**Bayport Marina Association**

**Board of Directors Meeting Minutes**

**July 21, 2022**

|  |  |  |  |
| --- | --- | --- | --- |
| **Member** | **Present** | **Remote** | **Absent** |
| Rachael Harvey (Commodore) | x |   |  |
| Meredith Pederson (Vice Commodore) | x |   |  |
| John Gagich (Treasurer) | x |   |   |
| Katy Baune (Secretary) | x |   |   |
| Jason Fabio (Chair) |  |   | x |
| William Given (Chair) |  |   | x  |
| Bryan Wilkinson (Chair) | x |   |  |
| Erik Westgard (Chair) | x |   |  |
| Don Grimm (Chair) | x |  |  |
| **BMA Staff/Guests** | **Present**  | **Remote** | **Absent** |
| Kori Derrick-Cisewski (General Manager) | x |   |  |

**Business Meeting**

**A: 6:32 Commodore Rachael Harvey calls the meeting to order.**

**B: Consent Agenda – discussion/approval: May minutes, June financials, and GM Report (all)**

* Motion to approve the minutes by Meredith Pederson, seconded by John Gagich, unanimous approval.
* Comment from Meredith: AR balance seems high. Kori - per this time of year all is normal, no abnormal situation where customer is waiting on insurance money.
* Comments from GM Report
	+ Team building activity – approval is needed from the board, motion is approved.
	+ Renter proposal to secure a policy on not renewing customer slip rentals; motion approved to:
		- Create a policy that defines termination or non-renewal of slip agreements. Potential language - behavior unbecoming to Bayport Marina will result in your termination of slip agreements, in season or without. Something around must follow the Marina values.
		- Process will include; call, letter, non-renewal or termination of their contract
		- NEXT STEPS: Kori will consult Bill, our attorney, to review the rental agreement and start documenting the policies needed.

**C: Status of CI Stewardship Circles**

* Landscaping continues, city engagement has not been as anticipated. BMA/vendor to make a plan for the city, indicating 1/1 replacement on the boulevard, pruning (trees under six inches) and hillside landscape clean-up is allowed. City is concerned about the screening areas to the river per our conditional use permit. Kori’s comment is that there are multiple areas that face the marina not the river itself and trying to get an exception for those.
	+ Approved 100K, that was not allocated last year, but was approved. John wondered about being able to spend that this year, Kori indicates some will be spent based on pruning cost.
* Planning Expansion need time to review the results of the survey before moving forward with next steps in project.
* Dock access and ADA docking, at Kori’s Clean and Resilient Marina training she met with a marina engineer that could be a resource to help us develop another design for the ADA docks. Recommendation to talk with another company for design/implementation ideas.
	+ Let’s go fishing has stated they have $30,000 to contribute to building an ADA dock on D dock.
	+ Kori will meet with Eric Pederson (dock leadership steward leader) to get the ball rolling on this.
* Clubhouse remodel – Jason is not present tonight, one of the considerations to remodeling the clubhouse is to add more space to the meeting/event room. Rachael wants to call and talk to Jason about how to make more room in the main space for events.
	+ Washers and dryers will be to Bayport between August 5th and 14th, with a quick to follow install.
* Dredging – hydrographic study kicked off today, which will take 1 – 2 days to complete. Within a couple of weeks there will be results to review.
	+ Question on how often the report / hydrographic study will change (unsure – can take back for an answer). Initial thought is because we are a protected marina there should not be severe deviation.
	+ Believe marina was dredged pre-2008. Unsure on the extent. Rachael believes it was somewhat limited.
	+ Normal pool is what we are at for river levels, if it stays at this level, it is what we need.

**D: Other Business**

* Survey is almost complete; some files have been provided. Survey is required by the city prior to moving forward with any improvement projects.
* Restaurant Property has remained the “parking lot” of the capital improvement stewardship circles. Group 41 will not sell the property for anything less than $1.5M.
* Easement update, attorney has gotten involved for the beach on the south end of D-dock. There is no easement in place at this time so the LLC / users are using the property without any legal agreement. There is an old law that could be in place that would allow an easement to stand of the same for a number of years. The attorney’s recommendation is to send a letter with guardrails (land use agreement) requesting signature from the LLC owner(s). Erik is looking for board decision on sending a letter which would need to be sent prior to 15 years (ownership on the land changed 14 years & 10 months ago). Downside of sending a letter is that they could sue us or take some type of legal action. Attorney suggested doing it from a liability perspective, and let them go from there.
	+ John made the motion to make a decision on the “land use agreement” requiring signature – would like to send a letter within the next two months. Kori will work with attorney to get a draft, which will state the following:
		- Permission to use the road for access, establishing the legal lines of liability
		- Reminder on no usage of facilities (specifically parking and porta-potty/bathrooms)
		- First right of refusal for a sale
		- Encourage the line of communications to be open
	+ John brought up an example that happened in Sunnyside where there was a change after 30 years of the land for the St. Croix Yacht Clube. Per Kori, they are only using the property to park their vehicles/drive to their beach. Biggest concern for Kori is safety/liability.
* Plan for Service Organization
	+ Point of contact to date post Mikes departure is Nick. There is an open Services Manager/Service Technician position.
		- Newly developed role would be a Services Manager, overseeing all departments and an administrative person to help with ordering parts, invoicing, receiving, etc. Goal is to have tier 1 service with a service concierge experience.
	+ There is an employment ad for a Service Technician due to the amount we have and to better support the staff and their roles.
	+ One opportunity is to improve the scheduling system. The service department is now using a Kanban board of sorts which is helping manage the work.
	+ Rachael would like to plan a pizza lunch with the service department to hear their ideas and foster a friendly relationship.
	+ Canvas position is still open, but we will be contracting with an individual in the near future to evaluate their work and determine if they could be an employment hire.

**E: Executive Session – Not Needed**

**F: Adjourn - 8:25pm, motion by John Gagich, seconded by Meredith Pederson.**