

**Bayport Marina Association
Board of Directors Meeting Minutes
September 15, 2022 6:30 PM – 8:30 PM**

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	
Don Grimm (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		
Eric Pederson (Ramp Access Improvement)			x

Business Meeting

1. Check in (all)

- a. 6:30 Commodore Rachael Harvey calls the meeting to order.

2. Consent agenda – discussion/approval: August minutes, August financials, and GM report

- a. Motion to approve the minutes by John Gagich, seconded by Katy Baune, unanimous approval.
- b. Additional Membership/Slip Transfers Needed:
 - i. Tom and Traci Sanneman (B-35) – approved
 - ii. Kirk and Sue Allbutt (C-32) – approved
 - iii. Service Update: Nick Lutfi accepted the Services Manager role. Hoping to create a full-time Service Admin/Writer role to be point person for parts ordering/billings/main point of contact to assist with MarineMax needs. Would like this position to be full time. Next steps: Kori will write up a job description, and the board will review at the next meeting to review. Question around if Nick will still have billable hours; answer yes, he will bill due to electronic work, especially in the off season. Also, allows us to have a four-week Saturday rotation in-season.

3. Proposed Income Only Budget

- a. 4.5%+ of slip rental. Crosswalk tie-along has not been confirmed yet; however, Marine Max has submitted their intent to renew their office lease and anticipate they will continue this rental as well.

- b. -17% for Transient rental. Kori believes this is due to fuel prices and behavioral issues/suspension of a couple of boaters that are part of a larger group that has frequented the transient slips in the past.
- c. OTC parts appear to be a large increase, but it is how it was billed out
- d. Marine Max revenue is not something we would like to rely on given the boat sales are down, and it is not in the control of our own staff.
- e. -25% clubhouse rentals are down; suggestion to review rental rates by the hour versus a flat \$150 for Marina members
 - i. Things to consider: inflation is high, would like to consider increasing the operating/employee cost to accommodate and keep our staff. ~\$120k
 - ii. Slip rental 6% inflation for next year; which we only benefit from slips we own
- f. Motion to approve the budget by Meredith Pederson, seconded by Erik, unanimous approval

4. Status of CI Stewardship Circles

- a. Landscaping (Meredith/Kori)
 - i. Kori recently met with the landscape vendor and Bayport's Public Works Manager; approval has been granted for tree cutting around the banks if the trees are under six inches in diameter or for anything over six inches that is dead or dying. The hope is that over the winter this work could be done when it is more accessible from the ice. The city will partner with our vendor to ensure all items to cut are marked and agreed upon. The boulevards are also approved. Since majority of this work for the landscaping will happen after our fiscal year end, we will only use a portion of the \$100K originally budgeted for this year.
- b. Service Building Expansion (Rachael)
 - i. Rachael and Kori have a meeting set with Adam Bell, the City Administrator to review the survey to see what they would approve regarding our current plans.
- c. Improving Access to Docks (Kori for Eric Pederson)
 - i. Eric and Kori will meet to review the survey elevations to provide to the current vendor. Let's Go Fishing is still willing to support up to \$30K. Decision has been made to start at the fuel dock (D dock). There is one other company Kori would like to contact in addition to who we have been talking to. Other advantages of starting on D dock is that ADA requirements that are specific that transient slips must have access to an ADA dockage.
- d. Clubhouse Remodel (Jason)
 - i. No updates since our last meeting. Rachael would like to review incorporating the single ADA bathroom remodel into the overall plan so that we could do that for the time being, but not just rip it out when we did the full remodel. Jason will look at the plans a bit more closely, if we did this in the larger design, we would need to redesign this, but believes it is possible.
- e. Dredging (Kori)
 - i. Kori met with LS Marine to determine how to take this information in and make any decisions around it. Recommendations are that Bayport would tell LS Marine how deep we would want the channels to be. Suggestion is that we go to 7.5 feet deep throughout all channels. This would include the area outside of our Marina which would be identified in our dredge permit. Largest draft is 6.5'

which a couple of our sailboats are. Kori will go back to LS Marine with this information to get an estimate.

- f. WiFi (Erik)
 - i. Is an amenity but has driven complaints. There are 21 access points, and two 100 MB services. There are 12 non-overlapping radio channels, almost all our traffic is on one channel (5). There are complaints during busy times, with signal strength and getting connected. In addition, many boats (60+) have security cameras which are hogging a lot of the bandwidth and bogging down access points. Other problems are signals will bounce off fiberglass and metal docks/structures. Suggestions:
 - 1. Board puts limits on older devices
 - 2. Upgrade the system in general by pulling more fiber, setup more channels, etc.
 - 3. Range extender will rebroadcast the signals – you need special equipment to do this, but more analysis is needed
 - ii. Realistic next steps are to setup policy on what is permitted on our WiFi (Best Practices/Guidelines with minimum specifications)

5. Other Business

- a. Land Acquisition (Rachael), is in conversations with the railroad. They have expressed that they are not interested in selling, but no formal paperwork has been submitted on an offer. Rachael's suggestion is to offer \$100,000 for both parcels. **Motion submitted by Erik Westgard, that commodore is authorized to submit an offer for the two parcels up to \$100,000. Motion seconded by John Gagich, unanimous approval.**
- b. Update to Rules and Regulations - Prohibiting the use of the BMA member directory for solicitation purposes. **Motion submitted by John Gagich, and seconded by Erik Westgard, proceed with setting up / investigating a policy on how the directory should be used to restrict communication. Initial discussion was to setup rules against mass solicitation of selling, and personal use only. Unanimous approval.** Next steps, Kori will draft wording for board review.
- c. Launch Ramp in Low Water – should not be called a launch ramp, should be called a “river access”. The original design was to support watercraft that are less than 16 feet. The ramp is very steep and not able to support heavy/larger boats. There has been discussion around adding concrete to the bottom of the ramp to support boats; according to a contractor, LS Marine, this would cost \$50 - \$100k. **Motion submitted by Katy Baune, and seconded by Meredith Pederson, to create signage, update the website, and have a policy around how the river access should be used and what the ramp limitations are. Unanimous approval.** Kori will look into the guidelines around weight and length.
- d. LA Group (Land at end of D-Dock) Land Use Update – no agreement for them to cross our property, and we don't have a desire for putting an easement. Therefore, Rachael and Kori are meeting with Brian Utech, the head of the LLC to present him with the Land Use Agreement that was drafted by BMA & our attorney.
- e. **Motion submitted by Katy Baune, to update the clubhouse rental terms to offer rentals for a minimum of 4 hours at \$75 hours or \$150 for the whole day with 3 weeks rental agreement notice. Motion seconded by Erik. Unanimous approval.**

6. Member Forum

- a. Patrick Moore attended the meeting and had a financial and service question before leaving.

- i. Erik Westgard is going to survey sail boaters to determine if services are missing or more services could be provided by the Marina for the sailboat population.
7. **Executive Session – Not Needed**
8. **Adjourn – 8:27pm Motion made by John Gagich, seconded by Katy Baune, unanimous approval**

**Addendum:
General Manager Report – October 2022 Board Meeting
Report Published: 10/18/22**

BMA Staff

- I have gotten a lot of positive feedback about Nick taking the role of Services Manager from Members. The staff members are not as great at providing feedback, but things are going very well with the change. Greg is also fitting in well and doing a great job on repairs, winterization, oil changes and using our billing system.
- Luke Hoffman, Yard Crew Member, put in his two weeks in order to pursue what he went to college for, Construction Management. This has led us to be short staffed during the haul-out process and have hired temp help from a temp agency but it's been a struggle to get a capable worker.
- This year I feel like I can say I now understand what all the processes are that our staff does. For example, until this season I had never really helped with launch or haul-out before. That being said, our staff does amazing, HARD work! Pulling boats when it is below freezing is rather challenging and has not allowed for this haul-out to go as smoothly as we hoped. Continuing educating boaters about the risks of keeping boats in the water until the end of October remains a goal of ours. Thankfully we only had to run the waterlines on the docks for three nights, but we've had some challenges with waterlines on boats as well as safely operating our pump-out systems. Additionally, I have also noticed a different vibe with the staff this haul-out. Even though there are moments of frustration with the cold/winterization process the overall attitudes remain positive and everyone pitches in, from pumping out boats to power washing to helping untie boats to blocking, the saying "all hands on deck" could not be truer and nobody says "that's not my job". The change in staffing has been a large part of this.

BMA Financials

Profit and Loss Budget vs Actual – September 30, 2022:

- Total Income: \$2,322,010; up \$152,046 vs budget; up \$172,151 vs last year
 - Biggest area we are behind in income is MarineMax Additional Rent (Commission)
- Total Expense: \$2,060,553; down \$73,112 vs budget, up \$314,307 vs last year
- Net Ordinary Income: \$261,457; up \$36,299 vs budget; down \$142,155 vs last year
 - Balance of CI Budget remaining for FY: \$17,411

Balance Sheet as of September 30, 2022:

- Total assets: \$5,873,271; down \$89,827 vs last year
 - Cash: \$960,261
- Total liabilities: \$160,330; down \$268,474 vs last year
 - BMRP loan balance is \$167,826

AR Aging Summary as of October 18, 2022:

- Total A/R Balance: \$175,738
- Over 30 days A/R balance: \$38,810
- Of the \$38,810, \$4,299 of it is Group 41

Operations

- Haul-out is in full swing and as mentioned in the staff section, it has not gone as smoothly as we hoped with the cold temperatures we have been dealing with. Also looking at additional process we can do in order to be more efficient. We would like to build a 40' dock section that can bolt onto the service well during launch and haul-out so that we can line more than one/two boats at a time so there is no waiting for a boat to come to/be removed from the dock.
- Due to the May 19 hailstorm, I am still working with insurance regarding coverages on the slip covers and roofs.
- So far we are seeing a high slip renewal for rentals; therefore, we aren't expecting many open slips to offer to people on our waitlist.
- The landscape company has submitted their application for the tree cutting permit and have marked the trees that they will be cutting with the agreement of Matt Kline, the Bayport Public Works Director.
- Our WiFi contractor has been in touch with another equipment supplier and is hoping to do some testing over the winter with the two different companies' equipment to see which one would be better for our environment. They have also made changes on their end to broadcast on multiple channels to spread the signal out. Obviously with less boats in the water, it is hard to tell if there are any significant improvements. On the other hand, I spoke with a boat in A-02 and he said it has been working great for him all summer. He is pretty tech savvy and knows how to set up his equipment properly to get a good signal so I think the next steps of educating boaters is really important.
- Rachael and I met with Brian Utecht of LA Group (property south of D-Dock) to review the land use agreement. Brian is going back to the other shareholders to explain and propose the land use agreement to them, as well as their attorney before agreeing to it.
- I have been sending a significant amount of time working on purchase agreements, and paperwork to close the six membership/sales transfers.

Thought Work/Decisions

- Budget:
 - After additional information from another month of revenue I made changes to the income side of the proposed budget. I increased Sublet Labor (I kind of forgot I had negotiated a higher commission with Boat Doctor on their shrink wrapping since we are getting hit with more credit card fees) so we can expect that amount to be higher in proceeding years. I also increased Gas Dock as I expect prices will remain higher and I will do my best to get competitive pricing!
 - On the expense side, items to note:
 - I have never done this before, but I am suggesting that the pay raise for January 1, 2023 is 6%. The employees were very appreciative of the 4% that was agreed to last year, but inflation being over 8% this year and the extra work everyone put in as we were short staffed through the entire season, I am requesting for this to be considered.

- Payroll also accounts for the additional canvas employee and the addition of the new Service Admin role (see job description below) after the first of the year.
- We don't have budgetary numbers for the WiFi improvements at this time, but I have increased that expense to \$25K to possibly add another separate Comcast service on B-Dock or start adding additional/upgraded equipment.
- Capital Improvements has gone to \$156K. This is not specifically earmarked yet and depends on dredging needs and budgetary numbers that I am waiting on. It also is dependent upon the other proposed CI initiatives we have including but not limited to the ADA dock ramp, ADA Clubhouse bathroom and Service Building Expansion/needs.
- R&M Pool is higher than this past year of needing to replace the chair cushions/make repairs to the pergolas from the storm in August.
- R&M Marina Landscape includes \$100K for that project.
- Per the request of the Party Commodore, I have budgeted additional funds for Social Events/parties! Everyone likes that idea, right?
- Lastly, I have increased Marina depreciation with the anticipation of purchasing some of the following equipment: shipping containers to replace the storage sheds on D, updated small forklift, update old scissor lift for the shop and parts drawer cabinets for better inventory management.
- Service Admin (still working on best title) Job Description
 - Please review the job description that I created for this newly created role.
- Boater Pledge Agreement
 - Please see attached for the proposed Boater Pledge Agreement that we would like to incorporate into the 2023 season.
- Directory No Soliciting Policy to be added to Rules and Regulations
 - 27. The Member Directory is for personal and private use only. It is not to be used for soliciting or distribution for any sort. Examples of distribution/soliciting include political fundraising or events, seeking business contacts or leads, fundraising of any sort, etc.