BIRCH BAY VILLAGE COMMUNITY CLUB (BBVCC)

Marina Committee Meeting - Agenda

Date/Time: Tuesday, May 27, 2025 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: May 27, 2025** **Approved ☐ Not Approved ☐**
- **APPROVAL OF MINUTES: April 22, 2025** **Email Approved ☒ Not Approved ☐**
- **AUDIENCE PRESENTATION**

- **RESULTS FROM BOARD MEETING**
  TBD

OLD BUSINESS

1. **Harbor Master Report**
   - **New Emergency Response Plan**. (Status: Patrick)
     Background: The Marina Emergency Response Plan has been reviewed, and approved by the WFD, MC, Safety and Security committee and the Board of Directors. Per the plan, a dock safety program needs to be developed and implemented through annual meetings with marina tenants, scheduled before the start of boating season.

     Comment on Power Point dock safety program presented in May 2025.

     WFD possession of knox boxe keys?

     Status B Dock Float Replacement (Status: Patrick/Randy)
     Background: We have been waiting since July/August 2024 after completion of A, C & D docks. Punch list given to BMI that includes items for new A, C & D docks. At 2/25/25 MC meeting, Patrick stated BMI will start approximately 2/26/25, complete punch list first then B dock tub replacement. Punch list for A, C & D docks completed in March.

     BMI to complete B dock, warped bull rails and tub replacement in April, comments on completion

2. **Shore Power GFI Modification** . (Status: Randy)
   Marine Electrical Equipment proposed a modification to the "trip time" settings at the main panels. This should eliminate about 50% of the panel trip issues. Randy noted that incorrect grounding in the vessel is a common source of tripping issues. This issue affects A, B, C & D docks. All affected circuits need to be set to 1000 milliseconds (1 second). Who pays estimated cost of $6,000 for all 20 ground fault modules to be determined. We still have approximately $175,000 in retainage due BMI for possible "leverage".

   Randy Ambuehl remains in contact with BMI and Marine Electrical Equipment regarding issue.

3. **Future Marina Upgrades –** Develop project plan, timeline and estimates (Status: John S & Sub-Group, David F.)
   Background: 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
   - A, B, C & D Dock Grounding
   - Launch Ramp Repairs/Replacement
   - Permits for all the above next 10-15 years

   Anchor QEA contract approved. Wilson Engineering has performed harbor survey. Anchor QEA has prepared a comprehensive "permitting matrix" for all upcoming projects. Anchor QEA and BBVCC team to meet with permitting agencies on 3/28/25. Board has approved Authorization for Expenditure in the amount of approximately $210,000 to Anchor QEA regarding work to be performed under their Scope of Work Agreement (subject to legal review). Copy of summary documents sent to all MC members.

   Update progress on Anchor QEA agreement.
   Update status of temporary repairs to boat launch ramp.

4. **Financial Items** (Status: Charlie)

   2026 Proposed Marina Budget – discuss, approve if completed.
   2026 Marina Reserve Study – discuss
   YTD marina financials results – see Q1-'25 in 2026 proposed budget.

5. **Marina vacancies.** (Status: Charlie, Patrick)
   Background: Various Marina Configuration maps showing vacancies and discussion documents have been presented. See prior month meeting agendas for attachments. MC members were to develop suggestions for filling vacancies. Suggestions were:
   Allow monthly or quarterly billings and reduce carrying charge. Board approved this suggestion in February 2025.
   Reduce rates for inside slips (this may require credit to those already paid for inside slip). See below.
   Allow non-residents access to full fingers (up to ½ open fingers) for summer months, 3-4 months. It was deemed nothing needs to be done about non-resident moorage at this time.
   Allow fingers on C & D docks to be used for partial slips if needed and open. See below.

   MC approved discount pricing of $9 per foot per month inside slip, $11 per foot per month outside slip (both two month minimum) plus crab season special of $350 flat fee for August thru September for boats under 20 ft. LOA. C & D dock fingers will be used for slip assignments if needed. Submitted to Board, reviewed and approve at 4/17/25 meeting.

   Patrick to update on moorage occupancy, additional annual tenants (actual & potential), monthly moorage tenants for summer season.

6. **Vessel Safety Day.** (Status: Kevin)
   Kevin has presented proposed schedule of events. Date was changed to Sunday 6/8/25 due to conflict with Puget Sound shrimp opening.

   Kevin to update status of resident sign up for Coast Guard safety inspection, volunteer event assignment.

7. **Marina Rules & Regulations rewrite**. (Status: Charlie)
   Dave Owen and Randy Ambuehl reviewed and made changes to revised document, then incorporated suggested changes from Patrick and David Franklin. The updated draft was distributed to MC members and others in April. At the 4/22/25 MC meeting it was agreed to use a copy of the updated draft with comments by Llew Johnson as a control document and MC members would provide edits and comments within 3 weeks after distribution of said control document by Justine.

   Discuss status of revised draft after MC input.

8. **Dock Space for Human Powered Small Craft**. (Status: Patrick)

   Update on new tenants, areas for moorage. Close out item?

9. **Recycling Notification on Docks**. (Status: ?????)

   Recycling signs posted? Close out item?

10. **Tabled Items (items 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.

NEW BUSINESS:

Adjournment Time :

Next meeting: June 24, 2025 (note 4th Tuesday of the month) 2:00 pm PDT.