BIRCH BAY VILLAGE COMMUNITY CLUB (BBVCC)

Marina Committee Meeting - Agenda

Date/Time: Tuesday, October 28, 2025 2:00 pm PDT
Location: Maintenance Conference Room & ZOOM Meeting
Zoom Info: Meeting ID: 88586569122 Password: 8055
Phone In call only: 1-253-215-8782

AGENDA

- **APPROVAL OF AGENDA: October 28, 2025** **Approved ☐ Not Approved ☐**
- **APPROVAL OF MINUTES: September 23, 2025** **Email Approved ☒ Not Approved ☐**
- **AUDIENCE PRESENTATION**

- **RESULTS FROM BOARD MEETING**
  TBD

OLD BUSINESS

1. **Shore Power GFI Modification** . (Status: Patrick and Randy)
   Background: See previous agendas and minutes for more extensive background on these issues.

   Monitoring of tripped GFI circuits.

2. **Future Marina Upgrades –** Develop project plan, timeline and cost estimates (Status: John S., Scott T. and David F.)
   Background: The Board has approved a scope of work agreement with Anchor QEA in the amount of approximately $210,000. The agreement for consulting and support services will occur over the next 2-3 years and will address harbor bank reinforcement, piling replacement, ramp and gang way replacement, fuel dock and fuel tank replacement, entry channel and harbor basin dredging, marina dock grounding, launch ramp replacement and related permits and testing. Wilson Engineering has completed a channel and harbor bathymetric survey; initial permit applications have been submitted to Anchor QEA for review and completion and the boat ramp replacement permit application has been submitted to the appropriate agencies. Initial and revised project cost estimates have been provided by Anchor QEA but further review, analysis and discussion with Anchor QEA is required. See previous agendas and minutes for a more extensive background.

   Update progress on Anchor QEA contract and status of permit applications.
   Launch ramp replacement design and permit status.
   Eel grass survey status if schedule change from late in June to October 2025 window.
   Review of Anchor QEA cost estimates and progress on reducing mitigation costs.

3. **Financial Items** (Status: Charlie, David)

   2026 Marina Reserve Fund Balance Analysis.
   YTD marina financials results.
   Private dock annual marina/harbor fees status.

4. **Marina vacancies.** (Status: Patrick)
   Background: See previous agendas and minutes for more extensive background on vacancies and suggestions for filling vacancies

   Patrick to update on moorage occupancy, additional annual tenants.

5. **Marina Rules & Regulations rewrite**. (Status: Scott Tobiason)
   Background: At several MC meetings this year a review of the Marina Rules & Regulations was performed with proposed changes provided by BBVCC staff, MC members and guests. The resulting draft versions are being consolidated with key changes summarized to facilitate the review, approval and incorporation into a new version that will eventually be presented to the Board for approval. See previous agendas and minutes for a more extensive background.

   Discuss status of revised draft from subcommittee.

6. **Dock Captain Boxes.** (Status: Kevin)
   Dock Captain boxes need to be refurbished or replaced and re-supplied including extra life vests.

   Discussion of Kevin's final project proposal.

7. **Boat Wash-down Area Paving.** (Status: Mike)

   Discussion of project status.

8. **Eco Grating Panels on Community Dock Ramps.** (Status: Patrick)

   Status of replacement of wood ramp on C dock.

9. **Tabled Items (items temporarily closed for MC discussion but may re-occur for discussion)**.
   Fuel dock electrical panel repairs.
   Whatcom County Fire Department recommendations regarding relocating dock standpipes and fire hydrants pending feasibility and cost review.
   Marina Committee Mission Statement.
   Vessel Safety Day

NEW BUSINESS:

1. New chairperson for 2026.

Adjournment Time :

Next meeting: November 25, 2025 (note 4th Tuesday of the month) 2:00 pm PDT.