder or request for bids?
- C. Need BOD approval to engage Ashton Engineering’s assistance (\$\$?)

Action Item: John S / Dave F. will create a proposal to the BOD to have Anchor QEA help with pre-planning & understanding the permit requirements for all marina related projects over the next 10-15 years. This would include bank reinforcement, Fuel dock, fuel dispenser, fuel storage tank, piling replacement, access ramps & gangways, etc. This would provide first steps in understanding timelines and budgets.

10. Marina Rules and Regs: (Status: Dave O)

- Thank you Dave O for getting the updates through BOD approval.
- A. **Action Item:** The approved updates Rev 23, requires signature, dating, then posted on the BBVCC Website.
Dave F: Believes Rev 23 only needs to be signed off and distributed.
Dave L: Will consult with Dave O (not present) regarding status and other proposed revisions.
- B. Help define next steps and actions required.
- Definition for BBV Marina to include private docks, everything within the marina.
 - Understanding if there are any easement records for private docks?
- Patrick: Easement records were not found. Dave F & Patrick will be working with dock owners on creating an easement agreement to define and protect dock owner’s rights.

- Can we charge moorage for boats on private docks?

Brian V: Expressed concern about proposed fee increases for private dock owners, since they are financially responsible for maintaining their own docks.

Note: At this time there is only preliminary discussion that private dock owners should pay a larger share in maintaining the marina common features (dredging, fuel dock, etc).

11. Marina Rules Rewrite: The overall rewrite update is currently on hold. (Llew Johnson had coordinated)

- A. Should we restart work to complete the rewrite? Or stay with current format?

Not discussed.

12. Financial summary of Marina Funds (Status: David Luton & Charlie Hall)

- A. **Action Item:** Share results from 1/8/24 meeting with BOD finance focals.

- B. Review 2024 Expected Reserve Expenses

- C. Begin working a 5-7 year Marina Spending Forecast (To be shared, reviewed, and assist the BOD)

Charlie H & Dave Luton met with Harry S & Bev F from the BOD to review Charlie's work to create a more accurate forecast of marina revenues vs asset reserves and operating expenses. The 2024 budget is already set, but these more detailed projections will be beneficial in planning ahead to 2025 and beyond.

13. Security Policy Workgroup (Status: David L)

Dave L: Committee last met on 1/8 to review a draft summary of the study. This will be presented to the BOD on 1/18, with plans to present the findings to the BBV community at a Town Hall Presentation. Security considerations include Overall BBV Security, Patrol & Entry services, gates, fencing, security cameras, signage, after hours contacts & block watch programs. Immediate needs / recommendations will require prioritization due to budget constraints.

Brian V: Questions why the Security Committee has not been more directly involved in this workgroup.

14. Nomination results for Marina Committee Person (Voting done electronically before meeting)

There were four applicants: Richard Foley, Brian Vanderyacht, Mike Moriarity & Jim Visberk.

The MC voted to recommend Mike Moriarity to fill the vacancy, which will be forwarded to the BOD for approval. All candidates were encouraged to participate in MC meetings and subcommittees.

Dave F: Suggested that the MC have "Alternate" committee members, to fill in for absent committee members.

NEW BUSINESS:

1. Vessel Safety Day

- Need person to organize the event?
- May 18/19, May 25/26, June 1 / 2, June 23/24, June 29/30, Other?

Rob B volunteered to manage the event, as long as it can work around family obligations.

Event date TBD. Preference is late May, early June for more participation and to assure dock replacement is completed.

2. Discuss moving MC Committee meeting to 1st Tuesday of each month?

- May need to be Wednesdays?

Meetings will now be held on the 4th Tuesday of the month.

3. Dock Captain changes:

Boat Launch, Wash Down Station, and Boat/Trailer Parking: Paul Gagliano is resigning. Wade Church will take this position once he returns to BBV for the summer. (Need a winter alternate?)

“C” Dock: Jim Visberk will fill in for Kevin Anthony while he is away this May – September.

Adjournment Time: 2:45

Next meeting: February 27, 2024 (note change to Fourth Tuesday of the month)