

Potomac Bay Estates Property Owners' Association
Board of Directors
Meeting Minutes; May 1, 2020

The Potomac Bay Estates Property Owners' Association (PBE POA) Board of Directors met via Skype teleconference on May 1, 2020.

Board President Dave Williams called the meeting to order at 1:00 PM EDST.

Present:

Dave Williams
Martha Hulse
Frank Goyette
Jon Wergin
Tony Polizzi
Joe Schlatter
Susan McKee

Not present

Dave Houser
Jim Burns

Agenda

Consideration of bulkhead protection alternatives
Agenda was provided to Board members before meeting; copy attached.

Background

In early April Frank Goyette, Dave Williams and Joe Schlatter observed a portion of the bulkhead at the common area/picnic area was noticeably bulging. Upon examination by POA members and Andy Cockrell (marine construction contractor who installed the bulkhead and protective structures) it was determined that wave and current action had scoured the riverbed away from the foot of the bulkhead for a distance of 15 – 20 feet, causing the foot of the bulkhead to bulge into the river. If this movement continued, the bulkhead would collapse, possibly within a short period of time.

After consultation with Mr. Cockrell, and reviewing the original 2016 plans for improvement of shoreline and bulkhead protection at the common area/picnic area, it was estimated that installation of 60 feet of rip-rap covered by armor stone against the bulkhead would provide sufficient scour protection to prevent bulkhead collapse.

Mr. Cockrell was asked to provide an estimate for:

- 60 feet of riprap with armor stone cover at the rate of one ton per linear foot to protect the bulkhead
- Two 12-foot gabion baskets in the gap between the NE spur and the main breakwater, intended to limit to outflow of sand to retain sand to form a beach in the area adjacent to the bulkhead.
- Mr. Cockrell provided an estimate of:
 - \$7,000 for stone in front of the bulkhead
 - \$5,000 for two 12-foot gabion baskets

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On April 17, the PBE POA Board met and agreed to:

- Accept Cockrell's \$12,000 estimate
- Appoint Frank Goyette as project manager
- Require Frank to report weekly to the Board

All PBE property owners were notified by email of the Board's action.

On April 20, 2020, Dave Williams spoke with Mr. C. Scott Hardaway, Marine Engineer/Geologist, Virginia Institute of Marine Science. Per Memorandum of Conversation prepared by Dave (attached), Mr. Hardaway recommended:

- The riprap and armor stone installed in front of the bulkhead be increased from one ton per linear foot to three tons per linear feet.
- The gap between the large breakwater and the original breakwater be closed with standard breakwater construction.
- Closing the gap between the Northeast spur and the main breakwater is optional.

Analysis of Mr. Hardaway's recommendations indicate this work could cost as much as \$24,000.

In 2017, PBE POA conducted a project to install and improve the breakwaters and spurs that protect the bulkhead at a cost of approximately \$60,000. Virginia Marine Resources Commission (VMRC) issued a permit for the 2017 construction that is valid until 2022.

In view of this background, the Board met on May 1 to determine a course of action.

During the period April 27 – 30, background documents are provided to Board members by email. The meeting opened with Frank Goyette reviewing the documents relative to the issue. All documents accompany these minutes.

- A sketch submitted to Virginia Marine Resources Commission (VMRC) in support of the bulkhead protection authorized at the April 17 Board meeting.
- The original 2016 plan for the "beach project," work on which was performed in 2017.
- Hand-drawn sketch showing two calculations for tonnage of stone required for bulkhead scour protection, one at the rate of one ton per linear foot, the second for three tons per linear foot.
- Sketch of proposal submitted to Andy Cockrell showing scour protection of one ton per linear foot, plus, a dirt berm behind the top of the bulkhead.
- A sketch showing the scour protection as suggested by Mr. Hardaway.

Frank pointed out that Jeff Madden of VMRC is regulator in charge of our area who has authority over our permit. Scott Hardaway – with whom Dave Williams spoke – is an advisor to Jeff Madden.

Dave Williams then reviewed his conversation with Mr. Hardaway as memorialized in Dave's memorandum of record, included.

Several issues came up that Dave addressed. Main issue is how much protection should be provided to the bulkhead.

- Dave suggested that we install 3 tons per foot, based on conversation with Scott Hardaway.

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- Frank suggested the 1 ton per linear foot for which we have an estimate from Andy Cockrell is sufficient.

Question before us is do we install 1 ton per foot of scour protection or 3 tons per foot of scour protection.

Lengthy discussions ensued focusing on:

1. Different estimates of rip-rap and armor stone required for bulkhead protection: 1 ton per linear foot, or, 3 tons per linear foot.
2. If we accept the lower estimate of 1 ton per linear foot, are we placing ourselves in the position of facing possible future bulkhead repairs that could have been prevented by using more stone now.
3. How to pay for the project. On April 17 the Board approved \$12,000 for bulkhead protection.
4. In view of the expense and critical nature of this project, the Board must ensure the membership is fully informed of all decisions on this matter.

After discussions were exhausted, Joe Schlatter made a compromise motion:

Move that the PBE POA Board of Directors instruct project manager Frank Goyette to obtain an estimate from Andy Cockrell of using 2 tons per linear foot of rip-rap and armor stone for bulkhead protection, and, install two gabion baskets in the gap between the breakwater and the northeastern spur. If the estimate for the work is \$18,000 or less the Board authorizes acceptance.

No further discussion.

Vote:

AYE:
Dave Williams
Frank Goyette
Tony Polizzi
Joe Schlatter

Nay:
None

Abstain:
Martha Hulse

Dropped off meeting before vote:
Jon Wergin

There being no further business, the meeting was adjourned at 3:00 PM.