

**Final Meeting Minutes**  
**Woodhaven Drive Bridge Committee Meeting with HHPOA Board**  
**January 22, 2022**  
**10:00 AM**

**Attendees:**

<b>Name</b>	<b>Title</b>	<b>Phone</b>	<b>E-mail</b>
Barbara Kalena	Bridge Committee Member	[REDACTED]	[REDACTED]
Luke McHugh	Bridge Committee Member	[REDACTED]	[REDACTED]
Dennis Kramer	Bridge Committee Member	[REDACTED]	[REDACTED]
Joe Catrone	HHPOA Director	[REDACTED]	[REDACTED]
Keith York	HHPOA Director	[REDACTED]	[REDACTED]

**Draft Minutes Prepared:** By Luke McHugh for attendee review on January 26, 2022

**Final Minutes Prepared:** By Luke McHugh incorporating all comments received by February 2, 2022

**Discussion:**

Progress Since last Meeting:

- Luke McHugh investigated the National Science Foundation (NSF) Grants suggested by Keith York, Jr at the December 8, 2021 meeting of the Bridge Committee and the HHPOA. They are research grants awarded to academic institutions. The HHPOA does not qualify for these grants.
- Keith York stated the HHPOA filed for a grant with FEMA but did not elaborate further. Barbara Kalena asked that a copy of the grant application be shared with the bridge committee. Dennis Kramer will make request to the HHPOA for a copy.
- On December 13, 2021 Mr. Chris Ruppen, P.G., GeoStabilization International (GSI), and a GSI structural engineer met with Keith York, Luke McHugh, and Dennis Kramer to look at the Woodhaven Drive Bridge. Mr. McHugh asked Mr. Ruppen if GSI could use their technique to fill in the voids and ultimately to extend the existing bridge life. After the visual inspection, GSI concluded that the services and techniques they offer could not correct the abutment deficiencies without removing the bridge deck.
- On December 31, 2021 Keith York, Lee Maitland, and Michael Tirpak, P.E. (Carbon Engineering) met at Hickory Hills. Bridge Committee representatives were not notified of this meeting and therefore were not in attendance. Mr. Tirpak offered a possible repair solution by filling the voids with flowable concrete, with the intent to increase the mass of the abutments and encapsulate the existing deteriorating wooden lattice abutment structures. This repair would allow the bridge to be reopened to traffic and to extend its useful life until a more permanent solution (replacement) could be done.
- On January 12, 2022 Luke McHugh spoke with Michael Tirpak. Mr. McHugh agreed with Mr. Tirpak that filling the voids behind the wood lattice abutments was a likely, albeit temporary, repair solution. Mr. Tirpak also stated at that time that he was not contracted with HHPOA to perform engineering services.

#### Repair / New Construction:

- All attendees realized the short-term fix suggested by Carbon Engineering was an appropriate way to proceed at this time and would recommend the Board authorize Carbon Engineering to proceed with the design and permitting for this approach. This solution offers the quickest and least costly approach to getting the bridge back in service and it will give the HHPOA time to either obtain grant money (in the future and if available) or to fund the HHPOA CIP budget to replace the bridge with a new structure in the coming years. The goal of the repair is to extend the lifespan of the bridge for 10 or more years.

#### Engineer Contract:

- Carbon Engineering is not contracted with the HHPOA to perform engineering services, which would include preparing environmental permit applications with permitting agencies, assisting in obtaining permits, and preparing appropriate details and/or specifications to allow a qualified contractor to bid and perform the work.
- Prior to the meeting, Keith York had already given Carbon Engineering a verbal "Notice to Proceed" to start preparing permits, since time is the critical path and the optimum time to perform the repair is during the summer when creek water levels are lowest. Keith is waiting for a proposal from Carbon Engineering. All agreed this was a prudent decision due to the time constraints in obtaining all permits by summer. However, all agreed that Carbon needs to submit a scope, fee, and schedule for engineering work and be contracted with the HHPOA, as soon as possible.
- Carbon Engineering has not offered an engineer's opinion of estimate for construction of the suggested repair.
- Keith York will contact Carbon Engineering after the meeting to get a proposal prior to the February Board Meeting (which should be on or about February 6, 2022).

#### Construction Contract:

- All agreed that the repair work should be performed by a qualified, licensed, insured, and bonded contractor, not with volunteers or HHPOA maintenance personnel.
- The Bridge Committee discussed and advises that the HHPOA Board obtain closed bids for construction to foster a fair bidding process and also to ensure neither the committee or the board get accused of taking kickbacks or of any actions that could be perceived to be dishonest.

#### Next Meeting:

- The next meeting was not scheduled prior to the conclusion of this meeting.

#### Action Items:

- Keith York will request Carbon Engineering submit proposal prior to February 6, 2022.
- Dennis Kramer will request copy of application submitted by HHPOA for FEMA Grant.

- Dennis Kramer will coordinate with Keith York to schedule the next meeting.

**Disclaimer:** These minutes reflect the author's understanding of the meeting, not a verbatim transcription. These minutes stand as the official record of the meeting.

Cc: All Attendees  
HHPOA

Attachments: Agenda  
Attendance Sheet

## AGENDA

### HHPOA & Bridge Committee Meeting No. 2

January 22, 2022

- Progress since last meeting
  - Grants - NSF
  - HHPOA Meeting with Carbon Engineering on 12/31/21
- Repair / New Construction
- Engineer Contract
  - Proposal – scope, schedule, fee
  - Schedule - engineering through construction
- Action Items
- Next Meeting

