**Bayport Marina Association**

**Board of Directors Meeting Minutes**

**September 16, 2021**

|  |  |  |  |
| --- | --- | --- | --- |
| **Member** | **Present** | **Remote** | **Absent** |
| Curt Gray (Commodore) | x |  |  |
| Rachael Harvey (Vice Commodore) | x |  |  |
| Meredith Pederson (Treasurer) |  |  | x |
| John Gagich (Secretary) | x |  |  |
| Bob Reilly (Chair) | x |  |  |
| Jason Fabio (Chair) |  |  | x |
| William Given (Chair) | x |  |  |
| Bryan Wilkinson (Chair) | x |  |  |
| Erik Westgard (Chair) | x |  |  |
|  |  |  |  |
| **BMA Staff/Guests** | **Present** | **Remote** | **Absent** |
| Kori Derrick-Cisewski (General Manager) | x |  |  |
| Ellsa Ohmann (Office Manager) |  |  | x |

**Business Meeting**

1. **Call to Order/Opening Comments**
2. The BMA board meeting was called to order at 6:25 pm by the Commodore, Curt Gray. It was confirmed that a quorum was in attendance for approval of business items.
3. Opening comments: Will start with Consent Agenda.
4. **BMA 2021-2022 Board Agenda (Curt Gray)**
5. **Check-In** - A round table discussion and check-in conversation of what’s on everyone’s mind was conducted. No specific discussion recorded for this meeting. This was a pre Call to Order chat.
   1. **Noted death and loss of Ron Rorvick** – Will be making a comment at the Marina Party on 09/17. May he rest in peace.
6. **Consent Agenda – discussion/approval: August minutes, August financials and GM Report**
   1. Rachael – made a motion to approve August Minutes and Financials, Bob seconded – No discussion, Motion approved and carried
   2. August Financials Recap (provided in General Manager Report for September)

**Profit and Loss Budget vs Actual – November 2020 through August 2021**:

* Total Income: $2,150,091; up $238,941 vs budget; up $184,800 vs last year
* Total Expense: $1,714,694; down $213,176 vs budget; up $2,317 vs last year
* Net Income: $435,397; up $452,117 vs budget; up $182,483 vs last year

**Balance Sheet as of August 31, 2021**:

* Total assets: $6,091,243; up $480,159 vs last year
  + Cash: $1,028,826
* Total liabilities: $340,531; down $173,221 vs last year
  + BMRP loan balance is $300,743

**AR Aging Summary as of September 10, 2021:**

* Total A/R Balance: $96,543
* Over 30 days A/R balance: $55,169 (majority being assessments that need to be paid)
  1. **GM report** – Report provided as separate attachment.
     1. Kori – will comment on additional information for future steps for Stewardship circles when applicable.

1. **2021 – 2022 Budget Planning – Income Only Proposal:** (see attachments) (Kori)
   * 1. Kori’s proposal income for next fiscal year – see attachment for pre-reads
     2. Slip rental is 10% over last year. 4% rental rate increase plus rental of head of pier tie-along and additional D-Dock sales slips. Confident to achieve numbers as identified in the proposal. Sublet labor increased, now billing for shrink wrap in house for The Boat Doctor.
     3. Merchandise sales at the Fuel Dock continue to be on the light side. Should be able to recover by next year
     4. MarineMax is next biggest driver. MarineMax pays rent for their office. Also, additional rent on every boat they sell. Forecast of budget for MarineMax is based on their forecast of sales.
     5. Loss revenue – a couple of boats may need to be turned down due to capacity for winter work. Off season work is full and at capacity. Currently compiling cost of service loss overall.
     6. Motion made to accept Income only proposal – made by Rachael and seconded by Bill. Discussion had – Vote passed, no objections.
2. **Review of Past Commodore Reception (Curt)**
   * 1. Past commodores in attendance
        1. Tim Berkness
        2. Jim Cushman
        3. Morgan Fudge
        4. Val Fuller
        5. Marcus Gernes
        6. Eric Pedersen
        7. Ron Rorvick
        8. Russel Sheaffer
        9. Brien Slawik
        10. Amy Tolbert
     2. Initiatives discussed:
        1. Service Expansion
           1. Labor Strategies
           2. Where are customers coming from
           3. Accurate pro-forma
        2. Expansion on D-Dock (discussion on DNR for approval) – permitting from DNR for D-Dock
        3. Create a BMA Foundation (Tim Berkness) – Owners using estate planning and gifting to BMA
        4. We are here discussion – from deck was reviewed
3. **Stewardship Circle Report Outs:**
   * 1. Service Expansion (Bob/Rachael)
        1. Canvassed several construction companies. Each looking for plans to scope out project. A relative of Kori is interested, reputable company to help expedite planning and will begin to cost out the project. However, we will still look for three bids. BMA to start to formulate a business plan to determine how much the marina can afford to invest to expand. The question is how much additional work will be able to be brough in to recover costs from doing the expansion. We need to determine a solid number to move forward and know what financing and building is going to cost. Bill volunteered to help Kori to find time to get financial planning started. The focus will be on selling more of the existing services, goal is to expand capacity to do more winter work to gain more revenue. Bryan can help with the business planning and serve at the request of the committee. The bottleneck is also the Launch and Haul-out process. BMA has had to turndown work this off season due to indoor space capacity. Maybe look at MarineMax to increase fees to help with service expansion costs.
     2. Dredging (Kori)
        1. River levels have gone up by 6 inches. Should be good for Haul-out. No additional activity at this time.
     3. Landscaping (Meredith)
        1. Bob – Ash bore issues on the riverbanks are starting to grow. At this time, we have 290 trees to remove from embankments and 81 trees on the flats. Since the total cost of this project is over $750K we should do this in phases. It is recommended that we look at this project as an expense project versus capital expansion project since this is maintenance . We decided we should move forward with this project as a multiphase/multiyear effort. Look at alternating sections of removal and replacement phased by year. Next step is for the Landscaping stewardship circle, led by Meredith Pederson, to provide a plan, review plan and set budgeted dollar amount to approve. Board will vote on provisioning expenses to support initial planning for tree counts and section. Suggest having a few Board Members to walk the marina to lock in plan.
     4. Dock Ramp/ADA access
        1. Kori had two staff members go look at the ramp in Prescott. Ramp is not constructed to be usable above 683 feet because sections of it are fixed.
        2. Eric Pederson (Stewardship Circle Lead) met with Bob Schroeder – will contact company that built ramp to start discussions. Will determine if meets ADA requirements.
     5. Clubhouse remodel
        1. Jason is waiting on Kori to provide wish list to do a preliminary design and cost analysis to see if worth forming a committee to take past initial budget requirements. Kori will provide this next week.
4. **Communication to Members about Stewardship Circles (Erik)**
   * 1. Erik willing to put together a newsletter to support communications for stewardship program.
     2. Will start with communicating landscaping effort.
5. **Other Business**
   1. No gas-powered pressure washer us on weekends
      1. Hydrotherapy – 9:00 am – noise – 3 hours of power washing. Noise issue.
      2. Are rules available for power washing? No rules. Board can change the rules. Suggest that gasoline powered engines on the dock are restricted. Kori to review and propose language for new regulation.
   2. Fire safety review and response
      1. Kori identified that we have a remediation plan for fire issues at marina.
      2. We will want to communicate issues with battery service and inspection of batteries and sources of ignition to cause fires to members of the marina, Kori was waiting to have final determination from Stillwater fire if source is determined.
      3. Suggest communicating in newsletters.
   3. Canopy addition between B-18 & B-19 request proposal
      1. Kori has not priced out the full replacement cost of adding canopy and materials for this proposal.
      2. Potential option is for the Marina to explore selling the slip to the inquiring member. Kori will explore that option and contact the inquiring member regarding his interest in that.
      3. Table for now until Kori gets feedback from Jason.
   4. Flag poles are not straight – Bob suggested to tighten or loosen bolts at pole foundation plate to straighten or plumb the poles. Kori believes the poles are cemented into the ground; she will investigate.
6. **Next Board meeting, Thursday, October 21st – meetings changed to 3rd Thursday of each month.**
7. **Executive Session** (if needed) – not needed
8. **Adjournment – 8:34 PM.**