**Bayport Marina Association**

**Board of Directors Meeting Minutes**

**April 21, 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 |   |  |

**Business Meeting**

1. **Call to Order/Opening Comments/Check-in**
2. The BMA (Zoom) Board Meeting was called to order at 6:30 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. Meeting started with a moment of silence for loss of Steve Paquette former Board Member.
4. Check-In - A round table discussion and check-in conversation of what is on everyone’s mind was conducted. No specific discussion recorded for this meeting.
5. **Consent Agenda – discussion/approval: March minutes, March financials and GM Report**
6. Rachael – made a motion to approve March Minutes and Financials plus 2021 audits, Meredith seconded – No discussion, Motion approved and carried.
7. **GM Report – Kori –** still evaluating Survey Companies, which is a necessary permitting step for any building expansion initiatives. Bids come in at $17,800 & $30,000. The company that Kori is recommending is Eagan, Field and Nowak, who provided the lower bid.A final stamp of the survey needs to be provided within 30 days of requesting a permit, assuming time will lapse between the time of survey and any planned building, EF&N would only survey anything that has changed on the property.
	1. Motion made to authorize Kori to start survey with Eagan, Field and Nowak. Rachael made motion, Meredith seconded, Discussion had with BOD, no issues, motion passed – focus will be on ADA compliance.
8. **Capital Investment Stewardship Circle Report-Outs:**

Curt facilitated report-outs with the board members, inviting each Stewardship Circle leader to provide an update. See below.

1. **Service Expansion** (Rachael)
	* 1. Kori – has been in contact with an alternative company to work on a bid to do a land survey Eagan, Field and Nowak (see above under GM report).
		2. Rachael – Nothing new report. Once a survey firm is chosen and the survey is complete it will be presented to the City of Bayport for review. Following approvals from the City, the stewardship circle will work on getting one to two more bids from contractors for the work, if we decide to move forward.
	1. **Dredging** (Kori)
		1. Kori – contacted a company to do a hydrographic survey. $2650 is the estimate to do the channels of the marina. This would include removal of material pulled . Removal of material. LS Marine was used by the St. Croix Yacht Club for their Hi-Line beach dredging and was recommended to use for survey. BMA BOD agrees to have Kori start this study.
		2. Motion made to pay LS Marine $2650 to conduct Hydrology Survey – Erik made motion, Jason seconded, discussion was conducted without issue, motion passed. Discussion: best use of funds to anticipate depth problems with marina.
		3. Additional motion made by Rachael to increase GM spending authorization level up to $3000 from $2500, Erik seconded, discussion, motion passed.
	2. **Landscaping** (Meredith) – a reminder that this is repair and maintenance initiative not a capital improvement initiative.
		1. Meredith - We are going to use the White Bear Lawn and Snow for landscaping. Meredith contacted company to solidify plans for first 2 years of planting. Kori also worked with the company to determine what could be done and with the budget that has been allocated. Company confirmed that 90% of the trees are rough shape.
		2. Special notes made by Curt: Thanks to Bob Reilly to drive this initiative and for his thought leadership to move this project forward. Accolades to Bob.
		3. BMA will have plans to layout landscape project for initial 2 years for project. Curt identified that we would want to over communicate the plans to the membership, so everyone is informed. BMA will want to layout plans for members to see.
	3. **Dock Ramp/ADA Access** (Kori for Eric Pederson)
		1. Kori on behalf of Eric Pederson - we are still waiting on a concept drawing from River City Welding, the same contractor that did the docks at Prescott and Stillwater.
	4. **Clubhouse Remodel** (Jason)
		1. Jason – the circle is looking into if we can install at least one A bathroom before we could move into the longer-term remodel. We will also be upgrading the washers and dryers in the laundry room. These are short-term wins to create better amenities for our boaters.
2. **Feedback on Member’s corner and Stewardship Circles:** Curt invited the board to review a marina Member’s email on proposed initiatives. The email cautioned the BOD on expense spending and major projects. Kori reminded the board that we amended the by-laws at the last annual meeting, requiring membership approval for any capital improvement that exceeds 115% of the prior year’s expenses and is creating debt guidelines for BMA. The board discussed the importance of transiency and clarity of communication for possible major projects under consideration.
3. **Annual Membership meeting:**  Stewardship Circle leaders were asked by Curt to come prepared to provide a brief overview of their stewardship circles initiative for the Annual Meeting presentation. We will review each circles talking points during the May 19th Meeting.
4. **Other Business**
	1. Next Board meeting May 19th, 6:30 pm
	2. Board Candidate Search – discussion was had for BOD candidate search. Katy Baune has accepted her nomination to run for BOD.
5. **Executive Session** (if needed) – Not needed.
6. **Adjournment – 8:26 PM. Motion to adjourn, Rachael**

**Addendum 1**

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

**Report Published: 4/14/22**

**BMA Staff**

* We are all wondering where warmer weather is. It’s been challenging to get ready for the season with continued cold temperatures and less than ideal weather.
	+ Staff are stepping up to get the needed off-season work complete prior to the start of the season. Non-canvas staff, Ellsa and I included, are chipping in and helping Tom, when possible (unwrapping boats, answering phone calls, ordering parts), to keep him just focused on fabricating. It was the correct decision to end Allan’s employment, but there are some headwinds as we navigate through more work than capacity.
	+ I was pleasantly surprised by the staff being receptive to “moving their cheese” when I suggested we start launch on a Thursday, instead of Monday, April 18. I have had nothing but positive feedback from boaters and staff as we found a positive solution and communicated proactively.

**BMA Financials**

**Profit and Loss Budget vs Actual – March 2022**:

* + Total Income: $1,045,684; up $19,140 vs budget; up $115,935 vs last year
	+ Total Expense: $874,290; down $59,722 vs budget, up $151,270 vs last year
	+ Net Ordinary Income: $171,395; up $78,863 vs budget; down $35,335 vs last year
	+ Balance of CI Budget remaining for FY: $45,561

**Balance Sheet as of March 31, 2022**:

* + Total assets: $5,927,940; up $68,401 vs last year
	+ Cash: $1,060,079
	+ Total liabilities: $268,282; down $101,633 vs last year
	+ BMRP loan balance is $216,277

**AR Aging Summary as of April 14, 2022:**

* Total A/R Balance: $50,492
* Over 30 days A/R balance: $17,006
* Of the more than 61 days, there is only one boater who is delinquent and has not been added to the launch schedule until they paid – No Cash, No Splash! Same guy as last month.

**Operations**

* We have been working to ready the facilities, including moving the two docks we are responsible for, putting equipment back out, etc. Again, the cold, snow and rain are less then desirable as we do these tasks.
* Off-season work is moving along. In my last report I said we moved in a boat that would take four techs, three weeks to complete. They completed the job in 13.5 days! Canvas projects are getting shuffled around to accommodate as many boats as possible, while also pushing out our backlog. A canvas fabricator was offered the vacant position, but unfortunately choose not to leave where they are now.
* The Gin Pole load test and inspection was successful. We only requested that they load test it to 1000 pounds (20% over anything that we would need to lift) and the inspector said it is built to lift between 4000-5000 lbs. The rating sticker shows we can lift to 800 lbs.
* Fuel Dock training is schedule for this Saturday, April 16, we will have a total of 14 staff members, three new. Ellsa has been busy preparing for that.
* Landscape company is set to start work removing trees once weather gets a bit better. We will be coordinating with them to when they can work on the roadways, verses when we will be launching boats. They want to get tree removal completed ASAP because that will create the most mess and they don’t want to do it when customers are around. And then they will come back and do the planting with the hope of being finished at the end of May/beginning of June.

**Thought Work/Decisions**

* The Service Expansion Committee has secured another survey bid; therefore, we have two. The original company came back at $30,000 and the second company came back at $17,800. We are confirming with the City of Bayport that they would honor a survey even if we didn’t immediately more forward with the work. If their response is yes, the Circle is requesting that approval is given to hire Eagan, Field and Nowak to perform the survey for $17,800.