



Sudden Valley Community Association

360-734-6430

4 Clubhouse Circle Bellingham, WA 98229

www.suddenvalley.com

Board of Directors Regular Meeting

August 10th, 2023, 7:00 PM, IN-PERSON, DANCE BARN

Call to Order

Land Acknowledgement & Anti-Racism Statement

Roll Call

Item 1) Adoption of Agenda

Item 2) Consent Agenda

2a. April 13, 2023

2b. May 11, 2023

2c. May 25, 2023

2d. June 8, 2023

Item 3) Announcements

Item 4) Property Owner Comments – 15 Minutes Total

Please note that comments are limited to 3 minutes per person.

Item 5) General Manager Report

Item 6) Continuing Business

6a. Budget Follow-up Discussion

6b. Proposed Advisory Questions

Item 7) New Business

7a. Connected Trail System Proposal

7b. Capital Request – 2024 Road and Drainage Design and Permitting

7c. Capital Request – 2023 Culvert Replacements

Closed Session for Discussion of Personnel/Legal

Adjournment



REGULAR SESSION OF THE BOARD OF DIRECTORS

April 13, 2023

Minutes

DATE AND LOCATION: Thursday, April 13, Dance Barn

CALLED TO ORDER AT: 7:05 pm

AUDIENCE MEMBERS: Not Recorded

BOARD MEMBERS PRESENT:

1. Andrew Tischleder	4. Sam Shahan	7. Linda Bradley	10. Keith McLean
2. Brian Cope	5. Nancy Alyanak	8. Stu Mitchell	11. Mike Wadsworth
3. Sonia Voldt	6. Asia Andrade	9. Taimi Van de Polder	

ATTENDING:

Staff Members: Jo Anne Jensen, General Manager

Call to Order

President Tischleder Called the meeting to order at 7:05 pm. Land Acknowledgement and Anti-Racism Statement.

1. Adoption of Agenda

President Tischleder moves to amend the agenda, Amended, removed Capital Request regarding golf course irrigation, item 6B.

Motion By: Director Tischleder		Seconded By:	
Approved: X	Not Approved:	Tabled:	Died:
In Favor: Unanimous	Against:	Abstained	

2. Consent Agenda

Motion By: Director Tischleder		Seconded By:	
Approved: X	Not Approved:	Tabled:	Died:
In Favor: Unanimous	Against:	Abstained	

3. Announcements

4. Property Owner Comments

Property owners made comments.

5. General Manager Report

6. New Business

6a. Monthly Metrics – Discussion about the GM presenting Monthly Metrics to the Board of Directors.

6b. Capital Request – Playgrounds ADA Compliance

Motion 1-Move that the Board of Directors approve contract award to Premium Services for the 2023 Playground ADA Improvements per their proposal dated 4-7-23.

Motion By: Director Tischleder		Seconded By: Director Voldt	
Approved: X	Not Approved:	Tabled:	Died:
In Favor: unanimous	Against :	Abstained	

Motion 2-Move that the Board of Directors approve the Recreation Corridor Park and Gate 5 Playground in the amount of \$107,867.08. A change order is issued from CRRRF to cover \$29,834.48 in additional project funds.

Motion By: Director Tischleder		Seconded By: Director Voldt	
Approved: X	Not Approved:	Tabled:	Died:
In Favor: unanimous	Against:	Abstained	

6c. Capital Request – Culvert 315 Award of Contract

Motion 1: Move that the Board of Directs approve contract award to Premium Services for replacement of Culvert C315 per Schedule A of their proposal dated 4-7-23.

Motion By: Director Tischleder		Seconded By: Director Voldt	
Approved: X	Not Approved:	Tabled:	Died:
In Favor: unanimous	Against:	Abstained	

Motion 2: Move that the Board of Directors approve the allocation of \$166,914.68 from Roads to increase the value of capital code 9921.05 replacement of culvert 315.

Motion By: Director Tischleder		Seconded By: Director Voldt	
Approved:	Not Approved:	Tabled:	Died:
In Favor: unanimous	Against:	Abstained	

6d. Capital Request – Firewise

Move that an allocation of not to exceed \$ 31,600 be made from UDR to cover the costs of Firewise, as proposed, in 2023.

Motion By: Director Tischleder		Seconded By: Director Voldt	
Approved: X	Not Approved:	Tabled:	Died:
In Favor: unanimous	Against:	Abstained	

6e. Approval Request – Pool Services Agreement

Move that the SVCA Board of Directors approve the 2023 pool services agreement with Cesco.

Motion By: Director Tischleder		Seconded By: Director Voldt	
Approved: X	Not Approved:	Tabled:	Died:
In Favor: unanimous	Against:	Abstained	

6f. Capital Request -Welcome Center HVAC

Move that the SVCA Board of Directors approves the allocation of \$48,404 from CRRF for the installation of an HVAC system in the Welcome Center.

Motion By: Director Tischleder		Seconded By: Director Voldt	
Approved: X	Not Approved:	Tabled:	Died:
In Favor: 7	Against: 1	Abstained 1 Director Van de Polder	

7. The Board voted to move to closed session.
8. The Board voted to move into open session.

Adjourned

DRAFT



REGULAR SESSION OF THE BOARD OF DIRECTORS

May 11, 2023

Minutes

DATE AND LOCATION: Thursday, May 11, Dance Barn

CALLED TO ORDER AT: 7:02 pm

AUDIENCE MEMBERS: Not Recorded

BOARD MEMBERS PRESENT:

1. Andrew Tischleder	4. Sam Shahan	7. Linda Bradley	10. Keith McLean
2. Brian Cope Via Zoom	5. Nancy Alyanak	8. Stu Mitchell	11. Mike Wadsworth
3. Sonia Voldt	6. Asia Andrade	9. Taimi Van de Polder	

ATTENDING:

Staff Members: Jo Anne Jensen, General Manager

Call to Order

President Tischleder Called the meeting to order at 7:02pm. Land Acknowledgement and Anti-Racism Statement.

1. Adoption of Agenda

President Tischleder moves to amend the agenda to add Item 2B, N&E Manual revisions to the agenda, added member comments section.

Motion By: Director Tischleder		Seconded By:	
Approved: X	Not Approved:	Tabled:	Died:
In Favor: Unanimous	Against:	Abstained	

2. Consent Agenda

Motion By: Director Tischleder		Seconded By:	
Approved: X	Not Approved:	Tabled:	Died:
In Favor: Unanimous	Against:	Abstained	

3. Announcements

Openings for several committees. Tree removal process review.

4. Property Owner Comments

Property owners made comments.

5. General Manager Report

Jo Anne Jensen presented a General Manager's Report, it is available on the Suddenvalley.com website.

6. Continuing Business

6a Capital Request – Change Order for Capital Project 9723.08.

Move that the Sudden Valley Board of Directors approve a change order in the amount of \$5701.50 to the current contract with Marris Heating and Air Conditioning for the installation of the HVAC system in the Welcome Center.

Motion By: Director Tischleder		Seconded By: Director Bradley	
Approved: X	Not Approved:	Tabled:	Died:
In Favor: 8	Against: 1	Abstained	

6b Capital Request-Golf Course Irrigation System Panel

Move that the Sudden Valley board directors approve not to exceed amount of \$44,981.46 from the CRRRF funds previously allocated for the maintenance of the Turf Care building for the purchase and installation of a new PLC for the golf course irrigation system.

Motion By: Director Tischleder		Seconded By: Director Bradley	
Approved: X	Not Approved:	Tabled:	Died:
In Favor: Unanimous	Against:	Abstained	

6c Capital Request-2023 Roads Project-Street Signs

Move that the board of directors approve the allocation of \$31,084.16 from the roads reserve fund for replacement of street signs and authorize the maintenance manager to purchase materials as proposed above.

Motion By: Director Tischleder		Seconded By: Director Bradley	
Approved: X	Not Approved:	Tabled:	Died:
In Favor: Unanimous	Against:	Abstained	

6d Capital Request-2023 Roads Project-Pavement Marking Installation

Move that the Board of Directors approve the allocation of \$39,321.29 from Roads for pavement marking installation project approval.

Motion By: Director Tischleder		Seconded By: Director Bradley	
Approved: X	Not Approved:	Tabled:	Died:
In Favor: unanimous	Against:	Abstained	

6e Capital Request-2023 Roads Project-Asphalt Repairs

Move that the Board of Directors approve the allocation of \$397,155.10 from Roads for asphalt repairs project approval.

Motion By: Director Tischleder		Seconded By: Director Bradley	
Approved: X	Not Approved:	Tabled:	Died:
In Favor: Unanimous	Against:	Abstained	

6f Resolution to Establish the Parks and Trails Committee

Move that the Board of Directors approve the resolution to establish the Sudden Valley Community Association Parks, Trails, and Rec Committee in 2023.

Motion By: Director Tischleder		Seconded By: Director Bradley	
Approved	Not Approved:	Tabled:	Died: X
In Favor: 4 Director Andrade	Against: 4 Director Tischleder	Abstained Director Shahan	

Director Bradley Director Mitchell Director Van de Polder	Director Cope Director Voldt Director Alyanak		
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7. The Board voted to move into closed session.

8. The Board voted to move into open session.

Adjourned 09:40pm

DRAFT



REGULAR SESSION OF THE BOARD OF DIRECTORS

Thursday May 25th, 2023

Minutes

DATE AND LOCATION: Thursday, May 25th Dance Barn

CALLED TO ORDER AT: 7:03 pm.

AUDIENCE MEMBERS: Not Recorded

BOARD MEMBERS PRESENT:

1. Andrew Tischleder	4. Sam Shahan	7. Linda Bradley	10. Keith McLean
2. Brian Cope	5. Nancy Alyanak	8. Stu Mitchell	11. Mike Wadsworth- Absent
3. Sonia Voldt	6. Asia Andrade- Excused	9. Taimi Van de Polder	

ATTENDING:

Staff Members: Jo Anne Jensen, General Manager; Joel Heverling, Finance Director

Call to Order

President Tischleder Called the meeting to order at 7:03pm. Land Acknowledgement and Anti-Racism Statement.

1. Adoption of Agenda

Motion By: Director Bradley		Seconded By:	
Approved: X	Not Approved:	Tabled:	Died:
In Favor:	Against:	Abstained	

2. Announcements

3. Property Owner Comments

Property owners made comments.

4. Financial Report

Joel Heverling reported on March 2023 financials.

5. New Business

5a Approval Request-50th Committee Members and Co-Chair appointments.

Approve Kolleen Mitchell and Liz Vidal as Committee Members and appoint Director Voldt to the Committee

Motion By: Director Cope		Seconded By:	
Approved: X	Not Approved:	Tabled:	Died:
In Favor:	Against:	Abstained	

5b Approval Request-Emergency Preparedness Committee Charter

Make a motion whether SVCA Board of Directors would move forward with preparing a charter for an EPC committee.

Motion By: Director Tischleder		Seconded By:	
Approved:	Not Approved: X	Tabled:	Died:
In Favor: Director Bradley Director Van de Polder	Against: Director Tischleder Director Cope Director Shahan Director Voldt Director Alyanak Director Mitchell Director Andrade	Abstained	

5c Capital Requests

5ci- Area Z Tall Barn Refurbishment

Move that the Board of Directors approve the allocation of \$59,475.20 from CRRRF for the Area Z Tall Barn refurbishment project.

Motion By: Director Tischleder		Seconded By: Director Van de Polder	
Approved: X	Not Approved:	Tabled:	Died:
In Favor: Unanimous	Against:	Abstained	

5cii- Area Z Tall Barn Refurbishment-Contract Award to Cool Runnings.

The Board of Directors authorizes General Manager, Jo Anne Jensen to execute a Sudden Valley standard construction contract awarding this project to Cool Runnings Construction in the not to exceed amount of \$55,060.20.

Motion By: Director Tischleder		Seconded By: no second	
Approved: X	Not Approved:	Tabled:	Died:
In Favor: Unanimous	Against:	Abstained	

5ciii Marina Boat Launch

Move that the Board of Directors approves the allocation of an additional \$212,890.97 from CRRRF for capital code 9719.20.

Motion By: Director Tischleder		Seconded By: Director Bradley	
Approved: X	Not Approved:	Tabled:	Died:
In Favor: 8	Against:	Abstained: Director Van de Polder	

Sciv Main Pool Furniture

Move that the SVCA Board of Directors approve \$10,500 (recommended purchase amount with 10% contingency) from CRRRF for the purchase of pool furniture/equipment.

Motion By: Director Tischleder		Seconded By: Director Van de Polder	
Approved: X	Not Approved:	Tabled:	Died:
In Favor: Unanimous	Against:	Abstained	

Adjourned 09:40 PM

DRAFT



REGULAR SESSION OF THE BOARD OF DIRECTORS

Thursday June 8, 2023

Minutes

DATE AND LOCATION: Thursday, June 8th, 2023 Dance Barn

CALLED TO ORDER AT: 7:03 pm.

AUDIENCE MEMBERS: Not Recorded

BOARD MEMBERS PRESENT:

1. Andrew Tischleder	4. Sam Shahan	7. Linda Bradley	10. Keith McLean
2. Brian Cope via zoom	5. Nancy Alyanak	8. Stu Mitchell- Excused	11. Gail Chiarello
3. Sonia Voldt	6. Asia Andrade- Excused	9. Taimi Van de Polder- Excused	

ATTENDING:

Staff Members: Jo Anne Jensen, General Manager

Call to Order

President Tischleder Called the meeting to order at 7:03pm. Land Acknowledgement and Anti-Racism Statement.

1. President Moves to Amend Agenda, Remove Consent Agenda.

Motion By: Director Tischleder		Seconded By:	
Approved: X	Not Approved:	Tabled:	Died:
In Favor: Unanimous	Against:	Abstained	

Motion to Adopt Amended Agenda.

Motion By: Director Bradley		Seconded By:	
Approved: X	Not Approved:	Tabled:	Died:
In Favor: unanimous	Against:	Abstained	

2. Announcements

3. Property Owner Comments

Property owners made comments.

4. General Manager's Report

5. New Business

6a. Approval of 50th Anniversary Committee Member.

Approved Chris Weitzel as a member of the 50th Anniversary Committee.

Motion By: Director Tischleder		Seconded By:	
Approved: X	Not Approved:	Tabled:	Died:
In Favor: Unanimous	Against :	Abstained	

6b Capital Requests- 2023 Street Pavement Markings

Move that the Board of Directors approve contract award to Kamps Painting in the amount of \$26,473.20

Motion By: Director Tischleder		Seconded By: Director Voldt	
Approved: X	Not Approved:	Tabled:	Died:
In Favor: Unanimous	Against:	Abstained	

6c- Approval Request-Reallocation of CRRF Funds

Move that the Board of Directors approve the reallocation of \$7,518.43 from Capital Code 9923.42 back into the Roads reserve fund.

Motion By: Director Tischleder		Seconded By: Director Van de Polder	
Approved: X	Not Approved:	Tabled:	Died:
In Favor: Unanimous	Against:	Abstained	

6d Capital Request-WRS Contract

Move that the Board of Directors approve contract award to WRS in the amount of \$207,300.31.

Motion By: Director Tischleder		Seconded By: Director Van de Polder	
Approved: X	Not Approved:	Tabled:	Died:
In Favor: Unanimous	Against:	Abstained	

6e Capital Request-Additional Funds for WRS Contract

Move that the Board of Directors approve an additional funds allowance to the WRS contract in the amount of \$51,825.08.

Motion By: Director Tischleder		Seconded By: Director Van de Polder	
Approved: X	Not Approved:	Tabled:	Died:
In Favor: Unanimous	Against:	Abstained	

6f Capital Request-Approve WRS Contract

Move that the Board of Directors award contract to WRS in the amount of \$21,962.72 under existing Capital Code 9921.03.

Motion By: Director Tischleder		Seconded By: Director Van de Polder	
Approved: X	Not Approved:	Tabled:	Died:
In Favor: Unanimous	Against:	Abstained	

6g-Approval Request-Reallocation of Funds

Move that the Board of Directors approve the reallocation of \$101,419.71 from Capital Code 9923.42 to the Roads fund.

Motion By: Director Tischleder		Seconded By:	
Approved: X	Not Approved:	Tabled:	Died:
In Favor: Unanimous	Against:	Abstained	

Adjourned 7:39PM

Advisory Vote – Ice Barn

Which of the following options do you prefer to address the disrepair of the Ice Barn?

1. Remove the existing structure and replace with an open-air pavilion, not requiring a special assessment for funding.
2. Remove the existing structure and replace with an enclosed structure, paid for through a special assessment.
3. Remove the existing structure and do not replace.



Advisory Vote – Marina Dock

What funding approach do you prefer the Association use to pay for the replacement of the Marina Wet Slips?

1. Increase annual wet slip use fees an additional \$1,200 to fund a portion of the marina docks replacement.
2. Place a Special Assessment on all members to fund the replacement.
3. Do not replace marina docks when useful life is over.



January 30, 2023

Jo Anne Jensen
General Manager
360-734-6430 x321
jjensen@suddenvalley.com

Sudden Valley Community Association
4 Clubhouse Circle
Bellingham, WA 98229

The Impact Design team is very excited to work with the Sudden Valley Community Association (SVCA) on the Sudden Valley Trail Master Plan project. As a local team invested in our community, we strive to provide the very best and most efficient engineering, planning and environmental services for our clients.

SVCA is requesting a scope and fee estimate for this project. We appreciate the quick return on selection of our firm and will do our best to expedite answers to any scope, fee, and contracting questions for this work. We are ready to start on this project right away.

Scope

Creating the Trail System Master Plan will require cooperative participation from the SVCA, the community, and SVCA former consultants. This cooperation will help assure the complete, timely, effective, and efficient deliverables. The below deliverable schedule is intended to provide the most efficient pathway to producing the Trail System Master Plan:

- Trail System Concept Plan
- Project Preliminary Cost Estimate and Budgeting
- Community Outreach
- Trail System Master Plan

We also plan to include all pertinent and available previous data collected by SVCA in our final product. This consolidation will build on the information that the SVCA has already acquired and provide a package that can be easily referenced. Our goal is to provide an easy-to-use reference document that may be used over the next 10-years by SVCA for decision making guidance on budgetary expenditures and improvements.

Deliverable Products

1. Trail System Concept Plan

We assume that Impact Design will have prepared or be provided an updated working GIS drawing of the Sudden Valley Basemap depicting all areas currently under the control of SVCA. This map will serve as the foundation document for the planned trail system concept.

A trail system will be designed to include pedestrian and multimodal options connecting Gates and also other important community facilities. Lighting designs will also be considered. In appropriate locations, sidewalks and other pedestrian amenities will be suggested. The existing inventory of the trail system will be utilized in this map and project descriptions will be included.

With any trail proposal, our experience has shown that community outreach is an essential part of this exercise. Once a general concept of trail connection opportunities is determined, we will support the SVCA in a robust program of public outreach. Our design team will provide background materials and support and are available to attend meetings to answer questions and provide presentation. The public outreach can take many forms, including:

- Public Meetings
- Public Online or Mailing Surveys
- Direct Mailings
- Website Coordination

*Direct mailing material costs may be managed by our team but are not included in the fee schedule. Update of the SVCA website and online surveys will be the responsibility of SVCA, with content provided by the Impact Design team. SVCA is expected to provide meeting space or digital platform for any public meeting.

2. Project Preliminary Cost Estimate and Budgeting

After input from SVCA, the Impact Design team will provide preliminary cost estimates for trail improvements. Trail improvement cost estimates will not be site specific, but will include general horizontal alignments and crosssections. Lighting concepts can also be considered if requested.

Cost estimates will be performed on a per lineal foot basis and not include detailed grading or environmental impacts or mitigation costs. However, these planning level cost estimates will be critical to budgeting the construction of the proposed trail system.

3. Community Outreach and Coordination

Community involvement is critical for the trail system development. It would be beneficial to communicate with public interests including any trail volunteer groups to identify the amenities requested. We will meld public comment with multi-modal trail connection planning design. We expect to prepare presentations for two public meetings to discuss the initial trail concept with the homeowners. These public meeting presentations will include the following deliverables:

- Meeting Agenda
- Meeting Presentation Materials:
 - Preliminary Proposed Trail Map
 - Concept Trail Crosssections
 - Multi-Modal Improvement Concepts

4. Trail Master Plan

The previous trail system maps, descriptions and cost estimate budgeting figures will be included in a revised narrative based on the results from public outreach. This will include the following items:

- Improvement Type and Location
 - Improvement Length
 - Project Descriptions
 - Anticipated Permitting Required
- **Items To Be Provided by SVCA:**

Impact's simple goal is to *provide the best product at the lowest practicable cost*. This means that our team must collect and use all existing data as effectively as possible. With this in mind, we expect that our team will have ready access to all the data that SVCA can supply. In general, SVCA already has ownership of all work products (in digital format including AutoCAD drawing, GIS file, survey files and spreadsheets). SVCA can help speed our work and save community funds by providing:

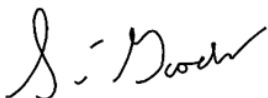
- Existing data and digital drawing Information from Previous Consultants
 - Yearly Capital Improvement Budget
 - Feedback and acceptance of each project milestone deliverable
 - Location space for community meetings
- **Exclusions**
 - Construction or permit level plans and specification documents, permits, boundary survey work, geotechnical work, traffic studies, architectural design, landscape design, material costs for mailings, costs associated with updating the SVCA website or other online materials, title reports, construction support, as-builts and dry utility design are not included in this scope.

Fee

This project will be performed on a Time and Materials basis with a Not to Exceed (NTE) Contract Amount of \$71,450 based on the attached cost spreadsheet. Additional work above this NTE amount will be negotiated by a change order to the original contract.

The Impact Design Team is very excited to continue our relationship with SVCA and improving the lives of the homeowners in the community. Thank you for this opportunity.

Sincerely,



Scott Goodall, MS, PE
Principal
Impact Design, LLC



Sudden Valley Community Association
Trail System Master Plan

Fee Schedule

1/30/2023

Scope Item	Total Budget	Impact Budget	Impact Design			Canyon Budget	Canyon Environmental	Contour Budget	Contour Consulting	TENW Budget	Transportation Engineering Northwest (TENW)			
			Principal Engineer	Engineering Technician	Rate						LHG/Wetland Specialist	Principal Engineer	Principal Engineer	Project Manager
Trail System Concept Design	\$ 32,510	\$ 5,600	40	0	100	32	20	2	18	40	150	135	76	
			Cost	\$ 5,600	\$ -	\$ -	\$ 5,120	\$ 1,700	\$ 20,090	\$ 3,330	\$ 6,000	\$ 10,260		
Project Preliminary Cost Estimate and Budgeting	\$ 10,040	\$ 7,200	30	30	30	-	-	1	2	4	4	12	12	
			Cost	\$ 4,200	\$ 3,000	\$ -	\$ -	\$ -	\$ 2,840	\$ 370	\$ 600	\$ 1,620		
Community Outreach and Coordination	\$ 11,735	\$ 4,800	20	20	20	6	3	0	16	4	16	16	16	
			Cost	\$ 2,800	\$ 2,000	\$ 960	\$ 255	\$ 5,720	\$ -	\$ 2,960	\$ 600	\$ 2,160		
Trail System Master Plan	\$ 17,165	\$ 4,800	20	20	20	-	15	2	6	20	48	48	48	
			Cost	\$ 2,800	\$ 2,000	\$ -	\$ -	\$ 1,275	\$ 11,090	\$ 500	\$ 1,110	\$ 3,000	\$ 6,480	
	\$ 71,450	\$ 22,400					\$ 3,230			\$ 39,740				
						\$ 6,080								



Sudden Valley Community Association

360-734-6430

4 Clubhouse Circle Bellingham, WA 98229

www.suddenvalley.com

CAPITAL REQUEST MEMO

To: Sudden Valley Community Association Board of Directors
From: Jo Anne Jensen, General Manager
Date: August 10th, 2023
Subject: Capital Request – 2024 Road & Drainage Design / Permitting

Purpose

To request funding approval for design and permitting of the 2024 Road & Drainage Project.

Background

Impact Design prepared a memo dated 6-30-23 identifying the proposed Road and Drainage project for 2024. This includes replacement of 48 culverts, and asphalt repairs to Deer Run Lane.

Analysis

SVCA has a large network of roads and culverts. Numerous culverts have been identified as needing replacement based on the review completed by Impact Design as part of the 10 Year Capital Plan update.

Proposal

Authorize design and permitting per PNW Services, Inc. attached Proposal dated 8-8-23.

Request 1

Request \$36,619.00 from Roads for design and permitting of the 2024 Road & Drainage project.

Motion

Move that the Board of Directors approve the allocation of \$36,619.00 from Roads.

Board of Directors Approval

Approved: _____ Not Approved: _____



August 8, 2023

Sudden Valley Community Association
Attn: Jo Anne Jensen
4 Clubhouse Circle
Bellingham, WA 98229

RE: Project Scope Letter
2024 Road & Drainage Design / Permitting

PNW is providing this overall project scope letter for the proposed 2024 Road & Drainage project as outlined in Impact Design’s memo dated 6-30-23 (see attached). Overall scope of work assumes:

- Prepare drawings and NOA Permit application for replacement of 48 culverts identified in Impact’s memo.
- Prepare drawings and permit application for asphalt repairs to Deer Run Lane. These repairs are assumed to be similar to the project completed in 2022 at Cascade Lane and Green Hill.

The following is a summary of anticipated costs:

Design, Permitting, and Construction	
- Impact Design – Design & Permitting – Per Attached Proposal	\$23,000.00
- Permit Fees Allowance	\$3,000.00
- PNW Services, Inc. – Per Attached Breakdown	\$7,290.00
Subtotal	\$33,290.00
10% Contingency	\$3,329.00
Total Estimate – Design and Permitting	\$36,619.00

Please let me know if you have any questions, or if you would like any further information.

Sincerely,

Tyler Andrews
President



2024 Notice of Activity Roadway
and Drainage Improvements

August 7th, 2023

Tyler Andrews
PNW Services, Inc.
PO Box 30498
Bellingham, WA 98228
360-739-2072

Thank you for the opportunity to submit a proposal to provide engineering and permitting assistance for the 2024 Notice of Activity Culvert Replacement and Deer Run Lane Overlay project. We understand that the Sudden Valley Community Association is working to improve its roadway and drainage systems throughout the entire community.

We propose to conduct the engineering for this project on a Not To Exceed basis in accordance with the rate sheets attached and our budget of \$23,000.

Scope of Work:

Impact Design will prepare construction and permit-approved documents for approximately 48 culvert replacements, and the Deer Run Lane Road repair/overlay in the Sudden Valley Community Association. The locations will be measured and accounted for in ready-to-bid construction documents and for permits with Whatcom County Planning and Development Services as a Notice of Activity in accordance with the SVCA Programmatic Permit.

Culvert Replacements Evaluation and Notice of Activity (\$15,000 Total)

- Scope: Prepare engineering bid documents to depict the location, size, and material of the culvert replacement for the purpose of a Notice of Activity submittal and construction plans. A base map will be prepared using existing GIS information and no field survey will be performed for this task. A professional engineer licensed in the State of Washington will provide civil engineering plans for the proposed improvements that will be accepted by Whatcom County Planning and Development. Impact Design will also provide the project management for this work. This will include the below civil engineering documents:
 - Permitting & Construction Documents
 - Cover Sheet
 - Culvert Replacement Locations & Descriptions
 - Temporary Erosion and Sedimentation Control Plan

- Stormwater Pollution Prevention Plan
- Details

Deer Run Lane Design Repair Evaluation and Notice of Activity (\$8,000 Total)

- Scope: Complete a site visit to determine drainage issues and any roadway failures. Prepare engineering bid documents to depict the size and scale of the overlay and other drainage improvements, for the purpose of a Notice of Activity submittal and construction plans. A base map will be prepared using a calculated survey boundary to verify lengths and dimensions of the proposed project. No field survey will be performed for this task. A professional engineer licensed in the State of Washington will provide civil engineering plans for the proposed improvements that will be accepted by Whatcom County Planning and Development. Impact Design will also provide the project management for this work. This will include the below civil engineering documents:
 - Permitting & Construction Documents
 - Cover Sheet & Existing Conditions Map
 - Culvert Replacement Locations & Descriptions
 - Temporary Erosion and Sedimentation Control Plan
 - Stormwater Pollution Prevention Plan
 - Details

Excluded Scope: Site specific culvert designs, geotechnical work, SEPA process, traffic studies, architectural design, structural engineering, landscape design, title reports, construction inspection, as-builts and dry utilities coordination are not included in this scope.

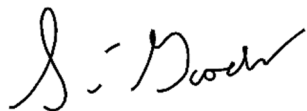
Impact Design is available to provide construction inspection under a separate contract or contract supplement if requested.

Please sign and date below as a formal acceptance of this proposal. We are excited to being work on your project.

Name

Date

Respectfully,



Scott Goodall, MS, PE
Principal
Impact Design, LLC



2023 Rate Sheet

Office	Hourly Rate
Principal Engineer	\$140
Design Engineer	\$125
Engineering Technician	\$100
Design Technician	\$95
CAD Technician	\$75

Field	Hourly Rate
Construction Inspection	\$90

Sub-Consultants	15% Markup
Equipment	15% Markup
Travel Expenses	15% Markup
Mileage	Federal Rate



June 30th, 2023

Tyler Andrews
 PNW Services, Inc.
 PO Box 30498
 Bellingham, WA 98228

Re: Technical Memorandum
 SVCA 10-Year Capital Plan, 2023 Culvert Projects & 2024 Culvert/Road Projects.

The purpose of this Technical Memorandum is to give recommendations for the 2023 and 2024 infrastructure improvement projects and to give a preliminary cost estimate as a means to review the planned yearly budget amounts. Based on Impact Designs completed field investigation of the Sudden Valley Community Association roadway and drainage infrastructure for the 10-year Capital Improvements project, we found a total of 58 drainage culverts that appear to be in critical condition.

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162	Zone 3B	Kinglet Ct	188 Sudden Valley Dr	41	12	CMP
FND 67	Zone 1	Gate 1 Mailboxes	Gate 1 Mailboxes	39	12	CMP
63	Zone 2	Lake Louise Dr	52 Lake Louise Dr	70	18	CMP
408.2	Zone 2	Larkspur Ct	7 Larkspur Ct	17	12	CMP

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The following 48 culverts were all found to have a critical barrel condition and should be prioritized for the 2024 maintenance projects. All the culverts below appear to be simple conveyance pipes for roadway crossings, and do not have fish bearing capacity. We estimate each project will cost approximately \$10,000 - \$15,000 each depending on material/diameter/length. This gives a project a budget range of \$490,000 - \$735,000 total.

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1	Zone 13	Polo Park Dr	150 Polo Park Dr	54	18	CMP
78	Zone 13	Sunnyside Ln	29 Sunnyside Ln	50	18	CMP
431	Zone 13	Lost Lake Ln	29 Lost Lake Ln	75	18	CMP
27	Zone 13	Misty Ridge Ct	66 Polo Park Dr	39	12	CMP
404	Zone 9	Polo Park Dr	230 Polo Park Dr	79	18	CMP
205	Zone 3A	Spring Rd	15 Spring Rd	40	24	CMP
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176	Zone 3B	Tawny Cir	24 Lost Fork Ln	50	12	CMP
432 433	Zone 3B	Strawberry Cyn Ct	13 Strawberry Cyn Ct	46	12 18	CMP
103	Zone 3C	Amberland Way	142 Harbor View Dr	42	24	CMP
99	Zone 3C	Plum Ln	28 Plum Ln	51	12	CMP
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89	Zone 3D	Indian Ridge Ct	39 Sudden Valley Dr	86	12	CMP
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118	Zone 3D	Harbor View Dr	46 Harbor View Dr	43	18	CMP
117	Zone 3D	Harbor View Dr	54 Harbor View Dr	35	18	CMP
120	Zone 3D	Harbor View Dr	10 Harbor View Dr	42	18	CMP
FND 30	Zone 3D	Harbor View Dr	99 Harbor View Dr	39	18	CMP
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147	Zone 1	Par Ln	20 Par Ln	20	12	CMP

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148	Zone 1	Par Ln	11A Par Ln	189	12	CMP
415	Zone 1	Birdie Ln	28 Windward Dr	53	12	CMP
143	Zone 1	Inlet Cir	26 Longshore Ln	82	12	CMP
144	Zone 1	Inlet Cir	26 Longshore Ln	31	12	CMP
145	Zone 1	Spinnaker Ln	17 Marina Dr	72	12	CPP/CMP
FND 49	Zone 1	Marina Dr	17 Marina Dr	40	12	CMP
157	Zone 1	North Point Dr	5 North Point Dr	30	12	Green PVC/CMP
FND 52	Zone 1	Sanwick Pt Ct	36 North Point Dr	43	12	Concrete Pipe/ CPP
81	Zone 2	Lake Louise Dr	1 Sparrow Ct	61	18	CMP
408.1	Zone 2	Larkspur Ct	7 Larkspur Ct	19	12	CMP
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410	Zone 2	Lake Louise Dr	22 Lake Louise Dr	120	12	CMP
203	Zone 2	Lake Louise Dr	14 Lake Louise Dr	61	18	CMP
FND 61	Zone 2	Marigold Dr	37-30 Marigold Dr	283	12	CMP
75	Zone 2	Marigold Dr	43 Marigold Dr	40	12	CMP
FND 45	Zone 2	Sunflower Cir	23 Sunflower Cir	20	12	CMP
445	Zone 2	Lake Louise Dr	20 Lake Louise Dr (Outlet)	200	12	CMP
FND 62	Zone 2	Barn View Ct	3 Barn View Ct	83	12	CMP

2024 Road Projects:

Impact Design recommends that in addition to drainage improvement projects, at least one major asphalt overlay road project should be considered yearly. For the 2024 construction season Impact Design recommends Deer Run Lane should be overlaid. We estimate overlay projects will cost \$4.00 - \$5.00 per square foot. This gives the overlay of Deer Run Lane a project budget range of \$180,000 - \$225,000.

Overall Conclusions

Should all culvert and roadway projects we have recommended for the 2024 construction season be completed, we estimate the total costs to be in the \$670,000 - \$960,000 range. The cost estimate per culvert replacement, and cost per square foot of asphalt overlay is based on local historical data alone, and no engineered design has been done. Prior to construction, an engineering analysis and civil/stormwater engineering drawings should be completed. Based on this analysis a yearly budget of \$900,000 to \$1,000,000 appears to be adequate to catch up with and maintain SVCA's infrastructure for the next 3-5 years.

Based on our current progress we expect to have the first draft of the SVCA 10-Year Capital Improvements Plan by the end of August.

Respectfully,



6-30-2023

Scott Goodall, MS, PE
Principal
Impact Design, LLC

Sudden Valley Community Association
2024 Road & Drainage Design / Permitting
 PNW Estimate - Bid Package, Permitting, and Construction Management

Task	Description	Hours	Estimated Cost
Design Oversight	Site visits with Impact Design to review propose culverts/road, and review design/budgets.	40	
	Total Estimated Design Oversight Hours	40	\$ 5,400.00
	Review permit application, and facilitate submittal to Whatcom County.	6	
	Total Estimated Permitting Cost	6	\$ 810.00
Contractor Bids	Prepare bid documents, issue to contractors, and prepare contract award recommendation to SVCA.	8	
	Total Estimated Bid Package Hours	8	\$ 1,080.00
Construction Management	Under separate submittal.		
	Total Estimated Construction Management Hours	0	\$ -
	Total Estimated		\$ 7,290.00



Sudden Valley Community Association

360-734-6430

4 Clubhouse Circle Bellingham, WA 98229

www.suddenvalley.com

CAPITAL REQUEST MEMO

To: Sudden Valley Community Association Board of Directors
From: Jo Anne Jensen, General Manager
Date: August 10th, 2023
Subject: Capital Request – 2023 Culvert Replacements

Purpose

To request funding approval for design, permitting, and construction for the replacement of culverts.

Background

Impact Design prepared a memo dated 6-30-23, and an update dated 8-7-23, identifying 10 culverts for replacement this year. This project proposes to complete the replacement of these 10 culverts that are all at the end of their life cycle.

Analysis

SVCA has a large network of roads and culverts. Numerous culverts have been identified as needing replacement based on the review completed by Impact Design. Impact Design has prepared a list of 10 proposed culverts for replacement this year. Attached is a summary from PNW Services, Inc. dated 8-8-23 that identifies the proposed project in detail.

As identified in PNW's summary, not all 10 culverts will be able to be replaced this year with the available Road funds. It is recommended that the project move forward with the maximum amount of Road funds available, and then culverts will be replaced by order of priority. The project will be managed to work within the limit of funds available to replace culverts, and complete asphalt patching at each location.

Proposal

Authorize design, permitting, and construction to replace up to 10 culverts per PNW Services, Inc. attached Proposal dated 8-8-23.

Request 1

Request \$109,712.47 from Roads to replace up to 10 culverts in 2023.

Request 2

Request contract change order approval to Stremler Gravel and WRS with the maximum combined amount staying within the identified project funds.

Motion 1

Move that the Board of Directors approve the allocation of \$109,712.47 from Roads for the 2023 Culvert Replacement Project.



Sudden Valley Community Association

360-734-6430

4 Clubhouse Circle Bellingham, WA 98229

www.suddenvalley.com

Motion 2

Move that the Board of Directors approve a change order to Stremler Gravel in the amount of \$89,712.47 to cover the cost of the 2023 Culvert Replacement Project.

Motion 3

Move that the Board of Directors approve a change order to WRS in the amount of \$20,000 to cover the cost of the 2023 Culvert Replacement Project.

Board of Directors Approval 1

Approved: _____ Not Approved: _____SVCA Board of Directors

Board of Directors Approval 2

Approved: _____ Not Approved: _____SVCA Board of Directors



August 8, 2023

Sudden Valley Community Association
Attn: Jo Anne Jensen
4 Clubhouse Circle
Bellingham, WA 98229

RE: Project Scope Letter
2023 Culvert Replacements

PNW is providing this overall project scope letter to replace 10 culverts in 2023 identified in Impact Design's memo. Overall scope of work assumes:

- Impact Design prepared a memo dated 6-30-23 (see attached) identifying 10 culverts proposed for replacement in 2023, and additional culvert replacements along with road improvements proposed for 2024. This memo identified a general range of \$10,000 to \$15,000 per culvert on average for replacement. The price per culvert substantially varies based on length, depth, size of culvert, and other factors such as clearing required/utility conflicts/etc. At 10 culverts using the high end of this estimate the total is \$150,000.
- Impact Design prepared an updated memo dated 8-7-23 (see attached) updating the list of 10 culverts proposed for 2023. This updated list has been used to prepare the proposed budget.
- This project is intended to use funds previously dedicated to other road projects in 2023 that have become available. This includes:
 - o Capital Code 9923.42 – 2023 Street Pavement Markings
 - At the time of contract award \$7,518.43 was returned to the Roads fund.
 - The project is complete and didn't use the 10% contingency allocated. This frees up \$3,574.66 that can be returned to the Roads fund.
 - o Capital Code 9923.43 – 2023 Street Asphalt Repairs
 - At the time of contract award \$101,419.71 was returned to the Roads fund.
 - The project is complete, and didn't use all of the 25% contingency allowed. An additional \$33,818.67 can be returned to the Roads fund.
 - o Combined, these 2 capital codes total \$146,331.47 in available Roads funds this year from projects previously allocated.
 - o Of this total, \$36,619.00 has been separately requested to fund the design and permitting for the 2024 Road & Drainage Project.
 - o This leaves a balance of \$109,712.47 available for replacement of culverts identified in 2023.
- The project design is currently complete with Impact Design preparing the updated memo. Impact is in the process of preparing an NOA (Notice of Activity) permit application to Whatcom County. The allocation below covers these 2 fees.
- With the Asphalt Repairs and Pavement Markings projects just finishing to identify how much funds are available, this project is proposed to move forward as a change order to Stremler's contract on a Time and Materials basis. This process will save the time and



expense of preparing a bid package, going to bid, and then contract award given the time of year and limited weather left in summer to complete. This format has worked extremely well so far this year with the culvert cleaning and drainage improvements completed to date. The benefit to this is working around the utilities that vary substantially between each location. Stremler works diligently to finish as proven to date, and SVCA isn't paying additional money to cover unknowns or standby time for utility conflicts. Also, with all the work completed to date this year by Stremler they are familiar with each location proposed. Attached is a summary total of anticipated expense to complete all 10 locations.

- A change order is also proposed to WRS's contract to patch the culverts replaced this year. This would be a unit price change order with anticipated rates shown in the attached budget.

The following is a summary of anticipated costs to complete all 10 culvert repairs in 2023.

Design, Permitting, and Construction	
- Impact Design – Design & Permitting Allowance	\$3,000.00
- Permit Fees Allowance – No Fee – NOA Assumed	N/A
- PNW Services, Inc. – Per Attached Breakdown	\$8,775.00
- Stremler Gravel Change Order Budget – Per Attached Breakdown	\$112,373.85
- WRS Change Order Budget – Per Attached Breakdown	\$33,948.36
Total Estimate – Design, Permitting, and Construction	\$158,097.21

With the available funds at \$109,712.47 some of the culverts proposed for 2023 will not be able to be completed based on the above budget. PNW recommends the Board approve the available funds for this project to move forward, and then culvert locations will be completed by order of priority with the funds available. Culvert locations not completed this year would be added to the 2024 Road & Drainage Project.

Please let me know if you have any questions, or if you would like any further information.

Sincerely,

Tyler Andrews
President



June 30th, 2023

Tyler Andrews
 PNW Services, Inc.
 PO Box 30498
 Bellingham, WA 98228

Re: Technical Memorandum
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Respectfully,



6-30-2023

Scott Goodall, MS, PE
Principal
Impact Design, LLC



August 7th, 2023

Tyler Andrews
PNW Services, Inc.
PO Box 30498
Bellingham, WA 98228

Re: Technical Memorandum
2023 Culvert NOA – UPDATED August 7th, 2023

2023 Culvert Projects:

The following 10 culverts are to be replaced in the SVCA 2023 culvert NOA projects.

Culvert ID	Zone Number	Road Name	Approximate Address	Culvert Length (ft.)	Culvert Diameter (in.)	Culvert Material
11	Zone 5	Big Leaf Ln	15 Big Leaf Ln	55	18/12	CMP
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81	Zone 2	Lake Louise Dr	1 Sparrow Ct	61	18	CMP
408.2	Zone 2	Larkspur Ct	7 Larkspur Ct	17	12	CMP

***FND Culvert 67 is to be removed and NOT replaced. It is the responsibility of the contractor to ensure that there is proper drainage on the roadway, which flows into the drainage swale located along Windward Drive.

Respectfully,

Scott Goodall, MS, PE
Principal
Impact Design, LLC

Item	Description	Quantity	Unit	Unit Price	Total
Stremler Change Order Budget					
1	Vactor Truck - Utility Conflicts	20	HRS	\$ 227.25	\$ 4,545.00
2	Foreman w/ Tool Truck	140	HRS	\$ 75.00	\$ 10,500.00
3	Excavator - 8,000LB Size		HRS	\$ 45.00	\$ -
4	Excavator - 18,000LB Size	122	HRS	\$ 60.00	\$ 7,320.00
5	Operator	122	HRS	\$ 65.00	\$ 7,930.00
6	Laborer	122	HRS	\$ 55.00	\$ 6,710.00
7	Traffic Spotter	122	HRS	\$ 65.00	\$ 7,930.00
8	Flagger		HRS	\$ 65.00	\$ -
9	Operated Solo Dump Truck Onsite SVCA Equipment Moving	122	HRS	\$ 145.00	\$ 17,690.00
10	Operated Truck & Trailer Offsite Disposal via Truck &	10	HRS	\$ 165.00	\$ 1,650.00
11	Trailer Operated Loader/Excavator -	400	TCY	\$ 17.25	\$ 6,900.00
12	Load Offsite Disposal	10	HRS	\$ 80.00	\$ 800.00
13	Traffic Control Devices	1	LS	\$ 500.00	\$ 500.00
14	Materials	1	EST.	\$31,000.00	\$ 31,000.00
	Subtotal				\$103,475.00
	WSST @ 8.6%				\$ 8,898.85
	Total w/ WSST				\$112,373.85

Asphalt Patching WRS Change Order Budget

1	Mobilization	1	LS	\$ 4,000.00	\$ 4,000.00
2	Onsite Moves	10	EA	\$ 500.00	\$ 5,000.00
3	Patching	3180	SF	\$ 7.00	\$ 22,260.00
	Subtotal				\$ 31,260.00
	WSST @ 8.6%				\$ 2,688.36
	Total w/ WSST				\$ 33,948.36

Note - Unit price of \$7.00 is preliminary.

Sudden Valley Community Association

2023 Culvert Replacements

PNW Estimate - Bid Package, Permitting, and Construction Management

Task	Description	Hours	Estimated Cost
Design Oversight	Site visit with Impact Design to review propose culverts, and review budgets.	5	
	Total Estimated Design Oversight Hours	5	\$ 675.00
	Facilitate NOA permit signature and submittal to Whatcom County.	2	
Permitting	Total Estimated Permitting Cost	2	\$ 270.00
	Issue change order to Stremler & WRS contracts.	2	
Contractor Bids	Total Estimated Bid Package Hours	2	\$ 270.00
	Onsite supervision - part time for culvert replacements.	40	
Construction Management	Onsite supervision - full time asphalt patching.	16	
	Total Estimated Construction Management Hours	56	\$ 7,560.00
	Total Estimated		\$ 8,775.00