



BIRCH BAY VILLAGE COMMUNITY CLUB (BBVCC)

Marina Committee Meeting – Minutes

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

Marina Committee Members

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

BBVCC Officers and Staff Present

✓ Randy Ambuehl (BOD Liaison)	✓ David Franklin	✓ Patrick Heaviside

Others

✓ Wade Church		
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AGENDA

- **APPROVAL OF AGENDA: March 26, 2024** **Approved** **Not Approved**
- **APPROVAL OF MINUTES: February 27, 2024** **Email Approved** **Not Approved**

Randy A noted errors in Item #6 of the February Minutes: Randy A was incorrectly referred to as “Randy H”. Also, the BMI project superintendent is Branden Wiefer, not Bill Henry.

MEETING SYNOPSIS / ACTION ITEMS :

- **Action Item:** Committee to check finger stability on new docks.
- Emergency response plan to be reviewed by committee members.
- **Action Item:** Dock captains collect contact information from boat owners and report missing contact cards which are required to be displayed on the vessel.
- **Action Item:** Patrick review definition of marina privileges per Bylaw 11.1. allowing marina privileges to landlords as well as tenants.
- Search for emergency response trailer ongoing
- A,C,D docks replacement should be completed by the end of April.
- Issues with shore power breakers still being addressed.
- Cost for fuel dispenser replacement still being identified and to be presented at the BOD meeting.
- Cost of future marina upgrades being studied and identified by marina sub-committee. BOD has granted permission to submit RFP’s.
- Work is continuing on committee operating guidelines.
- Vessel safety day, June1, 2024.

- Study of private docks owners' rights continues.
- **AUDIENCE PRESENTATIONS**
Rick W: Jack Lanning, expressed concern regarding A dock stability. BMI did provide tilt calculations for B dock. However no calculation were provided for phase 2 (A,C,D docks.)
David F: Possible remedies discussed included possible shimming the piling boxes to create a tighter fit, this could possibly equalize the load between pilings.

Action Item: Committee members to walk the docks and measure tilt per Rick W calculations.

OLD BUSINESS

A. Harbor Master Report (Status: Patrick)

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

A copy of the first draft of the emergency response plan was provided by Patrick.

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

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

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

Tops does not currently offer this contact feature. Possible use of Polara for contacting individuals.

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. Other items

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.

Currently still looking. Possibly run ad in the village bulletin. Talk to contractors working in the village and visit Circle A trailers for other inventory.

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

B. 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?

C Dock is complete. D Dock is scheduled to be completed by the end of April. The runners for A and C dock are completed. Waiting on D Dock to be completed before calling for inspection by the county for all docks.

- B. Discuss electrical breakers tripping - Who to call? What to do? Who has authorized to reset brakers?
Still having issues with breakers tripping. Patrick handed out information on how to reset the breakers. Laminated copies will be placed in dock lockers. Dock electrical panels will be locked with a code limiting access to only those authorized. If breakers trip during business hours, contact Patrick. After hours contact dock captain. Also discussed were the missing emergency water hoses on A, C, and D dock. According to Rick W these hoses were specified for the new docks.

Action Item: Dock captions will receive orientation on resetting the breakers.

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

C. **Dock replacement:** The contract spec for ACD Docks, para 7 states: " DEMOLITION Existing A, C and D docks to be demolished and removed. Materials shall be disposed of at an approved upland facility. **EXCEPT:** Components of these floats to be removed prior to demolition, and re-installed on the new dock include:

- Safety ladder and frames
- Fire Extinguishers
- Life rings and cabinets
- Emergency Water Supply hoses and cabinets.

We went through a lot of trouble with Fire Marshall and BBV manager in 2021 over the issue with the redesignated "Emergency Water Supply Hoses", proving and demonstrating that they were safe to use by "civilians". We do NOT want to give them up now. They MUST be reinstalled on all four docks.

BMI has chosen to provide new fire extinguishers and cabinets, and life ring cabinets. Need to insure they equal or exceed the number and quality of the old ones on all docks. The old extinguishers and life rings should be rescued from the scrap pile and offered to BBV residents (i.e. on private docks).

D. BMI Punch list Item: Dock Corner rollers to be installed on A Dock.

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. Project is complete, except for applying "PULL" stenciled on the ladders. All arches were rebuilt. Ladders were inspected and found to be in good condition.

It was suggested that the instructions on the ladders be changed from "PULL" to "LIFT AND DROP", due to a report that a marina user had fallen in the water and had difficulty activating the ladder. The committee voted that changing the instructions is not necessary.

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.
Work not completed.

C. **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.
Dave F: Summary delayed due to staff shortage with the resignation of Assistant GM Debbie Johnson. Dave has asked Anchor QEA to separate permitting costs between dredging and dock replacement, which totaled approximately \$100,000.
- **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.
See Item #7.

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.
Randy A: It is possible that we can save approximately \$16,000 on equipment costs (\$20,452 vs. approx. \$36,000) by continuing to bill fuel purchases through TOPS instead of switching to a credit card system. This still includes a new card reader.
Labor: Mascott (vendor) has done a site visit and noted that a containment pan is now required under the dispenser, which might cause a clearance issue under the existing shed. A firm labor estimate is pending but is estimated to be around \$30,000. In addition, the card reader will require a hard wired ethernet connection between the card reader and the BBV office. Randy will discuss requirements with Dave F. Costs are expected to be presented for approval at the next BOD meeting.
- **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)
Randy A: Noted that he consulted with Branden Wiefer, Project Superintendent, not Bill Henry. There was no further comment on dock repairs.

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

- Note: This is a potential safety issue!
- **Action Item:** Provide Cost estimate for repairs. Present to the BOD when ready.
 - Ashton Engineering did a thorough condition report on the ramps in October 2020, and should be used to guide repairs needed.
 - Dave F: Jesse of Surowiecki Brothers Construction did a site inspection but has not yet submitted an estimate.
 - John S. will follow up with Jesse at Surowiecki Brothers Construction.

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.

Randy A: The BOD has approved moving forward with procuring estimates for various future projects. The first step is to have a comprehensive understanding of the scope of each project, from permitting to actual work required. Randy strongly suggests we solicit the help of third parties to ensure a complete understanding of each project and validate the scope.

Dave F: Recommends starting with Anchor QEA for initial planning and permitting scope.

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.

Charlie H & Dave L: A work sheet of future costs and upgrades for each component of the marina is being developed. It was noted that we need to know what expenses may be covered by the General Fund or designated as operating expenses rather than Marina Reserves. Dave L would like to complete as many of the work sheets as possible before the next sub-committee meeting.

Still need volunteers to help. Planning to hold April 1 meeting in person.

Charlie H: Feels consulting costs to develop the RFP's should be funded as an operating expense.

Action Item: Dave F will provide tax depreciation schedules for marina assets to have an idea of historical costs.

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

No new information. Next meeting scheduled for 3/27.

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

Rob B: Flyer has been submitted to Krista for the April bulletin.

Fire extinguisher checks will not be available.

Food truck is being considered; Krista is looking into this.

Need volunteers for several different stations being planned (Flares, knot tying, swap meet, etc.).

There has been a concern by some marina users that scheduling the safety day in June is too late of a date to be doing safety check. Rob B noted that the Coast Guard Auxiliary is available any time by request.

NEW BUSINESS:

1. Patrick H: Expressed appreciation for the volunteers that have helped with the dock replacement.
2. 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.
3. Marina rules have addressed boat lengths. Suggested that we discuss vessel(s) beam and impacts to safe marina navigation. (includes private docks as well)
4. 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 4:00pm

Next meeting: April 23, 2024 (note 4th Tuesday of the month)