



**Bayport Marina Association
Board of Directors Meeting
Thursday, Apr 18, 2024
6:30 PM – 8:30 PM**

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

1. **Check-In & Introductions 6:30** (all) start call to order.
2. **Consent Agenda**
 - a. Motion to approve minutes, financials, Erik moves, Rachel second, approved.
- 3.
4. **Status of CI Stewardship Circles:**
 - a. Overview. Projects moving along. Several were broken apart into smaller pieces for ongoing funding. However, the new large projects (fuel tanks, dredging, ADA ramp) may in aggregate require a loan.
 - b. ADA Ramp. Eric + Kori. AMI drawings reviewed. \$16K in design expenses so far. Final, detailed drawings in hand. MN DNR funding, and Lets Go Fishing are in for some funding. We operate a public dock rental, so need the ADA ramp. Safety issue for steep ramp now. Bayport Fire Department has written in support of the ramp for evacuation purposes. The current ramp will be used in high water, (684) - the new ramp in low water- such as now, 677.
 - c. Discussion of the contribution amount agreed to by some board members at Let's Go Fishing
 - d. The fuel tanks are a serious liability worry. The superior level of detail let us decide to go with MN Petroleum. The Veederroot system should be replaced. We have a history with them.
 - e. Questions on who owns the fuel in our tanks. Temporary tanks would be brought in. The project would be this year.
 - f. LSM is the dredging outfit. Corps of engineers would likely notify us of a need to drop the pools lower than normal low water. Right now, we are ok, with a few shallow spots which impact a few, deepest draft (5'5" power, 6'6" sail).
 - g. An ADA bathroom is in our future plans. This would be indoors, figure ~\$250,000. Several internal queries vs transient users on this topic.

- h. Service and refinishing space is needed. Some work on the building is required as a minimum- such as the ceiling. Need an expanded bathroom.
- i. The new telehandler is here \$1800/mo. It is also a good sturdy outdoor forklift with big wheels. So our current small wheel forklift is fine for indoor use.
- j. Priorities: 1. Fuel Tanks, 2. ADA Ramp, 3. Dredging, 4. ADA Bathrooms
- k. Call with Bayport Bank.

5. Other Business

- a. Member Incident letter reviewed
 - b. Tyler is our new service tech 😊
 - c. Quality vs quantity on events
6. Annual meeting (6/12) prep
7. Executive Session

Pre-reads: GM Report, financials

Next meeting May 14

**Addendum:
General Manager Report – April 2024 Board Meeting
Report Published: 4/15/24**

BMA Staff

- Tyler joined our team as a service technician on March 25th and he has been able to hit the ground running! He fits in well with the rest of the team and has already shown his advanced skillset and his ability to be efficient. This has given us a boost of confidence going into the season, since our backlog has been so long in recent years.
- Everyone is looking forward to spending more time outside (verses in the job/clubhouse) to get their work done. I think you can all understand that with the beautiful environment of BMA!

BMA Financials

New Format – See next page

March 2024 YTD					
	P&L				Feb YTD 2023
	Actual		Budget		\$ diff from Budget
Income	\$ 1,123,676		\$ 1,064,409		\$ 59,267
					\$ 1,026,295
Expenses	\$ 909,415		\$ 962,430		\$ (53,015)
					\$ 820,595
Net Ordinary Income	\$ 214,261		\$ 101,979		\$ 112,282
					\$ 205,700
Other Income/Expense	\$ (20,490)		\$ (19,642)		\$ (848)
					\$ 25,819
Net Income	\$ 193,771		\$ 82,337		\$ 111,434
					\$ 231,519
<i>Net Income w/o Dep</i>	<i>\$ 228,637</i>				
Balance Sheet					
	3.31.24		3.31.23		\$ diff from Budget
Cash	\$ 1,102,099		\$ 1,130,594		\$ (28,495)
Total Assests	\$ 5,806,496		\$ 5,889,708		\$ (83,212)
Long Term Liabilities	\$ -		\$ 96,470		\$ (96,470)
Total Liabilities	\$ 11,515		\$ 110,301		\$ (98,786)

Profit and Loss Budget vs Actual – March 31, 2024:

AR Aging Summary as of March 15, 2024:

- Total A/R Balance: \$52,127, of which \$33,127 is current
- Over 30 days A/R balance: \$19,000 details:
 - \$1542 is a MarineMax issue, a warranty issue that we haven't been paid for yet.

- \$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.
 - Both of these may need to be taken care of through Sherriff Sale.
- \$5235 is Group 41, they have contacted me regarding these bills in January, but still no payment.

Operations

- Travelift was here for our annual inspection. If anyone remembers we had a major failure in 2022 during Week 5. Since Jeremy has stepped into the lift operator role, he has performed all necessary maintenance on the equipment and the only issue that the inspector found was a pressure gauge that was starting to fail! Equipment maintenance has been an important part of our processes, but having a very skilled mechanic responsible for our own he equipment (verses a less trained individual) we have been able to keep things in better working order.
- We also had our Three-Year forklift and Travelift recertification and safety training for the staff. The trainer was very impressed by our “clean-bill of health” on the Travelift, something he said he doesn’t see in most boat yards.
- The grounds have been prepped by getting grass seed throughout the entire marina. We also have a new process for the staff, they are putting down seed where the bare spots are once boats are moved. We are also going to start communicating to everyone in Marker 19’s to really try to stay off the grass 20’ in both directions of the rampways so that the grass can get established, spread the word!
- A crane was onsite to remove the last trees that were too big to take down from the ground. The north end of B&C is prepped and I will be getting an update on timeline for new plantings within the next couple weeks. Weather is cooperating this year (unlike last year), so it should be before the end of May.
- The new JBC telehandler was delivered this morning. I was able to get the price down \$3200 and the interest rate down to 7.18% verses 7.53%. In the hast of getting everything communicated to the group I didn’t think to mention that the bucket, the forks and the quick attach arms are all brand new. The tires were also replaced after it was traded in, so the only wear they have on them was from test drives around the dealership!

Thought Work/Decisions

Below are the CI projects that could need funding in the near future, the goal of the April BOD meeting is to get priorities aligned so we know what direction(s) to move forward in:

ADA Ramp:

We are waiting on two quotes from two different construction companies now that final engineering details are done. The figure we were given to use for our grant application was \$183,500 which included contingencies. We have spent \$16,297 on engineering fees to this point. We are expecting about \$13,000 from the DNR for this project and it must be completed within two years for the date of approval. Let’s Go Fishing is also contributing, \$15,000-\$30,000, waiting on a final number from them. Lastly, in order to even consider getting on the schedule for this year the metal gangway needs to get ordered within the next two weeks, as their lead time pushes out deliver to September.

Additionally, even though we are a private marina, we are considered public on our transient dock. It is a requirement to have ADA accommodation on a public dock. This could be a costly fine in addition to adding an ADA ramp if we do not move forward with it.

Fuel Tanks:

We have two bids:

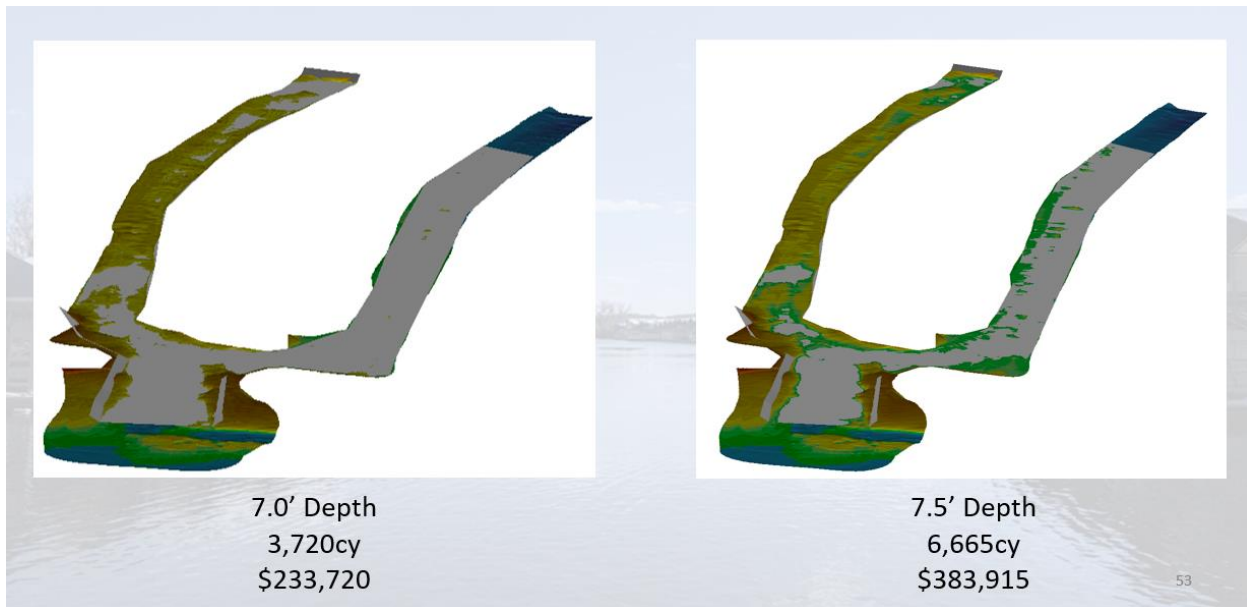
MN Petroleum: \$336,500 – more detailed bid, includes new Veederroot system, estimate could go down by \$32,069 if dewatering is not required (depends on where the water table is relative to the hole where the tanks are). Additionally, they could complete this project mid-summer if we get on their schedule.

Westmor - \$295,295 – still not satisfied with detail of their bid, it does not include replacing the Veederroot system (which even though costly I think we should do), their current bid does not include an estimate for dewatering if it is necessary. They said they most likely could not perform this work until October, which interferes with haul-out.

The tanks were installed in March 1984, meaning we missed celebrating their 40th birthday...they are only guaranteed for 30 years. Again, due to the scope of this work we will need to move forward quickly with a decision in order get on their schedule if the intent is to replace them this year.

Dredging:

The numbers on dredging are not as concrete, can we dredge to 7' in the C/D harbor, but dredge to 7.5' in the A/B harbor? Having a consistent 7' there is virtually no dredging in the A/B harbor, additionally all dredging is only in the channels, not each individual slip. Budgetary figure of \$233K - \$383 if we would need to remove 1'-1.5' of material. The graphics shown below, show the gray area as the specified level, anything that shows color over the gray (colors lighter than blue) would be dredged. Personally, I would like to look into a smaller solution of cleaning up near the east side of the harbor entrance to get ride of that "hump", but unless something catastrophic happens with water levels (which is unlikely at this time) we do not have an issue moving boats around the marina with these current depths.



ADA bathrooms –

Not much time has been spent on this, but if we are going to consider resuming a mortgage on the property, we should also consider the cost of bringing the bathrooms up to code for ADA. Jason Fabio's original designs included a much larger expansion, but without adding to our footprint due to impervious services, I believe the cost of the renovation would probably be around \$200,000 - \$250,000, as majority of this work would need to be hired out and not done internally by staff. Like the ADA Ramp, because we have public transient dockage we are required to have ADA accommodations.

Per the bylaws. Section 3. Adoption of Budget for Capital Improvements. In addition to the annual operating budget described in section 2 above, the Board of Directors may propose a budget for the cost of constructing or reconstructing any capital improvement in the marina during a particular fiscal year. In situations where we anticipate a single expenditure that exceeds more than 15% of the prior year's total actual expenses, the budget shall be deemed ratified by the Members through a 2/3 affirmative vote. Such budget shall be sent to the Members at least (10) days prior to a decision for vote. This may be distributed through the US mail or via Email, depending upon the preference indicated by the voting BMA Member. Member preference shall be recorded and managed by the BMA Office Manager.

I have spoken with Bayport Bank and their loan rates are in the mid 7's, five year term with a balloon amortized over 15-20 years due to the style of projects that I mentioned, but probably plan for 15 years. It could be set up as a draw loan for the first 12 months since there are multiple projects with varying timelines.

Volunteers/Hosts Needed for set-up or clean-up duties for the following BMA activities:

These events are after business hours and not always able to be attended by staff. We are hoping to find some volunteer hosts that can assist with the functions of the event, specifically set up or clean up. If you know of a member (not on the board) that would be interested in assisting, let us know and we can ask if they would be interested in volunteering.

May 24 – Happy Hour in Clubhouse

July 21 – Ice Cream Social

August 23 – Bonfire at the Point

September 15 – Chili Cook-Off