



BIRCH BAY VILLAGE COMMUNITY CLUB (BBVCC)

Marina Committee Meeting – Minutes

Date/Time: Tuesday, February 24, 2026, 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 (Zoom), Kevin Anthony, Bryan Vanderyacht (Zoom), John Stone (Zoom), and Scott Tobiason

Absent: Mike Moriarty

BBVCC Officers and Staff:

David Franklin (General Manager) (Zoom), Patrick Heaviside (Harbormaster) and Justine Brooks (Assistant General Manager)

Others:

Wade Church and Ted Wiegert

- **APPROVAL OF AGENDA: February 24, 2026** Approved Not Approved
Motion to approve.
Motion by: Kevin Anthony Seconded by: Bryan Vanderyacht Unanimously Approved

- **APPROVAL OF MINUTES: January 27, 2026** Email Approved Not Approved
Motion to approve.
Motion by: Kevin Anthony Seconded by: Bryan Vanderyacht Unanimously Approved

● **AUDIENCE PRESENTATION**

Wade Church – candidate for open Marina Committee position -Wade is a retired 20-year BBV resident with extensive boating experience and a background in contract negotiations, specifications and management in the petroleum industry. He lives about half the year in BBV and recently completed serving as Commodore of the Bellingham Wheel and Keel Yacht Club. Wade emphasized his commitment to participating via Zoom when he is away.

Ted Wiegert – candidate for open Marina Committee position – Ted, a four-year BBV resident, also with extensive boating experience, and a background in financial services and construction including docks. He expressed interest in becoming more active in the community through the committee. The Chair noted that the Committee will vote on the applicants later in the meeting.

● **RESULTS FROM BOARD MEETING**

The Board approved the MC minutes from the 1/27/26 meeting.

HARBORMASTER REPORT

Update on marina operations: moorage occupancy, rules compliance, new issues, suggested topics for MC discussion, etc., and current project updates.

The Harbormaster (HM) reported unchanged moorage vacancy with 12 on A, 15 on B, 8 on C and 8 on D dock.

The Harbormaster reported on the complex cases with the pending removal of 2 boats from the marina. The “Su Sez” should be leaving the marina by March 6th (sunken and recovered boat on C dock). Removal of the boat on D dock requires additional steps including a release of interest form from the owner (who is current with moorage payment). The Committee discussed the general process and State

regulations for removing boats from the marina. The two subject boats are a good test case to review and document the process steps for removing boats from the marina per the Marina Rules & Regulations.

1. Shore power GFI modification – installation status of three (3) remaining modules.
The HM explained that we are still waiting for the new replacement modules and the additional four (4) we purchased for spares.
2. Draft of amendment to Marina Rules & Regulations (Dec 2024) regarding requests for a variance of the current 15 ft maximum width (beam) limitation (proposed draft circulated for MC review on February 12th).
The Committee discussed the proposed variance language and the challenges of managing different horseshoe widths and boat dimensions. The Committee agreed to keep the current 50% rule that is intended to prevent any boat in a horseshoe from encroaching on its neighbor. The potential variance options for length were also discussed but left for future consideration. The Committee also discussed the need to manage gaps between boats in the same horseshoe.

Scott will update the draft proposed variance amendment to reflect new language of the motion below and circulate it for MC review. The Chair emphasized the importance of committee members providing feedback to Scott by March 6th. Final review and approval of the process by the MC is scheduled for the meeting to be held on 3/24/26.

Motion to: Approve the following wording to be added to 4.3.4 of the current Marina Rules and Regulations (version 25 dated 12/19/24):

An existing or prospective Marina Member may request a variance for Community Dock moorage of a vessel that exceeds the maximum width limitation up to seventeen (17) feet. Any variance is subject to Harbormaster, General Manager, and Marina Committee review, approval, and appropriate slip availability. If a variance is granted the vessel must comply with all other requirements of the Marina Rules and Regulations.

Motion by: John Stone **Seconded by:** Scott Tobiason **Unanimously Approved**

OLD BUSINESS

1. **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, vendor RFP's.](#)

The Assistant General Manager (AGM) noted that the Board of Directors awarded the engineering contract for the boat ramp design to ProHNS. Of the four respondents, ProHNS had the best pricing, the most efficient design approach and overall best response to the RFP .

[Eel grass survey status – June 2026 schedule.](#)

[Marina entrance channel dredging project update \(12/2025 meeting with Anchor\)](#)

[Review of Anchor QEA cost estimates and progress on reducing mitigation costs.](#)

The AGM provided that BBVCC is working with landscapers for ideas regarding bank stabilization at Lighthouse Park and along the fuel/guest docks. Matia Contractors provided information for a vegetated approach called “Flex MSE”, which the Committee discussed. We are still awaiting input from Anchor on bank stabilization alternatives and updates to other project scope, schedule and cost estimates.

2. Financial Items (Status: Charlie, David)

[January 2026 Marina financials results.](#) – Not ready for review.

[Marina fee subcommittee status.](#)

The Chair asked the members of the Committee to provide proposals to him for the subcommittee. The HM suggested a new six-month moorage option primarily for smaller boat users who generally launch at the beginning of boating season but only lease for a few months (the 2-month minimum is typical). Suggested pricing for a 32’ slip is as follows:

	ANNUAL	SIX MONTHS	MONTHLY
	\$5.17’mo (\$62) (outside)	\$8’mo (outside)	\$11’mo (outside)
	\$4.58’mo (\$55) (inside)	\$6’mo (inside)	\$9’mo (inside)
32’	\$1984/\$1760	\$256mo (\$1536)/\$192mo (\$1152)	\$352mo/\$288mo

There are new tenants and existing tenants that may elect launch only or monthly moorage for the two-month minimum. A 6-month option would add an additional four months of revenue versus the typical monthly moorage term of two months. It could be helpful for people who have purchased a new boat while still in possession of an old boat. If successful, this might be a good potential future option to attract non-residents to store boats in the winter months (hot berthing) without sacrificing slips for members during peak boating season. However, with the option of a six-month commitment there would be no guarantee of the same slip assignment in the following year.

One of the goals of the marina fee sub-committee is to increase utilization of the community docks with a positive impact on revenue. It was suggested that the HM poll various marina users that are not annual moorage tenants for feedback on moorage options other than monthly or 12 months. The Chair asked the MC members to forward any suggestions and ideas to him for the subcommittee to consider.

3. Marina Rules & Regulations rewrite. (Status: Scott)

Background: During the past year the Marina Rules & Regulations (MR&R) have been undergoing review with proposed changes provided by BBVCC staff, MC members and guests. The early draft versions were consolidated with key changes summarized for subsequent review, further input, 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.

[Status of revised draft from subcommittee.](#)

The Committee discussed and resolved the remaining items in the final review draft MR&R that Scott sent to the MC Feb 13th. These were mostly related to clarifying some fines and ultimate consequences for non-compliance. Additional input from the HM and AGM included 1) an added first-time fine of \$200 for delinquent insurance (then \$25/day per existing schedule) and 2) increased minimum liability insurance from \$300K to \$500K for new applicants and existing tenants for 2027 (this phase in should be confirmed). Input was incorporated in the working final draft which will be circulated for MC final confirmation before sending to the BOD for review. Justine will determine if and when public review of eventual final revised MR&R is necessary. Other remaining items include 1) deciding whether fine amounts will be published only in the MR&R or only posted on the website

like the schedule of fees; and 2) deciding consistent names for fees between the MR&R, annual fee schedule and accounting software.

4. Dock Captain Boxes. (Status: Kevin)

Dock Captain boxes need to be refurbished or replaced and re-supplied including extra life vests.

[Discussion of project status.](#)

Kevin has completed an inventory of the four Dock Captain boxes. He will send a list of what is still needed to the Committee members. The estimated cost of what is still needed is approximately \$2,200.

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

[Discussion of project status.](#)

This project is to be scheduled with the Road Paving later this year.

6. Vessel Safety Day 2026 (Status: Kevin, Charlie)

[Discussion of project status and date selection.](#)

Kevin provided an update and noted that he would need some help to plan the event as he will be gone in May. The event is scheduled for June 6th, which should not be affected by the shrimp opener which is usually over the last weekend of May. Activities for the event were discussed; it was noted that in past years there has been little to no participation in some of the activities. The committee discussed other activities and the possibility of awarding prizes. It was suggested that we ask West Marine and LFS to donate a gift card or something for the event. Other suggestions to expand the event to help get non-boaters to the marina included involving other BBVCC committees, holding an open house for the docks/marina, live music, food trucks, an outdoor movie, etc. It was also suggested to rename the event along the lines of “Marina Open House Day” or “Marina Celebration Day” to attract the community at large.

7. 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.

Private Dock Fees

NEW BUSINESS:

1. Dock Captain Responsibilities

The Dock Captain’s responsibilities document was briefly discussed. The current version of the document was sent to the Dock Captains. The HM will distribute to the MC members for their review

2. MC membership applicants.

The Committee discussed and voted on the two applicants.

Motion to: approve Wade Church as a voting member of the committee and to approve Ted Wiegert as an ad-hoc/advisory member.

Motion by: John Stone **Seconded by:** Kevin Anthony **Unanimously Approved**

Adjournment Time: 6:14 pm

Motion to adjourn

Motion by: Kevin Anthony **Seconded by:** John Stone **Unanimously Approved**

Next meeting: March 24, 2026 (note 4th Tuesday of the month) 2:00 pm PDT.