



BIRCH BAY VILLAGE COMMUNITY CLUB (BBVCC)

Marina Committee Meeting - Agenda

Date/Time: Tuesday, November 26, 2024 2:00 pm PDT

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: November 26, 2024** Approved Not Approved
- **APPROVAL OF MINUTES: October 22, 2024** Email Approved Not Approved
- **AUDIENCE PRESENTATIONS**
 - Results from Board Meeting?

OLD BUSINESS

1. Harbor Master Report

- **New Emergency Response Plan.** (Status: Patrick and David Franklin)
The new emergency response plan went to the Board, they asked that it go to the Safety and Security Committee for review. Safety and Security reviewed and has recommendation for changes.
Action Item: Patrick to continue working with Erica Owens (also Bellingham Firefighter) on recommendations. Items to include; different scenarios for training, Fire hydrant locations, pipe stand locations, and others. When ready, plan revisions and recommended physical changes will need to be shared with the BOD. [David F. to contact Bruce Ansel re: report on drills.](#)
- **Fuel Dispenser & Card Reader Report**
 - Install Wi-Fi data collection system? (held until the end of crab season) NW Tech will install.
[Status of electrical panel repair work order.](#)
- **Spill Response Equipment Storage**
 - Cargo trailer has been acquired.
Action Item: [Need volunteers to set up the trailer and make ready for use.](#)
- **Post Dredging - Action Item:** Request that Patrick post a legible copy of the 2024 post dredging channel survey on the BBVCC site and on each dock notice board. A different solution for this information is required to simplify posting for others to see. [David F. to talk to Wilson Engineering regarding suggestions/solutions during harbor survey.](#)
- **Marina Data/Numbers by Revenue Category - Action Item:** We need marina values for annual moorage, monthly moorage, trailer storage, marina usage fee, etc. Used for budgeting purposes and to support projects to determine 4-to-5-year direction of marina fees. Also, board members have requested. Data is available from our billing system, 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. [Update.](#)

2. **Status B Dock Float Replacement** (Status: Patrick/Randy A/David F)
 - ECD end of July or into August. Please validate plan and need for any boats to move?
 - Action Item:** Patrick to contact Derick (BMI) for timeline & status.

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.

Action Item: Fire Marshal gave verbal approval, Dave Owen was to follow up with FM for letter? David F. to request letter from Fire Marshal.

4. **Dock Access Ramps Repairs for B/C/D docks (BOD Approved)** (Status: Patrick, David F)
 - There are two piles on D dock that had cuts taken out of them.

Action Item: See MC minutes for 9/24/24 for detail. On hold at this point.
 - Dock Access Ramps

Action Item: Maintenance to repair loose boards, loose handrails and insure overall safe to use. Roofing material installed edges of gangways. Status of other repairs?
 - All (4) docks (A, B, C, D) first section of dock (gangway contact section) 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. David Franklin to update.

5. **Future Marina Upgrades – Develop project plan, timeline and estimates** (Status: John S & Sub-Group, David F.)

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.

 - Bank Reinforcement
 - Piling Replacement
 - Gang Way Replacement
 - Fuel Tank Replacement
 - Fuel Dock Replacement
 - Future Dredging
 - Permits for all the above next 10-15 years

Anchor QEA contract approved. Wilson Engineering to perform harbor survey. David Franklin, John Stone to update both contracts, timeline for harbor survey.

6. **Launch Ramp Repairs – Discuss need, timing and cost estimate for repairs?** Note: The reserve fund analysis projects total replacement of the concrete ramp in 2029, estimated cost in 2029 dollars of \$62,000. Need interim repair. David F. or Randy A. to seek solutions from Anchor QEA and BMI?

7. **Financial summary of Marina Funds** (Status: Charlie)
 - **Action Item:** Marina rate comparison project subcommittee update.
 - **Action Item:** Review October and YTD quarter operating results

8. **Boat/Trailer Parking Lot Project** (Status: Patrick)
 - Issue with and solution for numbers washing or worn away?

9. **Navigation Letter** - 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.

David Franklin has discussed with owner who understands navigation issue. [Legal opinion still pending on BBV authority over private docks and marina rules and regulations.](#)

NEW BUSINESS:

1. [MC members terms. MC member and dock captains commitment to 2025.](#)
- 2.

Adjournment Time :

Next meeting: January 27, 2025 (note 4th Tuesday of the month) 2:00 pm PDT

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.