**Bayport Marina Association**

**Board of Directors Meeting Minutes**

**October 20, 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 |  |  |

**Business Meeting**

1. **Check in (all)**

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

1. **Consent agenda – discussion/approval: September minutes, September financials, and GM report (all)** 
   1. Motion to approve the minutes by Meredith Pederson, seconded by Bryan Wilkinson, unanimous approval.
   2. Proposed Budget (Kori): Budget was reviewed. Numerous suggestions were provided by Rachael and the team to change some expense budget items. Kori will modify and resent the budget to the Board for approval.

A suggestion was made to review our hourly labor rates in service/refinishing/canvas. Kori will check other marina/dealership rates for comparison and discuss at the November Meeting.

1. **Status of Stewardship Circles:** 
   1. Landscaping (Kori)

The City of Bayport has approved the permits for boulevard tree removal. Trees that will be removed have been marked. Our contractor has started work and will continue removal on the banks throughout the winter.

* 1. Service Building Expansion (Rachael)

Rachael and Kori met with the city and there will be some discussion about what we can and cannot change due to impervious land on our property currently we are 23% over the river district allotment. Discussion ongoing with them.

* 1. Improving Access to Docks (Kori/Eric Pederson)

Kori will reach out to Eric Pederson to connect with contractors, also review elevations to try and have a ramp installed on D Dock in 2023. Let’s Go Fishing is planning on a financial donation for a portion of the cost ($30,000).

* 1. Clubhouse Remodel (Jason)

Jason not in attendance, so no update was provided. The impervious surface calculation would not permit the expansion on the Clubhouse building either, so we need to rethink that design.

* 1. Dredging (Kori)

Kori is waiting on budgetary numbers from LS Marine to have dredging done to areas that are less than 7 -7.5’ at water levels of 675, so the shallowest areas in the marina would be 7’ instead of 6’.

* 1. Wi-Fi (Erik)

Erik has been working with Computer Repair & Services to figure out solutions and changes to the current system. It appears that there will be improvements in the future as well as boater education to help make experience better.

1. **Other Business**
   1. Land Acquisition (Rachael)

A $100,000 offer for the property on the west and southside of D-Dock was made and turned down. The Railroad is not interested in selling but wants to know if we would like to discuss an additional lease for the property to the south.

Next, we will contact Canadian Pacific Railway to discuss reduce their fees for crossing, existing lease.

* 1. Update to Rules and Regulations

Prohibiting the use of the BMA member directory for solicitation purposes. This will be included in the updated Regulations Governing Use of the marina. See #27 on the GM report.

* 1. Launch Ramp in Low Water Research & Regulations (Kori)

We will circle back on this in November.

* 1. LA Group (Land at end of D-Dock) Cross easement update. (Rachael/Kori)

Rachael and Kori met with the LA Group and provided a proposed Land Use Agreement document. The LA Group is reviewing with the members of the LLC/attorney to determine next steps.

1. **Miscellaneous**
   1. Youth Sailing Resources Letter

Rachael received a letter from Youth Sailing Resources thanking us for the use of the slip for another year. We donate two slips annually as a goodwill donation (Youth Sailing Resources, Let’s Go Fishing)

* 1. Balozi - this boat was supposed to leave, but they are currently unable to leave due to low water on the Mississippi. We have an in-water storage contract for a final winter. We will not renew winter storage for them after this season.
  2. The discussion of what our policy is for hiring family members of boaters/owners, specifically children. Kori said that we don’t have a written policy, but we do not hire children of boaters/owners. Bill requested that we review this and see if changing this would help us with our short-staffing issues. We will review at the November Board Meeting.

1. **Executive Session** (if needed) – not needed
2. **Adjourn** – 8:05 motion by Bryan Wilkinson, seconded by Don Grimm

**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 lead 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.
* Personal note regarding the last meeting. I have approximately an inch thick folder labeled P. Moore that has documents dating back to 1990. I am sure there are additional emails and exchanges that have not been printed or documented, which had they been, would most likely double the size of that folder. The point is, if I am approached by Patrick again in a board meeting setting, I will respond as I did in last month’s meeting. If he does not accept my answers, I will recuse myself from the meeting and ask that the board responds. Additionally, if I receive any emails from him, I will either respond with the board copied or ask that the board respond. Pat has overstepped in the way he treats specifically me, as well as other staff in the past. I would not take this claim further than discussing it with the Board of Directors and am simply stating I will no longer deal with him due to his manor of pursing his personal opinions or needs.

**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 single 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 shrinkwrapping 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 ear marked 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 Solicitating 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/solicitating include political fundraising or events, seeking business contacts or leads, fundraising of any sort, etc.