



# Sudden Valley Community Association

360-734-6430

4 Clubhouse Circle Bellingham, WA 98229

[www.suddenvalley.com](http://www.suddenvalley.com)

## **Board of Directors Regular Meeting**

January 12th, 2022, 7:00 PM, IN-PERSON

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Call to Order

Land Acknowledgement & Anti-Racism Statement

Roll Call

Item 1) Adoption of Agenda

Item 2) Consent Agenda

2a. Approval of Minutes – December 15, 2022

Item 3) Announcements

Item 4) Property Owner Comments – 15 Minutes Total

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

Item 5) General Manager Report

Item 6) Board Orientation

6a. Overview of Strategic Planning Process

6b. Scheduling of Briefing by Richard Davis, SVCA Legal Counsel & Facilities Briefing and Tour:

Item 7) New Business

7a. Capital Request - Sander

7b. Capital Request – Austin Creek Repair

7c. Capital Request – Gate 9 Bus Shelter Roof Replacement

Item 8) Closed Session – Personnel and Legal

Adjournment

1 **BOARD OF DIRECTORS BUSINESS MEETING MINUTES**

2  
3 **ASSOCIATION NAME:** Sudden Valley Community Association  
4 **DATE AND LOCATION:** Thursday, December 15, 2022, Dance Barn  
5 **CALLED TO ORDER AT:** 7:05 pm  
6 **AUDIENCE MEMBERS:** Not Recorded

7  
8 **BOARD MEMBERS PRESENT:**

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

9  
10 **BOARD MEMBERS ABSENT:** None

11  
12 **STAFF MEMBERS:** Jo Anne Jensen *GM*, Joel Heverling, *Accounting Manager*  
13 Guest, John R Berg, *PRP*

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15 **This meeting was opened with an affirmation of SVCA’s Land Acknowledgement and Anti-Racism**  
16 **Statements.V.P Shahan called meeting to order.**

- 17
- 18 **Item 1) Adoption of Agenda**
- 19 1a the agenda was adopted
- 20 **Item 2) Parliamentary Presentation**
- 21 **Item 3) Consent Agenda**
- 22 3a. Director Tishleder moves to adopt consent agendas, no objections, Consent Agendas
- 23 approved
- 24
- 25 **Item 4) Announcements**
- 26 4a GM Jo Anne: Jensen and Accounting Manager Joel Heverling made announcements
- 27
- 28 **Item 5) Property Owner Comments**
- 29 Property Owners made comments

30 **Item 6) General Manager Report**

31 **6a.** Jo Anne Jensen, GM reported updates on snow removal, transfer fee refund program and  
32 community events. The Craft Fair had over 400 visitors, we need to improve internet  
33 connectivity and add parking. Breakfast With Santa, 70 kids and pets came for breakfast and  
34 photos. Snowplowing contract and Condominium plowing discussion. The association will put  
35 UTV plowing out for contract after the snow season. An equipment accident severely damaged  
36 the cab of the large excavator. All 2022 projects are completed under budget. Upcoming 2023  
37 projects are the Dance Barn re-siding, renovate maintenance building, and installation of the  
38 marina dock, the permit for which is currently under public review

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41 **Item 7) Financial Reports**

42 7a, September 2022 Financial Reports were presented by Accounting Manager, Joel Heverling

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**Item 8)**

8a 2022 AGM Minutes are posted to the website, under the Board of Directors minutes.

Item Committees ‘

Standing committees

Finance

LRP

Document Review

Elected Positions ACC and N&E

8b N and E Chairperson Mike Wadsworth announces new N & E Members, Rob Gibbs, Karen Borchardt and Laurie Robinson

8c ACC Chairperson, Keith Mclean nominates ACC Members, Jo Jean Kos, Richard Hart and Wang Lee

8d. Jo Anne Jensen, clarifies who can serve, article 5 section 2 subsection a says “No committee member can serve more than two terms in a row” she sought clarity as to what is a “term”, The three candidates satisfy the working principal, the ACC nominated Kos, and Hart Director Tischleder asks if there is any objection to these appointments. No objections, committee members are appointed.

8e Director Mitchell is appointed to the Finance Committee

8f Document Review

Director Alyanak is appointed Director of the Document Review Committee

Director Bradley and Director Voldt are appointed to the Document Review Committee

8g President Tishleder is appointed chair of the Long-Range Planning Committee

Director Shahan is appointed to the Long-Range Planning Committee

**Item 9)** Tree removal and additional funding. Capital request for removal of SVCAs hazardous trees The proposal asks for additional 74,000 out of UDR

**MOTION: That the Board of Directors approve increased UDR funding in the amount of 74,000 to pay for 2022 hazardous trees services?**

MOTION BY: Director Tischleder SECONDED BY: \_\_\_\_\_

APPROVED: X NOT APPROVED: \_\_\_\_\_ TABLED: \_\_\_\_\_ DIED: \_\_\_\_\_

FAVOR: Unanimous

AGAINST: None. ABSTAINED: None

**Adjournment**



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## CAPITAL REQUEST MEMO

**To:** Sudden Valley Community Association Board of Directors  
**From:** Mike Brock, Maintenance Superintendent  
**Date:** January 12<sup>th</sup>, 2023  
**Subject:** Capital Request – Sander

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### **Purpose**

To request funding approval for a Model RVB 2500 Sno-Way Sander

### **Background**

Prior to the 2022/2023 winter season, all the snowplows and sanders were serviced and evaluated. At that time a Sno-Way sander that was purchased in 2009 was identified as nearing the end of its serviceable lifecycle due to corrosion, wear, and lack of readily available replacement parts. During the recent snow event, the auger motor stopped working and the sander had to be placed out of service.

### **Analysis**

Sudden Valley Community Association (SVCA) has five trucks equipped with snowplows and sanders. Removing one sander from operation reduces the frequency in which roads can be serviced during a snow event. The level of service outlined in the 2022/2023 snow plan was developed, with five plows and sanders in operation.

Replacing the existing sander is the preferred option over repairing the existing unit. Parts are limited and due to excessive corrosion, it is anticipated that this sander would continue to have reliability issues and would need continuous repairs to remain operational.

Included in the 2024 budget there is \$54,080 allocated for snow removal equipment replacement. By accelerating replacement of one sander to 2023, SVCA can maintain the same level of service this winter season as planned.

### **Proposal**

Provide funding for replacing a 2009 Sno-Way sander with a new model. A quote was received from Ferrotek for \$9,052.46. See attached.

### **Request**

Request \$9,052.46 for the purchase of the above proposal, to be paid for from CRRRF.



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## **Motion**

Move that the Board of Directors approve the allocation of \$9,052.46 from CRRRF for purchasing a new Sno-Way Sander.

## **Board of Directors Approval**

Approved: \_\_\_\_\_ Not Approved: \_\_\_\_\_SVCA Board of Directors

# SNO-WAY SPREADERS

Date: 1/9/2023

Contact: Mike Brock  
 Phone: 360.778.2223  
 Fax:  
 E-mail: mike.brock@suddenvalley.com

Customer: Sudden Valley  
 Address:

Vehicle Information	Year	Make	Model	Notes

Description	Price
Model RVB 10 10 cu. Ft. 50:1 auger gear ratio	
Model RVB 500 1/2 cu. Yd. 50:1 auger gear ratio	
Model RVB 750 3/4 cu. Yd. includes inverted V	
Model RVB 1500 1.5 cu. Yd. includes inverted V & 2nd.vibrator	
Model RVB 2000 2.0 cu. Yd. includes inverted V & 2nd.vibrator	
Model RVB 2500 2.5 cu. Yd. includes inverted V & 2nd.vibrator	\$ 5,618.04
RVB 2500 extension kit makes 3 cu. yd. total	
Transport brush for RVB spreaders	
2" nylon ratchet & web hold down kit for 8' spreaders	\$ 245.00
16" Easy on/off short chute 99101113	\$ 753.48
29" Easy on/off short chute 99101116	
RVB spreader control	\$ 311.22
Power harness full size truck	\$ 223.86
Poly vinyl tarp	\$ 269.00
Vibrator kit	
Auxiliary light kit	
SWS 30 gallon wetting system 99101218	
30 gallon 2nd tank (add on) 99101219	
	\$ 7,420.60
	\$ 500.00
	\$ 7,920.60

Total charge for unit uninstalled

Hours	Rate	Freight in	Total Matl.
5	\$83.00	\$415.00	\$ 415.00
Total Installed			\$ 8,335.60

sales tax 8.6%  
 total

\$716.86  
 \$9,052.46



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## CAPITAL REQUEST MEMO

**To:** Sudden Valley Community Association Board of Directors  
**From:** Jo Anne Jensen, General Manager  
**Date:** January 12, 2023  
**Subject:** Capital Request – Golf: Austin Creek – Repair

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### **Purpose**

To request funding approval for design and permitting.

### **Background**

During the November 2021 flood event, SVCA had erosion develop at 4 locations on Austin Creek through the golf course.

- Community Garden Cart Trail Erosion
- 7<sup>th</sup> Green Bridge Armoring
- 9<sup>th</sup> Green Slope Erosion
- 17<sup>th</sup> Green Bridge Armoring

SVCA's 2023 budget includes a line item to repair these locations.

### **Analysis**

SVCA is proposing to start the engineering and permitting for these repairs. This work will include:

- Evaluation of each location and a design developed for restoration.
- Habitat Conservation Assessment (HCA).
- Permitting for the above scopes of work. Permits assumed are:
  - o Whatcom County Shorelines Substantial Development Permit
  - o WDFW Hydraulic Project Approval
- Construction is proposed for summer 2023 during the Lake Whatcom Watershed construction window.

### **Proposal**

Authorize engineering and permitting to begin per PNW Services, Inc. attached Proposal dated 1-9-23.

### **Request**

Request \$32,571.00 to begin engineering and design.



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## **Motion**

Move that the Board of Directors approve the allocation of \$32,571.00 from CRRRF for the engineering and permitting work for the proposed Austin Creek repairs.

## **Board of Directors Approval**

Approved: \_\_\_\_\_ Not Approved: \_\_\_\_\_ SVCA Board of Directors



January 9, 2023

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

RE: Project Scope Letter  
**Golf: Austin Creek – Repair**

PNW is providing this overall project scope letter to SVCA for streambank restoration to Austin Creek at 4 locations through the golf course. Overall scope of work assumes:

- Project:
  - o Erosion has occurred at 4 locations on Austin Creek through the golf course:
    - Community Garden Cart Trail Erosion
    - 7<sup>th</sup> Green Bridge Armoring
    - 9<sup>th</sup> Green Slope Erosion
    - 17<sup>th</sup> Green Bridge Armoring
  - o Each location will be evaluated with a design completed for restoration.
  
- Design, Permitting, & Contractor Bids
  - o Coordinate with permit agencies.
  - o Cost evaluations for repair.
  - o Engineering & Permitting.
  - o Prepare bid package, issue to contractors, and bid evaluation with recommendation to SVCA.

<b>Design, Permitting, Contractor Bids</b>	
- Impact Design – Design & Permitting Assistance	\$14,100.00
- Habitat Conservation Assessment Allowance	\$8,000.00
- Permit Fees Allowance	\$4,000.00
- PNW Services, Inc. – Oversight & Bid Package	\$3,510.00
Contingency at 10%	\$2,961.00
<b>Total – Design, Permitting, Contractor Bids</b>	<b>\$32,571.00</b>

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

Sincerely,

Tyler Andrews  
President



Sudden Valley Community Association  
Golf Course Streambank Restoration Projects

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December 16, 2022

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

Thank you for the opportunity to submit a proposal to provide engineering and permitting assistance for (4) separate streambank restoration and armoring projects at the Sudden Valley Golf Course. Most of these projects appear to be in the shorelines jurisdiction of Austin Creek and all will require a Hydraulic Project Approval from Washington Department of Fish and Wildlife.

**Project Descriptions:**

- **9th Green Slope Erosion**
  - It appears that a section of bank has eroded due to the 11-14-21 flood event. It is our preliminary recommendation that this section be restored by reducing the angle of the slope, adding some light toe rock and provide plantings with topsoil if needed.
- **17<sup>th</sup> Green Bridge Armoring**
  - An evaluation of armoring of the existing bridge and nearby slope will be performed to determine if additional armoring will be required in this area.
- **Community Garden Cart Trail Erosion**
  - It appears that a section of bank has eroded due to the 11-14-21 flood event. It is our preliminary recommendation that this section be restored by installing rip rap and spalls with topsoil and plantings in this area. The installation of this non-native material will likely require some additional nearby planting to satisfy WDFW, which there appears to be plenty of opportunity for.

- **7<sup>th</sup> Green Bridge Armoring**
  - It appears that a section of bank has eroded due to the 11-14-21 flood event. It is our preliminary recommendation that this section be restored by installing rip rap and spalls with topsoil and plantings in this area. The installation of this non-native material will likely require some additional nearby planting to satisfy WDFW, which there appears to be plenty of opportunity for.

### Scope of Work:

We expect this work will require the following permits:

- Whatcom County Shorelines Substantial Development Permit
- WDFW Hydraulic Project Approval

We will prepare the shorelines substantial development permit and attend the required hearing in the behalf of Sudden Valley Community Association to provide for proposed improvement project. We will prepare separate site plans and sections for each project and coordinate with Whatcom County as needed. We are not expecting to prepare a stormwater site plan for this project. If a stormwater site plan is required, we can provide that service for an additional cost. We are not expecting to need any topographic survey information for this project. We will provide a basemap using publicly available LIDAR, aerial photographs, and GIS parcel information.

We will also prepare the WDFW Hydraulic Project Approval Application. We expect that a Habitat Conservation Assessment (HCA) will be required which is **NOT** within the scope of this proposal.

### Excluded Scope:

Critical areas work, geotechnical work, survey work, traffic studies, architectural design, structural engineering, landscape design, title reports, construction support, as-builts and dry utilities coordination are not included in this scope.

### Fee:

For permitting assistance for this project on a Not To Exceed basis in accordance with the rate sheets attached and our budget of **\$14,100**. Below is an approximate schedule of costs:

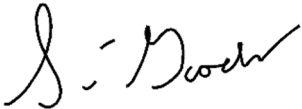
- Principal Engineer @ \$140/hr x 40hr = \$5,600
- Project Engineer @ \$125/hr x 60hr = \$7,500
- GIS Subconsultant: \$1,000

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

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date

Respectfully,



Scott Goodall, MS, PE  
Principal  
Impact Design, LLC



2023 Rate Sheet

<b>Office</b>	<b>Hourly Rate</b>
Principal Engineer	\$140
Design Engineer	\$125
Engineering Technician	\$110
Design Technician	\$100
CAD Technician	\$75

<b>Field</b>	<b>Hourly Rate</b>
Construction Inspection	\$90
Drone Pilot (UAV Certified)	\$90
Photogrammetry Technician	\$75

<b>Sub-Consultants</b>	<b>15% Markup</b>
<b>Equipment</b>	<b>15% Markup</b>
<b>Travel Expenses</b>	<b>15% Markup</b>
<b>Mileage</b>	<b>\$0.50 / Mile</b>

Sudden Valley Community Association

**Golf: Austin Creek - Repair**

PNW Estimate - Bid Package, Permitting, and Construction Management

Task	Description	Hours	Estimated Cost
Design Oversight	Oversight of Impact Design, review drawings, and site visits as required.	12	
	<b>Total Estimated Design Oversight Hours</b>	12	<b>\$ 1,620.00</b>
Permitting	Oversight of permit applications, facilitate signatures / submittals / permit fees.	8	
	<b>Total Estimated Permitting Cost</b>	8	<b>\$ 1,080.00</b>
Contractor Bids	Prepare bid package, issue to contractors, and answer any bid questions.	4	
	Review construction bids, and provide recommendation to SVCA.	2	
	<b>Total Estimated Bid Package Hours</b>	6	<b>\$ 810.00</b>
Construction Management	Under seperate proposal after design / permitting.		
	<b>Total Estimated Construction Management Hours</b>	0	<b>\$ -</b>
	<b>Total Estimated</b>		<b>\$ 3,510.00</b>



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## CAPITAL REQUEST MEMO

**To:** Sudden Valley Community Association Board of Directors

**From:** Jo Anne Jensen, General Manager

**Date:** January 12, 2023

**Subject:** Capital Request – Gate 9 Bus Shelter Roof

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### **Purpose**

To request funding approval for replacement of the Gate 9 Bus Shelter Roof.

### **Background**

The existing roof on the Gate 9 Bus Shelter is aged, and requires replacement. The 2023 budget includes a line item for replacement of this structure's roof.

### **Analysis**

SVCA is proposing to replace the existing roof on the Gate 9 Bus Shelter. This will include:

- Mobilization by contractor.
- Removal of existing roof and disposal offsite.
- Installation of new asphalt shingle roof.
- Cleanup and demobilization.

### **Proposal**

Authorize roof replacement per Cool Running's Construction LLC attached proposal.

### **Request**

Request \$1,664.64 per Cool Running's Construction LLC proposal to complete construction for roof replacement.

### **Motion**

Move that the Board of Directors approve the allocation of \$1,664.64 from CRRRF.

### **Board of Directors Approval**

Approved: \_\_\_\_\_ Not Approved: \_\_\_\_\_SVCA Board of Directors

