



BIRCH BAY VILLAGE COMMUNITY CLUB (BBVCC)

Marina Committee Meeting - Agenda

Date/Time: Tuesday, March 26, 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: March 26, 2024** Approved Not Approved
- **APPROVAL OF MINUTES: February 27, 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?
- B. Establish contact process to notify marina users in an emergency.
- C. Other items
- 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.

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

- A. C dock complete? D dock in work? B dock float replacement plan when D dock complete?
- B. Discuss electrical brakkers tripping - Who to call? What to do? Who has authorized to reset brakkers?

3. Emergency Ladders re-using / re-build on new docks

- A. "D" Dock Ladders Makeover
 - **Action Item:** Rick W / Mike M./ Kevin A. Notify committee with date(s) and time(s) for work party. Rick W has coordinated with Bobby for the required lumber.
- B. **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.

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.
- **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.

5. **Current Fuel Dispenser & Card Reader Replacement** (Status: Patrick, Randy A, John S, David L)
 - **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.
 - **Action Item:** Review options for potential changes / repairs to the current fuel dock infrastructure. Note that Bill Henry from BMI recommended to hold off on any major repairs and just continue to monitor the condition (see 2/27/24 CM Minutes)
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.
 - Note: This is a potential safety issue!
7. **Future Marina Upgrades** – Develop project plan with timeline and cost estimates (Sub-Committee Group)
 - Bank Reinforcement
 - Piling Replacement
 - Gang Way Replacement
 - Fuel Tank Replacement
 - Fuel Dock Replacement
 - Future Dredging
 - Permits for all the above next 10-15 years
 - **Action Item:** Work with David Franklin to see if we can get a consulting firm to assist with development of long-range plan. Requesting BOD approval to solicit an RFP.
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
 - **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. 2nd meeting is scheduled for Monday, April 1 at 1:00 pm. Present intent is to share findings and work with Pacific Crest Reserves, as reserve studies are required by law by a 3rd party.
9. **Committee Operating Guidelines** – All Committee have been asked to provide (Status: David L)
 - Mission Statement
 - Authority for Function (As stated from our bylaws)
 - Operating Guidelines
10. **Vessel Safety Day** (Status: Rob B)
 - A. Saturday June 1st 2024. Need to organize: Event activities, Notices & fliers, Signup sheet.
 - B. Bulletin announcements for April and May. **Action Item:** Submit to Krista before March 15th
 - **Action Item:** Rob to share plan and request volunteers to help with the event

NEW BUSINESS:

- 1.
- 2.

Adjournment Time

Next meeting: April 22, 2024 (note 4th Tuesday of the month)