



Sudden Valley Community Association

360-734-6430

4 Clubhouse Circle Bellingham, WA 98229

www.suddenvalley.com

Finance Committee Regular Meeting

February 19th, 2024, 6:30 PM, REMOTE via Zoom

<https://us02web.zoom.us/j/83670070736?pwd=UXVCdG1ZQTFSaGFURE9lbThldWV0dz09>

I. Call to Order

II. Land Acknowledgment and Anti-Racism Statements

Land Acknowledgment

We acknowledge that we are gathered today on the ancestral homelands of the Coast Salish Peoples.

Anti-Racism Statement

The Sudden Valley Community Association (SVCA) stands firmly against racism in all forms.

III. Roll Call

Committee Members:

- Rick Asai, Chair
- Taimi Van de Polder, Vice-Chair
- Kathy Hallet
- Rob Gibbs
- Rick Gray
- Mary Quinn

IV. Adoption of Agenda

V. Approval of Minutes

- No minutes to approve.

VI. Announcements

VII. Financial Statements Review

- Presenter: Joel Heverling

VIII. Continuing Business

IX. New Business

- a. Design & Permit for 2026 Road Projects – **\$41,888** Page 3
- b. 2025 Potholes & Minor Road Repairs – **\$37,856** Page 8
- c. 2025 Fast Response – **\$91,936** Page 10
- d. 2025 On-Call Engineering Services – **\$43,264** + ~\$2,000 (GL Acct. 9924.2) Page 12
- e. 2025 Ditches, Culverts, and Swales (CVC) – **\$167,333** Page 14
 - **\$67,774** allocated to the Maintenance Department
 - **\$99,559** allocated to outside contractors for 2025 on-call services
- f. 2025 Street Signs & Pavement Marking Repairs – **\$31,805.00** Page 17
- g. Lower Austin Creek Bank Stabilization – **\$24,882** Page 19
- h. Assessment Limits per By-Laws Page 23

X. Adjournment

Next meeting: March 19, 2025, 6:30 pm, Zoom

CAPITAL REQUEST MEMO

To: Sudden Valley Community Association Board of Directors
From: Michael Bennett, General Manager
Date: February 27th, 2025
Subject: Capital Request – Design & Permit 2026 Road Projects

Purpose

To request funding approval for the design and permitting of SVCA's 2026 Road projects. SVCA's 2025 capital plan includes \$41,600.00 in the roads budget.

Background

Designing and permitting road projects in SVCA require months of approval. Design periods typically take 1 to 4 months, and it is not uncommon that Whatcom County takes 6 months to review permit applications. Because of this, SVCA has been starting the design and permitting the year before projects are supposed to happen to ensure there isn't a construction delay. Road projects typically occur only during the Lake Whatcom Watershed construction window of June 1st through September 30th.

Analysis

SVCA's 2025 budget includes \$41,600.00 to design and permit four road repair projects and 24 culvert replacements proposed during 2026. Estimated costs:

- \$20,680.00 – Impact Design – Design & Permitting per attached proposal.
- \$5,400.00 – PNW Services – 40 Hours – Manage design and permitting, attend permit meetings with Whatcom County, and facilitate permit submittals.
- \$4,000.00 – Geotechnical investigation allowance.
- \$5,000.00 – Utility exploration for conflicts and survey to document allowance.
- \$3,000.00 – Permit fees allowance.
- \$38,080.00 – Subtotal
- \$3,808.00 – 10% Contingency
- \$41,888.00 – Total Budget

After design and permitting are complete, this project will be returned to the BOD in 2026 with an engineer's estimate for funding approval.

Proposal

Authorize \$41,888.00 from Roads to design and permit the 2026 Road projects identified in SVCA’s capital plan.

Request

Request \$41,888.00 from Roads to design and permit the 2026 Road projects identified in SVCA’s capital plan.

Motion

Move that the Board of Directors approve the allocation of \$41,888.00 from Roads to design and permit the 2026 Road projects identified in SVCA’s capital plan.

Finance Committee Approval

Motion

Approved: _____ Not Approved: _____ Finance Committee

Board of Directors Approval

Motion

Approved: _____ Not Approved: _____ SVCA Board of Directors

Signed: _____ Date: _____
Keith McLean, SVCA Board President



February 12th, 2025

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

Mr. Andrews,

Thank you for the opportunity to submit a proposal to provide information to Whatcom County for a Notice of Activity for multiple stormwater and road repair jobs for the Sudden Valley Community Association for this year. We propose to conduct the engineering for this project on a Not To Exceed contract of **(\$20,680.00)** in accordance with the rate sheets attached and our budget. Additional work outside this scope will be paid per hour as shown on the attached rate sheet.

Scope of Work:

We will prepare engineering plans describing the location and scope of multiple stormwater and road repair jobs in Sudden Valley sealed by a licensed professional engineering in the State of Washington. Typical details and a stormwater pollution prevention plan will be provided.

We understand that the work done in 2025 will include the following projects:

- Appaloosa Court Repair & Overlay
- Yearling Place Repair & Overlay
- Misty Ridge Court Repair & Overlay
- Fields Park Place Repair & Overlay
- Culvert 25 Replacement
- 23 Culvert Replacements

Cost Breakdown:

Below is a breakdown of hours to complete this work.

- Principal Engineer @ \$140/hr x 62 hr = \$8,680
- Project Engineer @ \$125/hr x 96 hr = \$12,000

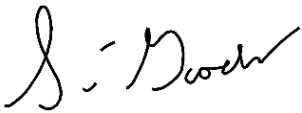
Scope Assumption: This scope assumes that the SVCA Programmatic Permit will be renewed by Whatcom County without significant revisions that would impact this scope.

Excluded Scope: Survey work, Habitat Conservation Assessment (HCA), critical areas work, traffic studies, architectural design, landscape design, title reports, construction support, as-builts and dry utilities coordination are not included in this scope.

Name

Date

Respectfully,



Scott Goodall, MS, PE
Principal
Impact Design, LLC



2025 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	\$0.50 / Mile

CAPITAL REQUEST MEMO

To: Sudden Valley Community Association Board of Directors

From: Michael Bennett, General Manager

Date: February 27th, 2025

Subject: Capital Request – 2025 Potholes & Minor Road Repairs

Purpose

To request funding approval for pothole and minor road repairs in 2025.

Background

A line item of \$37,856 for pothole repairs is included in the Sudden Valley Community Association (SVCA)'s 2025 Roads budget. Beginning in 2023, this line item was expanded to include minor road repairs along with pothole restoration.

Analysis

As potholes are identified, SVCA's Maintenance Department will temporarily fill them with asphalt cold patch material until a few additional potholes are identified. Once this occurs, permanent asphalt repairs are completed. This includes removing the failed asphalt, preparing the subgrade as needed, placing new asphalt, and sealing the edges.

In addition, SVCA's Maintenance Department will also perform minor road repairs as part of this scope. Minor road repairs are projects that don't require contractor expertise, specialized equipment, or permitting or are large-scale projects. Minor road repairs include activities such as:

- Repairing a washed-out shoulder. This could include placing aggregate to stabilize or repairing ruts off the edge of asphalt.
- Painting of stop bars at intersections.
- Painting of parking lots.
- Replacement of broken street signs/posts.
- Stabilizing a ditch with drainage issues.
- Installation of an asphalt berm for directing water flow.
- Etc.

The proposed 2025 budget for SVCA's maintenance staff to perform pothole and minor road repairs is 37,856.00.

Proposal

Authorize \$37,856.00 from Roads for SVCA’s Maintenance Department to complete pothole and minor road repairs in 2025.

Request

Request \$37,856.00 from Roads for potholes and minor road repairs in 2025.

Motion

Move that the Board of Directors approve the allocation of \$37,856.00 from Roads for potholes and minor road repairs in 2025.

Finance Committee Approval

Approved: _____ Not Approved: _____ Finance Committee

Board of Directors Approval

Motion

Approved: _____ Not Approved: _____ SVCA Board of Directors

Signed: _____ Date: _____
Keith McLean, SVCA Board President

CAPITAL REQUEST MEMO

To: Sudden Valley Community Association Board of Directors
From: Michael Bennett, General Manager
Date: February 27th, 2025
Subject: Capital Request – 2025 Fast Response

Purpose

To request funding for the 2025 Fast Response for Unforeseen Drainage Issues project.

Background

Sudden Valley Community Association (SVCA) 2025 budget includes \$91,936.00 for Fast Response for Unforeseen Drainage Issues. This budget item is in place to cover unexpected drainage issues that may occur throughout the year. These issues could result from a flood, significant storm, existing drainage that fails unexpectedly, etc. In 2022, SVCA began restoring SVCA's drainage system to the original 1970s construction design, and in 2023 and 2024, it aggressively continued restoration. SVCA has cleared and established positive drainage at all previously known culverts and located over 100 additional culverts buried from neglect, with some having over 3' of debris covering the inlets or outlets. The risk of existing infrastructure failing unexpectedly is reducing, but the risk is still present. Even with these recent improvements, only about 10% of SVCA's ditches have been restored. It is essential to maintain this budget item and have it available annually to cover unexpected drainage issues that may arise. Some examples of where the Fast Response budget has been utilized in recent years were the 2021 November flood and the 2023 October heavy rain event.

Analysis

SVCA has approximately 36 miles of roads with ditches generally on both sides and over 350 identified culverts. This infrastructure network winds through steep, heavily forested terrain and includes one lake, numerous drainage corridors, and two large creeks – Beaver Creek and Austin Creek. Given this network, it is not uncommon for drainage issues to develop during storm events. This capital request provides immediate financial assistance for SVCA to address the problems that may arise quickly.

Responding to these unexpected events often necessitates a quick response to reduce damage or reestablish access. Contractors typically complete this work on a Time and Materials contract if the scope exceeds the Maintenance Department's capabilities. A Time and Materials contract allows SVCA to quickly mobilize a contractor with what is needed and complete the work. In 2024, SVCA solicited bids from local contractors, and on-call contracts were issued based on the top 3 competitive bids. All three contractors have agreed to extend their contracts through 2025 with no price changes. If an event occurs that needs outside assistance, the

Maintenance & Facilities Manager will contact the contractors by order of bid – lowest contractor first (Stremmer Gravel, Inc., Dirt Works, Inc., and Tiger Construction LTD.) and if that contractor is unavailable, the second contractor would be called moving onto the third contractor if necessary.

Proposal

Authorize \$91,936.00 from Roads for the 2025 Fast Response for Unforeseen Drainage Issues project. The funds will be administered by SVCA’s Maintenance Manager, who is responsible for the overall project and determining what SVCA can complete versus when a task needs outsourcing. If SVCA cannot complete repairs, the Maintenance & Facilities Manager will coordinate with one of the on-call contractors.

Request

Request \$91,936.00 from Roads for the 2025 Fast Response for Unforeseen Drainage Issues project. The funds will be administered by SVCA’s Maintenance & Facilities Manager. The Manager will determine when SVCA staff can complete the work and when one of the on-call contractors will be brought in.

Motion

I move that the SVCA Board of Directors approve the allocation of \$91,936 from Roads for the 2025 Fast Response for Unforeseen Drainage Issues project. The Maintenance & Facilities Manager will be responsible for distributing the funds and determining when SVCA staff can complete the work and when to bring in one of the on-call contractors.

Finance Committee Approval

Motion

Approved: _____ Not Approved: _____ Finance Committee

Board of Directors Approval

Motion

Approved: _____ Not Approved: _____ SVCA Board of Directors

Signed: _____ Date: _____
Keith McLean, SVCA Board President

CAPITAL REQUEST MEMO

To: Sudden Valley Community Association Board of Directors
From: Michael Bennett, General Manager
Date: February 27th, 2025
Subject: Capital Request – 2025 On-Call Engineering Services

Purpose

To request funding approval for On-Call Engineering Services from the 2025 Capital Road Budget.

Background

This request will provide On-Call Engineering Services funding to address emergent roadway and drainage infrastructure issues.

Analysis

Approval of this request will allow rapid response to unanticipated damage or issues that arise outside of planned capital improvements. Services provided from these funds may include but are not limited to technical evaluations, preliminary engineering, and permitting support for unplanned projects that arise. Based on the age of the Sudden Valley Community Association (SVCA) infrastructure, emergent issues are anticipated to occur occasionally.

Proposal

Authorize \$43,264.00 as identified in SVCA's 2025 Budget from Roads for On-Call Engineering Services in 2025. The Maintenance & Facilities Manager will administer funds. In addition, the leftover 2024 On-Call Engineering balance, SVCA Capital Code 9924.2, must be added. This added balance is approximately \$2,000.

Request 1

Request \$43,264.00 from Roads for On-Call Engineering Services with funds to be administered by the Maintenance & Facilities Manager.

Request 2

Request the project funds from the 2024 On-Call Engineering Services, SVCA Capital Code 9924.2, to be added to this capital request, and Capital Code 9924.2 to be closed out with a \$0.00 balance.

Motion 1

Move that the Board of Directors approve the allocation of \$43,264.00 from Roads for On-Call Engineering Services in 2025, with funds to be administered by the Maintenance & Facilities Manager.

Motion 2

Move that the Board of Directors approve the balance of funds in Capital Code 9924.2 to be added to the \$43,264.00 and Capital Code 9924.2 to be closed out with a \$0.00 balance.

Finance Committee Approval

Motion 1

Approved: _____ Not Approved: _____ Finance Committee

Motion 2

Approved: _____ Not Approved: _____ Finance Committee

Board of Directors Approval

Motion 1

Approved: _____ Not Approved: _____ SVCA Board of Directors

Motion 2

Approved: _____ Not Approved: _____ SVCA Board of Directors

Signed: _____ Date: _____
Keith McLean, SVCA Board President

CAPITAL REQUEST MEMO

To: Sudden Valley Community Association Board of Directors
From: Michael Bennett, General Manager
Date: February 27th 2025
Subject: Capital Request –2025 Ditches, Culverts, and Swales (CVC)

Purpose

To request annual funding approval for maintenance of ditches, culverts, and swales per the 2016 Special General Meeting (SGM) Mandate for 2025.

Background

The 2016 SGM required Sudden Valley Community Association (SVCA) to perform major maintenance of ditches, culverts, and swales on an annual basis. A memo from Larson Gross dated December 29th, 2015, outlined the work that could be completed under this program. Since the 2016 SGM, this project has been called Culvert and Vegetation Control (CVC). From 2016 to 2021 it appears most of the work completed under this project was focused on vegetation control. Starting in 2022, the program was expanded to include culverts and swales as mandated in the 2016 SGM.

Along with a renewed focus on CVC activities, SVCA's Maintenance Department has incorporated a preventive maintenance approach to maintaining SVCA's drainage infrastructure. Work that is now being completed as part of the annual operating budget for maintenance includes:

- Roadside mowing of all SVCA road shoulders a minimum of twice per year.
- Maintenance staff are trained to use SVCA's bucket truck and are using it proactively to trim trees and cut back/remove vegetation.
- Schedule and manage Clean Green events where chip-able material is brought by homeowners to maintenance staff for chipping/disposal.
- Regularly remove roadside branches by chipping directly into a truck instead of side casting. This minimizes the buildup of debris along shoulders and prevents it from entering ditches and culverts.
- Road cleaning with sweeper trucks that collect the debris instead of using SVCA's broom that side casts material onto the shoulders and into ditches. This process is now being completed twice per year – once in the fall after tree debris (leaves, etc.) have fallen, and once in the spring to collect winter road sanding and other debris.

Analysis

In 2023 Impact Design created a new 10 Year Capital Roads and Drainage Program that SVCA is following. The 10 Year plan identified many culverts that need replacement and provides a schedule for completing the work. The plan also identifies the importance and need to continue maintaining and improving ditches and culverts. The plan specifically calls out using CVC funds identified each year to complete ditching, and keeping culverts cleared. In addition, it stated that any unused Fast Response funds from prior years should be allocated to the following year's CVC allowance. For example, any 2024 Fast Response funds not used should be added to the 2025 CVC budget.

SVCA has approximately 36 miles of roads with ditches typically on at least one side of the roadway, with many having ditches on both sides of the road. Starting in 2022, CVC projects focused on cleaning and restoring ditches where drainage issues had been identified over the years but had previously been neglected. Outside of the ditching completed as part of this project (about 10% of SVCA's ditches have now been cleaned since 2022), minimal maintenance has been performed since they were built in the 1970's. This leaves many miles of ditches not cleaned, and SVCA is continuing to prioritize locations for improvements based on drainage issues.

This project is proposed to be a combined effort between SVCA's Maintenance Department, and outside contractors. When a scope of work is identified beyond Maintenance's ability, an outside contractor will be utilized. The outside contractors are proposed to be the 2025 On-Call Contractor list identified under a separate capital request. Outside contractors would typically be used where heavy equipment is necessary that SVCA does not own, requires specialized experience, or is large scale efficiency based. A few examples of when an outside contractor will be utilized:

- Clearing of a long culvert that is beyond the capabilities of SVCA's vac-trailer.
- Cleaning large stretches of ditches where larger equipment and full-size dump trucks would be used to significantly increase production and reduce the cost per foot of ditching.
- Offsite disposal of materials generated during cleaning operations.

SVCA's maintenance department will undertake the cleaning of smaller culverts and structures that are suited to SVCA's vac-trailer, as well as complete isolated drainage improvements not suited for high volume production identified above (SVCA doesn't have the equipment or staff required for high volume production).

Proposal

Authorize \$130,333.00 for 2025's CVC project as identified in the Road budget. In addition, authorize the leftover 2024 Fast Response balance, SVCA capital code 9924.1 to be added. This balance is approximately \$37,000, and when combined creates a total 2025 CVC budget of \$167,333.00. The Maintenance & Facilities Manager will be responsible for project oversight, and management of the funds. Funding breakdown is proposed to be:

- \$67,774.00 toward SVCA's Maintenance Department
- \$99,559.00 for outside contractors utilizing the 2025 On-Call Contractor list.
- \$167,333.00 total project funds.

Request 1

Request \$130,333.00 from Roads for the 2025 Ditches, Culverts, and Swales (CVC) project with funds to be administered by the Maintenance & Facilities Manager.

Request 2

Request the project funds from the 2024 Fast Response, SVCA Capital Code 9924.1, be added to this capital request (approximately \$37,000), and Capital Code 9924.1 be closed out with a \$0.00 balance.

Motion 1

Move that the Board of Directors approve the allocation of \$130,333.00 from Roads for the 2025 Ditches, Culverts, and Swales (CVC) project with funds to be administered by the Maintenance & Facilities Manager.

Motion 2

Move that the Board of Directors approve the balance of funds in Capital Code 9924.1 (approximately \$37,000) be added to the 2025 CVC budget of \$130,333.00, and Capital Code 9924.1 be closed out with a \$0.00 balance.

Finance Committee Approval

Motion 1

Approved: _____ Not Approved: _____ Finance Committee

Motion 2

Approved: _____ Not Approved: _____ Finance Committee

Board of Directors Approval

Motion 1

Approved: _____ Not Approved: _____ SVCA Board of Directors

Motion 2

Approved: _____ Not Approved: _____ SVCA Board of Directors

Signed: _____
Keith McLean, SVCA Board President

Date: _____

CAPITAL REQUEST MEMO

To: Sudden Valley Community Association Board of Directors
From: Michael Bennett, General Manager
Date: February 27th, 2025
Subject: Capital Request – 2025 Street Signs & Pavement Marking Repair

Purpose

This memo requests approval for funding to repaint the centerline of the main roads and perform minor signage improvements, as outlined in SVCA’s \$30,000 2025 capital plan budget.

Background

The centerlines of the main roads were last painted in 2023, with the previous cycle occurring in 2019. Following the industry’s best practices and SVCA’s 10-year Capital Plan, we propose repainting on a two-year cycle. This ensures consistent visibility for traffic, improves safety, and reduces long-term costs. Allowing paint lines to fade results in additional labor costs, as contractors must manually mark centerlines before painting, a step we aim to avoid.

Analysis

In 2023, SVCA issued a bid package for centerline painting, awarding the contract to Kamps Painting for \$25,563.65. The process included additional labor to mark faded lines before painting manually. Adopting a two-year repainting cycle will eliminate this extra step in 2025, reducing labor costs while accounting for expected price increases over two years. This project is scheduled for spring 2025, aligning with SVCA’s routine road sweeping to maximize efficiency and cost-effectiveness.

SVCA maintains approximately 36 miles of roads with hundreds of street signs. While significant signage upgrades have been completed in the past two years, ongoing improvements are necessary. This project includes a materials budget to purchase additional signage, with installation covered under the existing Maintenance budget.

Proposed Budget:

- \$1,350.00 – PNW Services, Inc. – 10-hour allowance for Bid package preparation, contractor selection, and contract facilitation
- \$25,563.65 – Centerline repainting budget.
- \$2,000.00 – Road signage materials allowance.
- \$28,913.65 – Subtotal
- \$2,891.37 – 10% Contingency
- \$31,805.02 – Total Budget

Following the bidding process, the contract for centerline painting will be presented to the Board of Directors for final approval.

Proposal

Authorize \$31,805.02 from Roads to paint the centerline of the main roads and purchase materials for road signage improvements.

Request

Request \$31,805.02 from Roads to paint the centerline of the main roads and purchase materials for road signage improvements.

Motion

Move that the Board of Directors approve the allocation of \$31,805.02 from Roads for the 2025 Street Signs & Pavement Marking Repair project.

Finance Committee Approval

Motion

Approved: _____ Not Approved: _____ Finance Committee

Board of Directors Approval

Motion

Approved: _____ Not Approved: _____ SVCA Board of Directors

Signed: _____
Keith McLean, SVCA Board President

Date: _____

CAPITAL REQUEST MEMO

To: Sudden Valley Community Association Board of Directors
From: Michael Bennett, General Manager
Date: February 27th, 2025
Subject: Capital Request – 2025 Austin Creek Bank Repair Design & Permitting

Purpose

This memo requests funding approval to design and permit repairs for the sloughing of the Austin Creek bank adjacent to the Recreation Corridor community garden.

Background

During the November 2021 flood event, some of the Austin Creek banks near the Recreation Corridor community garden sloughed off. On January 12, 2023, the SVCA Board of Directors (BOD) approved funding (Capital Code 9723.04) to design and permit repairs for this location and three additional Austin Creek sites on the golf course. SVCA hired Impact Design to develop a preliminary design and assess permit requirements with Whatcom County.

Following a September 7, 2023, meeting with Whatcom County, SVCA was informed on September 27, 2023, that the permitting process would be significantly more complex than anticipated. By this time, nearly two years had passed since the initial bank failure, vegetation had regrown, and no further changes had occurred at any of the four locations. As a result, in January 2024, SVCA elected to put the project on hold.

On November 15, 2024, Turf Care Superintendent Greg Wadden reported additional sloughing at the site following recent heavy rainfall. The bank failure has now created a vertical drop at the edge of a trail used by golfers and community members accessing the garden. Continued erosion may eliminate the pathway and encroach on the community garden without intervention.

Analysis

This proposal recommends hiring Chinook Engineering to design and permit the necessary bank repairs, with project oversight provided by PNW Services, Inc. Chinook Engineering previously completed the design and permitting processes for the 8th Hole Golf Bridge replacement in 2022. Some of that design data can be leveraged to reduce costs on this project.

Cost Breakdown:

- **\$18,000.00** – Chinook Engineering: Design and permitting (Proposal #24488 attached).
- **\$1,620.00** – PNW Services, Inc.: 12-hour allowance for meetings, design oversight, and permit facilitation.
- **\$3,000.00** – Permit fee allowance (Whatcom County).
- **\$22,620.00** – **Subtotal**
- **\$2,262.00** – **10% Contingency**
- **\$24,882.00** – **Total Design & Permitting Budget**

Proposal

Upon completion of design and permitting, an engineer’s estimate will be prepared, and the project will be presented to the BOD for additional funding approval to complete the repair.

Requests:

- **Request 1:** Approve \$24,882.00 from CRRRF for the 2025 Austin Creek Bank Repair Design & Permitting project as outlined above.
- **Request 2:** Authorize the General Manager to execute Chinook Engineering’s proposal (dated January 30, 2025) for \$18,000.00.

Motions:

- **Motion 1:** Move that the Board of Directors approve the allocation of \$24,882.00 from CRRRF for the 2025 Austin Creek Bank Repair Design & Permitting project.
- **Motion 2:** Move that the Board of Directors authorize the General Manager to execute Chinook Engineering’s proposal (dated January 30, 2025) for \$18,000.00.

Finance Committee Approval

Motion 1

Approved: _____ Not Approved: _____ Finance Committee

Motion 2

Approved: _____ Not Approved: _____ Finance Committee

Board of Directors Approval

Motion 1

Approved: _____ Not Approved: _____ SVCA Board of Directors

Motion 2

Approved: _____ Not Approved: _____ SVCA Board of Directors

Signed: _____ Date: _____

Keith McLean, SVCA Board President

Chinook Engineering
 860 Windrose Drive
 Coupeville, WA 98239
 360.672.5528



Community Association
 Sudden Valley Community Association
 4 Clubhouse Circle
 Bellingham, WA 98229

Estimate Number 24488
 Estimate Date 01/30/2025

Description	Rate	Qty	Line Total
25488 Lower Austin Creek SVCA Bank Stabilization with LWM and FHEP Approach	\$18,000.00	1	\$18,000.00
Fisheries Engineering Project to include Feasibility, Alternatives, drawings and construction cost estimate to the 60%, and 100% stages of completion. The 60% stage will be discussed with WDFW and assumes that a Fisheries Habitat Enhancement Project will be the method for Permitting the project for the HPA. A FHEP sponsor such as Nooksack Fisheries Enhancement Group or Tribes or other qualified 501C3 Entity will need to sponsor the work as per the RCW.	\$0.00	1	\$0.00
<p>We anticipate that the Fee associated with this estimate is adequate to complete the project with Whatcom County permitting and where the FHEP process is not followed by the County. The FHEP process will provide a significant savings in fee if it is allowed.</p> <p>That Scope will need to be determined when the project is proposed for permitting.</p>			
Fisheries Engineering We anticipate the preparation of 9 drawings showing existing and proposed site plan, stream profile, Sections and details of LWM log installations with log piles or chained rock flotation resistant anchors.	\$0.00	1	\$0.00
Meetings We anticipate that the Whatcom may drag the permitting process out to include SEPA and not accept the streamlined FHEP process as stipulated in the RCW 77.55.181 (1)(c)(vii).	\$0.00	1	\$0.00
Hydraulic Modeling HECRAS Use USCOE HECRAS model to determine water surface elevations. This is include in our work. We are familiar with the flow regimes of Austin Creek. This Fee Estimate excludes any Flood Zero Rise Memorandums That may arise from Whatcom County requests.	\$0.00	1	\$0.00

Subtotal 18,000.00
 21 of 24

Tax

0.00

Estimate Total (USD)

\$18,000.00

[Notes](#)

Please Sign and return to Chinook Engineering by email if this meets with your approval.

[Terms](#)

As invoiced monthly.

SVCA Bylaws §19 and Revised Code of Washington Excerpts

Section 19. Annual Dues and Assessments, and Special Assessments.

(a) Assessments.

- (i) All annual dues and assessments, and special assessments, shall be proposed for member approval by vote of the Board, which member approval shall be by a vote of not less than sixty percent (60%) of the members present in person or by mailed ballot at any Annual or Special General Meeting.

The above paragraph §19(a)(i) was superseded and made void in 2018 by action of State law: RCW 64.90.525, per RCW 64.90.085(2).

- (ii) Annual dues and assessments shall be used for the general purposes of promoting the recreation, health, safety, welfare, common benefit and enjoyment of the owners, including maintenance of the Association's real and personal property, all of which may be more specifically authorized from time to time by the Board.
- (iii) Special assessments shall be for the purpose of paying the costs of, and any loans related to, capital improvements and repair and other Association purposes.
- (iv) Limitations on Dues and Assessments
 1.
 - a) Annual dues and assessments for any fiscal year shall not be increased greater than seven percent (7%) of the annual dues and assessments for the Association's preceding fiscal year.
 - b) Special assessments for any fiscal year, in aggregate, may not exceed fifteen percent (15%) of the budgeted gross revenues of the Association for that fiscal year excluding any budgeted special assessment revenues.
 2. These limitations do not serve to limit assessment increases necessary for an unbudgeted emergency expense which exceeds 15% of the Budgeted Gross Revenues of the Association for the year in which an emergency assessment is proposed. At least one of the following must apply to the emergency situations expense(s):
 - a) Authorized or required by statute;
 - b) Required by an order of a court;
 - c) Necessary to repair or maintain the common interest development or any part of it for which the Association is responsible where a threat to personal safety on the property is discovered;
 - d) Necessary to repair or maintain the common interest development or any part of it for which the Association is responsible that could not have been reasonably

- foreseen by the board in preparing and distributing the annual budget.
3. Upon completion of a special assessment project, any excess funds will be considered common surplus, and shall, at the discretion of the board, either be returned to the unit owners or applied as a credit toward future assessments.

RCW Excerpt Summary:

Washington State Statute [RCW 64.90.525](#) mandates that within 30 days of adopting a proposed budget, the board must provide a copy to all unit owners and schedule a meeting for ratification between 14 and 50 days after distribution. The budget is ratified unless a majority of all unit owners reject it at the meeting. This statute also specifies the required contents of the budget and outlines procedures for proposing special assessments, which become effective unless rejected by a majority of unit owners.

[RCW 64.90.085\(2\)](#) states that amendments to this chapter apply to all common interest communities subject to this chapter, regardless of when the amendments become effective.

Comparison:

- **Approval Process:**
 - *Previous Section 19 (a)(i) of SVCA Bylaws:* Required a 60% approval from members present in person or by mailed ballot at general meetings for both annual dues and special assessments.
 - *RCW 64.90.525:* Implemented a negative consent process where the budget or special assessment is ratified unless rejected by a majority of all unit owners.
- **Notification and Meeting Requirements:**
 - *SVCA Bylaws:* Do not specify detailed procedures for notifying members or scheduling meetings for budget or assessment approvals.
 - *RCW 64.90.525:* Requires the board to provide the proposed budget to all unit owners within 30 days of adoption and to set a meeting date for ratification between 14 and 50 days after providing the budget.
- **Limitations on Increases:**
 - *SVCA Bylaws:* Limit annual dues increases to 7% of the previous fiscal year's dues and cap special assessments at 15% of the budgeted gross revenues, with exceptions for certain emergency expenses.
 - *RCW 64.90.525:* Does not specify explicit percentage limitations on dues or assessments but requires detailed budget content and a ratification process.
- **Procedural Specificity:**
 - *SVCA Bylaws:* Provide general guidelines for assessments and dues without detailed procedural requirements.
 - *RCW 64.90.525:* Outlines specific procedures for budget distribution, meeting scheduling, and the ratification process.