

1 **BOARD OF DIRECTORS BUSINESS MEETING MINUTES**

2
3 **ASSOCIATION NAME:** Sudden Valley Community Association

4 **DATE AND LOCATION:** Thursday, February 24, 2022 [Remote Meeting]

5 **CALLED TO ORDER AT:** 7:05 pm

6 **AUDIENCE MEMBERS:** Not Recorded

7
8 **BOARD MEMBERS PRESENT:**

1. Andrew Tischleder	4. Brian Cope	7. Taimi Van de Polder	10. Keith McLean
2. Joshua Bowens	5. Sandi Mitchell	8. Sonia Voldt	11.
3. Kim Harris	6. Sam Shahan	9. Nancy Alyanak	12.

9
10 **BOARD MEMBERS ABSENT:** Kanu Sharma

11
12 **STAFF MEMBERS:** Dan Pike, *General Manager*; Jon Kaer, *Technology Administrator*; Joel Heverling,
13 *Accounting Manager*,

14
15 **Guests:** Leora Watson, *Editor of The Views*

16
17 **This meeting was opened with an affirmation of SVCA's Land Acknowledgement and Anti-Racism**
18 **Statements.**

19
20 **Item 1) ADOPTION OF AGENDA**

21 1a. The agenda was adopted

22
23 **MOTION TO:** Adopt the agenda and approve.

24
25 **MOTION BY:** Director Harris **SECONDED BY:** Director Bowens

26 **APPROVED:** X **NOT APPROVED:** **TABLED:** **DIED:**

27 **IN FAVOR:** Unanimous

28 **AGAINST:** None. **ABSTAINED:** None

29
30 **Item 2) ANNOUNCEMENTS**

31 2a. There were no announcements

32
33 **Item 3) PROPERTY OWNER COMMENTS & BOARD RESPONSES**

34 Property Owners asked various questions and the Board responded.

35 **Item 4) GENERAL MANAGER'S REPORT**

36 4a. Update on staffing; making good progress on current searches

37 4b. Managing clean up from weather events; urged community to be careful when driving on
38 snowy and icy roads

39 4c. The 19th Hole is open while the main El Agave restaurant is closed for repairs

40 4d. Asked the community to be less confrontational when dealing with staff

41 **Item 5) TREASURER'S REPORT**

42 **5a. December 2021 Financial Reports**

43 Accounting Manager Joel Heverling presented the financial reports of December 2021

44 **5b. 2021 Auditor Engagement Letters**

Accounting Manager Joel Heverling explained that we are in the third year of the auditor's Contract. Accordingly, the auditors sent an engagement letter stating the fee for the current Year is \$28,500, which aligns with the contract.

MOTION: That the Board of Directors approve the signing of Larson Gross' 2021 Audit & Federal Tax Return Agreement Letters.

MOTION BY: Director Tischleder SECONDED BY: Director Bowens
APPROVED: X NOT APPROVED: _____ TABLED: _____ DIED: _____
IN FAVOR: Unanimous
AGAINST: None. ABSTAINED: None

Item 6) NEW BUSINESS

6a. Fines and Fees Schedule

MOTION: That the Board of Directors approve the fines and fees schedule as presented.

MOTION BY: Director Tischleder SECONDED BY: Director Bowens
APPROVED: X NOT APPROVED: _____ TABLED: _____ DIED: _____
IN FAVOR: Unanimous
AGAINST: None. ABSTAINED: None

6b. Communications Committee Charter

MOTION: That the Board of Directors accept the Communications Committee Charter as written.

MOTION BY: Director Voldt SECONDED BY: Director Tischleder
APPROVED: X NOT APPROVED: _____ TABLED: _____ DIED: _____
IN FAVOR: Unanimous
AGAINST: None. ABSTAINED: None

6c. Communications Committee Member Approvals

MOTION: That the Board of Directors approve the proposed list of Communications Committee Members.

MOTION BY: Director Bowens SECONDED BY: Director
APPROVED: X NOT APPROVED: _____ TABLED: _____ DIED: _____
IN FAVOR: Unanimous
AGAINST: None. ABSTAINED: None

Item 7) PROPERTY OWNER COMMENTS & BOARD RESPONSES

Property Owners asked various questions and the Board responded.

Item 8) CLOSED SESSION-PERSONNEL ADJOURNMENT

MOTION BY: Director McLean SECONDED BY: Director Bowens
APPROVED: X NOT APPROVED: _____ TABLED: _____ DIED: _____

93 IN FAVOR: Unanimous
94 AGAINST: None. ABSTAINED: None

95
96 **MOVED TO CLOSED SESSION: pm**

97
98 **Item 9) OPEN SESSION AND VOTING AS NECESSARY**

99
100 MOTION BY: Director Voldt SECONDED BY: Director Tischleder
101 APPROVED: X NOT APPROVED: _____ TABLED: _____ DIED: _____
102 IN FAVOR: Unanimous
103 AGAINST: None. ABSTAINED: None

104
105 No action was taken as a result of Closed Session.

106
107 **Item 10) ADJOURNMENT**

108 10a. The meeting adjourned at 10:50 PM

109
110 **Motion to Adjourn**

111
112 MOTION BY: Director Tischleder SECONDED BY: Director Van de Polder
113 APPROVED: X NOT APPROVED: _____ TABLED: _____ DIED: _____
114 IN FAVOR: Unanimous
115 AGAINST: None. ABSTAINED: None

116
117 **APPROVED BY:** _____
118 **ANDREW TISCHLEDER, SVCA PRESIDENT or BRIAN COPE, SECRETARY**



Sudden Valley Community Association

360-734-6430

4 Clubhouse Circle Bellingham, WA 98229

www.suddenvalley.com

BOARD OF DIRECTORS MEMO

To: Sudden Valley Community Association Board of Directors

From: AJ Tischleder, President of the Board

Date: 11/1/2022

Subject: **RFQ#21-03 Consultant Professional Engineering Services for 10-Year Capital Roads, Drainage, and Pedestrian Improvement Program**

Background/Analysis

As part of the budget presentation for SVCA's 2022 Proposed Budget, we discussed the need to create a new 10-Year Capital Improvement Program to comprehensively address any failing infrastructure and on-going capital maintenance related to our roadway network, drainage systems, and pedestrian facilities. The current plan needs a major review and does not adequately provide a comprehensive and coordinated plan for SVCA. The goal is to develop a new 10-Year Capital Road, Drainage, and Pedestrian Improvement Plan that will provide the board and the general manager with a tool that allows it to meet the requirements set forth in our governing documents. The plan would address failing roadway projects, a pavement preservation program, culvert replacement projects, drainage improvement projects, sidewalk alternative projects, and creating a connected trail system within SVCA.

The RFQ for Consultant Engineering Services for 10-Year Capital Roads, Drainage, and Pedestrian Improvement Plan was advertised in the Daily Journal of Commerce and the Bellingham Herald. In addition to advertising the RFQ in the above publications we also did a targeted emailing of the RFQ to the following engineering firms in western Washington:

1. Freeland & Associates - tfreeland@freelandengineering.com
2. APC Engineers, Inc. - office@apcengineers.com
3. Pacific Surveying & Engineering, Inc. - info@psurveying.com
4. Wilson Engineering, LLC - info@wilsonengineering.com
5. Cascade Engineering Group - info@casadecivil.com
6. TranTech Engineering, LLC - sfarbood@trantecheng.com
7. Land Development Engineering and Surveying, Inc. - ramon@ldesinc.com
8. Jones Engineering - info@jonesengineers.us
9. Reid Middleton – csmith@reidmiddleton.com
10. Transpo Group USA, Inc. - contact@transpogroup.com
11. Reichhardt & Ebe Engineering, Inc. - luis@recivil.com
12. Lochner – rmcgaughey@hlochner.com
13. RH2 Engineering, Inc.

The advertisement resulted in two (2) statement of qualifications being submitted. The following firms submitted Statement of Qualifications (SOQ):

1. Wilson Engineering, LLC
2. Impact Design



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The SOQs for each firm were evaluated against the following criteria:

1. Professional experience related to inspection and inventory of infrastructure
2. Professional experience related to project development and prioritization based off of prior inspection and inventory work
3. Professional experience developing comprehensive capital improvement plans addressing the transportation network
4. Proposed project approach
5. Diversity of project team with qualifications and resumes
6. References and past performances

Evaluation forms were filled out by the selection panel which consisted of AJ Tischleder, President, Jo Anne Jensen, General Manager, and Mike Brock, Maintenance Superintendent. Aggregate scores of the SOQs are as follows:

- **Wilson Engineering: Score = 246/300**
- **Impact Design: Score = 270/300**

Due to delays in the project, some time has passed since the RFQ was advertised. In reaching out to both firms it was determined that Impact's project team still had the staffing and capacity to complete the work, while Wilson Engineering has a year backlog at this time and is unable to take on this project. As a result, Impact Design was interviewed by the selection panel, and it was determined that the consultant's project team was highly qualified to complete this project for SVCA. Aggregate scores of the interview are as follows:

- **Impact Design: Score = 255/300**

Recommendation

The President is recommending that the board approve the selection of Impact Design as the most qualified consultant that submitted a SOQ in response to RFQ#21-03, and direct the General Manager to negotiate a contract for board approval.

Contact

Should you have any questions please contact AJ Tischleder.

BODTischleder@suddenvalley.com

Motion

Move that the Board of Directors approve the selection of Impact Design's team as the most qualified consultant that responded to the RFQ for Consultant Engineering Services for a 10-Year Capital Roads, Drainage, and Pedestrian Improvement Program, and direct the General Manager to negotiate a contract for board approval.



Request for Qualifications

10/12/2021

Professional Engineering Services for 10-Year Capital Roads, Drainage, and Pedestrian Improvement Program

RFQ #21-03



Sudden Valley Community Association is soliciting Request for Qualifications from qualified consultant engineering firms with proper professional licensure and expertise in developing and providing a new 10-year Roads, Drainage, and Pedestrian Capital Plan. It is anticipated that the consultant selection process will be completed in October 2021, with consultant's work commencing shortly thereafter. SVCA reserves the right to amend the terms of this RFQ, to circulate various addenda, or to withdraw the RFQ at any time.

Submittal Requirements

Consultants that submit proposals in response to this RFQ must have the capability of providing the products and services generally described in the **RFQ Criteria attached as Exhibit "A"**. Joint ventures or sub-consultants may be used. SVCA assumes no obligation of any kind for expenses incurred by any respondent to this solicitation. The top evaluated firms may be invited for an interview with SVCA representatives to select the most qualified firm. **Responses to this RFP should be no more than ten (10) pages in length, not including cover page and resumes.**

Submit one (1) original and one (1) copy of the proposal in a sealed package, marked on the outside as follows:

Name of Submitter

RFQ21-03, 10-year Roads, Drainage, and Pedestrian Capital Plan

Send or deliver the proposal to:

Attn: Andrew Tischleder, President
Sudden Valley Community Association
4 Clubhouse Circle
Bellingham, Washington 98229

The proposal **must be received no later than 4:00 PM, November 2, 2021. Late submittals will not be considered.** Fax or email submittals will not be considered. SVCA accepts no responsibility for misdirected or lost documents. SVCA reserves the right to reject part of any and/or all proposals and to waive any irregularities and/or informalities. **All consultants submitting a proposal must be available for interviews from November 9-18, 2021.** SVCA reserves the right to award a contract solely on the written qualification submittal.

All questions regarding this matter should be directed via email to:

- Andrew Tischleder, President at BODTischleder@Suddenvalley.com and cc:
- Joshua Bowens, Vice President at BODBowens@Suddenvalley.com



EXHIBIT A

REQUEST FOR QUALIFICATIONS CRITERIA

Project Description

The Board of Directors of the Sudden Valley Community Association (SVCA) is seeking a professional engineering firm with the expertise to develop and assist in the implementation of a 10-year Capital Roads, Drainage, and Pedestrian Program. It is expected that the plan will review existing inventories of SVCA's current road, drainage, and pedestrian networks, provide updated inspections to these facilities and comprehensively address and prioritize the necessary capital improvements to these facilities. SVCA has approx. 40 miles of roadway with associated open and closed drainage facilities. SVCA has a rural roadway network with limited pedestrian facilities and disconnected trail systems that do not allow the community to safely navigate between the various gates of our community without utilizing the road network's travelled ways. SVCA desires to put together a comprehensive capital plan that addresses roadway rehabilitation, pavement preservation, culvert replacements, drainage improvements, and multimodal access/safety.

The contract with the selected consultant will be executed after it has been approved by the Board of Directors. It is expected that the consultant will provide the agreed to scope of services as soon as possible, but no later than April 30, 2022, so that the capital plan can be appropriately integrated into SVCA's budget planning process.

General Scope of Services

The general Scope of Work is outlined below. Specific scope of work will be negotiated with the selected consultant and could include additional or modified tasks other than what is stated in this general scope. The selected consultant should be able to provide the following services:

1. Inspect and update inventory of all roads, drainage, and pedestrian (walkable shoulders and trails) infrastructure within SVCA.
2. Create a list and prioritize capital projects based on inspection data and engineering standards and judgement.
3. Compile a detailed 10-year Roads, Drainage, and Pedestrian Capital Improvement Program including project descriptions, cost estimates, and project schedule. The Program will include:
 - a. Ensure the first 3 years of the program balance with our projected road reserve allocations.
 - b. Incorporate all facility types into the plan to provide SVCA with coordinated projects that facilitate ease of execution and provide economy of scale where available.
 - c. Program both design and construction phases of each project.
 - d. Address major road repairs along with a pavement preservation program that will ensure SVCA's roads will be adequately maintained into the foreseeable future.
 - e. Develop a program to construct a connected, multi-modal trail system between all the gates of SVCA. This connected trail system could utilize pedestrian facilities adjacent to the roadway or trails through SVCA greenspace areas.
4. Develop project summary sheets for each individual project listed in the Plan and other planning and reporting documents as may be recommended by the consultant or requested by SVCA. Project summary sheets will include detailed project summaries, cost estimates, anticipated permitting requirements, and project schedules related to both the design and construction of each project.
5. Attend Board of Directors meetings to introduce, answers questions, and collect community feedback related to the draft plan.
6. Present a final report to the Board of Directors, that is stamped and sealed by a professional engineer licensed in the state of Washington.



SVCA Responsibilities

The Board of Directors and SVCA staff will provide consultant with all available data and information available related to the associated infrastructure. The President and SVCA staff will be available to assist the consultant in scheduling meetings, providing access to SVCA facilities as needed, and coordinating with the Board and community.

Minimum Qualifications of the Consultant

SVCA is seeking a professional engineer licensed within the State of Washington that has proven experience developing comprehensive improvement programs.

- Firms must have a minimum of five (5) years demonstrated experience and expertise in the development and execution of capital improvement plans and projects related to roadway, drainage, and pedestrian improvements.
- The consultant must deliver a proposal that shows the firm is able to execute the general scope of services provided in this RFQ.

Evaluation and Selection Criteria

The selection of a consultant for these engineering services will be made from the list of qualified consultants responding to this RFQ. All firms responding will be evaluated, scored, and ranked by the Executive Committee. The top evaluated firms may be invited for an interview to allow SVCA to better understand the consultant's capabilities and approach to the project. SVCA will not be responsible for any expenses incurred as a result of attending this interview. The expectation, due to the COVID pandemic, is that the interviews would be conducted via zoom or some other virtual meeting platform.

Consultants will be evaluated and ranked based on the following criteria:

1. Experience of the consultant team related to inspection and updating inventory of all roadway, drainage, and pedestrian, and trail infrastructure. (25 points)
2. Experience of the consultant team related to project development and prioritization based on results of inspection and inventory task. (25 points)
3. Experience of the project team related to developing comprehensive capital improvement plans addressing major roadway, drainage, and pedestrian projects. (25 points)
4. Proposed project approach and vision (10 points)
5. Present a diverse project team with qualifications and resumes (10 points)
6. References and past performance (5 points)

The RFQ shall include information for each evaluation criteria listed above and a list of clients who may be contacted, and for whom similar work has been completed in the past **five (5) years**. If the RFQ does not include these items, is not submitted on time, or exceeds the specified page length limit, it will be deemed non-responsive and may not be eligible for further consideration. All submittals become the property of Whatcom County and will not be returned.

**PROFESSIONAL ENGINEERING SERVICES FOR 10-YEAR CAPITAL ROADS, DRAINAGE,
AND PEDESTRIAN IMPROVEMENT PROGRAM (RFQ #21-03)**



SUDDEN VALLEY COMMUNITY ASSOCIATION

October 31, 2022

Prepared for:



*Sudden Valley Community Association
4 Clubhouse Circle
Bellingham, WA
360-734-6430*

Prepared by:



*5426 Barrett Road, Suite A103
Ferndale, WA 98248
Principal in Charge: Scott Goodall, MS, PE
scott@bold-impact.com
360-389-8138*

With Teaming Partners:





10-YEAR CAPITAL IMPROVEMENT PROGRAM (RFQ #21-03)

Statement of Qualifications

Attn: Andrew Tischleder, President
Sudden Valley Community Association
4 Clubhouse Circle
Bellingham, Washington 98229

Dear Mr. Tischleder,

Attached is our Statement of Qualifications developed to provide the Sudden Valley Community Association (SVCA) professional services for the implementation of a 10-year Capital Roads, Drainage, and Pedestrian Improvement Program. Our team will perform a desktop and field review of existing infrastructure, evaluate the most critical roadways and culverts in need of improvement, and determine the most practical and necessary priority projects to be phased over the next 10 years. We will provide a clear and concise Capital Improvement Program (CIP) consistent with the SVCA budget and expectations to the SVCA Board of Directors. This will include providing preliminary civil and traffic engineering design, realistic cost estimation, permitting and construction timelines. A multi-modal program design will also be included to link a proposed trail system between all gates of Sudden Valley.

We will also work closely with SVCA, Whatcom County, Washington State Department of Fish and Wildlife (WDFW), and utility providers to determine the required permits and construction requirements for priority projects. This will eliminate any budgeting pitfalls that could arise from a less detailed approach. We understand the impact of the Whatcom County Lake Whatcom Watershed requirements on project schedule and budgets. The *5-year Programmatic Permit and Interlocal Agreement facilitated by Impact Design in 2020* between the SVCA and Whatcom County will also be an important tool to reduce permitting and consulting costs on many, if not all, of these improvement projects.

To help you achieve success with this project, **Impact Design** has partnered with a team of experts including **Transportation Engineering NorthWest (TENW)** - Traffic and Multi-modal Engineering), **Canyon Environmental** (Environmental Permitting Consulting) and **PowerTek Surveying** (Surveying and GIS Specialists).

Impact Design will serve as the Project Manager and lead for the effort developing the SVCA 10-year Capital Improvements Plan. Our team has the best to offer in technical expertise, local knowledge, communication and management, and value. We have backgrounds in civil and traffic engineering, environmental permitting, GIS and survey information. We believe the multi-disciplinary team we have assembled provides a unique perspective and the highest level of technical skillsets available.

Our proven experience managing engineering projects demonstrates our ability to be responsive, efficient and accurate with budgets, sensible with allocation of resources, and adaptable. Our team's skill and experience are an ideal fit for the requested services. We look forward to discussing the project further with you.

Sincerely,

Scott Goodall, MS, PE
Principal
Impact Design, LLC

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1.0 - Team Qualifications and Experience

Impact Design and our teaming partners, **Transportation Engineering NorthWest (TENW)**, **Canyon Environmental** and **PowerTek Surveying** are consulting firms with proven track records of delivering high quality, innovative solutions to our clients while utilizing a collaborative and efficient project management framework and approach.

Impact Design is an employee-owned engineering firm located in Ferndale, Washington. Our staff has extensive experience with numerous commercial, industrial, public park, recreational, institutional, and residential projects throughout Whatcom County. We know and understand the local, state, regional, and federal regulations for design and construction and have successful working relationships with permitting agencies. Impact Design's staff is licensed to provide professional engineering services in Washington. We are civil and geotechnical engineers striving to make a positive *impact* in our community and environment. We specialize in site development, transportation, utility, and natural-system environmental engineering design, and are well versed in the local, state, and federal environmental regulations. This expertise allows us to provide efficient designs for our clients meeting these stringent requirements and expediting the permit process. Impact Design is committed to environmental stewardship.

Transportation Engineering NorthWest (TENW) provides quality transportation planning and design consulting services throughout the Northwest United States. Our success is built upon the passion and dedication of our team and the family culture within our walls. We are deeply committed to the success of our clients' projects by providing superior service with a focus on responsiveness, creativity, quality, attention to detail, and a pragmatic approach to problem solving.

Transportation Engineering Northwest was formed in 1999 and soon after was abbreviated to TENW (Ten-W). Our modest start was noteworthy in its simplicity – team members with a single-minded mission of conducting business and serving clients the way we wanted.

TENW's mission continues to this day, with all our original core team members partnered with an exceptional young group of talented engineers and planners. Our clients' goals are our goals, and our clients' challenges are our challenges. We truly embrace this mindset and apply it to every client and every project.

At TENW, we:

- Effectively manage the planning, feasibility, entitlement, and design of a variety of transportation projects.
- Bring conclusions and solutions, not a recitation of problems.
- Believe in advocating for our clients and providing creative and unique solutions.
- Believe our ability to clearly communicate with clients, stakeholders, and the public throughout the process is crucial to the success of our projects.

- Work collaboratively with our clients' project teams, including architects, engineers, planners, attorneys, and the public.
- Serve a diverse group of both public and private clients on a wide variety of projects including:
 - Commercial/Retail
 - Corporate Campuses and Master Plans
 - Hospitals and Medical Centers
 - Industrial
 - Mixed-Use
 - Office
 - Public and Private Schools
 - Public Roadway Infrastructure
 - Residential
 - Universities

Located in Bellevue Washington, we have the resources of 22 staff, with expertise in feasibility and due diligence, master planning, entitlements, design, and construction support. We have been involved in a diverse range of projects including public roadway and intersection improvement projects, trails/non-motorized facilities, pedestrian accessibility projects, freeway access studies, corporate master plans, intermodal freight and passenger terminals, large-scale residential, commercial and retail development and many other non-traditional projects. Many of our projects involve complex evaluation of traffic impacts to local roadway facilities and identification of appropriate mitigation measures. We have worked collaboratively with local agencies, developers, and community groups to identify transportation solutions for a variety of traffic engineering, access, design, and parking challenges.

TENW is a licensed business in the State of Washington (Washington State Department of Licensing, Engineering/Land Surveying Company #1415). We carry industry-standard Liability Insurance, including Commercial General Liability, Automobile Liability, Umbrella Liability, Worker's Compensation and Employer's Liability, and Professional Liability. An insurance certificate can be provided upon request.

Canyon Environmental

Jeff Ninnemann, MS, PWS, LHG, of Canyon Environmental is a local wetland ecologist with over 18 years of experience in the field and as project manager for wetland delineations, stream assessments, fluvial geomorphic process evaluations, fish and wildlife assessments, mitigation design, and monitoring. Jeff is a licensed certified Professional Wetland Scientist with degrees in biology and geology. His Master's research specialized in stream hydrology, specifically the modeling of hyporheic flow responses to hydrology, landscape variability, and their implications for watershed hydrological residence times.

PowerTek Surveying is located in Ferndale, Washington and specializes in professional land surveying, construction staking and topographic mapping. PowerTek is committed to providing professional workmanship which meets the needs of a wide array of clients. Each client experiences the highest standard of customer service and communication, which allows flexibility with ever-changing project demands. PowerTek's combined staff experience allows for expert attention to detail in the office and field.

2.0 - Project Manager and Team Biographies

Scott Goodall, MS, PE of Impact Design, will serve as the project manager for this project. Scott is an experienced project manager with a track record of successfully managing multi-disciplinary teams including:

- Success meeting budget and timelines, including demanding and adapting schedules
- Experience managing multi-disciplined teams, including sub-consultants

- Experience managing projects with agencies and municipalities in a variety of disciplines
- Local knowledge of the project site

Scott will not only provide his technical skillset to the project, but also bring experienced project management skills, a dedication to communication, consistency and accountability throughout the entire project.



Scott Goodall, MS, PE – Project Manager & Principal Engineer (Impact Design)

Project Roles: Project Management, Cost Estimation Preparation, Scheduling

Scott has a double MS degree in Civil Engineering and Wood Science Engineering and is the Principal and founder of Impact Design. Scott has more than 13 years of civil design experience throughout Washington State. From project engineer to construction inspector, Scott takes a hands-on approach to engineering while serving local agencies, private developers and contractors. His technical experience includes Department of Ecology and Lake Whatcom Watershed stormwater permitting and design, residential and commercial site development, private water

system improvements and public utility design. Scott has developed construction documents for millions of dollars' worth of public projects over his career for agencies such as the City of Bellingham, Whatcom County Public Works and Whatcom County Parks and Recreation Department. Scott has experience as a construction inspector and construction manager for municipal construction and is familiar with the construction process from pre-construction meeting to final closeout.



Martin Kjelstad, PE – Civil Engineer (Impact Design)

Project Roles: Civil Engineering, Quality Control

Martin has over 40 years of experience in civil engineering and a proven track record of managing teams of multi-disciplinary consultants. During his 18-year tenure at the City of Bellingham as Project Engineer, Martin managed multimillion-dollar Capital Improvement Projects for the City. Martin also participated in developing *Capital Improvement Programs* for the City of Bellingham working with stakeholders including the City Council, Public Works Director and other municipal interests.

Chris Bicket, PE – Vice President (TENW)

Project Roles: Principal Traffic Engineer

Chris is a civil engineer with over 27 years of experience in the transportation field. Chris leads TENW's design group with broad experience in the design and construction of roadway and intersection improvements, including traffic signals, roundabouts, street lighting systems, and non-motorized facilities throughout the states of Washington, Oregon, and Alaska. His diverse experience has included work for both public and private-sector clients, from the pre-design phase through construction completion. Chris is often involved early in strategic planning, preliminary costing, as well as public testimony on behalf of his projects. Chris manages a staff of ten engineers with over 100 active projects.



Jeff Ninnemann, MS, LHG, PWS (Canyon Environmental Group)

Project Role: Environmental Permitting Expert

Jeff is a professional wetland scientist with over 15 years of professional experience. Jeff's expertise includes mitigation design, regulatory permitting, hyporheic zone hydrology, floodplain wetlands, native plant riparian restoration, hydrological investigations, monitoring data collection and management, ArcGIS mapping, wetland identification methods and protocols, and local, state, and federal regulations and guidelines.

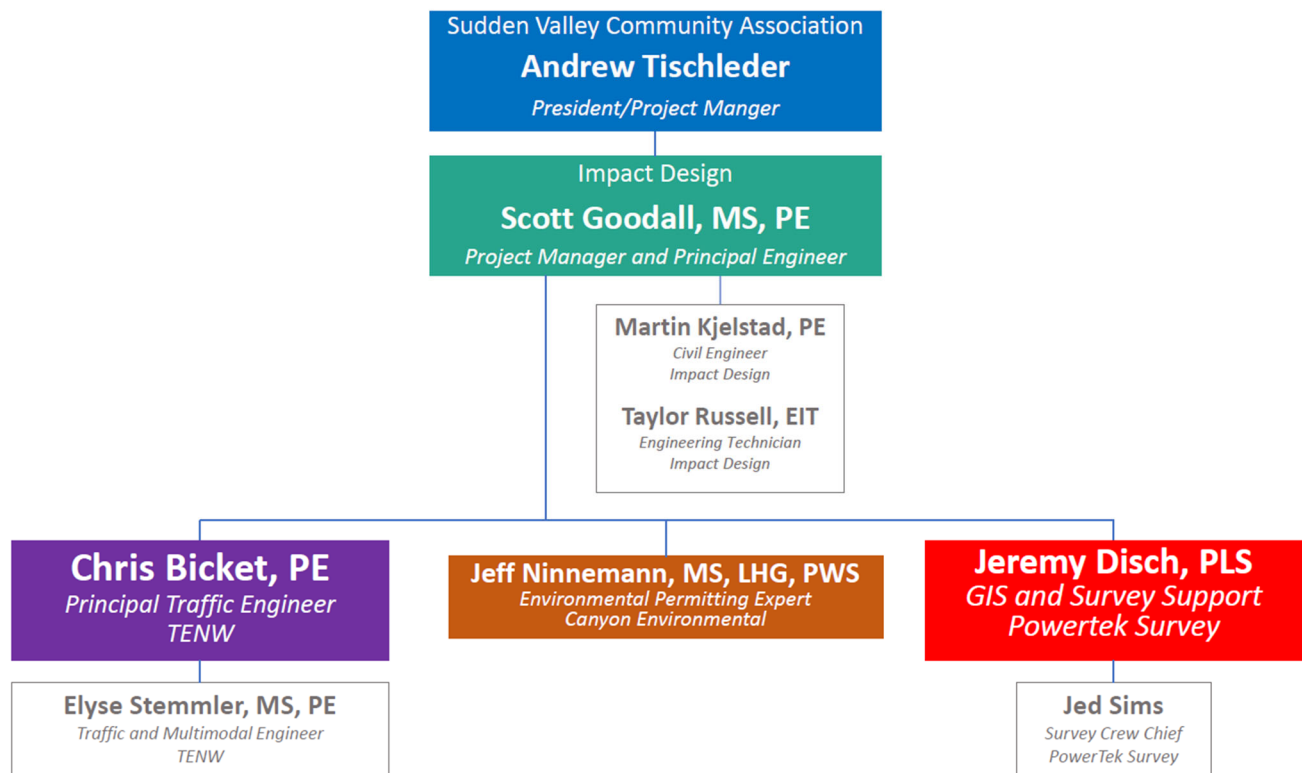
Jeremy Disch, PLS (PowerTek Surveying)*Project Role: Professional Land Surveyor*

With over 20 years of experience in the surveying and engineering profession with a strong emphasis on business development, Jeremy works as the Project Manager overseeing all aspects of day-to-day survey operations. Jeremy's efficient management of survey field personnel and equipment has led to many successfully completed survey projects. PowerTek specializes in high quality and cost-effective deliverables and his team is well versed in working with multi-disciplinary projects.



3.0 - Team Organization

Team organization includes a tiered structure led by the Project Manager and core team members. Core team members will be engaged in all aspects of the project to provide consistent and efficient service to the SVCA and will provide the primary technical skills. Our core team members have previously worked together on several projects and have already established effective communication and working relationships. The Project Manager will provide technical assistance and QA/QC, as needed, to the core team members throughout the project. We will work with the SVCA to utilize these supporting roles to efficiently meet project goals.



4.0 – Relevant Project Experience

We believe the best way to demonstrate our technical knowledge and qualifications is to highlight past projects that are of a similar nature and were conducted by the individuals identified in this proposal. These examples are highlighted on the following pages:

Sudden Valley Community Association Capital Projects 2019-2021

Reference: Tyler Andrews, PNW Civil, 360-739-2072, tylera@pnwcivil.com

Impact Design has provided engineering and permitting support for seven projects since 2019 for the SVCA. These projects have ranged in size from small maintenance actions to programmatic permitting and full roadway and box culvert design. Below is a description of four selected efforts.



Sudden Valley Culvert Replacements

Impact Design provided engineering and permitting support for (5) culvert replacements in the Sudden Valley Development in Whatcom County. Fish passage standards applied to several of these culverts. **Impact Design** worked closely with **Canyon Environmental**, WDFW, Whatcom County Planning Department, Army Corps of Engineers, and other parties to successfully permit the culvert replacements. **PowerTek Surveying** also completed the topographic and boundary survey for this project.

SVCA Programmatic Permit with Whatcom County

Impact Design was able to secure an interlocal agreement and programmatic permit with the Whatcom County Public Works Department allowing for long-term maintenance actions to be completed without the need for individual Land Disturbance Permits or the SEPA process for each project. Months of time and thousands of dollars in consultant and permit fees are now saved on future projects as many maintenance actions are now outright permitted through Whatcom County. This will provide substantial time and financial savings for SVCA while this programmatic permit is active and will structure the success of the 10-year Capital Improvements Plan.

Southern Court Improvements

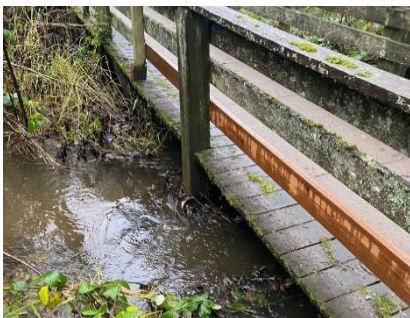
Impact Design provided civil engineering and permit support for drainage and safety improvements to approximately 800 feet of roadway overlay on Southern Court. **Impact Design** coordinated with geotechnical consultants and **Canyon Environmental** to obtain Whatcom County permitting for this project.

Spring Road Improvements

Impact Design worked with **PowerTek Surveying** to provide an alternative analysis to SVCA for options related to improvements of Spring Road including potential proactive phosphorous mitigation for 1.5 acres of asphalt replacement to meet Lake Whatcom Watershed Standards.

West Cemetery Bridge Replacement - COB Parks Department

Reference: Gina Austin, PE, 360-778-7000, gaustin@cob.org

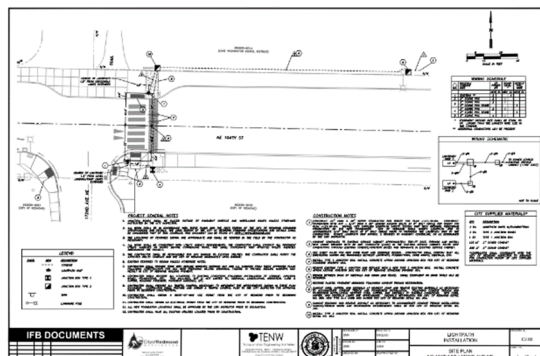


Impact Design provided engineering for a pedestrian bridge replacement project for the City of Bellingham Parks and Recreation Department. The project included removal of existing abutments, adding new concrete foundations, and installation of a new aluminum bridge for a 70-ft span. Engineering includes a revised alignment and centerline profile for the bridge and trail. A HEC-RAS model was created to model the maximum 100-year flood stage at the bridge crossing. The results of the hydraulic model helped us carefully develop bridge vertical elevations, and new abutment locations. The project required us to provide a Stormwater Pollution Prevent Plan (SWPPP), Environmental permit figures for the Joint Aquatic Resource Permit Application (JARPA),

full project construction specifications. Construction is scheduled for the winter of 2021. **Canyon Environmental** and **PowerTek Surveying** were also subconsultants on this project.

City of Redmond Transportation On-Call – City of Redmond, WA.

Reference: Peter Dane, 425-556-2816, PBDANE@redmond.gov

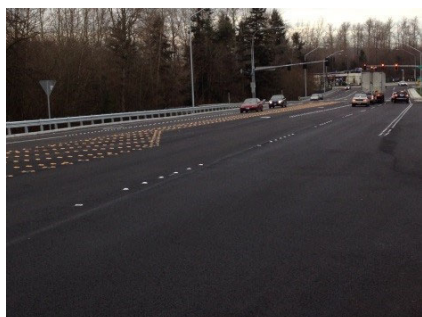


TENW serves as an on-call transportation consultant for the City of Redmond responsible for transportation planning and design services. **TENW** has provided transportation engineering services for multiple projects, including the ORSCC fiber relocation project. **TENW** provided field coordination with City staff and prepared Plans, Specification, and Estimates for multiple fiber communications facilities throughout the City in support of ITS hardware, software, and communications facilities. **TENW** also served in a construction support role to address field conflict and revisions. **TENW** also provided transportation consulting services for the NE 104th

Street/172nd venue NE Light Path installation project. This project included construction of a Light Path pedestrian crossing system on an aggressive schedule with limited budget.

W. Bakerview Road Improvements – City of Bellingham, WA.

Reference: Steve Haugen, 360-778-7811, shaugen@cob.org



TENW served as the Transportation Engineering consultant for the West Bakerview Road improvement project, working with **Scott Goodall** for civil engineering support. The project included widening of approximately 1 mile of roadway, with bicycle lanes, sidewalks, I-5 on/off ramp intersection modifications, and reconstruction of four traffic signals. **TENW** worked with the City to develop preliminary roadway alignment options in support of obtaining a TIB grant to fund the approximately \$2.5M in improvements. Permitting and plan approval was required by WSDOT and the City of Bellingham. The project was completed on time and under

budget, as part of a multi-stakeholder team including the City, WSDOT, Whatcom County, Port of Bellingham, and Kroger (Fred Meyer). One of the critical lessons learned on the project was identification of presence of existing fiber-optic facilities. Potholing during the design phase to confirm actual fiber duct-bank alignment would have been helpful in limiting field changes due to unforeseen conditions.

The Village at King Mountain – Alliance Properties

Reference: Ralph Black, 360-733-7515, info@allpropertiesbellingham.com



Impact Design has worked with **PowerTek Surveying** to provide planning, neighborhood layout, civil engineering design, and land use consulting with the City of Bellingham for the Village and King Mountain. This will be a 1,200 unit mixed-use development including single-family and multi-family housing over 120 acres. The project currently has 10 townhomes under engineering design, 400 units in the platting

process and 800 units in the preliminary neighborhood planning process. This development plan is expected to take up to 20 years to complete and will require significant coordination with many stakeholders such as the City of Bellingham Planning, Public Works and Parks Departments. The In-Fill Toolkit planning procedure will be adhered to for most of the site development. **Impact Design** has already attended several public hearings and performed public outreach and neighborhood meetings to advance the project forward.



Whatcom Creek Pedestrian Bridge Replacement - COB Parks Department

Reference: Gina Austin, PE, 360-778-7000, gaustin@cob.org

Jeff Ninnemann (Canyon Environmental) worked with COB Parks & Recreation to provide critical area assessments and permit support for the pedestrian bridge replacement of the fire damaged railroad bridge located at the Railroad Street ROW near Mayflower Moving Co. Assessments included review of the area for wetlands, stream ordinary high water mark determination, geohazard evaluation, and permit support at the city, state, and federal levels. **Scott Goodall** helped provide civil engineering drawings, specifications and estimates for the Whatcom

Creek Pedestrian Bridge Replacement from preliminary engineering up to construction.

5.0 – Capital Improvement Plan Experience

Inspection & Inventory Experience

Scott Goodall and Taylor Russell of **Impact Design** have extensive experience as inspectors for existing infrastructure throughout project construction to final close out. Scott has performed pavement field tests including the ASTM D6433 field test for the City of Bellingham on the W. Bakerview Road Improvements. This test can be used to determine which sections of the roadway can simply be overlaid or if full-depth reconstruction is necessary. Scott also performed construction inspection on several capital projects for the City of Burlington and City of Bellingham verifying the quality of work and adherence to WSDOT Standards. Taylor Russell has provided construction inspection and evaluation for subdivision design in the City of Bellingham.

PowerTek Surveying has a practical knowledge and efficient ability to inventory roadways, culverts and other infrastructure with survey grade accuracy. **PowerTek Survey** will use existing information and GIS databases to be efficient with field work. They have spent thousands of hours inventorying public and private infrastructure for municipalities and private associations alike in this same manner and are a perfect fit for this task.

Capital Improvement Plan Development & Prioritization Experience

Martin Kjelstad of **Impact Design** has over 40+ years of experience in public and private development evaluating similar programs. Martin spent 18 years with the City of Bellingham working on CIP's to improve city infrastructure. Martin routinely evaluated competing projects and interests, finding a middle ground to recommend a CIP to the City Council for approval. The types of projects would range from drainage improvements to utility upgrades, to roadway resurfacing and reconstruction. Martin worked with the Public Works Director and City Council to develop five and ten year comprehensive plans, very similar to this scope of work, and budgets for the City of Bellingham. This included evaluating balancing budgets against user benefits and other political interests.

TENW has experience working with municipalities determining current and future traffic volumes and capacity. **TENW** is also experienced in multi-modal networks connecting various users over difficult terrain, similar to Sudden Valley. **Impact Design's** land use and planning expertise paired with **TENW's** quantitative analysis will allow for the team to provide for a superior multi-modal concept network for Sudden Valley. **TENW** serves as an on-call transportation consultant for the City of Redmond responsible for transportation planning and design services including utility relocation and development, very similar to this scope of work.

The prioritization of projects is an essential skill as an engineer. **Impact Design** has experience evaluating alternatives on many SVCA project since 2019. During the 2020 Sudden Valley Culvert Replacement Project, several different culvert designs were evaluated to determine cost and benefits of each. This work was essential to determining the appropriate path forward in design. For the Spring Road project, two different design alternatives were investigated including an opportunity to potentially mitigate for 1.5 acres of future road work to meet the phosphorus control measures in the Lake Whatcom Watershed.

6.0 – Project Approach

Desktop Review

Our project approach would begin with a desktop review of existing information. We understand that a previous inventory of the existing infrastructure has already been performed. After digesting this data, any holes or irregularities would be noted. Areas of concern would be the first to be investigated.

PowerTek Surveying would be assigned to utilize existing survey and GIS data to provide a full size, accurate, legible, and informative map of the Sudden Valley's roadways and drainage system. A baseline map will be critical to describing and understanding the proposed multi-modal network and addressing proposed road repairs.

Field Review and Evaluation

Impact Design staff will inspect and update the inventory of all roads, drainage, and pedestrian (walkable shoulders and trails) infrastructure within SVCA. It is our opinion that an ASTM D6433 field test (Standard Practice for Roads and Parking Lots Pavement Condition Index Surveys) would be appropriate to identify the existing conditions of the roadway surfacing. This is a visual survey that involves breaking the roadway into manageable sections and identifying pavement distresses and their frequency. A score of 0-100 is identified and can be used to compare certain sections of roadway and their ranking for repair. *The Culvert Assessment And Decisionmaking Procedures Manual For Federal Lands Highway* will be used to evaluate existing culverts. This manual provides guidance and solutions for culvert repair from simple lining and patching to full replacement.

Determination of Priority Projects

Impact Design and **TENW** staff will create a list and prioritize capital projects based on inspection data and evaluation criteria. A limited list of factors that will be considered in this determination are:

- Field Evaluation of Failing Infrastructure
- Current and Future Demand on Roadways and Culverts
- Added Value to the Community and Multi-Modal Design
- Economy of Scale

Environmental Permitting Evaluation

Canyon Environmental will meet with WDFW early on to determine which watercourses near priority projects are fish-bearing and which will require an Army Corps of Engineers permit. Additionally, wetland reconnaissance will be performed to determine any wetland impacts near these proposed priority projects. The costs associated with replacing a fish-bearing culvert are substantially greater than those over a non-typed water. Corps permitting results in a longer permit schedule, and nearby wetlands can result in higher consultant costs and can delay schedule if not appropriately considered. These factors are important to include in the final CIP budgets and estimates.

Utility Coordination

Impact Design will meet with Puget Sound Energy, Cascade Natural Gas and Lake Whatcom Water and Sewer District and other providers on-site at the location of the selected priority projects to determine the repercussions of the proposed development. Utility relocation is a substantial cost to SVCA which MUST be included in any real construction cost estimate.

10-year Roads, Drainage, and Pedestrian Capital Improvement Program Development

Impact Design and **TENW** will complete project descriptions, cost estimates, and project schedule for the chosen priority projects. We will work closely with SVCA to make sure financial, timeline limitations and expectations are considered. Project summary sheets including cost estimates and permitting/construction timelines will be provided.

It is very important for the success of this project to have a local consultant familiar with the Whatcom County regulations, procedures and Whatcom County Code Section 20.80.631 and 20.51. The Lake Whatcom Watershed stormwater management requirements are some of the strictest in the country. Our team has permitted many successful projects in the Lake Whatcom Watershed and has a good working relationship with Whatcom County stormwater reviewer Michael Kershner and other staff. The consultant cost savings resulting from choosing a local firm are substantial. Impact Design will take the lead on inspection of the existing roadways and infrastructure. Taylor Russell of Impact Design lives in Sudden Valley and will not accrue travel costs due to his inspection, which can become substantial for out-of-county consultants.

TENW will take the lead on developing a multi-modal trail system to connect all the gates of the Sudden Valley Community. It is understood that pedestrian walkability is of concern to the Board of Directors and it will be the focus of this effort.

We will attend the Board of Directors meetings to introduce our team, answer questions, and collect community feedback related to the draft plan and provide a final report incorporating these comments. A final stamped CIP will be provided including all of the requirements listed in the RFP.

7.0 - Schedule & Management

We reviewed our current project backlog and workload of the key staff assigned to your project and have confirmed that the entire team has sufficient availability to start the project within SVCA's timeline and to commit the time necessary to efficiently complete project tasks within the project schedule. We can make this statement with confidence due to the proven techniques that we have successfully employed for many years to balance overall staffing with client and project requirements.

Tasks	Months								
	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug
Schedule for 2022-2023									
Kick off Meeting and Information Sharing									
Site Investigation and Desktop Analysis									
Field Review and Evaluation									
Determination of Priority Projects									
Environmental Permitting Evaluation									
Utility Coordination									
10-year Roads, Drainage, and Pedestrian Capital Improvement Program Development, Multi-modal Plan									
Draft CIP Submittal (June 1 st)									
Final CIP Deliverable (After Final Comments)									

8.0 - Ease of Access to Firm

Impact Design is a local, employee-owned firm located in Ferndale, WA. This is our community, and we give local projects our highest priority and care; our livelihood depends upon it and we are personally vested in the successful outcome of this project. The proximity of our team to the SVCA and project area will allow for face-to-face meetings at the SVCA's office and access to the project site on short notice and without impacting the project budget. Our team will prioritize this project throughout the duration of the work.

We are within 30 minutes drivetime to the project site. Our cell phones are provided for easy access. We are responsive and will provide the highest service to the SVCA for this project. We are looking forward to working with you to make a difference in our own community. Thank you for this opportunity!

Scott I. Goodall, PE, MS

Civil Engineering Project Manager

3982 Patrick Ct
Bellingham, WA 98226
cell: (360) 389-8138
email: scott@bold-impact.com



EDUCATION

Double Masters of Science, Civil Engineering and Wood Science

Oregon State University
Corvallis, Oregon

Bachelors of Science, Civil and Environmental Engineering

University of Washington
Seattle, Washington

REGISTRATION

Professional Engineer (P.E.)

Washington License No. 51007 (2013)

CURRENT WORK EXPERIENCE



Principal and Founder, Civil Engineer

Impact Design LLC, Ferndale, WA.

Impact Design is a WA State Licensed Engineering LLC providing civil engineering and land development engineering. Activities include; feasibility, preliminary engineering, site planning, utilities design, construction drawings, stormwater plans, grading plans, staking, and inspection.

9/2019 – Present

PERVIOUS WORK EXPERIENCES

2010 – 2019

Project Engineer, Associate

Pacific Surveying and Engineering, Bellingham, WA

Prepared construction drawings, reports, specifications for utility design and coordination, street and pedestrian improvements, Department of Ecology and Environmental Protection Agency environmental permitting, residential and commercial site development, potable water distribution systems, Group A and Group B public water system development, and storm water management and design. Performed project management duties, construction inspection and permitting support.

PROFESSIONAL REFERENCES

Rod Lamb
Design & Development Supervisor
Whatcom County Parks & Recreation
360.778.5858
rlamb@co.whatcom.wa.us

Mark Hollander
Owner
Hollander Investments
360.647.1916
mark@hollanderhospitality.com

DJ Williamson
Owner
Williamson Construction
360.201.6876
DJ@williamsoncivil.com

Craig Mueller
Project Manager
City of Bellingham
(360) 778-7900
cmueller@cob.org

Martin O.A. Kjelstad, PE

Impact Design - Principal, Project Manager



EDUCATION

**Bachelors of Science,
Civil Engineering**
University of Alaska
Fairbanks, AK

REGISTRATION

Professional Engineer (P.E.) Washington License No. 2627 (1989)

OVERVIEW

Martin has over 45 years of civil design experience throughout Alaska and Washington State and has been a prominent figure in the engineering community in Bellingham since 1989. Martin has founded three engineering firms: P.R. Tech Anchorage in Alaska, Pacific Surveying and Engineering in Bellingham, and his own consulting engineering design firm. His technical experience includes Washington State Department of Ecology stormwater permitting and design, commercial and municipal land development, and everything in between.

SELECTED WORK EXPERIENCE

2001 – 2019 Project Engineer

City of Bellingham Public Works Department, Bellingham, WA
Project Engineer, development review, permitting assistance.

1995 – 2001 Consulting Design Engineer

Self Employed, Bellingham, WA
Consulted as a Project Engineer for various private engineering projects in the Bellingham. Providing consulting services for development projects including road, sewer, water, storm, signage, illumination, and power improvements.

1989 - 1995 Partner, Civil Engineer, Project Manager

Pacific Surveying and Engineering, Bellingham, WA

PERSONAL REFERENCES

Ralph Black, Owner

Alliance Properties

360.733.7515, info@allpropertiesbellingham.com

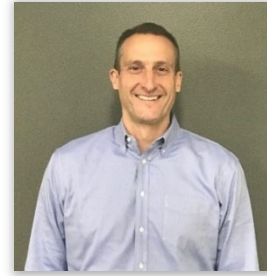
Bob Morse, PLS, Project Manager

City of Bellingham

360.778.7900, dmorse@cob.org

Chris Bicket, PE, Vice President

BSCE, University of Washington, 1994
26 Years Experience
WA PE #35635



Principal-in-Charge

Profile:

Mr. Bicket is a civil engineer with over 27 years of experience in the transportation field. Chris leads TENW's design group, with broad experience in the design and construction of roadway and intersection improvements, including traffic signals, roundabouts, street lighting systems, and non-motorized facilities throughout the states of Washington, Oregon, and Alaska. His diverse experience has included work for both public and private-sector clients, from the pre-design phase through construction completion.

Chris is often involved early in strategic planning, preliminary costing, as well as public testimony on behalf of his projects. Chris manages a staff of ten engineers with over 100 active projects.

Expertise:

- Transportation Infrastructure Design
- Value Engineering
- Constructability
- Public Outreach/Presentations
- WSDOT LAG Manual

References:

Rick Roberts, City of Woodinville Public Works Director, (425) 877-2294
Steve Haugen, City of Bellingham Traffic Engineer, (360) 778-7811

Relevant Project Examples:

- *SR 28 – 13th Ave Intersection Improvements*
- *City of Redmond On-Call – Multiple Projects*
- *City of Kirkland On-Call – Multiple Projects*
- *City of Woodinville On-Call – Multiple Projects*
- *Lakeway-Lincoln Bike Boulevard – Pedestrian HAWK systems*

Elyse Stemmler, PE, Sr. Project Manager

BSCE, University of Washington, 2010
MSCE, University of California – Berkeley, 2011
9 Years Experience
WA PE#52125, OR PE#95554PE



Project Manager

Profile:

Mrs. Stemmler is a civil engineer with 9 years of experience in the transportation and site development fields. Elyse is experienced in the design and construction of roadway and intersection improvements, including frontage improvements, traffic signals, ITS, roundabouts, street lighting systems, channelization and non-motorized facilities throughout the states of Washington and Oregon. She has diverse experience working with both public and private-sector clients, from the pre-design phase through construction completion.

Elyse has managed complex projects with multi-jurisdictional involvement and has a thorough understanding of local agency design requirements. She has diverse experience on multi-modal projects with a focus on pedestrian and bicycle features. Her responsibilities have also included preparation of sight distance evaluations, design variances, and cost estimates, plan design and development for traffic signals, ITS, street lighting, channelization and traffic control, as well as construction administration and coordination of field design changes.

Expertise:

- Roundabout Design
- Traffic Signal, Street Lighting & ITS Design
- Value Engineering
- Constructability
- Public PS&E and WSDOT LAG Manual Process

References:

Ariel Belino, City of Quincy Engineer, (509) 787-3523 Ext. 258
Freeman Anthony, City of Bellingham Public Works, (360) 778-7924

Relevant Project Examples:

- SR28 – 13th Ave Intersection Improvements
- Marine Drive Reconstruction
- Lakeway-Lincoln Bike Boulevard – Pedestrian HAWK systems
- City of Renton Lake Washington Loop Trail

Jeff Ninnemann

Hydrogeologist, Senior Wetland Ecologist

jeff@canyonenv.org

Tel: (360) 389-1693



Licensed Hydrogeologist (#2767)

Certified Professional Wetland Scientist (#1829)

Jeff Ninnemann, MS, PWS, LHG, is a hydrogeologist/wetland ecologist with over 18 years of experience in the field and as project manager for environmental site assessments (phase I, II, & III), wetland delineations, stream assessments, fluvial geomorphic process evaluations, fish and wildlife assessments, hydrogeological site assessments, groundwater and surface water monitoring, slope stability assessments, remedial investigation/feasibility studies (RI/FS), and a variety of critical area mitigation/restoration planning. Jeff is a licensed Hydrogeologist through the State of Washington (#2767), a certified Professional Wetland Scientist (PWS certification #1829) through the Society of Wetland Scientists Professional Certification Program, and has a Master of Science in Geology. His Master's research specialized in stream hydrology, specifically the modeling of hyporheic flow responses to hydrology, landscape variability, and their implications for watershed hydrological residence times. Jeff was also the owner and operator of Earthworks Environmental Inc., a small environmental firm, for eight years. Jeff merged/sold his company to Element Solutions In 2014 where he worked for 5 years before starting Canyon Environmental Group.

Credentials and Professional Honors

M.S., Geology with Minor in Water Resources, Oregon State University, Corvallis, Oregon, 2005

B.S., Geology, Western Washington University, Bellingham, Washington, 2000

B.A., Ecology, Fairhaven College, Western Washington University, Bellingham, Washington, 2000

Certified Professional Wetland Scientist, #1829

Licensed Washington State Hydrogeologist License, #2767

Relevant Critical Area Projects

Morse Creek Stream Restoration Monitoring Project (Teaming with Mike Haggerty Consulting) – Clallam County, Washington

Worked with Haggerty Consulting to provide technical support for a major stream restoration monitoring project. The restoration included re-routing 500 meters of altered stream into a historical floodplain area and development of numerous large woody debris piles and fish habitat features. The restoration was completed by North Olympic Salmon Coalition. Jeff's task was to help Haggerty Consulting develop baseline data of the old and new channels as well as control channels. The information that was gathered included physical channel characteristics, large woody debris characteristics, habitat unit characteristics, and other important information on the reaches.

Maple Creek Nooksack River Reach Floodplain Ecosystem Restoration and Sustainability Project – Whatcom County, Washington

Jeff worked with the Whatcom Land Trust to develop a floodplain-scale restoration plan that included riparian and floodplain wetland restoration design, channel modification, engineered log jam, beaver "kick-starter" enhancement features, avian/raptor roosts, and salmon enhancement activities. The restoration design included species zoning for varying hydrology, wetland and floodplain function, and in-stream habitat function objectives.

Jeremy J. Disch

360.319.5299 / jjdisch@hotmail.com

PO Box 30345 Bellingham, WA 98228

CAREER PROFILE:

Over 20 years of experience in the Surveying and Engineering profession with a strong emphasis on business development, project management and overseeing all aspects of day-to-day company operations.

Proven ability to function as a key member of a company, building solid business relationships that lead to increased revenue and profitability. Demonstrated track record of planning and managing all aspects of a successful land surveying business.

AREAS OF STRENGTH AND EXPERTISE:

- Professional Land Surveyor PLS# 44629 (National and State Exam 2007)
- Strong Business Management and overall Company Development Skills
- Boundary Law, All areas of Land Use and Property Development both City and County (Platting, BLAs, etc.)
- Records of Surveys, Base Maps, Deed and Map Research,
- Preparing Scope of Work and Cost Proposals, and all areas of Marketing and Business Development
- Analytical and problem solving skills with the ability to see several sides or opinions on a matter or issue
- Excellent communication skills. Able to stay calm and levelheaded no matter the situation
- Excellent employee relations and maintaining high levels of inter-office/company morale
- Extreme levels of commitment to client satisfaction and company expansion
- Excellent Multi-tasker – Can handle multiple tasks accurately/efficiently and in a timely manner
- Proficient in Land Development Desktop (now Civil 3D), Microsoft Office, GIS, City IQ, and many more

EMPLOYMENT:

PowerTek Surveying (Ferndale) 2016-Present

- Survey Manager for field and business operations
- Project Estimator
- Management of private & commercial development projects

Redstone Builders (General Contractor – Bellingham/Ferndale) 2011-2016

- Project Manager
- All aspects of Residential and Commercial Construction

Pacific Surveying and Engineering (Bellingham) 2009-2011

- Project Manager
- Heavy Emphasis on Business Marketing and New Client Acquisitions

Larry Steele & Associates (Land Surveyors - Bellingham) 1999-2009

- Autocad Drafter and Chainman
- Land Use Project Manager
- Junior Partner and Business Owner (45% ownership 2004-2009)

EDUCATION & PROFESSIONAL LICENSES and/or CERTIFICATIONS:

- Professional Land Surveyor PLS# 44629
- Washington State “Notary of the Public”
- Various Professional Development and Continuing Education Classes and Certifications
- High-Tech Institute – AA Degree in Architecture and Autocad Drafting



WILSON
ENGINEERING

SUDDEN VALLEY COMMUNITY ASSOCIATION

STATEMENT OF QUALIFICATIONS:

**10-YEAR CAPITAL ROADS, DRAINAGE AND
PEDESTRIAN IMPROVEMENT PROGRAM**



November 2, 2021

Andrew Tischleder, President
Sudden Valley Community Association
4 Clubhouse Circle
Bellingham, WA 98229

RE: Professional Engineering Services for 10-Year Capital Roads, Drainage, and Pedestrian Improvement Program

Dear Andrew:

We are delighted to present Sudden Valley Community Association (SVCA) our Statement of Qualifications for providing professional engineering services for your 10-Year Capital Improvement Program. The enclosed material reflects our team's unique qualifications for providing comprehensive consulting services for the upcoming projects at Sudden Valley.

Wilson Engineering is an engineering and surveying firm with over 54 years of operations in the Pacific Northwest. Creating and restoring vital infrastructure is our specialty – from parks, marinas, and building sites to water, wastewater, roads and stormwater management. Our staff of 13 civil engineers and 7 surveyors is well known for exceptional accuracy, technical proficiency, and prompt service. I will be your project manager for the 10-year Roads, Drainage, and Pedestrian Capital Improvement Program. In addition to working with SVCA on the past Stormwater Inspection and Master Plan and numerous culvert replacement projects, I have infrastructure experience that includes feasibility analysis, predesign, community involvement, and permitting, design and construction support services for implementing planned improvements. I have also been working on projects throughout Sudden Valley for almost 10 years from minor repairs to community wide mapping and planning projects. This knowledge will provide practical insight into how best to accomplish the project objectives while not spending time and money on understanding the community assets and challenges.

We have assembled a team of talented local professionals to assist Sudden Valley in achieving its goals for this project. Each team member has experience working seamlessly together and has an established record of excellence in providing planning and programming services for municipalities and private associations.

Thank you for this opportunity to submit our qualifications. We look forward to the exciting prospect of working with SVCA to problem solve and meet the growing needs of the community and its residents.

Very truly yours,

Danielle Johnston, PE, LEED AP
Senior Project Manager
360.733.6100 x229
djohnston@wilsonengineering.com

Encl: SOQ



1. TEAM EXPERIENCE—INSPECTION AND UPDATING INVENTORY OF ALL ROADWAY, DRAINAGE, AND PEDESTRIAN, AND TRAIL INFRASTRUCTURE 2

2. TEAM EXPERIENCE—PROJECT DEVELOPMENT AND PRIORITIZATION BASED ON RESULTS OF INSPECTION AND INVENTORY TASK.....3

3. TEAM EXPERIENCE—DEVELOPING COMPREHENSIVE CAPITAL IMPROVEMENT PLANS ADDRESSING MAJOR ROADWAY, DRAINAGE, AND PEDESTRIAN PROJECTS 4

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- o Melanie Mankamyer, PE | Principal-in-Charge
- o Danielle Johnston, PE, LEED AP | Project Manager
- o Rhett Winter, PE, LEED AP | Project Engineer
- o Tom Brewster, PLS | Survey Manager
- o Patricia Lenssen, ASLA, SITES AP | Landscape Architect
- o Susan Willhoft | Landscape Architect

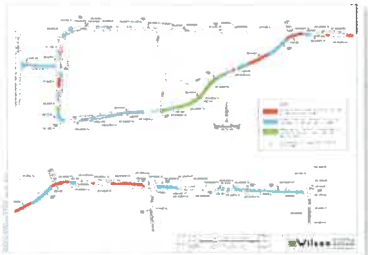


Sudden Valley is a beautiful community with tremendous assets spanning from the shoreline of Lake Whatcom to the doorstep of Lookout Mountain. The intricate network of roads and trails weaving the properties together is interconnected with many critical areas such as wetlands, streams, and lakes.

Wilson Engineering is intimately familiar with the opportunities and challenges that the community has in maintaining and improving these assets. We have performed over 60 projects for the Sudden Valley Community Association (SVCA). Of those, 27 projects were directly related to roads, culverts, and drainage. We have mapped, inventoried, and inspected the roads, culverts, and major streams for all of the gates in the Association.

Not only have we performed mapping and inspection for SVCA, but we have also completed this work in many other areas for both public and private clients. A couple of similar projects are shown below.

PROJECT STORMWATER ASSET INSPECTION, BIRCH BAY-WHATCOM COUNTY, WA		
CLIENT CONTACT: Kraig Olason, Planner Whatcom County Public Works 360-778-6210	KEY PERSONNEL: Melanie Mankamy, PE, Project Manager Rhett Winter, PE, LEED AP ND, Project Engineer	COMPLETED: 2014
SCOPE: - Development of Asset Management Protocol - GIS Database Integration - Asset Data Collection - Asset Inspection - Asset Mapping	DESCRIPTION: Developed field inspection protocol and performed baseline evaluations and data collection for 1200 stormwater conveyance assets near Birch Bay. Assets included culverts, stormwater mains, outfalls, open channel swales, catch basins and tide gates. Data was collected using computerized maintenance management software on handheld GPS devices and integrated into an electronic ESRI geodatabase. Prioritized maintenance to meet NPDES Phase II permitting requirements was provided in final reports.	

PROJECT ROAD REPAIR & MAINTENANCE, DOUBLE R RANCH COMMUNITY ASSOCIATION, WHATCOM COUNTY, WA		
CLIENT CONTACT: Keeli Brady Double R Ranch 360-739-8371	KEY PERSONNEL: Michael Matthes, PE, LEED AP ND, Project Manager Melanie Mankamy, PE, Senior Project Engineer Joseph Ford, CAD	COMPLETED: 2017
SCOPE: - Road Distress Evaluation - Design	DESCRIPTION: Provided visual road distress evaluation, repair options, and preliminary cost estimates for about 2.5-miles of roads.	

In addition to work done directly for SVCA, we have also completed projects in Sudden Valley for Lake Whatcom Water and Sewer District, Whatcom County Public Works, and private lot owners. The knowledge and relationships that we have in working with these clients, who often partner with SVCA on various efforts, is beneficial to having the proper understanding and foresight to successfully complete projects for SVCA in a timely and efficient way. We are also fortunate to have the institutional SVCA knowledge and experience of a past SVCA Deputy General Manager and Community and Environmental Services Manager, Anthony Cavender. Anthony has worked for Wilson Engineering since 2014.

The project team members who would be working on the capital plan have completed many previous SVCA road, culvert, and capital planning projects and have the background knowledge to enable a quick start. A prime example of these projects is described below.

PROJECT: ROADWAY AND CULVERT ASSET INSPECTION, ASSESSMENT AND REHABILITATION PLAN SUDDEN VALLEY COMMUNITY ASSOCIATION, WHATCOM CO, WA		
CLIENT CONTACT: Bruce Bishop Former SVCA Maintenance Manager 360-724-8000		KEY PERSONNEL: Melanie Mankamy, PE, Senior Project Engineer Danielle Johnston, PE, Project Engineer Curt Schoenfelder, PE, Project Engineer Scott Wilson, PE, Project Engineer Tom Brewster, PLS, Survey Manager
SCOPE: • Inspection/Assessment • Prioritize Repairs • GIS Mapping • Capital Planning • Hydrologic Modeling • Hydraulic Analysis • Design and Construction Support		COMPLETED: 2005-2019 
DESCRIPTION: Wilson prepared the assessment and rehabilitation plans for 36 miles of private community roads and close to 300 culverts. The initial Road Pavement assessment was performed in 2005 using custom inspection forms. GIS data provided by Whatcom County was used to create a community wide map of the roads and to catalog observed defects in each road segment. Based on the severity of the defects, a 5 year overlay program was established. The overlay program was updated in 2011. In 2013 Wilson inspected all of the culverts within the community road and drainage network, again developing custom inspection forms and grading the severity of the defects (A for excellent to F for failing). In this initial phase, a dozen "D"-rated culverts were prioritized for immediate replacement. A map combining the road maintenance schedule and the culverts was created to highlight any potential conflicts between the roads to be paved and culverts that would soon be replaced. In the next phase of the culvert assessment, a hydrologic analysis was performed to determine the peak rates of stormwater runoff generated by a 25 year design storm for the drainage basins in Sudden Valley. Both the design storm and the available hydraulic capacity was found for each inventoried culvert. Using the hydrologic and hydraulic analysis, culverts with potential capacity issues were flagged. A backwater analysis was completed for high flow culverts to determine flooding risk. Culverts in the 10-year capital improvement plan were prioritized based on physical condition, required capacity, location in high use areas, replacement cost, and risk of property damage due to flooding.		

3. TEAM EXPERIENCE—DEVELOPING COMPREHENSIVE CAPITAL IMPROVEMENT PLANS ADDRESSING MAJOR ROADWAY, DRAINAGE, AND PEDESTRIAN

Page 4 of 9

Comprehensive Planning is the foundation of any organization's understanding of its own future. Wilson Engineering is experienced in many types of plans and planning processes including utility, stormwater management, roadway maintenance and repair plans. Our approach is to work collaboratively with our clients to understand their challenges and goals and the current conditions. We then integrate this information with our assessment of their assets, planning for future growth and potential challenges, and develop capital facilities improvement plans that are used for many purposes such as budget planning and forecasting. The projects listed in the 10-year Stormwater Capital Improvement Plan summarized below is still referenced in SVCA's current Reserve Study and the 2022 proposed budget.

PROJECT	STORMWATER MASTER PLANNING AND CAPITAL IMPROVEMENT PLAN SUDDEN VALLEY COMMUNITY ASSOCIATION, WHATCOM COUNTY, WA
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CLIENT CONTACT:

Bruce Bishop
Former SVCA Maintenance
Manager
360-724-8000

KEY PERSONNEL:

Melanie Mankamy, PE, Principal in Charge
Danielle Johnston, PE, LEED AP, Project Manager
Curt Schoenfelder, PE, Project Engineer

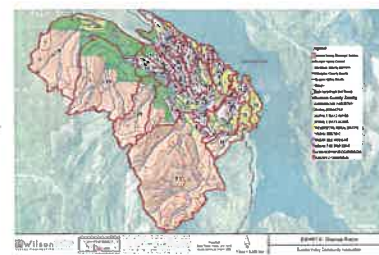
COMPLETED: 2014

SCOPE:

- Hydraulic Modeling
- Culvert Capacity Analysis
- Fish Passage Barrier Assessment & Prioritization
- Prioritize Replacement Projects
- Project Narrative/Cost Estimate
- Develop 10-year CIP

DESCRIPTION:

Prepared a Stormwater Master Plan and Capital Improvement Plan for the Community Association with 40 miles of private roads and related ditches, culverts and bridges located in the Lake Whatcom watershed. Combined the results of the initial phase of physical inspections with the hydraulic modeling and capacity analysis results to develop a comprehensive list of stormwater asset capital projects. Developed a prioritized list based on physical condition, hydraulic capacity and the results of a Fish Passage Barrier Assessment and Prioritization. Prepared a Capital Project narrative with budget costs, inspection photos, and location maps where appropriate, and prepared a 10-year Capital Improvement Plan spreadsheet.



Pacific Landscape Architecture is interested in the Sudden Valley 10-Year Capital Roads, Drainage, and Pedestrian Improvement Program because of our desire to improve public access to safe, fun, and welcoming spaces, which build community and connection. The qualities that our firm possesses which gives us the ability to perform with success on this project are: Sensitivity, Tenacity, and Commitment. We demonstrate a sensitivity to the sites and communities that we work with. We set an example of tenacity with design development that meets the budget while retaining design intent and respect for the surrounding fabric of the community. We show commitment to getting the details right and providing unwavering safety and accessibility.

Our approach as landscape architects is to demonstrate these qualities on every project resulting in beauty and function that builds community. We are a relatively small firm that treats each of our projects as a big opportunity. Your project will be important to us. Our areas of expertise for this project are:

- Trail and Park Planning
- Site planning for access, ease of maintenance, and sustainability
- Public and Environmental Health, Safety, and Welfare
- G.I.S. facility inventory, mapping
- Low Impact Design and site design that reduces environmental impact, Permit Compliance
- Balancing community desires, site-based needs, and budget
- Community Engagement
- Technical Writing
- Production of accurate and timely deliverables and cost estimates

See experience chart on the following page.

Pacific Landscape Architecture—Technical Experience Chart						
Project	Site/Park Design	Trail/Walkway Design	Interpretive Elements	Utility Coordination	Critical Areas	Cost Estimating
Sedro-Woolley Memorial Park	●	●	●	●		●
Sedro-Woolley Olmsted Park	●	●	●	●	●	●
Sedro-Woolley Houser Fields Park	●	●	●	●	●	
Sk'lallam Tribe Hatchery Open Space Plan	●	●		●	●	●
Friday Harbor Breezeway Pocket Park	●		●	●		●
Bellingham Ridgmont Park Playground	●	●	●	●		●

4. PROPOSED PROJECT APPROACH AND VISION

As indicated in the RFQ and Capital Improvement Plan, the following needs have been identified as priorities for SVCA. We are highly capable of performing all of the necessary engineering services for each of these priority needs and have completed many similar projects:

Improvements to be evaluated and prioritized:

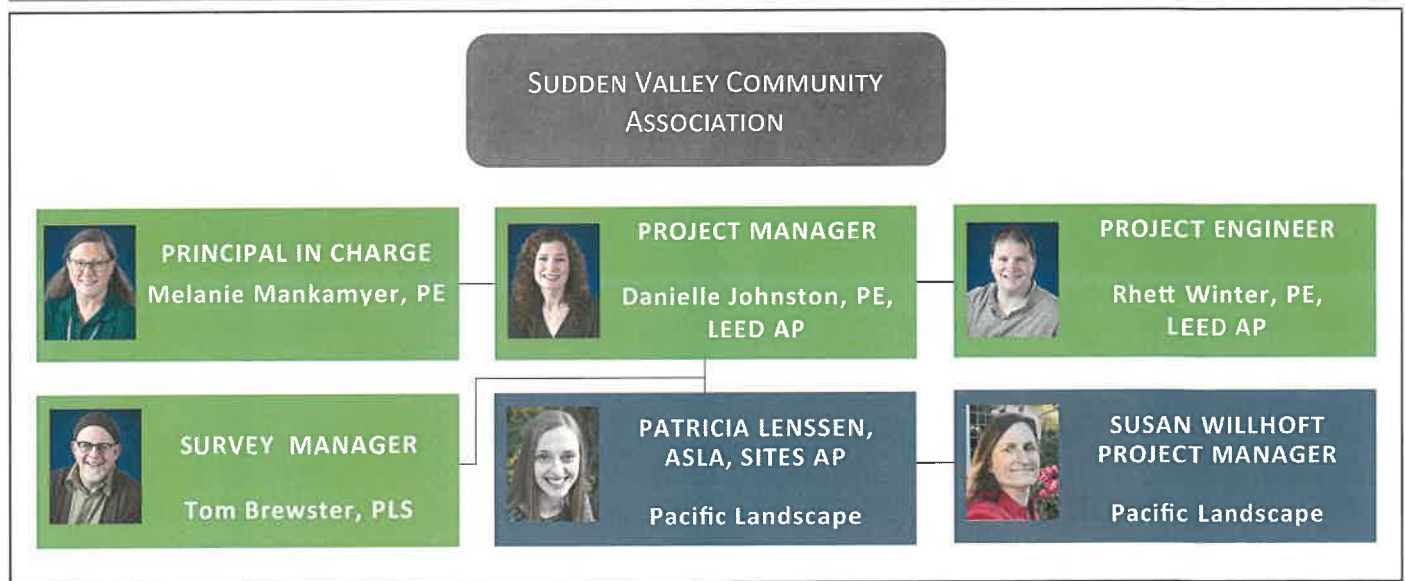
- Roadway Rehabilitation
- Culvert Replacements
- Multimodal Access/safety
- Pavement Preservation
- Drainage Improvements

We will begin the project by working with the SVCA board to establish the project goals, define the scope, and outline the necessary tasks. We envision the initial phase may include the followings items:

- Desktop study including review of existing documents and information prepared by others.
- Discuss ongoing efforts with Board of Directors, Parks Board and other relevant boards and identify data gaps
- Inspect roads, drainage, and pedestrian infrastructure within SVCA. If desired for this project, work with structural engineer to provide inspection of bridges and large culverts.
- Expand and update Wilson GIS data base and add mapping of existing pedestrian facilities.
- Map school bus stops, transit bus stops, park and rides, and pedestrian crossing locations.
- Community Engagement as appropriate.
- Assist with Resident "Needs assessment" if not available.
- Possibly one or more walking days with residents and/or Parks Board
- Review region-wide trail connections such as those on Lookout Mountain

Once the inventory and inspection is complete, a prioritized list of capital projects will be created based on standards of engineering, life cycle cost, and community feedback. A GIS map will accompany the project list and will be available to use as a community engagement tool, possibly for online interaction, community questionnaires and meetings. If appropriate, discussions could be started with Whatcom County about adding pedestrian accommodations such as crosswalks in locations where primary pedestrian connections between SVCA gates cross County roads.

The final 10-year Roads, Drainage, and Pedestrian Capital Improvement Program will include detailed project descriptions, cost estimates, anticipated permitting requirements, and project schedules from design through construction. Prioritized projects will be summarized in individual project narrative sheets for inclusion in board meeting packets.



Melanie Mankamy, PE, will be the Principal-in-Charge for Sudden Valley capital projects. Melanie is a partner at Wilson Engineering and has over twenty-four years of experience providing engineering support and comprehensive planning. She is always looking for opportunities to share “best management practices” between Wilson’s clients, and pass along information on new products and procedures. Melanie will bring her expertise in all aspects of planning, design review, funding, and community involvement.

Danielle Johnston, PE, LEED AP has coordinated the permitting, design and construction of a wide range of projects involving utilities, stormwater management, roadways, trails, and parks. Danielle will be the Project Manager for SVCA and will oversee the development of the capital plan.

Rhett Winter, PE, LEED AP will act as Project Engineer to develop the technical aspects of the plan. Rhett has over 18 years of experience working on community projects including all project phases from planning, funding, and permitting through design, bidding, and final construction.

Tom Brewster, PLS, Chief surveyor and department manager has extensive experience in topographic and boundary survey and construction staking for a full spectrum of survey services. Tom will manage the survey crew if topographic surveying is needed for the plan or any future projects.



Patricia Lenssen, ASLA, SITES AP, Landscape Architect and Susan Willhoft, Landscape Architect, Pacific Landscape Architecture. Patricia and Susan will evaluate the pedestrian and trail infrastructure, identify opportunities for connections improvements, and make recommendations for this program.

We have enclosed professional resumes at the end of this SOQ.

PROJECT ONGOING CAMPUS EXPANSION, WHATCOM COMMUNITY COLLEGE, BELLINGHAM, WA		
CLIENT CONTACT: Dr. Kathi Hiyane-Brown President 360-676-2170	KEY PERSONNEL: Elizabeth Sterling, PE, Senior Project Engineer Rhett Winter, PE, LEED AP, Project Engineer Tom Brewster, PLS, Survey Manager	DATES: 2000-ONGOING
SCOPE: • Design & Bid • Construction Phase Services • Stormwater Planning • Environmental Permitting • Binding Site Plans • Surveying	DESCRIPTION: Civil site design and construction phase services for six new buildings, three remodels, associated utilities, street improvements, parking, stormwater management, tennis courts, and soccer field. Recent and ongoing projects include predesign for new campus services buildings and a Stormwater Master Plan.	

PROJECT ONGOING CAMPUS EXPANSION, BELLINGHAM TECHNICAL COLLEGE, BELLINGHAM, WA		
CLIENT CONTACT: Eve Magyar Capital Facilities 360-752-8302	KEY PERSONNEL: Elizabeth Sterling, PE, Senior Project Engineer Rhett Winter, PE, LEED AP, Project Engineer Michael Matthes, PE, LEED AP ND, Project Engineer Tom Brewster, PLS, Survey Manager	COMPLETED: 1994-ONGOING
SCOPE: • Surveying • Design and Construction Phase Services • Environmental Permitting • Funding Assistance	DESCRIPTION: Civil site design and construction phase services for nine new buildings, five remodels, fire main extension, new entrance road, associated utilities, parking lots and storm water management facilities. Recent projects include design of a new Campus Center, Construction Pavilion, the Desmond McArdle and College Services Building, and Perry Fish Hatchery.	

PROJECT 2019 TBD IMPROVEMENTS, CITY OF BELLINGHAM, WA		
CLIENT CONTACT: Freeman Anthony, PE City of Bellingham Public Works	KEY PERSONNEL: Michael Matthes, PE, Senior Project Engineer Charles Waugh, PE, SE, Senior Structural Engineer Paul Darrow, PLS, Senior Project Surveyor	COMPLETED: 2020
SCOPE: • Topographic Survey • Drone Survey • Plans and Specs • Bid Phase Services • Construction Phase Services	DESCRIPTION: Topographic survey and UAV/drone survey, civil design, plans, specifications, bid documents and Construction Administration for multiple pedestrian improvements throughout the city. Project includes structural sidewalk bridge over Padden Creek and extensive retaining walls.	

PROJECT	GENERAL ENGINEERING, SAMISH WATER AND SEWER DISTRICT, WHATCOM COUNTY, WA
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CLIENT CONTACT:

Ken Vogel
District Manager
360-734-5664

KEY PERSONNEL:

Liz Sterling, PE, Senior Project Engineer
Curt Schoenfelder, PE, Project Engineer
Reuben Weinshilboum, GIS Specialist

DATES: 1995-PRESENT

SCOPE:

- Civil Engineer-On-Call
- Comprehensive Sewer & Water Planning
- Funding & Rate Study Support
- Lift Station & Conveyance System Engineering
- GIS Support
- Lagoon Monitoring

DESCRIPTION:

Senior Project Manager/District consulting engineer for hydraulic analyses; comprehensive planning; CIP development and updates; administrative code revisions; loan applications; rate study support; contract negotiations developer extension reviews, inspection and construction management; and GIS support. Has provided design, permitting and construction services for the rebuilding of 15 sewer lift stations, 20 A/V stations, 28 inline force main valves, and a district-wide SCADA upgrade since 2001.



PROJECT	JAMESTOWN S'KLALLAM TRIBE INFRASTRUCTURE PLANNING, CLALLAM COUNTY, WA
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CLIENT CONTACT:

Luke Strong-Cvetich
Jamestown S'Klallam Tribe
Tribal Planner
360-681-4669

KEY PERSONNEL:

Rhett Winter, PE, LEED AP, Project Manager
Michael Matthes, PE, Senior Project Engineer

COMPLETED: 2021

SCOPE:

- Water & Sewer Capacity Analysis & Preliminary Design
- Transportation Corridor Planning
- Base Map Development

DESCRIPTION:

Evaluation of existing water and sewer capacity and provided estimate of remaining capacity to support future development. Developed base map of tribal, environmental, and public data for identifying potential development areas. Developed preliminary transportation bypass roadways through mountainous terrain for Hwy 101 traffic to bypass a section of critical section of highway that is vulnerable to natural disasters.



PROJECT	RASAR STATE PARK, WASHINGTON STATE PARKS AND RECREATION, SKAGIT COUNTY, WA
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CLIENT CONTACT:

Derek Gustafson, RLA
Washington State Parks and Recreation Commission
360-755-5262

KEY PERSONNEL:

Melanie Mankamy, PE, Project Manager
Scott Wilson, PE, Project Engineer
Tom Brewster, PLS, Survey Manager

COMPLETED: PHASE 3 - 2011
PHASE 4 - 2017

SCOPE:

- Topographic Survey
- Civil Design
- Environmental Reviews & Permitting
- Construction Inspection
- Construction Survey

DESCRIPTION:

Civil engineering for new 169-acre state park on the Skagit River. Project included civil design services, survey, permitting (special use, SEPA), and project management through construction. Phases 1-2 included campsite layout, trails, utilities (water distribution, large on-site septic system), and asphalt roads. Phases 3-4 included adding picnic shelters, rustic cabins, RV site utilities, interpretive trail and playground, and asphalt roads to the existing informal group camp in Rasar State Park located on the Skagit River.



SK'LALLAM TRIBE HATCHERY OPEN SPACE PLAN, Port Gamble

The Sk'Lallam tribe engaged CAST architecture and Pacific Landscape Architecture to assist them with planning site upgrades to their hatchery complex and recreation upgrades to their popular beach sites on Gamble Bay. These locations are downhill of the main tribal center, so trail planning work was also completed to evaluate the best route for future trail connections to all these important tribal assets. Topography and sensitive cultural resources were driving factors for locating the best trail options.

The areas around the beach structures and hatchery are planned to be enhanced with native and culturally significant plantings, better organization of parking, and trails from the road to the beach that will reduce various desire pathways and focus foot traffic and picnicking into fewer areas. The goal is to protect sensitive vegetation and soils from overuse, while providing better, larger, and more diverse uses for beach users.

**OLMSTED PARK, Sedro-Woolley**

Pacific Landscape Architecture provided park and trail master planning and construction documents at the new Olmsted Park outside of the Port of Skagit SWIFT Center. This new park will have a large community draw providing open lawn space, walking trails, picnicking by the pond, basketball, volleyball, and playground. The Park layout maximizes safety and visibility for active elements closer to the entrance, and maximizes more passive and natural activities closer to the pond. Trails encircle the open lawn, wetland, stormwater pond, and extend down to the Thompson Pond and future fishing pier. Trail building groups have extended the trail system around the pond, and plan to connect it with a bridge for a full loop walk.

Locating the walking trails including consideration of the destination activities, ADA accessibility, working in and around wetland buffers, grades, and pathways that needed to double as maintenance access.

**REFERENCES**

WILSON ENGINEERING	PACIFIC LANDSCAPING
Sudden Valley Community Association Bruce Bishop, Former SVCA Maintenance Manager 360-724-8000	City of Sedro Woolley Nathan Salseina, Operations Supervisor 360-856-0151
Lake Whatcom Water & Sewer District Bill Hunter, PE, District Engineer/Assistant GM 360-734-9224	NW Indian College , Nahrin Aziz-Parsons, Early Childhood Education Faculty & Restorative Teachings ECE Initiative Project Director 360-392-4308
Western Washington University Greg Hough, Project Manager 360-650-3311	Friday Harbor Public Works Duncan Wilson, Town Administrator 360-622-2040

MELANIE MANKAMYER, PE | PROJECT MANAGER, PRINCIPAL**PROFESSIONAL QUALIFICATIONS:**

Civil Engineering and Project Management in engineering analyses, water and sewer system design, and project management. Experienced in comprehensive planning and developing water and wastewater resources.

**SELECTED PROJECT EXPERIENCE:**

Water and Sewer Comprehensive Plans, Lake Whatcom Water and Sewer District, Bellingham, WA | Prepared sewer and water comprehensive plans for District since 1996. Work includes assessment of present demands and capacities, planning for future growth patterns and preparation of amendments and regular updates to the plans.

Roadway and Culvert Asset Inspection and Master Planning, Sudden Valley Community Association, Whatcom CO, WA | Managed the preparation of assessment and rehabilitation plans for 36 miles of private community roads and close to 300 culverts. The initial Road Pavement assessment was performed in 2005 using custom inspection forms. GIS data provided by Whatcom County was used to create a community wide map of the roads and to catalog observed defects in each road segment. Based on the severity of the defects, a 5-year overlay program was established. In 2014, a 10-year capital improvement plan was created for the community's stormwater system after evaluating the physical condition and hydraulic capacity of each culvert. The road assessment was updated and the road overlay and culvert plans merged in 2017.

'D' Culvert Replacements, Sudden Valley Community Association, Whatcom County, WA | Provided topographic and right-of-way survey, engineering design, permitting, and construction phase services for the repair and replacement of numerous high priority roadway culverts throughout the community in the sensitive Lake Whatcom watershed. Included 12" to 36" Corrugated Polyethylene Pipe, 16" to 20" "snap-tite" slipline, and 12" Reinforced Concrete Pipe. Special considerations included countersinking for cobble bottoms, inlet and outlet protection, steep slopes and energy dissipation/pipe diffusers.

State Route 547 Pedestrian and Bicycle Safety Trail, Whatcom County, WA | Senior Project Engineer for planning and preliminary engineering services for 3.5-miles of new trail to connect communities in Kendall, WA. Services included preliminary engineering, risk analysis, evaluation of constraints in route alternatives, cost estimating, and land surveying. Risks evaluated included: available right of way, critical areas, lighting, sight distance, pole relocation, etc.

Whatcom County – Birch Bay Stormwater Asset Inspection, Whatcom County, WA | Managed the team that developed field inspection protocols and performed evaluations and data collection for 1200 stormwater conveyance assets near Birch Bay. Assets included culverts, storm water mains, outfalls, open channel swales, catch basins and tide gates. Data was collected using computerized maintenance management software on handheld GPS devices and integrated into an electronic ESRI geodatabase. Recommended maintenance to meet NPDES Phase II permitting requirements was provided in final reports.

Education: BS, Aeronautical Engineering, California Polytechnic State University (SLO), 1984; MS, Civil Engineering (Water Resources), University of California, Irvine, 1995 | **Professional Licenses:** PE, Washington, 1997 | **Career Began:** 1984 | **Joined Firm:** 1996 | **Relevant Expertise:** Engineering: Project Management, Design, Hydraulic Modeling. Permitting: NPDES permits, SEPA, CUP, JARPA, ESA, and public hearings.

DANIELLE JOHNSTON , PE, LEED AP | SENIOR PROJECT ENGINEER



PROFESSIONAL QUALIFICATIONS:

Danielle has coordinated the permitting, design and construction of a wide range of projects involving utilities, stormwater management, roadways, trails, parks, underground structures, transit facilities, and schools. She also has had extensive experience working with professionals from multiple disciplines and acting as a liaison between clients, agencies, and contractors. Danielle is experienced in site design and renovation, construction management and value engineering.

SELECTED PROJECT EXPERIENCE:

Revitalization Plan, Sudden Valley Community Association, Bellingham, WA | Initial investigations and analysis were used to establish the cost of rehabilitating facilities and options for improvement. After the site analysis and review, Danielle led a series of town hall meetings and presented a summary of the potential improvements for the community to consider. Based on community input and needs, a project plan was developed to enable funding options and identify the process for permitting and design of the preferred options. Plan elements included improvements and repair of Marina facilities, refurbishment of a large multi-purpose community building, renovation of outdoor pool facilities, updates to playground amenities, and programming for a new maintenance office building and materials storage structure.

Stormwater Inspection and Master Plan, Sudden Valley Community Association, Bellingham, WA | The condition and location of almost 300 road crossing culverts spanning 40 miles of private roads and ranging in size from 8-inches to 156-inches was compiled into a computer management database and categorized by priority of replacement. The culverts to be replaced within a given time range were compared with a Level A fish passage assessment to determine the potential fish barrier removal required on upcoming priority replacements. The 2nd phase incorporated a hydrologic and hydraulic analysis of the road crossing culverts. This was used to identify potential flooding zones and risk to upstream property. A capital improvement plan was created for the community's stormwater system after evaluating the physical condition and hydraulic capacity of each culvert.

Culvert Replacement Projects, Sudden Valley Community Association, Bellingham, WA | Project manager coordinating the design, permitting and construction of over 20 culvert replacement projects. Many culverts included challenging conditions including critical slopes exceeding 25%, eroding hillsides, adjacent utility conflicts, and permitting conditions requiring fish passage. Culverts up to 41-inches in diameter were sliplined when feasible. In other locations, priority replacement fish barriers were removed while providing increased capacity in areas vulnerable to flooding.

Fairhaven College, Stormwater Analysis and Improvements, Western Washington University, Bellingham, WA | The Fairhaven Complex at WWU had poor drainage and flooding in pedestrian walkways and around buildings. A stormwater analysis was completed for the area, including research of past drainage problems, review of as-built drawings, dye tests, stormwater modeling and a topographic survey. This analysis identified many inadequacies within the existing system and provided the framework to prioritize recommendations for repairs. Based on the highest priorities, and fund availability, construction documents were prepared for key drainage repairs. Improvements included re-grading settled paver surfaces, relocating and adding storm catchments and replacing undersized storm drain pipes. Surface treatments such as unit pavers and edging were woven into the existing layout to make a natural transition from repair areas and to anticipate future improvements.

Education: BS, Civil Engineering, Gonzaga University, 1999 | **Professional Licenses:** PE, Washington, 2004 | **Accreditation:** LEED Accredited Professional, 2009 | **Career Began:** 1997 | **Joined Firm:** 2012 | **Affiliations:** Chinook Nation Tribal Member | **Relevant Expertise:** Engineering: utilities, stormwater management, roadways, trails, parks, underground structures, transit facilities, schools, and building site plans.

RHETT WINTER, PE, LEED AP | PROJECT MANAGER



PROFESSIONAL QUALIFICATIONS:

Rhett has over 20 years of civil engineering and project management experience in municipal, residential, commercial, roads, parking, site grading and site utilities projects. Experienced with stormwater, sewer, water, and roadway analysis and design. Proficient in permitting, stormwater master plans, stormwater studies, infrastructure evaluations, site redevelopment, and Architect/MEP coordination.

SELECTED PROJECT EXPERIENCE:

2020 Culvert Repairs and Comprehensive Stormwater Planning, Petrogas, Whatcom County, WA | Coordinated UAV Photogrammetry survey of 35-acre industrial site. Comprehensive stormwater conveyance capital improvement planning. Design and construction management of various culvert replacement installations including sliplining of existing culvert.

Kendall Highway Trail Planning, Whatcom Council of Governments, Whatcom County, WA | Corridor planning for 3.5 miles of a multiuse trail along highway. Evaluation of alternates for critical area impacts, pedestrian travel patterns, safety, and public property availability for construction. Develop estimate of probable project costs for future funding requests.

State Route 547 Pedestrian and Bicycle Safety Trial, Whatcom County, WA | Project Engineer for planning and preliminary engineering services for 3.5-miles of new trail to connect communities in Kendall, WA. Services included preliminary engineering, risk analysis, evaluation of constraints in route alternatives, cost estimating, and land surveying. Risks evaluated included: available right of way, critical areas, lighting, sight distance, pole relocation, etc.

Whatcom Community College Campus Wide Stormwater Master Planning, Whatcom Community College, Bellingham, WA | Researching, negotiating, and modeling various existing and future stormwater scenarios to work with existing facilities and meet City requirements. Evaluated stormwater treatment, conveyance, and flow control plans and phasing for integration of future development into existing systems.

Whatcom County Birch Bay Stormwater Asset Inspection, Whatcom County, WA | Worked with internal and County staff to develop field inspection protocols and performed evaluations and data collection for 1200 stormwater conveyance assets near Birch Bay. Assets included culverts, storm water mains, outfalls, open channel swales, catch basins and tide gates. Data was collected using computerized maintenance management software on handheld GPS devices and integrated into an electronic ESRI geodatabase. Prioritized maintenance to meet NPDES Phase II permitting requirements was provided in final reports.

Jamestown S'Klallam Tribe-Blyn Basin Infrastructure and Transportation Planning, Clallam County, WA | Program Manager for the evaluation of existing water and sewer capacity and provided estimate of remaining capacity to support future development. Developed base map of tribal, environmental, and public data for identifying potential development areas. Developed preliminary transportation bypass roadways through mountainous terrain for Hwy 101 traffic to bypass a section of critical section of highway that is vulnerable to natural disasters.

Education: BS Civil Engineering, Oregon Institute of Technology, Klamath Falls, OR | **Professional licenses:** PE, WA; Professional Civil Engineer, CA | **Career Began:** 2001 | **Joined Firm:** 2010 | **Accreditation:** LEED AP; CESCL; LID Designer | **Relevant Expertise:** Project Management, Infrastructure: sewer, water, drainage, roadway and trail design, utility / drainage master planning, evaluation and assessment, storm water modeling, utility studies, Civil 3D and technical writing. Permitting: Phase II NPDES Municipal, site development permits, preliminary & final plats, clearing and grading, public works improvements, ROW use, environmental permitting, public hearings.

TOM BREWSTER, PLS | SURVEY MANAGER, PRINCIPAL



PROFESSIONAL QUALIFICATIONS:

Chief surveyor in public and private sector. Large-scale mapping and construction projects for highways, flood control districts, land development, and utilities involving both conventional surveying and GPS technologies; Aerial photogrammetric control and hydrographic surveys. Proficient in conventional and GPS land and hydrographic survey technologies, including GPS network design and analysis. Extensive experience in bathymetric data acquisition, reduction, and analysis. Over 20 years of field experience with marine and river surveys. Certified Instructor of Land Surveying and Mapping Technologies, Bellingham Technical College (2009-2011); Current Adjunct Instructor, Boundary Law. Currently serving as a Land Surveyor's Association of Washington Foundation Board Director, former LSAW Foundation Board Director, and past President (2011-2013) Northwest Region LSAW. Current member Whatcom County Flood Zone District Advisory Committee.

SELECTED PROJECT EXPERIENCE:

State Route 547 Pedestrian and Bicycle Safety Trial, Whatcom County, WA | Senior Project Engineer for planning and preliminary engineering services for 3.5-miles of new trail to connect communities in Kendall, WA. Services included preliminary engineering, risk analysis, evaluation of constraints in route alternatives, cost estimating, and land surveying. Risks evaluated included: available right of way, critical areas, lighting, sight distance, pole relocation, etc.

Culvert Replacement Projects, Sudden Valley Community Association, Whatcom CO, WA | Survey Manager for topographic and right-of-way survey, engineering design, permitting, and construction phase services for the repair and replacement of nine high priority roadway culverts throughout the community in the sensitive Lake Whatcom watershed.

Swinomish to La Conner Safe Routes and Swinomish Village Multi-Modal Improvements, Swinomish, WA | Provided survey services for roadway and ADA features as-built measurement, and monument referencing/replacement.

Lake Whatcom Water and Sewer District, Bellingham, WA | Providing survey services (since 1995 for Tom Brewster) for all water and wastewater needs of district located around the sensitive Lake Whatcom watershed, drinking water reservoir for Bellingham and parts of Whatcom County. Experiences involve permitting, comprehensive planning, design and construction phase services for water pump stations and reservoirs, distribution system modeling and water line extensions; sewers and sewage pump stations. (Ongoing)

General Engineering, Lake Whatcom Water and Sewer District, Whatcom County, WA | Survey Manager for district consulting engineer: on-call support for sewer and water utilities including hydraulic analyses; Water rights transfers and water right permit renewals, Water Use Efficiency Rule compliance; comprehensive planning; emergency/wet weather response planning; Administrative Code revisions; boundary and easement support; developer extension reviews and construction management.

Helmick Road Reconstruction, Upper Skagit Indian Tribe, Skagit County, WA | Survey Manager for survey, Survey Manager for survey, mapping, ROW coordination, full PS&E for roadway and utility design, and permitting for the full reconstruction of about 2,600 LF of Helmick Rd to Skagit County Standards and a regional infiltration facility. Project includes LID Stormwater management, culvert replacement and extension, sewer forcemain, water main, communications ductwork, and extensive retaining walls.

Education: Washington University in St. Louis, BA, Philosophy, 1988; Bellingham Technical College, Survey Technician Program; Whatcom Community College, AutoCAD Design Coursework; Trimble GPS School, Workshops in GPS Control, RTK, and Geodesy | **Professional Licenses/Registration:** Professional Land Surveyor, State of WA; Certified Technical Instructor, State of WA 2009-2014 | **Career Began:** 1990 | **Joined Firm:** 1994



Patricia Lenssen, Principal in Charge

Patricia has been working in the field of Landscape Architecture for 18 years. During this time she has been responsible for design, construction documents, and construction administration on many projects. Her background spans all phases of design from master planning to construction administration. She earned a BLA from the University of Washington in 2003 and became a Registered Landscape Architect with the State of Washington in 2009. Patricia is a certified SITES AP professional. The Sustainable Sites Initiative program elevates and brings Landscape Architectural practice to the forefront of sustainable design and is used in concert with the LEED program.

For the last 4 years, Patricia has been the owner of Pacific Landscape Architecture located in Bellingham. Previously she worked at several landscape architectural and design-build firms in Seattle, Bellingham, and Bow including The Philbin Group, HBB, and Cascade Design Collaborative. Her project work includes schools, parks, multi-family housing, planning documents, master plans, design guidelines, restoration projects, WSDOT roadways, military childcare facilities, residential projects, and stormwater management systems.

PATRICIA WAS THE PRINCIPAL OR PROJECT MANAGER ON THE FOLLOWING PROJECTS: Northwest Indian College Sensory Garden, Sedro-Woolley Olmsted Park, Northwest Indian College Outdoor Classroom, Sedro-Woolley Memorial Park Master Plan, Friday Harbor Spring Street Pocket Park, Smith Gardens Display Garden, East Madison Mixed Use Building, West Seattle Nazarene Park Development, the Whatcom Community College Health Professions Building, and the Bonneville Power Administration Bellingham Substation Renovation.

Registration / Membership

- University of Washington
- Landscape Architect, Washington, 2009, #1146
- ASLA member (American Society of Landscape Architects)
- USGBC Sustainable Sites Initiative (SITES) AP Certified
- Whatcom County Noxious Weed Board Member



Ridgemont Park, Bellingham, WA



Spring Street Pocket Park, Friday Harbor, WA

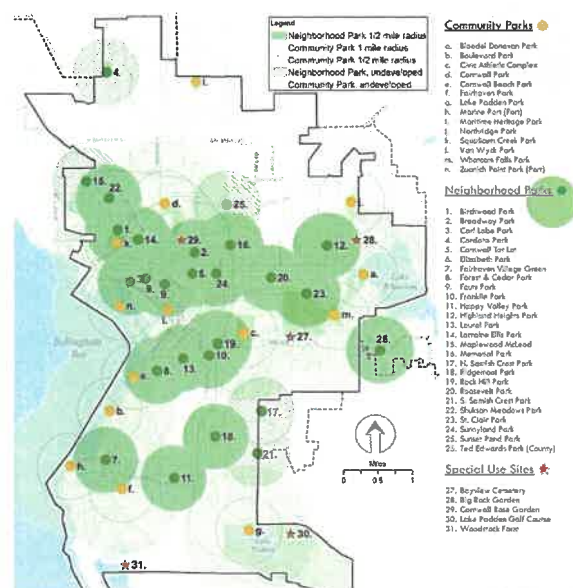


Susan Willhoft, Project Manager

Landscape Architect Susan Willhoft brings strong planning and technical knowledge of Parks & Recreation facilities, design & development processes, design standards and park maintenance challenges. She has 28 years of experience working with public, commercial, and private clients, on projects including public parks, playgrounds, and streetscapes. Her employment experience includes 15 years with the Bellingham Parks & Recreation, Design & Development team. There she inventoried city-wide park & trail facilities while managing the G.I.S. Database for Bellingham Parks and provided all mapping services. As a Construction Inspector, she gained extensive Public Works experience with codes, construction documentation, bidding, and contract compliance and a working knowledge of wide-ranging construction details. Susan enjoys serving communities on collaborative teams and receives positive feedback from her clients. Susan is well suited for this Sudden Valley project because of her long-term familiarity with the

Sudden Valley community, parks, boat launches, developed and undeveloped trail connections, roads, businesses, and residents. She worked as the assistant to the department manager for two Bellingham Parks & Recreation, 5-year Parks, Recreation, and Open Space Plans. She was the on-going Project Manager of Bellingham Greenways wayfinding and trailhead signage planning, creation, bidding, and construction. She assisted the Landscape Architect and Engineer with field reconnaissance and site analysis for trails and playgrounds.

EXISTING FACILITIES PLAN • PARKS AND SPECIAL USE SITES



*Bellingham Parks, Recreation, and Open Space Plan, 2005 G.I.S. Map, * with City of Bellingham Role: G.I.S. technical work, Susan Willhoft*



Greenways Signage, Bellingham, WA
Role: Project Manager, Susan Willhoft

Qualifications / Specialized Training

- Registered Landscape Architect, Washington, #1486
- Certified Playground Safety Inspector, since 1996
- Hunter Irrigation Design Certificate, 2021
- WSDOT Documentation Training
- ESRI G.I.S. Training
- BLA, University of Oregon, 1992

References

- Square One Maps, Chuck Kitterman, Owner, 360-715-3310
- Bellingham Parks & Recreation, Gina Austin, PE, Project Engineer, 360-778-7000
- Tim Wahl, retired Greenways Coordinator for Bellingham Parks & Recreation, 360-319-2290



Julianna Park, Bellingham, WA
Role: Construction Inspector, Susan Willhoft



CONSULTANT EVALUATION SUMMARY

**Professional Engineering Services
for
10-Year Capital Road, Drainage, and Pedestrian Improvement Program**

Consultant	Proposal Scores			Total Points	Rank
	AT	MB	JJ		
Impact Design	91	88	91	270	1
Wilson Engineering	82	84	80	246	2

Consultant	Interview Scores			Total Points	Rank
	AT	MB	JJ		
Impact Design	82	90	83	255	1
Wilson Engineering	N/A	N/A	N/A		

CONSULTANT EVALUATION SUMMARY

Professional Engineering Services for 10-Year Capital Road, Drainage, and Pedestrian Improvement Program

Reviewer: _____ Date _____

Impact Design

Qualification Evaluation Criteria and Comments:				
	Criteria for Evaluation	Comments	Maximum Points	Total Points
1	Professional experience related to inspection and inventory of infrastructure.		25	
2	Professional experience related to project development and prioritization based off of prior inspection and inventory work.		25	
3	Professional experience developing comprehensive capital improvement plans addressing the transportation network.		25	
4	Proposed project approach and vision		10	
5	Diversity of project team with qualifications and resumes		10	
6	References and past performances		5	
Total Points:			100	

Wilson Engineering

Qualification Evaluation Criteria and Comments:				
	Criteria for Evaluation	Comments	Maximum Points	Total Points
1	Professional experience related to inspection and inventory of infrastructure.		25	
2	Professional experience related to project development and prioritization based off of prior inspection and inventory work.		25	
3	Professional experience developing comprehensive capital improvement plans addressing the transportation network.		25	
4	Proposed project approach and vision		10	
5	Diversity of project team with qualifications and resumes		10	
5	References and past performances		5	
Total Points:			100	



10-Year Capital Road, Drainage, and Pedestrian Improvement Program

RFQ #21-03

Consultant Selection Interview Questions

Consultant:	
Interviewer:	
Date/Time:	

1. Please take 10 minutes to introduce your design team, tell us why each member was chosen for the team, and what relevant qualifications they have towards this project. (10 points max)

Score:	
---------------	--

2. What is the approach you will take to updating our infrastructure inventory, and how will that approach help guide you in conceptualizing and prioritizing projects? (20 points max)

Score:	
---------------	--

3. As you conceptualize projects what sort of project details will need to be consider to effectively plan, program, and estimate specific road, drainage, and pedestrian projects in order to create a new 10-Year plan? (20 points max)

Score:	
---------------	--

4. How will you effectively coordinate the various different types of projects (road, drainage, or pedestrian) to provide SVCA with economy of scale in project development and delivery? (20 points max)

Score:	
---------------	--

5. What sort of approach will you take to developing a connected trail system throughout the various SVCA gates? What issues will we need to consider in this type of planning? (15 points max)

Score:	
---------------	--

6. What sort of community outreach would you recommend when complete this process? (10 points max)

Score:	
---------------	--

7. Please provide a closing statement why you feel your firm is the most qualified for the project for a 10-minute maximum. (5 points max)

Score:	
---------------	--



Sudden Valley Community Association

360-734-6430

4 Clubhouse Circle Bellingham, WA 98229

www.suddenvalley.com

BOARD OF DIRECTORS MEMO

To: Sudden Valley Community Association Board of Directors

From: Joel Heverling, Finance Director

Date: November 3, 2022

Subject: **2022 Financial Statement Audit & Tax Agreement Letters**

Background/Analysis

In order for SVCA's financial statement auditors (Larson Gross, CPAs) to immediately commence with the scheduling of SVCA's 2022 financial statement audit and federal tax return preparation, it is recommended for the Board of Directors to approve a one-year extension of Larson Gross' three-year professional services 2020 RFQ bid, which expires at the conclusion of the 2021 fiscal year's financial statement audit and tax return preparation services, and approve the signing of the 2022 Audit & Tax Return Agreement Letters received from Larson Gross. The prompt signing of these letters will ensure that SVCA will be immediately placed on Larson Gross' audit schedule and allow SVCA to complete its audit before the completion of the 2024 budget planning cycle.

Recommendation

It is recommended that the Board of Directors approve a one-year extension of Larson Gross' three-year professional services 2020 RFQ bid by authorizing the signing of Larson Gross' 2022 Audit & Federal Tax Return Agreement Letters.

BOARD OF DIRECTORS MEMO

To: Sudden Valley Community Association Board of Directors

From: Joel Heverling, Finance Director

Date: November 3, 2022

Subject: Credit Cards

Recommendation

It is recommended that the Board of Directors approve the WECU Credit Card Borrowing Resolution for the listed employees.

Motion

Motion to approve the WECU Credit Card Borrowing Resolution as presented.

WECU Credit Card Borrowing Resolution

WHEREAS, it is approved to obtain credit card privileges for purposes of charging certain expenses relative to the business affairs of the Association, be it:

Resolved that:

1. The Whatcom Educational Credit Union Business Visa Credit Card Agreement ("Agreement") is approved.
2. Business Visa Credit Card accounts are authorized with the following card holders and stated credit limits per account at the Whatcom Educational Credit Union:

	Cardholders	Credit Limit
Account 1	Jo Anne Jensen, General Manager	10,000.00
Account 2	Brian Kruhlak, Golf Director	5,000.00
Account 3	Michael Brock, Maintenance Superintendent	10,000.00
Account 4	Joel Heverling, Finance Director	3,000.00

3. Joel Heverling, CPA, Finance Director, or any future Finance Director for the Association, shall be authorized to request information on any of the accounts, cards, and/or transactions, and when applicable, cancel, place holds, and reassign cards per position as listed.
4. This Corporate Credit Card Resolution shall continue to be in full force and effect until express written notice of its rescission, modification or termination has been received by Whatcom Educational Credit Union. This Corporate Credit Card Resolution additionally supersedes any other Credit Card Resolution previously approved by the Board.

This resolution is approved by the board of directors on **November 3, 2022**, and is authorized by the elected officers of the Sudden Valley Community Association.

Name of Officer	Title of Officer	Signature
Andrew Tischleder	President	_____
Joshua Bowens	Vice President	_____
Sonia Voldt	Treasurer	_____
Brian Cope	Secretary	_____



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BOARD OF DIRECTORS MEMO

To: Sudden Valley Community Association Board of Directors

From: Jo Anne Jensen, General Manager

Date: November 3, 2022

Subject: Welcome Center Summary of Improvements

Background/Analysis

Since SVCA's purchase of the Welcome Center in July 2022, the additional improvements to the building are as follows:

- \$32,266 for the demolition and rebuild of the main deck and side entrance ramp.
- \$10,535 for the equipment and installation charges for the security system.
- \$8,600 for the installation of ethernet cabling throughout the building.

Total costs stated above- \$51,401.

Excess loan funds are as follows:

- Total amount borrowed for the refinance of the original CRRRF loan and the property purchase was \$2,150,000.
- Loan proceeds remaining after the original CRRRF loan was refinanced was \$1,098,468.
- Total cash outlay required to purchase the Welcome Center property was \$1,529,727.
- Final Operating funds required to purchase the Welcome Center property after application of the remaining loan funds was \$431,259.
- Board approved transfer from Operations to CRRRF to supplement the purchase of the Welcome Center property was \$500,000.
- Excess loan funds available for Welcome Center improvements is \$68,741 (\$500,000 - \$431,259).
- **Ending loan funds remaining after Welcome Center improvements is \$17,340 (\$68,741 - \$51,401).**

Recommendation

It is recommended that the Board transfer back excess loan funds of \$17,340 from CRRRF to Operations.

Proposed 2023 SVCA Golf Fees Schedule

GOLF RATES	Resident		Non-Resident		Resident		Non-Resident	
	Suggested Increases				Suggested Increases			
GOLF Annual Membership	ANNUALLY				MONTHLY			
	2022	2023	2022	2023	2022	2023	2022	2023
Annual Membership costs as stated plus Golf Club fees and taxes	N/A	N/A	N/A	N/A		N/A		N/A
Annual Membership - Single	2,000.00	2,100.00	2,200.00	2,310.00	170.00	175.00	185.00	195.00
Annual Membership - Couple	3,000.00	3,150.00	3,300.00	3,465.00	250.00	265.00	275.00	290.00
Annual Membership - Family 3+	3,200.00	3,360.00	3,520.00	3,700.00	270.00	280.00	295.00	310.00
Annual Membership - Young Family (children <15) After Noon Play	1,400.00	1,470.00	1,550.00	1,625.00	120.00	125.00	135.00	140.00
Annual Membership - Senior Limited	1,450.00	1,525.00	1,540.00	1,675.00	125.00	130.00	135.00	145.00
Annual Membership - Intermediate (18-28yrs old)	1,000.00	1,050.00	1,100.00	1,150.00	85.00	90.00	95.00	100.00
Annual Membership - Associate	485.00	500.00	485.00	500.00	41.00	45.00	41.00	45.00
Annual Membership - Social	130.00	135.00	130.00	135.00	N/A	N/A	N/A	N/A
Annual Membership - Junior/Student (<17 yrs old)	275.00	300.00	325.00	350.00	25.00	30.00	28.00	35.00
Annual Corporate 4 Named Memberships	N/A	N/A	5,700.00	5,700.00				
Annual Corporate 4 Named Memberships with Cart Included	N/A	N/A	8,100.00	8,100.00				
Annual Corporate 4 Floating Memberships	N/A	N/A	6,600.00	6,600.00				
Annual Corporate 4 Floating Memberships with Cart Included	N/A	N/A	9,000.00	9,000.00				
GOLF Daily Fees	DAILY							
Group Pricing is available for groups of 16 or more. Please contact Golf Professional Staff for a quote.								
May- Sept: Property Owner / Guest (Mon-Thurs) Daily Green Fees, 9 Holes	31.50	33.30	35.00	37.00				
May- Sept: Property Owner / Guest (Mon-Thurs) Daily Green Fees, 18 Holes	51.30	53.10	57.00	59.00				
May- Sept: Property Owner / Guest (Fri-Sun,Holidays) Daily Green Fees, 9 Holes	38.70	40.50	43.00	45.00				
May- Sept: Property Owner / Guest (Fri-Sun,Holidays) Daily Green Fees, 18 Holes	60.30	62.10	67.00	69.00				
April&October: Property Owner / Guest (Mon-Fri) Daily Green Fees, 9 Holes	26.10	27.00	29.00	30.00				
April&October: Property Owner / Guest (Mon-Fri) Daily Green Fees, 18 Holes	42.30	44.10	47.00	49.00				
April&October: Property Owner / Guest (Sat-Sun,Holidays) Daily Green Fees, 9 Holes	31.50	33.30	35.00	37.00				
April&October: Property Owner / Guest (Sat-Sun,Holidays) Daily Green Fees, 18 Holes	51.30	53.10	57.00	59.00				
March: Property Owner / Guest (Mon-Fri) Daily Green Fees, 9 Holes	23.40	24.30	26.00	27.00				
March: Property Owner / Guest (Mon-Fri) Daily Green Fees, 18 Holes	37.80	39.60	42.00	44.00				
March: Property Owner / Guest (Sat-Sun,Holidays) Daily Green Fees, 9 Holes	28.80	30.60	32.00	34.00				
March: Property Owner / Guest (Sat-Sun,Holidays) Daily Green Fees, 18 Holes	46.80	48.60	52.00	54.00				
Nov-Feb: Property Owner / Guest (Mon-Fri.) Daily Green Fees, 9 Holes	19.80	21.60	22.00	24.00				
Nov-Feb: Property Owner / Guest (Mon-Fri.) Daily Green Fees, 18 Holes	33.30	35.10	37.00	39.00				
Nov-Feb: Property Owner / Guest (Sat-Sun,Holidays) Daily Green Fees, 9 Holes	26.10	27.00	29.00	30.00				
Nov-Feb: Property Owner / Guest (Sat-Sun,Holidays) Daily Green Fees, 18 Holes	42.30	44.10	47.00	49.00				
FOOT GOLF Daily Fees								
Foot Golf: 18+	14.00	16.00	16.00	18.00				
Foot Golf: 17 and under	10.00	13.00	12.00	15.00				
Golf Cart Fee - Foot Golf	15.00	16.00	15.00	18.00				
Other Golf Fees								
Cart Rental - 9 Holes	9.90	10.80	11.00	12.00				
Golf Cart Rental - 18 Holes	15.30	15.30	17.00	17.00				
Annual Cart Rental, Annual Option, Single	650.00	675.00	650.00	675.00				
Annual Cart Rental, Annual Option, Couple	875.00	900.00	875.00	900.00				
Annual Cart Rental, Monthly Option, Single	55.00	58.00	55.00	58.00				
Annual Cart Rental, Monthly Option, Couple	75.00	80.00	75.00	80.00				
Daily Trail Fee - 9 Holes	9.00	10.00	9.00	10.00				
Daily Trail Fee - 18 Holes	15.00	16.00	15.00	16.00				
Annual Trail Fee, Annual Option	375.00	375.00	375.00	375.00				
Annual Trail Fee, Monthly Option	32.00	32.00	32.00	32.00				
Driving Range Fee, Small Bag	4.50	4.50	5.00	5.00				
Driving Range Fee, Medium Bag	6.30	6.30	7.00	7.00				
Driving Range Fee, Large Bag	8.10	8.10	9.00	9.00				
Annual Golf Club Storage, Bag Only	130.00	150.00	130.00	150.00				
Annual Golf Club Storage, Bag & Pull Cart (Full - No New Spots Available)	160.00	200.00	160.00	200.00				