



## Finance Committee

February 15, 2024

Minutes

**DATE AND LOCATION:** February 15, 2024 via Zoom

**CALLED TO ORDER AT:** 6:31 pm

**AUDIENCE MEMBERS:** Not Recorded

**COMMITTEE MEMBERS PRESENT:**

1. Laurie Robinson	4. Rob Gibbs	7.	
2. Karen Borchert	5.		
3. Stu Mitchell	6.		

**ATTENDING:**

**Staff Members:** Jo Anne Jensen, Joel Heverling

**Call to Order**

Director Robinson Called the meeting to order at 6:31 PM. Land Acknowledgement and Anti-Racism Statement was referenced as available on the website

**1. Motion to Approve Agenda**

<b>Motion By:</b> Laurie Robinson		<b>Seconded By:</b>	
<b>Approved:</b> X	<b>Not Approved:</b>	<b>Tabled:</b>	<b>Died:</b>
<b>In Favor:</b> 4	<b>Against:</b>	<b>Abstained</b>	

**2. Motion to Approve January 17, 2024 Minutes**

<b>Motion By:</b> Laurie Robinson		<b>Seconded By:</b>	
<b>Approved:</b> X	<b>Not Approved:</b>	<b>Tabled:</b>	<b>Died:</b>
<b>In Favor:</b> 4	<b>Against:</b>	<b>Abstained</b>	

**3. Announcements**

Resignation of Committee Member Waterman.

**4. Property Owner Comments – None**

**5. Review of Financials – December 2023 and Year End 2023 presented by Joel Heverling**

**6. New Business – Capital Requests**

**6a. Move that Finance Committee recommend the SVCA Board of Directors approve the allocation of \$50,936.70 from CRRRF for the purchase of a Kubota M5660SUHD Golf Course Tractor and authorize the Golf Course Superintendent to work with the Finance Director on the purchase of this item.**

<b>Motion By:</b> Director Robinson		<b>Seconded By:</b>	
<b>Approved:</b> X	<b>Not Approved:</b>	<b>Tabled:</b>	<b>Died:</b>
<b>In Favor:</b> 4	<b>Against:</b>	<b>Abstained</b>	

6b. Move that Finance Committee recommend the SVCA Board of Directors approve the allocation of \$32,578.91 from CRRRF for purchasing a Sand Trap Rake and authorize the Golf Course Superintendent to work with the Finance Director on purchase of this item.

<b>Motion By:</b> Director Robinson		<b>Seconded By:</b>	
<b>Approved:</b> X	<b>Not Approved:</b>	<b>Tabled:</b>	<b>Died:</b>
<b>In Favor:</b> 4	<b>Against:</b>	<b>Abstained</b>	

6c. Move that the Finance Committee recommend the SVCA Board of Directors approve the allocation of \$88,400 from Roads for the 2024 Fast Response for Unforeseen Drainage Issues project and name the Maintenance & Facilities Manager as the individual responsible for management of this project.

<b>Motion By:</b> Director Robinson		<b>Seconded By:</b>	
<b>Approved:</b> X	<b>Not Approved:</b>	<b>Tabled:</b>	<b>Died:</b>
<b>In Favor:</b> 4	<b>Against:</b>	<b>Abstained</b>	

6d. Move that the Finance Committee recommend the SVCA Board of Directors authorize the General Manager to execute SVCA’s standard construction contract with Stremler Gravel, Inc., Dirt Works Bellingham, Inc. and Tiger Construction LTD.

<b>Motion By:</b> Director Robinson		<b>Seconded By:</b>	
<b>Approved:</b> X	<b>Not Approved:</b>	<b>Tabled:</b>	<b>Died:</b>
<b>In Favor:</b> 4	<b>Against:</b>	<b>Abstained</b>	

6e. Move that the Finance Committee recommend Board of Directors approve the allocation of \$125,320.00 from Roads for the 2024 Ditches, Culverts, and Swales (CVC) project with funds to be administered by the Maintenance & Facilities Manager.

<b>Motion By:</b> Director Robinson		<b>Seconded By:</b>	
<b>Approved:</b> X	<b>Not Approved:</b>	<b>Tabled:</b>	<b>Died:</b>
<b>In Favor:</b> 4	<b>Against:</b>	<b>Abstained</b>	

6f. Move that the Finance Committee recommend the Board of Directors approve the allocation of \$41,600 from SVCA’s 2024 Capital Budget for Roads for On-Call Engineering Services in 2024 with funds to be administered by the Maintenance & Facilities Manager.

<b>Motion By:</b> Director Robinson		<b>Seconded By:</b>	
<b>Approved:</b> X	<b>Not Approved:</b>	<b>Tabled:</b>	<b>Died:</b>
<b>In Favor:</b> 4	<b>Against:</b>	<b>Abstained</b>	

6g. Move that the Finance Committee recommend Board of Directors approve the allocation of \$36,400.00 from the 2024 Capital Budget for Roads for potholes and minor road repairs in 2024..

<b>Motion By:</b> Director Robinson		<b>Seconded By:</b>	
<b>Approved:</b> X	<b>Not Approved:</b>	<b>Tabled:</b>	<b>Died:</b>
<b>In Favor:</b> 4	<b>Against:</b>	<b>Abstained</b>	

6h. Move that the Finance Committee recommend Board of Directors approve the allocation of \$22,176.00 from CRRRF for design and permitting per PNW's summary dated February 3, 2024, for the Clubhouse HVAC 20 Ton unit replacement project.

<b>Motion By:</b> Director Robinson		<b>Seconded By:</b>	
<b>Approved:</b> X	<b>Not Approved:</b>	<b>Tabled:</b>	<b>Died:</b>
<b>In Favor:</b> 4	<b>Against:</b>	<b>Abstained</b>	

6h. Move that the Finance Committee recommend Board of Directors approve the allocation of \$22,176.00 from CRRRF for design and permitting per PNW's summary dated February 3, 2024, for the Clubhouse HVAC 20 Ton unit replacement project.

<b>Motion By:</b> Director Robinson		<b>Seconded By:</b>	
<b>Approved:</b> X	<b>Not Approved:</b>	<b>Tabled:</b>	<b>Died:</b>
<b>In Favor:</b> 4	<b>Against:</b>	<b>Abstained</b>	

6i. Move that the Finance Committee recommend Board of Directors the allocation of \$1,018,836.11 from 2024 Capital Budget for Roads per PNW's summary dated February 8, 2024 for Deer Run Lane and replacement of 53 culverts.

<b>Motion By:</b> Director Robinson		<b>Seconded By:</b>	
<b>Approved:</b> X	<b>Not Approved:</b>	<b>Tabled:</b>	<b>Died:</b>
<b>In Favor:</b> 4	<b>Against:</b>	<b>Abstained</b>	

6j. Move that the Finance Committee recommend Board of Directors approve the allocation of \$30,000.00 from 2024 Capital Budget for Roads for completing Cold Spring Drainage Improvements.

<b>Motion By:</b> Director Robinson		<b>Seconded By:</b>	
<b>Approved:</b> X	<b>Not Approved:</b>	<b>Tabled:</b>	<b>Died:</b>
<b>In Favor:</b> 4	<b>Against:</b>	<b>Abstained</b>	

6k. Move that the Finance Committee recommend Board of Directors approve the allocation of \$30,000 from the 2024 Capital Budget for Roads for the renewal of 5-year Programmatic Permit, and renewal of 5-year permit with Whatcom County allowance maintenance of gravel surfaces at 3 locations per PNW's summary dated February 8th, 2024.

<b>Motion By:</b> Director Robinson		<b>Seconded By:</b>	
<b>Approved:</b> X	<b>Not Approved:</b>	<b>Tabled:</b>	<b>Died:</b>
<b>In Favor:</b> 4	<b>Against:</b>	<b>Abstained</b>	

6l. Move that the Finance Committee recommend Board of Directors approve the allocation of \$34,119.05 from 2024 Capital Budget for Roads as contingency per PNW's summary dated February 8th, 2024, and authorize the Maintenance & Facilities Manager to direct these funds.

<b>Motion By:</b> Director Robinson		<b>Seconded By:</b>	
<b>Approved:</b> X	<b>Not Approved:</b>	<b>Tabled:</b>	<b>Died:</b>
<b>In Favor:</b> 4	<b>Against:</b>	<b>Abstained</b>	

6m. Move that the Finance Committee recommend Board of Directors approve the allocation of \$131,003.84 from the 2024 Capital Budget for Roads for design and permitting per PNW's summary dated February 6, 2024, for the 2024 Bridge Design project.

<b>Motion By:</b> Director Robinson		<b>Seconded By:</b>	
<b>Approved:</b> X	<b>Not Approved:</b>	<b>Tabled:</b>	<b>Died:</b>
<b>In Favor:</b> 4	<b>Against:</b>	<b>Abstained</b>	

6n. Move that the Finance Committee recommend Board of Directors authorize the General Manager to execute contracts with Chinook Engineering per their proposals dated February 2nd, 2024, with total amounts not to exceed \$77,620.

<b>Motion By:</b> Director Robinson		<b>Seconded By:</b>	
<b>Approved:</b> X	<b>Not Approved:</b>	<b>Tabled:</b>	<b>Died:</b>
<b>In Favor:</b> 4	<b>Against:</b>	<b>Abstained</b>	

6o. Move that the Finance Committee recommend Board of Directors authorize the General Manager to execute a contract with NW Geologic PLLC per their proposal dated February 5, 2024, with a not to exceed amount of \$13,000.00.

<b>Motion By:</b> Director Robinson		<b>Seconded By:</b>	
<b>Approved:</b> X	<b>Not Approved:</b>	<b>Tabled:</b>	<b>Died:</b>
<b>In Favor:</b> 4	<b>Against:</b>	<b>Abstained</b>	

Adjourned 9:17 pm