



# BIRCH BAY VILLAGE COMMUNITY CLUB (BBVCC)

## Marina Committee Meeting - Agenda

**Date/Time:** Tuesday, April 28, 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

### AGENDA

- **APPROVAL OF AGENDA: April 28, 2026** Approved  Not Approved
- **APPROVAL OF MINUTES: March 24, 2026** Email Approved  Not Approved
- **AUDIENCE PRESENTATION**
  
- **RESULTS FROM BOARD MEETING**  
To be provided at meeting.

### **HARBORMASTER REPORT**

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

1. Dock Captain Duties – [feedback from dock captains, insurance coverage update.](#)
2. Moorage sub-leasing rules – [discuss basic rule suggestions.](#)
3. Review of variance request procedure – [what have we learned from first tenant, procedure changes.](#)
4. Status of vessel removal on D dock.

### **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. In 2/2026 ProHNS was awarded the engineering contract for the boat launch repair. See previous agendas and minutes for a more extensive background.

[Update progress on Anchor QEA contract and status of permit applications.](#)  
[ProHNS launch ramp replacement design and permit status](#)

Eel grass survey status – June 2026 schedule.  
Marina entrance channel dredging project update.  
Review of Anchor QEA cost estimates and progress on reducing mitigation costs.

**2. Financial Items (Status: Charlie, David, Patrick)**

2026 YTD Marina financials results.  
Marina fee subcommittee update.

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

**Background:** During the past year the Marina Rules & Regulations 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.

Final review and approval of revised Marina Rules & Regulations.

**4. Dock Captain Boxes. (Status: Kevin)**

Dock Captain boxes are to be replaced and re-supplied.

Discussion of project status.

**5. Marina Open House 6/6/26 (Status: Kevin)**

Discussion of project status.

**6. Tabled Items (items temporarily closed for MC discussion but may re-occur for discussion).**

Whatcom County Fire Department recommendations regarding relocating dock standpipes and fire hydrants pending feasibility and cost review.  
Marina Committee Mission Statement.  
Private Dock Fees  
Hull length verification

**NEW BUSINESS:**

1. BBV Clubs & Committees Info Fair 5/30/26.

**Adjournment Time:**

**Next meeting:** May 26, 2026 (note 4<sup>th</sup> Tuesday of the month) 2:00 pm PDT.