



BIRCH BAY VILLAGE COMMUNITY CLUB (BBVCC)

Marina Committee Meeting – Minutes

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

Marina Committee Members

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

BBVCC Officers and Staff Present

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

Others

✓ Wade Church	✓ Llew Johnson	✓ Bryan Vanderyacht
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AGENDA

- APPROVAL OF AGENDA: April 23, 2024
- APPROVAL OF MINUTES: March 26, 2024

Approved Not Approved
 Email Approved Not Approved

MEETING SYNOPSIS / ACTION ITEMS :

- Emergency response plan 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: definition of marina privileges per Bylaw 11.1. reviewed allowing marina privileges to landlords as well as tenants by Marina Committee. Submit to B.O.D.
- Search for emergency response trailer ongoing
- D dock replacement should be completed by the end of April.
- Issues with shore power breakers still being addressed.
- Emergency water hoses to be replaced on A, C. and D dock by BMI, Per Contract Specification.
- Fuel dispenser replacement approved by B.O.D.
- 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, June 1, 2024.
- Study of private docks owners' rights continues.

- **AUDIENCE PRESENTATIONS**

Llew Johnson: Brought up 2 concerns to the committee and harbor master. 1. Boat owners insurance. If vessels are considered not seaworthy, insurance would void. (Per Foremost insurance). 2. He voiced his concern about private slips being advertised in the monthly bulletin. He was advised by the harbor master there are no rules concerning private docks. **Kevin A.** advised the marina committee he will be on a leave of absence from the marina committee due to Alaska trip.

OLD BUSINESS

A. 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 ?

Draft of the emergency plan was reviewed by marina committee members. Kevin A. provided corrections to the plan. Corrections and clarifications discussed by the committee. Patrick will make revisions to the plan and submit at next meeting.

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

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

Patrick submitted proposed definition for Marina Privileges. 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.**

Action Item: Patrick to submit definition to B.O.D.

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.

Search continues for a suitable trailer.

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

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

Patrick. D dock close to being completed. Waiting on fire marshal approval to move boats back to D dock. Patrick was unsure when the floats will be replaced on B dock.

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.

Training on going with dock captains. New Security Officer Ron, who works primarily weekends has been trained on the electrical breakers.

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

Emergency water hoses: Rick W. advised the hoses are in the specs to be replaced. John S. made a motion to have the Emergency water hoses reinstalled. The motion was seconded. The committee voted to have the Emergency water hoses to be reinstalled.

Action Item: Randy A. to contact B.M.I. to have hoses replaced on A, C, 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.

Rick W. advised just a few minor repairs need to be done. He will complete the minor repairs.

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.

Dave L. advised David F. was still in the process of compiling a summary of costs related to the dredging project.

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.

Randy A. related the B.O.D. approved the funding for the new fuel card reader and dispenser. He related it would hopefully be installed by the next month or two. Total cost for the project is \$46,233.15.

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.

John S. Temporary repairs for the ramps were approved by the B.O.D. Repairs will include excavating material at the bottom of the ramps. In May repairs will be made to the base and mid sections of the ramps. No bank reinforcement will be done. Cost of the project is \$13,708.80.

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

Dave L. B.O.D. approved funding for engineering support for future upgrades to the marina. Per John S., a meeting with Anchor QEA was held last week. They will be submitting a proposal for the requested repairs. John S. also related he was meeting with Wilson Engineering Thursday to discuss repairs and he will request they also submit a proposal for repairs.

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?)

Dave L. reported the Financial summary of Marina is 99% done. Charlie H. and Dave L. will revise and update component sheets. David F. working on marina actuals.

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?

Rob B. Docks will be open from 11:00 to 15:00 hours. Still need volunteers for set up and ring toss. The event will include Burrito King food truck. There will be a ribbon cutting at 11:30 for the completed new docks. Still looking for anyone who would like to open up their vessels for people to view.

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.

Discussion continues on marina rules regarding vessel size and width the use of the 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).

Rick W. discussed prior stability tests conducted on A and B docks. B dock being more stable. He related the docks should become more stable with the growth of marine life on the new docks.

Adjournment Time: 3:36 pm

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