



BIRCH BAY VILLAGE COMMUNITY CLUB (BBVCC)

Marina Committee Meeting - Agenda

Date/Time: Tuesday, September 24, 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: September 24, 2024** Approved Not Approved
- **APPROVAL OF MINUTES: August 27, 2024** Email Approved Not Approved
- **AUDIENCE PRESENTATIONS**
 - Tony Perucca – BBV Resident looking for moorage opportunity for his Catamaran. 43' Long with a 24' Beam. Do we have a safe spot that will not cause a navigation hazard?

OLD BUSINESS

1. **Harbor Master Report (Status: Patrick)**
 - New Emergency Response Plan.
 - Boater's Contact Information on Vessel (Per marina Rules) / Sun fades data cards quickly. Testing is currently in process to determine if waterproof/UV resistant paper works better.
 - Spill Response Equipment Storage Options / 6' X 12' Cargo Trailer – **Still Looking!**
 - **New Action Item:** We need marina user data/numbers by revenue category. Annual moorage, monthly moorage, trailer storage, marina usage fee, etc. Used for budgeting purposes and to support project to determine 4 to 5 year direction of marina fees. Also board members have requested. Data is available from our billing system, I assume, Patrick has said it is just hard to extract into discreet user numbers. We need to figure out how to do it, report this data quarterly, including waiting list by vessel size and annual or monthly need.
2. **Status B Dock Float Replacement (Status: Patrick/Randy A)**
 - ECD end of July or into August. Please validate plan and need for any boats to move?
3. **Reinstallation of emergency water hoses on A, C, & D docks. (Status: Patrick/Randy A)**

BOD approved. The hose hangers are here, and the cabinets are currently in production. Install TBD.

Action Item: Fire Marshal gave verbal approval, Dave Owen to follow up with FM for letter? (Pending)
4. **Fuel Dispenser & Card Reader Report (Status: Patrick)**
 - Has there been issues with pump performance? (watch item: air pocket, faulty sensor, other?)
 - Install Wi-Fi data collection system? (held until the end of crab season)
5. **Dock Access Ramps Repairs for B/C/D docks (BOD Approved) (Status: John S, Rick W, David F)**
 - There are two piles on D dock that had cuts taken out of them.
 - Dock Access Ramps
 - All (4) docks (A, B, C, D) Ramp to dock locations grounding out during low tide. Evaluating corrective actions? One suggestion is adding a hinge to help with this issue. Getting BMI suggestions and cost impacts. BMI will be here next week to evaluate, should have a report for the MC mtg.
6. **Future Marina Upgrades – Develop project plan, timeline and estimates (Status: John S & Sub-Group)**

Note: The Board has approved Anchor QEA's proposal to get us a comprehensive list of all the repairs that need to be completed including but not limited to permitting, shoreline exemption, hydraulic to clamshell dredging, all testing, etc. This will help us move forward with all future projects. This process is going to take 2-3 years to figure out what we are actually planning on doing. **See Attached Document**

- 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

- **Action Item:** Requested to provide a moorage cost comparison with marina's similar to ours and provide a plan for future fee targets. Volunteers for subcommittee.
- Review second quarter financial report, expectations for rest of year.

9. Boat/Trailer Parking Lot Project – Work to start 9/23/24 for about 5 days

- Boat/Trailer Parking spots to be painted, #numbered, then assigned (reconfiguration??)
- May need to replace the two parking signs to support the new Boat/Trailer parking plan

10. Tract “C” Reserve Expense – Board comments? Patrick's proposal to change the definition of the Marina? Inputs for legal? See Attached Document

- GM has update on what we can and cannot do with fees related to the 12 private dock owners.

11. Marina Committee Chairman Opening – Need Volunteer? David Luton's last meeting is November. Terms of other members?

- What is the approval process for anyone who volunteers?
 - The MC votes and it's done.
 - Notifying the board of who the new Committee chair is.
 - Contact Krista and update the Committee name & position information for the monthly Bulletin.
 - We should update our scribe position. Justine Brooks is currently supporting.

12. Navigation Letter to “Big Boat: owners.

- Owner of Private Dock may be getting a vessel that is 14' wide. His private moorage location would be a navigational hazard to other marina users. The GM and Board will evaluate and determine appropriate action.

13. Finish Marina Rules Rewrite – Need volunteer(s) to finish the Marina Rules Rewrite. Llew Johnson was our committee focal that led this project. Needs to be completed! Patrick has some update suggestions, there have been other rule updates that were approved by the BOD that will need to be included in this version. Requires final committee review before presenting to the BOD for their review and approval.

NEW BUSINESS:

- 1.
- 2.

Adjournment Time :

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

Parking Lot Items:

- **Bylaw Revision:** add to definitions: **Marina Privileges: As used herein, shall refer to moorage and trailer/boat storage. This does not apply to marina usage.**
 - BOD to address at the next Annual General Meeting for membership vote.