



**Bayport Marina Association
Board of Directors Meeting
Thursday, February 15, 2024
6:30 PM – 8:30 PM**

Member	Present	Absent
Meredith Pederson (Commodore)	X	
John Gagich (Vice Commodore)	X	
Katy Baune (Treasurer)	X	
Erik Westgard (Secretary)	X	
Don Grimm (Chair)	X	
Bryan Wilkinson (Chair)	X	
Rachael Harvey (Chair)	X	
Dave Peterka (Chair)		X
Jim Geisler (Chair)	X	
BMA Staff/Guests	Present	Absent
Kori Derrick-Cisewski (General Manager)	X	

1. **Check-In & Introductions** – Meeting called to order at 6:34 by Commodore Meredith Pederson, confirmed a quorum was present.
2. **Consent Agenda – discussion/approval:**

Standard Audit Report. Unqualified finding. 10/31/23.
 BMA dock improvement loan paid off 12/23.
 Financials – January quarterly reviewed. Q1 has minimal revenue.
 A/R balance high – several abandoned boats are accruing storage charges.
 No cash no splash.
 New canvas staff not available – so service expansion is on hold. Current canvas tech is retiring in 2024.
 Looking at options.
 Professional services expense category- Audit and Point of Sale transition.
 Motion to approve consent agenda /audit Rachel – John second. All approved.
3. **Succession.** Several new board members will be needed. Good candidates have been identified. This can be your turn. We do not require competitive races but that is OK. Kori and board members are collecting names.
4. **Violations of the BMA membership/lease terms** must be better recorded. Regretfully, we have had member behavior issues recently and four leases have not been renewed by us recently.
5. **Status of CI Stewardship Circles:**
 - a. **Landscaping** - Prep for next phases. Crane for large trees. North B&C docks. And A/B Roadway. Discussion of hard edging at extra cost. Comments on hard edging- a \$4000 add for finished sections. Defer. Discussion of updating flowers.

- b. Wi-Fi (Erik)- defer new capital. Some configuration changes were made to follow industry standards. Making radio poles taller.
- c. Service Building Expansion (Rachael & Don). On hold. A parcel of land, adjacent, about ¼ acre is available. This helps our impervious surface issues for any future expansion. Motion by John and Erik to make a low offer. Passed.
- d. Clubhouse Remodel (Kori) – kitchen/bar refurbishment work well underway. Bathroom possibly next year. Popcorn ceiling removed. New paint. Expert decorators were consulted. No tours yet please.
- e. Dredging (Kori) - need to watch this. Secondary.
- f. Fuel tanks. Prioritized. Estimate over \$215,000- bids underway. Contacted Cenex distributor. “Not long term but costly.”
- g. Bylaw lease agreement still are being reviewed. Attorney redlines. March review. Our Lawyer says we need to maintain our IRS filing status with bylaw/lease changes.
- h. Weekly meetings on ADA docks process. Some DNR funding (\$14,000) seems available. More interest from Let’s Go Fishing to help- i.e. \$30,000.
- i. Kori will be asked to join the Midwest Marina Association as a leader. Kori and Ellsa had professional training and classes and marina tours in Florida. Some bathroom ideas from that will be reviewed.

6. **Executive Session** was held.

7. **Adjourn - 8:39**

Addendum
General Manager Report – March 2024 Board Meeting
Report Published: 3/14/24

BMA Staff

- Our three service technicians traveled to Westerbeke Generators in Massachusetts for training so that we could maintain our dealership status. This allowed them to learn some new enhancements and be more versed on diagnosing issues on these (and other) generators.
- With the transition of Jeremy to being our lift operator during launch/haul-out and throughout the season, as well as the continued influx of work I had budgeted to add another tech to our staff for the start of the 2024 season. We were in the process of posting our position and we were contacted by a technician Tyler, who had previously worked with our tech, Chase, at Afton Marina. Windmill Marina had seen this technician's resume on Indeed (he literally had just decided to update and post his resume), and when Windmill contacted him he started to see if there were other positions on the St. Croix and he found ours. As mentioned, he previously worked at Afton (left due to management), moved to Wabasha Marina as Lead Technician (left there due to the fire they had and rebuilding was a painful and slow process for the service department) and most currently has been working at CJ Auto and Marine (wanted to make the change due to the lack of space and scope of work in a smaller environment). Tyler has started his Mercury training but hasn't finished it due to his current employer not requiring it. His start date is March 25 and he'll be able to hit the ground running!

BMA Financials

New Format – See next page

February 2024 YTD					
	P&L				Feb YTD 2023
	Actual	Budget	\$ diff from Budget		
Income	\$ 974,039	\$ 961,500	\$ 12,539		\$ 925,109
Expenses	\$ 709,441	\$ 795,328	\$ (85,887)		\$ 667,543
Net Ordinary Income	\$ 264,598	\$ 166,172	\$ 98,426		\$ 257,566
Other Income/Expense	\$ (9,078)	\$ (8,534)	\$ (544)		\$ 37,715
Net Income	\$ 255,520	\$ 157,638	\$ 97,882		\$ 295,281
<i>Net Income w/o Dep</i>	<i>\$ 290,386</i>				
Balance Sheet					
	2.29.24	2.28.24	\$ diff from Budget		
Cash	\$ 944,600	\$ 1,097,435	\$ (152,835)		
Total Assests	\$ 5,920,527	\$ 5,992,405	\$ (71,878)		
Long Term Liabilities	\$ -	\$ 104,904	\$ (104,904)		
Total Liabilities	\$ 63,797	\$ 149,237	\$ (85,440)		

Profit and Loss Budget vs Actual – February 29, 2024:

- As mentioned at the January board meeting, the P&L improves significantly when we get to February 1 since we were able to bill slip rental and assessments. Additionally multiple service and canvas jobs were completed and able to be billed shortly after the 1st of the month. The rest of the winter work has had shorter timelines so billing is happening more frequently now.

AR Aging Summary as of March 14, 2024:

- Total A/R Balance: \$76,083, of which \$29,782 is current
- Over 30 days A/R balance: \$46,301 details:
 - \$3181 is a MarineMax issue, a warranty issue that we haven't been paid for yet.
 - Seven owners who rent out their slips (aren't affected by the launch schedule deadline) who haven't paid their assessments, totaling \$23,166
 - \$7525 is the abandoned sailboat I am dealing with, with Bill Kranz, found out he listed the boat with Bill Hoopers, I have also spoken to him directly now and he says he will only be able to make payment if the boat sells.
 - \$2700 is a second sailboat that seems to have been abandoned, that is the charge for summer storage and I am trying to get in contact in before adding additional storage fees. The boat is not of any value.
 - \$5235 is Group 41, they have contacted me regarding these bills in January, but still no payment.

Operations

- The Clubhouse remodel is coming along well. The flooring is down everywhere except where the cabinets will be since they need to go in first. They are scheduled to be installed next week. Following that we will measure for counter tops and get them ordered (should be about a two week lead time on them. Lastly, the staff will finish the trim and any other woodwork. We are planning on incorporating an ribbing cutting into the first Happy Hour (May 24th) to highlight the improved room!
- The boat winter work is down to six boats that still need to come inside, but our schedule reflects that all of those jobs will be complete by May 3rd. We continue to enjoy the warm temps which has allowed to technicians and yard crew to complete outdoor work orders, Travelift Maintenance and customer requested dock modifications. A Travelift technician will also be here the week of April 8 for our annual inspection to ensure the equipment is ready for the season.
- The yard crew is also using this time to get a jump start on prepping the grass to have a better chance of growing quickly as temperatures increase. We met with our irrigation and seeding contractor and came up with a plan to get things to green up quickly, including spreading grass seed as soon as we move boats so that we mitigate bare spots ASAP. I have had a bug in my ear from a boater who has not been happy with our lack of green grass. They described last year as the worst they had seen it, so I am hoping to get that corrected. I am also praying for rain to help that and the river levels.
- Nick, Ellsa and I have continued to work with our new Point of Sales Vendor, Molo to get our portal running. Our original goal date of March 1 for being fully operational in it was not met, but as of today we are! Your invoices, work orders and estimates have a different look, but the majority of the benefits are to improve efficiency as we were able to take four separate systems we were using down to one. There are some limitations if we would choose to move forward with charging customers credit card fees in the future, but one we are more familiar with the system I will explore that and be able to discuss if that is something we want to do and incorporate into next year's budget to mitigate credit card fees.
- Eric Pederson and I received final drawings for the ADA ramp that I have included as an attachment. We are meeting with the engineering first to discuss them on Tuesday and provide more detail at the board meeting following that meeting. One consideration is, we need to remove some trees from the area for construction and since we will have a crane onsite to remove some of the other trees in our landscaping project, I would like to move forward with giving them to go ahead to also remove these. In the long run it is a cost savings since the crane will already be here for other necessary work. The cost of removing those trees is \$3,165.
- The landscape project still requires four trees to be cut down, which need to be done with a crane due to their size. We were on the schedule in February but that happened to be the same day as a snowstorm and then we got pushed. Now there are road restrictions on, but as soon as they are removed, they will be down to get them cut down. They will also do their best to start planting in May, if we continue to have temps conducive to it.
- I am still waiting on bids from Energy Solution Partners and Minnesota Petroleum for their tank replacement estimates. I am anticipating getting MN Petroleum's by the end of the week after I spoke with him today. I learned that they are proposing a single tank that is divided into chambers for each fuel time. I thought that might mean a cost savings since it was one tank versus two, but he said that is minimal since it is still the same size for the amount of gallons it needs to hold. I anticipate needing to discuss the tanks and the means to pay for them once we receive the bids. This type of work gets scheduled out quickly once we get so summer, so I am staying on top of them to get their bids.
- The launch schedule was created and will be published to our website tomorrow. Obviously, there was a lot of conversation around Pledge Agreement, but majority of Members found little issue with it. Russell Sheaffer said he would be reaching out to the BOD about his concerns about it, he was not happy about it being tied to getting his boat launched. I tried my best to explain that it was an initiative of mine and that it was a way to make sure we got people to annually acknowledge the rules. So I want to apologize if the BOD gets flack for supporting my initiative. On the other hand, I received some

feedback from members saying they fully supported the implementation of it. Here is an email I received just yesterday from a Member who owns a slip but no longer has a boat at the marina, but felt included to return the form since they still frequent the marina:

Thank you for doing this. It's good for the marina, the environment AND for each other. The Pledge is very fitting, totally appropriate.

Thought Work/Decisions

- FYI – I am still working on the official policy for Clubhouse rental for past Board Member Rental. I will share for approval once I have completed it.
- I know I have discussed many very costly improvements in the earlier part of my report but I also need to get on everyone's radar that we will seriously need to be considering a new tractor in the near future. Now that Jeremy is operating this equipment, with his mechanical knowledge, he is concerned about the maintenance that may need to go into it to keep it operational. Additionally, he has pointed out to me that since this style tractor uses a backhoe for counterweight there are some rather tricky situations due to the amount of clearance it needs. Obviously, he knows to be careful and be aware of it, but there are additional risks because of the obstructed line of sight and necessary clearance it needs. I don't have any additional research on it, but wanted to get it on the board's radar.