



BIRCH BAY VILLAGE COMMUNITY CLUB (BBVCC)

Marina Committee Meeting - Agenda

Date/Time: Tuesday, April 23, 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

AGENDA

- **APPROVAL OF AGENDA: April 23, 2024** Approved Not Approved
- **APPROVAL OF MINUTES: March 26, 2024** Email Approved Not Approved
- **AUDIENCE PRESENTATIONS**
- ?

OLD BUSINESS

1. Harbor Master Report (Status: Patrick)

A. New Emergency Response Plan? Hold meeting with marina users to explain procedures?

Action Item: Committee members are to review draft and provide feedback to Patrick.

The Emergency Response Plan will ultimately be presented to marina users.

Comments ?

B. Establish contact process to notify marina users in an emergency.

Action Item: Dock captains to collect contact information from current contact cards on vessels which are required to be visible. Notify Patrick if contact cards are missing. Is this being done?

C. Patrick suggested a change to Bylaw 11.1 that currently restricts landlords who rent their home from marina privileges. He proposed a change to the rules to allow some marina privileges such as launching pump out and fuel dock. Thus, creating additional marina revenue through usage fees.

Action Item: Patrick: review definition of marina privileges and submit to the BOD to update Bylaw 11.1

D. Spill Response Equipment Storage Options / 6' X 12' Cargo Trailer

Action Item: Patrick / Marina Committee to proceed with finding a suitable trailer for emergency response equipment.

Action Item: Dave L to contact Krista to run ad in the bulletin.

Action Item: Contact Circle A trailers and review their inventory.

2. Status D Docks Replacement & B Dock Float Replacement (Status: Randy A)

A. D dock status? B dock float replacement plan when D dock complete?

B. Discuss electrical breakers tripping - Who to call? What to do? Who has authorized to reset breakers?

- Are there combination locks on the electrical panels yet?

- **Action Item:** Dock Captains will receive orientation on resetting the breakers. Needs to be done.

- Will the (2) Compliance Offices be points of contact to help? If so, they need training as well.

C. Dock Punch List Items

- **Action Item:** Reinstallation of emergency water hoses to be confirmed in the design specifications, and added to punch list for A, C, & D docks.
- Insure items re-installed on docks:
- Safety Ladders and Frames
- Fire Extinguishers
- Life rings and cabinets
- Emergency water supply hoses and cabinets
- Dock corner rollers have yet to be installed on A and D docks

3. **Emergency Ladders re-using / re-build on new docks** (Status: Rick W)

- A. **Action Item:** Check A & B dock ladders for any structural issues, such as splitting that was found on the C dock ladders during refurbish. Reinforce with screws as needed.
- B. **Action Item:** Check and repair as needed the safety ladders on Guest/Fuel/E Dock and Launch Ramp Dock. Rick W. noticed that bottom rung is missing from Fuel Dock ladder.

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

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

5. **Current Fuel Dispenser & Card Reader Replacement** (Status: Patrick, Randy A, John S, David L)

- **Action Item:** Present new revised estimate and proposal to the BOD to replace the fuel dispenser and card reader. Estimate to include new containment pan and installation costs.

6. **Dock Access Repairs for B/C/D docks** (Status: John S, Rick W, David F)

- **Action Item:** Provide Cost estimate for repairs. Present to the BOD when ready.
- Jesse of Surowiecki Brothers Construction did site inspection, expecting estimate.
- Ashton Engineering did a thorough condition report on the ramps in October 2020, and should be used to guide repairs as needed.

7. **Future Marina Upgrades** – Develop project plan with timeline and estimates (John S & Sub-Group)

Note: BOD approved funding to move forward with procuring estimates and getting engineering support. Dave F: Recommends starting with Anchor QEA for initial planning and permitting scope.

- Bank Reinforcement
- Piling Replacement
- Gang Way Replacement
- Fuel Tank Replacement
- Fuel Dock Replacement
- Future Dredging
- Permits for all the above next 10-15 years

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

- The BOD would like our input on:
 - Updating the Marina Reserve Study
 - Begin laying out the 2025 Marina Budget, have it ready by July?
 - Find tune the 5-7 year Marina budget forecast that Charlie Hall has pulled together.
 - Marina Fees recommendation

A. **Action Item:** Revise & update marina component sheets (Charlie H & Dave L)

B. **Action Item:** Need line items marina actuals for 2023 (who can provide?)

C. **Action Item:** Need Budget Items for 2024 [Reserve and Expenses] (who can provide?)

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

Saturday June 1st 2024. Event activities, Notices & fliers, Signup sheet.

Action Item: Rob to share plan and define what volunteer help is needed?

NEW BUSINESS:

1. Patrick H: Noted that a vacant lot on the North end of the marina, and the owner is planning to moor a large boat at their private dock, creating a potential access restriction on the North side of D dock. This led to a general discussion on the rights of private dock owners and the association.
2. Marina rules have addressed boat lengths. Suggested that we discuss vessel(s) beam and impacts to safe marina navigation. (includes private docks as well)
3. There is a need to move forward to create clear definitions with dock owners and rights and how that relates to the homeowner's association overall. For example, this would allow the homeowners association to enforce Safety and navigation conflicts while avoiding the possibility of costly litigation.

Adjournment Time

Next meeting: May 28, 2024 (note 4th Tuesday of the month)