



BIRCH BAY VILLAGE COMMUNITY CLUB (BBVCC)

Marina Committee Meeting – Minutes

Date/Time: Tuesday, May 26, 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), Ted Wiegert, Scott Tobiason (zoom), Wade Church, Bryan Vander Yacht, Randy Ambuehl (Board Liaison)

Absent:

BBVCC Officers and Staff:

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

Others: Bruce

- **APPROVAL OF AGENDA: May 26 , 2026** **Approved** **Not Approved**
Motion to approve.
Motion by: Kevin Anthony Seconded by: Wade Church Unanimously Approved

- **APPROVAL OF MINUTES: April 28, 2026** **Email Approved** **Not Approved**
Approved
Motion to approve with changes.
Motion by: Kevin Anthony Seconded by: John Stone Unanimously Approved

- **AUDIENCE PRESENTATION**
None.

- **RESULTS FROM BOARD MEETING**

The dock captain duties checklist was shared with the Board and approved at the Board meeting. The April minutes were also approved by the Board. The marina rules and regulations were presented to the Board and the document was published to the community at the Board's request. The group debated whether to wait for additional input or proceed with the current document version, with Randy defending the decision to share the changes directly with members rather than going through multiple review cycles. The group discussed changes to marina rules with Scott expressing concern about the process and requesting removal of "for board of directors review only" language from the document. The committee agreed to update the document by

removing watermarks and specific review language, while keeping the rest of the content intact for public review.

HARBORMASTER REPORT

The Harbor master reported on the marina vacancies: A dock- 11 total, 3 full, and 8 inside. B dock- 16 all inside. C dock- 7 total, 4 full, 3 inside. D dock-6 total, 1 full, 5 inside. 40 in total.

1. Dock Captain Duties – Review

The Dock Captain Duties Checklist was provided to the Board and approved at their last meeting. All Dock Captains were named as volunteers because of this change in the checklist and will be covered by insurance.

2. Review of variance request procedure

The committee discussed an incomplete boat application submission where key information including hull length and draft measurements were missing. The 48' vessel length overall dimension provided by the owner did not agree with the 53'1" manufacturer's specifications obtained by the committee, making the boat too large for the current slot. Another concern is that it is unclear whether the boat's swim platform is permanently attached or not and would add to this hull length. The group determined they cannot proceed with the application until the missing information is provided, including proper hull length measurements and draft specifications. The harbor master will inform the applicant that additional information is required before they can move forward with the application.

3. Status of vessel removal on D Dock

The Harbor Master reported that slowly but surely the vessel is working towards being removed. There has been constant work on the boat with the goal to get it moved out.

Old Business

1. Future Marina Upgrades

Boat Ramp Infrastructure Project Updates

The group discussed updates on several infrastructure projects. David reported that ProHNS inspected the boat ramp site and confirmed the 120-foot specification would work, with plans to add ballast rock at the end. The committee decided to postpone paving until next year due to uncertainty of PSE's timeline for a different project on Sehome Rd since paving at the boat launch would be more efficient to coordinate with the other project. The plan is to use precast panels for the boat ramp installation. The project timeline remains on track for a design plan set to be ready by the end of May, with construction planned for November when tides will be low enough for the work to proceed.

Marina Construction Project Planning

The committee discussed future marina construction projects involving channel dredging and bank stabilization. ProHNS and Anchor were consulted in regard to bank stabilization, while they await recommendations plans were discussed to put in ramps to avoid dredging. Patrick and John Stone spent time measuring docks and assessing the situation. The plans for installing 65-foot gangways at an estimated cost of approximately \$500,000, which John noted would be more permissible than other projects and could be completed within a year. Anchor has a \$32,000 cost to their proposal which was an unexpected cost for the project. Scott and reported that outstanding comments had been submitted to Anchor regarding channel dredging.

Marina Fuel Dock Planning Discussion

The group discussed plans to move the fuel dock, with David noting that while this would bring the fuel operation closer to administration, they are still evaluating pros and cons. The committee also discussed a contaminated site issue at Lighthouse Point involving an underground tank from 1993, with plans to have DOE investigate the contamination to potentially allow the tank to be filled rather than removed.

2. Financial Items

Charlie suggested keeping the subcommittee running and use the efforts to focus on budget development, particularly marina fee recommendations and overall budget proposals for the community.

3. Marina Rules & Regulations rewrite

This matter was discussed earlier in the meeting. Amy has been designated as the point of contact to receive comments from the community regarding the Rules and Regulations rewrite. The committee asked to have comments organized and sent to the committee 10 days prior to the next meeting.

4. Dock Captain Boxes

Kevin Anthony stated he has the boxes ready to go but will need some more time to install them while his personal schedule allows. He is expecting to have them installed mid June.

5. Marina Open House 6/6/26

The committee reviewed plans for the Marina Open House scheduled for June 6th, with discussions about setup time, vendors, and the need for additional volunteers.

6. BVV Clubs and Committees Info Fair

Committee members discussed who would be representing the committee at the info fair and what information would be presented.

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. MC member open positions and chair

Charlie Hall announced this was his last meeting as Chair of the Marina Committee.

There will be 2 openings, as Kevin Anthony's last meeting will be the June meeting. The committee will need to advertise to fill those positions. Charlie asked for volunteers to fill the spot of Chair of the Marina Committee. John Stone volunteered and was nominated.

Motion to: approve John Stone as Chair of the Marina Committee.

Motion by: Charlie Hall **Seconded by:** Bryan Vander Yacht **Unanimously**

Approved

2. August MC meeting: decide if meeting will be skipped

This was only planned in the event that no one stepped up to be chair of the committee.

The committee decided to hold the August meeting.

Adjournment Time: 3:30 pm

Motion to adjourn

Motion by: Bryan Vander Yacht **Seconded by:** Kevin Anthony **Unanimously Approved**

Next meeting: June 23, 2026 (note 4th Tuesday of the month) 2:00 pm PDT.