**Bayport Marina Association**

**Board of Directors Meeting Minutes**

**August 18, 2022**

|  |  |  |  |
| --- | --- | --- | --- |
| **Member** | **Present** | **Remote** | **Absent** |
| Rachael Harvey (Commodore) | x |  |  |
| Meredith Pederson (Vice Commodore) | x |  |  |
| John Gagich (Treasure) |  |  | x |
| Katy Baune (Secretary) | x |  |  |
| Jason Fabio (Chair) | x |  |  |
| Don Grimm (Chair) |  | x |  |
| William Given (Chair) |  |  | x |
| Bryan Wilkinson (Chair) | x |  |  |
| Erik Westgard (Chair) |  | x |  |
|  |  |  |  |
| **BMA Staff** | **Present** | **Remote** | **Absent** |
| Kori Derrick-Cisewski (General Manager) | x |  |  |
| Ellsa Ohmann (Office Manager) | x |  |  |
| **Past Commodores** | **Present** | **Remote** | **Absent** |
| Tore Detlie | x |  |  |
| Curt Grey | x |  |  |
| Amy Tobert | x |  |  |
| Val Fuller | x |  |  |
| Eric Pederson | x |  |  |
| Jim Cushman | x |  |  |
| Ron Hopfensperger | x |  |  |
| Ron Tortelli | x |  |  |

**Business Meeting**

1. **Check in (all)**
   1. 6:04 Commodore Rachael Harvey calls the meeting to order.
2. **Consent agenda – discussion/approval: July minutes, July financials, and GM report (all)** 
   1. Motion to approve the minutes by Jason Fabio, seconded by Meredith Pederson, unanimous approval.
3. **Status of Stewardship Circles:** 
   1. **Service Expansion** (Rachael)
      1. Waiting on the survey results
      2. **Dredging** (Kori)
         1. Hydrographic survey is complete and was done at a water level of 675.05’.
         2. The shallow areas of the navigational channel are on the West side of the C/D channel, at approx. 6 feet.
         3. The rest of the C/D harbor is 6 ½ – 7 ½ feet and the mid to South end of A/B is as well.
         4. The north end of the A/B harbor is deepest area at 8-11’
         5. Kori is meeting with LS Marine to discuss what they recommend to budget for next season if we choose to move forward with this project.
         6. Other discussion:
            1. Last dredging was done in ’08. Unsure what the results where.
            2. A number of sail boats have a 6’ draft and are still able to navigate comfortably.
      3. **Landscaping** (Meredith)
         1. City is still not supportive of cutting any trees or brush on the banks; BMA continues to work to come to an agreement and put a plan in place. Plan to do some tree removal this fall/winter so that the areas are prepped for planting on the boulevard in the Spring of 2023.
      4. **Dock Ramp/ADA Access** (Eric)
         1. Waiting on completion of survey so we have elevations. The decision at this time is to start on D dock because of additional funds/financial support from “Let’s Go Fishing” and the Fuel Dock is accessible for all boaters to loading if need be. We are also doing our due diligence and discussion other ramp options with another marina design firm.
      5. **Clubhouse Remodel** (Jason)
         1. There have been discussions on making the meeting (main) room bigger, instead of having a storage area in the current design. Next step would be to revise the current plan. Kori has requested that the storage gets moved to what are the current outside bathrooms because we are definitely lacking storage!
         2. Washer and dryers are here! Repainting and installation is underway, should be complete by next week.
4. **Other Business**
   1. Service Lunch Recap (Rachael): Goal of the lunch was to begin the work towards building a strong relationship between the services staff and the BMA board. Staff requested the following to be more efficient:
      1. Replacement of smaller forklift with wheels for outside
      2. New air compressor for service building
      3. Better organization for parts inventory – storage and filing system
      4. Ceiling of inside shop (better for lighting/cleaner)
      5. Breakroom new flooring
      6. Fuel dock and service department orientation
      7. New sheds for D Dock – potential to replace by purchasing four shipping containers and renting out to the Boat Doctor, Marine Max, St. Croix Marine Services, as well as one for BMA. Containers could be painted and fenced to assimilate with the environment. Potential to also build mini-storage rentals for member use.
      8. Other:
         1. They are going to clean up outside, get rid of old golf carts, old equipment / stuff during the off-season
         2. Enquired about moving forward with new Service Building expansion
   2. **Land Acquisition (Rachael)** 
      1. Due to the coal plant shut down projected in XXXX, Rachael is interested in approaching the railroad to purchase the property on the Westside of D-Dock that we currently lease from them. If in the future the railroad property is abandoned and sold it could be come a trail/etc. and we may loose that valuable leased area that is used for boat/trailer storage. Rachael will approach the railroad to see if they would consider selling and then report back to the BOD.
   3. **Launch Ramp in Low Water (Jason)**: Launch ramp with current depth, Jason had an experience of taking his wake boat out but the trailer had dropped down past the end of the concrete ramp which made it extremely difficult to pull out. In addition, this brings up concerns for the boat trailers, ramp itself, vehicles, etc. when this situation arises again. Suggestion is to investigate lengthening the ramp with additional concrete slabs or in another way.
      1. Per discussion, it is believed that the ramp was labeled as a river access with the intent it was only to be used to launch dinghies/jetskis (vessels of 16’ or less).
      2. There are no official written rules for the ramp as of now, as stated above it was only for vessels 16’ or less in size and no tandem axel trailers. The rules of the ramp need to set and published
5. **Executive Session** (if needed) – not needed
6. **Adjourn** – 6:58pm, motion by Meredith Pederson, seconded by Jason Fabio. (6:58pm)
   1. Con

**Addendum 1**

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

**Report Published: 8/15/22**

**BMA Staff**

* The really appreciated the lunch with the board members and being able to share ideas back and forth. We look forward to doing more of those so everyone can get to know one another.
* We hired a new service technician, Greg Murphy, who will be starting with us on August 29. He comes from the automotive industry but is also familiar with boats and was interested in having more variety than what he was experiencing at the dealership.
* The staff is extremely excited for the Employee Afternoon, which is happening this Wednesday! We are renting a pontoon and going on the St. Croix, oddly enough not something most of us get to do!
* Workload for all departments is still significantly high, so we are doing the best to prioritize to get all projects complete.

**BMA Financials**

**Profit and Loss Budget vs Actual – July 31, 2022**:

* Total Income: $1,926,716; up $132,971 vs budget; up $183,804 vs last year
* Total Expense: $1,817,886; down $111,417 vs budget, up $319,009 vs last year
* Net Ordinary Income: $108,830; up $244,388 vs budget; down $135,205 vs last year
  + Balance of CI Budget remaining for FY: $24,425

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

* Total assets: $5,772,430; down $56,398 vs last year
  + Cash: $879,000
* Total liabilities: $224,867; down $128,118 vs last year
  + BMRP loan balance is $184,491

**AR Aging Summary as of August 15, 2022:**

* Total A/R Balance: $220,184
* Over 30 days A/R balance: $33,085
* Of the $33,085, $3,327 of it is Group 41

**Operations**

* Operationally, same as last month, we are in the thick of the season, not a lot of big things to report as we are doing what it takes to operate the marina.
* Due to the May 19 hailstorm, I am still working with insurance regarding coverages on the slip covers and roofs.
* The pool had the plaster/concrete fail on the stop step, so we quickly had to get that fixed to keep the pool open.
* The first set of damage covers that customers were paying, for were replaced last week. There will be a very large number getting replaced next June, due to the hail.
* Kori has been working with the service staff to improve processed and the current and future restructuring in order to make us as Erik put it, more like a luxury car dealership.
* Kori is working with our attorney to draft the land use agreement (don’t want to do a recorded easement) for the LA Group, which are the property owners at the south end of D-Dock.

**Thought Work/Decisions**

* 2023 Season Slip Rental Rates Proposal:
  + Increase of approximately 4.5%, last year we did 4%. Recommending that we stay in this range even though inflation was higher and though we still have a waitlist, it’s not as long as it has been in the past two years.
  + Uncovered = $228.50
  + Covered 32’-45’ = $241.50
  + Covered 50’-55’ = $243.50
  + Covered 65’-70’ = $245.50
  + Sailboat = $5710
  + As a reminder, these are the suggested BMA rate, owners may choose a different rate if they would prefer.
* An update from the last discussion around not rerenting to challenging renters – I believe the message was received though Erik sharing these thoughts in a Members’ Corner. To go along with this though, Ellsa and I are creating an annual pledge agreement to be sent with the contacts, that pledge would focus on behavior and expectations of the marina verses the legalese of the slip rental contact.