



# BIRCH BAY VILLAGE COMMUNITY CLUB (BBVCC)

## Marina Committee Meeting – Minutes

**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

### **Marina Committee Members:**

Charlie Hall, Chair, Kevin Anthony, Mike Moriarty, John Stone, Ted Wiegart, Scott Tobiason (zoom), Wade Church (zoom), Randy Ambuehl

**Absent:** Bryan Vanderyacht

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

David Franklin (General Manager), Patrick Heaviside (Harbormaster) and Amy Ashby (Executive Coordinator)

**Others:** Lowell Lorenz, Ange Bolick (zoom)

- **APPROVAL OF AGENDA: April 28 , 2026** **Approved**  **Not Approved**   
 Motion to approve.  
 Motion by: Kevin Anthony      Seconded by: Mike Moriarty      Unanimously Approved
- **APPROVAL OF MINUTES: March 24, 2026** **Email Approved**  **Not Approved**   
 Motion to approve.  
 Motion by: Mike Moriarty      Seconded by: John Stone      Unanimously Approved
- **AUDIENCE PRESENTATION**  
 None.
- **RESULTS FROM BOARD MEETING**  
 The Board had a short discussion regarding the dock captain responsibilities.

### **HARBORMASTER REPORT**

The Harbor master reported changes in occupancy. A- 12 open, B- 14 open, C-8 open, D-8 open with a total of 42 openings. There are 9 full finger 33 and ½ finger with 31 of the 33 being inside. Currently there are 7 requesting monthly moorage.

The Harbormaster suggested the committee review rule 6.2.1 – use of storage area. Currently it is restricted to boat and boat trailer use only but there is an opportunity to allow RV/camping trailer storage.

#### **1. Dock Captain Duties – Review**

The meeting focused on revising the dock captain responsibilities document to minimize liability while maintaining essential functions. The Harbormaster emphasized that dock captains should primarily observe and report issues, rather than performing tasks like retying boats or handling electrical problems, which should be handled by staff. The group discussed the need to document training for specific tasks like resetting electrical panels and ensure that dock captains are properly covered under insurance as volunteers. They agreed to revise the existing 3-page document into a simplified version focusing on observation and

reporting, with plans to present the revised document and name new dock captains at the next board meeting. The committee discussed this change as an option but decided to wait to incorporate that into the rule changes already taking place and present the Board with one solid document.

## **2. Moorage sub-leasing rules – review**

The committee discussed implementing a system for managing dock subleases, with a proposed spreadsheet tracking system based on submission date, availability date, slip size, and duration. They agreed that while tenants should have some say in slip selection, it needs to be reasonable and based on logistics rather than personal preference. It was determined that the Harbormaster will continue to work with the committee to establish a list to organize subleasing with hope that new software will also manage marina data more efficiently.

## **3. Review of Variance Request Procedure**

The group discussed challenges with accommodating larger boats in the marina, particularly focusing on measurement requirements and spacing issues. Members discussed implementing a 5-foot gap rule between boats and accounting for fenders but that would significantly reduce available space in many slips. Discussion centered on whether to maintain the current variance process, with suggestions to implement administrative fees and surcharges for large boats, while considering harbor master discretion rather than rigid numerical rules for spacing decisions. After much discussion it was determined to move the variance request procedure into a subcommittee.

**Motion to: Move the variance request procedure into a subcommittee.**

**Motion by:** Wade            **Seconded by:** none

**Motion Died**

## **4. Status of vessel removal on D Dock**

The Harbormaster reported that for the past 3 weekends work has been done to remove the vessel. It will be going to Colony Wharf and paperwork is ready to go. There was discussion amongst the committee regarding how it would be moved either by towing it out or driving it out.

## **Old Business**

### **1. Future Mariana Upgrades**

The meeting focused on several key topics related to marina operations and infrastructure improvements. Birch and Scott discussed the challenge of relocating members from their preferred slips to maximize revenue, with emphasizing the need to balance all member accommodations with operational efficiency. The group reviewed progress on the Boat Ramp project, which received final permits from Whatcom County and is on track for completion after crab season. The committee discussed the channel dredging project. The General Manager reported a successful meeting with regulatory agencies that allowed for open water disposal and potentially reduced costs. The team also discussed plans for an eelgrass survey, which requires obtaining multiple permits before Gravity can conduct the work. Finally, they explored the possibility of relocating the fuel dock to address insurance and maintenance issues, potentially moving it to a position near the office and boat ramp.

## **2. Financial Items**

The committee reviewed the marina's financial status, presenting the budget and financial updates. They discussed revenue from annual mortgages, storage trailer fees, and monthly maintenance payments, noting they were tracking close to budgeted amounts. The group examined electricity costs and billing structures, discovering some confusion about dock metering expenses and the need to review the PSE tariff to ensure appropriate commercial rates. The General Manager reported that \$643,855 had been transferred to reserves, improving the marina's financial position. The committee also briefly discussed tracking costs associated with capital improvements, and adjusting fees to better build the budget.

## **3. Marina Rules & Regulations rewrite**

The committee discussed updates to the Marina Rules and Regulations, focusing on emergency contact procedures and after-hours handling. They agreed to modify language regarding emergency contacts to direct calls to the main village office phone number (360-371-7744) rather than specific individuals, with an after-hours answering service to be implemented in the future. The committee also confirmed that language regarding disputes over vessel operability had been removed from the rules.

**Motion to: present the newly revised Marina Rules and Regulations to the Board.**

**Motion by:** Mike Moriarty

**Seconded by:** John Stone

**Approved**

## **4. Dock Captain Boxes**

Committee members expressed appreciation and approval of the one currently installed dock captain box. The members reviewed the contents of the box and plans to install the remaining boxes and items. The plan to install the boxes is around May 21, 2026.

## **5. Mariana Open House 6/6/26**

The Marina Committee discussed simplifying their upcoming event to focus on essential activities including vessel inspections, swap meet, fire extinguisher service, and food service. Kevin outlined the process for vessel inspections and requested help with registration, which Mike Moriarty and Ted Weigert will handle in his absence. The committee agreed to limit events to reduce liability concerns and improve attendance, with Kevin planning to communicate with Burrito King about expectations.

### **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**

The committee discussed what information to share and who would be present at the event.

**Adjournment Time:** 5:32 pm

**Motion to adjourn**

**Motion by:** John Stone

**Seconded by:** Charlie Hall **Unanimously Approved**

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