

**NEWPORT YACHT BASIN ASSOCIATION**

**MEETING OF THE BOARD OF DIRECTORS**

**August 3, 2017**

Notification for this meeting was given during the June 6, 2017 meeting. Kyle sent out an agenda ahead of the meeting which is included with these minutes for reference:

**AGENDA**

**NYBA BOARD of DIRECTOR'S MEETING**

**Thursday Aug 3, 2017 8:00 AM – 10:00 AM**

**at Kyle Anderson's house**

**3923 120<sup>th</sup> Ave SE Bellevue, 98006**

- 1. Call to Order – Kyle**
- 2. Secretary Report- Bill**
- 3. Treasurer Report – Jeff**
- 4. Marina Report- Tom**
  - Roof support inspection report
  - Water leaks & HUGE bills from COB. What is the status now? What do we owe? and what can be done to prevent this in the future? (i.e. early notification?, alarms? etc)
  - Busy day operations: how is it going? Complaints?
- 5. Issues for Discussion**
  - Discussion of Stillwater proposal and meeting of April 25. talk about long term improvements per the estimate from Stillwater dated 2/22/2017.
  - Do we need to add insurance coverage for working over water for Tom and other employed labor?
  - Meeting with Stillwater to discuss D and E docks piles and bulkheads
  - Radovich entry sign update?
  - Set date for next Board Meeting.
  - Discuss email blast: when? and what info to include

**Discussion:**

1. Kyle called the meeting to order @ 8:00 AM

Board Members present: Kyle Anderson, Jeff Hoyt, Steve Rieger, Terry Block and Bill Raleigh

Marina Manager: Tom Lisk

2. Minutes from the June 6, 2017 Meeting were approved.
3. Treasurer Report:
  1. Jeff handed out the Reconciliation Reports which were approved and attached to these minutes.
  2. The recent water bill was for approximately \$9,300 due to a leak at the freeze valve on the end of C dock that was underwater and not detected until Tom checked after getting the water bill.
  3. Kyle recommended we ask a property tax consultant to review the property tax assessment we are paying on the leasehold property. Kyle will talk this over with Alan Bohling as SBC owns the property.
4. Marina Manager Report:
  1. The Stillwater estimate to replace the damaged whaler and roof supports @ G dock for approximately \$140,000 was discussed. Tom will ask Stillwater if we can break this work up into two projects to be done over two years. The downside to spreading the work out is that we will have significant cost to replace piling and bulkheads for D dock and E dock in the next two or three years in addition to our normal maintenance that will be required to keep up with our aging facility.
  2. Tom is working with the city to develop some procedures for early detection of water leaks. Tom started to regularly monitor the water meters but we need an alarm or automatic notice system when we are experiencing significant water use. Tom said we had another leak on A dock that was associated with a water lift. The Board agreed to add a provision in the Rules and Regulations that bans water lifts from using marina water. Water lift users should be able to add a pump and use lake water to operate the lifts.
  3. Tom has been coordinating with SBC to manage traffic and parking for Seafair weekend. Tom said they are ready for the weekend.
  4. Tom is looking into options to replace the gate locks. The current locks keep breaking and Tom is running out of parts to fix them. The Board discussed permanently closing redundant gates to minimize the access points and help manage cost for new locks.
  5. Tom said the striping for parking @ E dock did not provide for the walkways to access the gates. NYBA owns the 4 foot strip across the drive and parking to the E dock gate. We also need access through the parking to get to the F dock gate. Jeff said they can begin the striping for parking further to the west on NYBA property to maintain the same number of stalls and provide access to the gates. Tom will work with SBE to have this area restriped.
5. Issues for Discussion:
  1. Stillwater has not yet submitted a proposal for D dock piling and bulkhead replacement. The Board agreed to send out an e-blast to Owners letting them know about the upcoming cost for the whaler and roof supports @ G dock followed by cost to replace piling and bulkheads for D dock and E dock. Special assessment and/or increase in dues to pay for these repairs may be required.
  2. Jeff has not received an answer back from our insurance broker if we need to add insurance coverage for working over water for Tom and other employed labor.
  3. Kyle will call Nick Radovich about the entry sign.

4. The next Board Meeting was set for September 7, 2017 @ 8:00 AM at Kyle's house.
5. Steve will draft the e-blast informing Owners about upcoming cost.

**Attachments:**

1. Approved Reconciliation Reports

**Action Items:**

1. Tom will ask Stillwater if we can break the whaler and roof support work @ G dock into two projects to be done over two years.
2. Tom will ask Stillwater to submit their estimate for permitting, engineering and construction to replace the piles and bulkhead for D dock.
3. Tom will report back to the Board on his recommendations to monitor the water use better.
4. The Rules and Regulations will be revise to add a rule that bans an Owner or renter from using marina water to operate a water lift.
5. Tom will report back to the Board on his recommendations to replace the gate locks.
6. Tom will work with SBE to have the parking south of E dock restriped.
7. Jeff will ask our insurance broker if we need additional insurance coverage for working over water for Tom and other employed workers.
8. Kyle will call Nick Radovich about the entry sign.
9. Steve will draft the e-blast informing Owners about upcoming cost.