



# BIRCH BAY VILLAGE COMMUNITY CLUB (BBVCC)

## Marina Committee Meeting – Minutes

**Date/Time:** Tuesday, November 25, 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

### **Marina Committee Members:**

Charlie Hall, Chair, Kevin Anthony (Zoom), Bryan Vanderyacht (Zoom), Rick Whitaker, John Stone (Zoom), and Scott Tobiason (Zoom)

**Absent:** Mike Moriarty

### **BBVCC Officers and Staff:**

Randy Ambuehl (Board Liaison) (Zoom), David Franklin (General Manager), Patrick Heaviside (Harbormaster) and Justine Brooks (Executive Secretary)

### **Others:**

Wade Church (Zoom)

## AGENDA

- **APPROVAL OF AGENDA: November 25, 2025** Approved  Not Approved   
 Motion to approve.  
 Motion by: Rick Whitaker                      Seconded by: Charlie Hall                      Unanimously Approved
  
- **APPROVAL OF MINUTES: October 28, 2025** Email Approved  Not Approved   
 Motion to approve.  
 Motion by: Rick Whitaker                      Seconded by: Scott Tobiason                      Unanimously Approved
  
- **AUDIENCE PRESENTATION**  
 No members wished to speak.
  
- **RESULTS FROM BOARD MEETING**  
 The Board approved the October 28<sup>th</sup> minutes. The request for GFR circuit replacement for \$6,000 was reduced to \$3,534 and Board approved. The Board is requesting the Committee to review and increase the boat/trailer storage fee by about \$25.
  
- 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.](#)  
 The Board approved the funding for the GFR replacements. We are ordering the replacements from Marine/?? and working with Elite Electric to have them o the replacement. Once we get the replacement GFR’s we will schedule with Elite Electric to proceed with the work.
  
- 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.](#)

We had an engineer come out about a month ago to look and are sending an RFP out soon if it has not happened already. The RFP will go out to a couple different companies. We are working on putting documents together for that and hoping to have work start in Spring of 2026.

Scott is to follow up with David Franklin on the cost estimates from Anchor QEA to see if they have made the revisions that we have requested or to see what we can do.

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

[YTD marina financials results.](#)

Charlie reviewed the Financials. It was reported that there are some numbers with in the current financial report that do not make sense and that is due to some accounting errors that were made and we are working with our current bookkeeper Jonah to get those fixed.

The Committee discussed a possibility of utilizing a 6 month moorage as it would benefit the members and the HOA and would have a minimal impact on what we are currently doing. The Committee would like to discuss this further with the budgeting process for 2027.

Along with the 2027 budget process the Committee would like to look at the motive behind the rates and revenue. They also discussed the fee schedule and asked David Franklin to make some changes so that the marina rules and regulations match with the fee schedule so it is less confusing to members. This change will also affect the chart of accounts as they would need to match those changes.

### 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.](#)

Patrick provided that there are currently 43 open spaces. 13 on A with one full 53 foot finger and all others being inside slips, 13 open on B with \_\_32 foot spots and only 1 outside slip, 8 open on C with one 62 foot finger – should not have an issue with filling this spot – all others are inside slips, on D dock there are 9 openings with one 56 foot slip and one 58 foot slip available.

This is what it is going to look like in 2026. Currently there is a decrease in home sales in the Village but we do have approximately 30 homes for sale, there should be more interest especially with the advertising that we could do.

### 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.](#)

Scott reviewed the changes to Marina Rules and noted that these are not ready for members outside the committee to review at this point. Scott explained the changes and asked some clarifying questions. There will be revisions to accommodate the rules regarding hot work, portable cooking elements, and affixed cooking elements. Patrick and Scott will work on that together in the next week or so.

There was a discussion regarding the Bylaws, 64.90 and how those could affect the marina privileges and how currently the Bylaws prevail. They discussed specific sections of the rules that there needed to be clarification on, including sections 4.12 Key Fobs, 4.5.2 Moorage fees and semi annual moorage needs to be removed as it is not an option, 4.3.5/4.3.9 beam width and safety concerns with multihull were discussed, 7.2.2 Storage use and restrictions needs to remove any information about a boat heater.

Patrick to add name to the emergency contact cards as they currently do not have name on them in section 3.14. The committee decided to remove section 4.3.9 all together at this time. Majority of these rules are to meet the fire code and state regulations.

**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.](#)

There is currently not much to report. We are still looking for supplies and Kevin will put something into the next bulletin and David Fralins weekly email.

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

[Discussion of project status.](#)

Mike was not available to give an update.

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

[Status of replacement of wood ramp on C dock.](#)

We are currently waiting on feedback from C dock users and to see how it does during the icy season. This is something that we can fit into the budget for 2026. We also want to know how it handles in a low tide.

**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

Private Dock Fees

**NEW BUSINESS:**

**1. New chairperson for 2026.**

There were not members willing to take the Chair position from Charlie. Charlie will continue but will need assistance during the times that he is traveling this next year.

**2. Boat and Trailer Storage Fees.**

The Board asked the Committee to increase the boat/trailer storage fee by approximately \$25. The committee discussed and they proposed to increase it to \$384 which is a \$24 increase.

Motion: increase the boat/trailer storage to \$384 for 2026

Motion by: John Stone    Seconded by: Scott Tobiason    Approved unanimously

**3. December 23, 2025 MC meeting?**

The December meeting is cancelled and there will be a January meeting where the committee will discuss the changes to the rules and regulations. During the next month-2 months the committee needs to review the changes to be prepared for the January meeting.

This meeting is the last meeting for Rick Whitaker on the Marina Committee we thank him for his time and effort that he has put in for the pass years.

**Adjournment Time: 4:17 pm**

Motion to adjourn.

Motion by: Rick Whitaker      Seconded by: Kevin Anthony

Unanimously approved

**Next meeting:** January 27, 2026 (note 4<sup>th</sup> Tuesday of the month) 2:00 pm PDT.