



# BIRCH BAY VILLAGE COMMUNITY CLUB (BBVCC)

## Marina Committee Meeting - Minutes

**Date/Time:** Tuesday, February 27, 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 (Chairman)	✓ Kevin Anthony (Scribe)	✓ Rick Whitaker
✓ Charlie Hall	✓ John Stone	✓ Rob Booth
✓ Mike Moriarity		✓ = In Attendance

### BBVCC Officers and Staff Present

✓ Randy Ambuehl (BOD Liaison)	✓ David Franklin (BBVCC Manager)	✓ Patrick Heaviside (Harbor Master)
✓ Dave Owen (BOD Liaison)		

### Others

✓ Scott Tobiason	✓ Mauteen Server	✓ Wade Church
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## AGENDA

- **APPROVAL OF AGENDA: February 27, 2024**      Approved     Not Approved
- **APPROVAL OF MINUTES: January 9, 2024**      Approved     Not Approved

### **MEETING SYNOPSIS / ACTION ITEMS:**

- New Emergency Response Plan near completion.
- Search for emergency response trailer on-going.
- Research continues to establish an emergency broadcast contact method.
- “C” dock nearing completion. Emergency ladders ready.
- **Action Item:** Volunteers needed to rebuild / refurbish “D” dock emergency ladders.
- Dredge results discussed.
- **Action Item:** Begin work toward an expanded, more cost-effective, new 10 year dredge permit.
- **Action Item:** Move forward with replacing the fuel dispenser .
- **Action Item:** Long range comprehensive overview of permitting requirements for upcoming marina projects (utilizing Anchor QEA?).
- Marina rules Rev 22 published.
- Research on private dock easements on-going.
- Vessel Safety Day schedule discussed.

- **AUDIENCE PRESENTATIONS**

No Audience Presentations

## **OLD BUSINESS**

### **1. Harbor Master Report (Status: Patrick)**

- A. New Emergency Response Plan? Hold meeting with marina users to explain procedures?  
Patrick H: Nearly complete. Will be presenting to the committee when ready.
- B. Establish contact process to notify marina users in an emergency.  
Dave F: Still working on utilizing Gate Key or Tops to contact owners in emergencies. Stressed the importance of having an “On Site” contact to represent the owner when absent, as well as a contact card easily visible. The Security Policy Committee is considering having a weekend staff contact, and / or after-hours answering service to forward urgent messages.
- C. Marina Work Orders: Completed and Open items.  
Patrick: Just minor dock construction related items.
- D. Wait List Update (Last month 7-Moorage & 3-Storage)  
No changes. Pending completion of docks.
- E. Compliance issues (2024 Marina Fees, Other?)  
Patrick: No issues. Reminder that stickers are to be on the boats by March 1<sup>st</sup>.
- F. Spill Response Equipment Storage Options / 6’ X 12’ Cargo Trailer  
Note: The BOD pre-approved \$3,200 to purchase the 6’ X 12’ box trailer that Brian was selling. Brian has decided not to sell. Need to continue looking for options.
  - **Action Item:** Patrick / Marina Committee to proceed with finding a suitable trailer for emergency response equipment.  
Dave L: Search for a suitable trailer is on-going.

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

Patrick: A Dock complete. C dock should be complete and ready for inspection by Fire Marshall, scheduled for March 4<sup>th</sup>. Boats should be able to move to C dock starting that afternoon. Water to the dock will be on.

B Dock float replacement: BMI has the replacement floats to lower B dock, per contract. Work is planned to be following the completion of D Dock.

Patrick H: Suggested that we consider negotiating with BMI to forgo replacing the B Dock floats in exchange for modifying the deck grates on the new docks (a \$10,000 to \$11,000 change order charged to us) at no additional cost.

After some discussion that included marina users like or dislike of the higher floats, the suitability of smaller boats ability to use the elevated B Dock safely, and the fact that BMI already has procured the replacement floats. The general consensus was to proceed with the float replacement as agreed, and pay the additional cost for the deck modification change order.

### **3. Emergency Ladders re-using on new docks**

- A. “A” Ladders completed

**Action Item:** Check ladders for any structural issues, such as splitting that was found on the C dock ladders when being refurbished.

- B. "C" Dock ladders – Using the maintenance shop, volunteers repaired, rebuild, repainted, and delivered (11) sets of ladders to the marina for installation by BMI.

**Action Item:** Rick W / Mike M./ Kevin A. Notify committee with date(s) and time(s) for work party. Rick W to request Bobby move wood in to shop to dry out.

#### 4. Dredging: (Status: David F)

- Dredging completed Sunday morning the 4th. Post dredge surveys required by the Army Corp permit. Dave F: Post Dredge survey was completed. It appears that the retention pond was not built to hold the additional dredge material from the expanded dredge area, limiting the amount of material that could be removed. The Post Dredge Survey does show that dredging was done throughout the original and added areas, but not to the depth specified (-9' below zero tide), especially further up the channel. Scott T: Contour lines are difficult to interpret and location of pilings #3 & #4 seem to be inaccurate. Checking depths with his boat's sonar shows a pronounced step at the inside boundary of the dredged area, resulting in a shallow step limiting depth in the channel. A restriction in depth remains further up the channel near the guest dock area, outside the permitted dredging zone. Randy A: Suggests that in the future we should have more direct oversight present during the dredging process.

**Action Item:** Dave Franklin to provide a comprehensive summary of all cost related to the dredging project. This will be helpful for future budgeting.

Total costs are estimated to total somewhere between \$250,000 - \$300,000.

- Next Step:  
**Action Item:** Work on the next 10 year dredging permit. Should commence due to its lengthy process, and increase the ability to utilize some existing data before it expires.  
Dave F: Starting the next permit application asap might allow the use of existing surveys to be re-used, saving expense. Also, in the future we need to avoid scheduling the work at the end of the allowed time frame of the permit, forcing the process to be rushed, and potential mistakes being made.

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

- **Action Item:** 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.
  - ROM estimate around \$60K plus any required permits
  - Estimate includes keeping the current fuel shed for mounting equipment.
  - **Can current fuel dock be used?** (see next agenda item)

Patrick shared a log of the service calls for the fuel dispenser last year, along with costs (see [attachment #1](#)). Notes from the technician show our existing unit is past its useful life, with increasingly slower flow rates. Total repair costs for this period amounted to roughly \$4,000.

See also [attachment #2](#) with a comparison of costs and features between vendors to replace the dispenser and card reader system. Further research is needed for a complete and accurate estimate of costs.

Patrick noted that maintenance, repairs, and administrative costs consumed most if not all profit realized from fuel sales last year.

**Action Item:** Form a plan and comprehensive estimate to replace the fuel dispenser and card reader in time for the upcoming boating season, with minimal alterations to the existing fuel dock and shed in the short term reducing the impact on this year's budget. Findings to be presented to the BOD.  
John S, Randy A, Dave L agreed to help Patrick with this project.

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

- **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.
- From John S. 2/15/24: Items 6 & 7 – BMI recommended a local contractor from Blaine who used to work for them. David F and Patrick were going to contact the contractor when things settled down after BMI completes work.

Randy H: Met with Bill Henry from BMI. His opinion is that while the existing dock is showing its age, it should still be serviceable as is for several more years. The fact that the dock grounding at extreme low tides is not ideal, but the stress on the dock structure is reduced by the fact that it is resting on soft sediment. His recommendation is to hold off on any repairs, and just continue to monitor the condition.

**Action Item:** Review options for potential changes / repairs to the fuel dock infrastructure, such as removing or replacing the shed, float repairs, and the impacts and costs versus the necessity of making any changes at this time. John S, Randy A, & Dave L will also help research this.

Dave F: Stressed management is presently consumed with other BBV issues, and will need help from others to follow through with this work.

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

- **Action Item:** John S. & Randy A. to ask BMI their recommendations and/or assistance?
- **Action Item:** Rick W & David F Scope needed repairs and who might do it? Time Line?

John S: Jessy Zawicki (a former employee and subcontractor for BMI) has visited the site and will submit a proposal with recommendations and costs by the end of the week. The MC and management will review and prepare to submit to the BOD for approval.

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)

- **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.
- **Action Item:** Rick W would like the BOD / Management to request from BMI a review of piling calculations. (see January minutes for more info)
  - Item closed: BMI is unable to have the engineering company they hired 3 years ago to provide data.

Rick W: Suggested we try approaching the engineering company directly for revised calculations. Feels that accurate data is important because it will possibly show that many pilings will not require replacement as soon as presently predicted. Accurate loading data would also help determine what size pile should be used for replacement.

John S: To be cost effective, we should just start with replacing all pilings on the dock ends and anywhere accessible with the typical larger equipment used. Due to the cost to mobilize, all pilings that can be reach should be replaced at this time. These pilings in general, would be the most in need of replacement. A specialized smaller piling barge would likely be needed to reach the remaining pilings, which could be performed in a subsequent phase, as reserves allow.

Dave O: Due to lack of reserves available, the BOD has recommended to the Harbormaster to locate larger boats away from the more vulnerable areas of the marina, such as the ends.

**Action Item:** Attempts to have engineering data revised is tabled for now. It should be noted that funds for piling replacement is not likely to be available for the next few years.

- **Action Item:** Rick W to request the purchase of two reference manuals on marina design and structural calculations, such as piling wind loads.
  - Complete – received manuals

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

- 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?
- **Action Item:** 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?
- Need BOD approval to engage Ashton Engineering’s assistance (\$\$ ?) Proposal in work.

John S: Project is ongoing.

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

A. **Action Item:** The approved updates Rev 23, requires signature, dating, then posted on the BBVCC Website.

Patrick: Rev 22 was approved and posted last Friday.

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?

Not discussed. Assume no changes to status.

**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. Have not received clear directions yet, I believe the BOD would like our input on:

- Updating the Marina Reserve Study
- Begin laying out the 2025 Marina Budget, have ready by July?
- Find tune the 5-7 year Marina budget forecast that Charlie Hall has pulled together.
  - (note: this could be the template that the other committees can use)

Note: As part of the New Committee Operating Guidelines (See New Business #1 below), the BOD is requesting updated budget and reserve data for the Marina. Meetings with the BOD will begin next Wednesday.

**Action Item:** MC to form a sub-committee to review and build on a new Marina Reserve Study and Operating Budget to build on financial data compiled by Charlie H. 1<sup>st</sup> meeting is scheduled for Monday, 3/4 at 1:00 pm. Dave L, Kevin A, Randy A, Wade C. Charlie H. Present intent is to share findings and work with Pacific Crest Reserves, as reserve studies are required by law by a 3<sup>rd</sup> party.

Dave F: Recommends moving forward after this year we should be looking at a new 3<sup>rd</sup> party budget analyst that can provide a more accurate reserve forecast.

From John S. 2/15/24 – Recommending to add a future agenda item to conduct a comprehensive Marina rate study taking into account the complete operating costs of the Marina and Charlie’s updated reserve study.

**13. Security Policy Workgroup (Status: David L).**

Dave L: A board workshop is scheduled on 3/12 as a follow up to the Town Hall presentation to determine priorities and next steps.

**14. Vessel Safety Day (Status: Rob B)**

- A. Saturday June 1<sup>st</sup> 2024. Need to organize: Event activities, Notices & fliers, Signup sheet.
- B. Bulletin announcements for April and May. (submit to Krista before March 15<sup>th</sup>.)

Rob B has scheduled safety inspections to be provided by the Coast Guard Auxiliary. Other activities under consideration include fire extinguisher inspections, swap meet, flare gun demonstration, life ring toss, food truck, and ground fault testing are being considered. Volunteers are needed.

**Action Item:** A list of activities should be determined by March 15 and submitted to Krista to post in the monthly bulletin beginning in April, and schedule the food truck, if desired.

Rob B: Noted that the Coast Guard Auxiliary would be willing to come do safety checks earlier in the season, if requested by boaters.

**15. Committee Members & Dock Captains (Status: David L)**

- A. Jim Visberk will be Dock Captain while Kevin A is on vacation March & May-September
- B. Wade Church agreed to be D.C. for Boat Launch, Wash Down Station, and Boat/Trailer Parking.
- C. **Need M.C. Scribe backup** for Kevin A. while he’s on vacation April-September.
  - Mike Moriarty has agreed to be Scribe while Kevin is on vacation.

Dave L: Need to review and update summary of Dock Captains responsibilities, and take inventory of supplies and equipment that should be included in each locker at the top of the ramps (dock lines, PFDs, oil absorption pads, etc).

**NEW BUSINESS:**

**1. Committee Operating Guidelines – All Committee have been asked to provide (Status: David L)**

- A. Mission Statement
- B. Authority for Function (As stated from our bylaws)
- C. Operating Guidelines
  - Meetings when/where
  - Positions
  - Functions & duties



Dave L: Will share his draft to date to the MC for comment and further refinement.

2. **New BOD Liaison:** Randy A will be replacing Dave O as MC Liaison.
3. **Scott Tobiason:** Suggested that recycling bins be provided in addition to the current refuse bins located at the head of each dock.
4. **Patrick H.** Reminder that new rules and fees will be implemented strictly regulating installation of any accessories to the dock, such as additional cleats, dock boxes, etc.

**Adjournment Time: 4:35**

**Next meeting:** March 26, 2024 (note 4<sup>th</sup> Tuesday of the month)

**Fuel Dispenser Repairs Information:**

DATE	SERVICE	NOTES	COST
7/11/2023	<p>WORK DESCRIPTION: FOUND BOTH HYDRAULIC SOLENOID VALVES LEAKING TOOK BOTH APART AND CLEANED THEM BOTH HAD A LOT OF PARTICULATES IN THEM ALSO FOUND THE INNER ONE WAS LOOSE TIGHTENED IT UP AND BOTH LEAKS STOPPED FOR TIME BEING***(IF THEY LEAK AGAIN WILL NEED TO FIND NEW VITON ORINGS)***</p> <p>ALSO FOUND UNIT TO BE IN SLOW FLOW REMOVED DIAPHRAGM CLEANED OUT ALL THE PARTICULATES AND REPAIRED SPRING(WAS NOT HOLDING PROPERLY)</p> <p>TESTED UNIT NO LEAKS AND IS RUNNING AT FULL SPEED AT THIS TIME.</p> <p>ALSO REPLACED FUEL FILTER FROM BALDWIN TO CIMTEK</p>	NONE	\$1365.47
7/25/2023	<p>WORK DESCRIPTION: REPLACED ORING ON INNER HYDRULIC SOLENOID-(OUTER NOT LEAKING AND GIVEN AGE AND THAT PARTS ARE NOT REALLY AVAILABLE I LEFT IT ALONE )</p> <p>CLEANED ALL PARTS AND THREADS AND CLEANED SURROUNDING AREA</p> <p>TURNED ON UNIT AND HAD BRIAN PUMP 5 GALLONS OF FUEL</p> <p>FOUND NO LEAKS OR ISSUES</p> <p>RETURNED UNIT BACK TO SERVICE</p>	PARTS NOT REALLY AVAILABLE.	\$758.01
8/2/2023	<p>WORK DESCRIPTION: CHECKED DISPENSER WAS IN SLOW FLOW REMOVED DIAPHRAM AND FOUND PARTICULATES CLEANED IT OUT AND BLEW OUT LINES ETC THEN REMOVED LOWER CLEAN OUT (MAY HAVE HAD A SCREEN IN IT PRIOR TO RETROFIT) AND CLEANED OUT ALOT OF PARTICULATES ETC INSPECTED FOR ANY OTHER ISSUES GREASED ORING AND PUT EVERYTHING BACK TOGETHER..</p> <p>THE DIAPHRAM IS IN POOR CONDITION AND IS IN NEED OF REPLACEMENT. **SITE MAINTENANCE IS TRACKING ONE DOWN AND WILL PURCHASE IF FOUND PARTS ARE OBSOLETE**</p> <p>ALSO CHECKED IF THE LEAK DETECTOR WAS THE ISSUE. IT WAS ACTING LIKE IT, CHECKED OUT GOOD. WILL CALL IF HELP IS NEEDED.HIGHLY RECOMMEND SPEAKING WITH SALES ON GETTING A UPDATED DISPENSER.</p>	NEW DIAPHRAM PURCHASED FROM EBAY	\$900.54
8/16/2023	<p>WORK DESCRIPTION: CHECKED DISPENSER FOUND NO OBVIOUS ISSUES WITH IT</p> <p>PUT IN LINE GAUGE TO CHECK PRESURE AND IT WAS HOLDING 30PSI SOLID EVEN WHILE PUMPING FUEL ALSO REMOVED LEAK DETECTOR GIVEN ITS AGE AND PUT PLUG IN NO CHANGE WE ALSO CHECKED THAT THE BREAK AWAY WASNT DAMAGED WE REMOVED IT AND TEST STILL NO MORE THEN 2-3 GPM</p> <p>HIGHLY RECOMMEND A NEW DISPENSER PARTS ARE JUST OBSOLETE FOR IT AND JUST NOT SURE WHAT ELSE CAN BE DONE GIVEN THE LACK OF PARTS THAT ARE AVAILABLE TO US</p>	PARTS OBSOLETE, NOTHING MORE TO DO	\$984.29
2015	Repairs were made to correct slow flow in 2015.		

**Fuel Dispenser Replacement Estimates: (revisions in work)**

	<b>FUEL DISPENSER W/ CARD READER</b>	
	<b>Mascott Equipment</b>	<b>Northwest Pump</b>
<b>Dispenser Unit</b>	6615.00+ 325.00 Freight	6971.40 + 399.05 Freight
<b>Credit Card Reader</b>	9504.00 + 5508.00 Fuel Site Controller	11353.00 + 5586.00
<b>Cellular Modem</b>	1551.00	1545.00 + 186.00 Install Kit
<b>Gateway</b>	1458.00	Not Listed
<b>Router Secure Network</b>	535.00	Not Listed
<b>EMV Bancard Secure Network</b>	1020.00yr = 85.00mo	Not Listed
<b>One Time Onboarding</b>	300.00	Not Listed
<b>Software Flag</b>	1323.00	Not Listed
<b>Remote Module Mount</b>	1323.00	Not Listed
<b>Pump Control Module</b>	1069.00	Not Listed
<b>Annual Software Subscription</b>	900.00	3000.00
<b>Site Setup Fee</b>	500.00	Not Listed
<b>Data Migration Fee</b>	985.00	None. Requires New Cards
<b>Freight</b>	300.00	Not Listed
<b>Stainless Steel Panels (Dispenser)</b>	Not Listed	609.00
<b>Printer</b>	Not Listed	1677.00
<b>Universal Reader Kit (FOBS)</b>	Not Listed	1907.00
<b>Labor</b>	Estimated w/ Electrical \$6000*	28496.90
<b>Total (Estimates)</b>	<b>42072.58</b>	<b>62129.40</b>

**NOTES:** Mascott unit/software will work with existing fuel cards. Cost for new cards with NP is unknown.  
 NP system may allow for FOB activation using FOBS we currently use for dock access.

\* Due to the low amount, I have requested a more definitive labor quote from Mascott

Note as of 3/8/24: Mascott Equipment will be doing an on-site inspection followed by an updated cost estimate / proposal.