



BIRCH BAY VILLAGE COMMUNITY CLUB (BBVCC)

Marina Committee Meeting – Minutes

Date/Time: Tuesday, March 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, Kevin Anthony, Mike Moriarty, John Stone (Zoom), Scott Tobiason, Wade Church, and Ted Wiegart

Absent: Bryan Vanderyacht

BBVCC Officers and Staff:

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

Others:

- **APPROVAL OF AGENDA: March 24, 2026** Approved Not Approved
 Motion to approve.
 Motion by: Kevin Anthony Seconded by: Mike Moriarty Unanimously Approved

- **APPROVAL OF MINUTES: February 24, 2026** Email Approved Not Approved
 Motion to approve.
 Motion by: Mike Moriarty Seconded by: Kevin Anthony Unanimously Approved

- **AUDIENCE PRESENTATION**
 None.

- **RESULTS FROM BOARD MEETING**
 Board approved the minutes, approved Wade Church as a member of the committee and Ted Wiegart as an ad hoc member, and the variance rule request.

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 occupancy across the docks with 14 on A, 15 on B, 8 on C and 8 on D.

The Harbormaster reported on the complex cases with the 2 issue boats in the marina. The Su Sez is still here waiting to be hauled out.

1. Dock Captain Duties – Review

The committee reviewed and discussed in detail about the limitations and responsibilities of dock captain, including insurance coverage concerns and specific duties like disconnecting shore power, with the group noting that any changes to dock captain duties would need legal review before implementation.

The Committee discussed the legal advice against mandating specific behaviors and instead recommended only warning of hazards. This would not only go for the dock captains but also in the rewrite of the Marina rules.

2. Moorage sub-leasing rules – review

The group discussed procedures for subleasing and refund process. Patrick explained the current system where tenants can sublease their slips, with refunds calculated based on the difference

between annual and monthly rates. John raised concerns about the need for clearer administrative rules and suggested implementing a minimum threshold of time before triggering subleasing. Kevin expressed frustration about inconsistent application of the current system, arguing it could lead to unfair treatment of boaters and potential legal issues. The discussion highlighted the challenges in managing subleasing without proper guidelines and the potential for public dissatisfaction if the process isn't transparent and fair.

3. Shore power GFI modifications – installation of three (3) new modules

This is completed, the installation took about 2 minutes.

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.](#)

[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 committee discussed several marine improvement projects, with a focus on boat ramp design and dredging plans. The GM reported that ProHNS has begun the design process for the launch ramp, but they are waiting on Whatcom County's permit approval before proceeding further.

Scott presented detailed dredging proposals for the entrance channel and marina basin, including specific areas (A, B, C, D, and E) that need dredging work. The committee identified that while Area A (entrance channel) is the top priority, Areas B and C near the guest dock and fuel dock require careful consideration due to steeper side slopes and potential bank stabilization needs. A key concern was raised about how to handle the private dock located near Area B and whether it should contribute to the dredging costs.

The group discussed proposed dredging projects at a marina, focusing on four main areas including an entrance channel and areas around the fuel dock. Scott explained that while the entrance channel project (Section A) would require testing beyond 2,000 cubic yards due to its proximity to the fuel dock, they could potentially treat different areas separately to reduce costs. The team discussed potential disposal methods, noting that beach disposal might be more feasible than open water disposal due to European green crab concerns, though this remains uncertain. They agreed to meet with Anchor to discuss next steps and cost estimates, particularly regarding sampling and analysis requirements.

The group discussed plans for dredging and bank stabilization, with Birch noting they are working to fast-track the Area A entry channel permitting to potentially meet the 2027 dredge window. They

discussed the need to coordinate dredging with bank stabilization work around the fuel dock and heads of docks.

2. Financial Items (Status: Charlie, David)

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

[Marina fee subcommittee status.](#)

The GM and HM reported current marina revenue figures, estimating approximately \$383,129 to date, and mentioned positive feedback about a potential 6-month marina usage option. The committee also briefly discussed the possibility of running a special offer for boats under 20 feet similar to the previous summer's program, though no final decision was made.

3. Variance Request Procedure (Status: Scott)

The committee discussed a revised variance request form for vessel modifications wider than 15 feet, with input from Wade incorporated into the document. They debated the approval process, considering whether the Marine Committee should have approval power versus just a recommendation role, with the GM and HM expressing trust in the current committee's judgment. The discussion included handling potential disputes through clear documentation of approval or denial by all parties involved in the review process.

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

Background: During the past year the Marina Rules & Regulations (MR&M) 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 variance forms and decided not to include them in the Marina Rules as an appendix, allowing for future amendments. They reviewed insurance requirements, agreeing to set liability coverage at \$500,000 for registered boats and \$300,000 for unregistered boats under 16 feet, with the increase taking effect at policy renewal or in 2027. The Committee discussed finalizing the marina rules and also discussed fees/fines, with agreement to keep the fees separate from the rules to avoid annual changes. They reviewed new maps showing tracks C and E, and discussed camera installation in the dry storage area for trailer monitoring. The committee decided to prepare a three-document package for the board: a clean version, a redline strikeout version showing changes, and a summary sheet explaining rule changes. Before submitting to the board, they agreed to incorporate feedback from Wade and Ted who hadn't previously reviewed the documents, and to formally approve the package within the committee before sending it to the board for their review.

5. 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.](#)

The Committee discussed plans for dock captain's boxes and safety equipment, with Kevin presenting a detailed proposal for cabinets, PFDs, dock lines, and other supplies. They agreed to proceed with the approved budget of around \$2,000, with Kevin handling the purchases and seeking reimbursement later.

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

[Discussion of project status.](#)

The Committee agreed to remove boat washdown area discussions from future agendas, as drainage concerns are more appropriately handled by the drainage committee

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

Discussion of project status and date selection.

The group also planned the upcoming Vessel Safety Day event, deciding to rebrand it as a "Marina Open House" and seeking volunteers to help organize activities and potentially attract local vendors.

8. 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. Hull length verification (Wade)

The Committee discussed a proposal to conduct a one-time audit of boat lengths to verify marina usage fees based on hull length rather than registered length. There were some concerns related to what to do if there were discrepancies between the registered and actual hull lengths. The Committee decided to table this discussion and discuss this proposal's purpose and how to handle any significant discrepancies found between registered and actual lengths.

Adjournment Time: 5:00 pm

Motion to adjourn

Motion by: Mike Moriarty

Seconded by: Kevin Anthony

Unanimously Approved

Next meeting: April 28, 2026 (note 4th Tuesday of the month) 2:00 pm PDT.