



BIRCH BAY VILLAGE COMMUNITY CLUB (BBVCC)

Marina Committee Meeting - Agenda

Date/Time: Tuesday, May 28, 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: May 28, 2024** Approved Not Approved
- **APPROVAL OF MINUTES: April 23, 2024** Email Approved Not Approved
- **AUDIENCE PRESENTATIONS**
- ?

OLD BUSINESS

1. Harbor Master Report (Status: Patrick)

A. New Emergency Response Plan.

Action Item: Patrick to update plan from everyone's inputs and submit update.

Action Item: Dave L. Upon approval of the Emergency response plan by the Marina Committee, submit to the B.O.D.

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

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.

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

- Submitted to the BOD, request for a By Law Definition addition/update: **Marina Privileges: As used herein, shall refer to moorage and trailer/boat storage. This does not apply to marina usage.**

C. Spill Response Equipment Storage Options / 6' X 12' Cargo Trailer – **Still Looking!**

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

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?

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

- **Action Item:** Dock Captains, MC, & Compliance officers will receive orientation on resetting the breakers.

- Hands on Training scheduled for Tuesday, 5/28/24 at 1:30 pm. Lead by Partick. Meet in front of the office.

C. Dock Punch List Items

- Reinstallation of emergency water hoses to be confirmed in the design specifications, and added to punch list for A, C, & D docks.

Action Item: Randy A./Patrick to contact B.M.I. to have emergency water supply and hoses replaced on A, C, and D docks.

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. **Replace Fuel Dispenser & Card Reader (BOD Approved)** (Status: Randy A)

- Implementation Status?

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

- Implementation Status?
 - Excavated materials at the bottom of ramps/dock - Complete
 - Repairs to ramps?

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
- John S meeting with Anchor QEA and Wilson Engineering? Status?

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) - Complete

B. **Action Item:** Need line items marina actuals for 2023

C. **Action Item:** Need Budget Items for 2024 [Reserve and Expenses]

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?

10. Marina Rules regarding vessel size and width usage on private docks

Action Item: Patrick, create clear definition that discuss vessel(s) beam and length which impacts safe marina navigation. (includes private docks as well).

NEW BUSINESS:

1.

2.

Adjournment Time

Next meeting: June 25, 2024 (note 4th Tuesday of the month)