

West River Yacht Club

Meeting Minutes – General Membership Meeting

Sunday, February 7, 2016

Board of Governors: On Sunday, February 7, 2016 the WRYC elected Officers and Board of Governors (BOG) met at 11am at the West River Yacht Club (WRYC) preceding the general membership meeting. Newly elected officers and BOG members for 2016 were sworn in by Immediate Past Commodore, Katy McCaffrey. Commodore Steve Beall then conducted the BOG meeting. The Audit Committee attended the BOG meeting.

I. Call to order

Commodore Steve Beall called to order the General Membership Meeting of the West River Yacht Club at 12:20 PM on Sunday, February 7, 2016. The General Membership Meeting was held at the club in Edgewater, Maryland. Captain Norman Stein led the Pledge of Allegiance.

II. Roll Call

Secretary / Treasurer, Norman Stein conducted a roll call. The following members were present: Hilley, Tayman, Mason, McCaffrey, Hickman, Beall, Albrecht, Dorris / Symonds, Edwards, Stein, Reuschling, and K. Catlett. A quorum was present.

III. Approval of minutes from last meeting

The minutes of the December 6, 2015 Annual meeting were prepared and distributed electronically. The minutes were approved.

IV. Officer reports

1. Commodore's report

Commodore Steve Beall provided the following information to the WRYC membership attending the meeting:

- Welcome 2016 to the WRYC membership and newly elected WRYC officers
- Thanks to Kate McCaffrey for her leadership during the previous year
- Review of WRYC By-Laws. There are several areas for suggested revisions including WRYC meeting dates and bank account signatures. The current WRYC By-Law has Wednesdays as alternate meeting dates which is very impractical to have a mid-week meeting. The current By-Laws also fail to address additional bank account signatures to ensure WRYC continuity of business in the event of illness or incapacity. WRYC By-Law revisions will be posted for reading, review, and commentary. Anticipate a future vote for revised WRYC By-Laws. Membership discussion of the FC account in addition to the general account. Additional suggested changes will be made and then posted.

2. Vice Commodore – Ed Dorris (Piers and Docks)

- De-Icers are installed and member discussions suggested a manual schedule depending on weather temperatures. Discussion of need to procure additional deicers estimated at \$500 each.
- Some dock boards need replacement
- WRYC Burgees are available at cost of \$23 each. See Ed.
- Estimates sought for bulkhead, dock repairs, and pilings (See distributed handout). Investigation with vendors for wood vs vinyl bulkhead. Wood typically lasts 20 years and vinyl is anticipated to last 50 years although there is no lengthy history on the vinyl products. Discussions with 4 vendors including proposed methodology for the job approach. Discussions: Can the barges and equipment get into the tight places and low tides to do the work? Discussion: Rip Rap solution would cause WRYC to lose Slip #1 and not be sufficient to protect hill side erosion. Anticipate coordination with slip holders to allow boats to get in. Three (3) bids received on the piling work. Bids run about \$1,000 per piling.
- Project 2 is the bulkhead. See distributed handout – attached. Estimates between \$62,000 - \$95,000
- Most immediate is the need to research piling replacement for the ramp and Slip #1. Need to review proposals, costs, and permit options
- A number of pilings need replacement and estimates will be sought
- Further investigation needs to be made regarding financing options for a large project
- Solicited a request for WRYC members to serve on a committee

3. Secretary / Treasurer – Norman Stein

The WRYC Secretary / Treasurer position is in transition from Angie Bennett to Norman Stein. The WRYC Audit Committee chaired by Rose Tayman is currently auditing the 2015 books. Bank signature cards have not yet been transferred. WRYC subscribed to Quick Books On-Line to better facilitate financial reviews and continuity of business. Angie Bennett set up the Quick Books account. Rose Tayman, Audit Committee, provided the BOG and WRYC members with the most current information:

- Bank Balances (As of 30 DEC 15)
 - Primary General Checking: \$58,830.00
 - Fleet Captain Checking: \$2,586.00

4. Fleet Captain – Steve Edwards

The WRYC cruise and social event schedule has been distributed electronically. We hope many of you can join us for the events. As anticipated, there is a waiting list for Rock Hall Pirates and Wenches weekend because of limited slip availability. For those that cannot get slips or are on a long wait list, the drive is not bad and consider attending by car for the day.

Saturday, March 19, 2016 is the first event – Casino Night. April 29-30 is St Michaels cruise.

WRYC membership are encouraged to read the cruise and event schedule and sign up early to ensure slip availability.

5. Rear Commodore - Glenn Reuschling (House and Grounds)

- Clean up day is scheduled for Saturday, April 16, 2016
- The fireplace chimney and flue needs repair. Commodore Beall researched and provided information. See old business section.
- A wall mounted photo frame is now available for pictures. Please feel free to post WRYC related event pictures.

V. Committee reports

1. Budget – Captain Steve Edwards – No report. The Budget Committee will transition to another WRYC member / volunteer. Commodore Steve Beall is soliciting membership for the committee.

2. Audit – Rose Tayman

The 2015 audit is completed. There were no significant findings. Everything seems to be in order. Current Bank Balances as follows:

- Bank Balances (As of 30 DEC 2015)
 - Primary General Checking: \$58,830.00
 - Fleet Captain Checking: \$2,586.00

The audit report has been distributed to the BOG and membership. The most significant budget issue is the pending real estate tax increase which can be one time expensed.

The Commodore call for a motion to approve the audit report as presented. WRYC membership unanimous vote to approve.

Rose thanked the WRYC membership for contact and best wishes for a speedy recovery regarding Gary's recent surgery.

3. Membership – Captain Lew Mason

WRYC membership is filled except for one slip. Larry Catlett and spouse have applied to WRYC for full membership. The membership interview was most positive and Larry has made significant efforts with his son, Kevin to maintain and improve WRYC electric projects as well as attending WRYC social events. Letters of recommendation were read from Kevin and Kelley Catlett and Ed Dorris / Barbra Symonds. WRYC membership voted unanimous approval for membership. Provisional members, Gregory Parton and Kelly Racht, have applied for a second year of provisional membership which was approved by the membership. Bryan Riddle, sponsored by John Lauer, applied to WRYC for provisional membership and was approved by the membership for provisional status.

4. Hospitality – Sue Hickman

No Report.

5. Change of Watch – Commodore Steve Beall

The COW venue has been selected which is the Beach Club on Kent Island. Currently attempting to coordinate dates. Beall advised the membership that the room is excellent for the event and he plans a DJ for the music. There are also hotels nearby for those that plan to overnight.

6. Bylaws – Commodore Steve Beall

Preparing some additional changes to the Bylaws for review and consideration by the WRYC membership. See the Commodore report section for details.

7. Yearbook / Web – Barbra Symonds

The Web site is up to date. Need members to update information and provide photos.

8. Safety – Captain Ron Albrecht and Captain Norm Stein

The front door retainer has been repaired. Bar area sliding door retainers have been made. Captain Albrecht thanked Captain Mason for his assistance.

9. History – PC Lew Mason

No Report.

VI. Old business

Tax appeal hearing notification to be scheduled in 2016. Recent notification on a Web site for a March 2016 hearing date. Steve Edwards joined by Ed Hilley plan to represent the WRYC to appeal the significant 100% increase in land assessment. They will look to justify and appeal for a reduction based on research of similar waterfront property values with lower tax assessments. WRYC board is soliciting for a Budget Committee.

VII. New business

1. The WRYC building chimney needs repair. Investigation and report by Steve Beall. Estimates for a liner and insulation were \$750 for materials and no labor. Steve Beall researched installation and thought it could be a member project. Discussion: Member Ron Albrecht advised they had similar work done at their home at a total materials and labor cost of \$3,000. So the materials costs were in line. Lew Mason proposed \$1,000 for the project and Ron Albrecht seconded the proposal. The proposal passed with no objections.
2. Discussion of page 3 of the pile and bulkhead research project. There is an immediate and safety need to address walkway pilings and the Slip #1 mooring piling. Discussion: There are 5 pilings that need attention including 4 pilings that support the ramp and a mooring piling in Slip #1. Possibility of several more by the dock when work gets underway. Discussions of safety and jetting the pilings in for ease of installation. Discussion of costs and concerns by Ed Hilley. Proposal by Lew Mason to authorize \$8,000 for the replacement of the four (4) ramp pilings

and the one (1) mooring pilings and associated work. Motion seconded by Rose Tayman. Approval unanimous. Commodore Beall, P/C Hickman, and P/C Mason volunteered for the Piling Replacement Committee.

VIII. Next meeting

The next WRYC meeting is scheduled for the first Sunday in April 2016, which is Sunday, April 3, 2016. Time to be announced.

IX. Adjournment

Commodore Steve Beall adjourned the meeting at 1:30 PM.

Minutes submitted by: Norman Stein, WRYC Secretary / Treasurer

WRYC February 2016 Membership Meeting: Piling and Bulkhead Replacement

Section 1 - Scope of Work

Conduct market research for replacing approximately 400 linear feet of deteriorated bulkhead, four (4) failing pilings supporting the walkway ramp, and one failing mooring pole in slip #1.

Section 2 - Purpose of Market Research Analysis

Provide WRYC with insight into bulkhead and piling replacement options, technical approaches or strategies, rough-order-of-magnitude (ROM) cost estimates, schedule, risks, constraints, and other such information. This information enables informed project scoping and planning, identification of alternative funding strategies, and development of a competitive statement of work for competing and awarding the bulkhead and failing mooring poles/piling project.

Section 3 - Contractors Invited to Participate in the Market Research

The following local contractors were invited to participate in the market research:

- H.D. Gross & Son Enterprises, Inc., Pier & Bulkhead Construction Dredging and Rip-rap, Shady Side, MD (member reference)
- Heinsohn Contracting Inc., Marine Construction/Pile Driving, Annapolis, MD
- John H. Norris and Sons Marine Construction, Crownsville, MD
- Walsh and Sons Marine Construction, Annapolis, MD

Walsh and Sons Marine Construction elected to **not provide** cost estimates after reviewing the technical complexities (e.g., direct access to the bulk head via water) of the project.

The market research included:

1. A separate 90-minute meeting and site walkthrough of the project on January 12 with each of the invited contractors;
2. Request for project technical approaches and strategies, costs, and schedule, etc., due by February 5; and
3. Q/A as needed.

Section 4 - Project Options

The market research included collecting information for the following two projects and associated options:

Project 1: Replace Walkway Ramp Pilings (4) and Slip # 1 Mooring Pole (1)

Project 2: Replace Bulkhead

- **Option 1** – Rip Rap Stone Revetment
- **Option 2** – Timber Bulkhead
- **Option 3** – Vinyl Bulkhead

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Section 5 - Market Research Findings and Considerations

- Construction Period - Bulkhead replacement projects of this complexity are typically performed during the winter months (to minimize impact to slip holders). Depending on weather conditions, it will take 30 to 45 days to complete the construction work once the permits are in place and the crew and equipment are available and onsite.
- Required Permits - The bulkhead replacement project will require the full range of permits, applications, site and construction plans, etc., including:
 - *Maryland Department of Environment/Army Corp of Engineers Application Package*, including one application for the bulkhead replacement. This application package has an approximate lead time of four months to complete and is active for 3 years.
 - *Anne Arundel County Building Application Package(s)*, including one application for the bulkhead replacement and one application for the pier and decking replacement work. The county permits can be obtained relatively quickly and are active for one year.

Consulting service costs for performing all work activities of the application process and the fees for the referenced federal, state, and county permits is approximately \$2,900. Replacing the failing pilings and mooring pole only requires a county building permit.

- Placement of New Bulkhead – The new bulkhead will be positioned no more than 18 inches on the waterside of the existing bulkhead per regulations. The existing bulkhead will be left in place and its height cut back per regulations.
- Bulkhead Material Replacement - Proposed contractor solutions leverage comparable designs and materials. All components of the existing bulkhead will be replaced, including the wall piles, top and bottom wales, tongue and groove sheeting, liner boards, cap boards, and tie back system. Timber and vinyl bulkhead solutions will be lined with filter cloth, filled with sand, and capped with top soil.
- Failing Pilings – In addition to the four failing pilings supporting the walkway ramp, other aging pilings may need to be replaced as part of the bulkhead replacement project while the equipment is in place. Costs for additional pilings are not included in the Bulkhead Replacement estimates as of yet.
- Life Expectancy of New Bulkheads - Timber bulkhead solutions have projected life expectancies of 20 to 30 years. Vinyl bulkhead solutions have life expectancies that exceed 50 years (Note: historical data on the vinyl solutions is not available as of yet given the solution is relatively new to the market).
- Bulkhead Replacement Equipment Access - The bulkhead replacement work will be performed from both land and water. Two of the four contractors have small barges that can be deployed in relatively shallow water and can readily fit between the main dock and the existing bulkhead, which simplifies project complexity and costs for accessing much of the existing bulkhead leading up to the picnic table area. The bulkhead extending under the picnic table area decking and along the fish cleaning station will be replaced via land access.
- Temporary Walkway Ramp and Pier Decking Removal - The walkway ramp and a narrow section of the decking in the picnic table area will need to be removed and replaced. Removing the walkway ramp allows access for the barge to reach the exposed bulkhead leading up to the

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picnic table area. Removing a couple of rows of the decking in the picnic area allows access from land to the covered bulkhead sections.

- Yard Repair - All disturbed areas will be re-graded, seeded, and mulched.
- Rip-Rap Stone Option – Includes Class 1 rip-rap stone placed on 700 series filter cloth. The Rip-rap Stone option will render Slip #1 unusable, may not provide adequate stability for shoreline areas around property with steep sloped banks (resulting in an erosion problem), attract rodents and snakes, and collect litter.
- Boats May Remain in Water During Construction – Construction work will likely take place during the winter months (Mid-December - February). Power will be available to the dock and winterized boats can remain in the water in assigned slips or adjacent temporary locations depending of required water access point requirements. Access to slips will be available via the walkway ramp or deck area where the picnic tables are located.

Section 6 - Project and Option Cost Comparisons

Project 1 - Replace Walkway Ramp Pilings (4) and Slip # 1 Mooring Pole (1) Cost Comparison

Labor and Materials	Proposal #1	Proposal #2	Proposal #3
Piling (4) and Mooring Pole (1) Replacement	\$5,000	\$4,000	\$5,000
Walkway Decking Repair/Replacement (\$4,000 - \$5,200)			

Total Cost Estimate for Walkway Ramp Pilings (4) and Slip # 1 Mooring Pole (1)

Labor and Materials	Low Estimate	High Estimate
Piling (4) and Mooring Pole (1) Replacement	\$8,000	\$10,200

Note: Estimates do not include sales tax or required county building permit

Project 2 – Replace Bulkhead Cost Proposal Comparison by Option

Options	Proposal #1	Proposal #2	Proposal #3
Option 1 – Rip-rap Stone Revetment	\$62,500	No Estimate	\$90,000
Option 2 –Timber Bulkhead	\$103,050	\$128,900	\$132,900
Option 3 –Vinyl Bulkhead	\$105,050	\$134,800	\$138,100

Note: Estimates do not include sales tax but do include removal/replacement of walkway and ramp and misc. deck boards for access (if necessary depending on technical approach), and permit costs at \$2,900

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Section – 7 Considerations and Risks for Prioritizing Bulkhead and Piling/Mooring Pole Replacement Projects

1. Bodily Harm to Members or Guests – The deteriorated pilings supporting the walkway ramp could fail and collapse.
2. Boat Damage in Slip # 1 – A failure in the deteriorating mooring pole in slip #1 could result in significant boat and dock damage during a storm, extreme tide drop or rise, etc.,
3. If Deteriorating Bulkhead is Deemed “Unrepairable” - Although it’s impossible to determine when exactly the deteriorating bulkhead will reach a point of failure that prohibits its replacement with wood or vinyl from a permitting perspective, once it has reached that point of failure the Rip-rap stone in the only permissible option to pursue.
4. Sink Holes Continue to Form and Grow in Size - A number of large sink holes have formed along the deteriorating bulkhead, which could lead to significant bank erosion.
5. No Competing Projects of this Nature Exist at this Time – Fortunately, no other pressing capital or maintenance projects of this nature exist at this time that require extensive funding.
6. Potential Prospective Member “Turn-off” – The progressive deteriorating and unsightly bulkhead could dissuade potential members from joining the club or existing members to choose another marina.

Section 8 - Recommendations and Next Steps

Project 1: Replace Walkway Ramp Pilings (4) and Slip # 1 Mooring Pole (1)

1. Approve up to \$10,200 funding (from reserve) to replace ramp walkway pilings and mooring pole in slip #1, establish a Piling Replacement Committee, and finalize statement of work and solicit best and final offers from three bidders.
2. Acquire County permit and commence work ASAP.

Project 2: Replace Bulkhead

1. Determine membership interest and commitment to move forward with Bulkhead Replacement project.
2. Establish Bulkhead Replacement Committee.
3. Identify and Secure Bulkhead Replacement funding strategy.
4. Finalize statement of work and solicit best and final offers.