**Bayport Marina Association**

**Board of Directors Meeting Minutes**

**February 17, 2022**

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| --- | --- | --- | --- |
| **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  |
| Eric Pedersen (Dock Access SC Chair) | X - partial |  |  |

**Business Meeting**

1. **Call to Order/Opening Comments/Check-in**
2. The BMA (Zoom) Board Meeting was called to order at 6:37 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 Check-in then Consent Agenda.
4. 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.
5. **Consent Agenda – discussion/approval: January minutes, January financials and GM Report**
6. Rachel – made a motion to approve January Minutes and Financials, Bill seconded – No discussion, Motion approved and carried.
7. Member survey – Marker 19.1 created and sent to membership today (2/17) to share results – thank you to Erik Westgard for drafting. Kori received a follow up from a member asking if EV Charging stations was a project we were looking at.
8. **Stewardship Circle Report-Outs:**

Curt check-in with the board members, asking what everyone’s energy levels were around the stewardship circles. Bill Given weighed in about rates are going up for loans and that may impact our borrowing/current financial models. Jason Fabio commented that the Clubhouse refresh SC was a bit deflated after hearing about peoples’ responses in the survey. He suggested that being able to better communicate, for example by sharing drawings, with the membership, people would be more onboard. Lastly, Kori commented that as we move forward with all of these, that she sees how inter-related they are and the need for a planned phased approach.

* 1. Service Expansion (Rachael)
		1. Waiting on land survey estimate. Bryan Wilkinson’s analysis shows significant revenue growth assumed in/after years 2 and 3 of the expansion (42%), margins assumed stable @30%. The model reflects hiring more staff in year 3. Rates for notes are going up, it would be ideal to lock in within the next 6 months with 18 months to complete build-out. Discussion with our banker, a zero down note is available to us. Kori noted that we currently have long service/canvas lead times for due to lack of indoor space.
		2. Our structure as a nonprofit assumes 85% revenue internal. Expansion crosses over to summer work as well and some extra revenue with current staff will be achieved.
	2. Dredging (Kori)
		1. Kori gathered a semi detailed estimate – with a minimum investment of $400K up to $800K. Next steps would be to get a hydrographic survey, to determine low spots in the channels. See GM Report for additional details.
	3. Landscaping (Meredith) – repair and maintenance initiative not capital improvement
		1. Bob is still interested in his company, LADC USA, being considered a vendor. We have one outside bid as well, supplied by a vendor Marcus Gernes has used. Estimated are coming in at about 30K-43K/segment- $750K total. Bryan Wilkinson asked, do we split the award-65/35, to ensure competitive pricing, completion of the job due to the long timeline. There is a possible shortages of trees. The board requested seeking a third bid, possibly Greg Buell.
		2. Stewardship Circle owns the bid process - subject to Board review. The goal would be to have a go/no go decision by late March/early April.
	4. Dock Ramp/ADA access (Eric P)
		1. Kori had good input from her AMI training on what this means in detail for a marina vs. on land. Write a plan detailing changes to implement ADA requirements. Kori sees owning the plan and getting input from each stewardship circle for their specific area. Look for short-term wins to remove obstacles, make more ADA friendly, if not compliant.
		2. Property survey will be helpful in fine tuning
		3. Docks plan 1.0 looks phased. 1:12 hard. Looked at elevators - meeting upcoming. Possibly start on B Dock (Member with physical limitation). Or Let’s Go Fishing (D-Dock). A-dock roadway is slightly higher. We are one of the only local marinas with stairs.
		4. Discussion of Group 41 ramp access (ramps on the A/B Crosswalk).
	5. Clubhouse remodel (Jason)
		1. Jason questioned if there is traction on the remodel – based on the survey responses. He believes people would have responded differently if they could see what is being proposed.
		2. First level design back. More than paint and carpet. Lovely plan that we want to share with membership to start telling the story Per Jason, the cost would be ~$700K as a rough estimate.
1. Homework - Curt reviewed a multi-year scenario Excel model that he and Kori developed to facilitate discussion and decision making for proposed initiative implementation timing and investment requirements & financing options out to FY33. Stewardship Circle Leaders were asked to update their respective section of the model by March 11th.
2. **Other Business**
	1. Next Board meeting will be moved to March 30th. Depending upon attendee health and the pandemic status, we prefer March meeting to be held in person.
3. **Executive Session** (if needed) – Not needed.
4. **Adjournment – 8:36 PM.**

**Addendum 1**

**General Manager Report – February 2022 Board Meeting**

**Report Published: 2/11/22**

**BMA Staff**

• I attended the Association of Marina Industries Conference and Expo; it was so great to be back in person verses the virtual one they did last year. There was great networking, inspirational keynote speakers and lots of knowledge gained during breakout sessions. Details below specifically about ADA compliance for marinas. Thank you for supporting my continuing Marina Manager education.

• To be honest, the staff is bit on the stressed side as we continue to work through our off-season work. Poor weather, space, sickness, and repetition are some of the challenges we have faced. We have been taking some time to have staff lunches to help with moral, including one today from a vendor!

**BMA Financials**

Profit and Loss Budget vs Actual – January 2022:

• Total Income: $317,828; down $22,000 vs budget; up $15,798 vs last year

• Total Expense: $478,497; down $150,390 vs budget, up $50,426 vs last year

• Net Ordinary Income: -$160,669; up $128,390 vs budget; down $34,927 vs last year

o Our zero based budget anticipates months of December/January to be negative months.

o Service and canvas are both down because they were working on larger projects that have now been billed in February.

o Balance of CI Budget remaining for FY: $54,201

Balance Sheet as of January 2022:

• Total assets: $5,575,380; up $52,865 vs last year

o Cash: $659,192

• Total liabilities: $271,252; down $87,381 vs last year

o BMRP loan balance is $232,092

AR Aging Summary as of February 10, 2022:

• Total A/R Balance: $397,782 – high because rental payments and ½ of assessments were billed

• Over 30 days A/R balance: $31,790 (primarily 31-60 days).

• Of the more than 61 days, there are three boaters who are delinquent but will not be added to the launch schedule until paid – No Cash, No Splash!

**Operations**

• Off-season work is finally progressing quicker. We have created a schedule for the remaining off-season work and due to extended timelines, some Covid illness, lack of shop space we will complete all but two projects prior to the Memorial Day holiday. Two projects will be completed over the summer. This reflects the true need we have for more shop space.

• Due the cold temperatures the tape and caulk used during siding could not be applied; therefore, we transitioned to other projects (adding some HMOs and dock extensions) during that time. We anticipate being done with the siding near the end of the month.

• The covers have been ordered with member approval after our discuss at the January Board meeting. I am still checking into the possible separate Insurance Rider for covers as well as writing and communicated the Replacement Policy we discussed.

• Ellsa and Kori were pleased by the better-than-expected attendance at the Minneapolis Boat Show. Since our slips are full, we had a lot of conversations about our transient dockage and most like secured a full canvas project for a boat out of St. Croix Marina.

• All slips (on A, B & C) are rented as noted last month, as well as renting half of the A/B Crosswalk to the displaced 65’ Sea Ray, MarineMax has agreed the rent the other half. We also have a handful of long-term rentals on D-Dock (people who purchased boats from MarineMax, and we could not get them a slip on A, B or C).

• Ellsa has been contacting our previous season’s Fuel Dock attendants and majority will be returning. A few additional hires will be made with training for all staff in early April. Our new fuel pumps should also make a big difference, making things faster and more efficient!

**Thought Work/Decisions**

Annual Meeting Notice:

As a reminder, the 2022 Annual Meeting is set for June 15. Per the BMA By-Laws this is to be announced 60 days prior. At that time, I will also announce that we are accepting nominations for BOD candidates. This year we have to individuals rolling off. If you know of any members that would be an asset to the work we are currently doing, I am encouraging you to reach out to them and ask if they would accept a nomination. This goes along with my continued goal of encouraging community and finding ways to serve BMA.

Dredging:

I have finally had the opportunity to investigate the costs of dredging in case it is something we need to do if we continue to have low water.

LS Marine (owner of the company worked at the fuel dock as a teen/20 something and is very familiar with the marina) provided a general estimate for dredging the main channel areas of the marina, not inside the slips or behind the docks. He calculated a dredge area of roughly 260,000sf (6 acres). Based on that, for every 1’ of material that would be dredged/removed, it results in about 9,600cy of material.

Based on the current estimated quantity, our recommendation would be to have the material dredged and removed from the marina via barge. This keeps everything clean neat and minimizes the disruption to the marina, since we do to not having the space for the necessary drying of the material. This is the process utilized for most facilities like ours.

Estimated costs for planning purposes:

Mobilization/Demobilization $35,000LS

Dredging and Removal $25.00/CY

Material Disposal $15.00/CY

Analytical Testing $7,500LS

Therefore, to remove 1’ of material from all 6 acres would cost a minimum of $426,500, this does not include additional costs of a hydrology study, required permits, additional costs due to contaminated/restricted material. From our chart mapping software, we believe we have 1 – 2 feet of material in the harbor before it turns to rock.

Additional Notes:

• This is assuming dredging the main channel only and not within individual slips or behind docks.

• A project of this type would be recommended to be done in late fall or early spring while boats are not in the slips.

• The above pricing estimates are only for planning/budgeting purposes. Depending on the total quantity of material the unit pricing may change accordingly. In addition, there would be a yearly inflation factor as well.

• This assumes material meets MPCA Tier 1 status (not contaminated, unrestricted). In the event it does not meet this criteria, material disposal pricing would increase.

• This amount of work would take one to two weeks to complete.

If we use to move forward with more accurate dollar amounts, they recommend having them perform a hydrographic survey of the marina. This would allow for an exact picture of the current depths of the marina and would assist us in the future planning by developing and calculating a dredge plan that would show exactly what you have and what is needed.

ADA Compliance:

At the AMI conference I attended a class about Boating Facility ADA standards.

• Even though BMA is set up as a Private Club, we must follow Boating Facility ADA requirements because we have PUBLIC transient dock and a amenities agreement with the Condo association.

• Any area of the facility that receives modifications (not repair & maintenance) must be brought up to compliance.

• Bodies of water that have more than a 6.5’ change in water level, at a minimum require gangways to be designed to provide for a maximum 1:12 (8.33%) slope but are not required to be longer than 80 feet in length.

• Gangways must be used for the 80’ exception, if concrete (sidewalk) is used a segment with the maximum allowed running slope of 8.33% would require 5’x 5’ landing every 30’.

• Must have at least ONE accessible route to the docks. Therefore, we require a minimum of three since A&B dock are connected. (Personally, I feel that each dock should have one ADA compliant ramp).

Additional possible requirements of a “Public” boating facility:

• Accessible slips can be in any reasonable designed area – must accommodate the equivalent of ever size/type of slip offered.

• Head piers must be 60” wide.

• Slip fingers must 60”x60” clear boarding area.

• Minimum number of Accessible slips – 5 slips required for our size facility.

My biggest take-away from the class was to create a plan to move forward with a phased implementation schedule for all ADA compliance (docks, buildings, parking, pool). If readily achievable barriers can be moved, do them, and thenprioritize the areas of creating accessibility.