Sudden Valley Community Association

360-734-6430
4 Clubhouse Circle Bellingham, WA 98229
www.suddenvalley.com

Board of Directors Regular Meeting

March 9th, 2023, 7:00 PM, IN-PERSON

Call to Order

Land Acknowledgement & Anti-Racism Statement

Roll Call

Item 1) Adoption of Agenda

Item 2) Announcements

Item 3) Property Owner Comments – 15 Minutes Total

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

Item 4) General Manager Report

Item 5) New Business

- 6a. Request for Approval – WCLS Summer Jazz Series
- 6b. Request for Approval – UniLect Contract
- 6c. Capital Request – Website Improvements
- 6d. Capital Request – Tennis Court Resurfacing
- 6e. Capital Request – Marina Dock Repair

Adjournment

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REQUEST FOR APPROVAL MEMO

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

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

Date: **March 9, 2023**

Subject: **Request for Approval – Library Concert Event**

Purpose

To request approval for scheduling an event on the soccer fields adjacent to the Rec Center.

Background

The Friends of the South Whatcom Library (SWL) have requested permission to rent the soccer fields adjacent to the Rec Center for a concert event. Planned for Saturday, July 15th, from 2:00 to 3:00 PM, they project that the event would attract 150 attendees.

Details

This event would be one in a series of three being planned by the libraries. The library is seeking sponsorships from local businesses to help defray the costs of the event.

The SWL Friends have submitted a proposal detailing how they would approach this event. They plan to rent a stage, a sound system, and a power plant to generate electricity for the event. They will have at least 20 volunteers on hand to help with: directing attendees to information tables, snack stations, and seating areas; directing cars to parking; distribution of information and snacks; set-up and tear-down; cleanup.

The SWL Friends do not plan to sell anything at this event, although they are soliciting sponsorships to defray event costs. They have been in touch with County officials to determine that a permit is not needed for the planned event and have insurance to protect against risk.

Timeline

The SWL Friends have asked for a decision to be made before March 15th, their deadline to commit to holding this event.

Recommendation & Fees

I recommend that the SVCA Board of Directors approve the rental of the soccer fields adjacent to the Rec Center on July 15th to the SWL Friends for the purpose of holding an outdoor Jazz concert. I believe that the Friends are organizing appropriately for an event of this scale and will be excellent partners with SVCA staff to ensure a safe and successful event for the community.

There are no set fees for the rental of the soccer fields. The closest comparison is the Dance Barn, which has a capacity of 450 people. The fee for renting the Dance Barn for a four hour period on a weekend is $420 and requires a cleaning deposit of $100. I propose a rental fee for the soccer fields of $500 with a cleaning deposit of $250 and an additional $250 to pay for an additional security guard on that day.

Request

I request that the Board of Directors approve the rental of the soccer fields to the SWL Friends for a fee of $750, inclusive of $250 for additional security, and cleaning deposit of $250 to be refunded if staff is not required to clean the area after the event.

Motion

Move that the SVCA Board of Directors approve authorize the General Manager to finalize a rental agreement with the Friends of the South Whatcom Library for the soccer fields, at a rate of $750, with a cleaning deposit of $250.

Board of Directors Approval

Approved: _____ Not Approved: _____ SVCA Board of Directors

PROPOSAL

The WCLS along with Friends groups from three of the WCLS libraries (Blaine, Ferndale and South Whatcom) are planning a free 3 event Summer Jazz Concert Series. The purpose of the series is to celebrate community and raise library awareness. One concert would take place in each of the representative communities. Folks from all the communities would be welcome to attend any or all of the concerts and to enjoy getting to know each other and each other's libraries. The events would include an opportunity for children to engage in fun and educational musical learning activities at the libraries prior to the concerts and the community as a whole to enjoy a free hour long jazz concert and display offerings by the various libraries and Friends groups.

SWL PROPOSAL

The SWL along with the Friends of South Whatcom Library propose hosting an outdoor concert at the Sudden Valley soccer field on Saturday, July 15th, from 2:00 - 3:00 PM. We would need time prior to the concert for set up (of a stage, chairs, pop up library, Friends and sponsor display tables, and lawn games for the children) and to allow concert goers the opportunity to browse the free display offerings and sponsorship tables, as well as time for clean up after the concert; so total time the area would be engaged would likely extend from 12:30 - 4 PM. We are planning for 150 attendees.

REQUIREMENTS

We have visited with Lt. James Triplett from the Whatcom County Sheriff's Office regarding permit requirements for an outdoor event. He said a permit would not be required for an event of our size. There are noise considerations that we would need to be aware of, including making neighbors within 500 yards of the concert aware of our intentions and addressing any concerns. However, he felt that the timing of the concert on a Saturday afternoon would minimize most, if not all those concerns. Condo dwellers near the area will likely be the only residents within sound range of the concert. If our proposal is accepted Jo Anne Jensen said she would alert the Condo Association as to the date and time of the event so they could inform condo residents near the concert location.

We have liability insurance with the required maximum. We also have volunteers who can assist with set up, parking, and clean up.

SWL EVENT DETAILS

- Portable stage from a professional company to be positioned at the backstop on the ball field. (No sound shell.)
- Power supplied by a generator from a professional company. The generator would be set up in the golf parking lot adjacent to the backstop, with appropriate safety coverings.
- PA sound system provided by a professional company
- 4 tables borrowed from the Dance Barn used for free informational displays by the Friends of South Whatcom Library (to provide information about the Friends' mission and membership and to receive donations in support of the SWL) and 3 event sponsors (with information about their services).
- WCLS pop-up library
- Friends will provide 75 outdoor chairs for older attendees and encourage singles and families to bring blankets for sitting on the lawn

- We are recruiting event sponsors who would be recognized in our paid advertising and on our Friends' social media
- We would look to Sudden Valley to provide free general event promotion via Sudden Valley View, the Sudden Valley E-Blast, and the Sudden Valley website which would NOT include mention of our sponsors, and to lend us 4 sandwich boards. (The Friends will purchase the signage for the sandwich boards. The signs will NOT contain any sponsorship information.)
- SVCA approved signage would be placed at Gate 2 entrance, the turn off to the old admin building, at the top of the slope to the golf parking lot, and at the intersection of Barn View and Marigold.
- The golf parking lot will provide primary parking and the SWL and Rec parking lots would provide overflow parking
- The Friends will provide free children's lawn games (for example Corn Hole)
- The Friends will pay for an additional security person for a four hour period to cover before, during and after the concert
- The Friends will provide volunteers to assist with set up, parking and clean up. We are recruiting a minimum of 20 volunteers
- Refuse will be removed and disposed of by the Friends
- Refreshments will include free bottled water and free prepackaged snacks

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REQUEST FOR APPROVAL MEMO

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

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

Date: **March 9, 2023**

Subject: **Request for Approval – UniLect Contract for 2023 Election Services**

Purpose

To request approval for the UniLect contract for 023 election services.

Background

The SVCA Board of Directors directed General Manager, Jo Anne Jensen, to negotiate a contract with UniLect for election services at the 2/9 meeting. The negotiated contract is now being presented for approval.

Details

The contract is substantively the same as in previous years, with the exception of the agreed dates:

- Friday, 9/8: Ballot information and member mailing list sent to UniLect
- Monday, 9/11: Voter Guide sent to UniLect
- Tuesday, 9/12: UniLect sends ballot and voter guide proofs to SVCA
- Thursday, 9/14: BOD considers approval of ballot and voter guide
- Friday, 9/15: final approved ballot and voter guide sent to UniLect
- Wednesday, 9/27: Ballots mailed to members
- Friday, 11/3: Deadline for receipt of mailed ballots is noon on 11/3
- Saturday, 11/4: AGM

Summary of Costs

MAIN ITEM	$
UniLect Election Management Services Includes: *Full Service election management of SVCA Annual Election (See proposal for details.) *Design of all Balloting materials, Printing and Mailing Services for **3,300** Official Ballot Packets w/ extras for remailings. Design of (1) Ballot Style. *Each Ballot Packet will consist of:One (1) Official Ballot; One (1) Voter Guide; One Carrier Envelope; One Return Envelope; and One (1) Secret Ballot Envelope. 8.5" x 5.5" Voter Guide (20 pages) *UniLect Post Box address for ballot returns and use of UniLect Business Reply Mail Permit *UniLect managing Member ballots submitted by-mail with regular communication to N&E Committee. *One (1) On-site Inspector of Election Service w/ two (2) Election Staff to manage Voter Sign-In; In-person Ballot Disbursement; Final Tally and Certification of Election Results *One (1) Toll-Free phone number for Members to contact UniLect for requests of duplicate ballots with Activity Report *Full management of un-deliverables, duplicate ballot requests with detailed log activity	$14,300.00
ELECTION MANAGEMENT SERVICES TOTAL	$14,300.00

ESTIMATED OUTBOUND POSTAGE	$
OUTBOUND: 3,150 (Active Members) 1st Class Ballot Packets (2 ounce per packet) at .525 per ballot. Discounted/Pre-Sort. (Does not include International ballots.)	$1,653.75
ESTIMATED OUTBOUND POSTAGE TOTAL	$1,653.75

ESTIMATED RETURN POSTAGE	$
Estimated Return Postage is based on anticipated 750 absentee ballots returned at $1.52 each ballot, using UniLect's Business Reply Mail Permit. SVCA will pay only for ballots returned by-mail. Estimate uses the 2022 ballot returns of 748 ballots. Analysis of past returns makes it is less expensive for SVCA to pay standard BRM rate as opposed to high volume rate. In past elections we added in the high volume maintenance fee of $800.00 (raised to $860.00 this year) to get the lower per piece BRM postage rate.	$1,140.00
ESTIMATED RETURN POSTAGE TOTAL	$1,140.00

The total cost of the proposed contract is $17,093.75. This includes estimates for postage costs, so the final total may be different.

Request

I request that the Board of Directors approve the proposed contract with UniLect for election services in 2023.

Motion

Move that the SVCA Board of Directors approve the proposed UniLect contract and authorize the General Manager to execute the agreement on behalf of the Association.

Board of Directors Approval

Approved: _____ Not Approved: _____ SVCA Board of Directors

Date: March 1, 2023

Proposal For: Sudden Valley Community Association Board of Directors
Jo Anne Jensen/ G.M. & SVCA N&E Committee

UniLect Contact: Catherine Burkhart / Director/Inspector of Election Services
Andrew Burkhart / Chief Elections Administrator

RE: The Sudden Valley Community Association
2023 Board of Directors/Annual Meeting Election

INTRODUCTION

The UniLect Corporation is pleased to submit this proposal to Sudden Valley Community Association (SVCA) for Inspector of Election services for your upcoming election.

This proposal recommends UniLect's By-Mail Paper Ballot Optical Scan Voting System. UniLect's Voting Systems are federally certified, tested to meet the highest standards of integrity, accuracy and security, and have been used in federal elections since 1996. UniLect's services are used in Board of Directors, Officer, Bylaw, Contract, Merger and Delegate Elections by the Golden Rain Foundation, Laguna Woods Village, San Lorenzo Village Homes Association, International Brotherhood of Teamsters, California Federation of Teachers, United Nurses Association of California/Union of Health Care Professionals, the United Auto Workers, United Food & Commercial Workers, IBEW, SEIU, United Aerospace Workers, American Federation of Government Employees, International Association of Theatrical Stage Employees, Motion Picture Costumers, Bricklayers, Carpenters, American Postal Workers, National Postal Mail Handlers and many more.

UniLect's Voting Systems have been used in six (6) U.S. Presidential Elections (1996 – 2016). UniLect's Voting Systems have been used in thirty-three (33) counties and cities since 1996. To date, UniLect's Voting Systems have served well over 13.5 million registered voters and private organization members.

SCOPE OF SERVICE

UniLect understands that:

1. SVCA is interested in conducting its Annual Election using a by-mail ballot election process where its members can vote by mail and in-person at the Annual Meeting.

2. If selected to provide election services for SVCA's Annual General Meeting and Election, UniLect would work under the supervision of the Nominations and Election (N&E) Committee. SVCA N&E Committee will make all rulings on invalidated ballots. UniLect will make itself available to the N&E Committee via tele-conference and/or Video conference as needed, to ensure all aspects of SVCA's Annual Election are fully understood/approved and executed.

3. SVCA's Annual General Meetings are held on the first Saturday in November. SVCA's 2023 Annual Meeting and Election will be held on Saturday, November 4th at The Dance Barn located at 8 Barn View Dr. Sudden Valley, Bellingham, WA.

4. Ballots submitted by mail will be returned to a UniLect post box set up for SVCA's Annual Election. For ballots dropped off at SVCA's Community Ballot Box, the N&E Committee will be picking ballots up and tracking returns and members' financial status/eligibility.

5. SVCA has approximately three thousand one hundred (3,100) member lots entitled to vote.

6. SVCA members shall be entitled to one (1) vote for each lot which he/she owns as prescribed in Section 7(b) of SVCA's Bylaws. Owners of multiple lots will receive a separate ballot packet for each lot owned. Once a vote is cast, it may not be changed.

7. There will be one (1) ballot style for this election. Each member in good standing, (1 vote per lot), may vote for candidates for the Board, candidates for the Nominations and Election Committee, candidates for the Architectural Control Committee, the proposed budget and any other issues as determined by the Board. Members who are not in good standing (1 vote per lot) are only eligible to vote on the proposed budget. Cumulative voting is prohibited.

8. Candidate(s) to the Board, the Architectural Committee and the Nominations and Election Committee, receiving a plurality vote shall be elected.

9. RCW 64.90.525 Budgets-Assessments-Special Assessments: (1)(a) "Unless at that meeting the unit owners of units to which a majority of the votes in the association are allocated or any larger percentage specified in the declaration reject the budget, the budget and the assessments against the units included in the budget are ratified, whether or not a quorum is present". (SVCA Bylaws Section 19 (a)- Requirement of 60% participation of the members language was superseded and made void in 2018 by action of WA State Law RCW 64.90.525, per RCW 64.90.085(2).

10. Each member/lot will receive a ballot packet by mail that will include: One (1) Carrier (out-bound) Envelope; One (1) pre-addressed postage pre-paid Return Envelope with signature line (and unique member data barcode on the backside of the Return Envelope); One (1) Secret Ballot Envelope; One (1) Official Ballot; and One (1) Voter Guide to include President's Letter, Meeting Agenda, the 2023 Proposed Budget, financial documentation, any Measure Descriptions, Candidate Biographies and Voting Instructions. For pricing purposes, UniLect is referring to the 2018 SVCA Annual General Meeting Voter Guide.

11. N&E Committee will approve additional language on back of return envelope related to warning to drop late ballots in Community Ballot Box.

12. On Friday, September 8, 2023, SVCA will provide UniLect with all information needed for the Official Ballot and the member mailing list in Excel format via email. (See past Official Ballot language for reference.)

13. On Monday, September 11, 2023, SVCA will email UniLect the 2023 Voter Guide in word doc and PDF.

14. On Tuesday, September 12, 2023, UniLect will email SVCA all ballot packet artwork to include: The Carrier Envelope, Return Envelope, Secret Ballot Envelope, Voter Guide and Official Ballot with Voter Instructions on backside.

15. On Thursday, September 14, 2023, SVCA Board of Directors and N&E Committee will meet to finalize and approve all ballot packet components to print.

16. On the morning of Friday, September 15, 2023, SVCA emails UniLect approval to print of all ballot packet components or any final edits needed.

17. The Official Ballot Packet Mailing to all SVCA members will take place no later than Wednesday, September 27, 2023, allowing a total of thirty-six (36) days between mailing drop and by-mail ballot deadline. Per SVCA Bylaws and Election Manual: "election materials must be mailed not less than thirty (30) days or more than fifty (50) days prior to the election".

18. UniLect will provide a USPS proof of mailing postal form showing the exact number of SVCA Ballot Packets dropped at the USPS on September 27, 2023.

19. Ballots returned by mail to the Inspector of Elections Post Box will be picked up daily by UniLect and UniLect will scan each barcoded return envelope in order to create the list of all SVCA members who returned their ballot and check to ensure signatures are on each envelope.

20. UniLect will maintain a Master List of all SVCA members who submitted an Absentee Ballot and provide regular updates to the N&E Committee.

21. UniLect will provide a toll-free Ballot Request Call Center phone number that will be available to all SVCA members 24/7 throughout the election period. Once a member calls in to request a ballot, an automated email is sent immediately to UniLect's fulfillment department with the member's information so UniLect can verify against the Master Mailing List. On Election Day, UniLect provides backup of all ballot requests in SVCA's Master Election File. Replacement Ballots are mailed out same business day or next business day.

22. UniLect will document detailed election activity throughout the election period. A Ballot Request Log, Un-Deliverable Log, and New Member Additions Log will include all data such as names, addresses, dates of ballot requests, USPS reasons for bad address ballot returns, mailings and re-mailings that will be available for review on Election Day or to the N&E Committee at any time.

23. The deadline for ballots to be received at the Inspector's post box, by-mail, will be 12:00p.m. on Friday, November 3, 2023. The deadline for ballots to be received at the SVCA Community Ballot Box will be 4:30p.m. on Friday, November 3, 2023. (N&E Committee will contact County Election Officials to retrieve any SVCA ballots accidentally dropped at County Ballot Box by SVCA Security Office.)

24. SVCA will email UniLect a Final Election Control Roster with final member eligibility status on Thursday, November 2, 2023. This list, in conjunction with the initial mailing list, the new member list (if applicable), the absentee ballot *return data*, and the ballots that were dropped on-site at the SVCA Official Ballot Box, will be used to create the Annual Meeting Voter Sign-In List for those members who choose to vote in-person. This list will show whether a member presenting to vote in-person has already submitted a ballot and what their current membership eligibility status is.

25. On Saturday, November 4, 2023, UniLect Staff will be present at SVCA Dance Barn in Bellingham, WA to conduct Voter Sign-In and distribute an Official Ballot to those SVCA eligible members who are present to vote and that have not previously submitted a ballot by mail or drop-off. If a member is ineligible, UniLect Staff will direct to the attending SVCA Staff Member empowered to collect payments. If a member remains not in good standing, UniLect Staff will issue a Budget Only Official Ballot. Polls will open promptly at 9:00a.m. and close at 12:30 p.m., allowing anyone in line by 12:30 p.m. to cast their ballot. If there is a dispute that cannot be resolved, UniLect will have that member cast a Challenged Ballot that will be deposited in the Challenged Ballot Box, for the N&E Committee to make a final ruling on. (Use of Challenged Ballot Process to be approved by N&E Committee.)

26. SVCA Volunteers will be present on Saturday, November 4, 2023, to assist with the removal of secret ballot envelopes from the outer return envelopes and then ballots from the secret ballot envelopes. UniLect will use its high-speed envelope opener to slice open envelopes. Volunteers will not be involved in any other aspect of the ballot count process.

27. As soon as the polls close, UniLect Staff will begin the tally using its optical scan ballot reader and merge ballots previously submitted with in-person ballots cast.

28. This election will be conducted in accordance with SVCA Bylaws and the SVCA Election Manual (where appropriate) and Federal Election Best Practices. Where there may be any conflicts SVCA Bylaws control.

COMPANY PROFILE

The UniLect Corporation is a nationally recognized leader of superior election management services, equipment and solutions headquartered on the Central California Coast. As an impartial, third-party election services authority, our outstanding team of professional veteran election experts have been serving the needs of election administrators in both the public and private sector with proven, state-of-the-art voting technology and election certifications that stand up to the most intense scrutiny. With over 150 years of combined election expertise and a track record of accuracy and integrity second to none, our depth of experience and reputation for providing exemplary elections is unmatched in the marketplace.

Since 1989, UniLect has served well over 13.5 million registered voters, private organization members and homeowners across the United States. UniLect's election experts have been conducting superior elections for over 40 years as representatives, senior management, corporate officers and founders for such election services and products pioneers as IBM, Business Records Corporation (BRC) and Computer Election Services (CES). UniLect's key personnel have conducted and supported elections of all sizes and complexities from small to large elections, to very large projects such as the City of Chicago and Cook County in which over 5 million registered voters were served.

UniLect is a federally certified provider of election management services and products. Federal certification is our means of providing assurance to our customers that our election products, our systems and our protocols, have met the very strictest of standards in place for ensuring the very best run elections. A UniLect run election provides organizations with the satisfaction and peace of mind that they are engaging a firm that delivers the highest standards in efficiency, accuracy, security and integrity. We use only proven and best practice voting procedures and processes to ensure the most trustworthy elections possible.

UNILECT PROCESS

UniLect's Optical Scan Paper Balloting Systems use optical mark readers and computer software to tally Voters' ballots electronically.

As soon as available, SVCA will provide UniLect with all ballot information including races, candidate names, the order in which candidates are to appear on the ballot, proposed budget language with financial documents, special bylaw measures and/or assessments and all other documents (Candidate Biographies) to be included on the Official Ballot and the Voter Guide included in the Official Ballot Packet.

UniLect will design, prepare and print the materials for this mailing including designing the Official Ballot, Voter Instructions, and all envelopes. SVCA will provide the Voter Guide artwork ready to print.

UniLect will obtain final authorization for all election materials from the N&E Committee prior to going to print.

SVCA will provide UniLect with an electronic copy (Excel or other CSV database format) of all members' addresses and identifying information needed to be mailed a ballot. The list will be provided to UniLect using same format as previous elections.

UniLect will prepare and mail the Official Ballot Packets to all homeowners according to the list provided by SVCA. Out-bound Mailing will use First-Class Discounted Pre-Sort Postage and the Return Envelope will include UniLect's Business Reply Mail Permit, so the Association only pays postage for those ballots that are returned to be counted.

A signature line will be pre-printed onto the return envelope on the back of the Ballot Return Envelope. On the back of the return envelope the homeowner's full name and associated unique barcode/Lot Number will be pre-printed. A complete list of all voting homeowners who participated in the election will be provided in the Final Election File on Election Day.

UniLect's Inspector of Elections Post Office Box will be used as the official return address for all returned by-mail ballots. Any ballot packets that are returned as un-deliverable, UniLect will provide the N&E Committee with an excel spreadsheet of all bad address returns on a regular basis. As soon as a better address is provided, a replacement ballot packet will be sent to that member same day or next business day. Detailed ballot logs showing all activity and all resolutions will be in the Final Election File.

During the election period, should a homeowner spoil, lose or not receive their ballot, UniLect will provide a toll-free phone number (listed in the Voter Instructions included in the Ballot Packet) in which homeowners can call to request a duplicate ballot. A detailed Ballot Request Log is provided in the Final Election File. **The phone number to call for a replacement ballot should be provided to SVCA office staff, #1-866-466-6455.** UniLect will manage by-mail returns daily to manage the list of which members have submitted a ballot.

On Friday, November 3, 2023, at 12:00p.m., UniLect will make the final pick up of ballots that have been returned by mail. All ballots returned with signatures will be scanned to determine name and eligibility. An initial list will be created of all homeowners who participated in the election by-mail and brought to the SVCA Annual Meeting.

As absentee ballots are returned, UniLect will send SVCA N&E Committee with a list of all members who did not sign the return envelope. UniLect recommends/can accommodate allowing members to appear within a window of time, (9:00a.m. through 10:00a.m.), to come in and sign their ballot envelope if they wish their vote to be counted.

ELECTION DAY

UniLect will arrive at SVCA Dance Barn early on Saturday, November 4, 2023, to set-up election equipment (high-speed industrial envelope opener, bar-code readers, Optical Scan Ballot Reading system, and laptops with election software), all unused balloting materials, remaining official ballots, logs, Proof of Mailing, undeliverable and absentee ballots returned by mail and prepare for the Tally. UniLect will scan all ballot envelopes dropped off at the Community Ballot Box on-site at SVCA prior to the opening of the polls. The Voter Sign-In Book will then be printed for balloting on-site.

At 9:00 a.m. UniLect (or the N&E Committee) will Open the Polls and UniLect Staff will sign-in any members who present for in-person voting. (SEE SCOPE, Bullet 25.)

UniLect will begin the process of opening the Official Ballots submitted by mail (with the assistance of SVCA volunteers) in a separate room not used for live polling, while live polling is taking place. UniLect will begin by providing to all observers, candidates and officials in attendance, an explanation of each phase of this process and answer any questions anyone may have, to ensure full transparency.

As soon as the polls close and prior to the counting of all eligible Official Ballots, pre-established Election Rules will be in place, which will guide the election and ensure that any issue that arises has an election rule to address it which is uniformly applied. Parameters that govern what is to be considered a Void Ballot will have been pre-determined by the Election Rules/N&E Committee and SVCA Bylaws.

Ballots that have been returned by members who are not in good standing will be set aside in a separate envelope for final N&E Committee rulings. Only votes cast in relation to the budget will be counted for those members determined by N&E Committee to be ***not*** in good standing. (These ballots will be handled separately.)

All eligible return envelopes will be opened and their contents (Secret Ballot Envelope with Official Ballot), removed. The Return Envelopes will be retained for storage. Secret Ballot Envelopes will then be opened, and the Official Ballot will be removed.

Once all ballots have been removed, UniLect will conduct a Logic and Accuracy Test in full view of all observers to show that the equipment is counting accurately.

As soon as the last Official Ballot has been processed, preliminary election results will be available and combined with the 'Budget Only' Election Results (if necessary). UniLect Optical Scan Ballot Readers count at approximately ninety-five ballots per minute.

At each critical phase of the election process, UniLect provides each observer/candidate with an *Observer Statement* which they are asked to sign. *Observer Statements* state that, in the observer's opinion, a particular part of the process was conducted in an accurate, fair, and transparent manner. While having observers sign these statements does not prevent a member from challenging an election, it significantly assists our clients in cutting down on erroneous, un-merited and sometimes costly challenges for them. (Observer Statements are used for in-person observation. Remote viewing does not lend itself to observer statements; though the N&E Committee, that is present, can sign off as witnesses through each critical stage of the ballot count process.)

All balloting materials will be accounted for at every stage of the process, from printing to mailing to final tabulation. UniLect will keep track of all Official Ballots, Logs, Replacement Ballots, Duplicate Ballots, Void or Challenged Ballots to be reconciled at the Closing of the Polls for SVCA to keep in storage for the duration mandated by its governing documents. A complete Final Balloting Reconciliation Report is included in the election file provided at the close of the election. At any stage in the election process, observers are welcome.

UNILECT RESPONSIBILITY

UniLect has reviewed Sudden Valley Community Association's Bylaws, Election Manual, SVCA's 2018 Election Booklet and Official Ballot, and past envelope artwork and will review any further election information the Association would like us to upon receipt. All requirements and rules will be rigorously adhered to.

UniLect will require approval by Sudden Valley Community Association's N&E Committee of all ballot packet materials to ensure all documents are in proper legal order and in accordance with Sudden Valley Community Association obligations.

Any additional meetings (i.e., adjournments or follow-up meetings with the Board of Directors and/or other meetings) not covered within this proposal, will be completed by our election experts as requested and billed at our hourly rate.

SERVICES COST

The costs of our services are shown in Attachment A.

Thank you for the opportunity to provide this proposal. We look forward to once again having the opportunity to work with Sudden Valley Community Association and its Nominations and Election Committee.

Best Regards,

Catherine Burkhart
Director of Election Services

RFP response relies solely on the information made available with regards to the scope of work requested. UniLect reserves the right to alter this proposal upon a more detailed examination of the work involved.

ATTACHMENT A
CONTRACT OF ELECTION MANAGEMENT SERVICES
FOR SUDDEN VALLEY COMMUNITY ASSOCIATION ANNUAL MEETING & ELECTION 2023
Costs are based on proposal dated March 1, 2023

MAIN ITEM	$
UniLect Election Management Services Includes: *Full Service election management of SVCA Annual Election (See proposal for details.) *Design of all Balloting materials, Printing and Mailing Services for **3,300** Official Ballot Packets w/ extras for remailings. Design of (1) Ballot Style. *Each Ballot Packet will consist of:One (1) Official Ballot; One (1) Voter Guide; One Carrier Envelope; One Return Envelope; and One (1) Secret Ballot Envelope. 8.5" x 5.5" Voter Guide (20 pages) *UniLect Post Box address for ballot returns and use of UniLect Business Reply Mail Permit *UniLect managing Member ballots submitted by-mail with regular communication to N&E Committee. *One (1) On-site Inspector of Election Service w/ two (2) Election Staff to manage Voter Sign-In; In-person Ballot Disbursement; Final Tally and Certification of Election Results *One (1) Toll-Free phone number for Members to contact UniLect for requests of duplicate ballots with Activity Report *Full management of un-deliverables, duplicate ballot requests with detailed log activity	**$14,300.00**
ELECTION MANAGEMENT SERVICES TOTAL	**$14,300.00**

ESTIMATED OUTBOUND POSTAGE	$
OUTBOUND: 3,150 (Active Members) 1st Class Ballot Packets (2 ounce per packet) at .525 per ballot. Discounted/Pre-Sort. (Does not include International ballots.)	**$1,653.75**
ESTIMATED OUTBOUND POSTAGE TOTAL	**$1,653.75**

ESTIMATED RETURN POSTAGE	$
Estimated Return Postage is based on anticipated 750 absentee ballots returned at $1.52 each ballot, using UniLect's Business Reply Mail Permit. SVCA will pay only for ballots returned by-mail. Estimate uses the 2022 ballot returns of 748 ballots. Analysis of past returns makes it is less expensive for SVCA to pay standard BRM rate as opposed to high volume rate. In past elections we added in the high volume maintenance fee of $800.00 (raised to $860.00 this year) to get the lower per piece BRM postage rate.	**$1,140.00**
ESTIMATED RETURN POSTAGE TOTAL	**$1,140.00**

STANDARD PAYMENT TERMS:
Actual postage costs are the responsibility of SVCA and will be billed separately.

50% percent deposit for Inspector of Election Services due upon invoicing and 50% balance due after Annual Meeting-Election 11/4/23, upon invoicing. 25% Cancellation Fee for calendar reservation.

X **3/1/2023**
UniLect Representative **Date**

X
Sudden Valley Community Association **Date**

Contract parameters rely solely on the information made available with regards to the scope of work requested.
UniLect reserves the right to revise this Contract if the scope of work is modified.

Sudden Valley Community Association
360-734-6430
4 Clubhouse Circle Bellingham, WA 98229
www.suddenvalley.com

CAPITAL REQUEST MEMO

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

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

Date: **March 9, 2023**

Subject: **Capital Request – Website Improvements**

Purpose
To request approval of capital funding for website improvements.

Background
In 2022, $10,483 was set aside for capital improvements to SVCA's website, SuddenValley.com. This work was deemed necessary to improve the user experience of the site. Unfortunately, work was not completed on the redesign of the site, so a project was not put forward. Over the past few months, the website has experienced major issues with its foundational infrastructure. Specifically, the version of WordPress on which it was hosted, was very out of date and many of the plug-ins that were used on the site either hadn't been updated in years or were so old that they were no longer supported. In December, the Admin team took action to update the site's software and move it to hosting provider that was able to actively support it. At that time, the hosting provider recommended that additional work was needed to make the site reliably operational. Since moving the site, that recommendation has been supported by our experience of multiple page failures and general unreliability of the site. At this time I recommend that we approve use of the 2022 funding for the update and repair of SuddenValley.com

Analysis
Work completed by the Communications Committee in 2022 resulted in a basic website design with updated graphics and improved ease of use. The new design is similar in feeling to the current site, retaining some of the main features while simplifying the layout and modernizing the functional elements. The new design feels familiar, but better. To be clear, the Communications Committee did not finalize a design; their work has provided enough direction, however, to move forward quickly on implementation.

Our current hosting provider, ClickMonster, is familiar with SuddenValley.com and provided an estimate for implementing the new graphic elements and streamlining the page design. As part of this work, non-functioning plug-ins (such as the one used to create the event calendar) would be replaced by currently compatible near equivalents.

The project proposed by ClickMonster would create a functioning infrastructure for the site. It would enable, but not complete, the gargantuan task of reviewing and updating the site's content. This work would be taken on piecemeal, as time and resources allowed, and would benefit from guidance from the Document Review Committee.

My request for funding is open-ended because it is not possible to estimate the ancillary costs that would be incurred to review and reorganize the content in the new site design. For example, we might need temporary labor to upload, rename, and relink documents that were found on one of the three sites where content is now stored. In addition to temporary access to skilled labor, it may be necessary to purchase licenses for additional plug-ins or professional graphics. A summary of estimated costs follows:

Activity	Cost
ClickMonster Project to Rebuild Website	$ 4,000
Purchase of graphics, fonts, etc.	$ 3,500
Temporary labor/services	$ 3,000
Total	**$ 10,500**

If this project is funded, it would deliver a functioning website in a short timeframe that makes best use of work already completed. Further, choosing to use the current hosting provider to perform the work is efficient, since they are already very familiar with the site, and practical, since if they build it, they will be in the best possible position to provide ongoing support. Costs will also be kept to a minimum, since SVCA staff will be able to review and revise content, then pass it off to more experienced temporary staff to be loaded to the site.

Timeline

ClickMonster is able to begin work immediately upon approval and anticipate delivery of the final website by April 15th, with work on content review continuing through the summer.

Proposal

I propose that SVCA redesign and rebuild our current website, SuddenValley.com, using our current hosting provider, ClickMonster, to update the infrastructure and occasional, as-needed temporary labor to provide necessary expertise in support of SVCA staff participation in this endeavor.

Request

Approve this request to authorize $10,483 from the 2022 Capital Budget to be used for the rebuild of SuddenValley.com and authorize the General Manager to direct this project within the not to exceed amount of $10,483.

Motion

Move that the SVCA Board of Directors approve $10,483 from the 2022 Capital Budget to be used for the rebuild of SuddenValley.com and authorize the General Manager to direct this project within the not to exceed amount of $10,483.

Board of Directors Approval

Approved: _____Not Approved:_____ SVCA Board of Directors

Sudden Valley Community Association

360-734-6430
4 Clubhouse Circle Bellingham, WA 98229
www.suddenvalley.com

CAPITAL REQUEST MEMO

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

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

Date: **February 9, 2023**

Subject: **Capital Request – Core Area: Tennis Court Resurfacing & Fencing**

Purpose

To request funding approval for design and permitting to begin.

Background

The existing tennis courts located adjacent to the Main Pool at the Recreation Center, Barn 8, appear to be original construction, and need significant improvements to be usable. The existing asphalt has wide cracks, the net posts are failing, and the surface as a whole needs repair. In addition, the surrounding fence needs repair. SVCA's 2023 budget includes amounts to repair these items in the combined amount of $189,925.00.

Analysis

SVCA proposes to begin work on the design and permitting for improvements to the tennis courts. This will include:

- Design, engineering, and permitting for the project to be constructed. Permitting will require a Shoreline Substantial Development Permit, and the overall permitting process is anticipated to take approximately 5 months.
- The failing asphalt sections will be removed, and new asphalt will be installed.
- The entire asphalt surface will then be resurfaced.
- New surface markings will be applied to accommodate both tennis and pickleball.
- The existing nets will be replaced.
- The existing fence will be repaired/replaced.
- Construction is proposed for summer 2023 during the Lake Whatcom Watershed construction window. Depending on permitting, this will likely be during August or September.

Proposal

Authorize design and permitting to begin per PNW Services, Inc. attached Proposal dated 2-5-23.

Request

Request $19,101.50 per PNW Services, Inc. proposal to begin design and permitting.

Sudden Valley Community Association

360-734-6430
4 Clubhouse Circle Bellingham, WA 98229
www.suddenvalley.com

Motion

Move that the Board of Directors approve the allocation of $19,101.50 from CRRRF.

Board of Directors Approval

Approved: _____ Not Approved: _____ SVCA Board of Directors

PNW
SERVICES, INC.

February 5, 2023

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

RE: Project Scope Letter
Core Area: Tennis Court – Resurfacing & Fencing

PNW is providing this overall project scope letter to SVCA for Core Area: Tennis Court – Resurfacing & Fencing project. This area is located adjacent to the Recreation Center, Barn 8, just past the main pool. The existing tennis court appears to be original construction, and is in poor condition. Overall scope of work assumes:

- Project:
  - Removal of failed asphalt sections with cracks, and placement of new asphalt.
  - Overlay existing/repaired asphalt with new court surface.
  - The new court surface layout will accommodate both tennis and pickleball.
  - Repair/replacement of existing fence.
  - New court nets.

- Design, Permitting, & Contractor Bids
  - Coordinate with permit agencies.
  - Engineering & Permitting.
  - Cost evaluations for improvements.
  - Prepare bid package, issue to contractors, and bid evaluation with recommendation to SVCA.
  - A Shoreline Substantial Development Permit will be required for this project. With this requirement permitting is anticipated to take approximately 5 months. Construction is anticipated to occur in August/September of 2023.

Design, Permitting, Contractor Bids	
- Impact Design – Design & Permitting	$11,800.00
- Permit Fees Allowance	$3,000.00
- PNW Services, Inc. – Oversight & Bid Package	$2,565.00
Contingency at 10%	$1,736.50
Total – Design, Permitting, Contractor Bids	**$19,101.50**

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

Sincerely,

Tyler Andrews
President

January 19, 2023

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

Thank you for the opportunity to submit a proposal to provide engineering and permitting assistance for a tennis court resurfacing project for the Sudden Valley Community Association. We propose to conduct the engineering and permitting assistance for this project on a Not To Exceed basis in accordance with the rate sheets attached and our budget of **$11,800.**

Scope of Work:

Tennis Court Resurfacing Engineering Plans and Specifications ($6,000)

We will prepare 100% construction documents for this improvement project. This will include the following sheets in the engineering plan set stamped by a professional engineer in Washington State:

- Cover Sheet and General Notes
- Existing Conditions Map
- Proposed Tennis/Pickleball Court Striping Layout
- Proposed Tennis/Pickleball Court Resurfacing Plan
    - This will include sections of asphalt that will need to be patched and replaced, and an overlay plan with an asphalt thickness schedule as needed. A site visit will be performed to determine the areas of asphalt that need to be replaced by inspection.
- Temporary Erosion and Sedimentation Control Plan
- Stormwater Pollution Prevention Plan
- Asphalt and Acrylic Resurfacing Details and Specifications (as needed)

It is assumed that a stormwater treatment system design or tree retention plan will not be required by Whatcom County for this project. We can provide this additional service on a Time and Materials basis as requested by SVCA.

Shoreline Substantial Development Permit ($3,500)

We will prepare the Shoreline Substantial Development permit on the behalf of Sudden Valley Community Association to provide for the proposed improvement project. We will prepare all the application requirements to accompany the Shoreline Substantial Development Permit submittal, including:

- Project Narrative,
- Preliminary Traffic & Concurrency Information form,
- Preliminary Stormwater Proposal,
- Mailing list of property owners in the area.

Land Surveying Scope ($2,300)

A survey crew will collect data to create a survey base map for the on-site information. Features they will survey include:

  - Control X,Y,Z (State plane and NAVD88)
  - Boundary Base Map
  - The survey team will have utilities located and integrate as-built information from Lake Whatcom Water and Sewer District. All data will be collected in NAD 83, NAVD 88 datums.

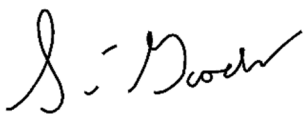
Excluded Scope: Geotechnical work, architectural design, structural engineering, landscape design, title reports, construction support, as-builts, and dry utilities coordination are not included in this scope.

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

_____ _____

Name Date

Respectfully,



Scott Goodall, MS, PE
Principal - Impact Design, LLC

IMPACT DESIGN

2023 Rate Sheet

Office	Hourly Rate
Principal Engineer	$140
Design Engineer	$125
Engineering Technician	$110
Design Technician	$100
CAD Technician	$75

Field	Hourly Rate
Construction Inspection	$90
Drone Pilot (UAV Certified)	$90
Photogrammetry Technician	$75

Sub-Consultants	**15% Markup**
Equipment	**15% Markup**
Travel Expenses	**15% Markup**
Mileage	**$0.50 / Mile**

Impact Design, 5426 Barrett Road, Ferndale WA 98248

cell: (360) 389-8138 email: scott@bold-impact.com

Sudden Valley Community Association

Core Area: Tennis Court - Resurfacing & Fencing

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.	8	
	Total Estimated Design Oversight Hours	8	**$ 1,080.00**
Permitting			
	Oversight of permit applications, facilitate signatures / submittals / permit fees.	5	
	Total Estimated Permitting Cost	5	**$ 675.00**
Contractor Bids			
	Prepare bid package, issue to contractors, and answer any bid questions.	4	
	Review construction bids, and provide recommendation to SVCA.	2	
	Total Estimated Bid Package Hours	6	**$ 810.00**
Construction Management			
	Under seperate proposal after design / permitting.		
	Total Estimated Construction Management Hours	0	**$ -**
	Total Estimated		**$ 2,565.00**

Sudden Valley Community Association

360-734-6430
4 Clubhouse Circle Bellingham, WA 98229
www.suddenvalley.com

CAPITAL REQUEST MEMO

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

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

Date: **March 9, 2023**

Subject: **Capital Request – Marina Dock Replacement – Preliminary Design and Engineers Estimate**

Purpose

To request funding approval for a preliminary design and engineer's estimate to replace the marina docks.

Background

SVCA's reserve study identifies that the marina docks are scheduled for replacement in 2027 and estimates their replacement cost to be $187,177.00. SVCA retained Ashton Engineering, Inc., Coastal & Structural Design to evaluate the existing docks in 2017 with a follow up report in 2023, (reference attached reports). The reports from Ashton Engineering acknowledge that the existing docks are approaching the end of their life cycles. The floating docks provide moorage for 88 boat slips that are primarily used during the summer months.

Analysis

SVCA proposes to complete a preliminary design with an engineer's estimate to ensure SVCA is adequately budgeting for the dock replacements. During the 2023 evaluation, Ashton Engineering indicated the proposed 2027 budget of $187,177.00 is likely undervalued by a substantial amount in today's market. The preliminary design will also be used by SVCA to develop a timeline for when design and permitting should begin for this project. It is likely the permitting process will take over a year to complete. The preliminary design and engineer's estimate is anticipated to be completed prior to SVCA starting the 2024 budgeting process.

Proposal

Authorize $12,188.43 per PNW Services, Inc. proposal dated 3-7-23.

Request

Request $12,188.43 from CRRRF to complete a preliminary design and engineer's estimate for replacing the marina docks.

Motion

Move that the Board of Directors approve the allocation of $12,188.43 from CRRRF for the Marina Dock Replacement Preliminary Design and Engineer's Estimate project.

Sudden Valley Community Association

360-734-6430
4 Clubhouse Circle Bellingham, WA 98229
www.suddenvalley.com

Board of Directors Approval

Approved: _____ Not Approved: _____ SVCA Board of Directors

PNW
SERVICES, INC.

March 7, 2023

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

RE: Project Scope Letter
Marina Dock Replacement – Preliminary Design & Engineers Estimate

PNW is providing this project scope letter for Ashton Engineering, Inc. Coastal & Structural Design to prepare a preliminary design and engineers estimate for replacement of the marina docks. SVCA has 2 floating docks used for moorage that are nearing the end of their life cycles. The floating docks consist of 88 boat slips used primarily during the summer months. Replacement of these docks is proposed in 2027 on SVCA's reserve study and is valued at $187,177.00.

Ashton Engineering was retained by SVCA in 2017 to review both floating docks, and again in 2023 (reference attached reports). The 2023 report confirmed the docks are nearing the end of their useful life cycles, and that SVCA should begin planning for their replacement. In discussions with Ashton Engineering the value identified in the reserve study for replacement is likely undervalued by a substantial amount in today's market. PNW is recommending SVCA proceed with this preliminary design and engineers estimate at this time so the reserve study can be updated. The permitting process depending on what the design requires will likely take over a year as well. Ashton Engineering proposes to have the report completed prior to SVCA starting the 2024 budget process which will allow SVCA to begin planning for the replacement cost. During this preliminary design a timeline will also be developed for permitting so SVCA will know when to start the project to meet the proposed 2027 construction window.

The following is a summary of the overall proposed project cost:

Construction	
- Ashton Engineering, Inc. Coastal & Structural Design – Per Attached	$8,000.00
- Ashton Engineering, Inc. – 2023 Dock Evaluation – Per Attached Invoices	$1,788.63
- Construction Management – PNW Services, Inc. – Per Attached	$810.00
Subtotal	**$10,598.63**
Contingency at 15%	**$1,589.80**
Total Project Estimate	**$12,188.43**

Please let me know if there are any questions or if you need additional information.

Sincerely,

Tyler Andrews
President

ASHTON Engineering, Inc.
COASTAL & STRUCTURAL DESIGN

PROJECT: SVCA Marina Replacement Cost Estimate
4 Clubhouse Circle
Bellingham, WA
Lake Whatcom

AEI No: 22310.04
Date: 3.1.2023

CLIENT: Tyler Andrews, PNW Services, Inc.
tylera@pnwcivil.com
360.739.2072

Description of Project:
Cost estimate for replacement of two floating docks. The existing concrete floating docks are nearing the end of their useful life. New floating docks with grated decks and framing of untreated timber, aluminum or steel will be considered. Fully encased float tubs will be utilized to support the docks. The docks will be anchored by bare steel pipe piles.

AEI Scope of Services:

1. Review ADA requirements for new docks and report findings. Note the findings could possibly result in the requirement of new gangways, abutments and some wider fingers for example.

2. Based on findings above and/or your direction, prepare a conceptual new layout for the proposed new docks. We anticipate the docks' walkways no longer being curved but incorporating straight segments with a turn or two.

3. Prepare an estimate of probable construction cost for the new docks.

4. Prepare a summary memorandum.

Basis of Proposal:
Conversation with Tyler to date. Assuming electrical service and fire standpipe system similar to existing.

Engineering Services Fee:
For the above items, compensation to the consultant is to be based on a time and expense basis per the attached Terms and Conditions. The estimate of fees for these items is $8,000.

Information applicable to this agreement is delineated in the attached Terms and Conditions document. When authorized by signature below, this proposal, the attachments will constitute the entire agreement between parties. Invoices will typically be submitted monthly.

Issued by:

William A. Haynes, PE
Principal

William A. Haynes Date: 3.1.2023

Accepted by: _____ Date: _____

TERMS AND CONDITIONS (Client to read and initial each page and return with signed Agreement.)

These "Terms and Conditions" are attached to and are made part of the Scope of Services and Fee Proposal for the Project. Together they form the Agreement between Ashton Engineering Inc., (referred to hereafter as AEI), and the Client (as named in the attached Proposal) for the Project (as named in the attached Proposal). This statement of Terms and Conditions and The Scope of Services and fee Proposal are collectively referred to herein after as this Agreement.

1. RESPONSIBILITIES OF AEI

AEI will perform professional engineering services as specified under the attached Scope of Services and Fee Proposal. Services beyond those described are defined as Additional Services and may be performed by mutual written agreement.

2. RESPONSIBILITIES OF CLIENT

A. Provide all criteria and full information as to requirements for the project. AEI is entitled to rely upon the completeness and accuracy of the information and documents provided by the Client.
B. Designate a person to act as representative with respect to professional and contractual services of AEI.
C. Give prompt notice to AEI of any development that affects the scope and/or timing of AEI's services.
D. Coordinate AEI's work with that of other consultants.

3. COMPENSATION

A. Personnel Charges for Time-plus-Expense basis will be $175/hour for services provided by William Haynes.

Individuals not in the permanent employ of AEI may occasionally be engaged under Personal Service Agreements to meet specific project requirements with hourly rates less than above.

B. The following will apply to all expenses directly applicable to the project for Time-plus-Expense basis work, and to Reimbursable Expenses for fixed fee work, where noted. All charges except mileage shall bear a 10% service charge.
   1. Fifty-six cents ($0.655) per mile, or current IRS rate, for use of AEI or employee vehicle.
   2. Actual travel and subsistence expenses incurred by employees and principals when away from the home office on business connected with the Project.
   3. Invoice costs of outside services, such as special legal and accounting, special consultants, surveyors, soils testing and laboratory services.

4. CONSTRUCTION PHASE

A. AEI shall not have control over and shall have no responsibility for jobsite safety, construction means, methods, techniques, sequences or procedures.
B. AEI shall have no responsibility for any failure on the part of any contractor to perform construction in accordance with drawings and/or specifications and shall have no responsibility for any act, error or omission committed by any contractor.
C. AEI will not perform inspections. Any site observations conducted by AEI are only to become generally familiar with the progress of the construction work.

5. DISPUTES AND RESOLUTION

A. AEI and Client agree that, as a prerequisite to commencing litigation, all disputes between them arising out of or related to this Agreement shall be submitted to mediation before the American Arbitration Association acting under its Construction Industry Mediation Rules. Any litigation that is commenced before completion of a mediation proceeding required by this provision shall be dismissed upon the motion of the party that did not commence the litigation.
B. The sole venue for any litigation arising out of or related to this Agreement shall be Whatcom County Superior Court.
C. Any litigation between the parties out of or related to this Agreement – whether commenced by complaint, third-party complaint or cross-claim – must be commenced within three years of the date on which AEI last performs substantial services under this Agreement.
D. AEI waives all claims for damages against Client and Client's employees to the extent the damages are covered by insurance carried by or for the benefit of AEI. Client waives all claims for damages against AEI and AEI's employees to the extent the damages are covered by insurance carried by or for the benefit of Client.
E. Each party waives all claims for consequential damages against the other.

Client initial _____

ASHTON Engineering, Inc.
COASTAL & STRUCTURAL DESIGN
810 Mapleridge Dr., Everson, WA 98247 / 360.510.7946 / www.ashtonengr.com

F. The Client agrees to limit the aggregate amount of damages and/or costs (including attorney fees and expert witness fees) to One Hundred Thousand Dollars ($100,000). The types of claims to which this limitation applies include, without limitation, claims based on negligence, professional errors or omissions, malpractice, indemnity or contribution, breach of contract, breach of expressed or implied warranty and strict liability.

G. Before Client may commence litigation or arbitration against AEI based on professional negligence or failure to perform in accordance with this Agreement, the Owner shall furnish AEI with a report written by, and bearing the professional seal of, an engineer who is licensed to practice in Washington and who has recent experience with projects similar to the Project. The report must describe in detail each respect in which AEI, in the opinion of the author, performed negligently or breached this Agreement. Only those items described in the report may be the subject of any litigation or arbitration commenced by the Owner against AEI. The report must be furnished to AEI at least thirty days before the mediation called for in this Agreement is convened, and its author must, if requested by AEI, meet with AEI during the mediation to discuss the report. If Client commences litigation or arbitration without having complied with this provision, the litigation or arbitration, upon the motion of AEI, be dismissed.

6. MISCELLANEOUS

A. If, at any time, the scope of the project is changed from that on which this Agreement is based, compensation will be subject to renegotiation.

B. No warranty, expressed or implied, is made or intended by this Agreement, by the Services, by the documents prepared and issued by AEI or by oral or written reports furnished by AEI.

C. Neither AEI nor Client may assign this Agreement or any rights arising under it, whether during or after performance, to any other person or entity without first receiving the written consent of the other party, which consent may be withheld for any reason.

D. Drawings and specifications prepared by AEI are instruments of service and are the property of AEI whether the work for which they are prepared is executed or not. The instruments of service are not to be used on other projects, except by specific, written agreement. Copies of the instruments of service may be retained by the Client for its reference in the use, maintenance and occupancy of the completed Project. The instruments of service shall not be altered in any manner without the permission of AEI. Any use of the instruments of service on another project, or on this Project following a termination of this Agreement when AEI is not in default, shall be at the Client's sole risk and without liability on the part of AEI.

E. Nothing contained in this Agreement shall create a contract relationship with, or a cause of action in favor of, any person or entity not a party hereto. There are no third-party beneficiaries of this Agreement.

F. This Agreement states all of the terms of the agreement between the parties respecting its subject matter and supersedes all prior and contemporaneous representations, negotiations, commitments and agreements respecting its subject matter. This Agreement shall not be modified or amended except by way of an instrument signed by both parties.

G. Unless otherwise arranged, all work will be invoiced monthly. Payment is due on receipt of the invoice. If payment is not received within thirty days after date of invoice, AEI may:

1. After giving seven days written notice, suspend work until payment is received, and/or
2. Add to amounts over thirty days due, a service charge of one and one-half percent per month (annual percentage rate: 18%).

In the event of any non-payment of any amounts billed and due, Client agrees to pay service charge and all costs of collection, including attorney's fees.

In the event of delay or suspension of work by reason of this paragraph, AEI will be entitled to reimbursement of all costs related to such delay or suspension. Any delay caused by suspension of work under this paragraph shall not be deemed a breach of this Agreement by AEI**.**

H. If the project is postponed, delayed, suspended, or abandoned for any reason other than the provisions of paragraph C above, AEI will be paid as under Scope of Services and fee Proposal for all work already performed, plus all additional costs incurred by AEI due to said postponement, delay, suspension or abandonment, including those costs necessary to place files in order.

I. This agreement may be terminated by either party on seven days written notice to the other party, in which case, AEI will be paid for all work already performed, plus all additional costs incurred by AEI due to said termination.

Client initial _____

ASHTON Engineering, Inc.
COASTAL & STRUCTURAL DESIGN
810 Mapleridge Dr., Everson, WA 98247 / 360.510.7946 / www.ashtonengr.com

Invoice

Ashton Engineering Inc.
810 Mapleridge Dr.
Everson, WA 98247

DATE	INVOICE #
2/6/2023	605

BILL TO

PNW Services, Inc.
Tyler Andrews
tylera@pnwcivil.com

DUE DATE	P.O. NUMBER
3/8/2023	22310.00

DESCRIPTION	QTY	RATE	Amount
Jan 23. Engineering services related to site observation of floating dock. Start preparation of memo.	7	172.00	1,204.00
41 miles to/ from site @ $0.625/ mile			25.63

Make payment with Zelle to wah@ashtonengr.com
or Make check payable to Ashton Engineering, Inc.

Total	1,229.63
Balance Due	1,229.63

Invoice

Ashton Engineering Inc.
810 Mapleridge Dr.
Everson, WA 98247

DATE	INVOICE #
3/2/2023	614

BILL TO

PNW Services, Inc.
Tyler Andrews
tylera@pnwcivil.com

DUE DATE	P.O. NUMBER
4/1/2023	22310.00

DESCRIPTION	QTY	RATE	Amount
Feb 23. Engineering services related to observation of floating docks. Complete observation memo. Discount time 1.0 hour.	3.25	172.00	559.00

Make payment with Zelle to wah@ashtonengr.com
or Make check payable to Ashton Engineering, Inc.

Total	559.00
Balance Due	559.00

Sudden Valley Community Association

Dock Replacement - Preliminary Design & Engineers Estimate

PNW Estimate - Construction Management

Task	Description	Hours	Estimated Cost
Construction Management			
	Oversight of Ashton Engineering and coordination with SVCA as required.	6	
	Total Estimated Construction Management Hours	6	**$ 810.00**
	Total Estimated		**$ 810.00**

ASHTON Engineering, Inc.
COASTAL & STRUCTURAL DESIGN

Memo:

To:	Tyler Andrews	Date:	2.15.2023
	PNW Services, Inc.	Project:	Sudden Valley Marina Docks
From:	Bill Haynes, P.E.	Project Number:	22310.00
		File Topics:	Dock Observations

Copies to:

Per our agreement, Ashton Engineering, Inc. (AEI) made visual observations of the existing floating concrete docks at the Sudden Valley Marina. The following is a report of our observations and related recommendations. AEI prepared a similar observation memorandum dated 3.31.2017. Rather than repeat all of the same general information herein, please refer to that memo copied to you recently.

Observations of the East and West Dock were made on January 25, 2023 from the top sides of the docks. Mr. Mike Brock, Maintenance Superintendent with Sudden Valley, was in attendance. Figure 1 identifies the docks and slip numbers.

Figure 1, Dock Plan with Slip Numbers

810 Mapleridge Dr., Everson, WA 98247
360.510.7946

Dock Construction

The floating docks consist of individual concrete modules held together with timber wales and galvanized steel triangle frames. Docks are anchored in place by bare steel pipe piles driven through triangle frame pile guides into underlying lake sediments.

Typical individual concrete modules are constructed with a concrete shell cast around a polystyrene foam core. Transverse horizontal pipe sleeves cast transversely into the floats later receive galvanized steel through rods (bolts) that secure the timber wales to the float units. The through rods are about 5/8" in diameter and centered approximately 2.5" below the float deck surface. The wales are the structural elements that secure the modules together as well as distribute loads.

Unlike the majority of marina dock layouts, the dock walkways are curved. In order to achieve the curve, individual walkway modules are trapezoidal in plan view. The outside curve length of each module is longer than the in inside length. All of the marina fingers are cantilevered (without finger end piles) from the walkway and consist of two float 9' long modules.

The concrete module shells may be on the order of about 1.5" thick and include some steel reinforcing. Concrete is typically cast around a polystyrene foam core. Most modules have a drum like sound when lightly stumped upon. This suggests the any foam core that originally aided to support the walkway deck may have shrunk.

Hairline cracks in the decks of modules were noted throughout both docks with most having vegetation such a moss growing in them. For the most, part the cracks did not appear to be significant enough to warrant immediate concern. Repeated freeze thaw cycles will likely cause additional deterioration of the concrete via the deck cracks. Two float modules in the East Dock were observed to have decks with concrete spalling. The finger at slip 72 has the most severe damage – see Photographs 1 & 2. No evidence of steel reinforcing was observed in the damaged finger deck. Based on the color of the deck and transverse broom marks, all or a large portion of the slip 72 module deck has been previously repaired. It could be that the patch was intact in 2017 and went unnoticed back then.

Less severe deterioration was also observed on the deck at the slip 58 finger, see Photographs 3 & 4. The damaged area is roughly 8" in diameter.

An investigation of the damaged module at slip 72 could be undertaken. Namely drilling through the damaged deck to check for the presence of foam prior to any patch work.

The spalled deck areas should be clean of loose debris and a skim coat of grout/ mortar applied. Such patches are commonly short-lived, but are recommended in this case to help reduce or slow further deterioration. In addition, patching will reduce tripping hazards.

A concrete sealer applied to the surface of the deck could be of benefit in prolonging the life of the modules. However, preparing the deck surface with pressure washing could potentially result in more damage. Full removal of vegetation in cracks is unlikely. There may also permitting and environmental issues to be thought out with sealing. Use of vegetation killer should not be considered over the water.

The deck surface of the docks should not be treated with a salt-based deicer as salt will promote corrosion of any steel reinforcing and accelerate concrete spalling.

Timber Wales

Timber wales are pressure treated Douglas Fir or Hem Fir. Observed incising of the timber is one means of confirming pressure treatment. Based on the color and condition of the timber,

the wales do not appear to be original. Wales along both sides of the walkways are double 2x8's with a single 2x6 rub board. The 2x6 rub serves to cover the otherwise exposed ends of the through rods from coming into contact with boats. The 2x8 wales are sufficiently flexible (flat wise) to accommodate the intended curve of the walkways. Butt splices in the 2x8 wales are staggered such that the inside wale splices are offset from the splices of the outside 2x8 wales.

The fingers have a single continuous 4x6 wale on each side. The wales are counter bored to recess the through rod ends and eliminate the need for rub boards.

Photos 1 & 2 Deck damage at Slip 72 East Dock.

Photos 3 & 4 Deck damage at Slip 58 East Dock

Based on our visual observations of the wales from above deck, they appeared to be in good condition with no signs of deterioration noted.

Our 2017 recommendations regarding the outside timber wales at the T-heads of both docks (slips 22/23 & 66/67) have been implemented. New timber wales spanning about 24 feet across the end of each T-head have been installed.

Ongoing maintenance of the docks should include checking through rod connections approximately every one to three years to ensure they have not loosened.

Future replacement and repair of the dock's wales will be problematic as pressure treated is no longer allowed in or above Lake Whatcom. When the need arises, a review of available replacement materials should be undertaken. Those materials may include reinforced recycled plastic lumber, untreated Yellow Alaskan Cedar, fiberglass and possibly composite materials. Steel and aluminum could possibly be considered, but their stiffness compared to wood given the bolted connections and dock motions would be a concern. In addition, the curve of the existing walkway will complicate design and fabrication of new custom fit wales.

Triangle frames and grate covers

Galvanized steel angle triangle frames connected via through rods provide the structural connection between the cantilevered fingers and walkway. The triangle frames are covered with a fiberglass grating about 1" in depth. The grating appears to be similar to Fibergrate's 1" x 1-1/2" x 1-1/2" product that has an open percentage of 70. Thin aluminum angle is used to trim the exposed edges of the grating. The trim corners are secured to the wales with large steel staples. In several cases, the staples are missing or the trim has been damaged creating a dangerous tripping and sharp point hazard to users – see Photograph 5.

When originally installed, triangle frames were likely covered with ¾" thick installed flush with the top of the wales and concrete deck. Bolt holes in the top horizontal legs of the frames exist for attachment of such covers. When the plywood needed to be replaced, grating was selected and perhaps required by permit agencies to allow for light penetration. The grating thickness of 1" exceeds that of the plywood and extends above the deck surface creating a tripping hazard.

Triangle frames with internal pile guides are as shown in Photograph 5. The same photo shows AEI designed brackets and modifications to triangle frames made in 2018 for the support of a fire standpipe system.

Piles, Guides and Standpipes

Seven bare steel pipe piles anchor each dock. The piles are 12" pipe (12.75" outside diameter) with a wall thickness of approximately ¼". The piles appeared to be in good condition. We suspect the original piles, perhaps timber, were replaced by the steel piles. Top of pile elevation is about +319.5'.

Piles guides are located within the modified triangle frames as shown in Photographs 5 & 6. Other than some evidence of wearing on the timber pile rubs, the guides appear to be in good condition. Should the timber wear surface diminish to the point it is flush with the edge of the steel angle below, or otherwise need replacement, the timber rub should be replaced. An alternate to timber rubs is black colored Ultra High Molecular Weight (UHMW) plastic of similar size secured in a same manner.

Standpipes were installed on both docks in 2018 to satisfy the Whatcom County Fire Marshall's requirements. The observed standpipe valves assemblies at triangle frames appeared to be in excellent condition.

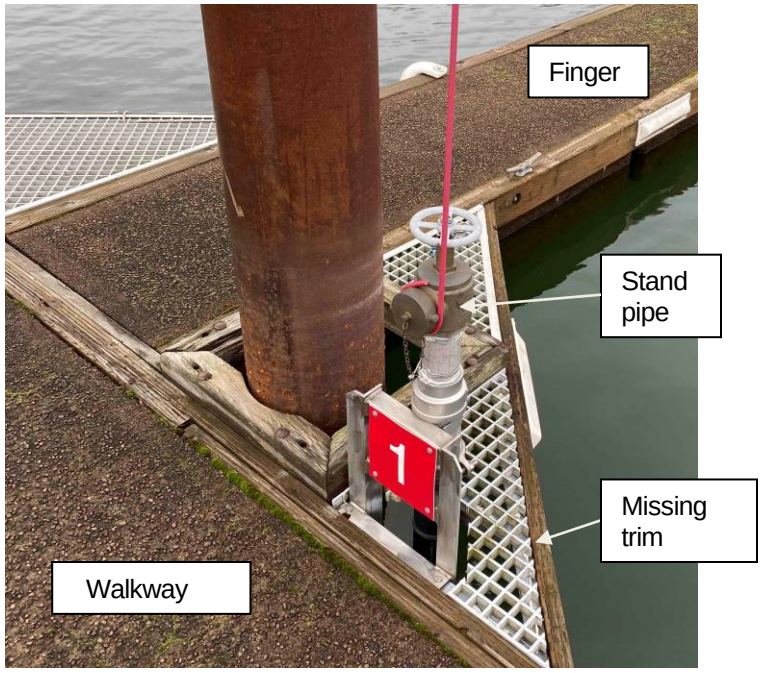


Photo 5, Frame at Slip 76 East Dock

Photo 6, Triangle frame with pile guide.

Power Pedestal Bases

Wood blocks shown in Photograph 7 are located on walkway decks and create a tripping hazard. These blocks cover a hole in the deck and were presumably intended for mounting of power pedestals.

Removal of the blocks could be accomplished with casting of a concrete plug being flush with the deck. After experimenting on a single location to confirm a concrete plug methodology

works, the exposed bolts should be cut off and blocks removed on all such locations. Cut off bolts should not have any sharp exposed edges.

Photo 7, Typical power pedestal base

Access gangways

Access to both floating docks is via newer (2018) aluminum gangways and support abutments. Both gangways appear in excellent condition. It should be noted that fully encased supplemental flotation was added below both gangway landings to aid in support of the gangways' dead weight.

The West Dock concrete abutment appears to have experienced some erosion that should be addressed before the area expands and/ or the lake rises this Spring - see Photograph 8.

Photo 8, West side of the West Dock abutment

Discussion

Given the approximate 45-year age of the Sudden Valley Marina concrete modules, they are in surprisingly good condition. The floats remain the oldest concrete dock modules AEI has encountered in our roughly 35 years of marina design experience. Typical saltwater concrete float units have a life span approaching about 40 years. The condition of the marina floats may be attributed to the cool fresh water environment (low corrosion rate), sheltered site location and relatively small vessel loading on the docks.

Nevertheless, the concrete modules are approaching the end of their useful lifespan. We would be surprised if the modules do not need to be replaced in the not-too-distant future. It's difficult, if not impossible to estimate a remaining life of the concrete dock modules. On a practical basis, planning for their replacement is suggested. Continued freeze thaw cycles will likely result in additional degradation of the deck surfaces similar to that observed. The remaining life of the timber is estimated to be 10 years.

Replacing the concrete modules and reusing the wales and piles fire standpipe system might be feasible if resource agencies agree to it. This approach still has the issue of needing to replace the pressure treated timber wales with an alternate material.

The ability to install new floating docks in the future with solid decking, such as concrete, is questionable given current regulations against them. Grating may be required for the decking material. New docks may be constructed of materials similar to those listed above for wales.

Replacement docks could be designed to fall within the existing dock footprints easing environmental permitting and allowing for possible reuse of the existing steel piles.

An alternate marina configuration could be considered for new floats. A new layout would allow for revision of the slip mix and number of slips. Consideration could be given to a layout without curves while still utilizing the existing concrete abutments and gangways. The existing curved walkway required customized concrete modules and triangle frames. While a new layout might not be as popular or aesthetically pleasing, it would likely ease the cost of replacement with similar new curved docks. Should a new marina configuration be considered, grated decks and absence of pressure treated wood would lessen any environmental impacts. Removal of existing tires along the marina shoreline may serve as mitigation for future projects too.

If you have any questions or comments, please contact me.

Best Regards,

William (Bill) A. Haynes, PE
Ashton Engineering, Inc.

ASHTON Engineering, Inc.
COASTAL & STRUCTURAL DESIGN

Memo:

To:	Danielle Johnson Wilson Engineering	Date:	3.27.17
		Project:	Sudden Valley Restoration
From:	Bill Haynes, P.E.	Project Number:	21710.05
		File Topics:	Dock Assessment

Copies to:

In accordance with our agreement, Ashton Engineering, Inc. (AEI) has made visual observations of the existing floating concrete docks the Sudden Valley Marina. The following is a report of our observations and related recommendations.

Observations of the East and West Dock were made on March 8 and 14, 2017. Lake Whatcom surface elevations on the days were 313.59' and 313.8' respectively, per the City of Bellingham. Figure 1 identifies the docks and slip numbers.

Included in the information provided to AEI is a July 17, 1970 marina layout plan by Bellingham Builders Supply Co. (now Bellingham Marine Industries) – see Figure 2.

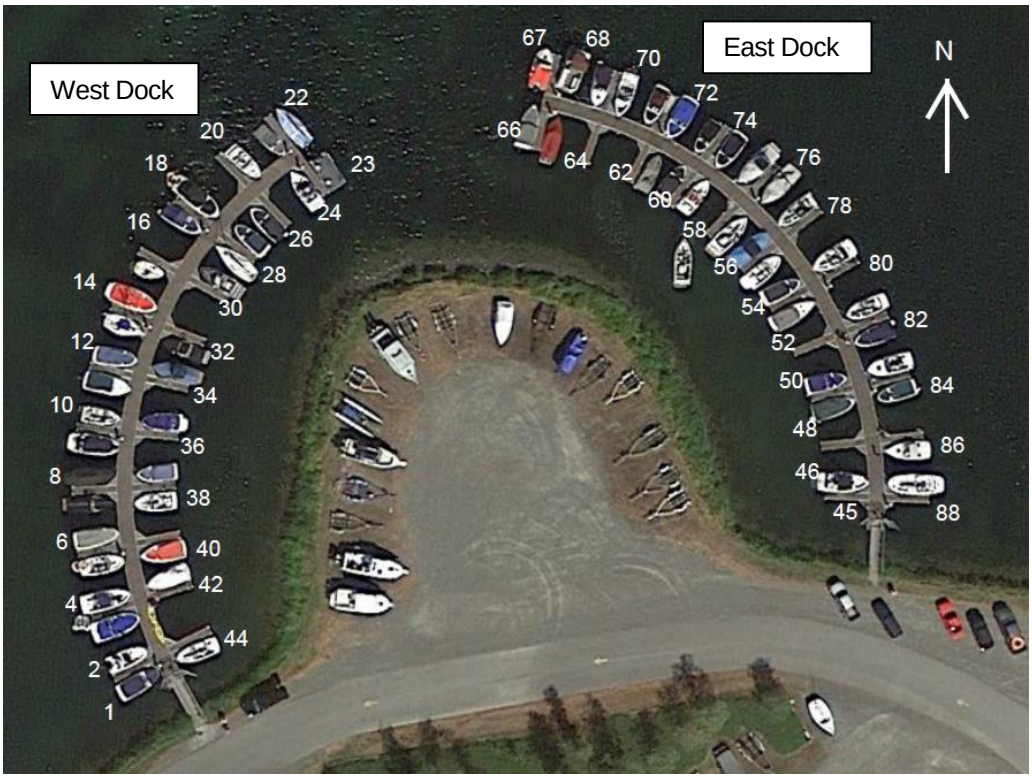


Figure 1, Dock Plan with Slip Numbers

5967 Crystal Springs Ln, Bellingham, WA 98226
360.354.8179

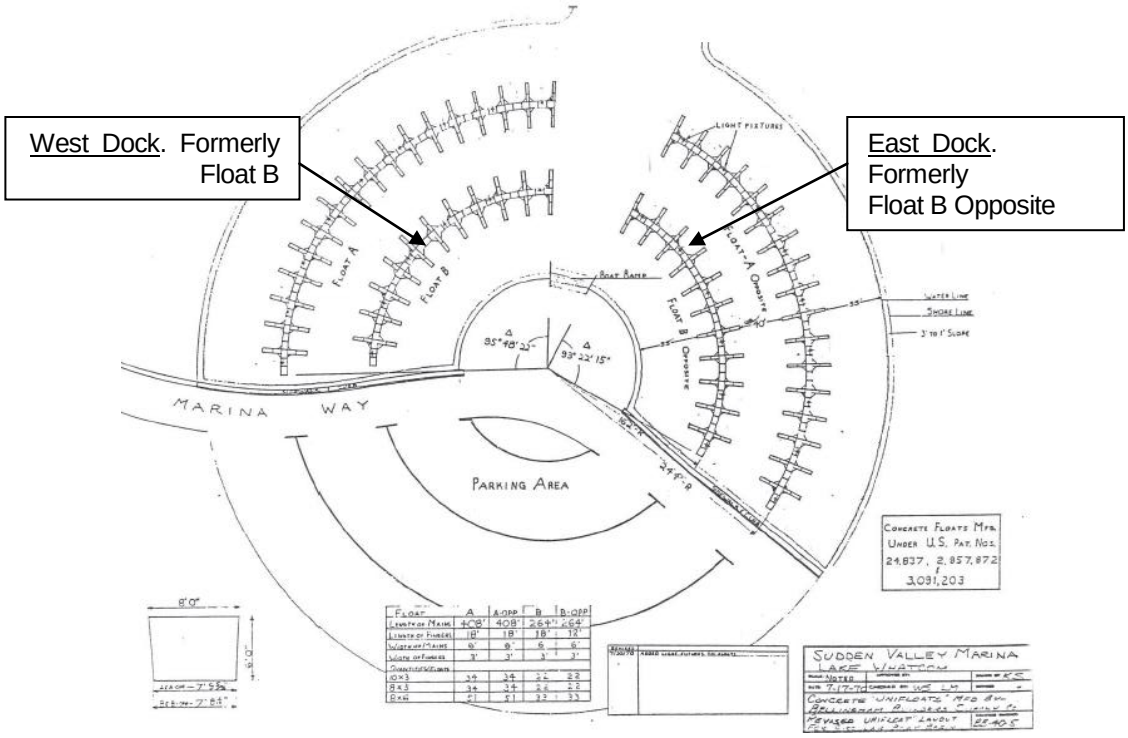


Figure 2, 1970 Marina Layout Plan

The longer docks shown in Figure 2 (Float A & Float A Opp.), were to our knowledge, never installed. Based on the above dated plan and marina photos dated 1973, the docks were installed in the early 1970's.

Dock Construction

The floating docks consist of individual concrete modules held together with timber wales and galvanized steel triangle frames. Bare steel pipe piles driven through triangle frame pile guides into underlying lake sediment anchor the docks in place. See two attached drawings of the concrete docks titled 'Concrete Floating Dock Plan' and 'Concrete Floating Dock Details'.

The typical individual concrete modules are constructed with a concrete shell cast around a polystyrene foam core. Transverse horizontal pipe sleeves are cast into the floats to later receive galvanized steel through rod (bolts) that secure the timber wales to the float units. The through rods are about 5/8" in diameter and centered approximately 2.5" below the float deck surface. The wales are the structural elements that hold the units together as well as distribute loads.

Unlike the majority of marina dock layouts, the dock walkways are curved. In order to achieve the curve the walkways, the individual walkway modules are trapezoidal in plan view. The outside curve length of each module is longer than the in inside curve length. All of the marina fingers are cantilevered and have two float modules.

The concrete module shell may be on the order of about 1.5" thick and include some steel reinforcing. Cracks in the decks of several modules were noted. However, the cracks did not appear to be significant enough to warrant immediate repair. No loose concrete on the deck surface or concrete spalling resulting from corrosion of embedded steel reinforcing was observed. Given the age of the modules, they are in surprisingly good condition. This may be attributed to the cool fresh water environment (low corrosion rate), sheltered

site location and relatively small vessel loading on the docks. The surface of the decks should not be treated with a salt based deicer as the salt would promote corrosion of any steel reinforcing in the deck resulting in concrete spalling. A concrete sealer applied to the surface of the deck could be of benefit and aid in prolonging the life of the modules.

Timber Wales

Timber wales are pressure treated Douglas Fir or Hem Fir wood. Observed incising of the timber is one means of confirming pressure treatment. Based on the color and condition of the timber, the wales do not appear to be original. Wales along both sides of the walkways are double 2 x8's with a single 2x6 rub board. The 2x6 rub serves to cover the otherwise exposed ends of the through rods from coming into contact with boats. The 2x8 wales are sufficiently flexible (flat wise) to accommodate the intended curve of the walkways. Butt splices in the 2x8 wales are staggered such that the inside wale splices are offset from the splices of the outside 2x8 wales.

The fingers have a single continuous 4x6 wale on each side. The wales are counter bored to recess the through rod ends and eliminate the need for rub boards. Fendering has been installed on both sides of the fingers and walkway as shown on Photograph 1.

Photo 1, Typical fendering

Based on our visual observations of the wales from above deck, they all appear to be in good condition. Ongoing maintenance of the docks should include through rods connections being checked approximately every one to two years to ensure they have not loosened.

The T-head of both docks have loose connections near the walkway that need to be addressed. Since the T-heads are the most exposed slips to wind and wave loading they require more frequent ongoing maintenance. Unfortunately, the outside 4x6 wale butt

splices are improperly located adjacent to the gap between the walkway and finger modules creating a hinge. An existing steel plate at the top of the outside butt joint (two per T-head measures 3" x 12" x approx. 1/8" thick and is attached with four vertical bolts, see Photographs 2- 5.

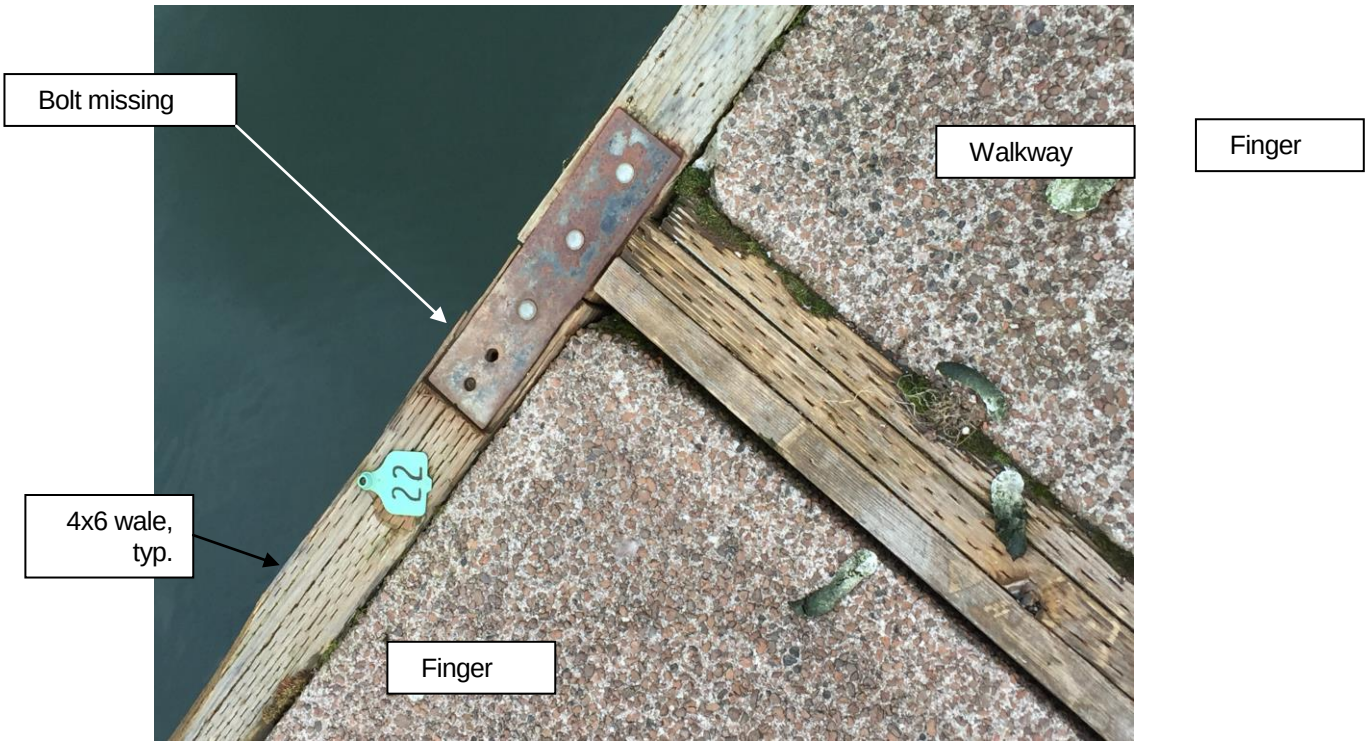


Photo 2, West Dock Slip 22

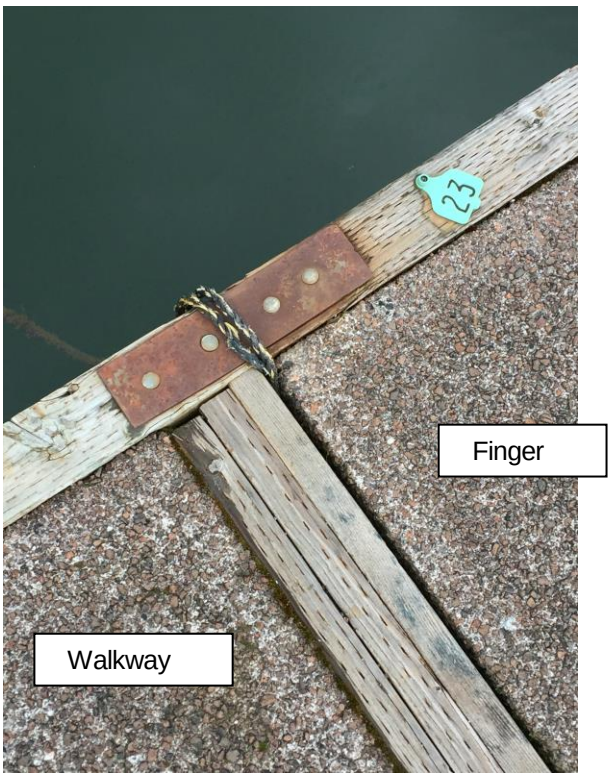


Photo 3, West Dock Slip 23

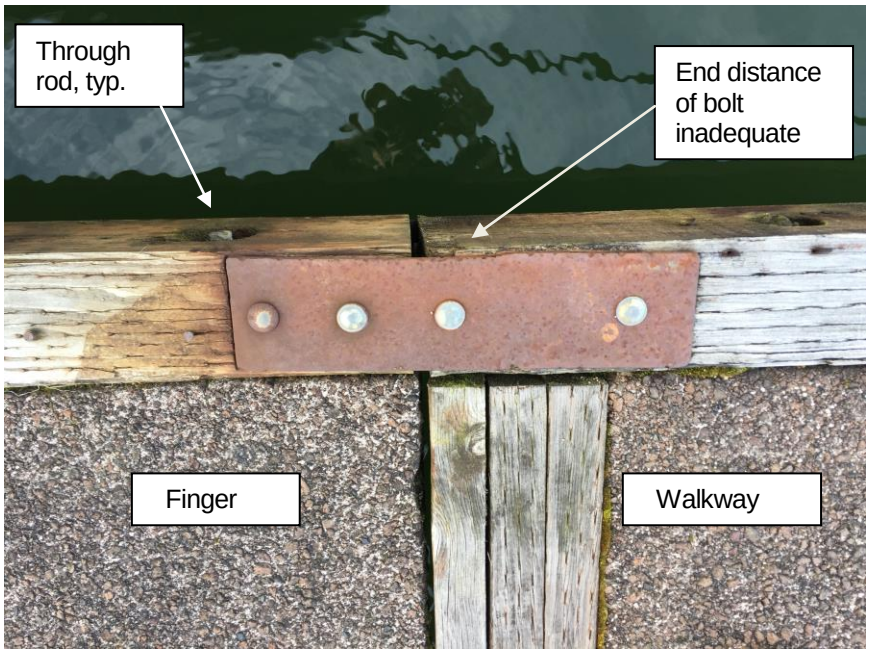


Photo 4, East Dock Slip 66

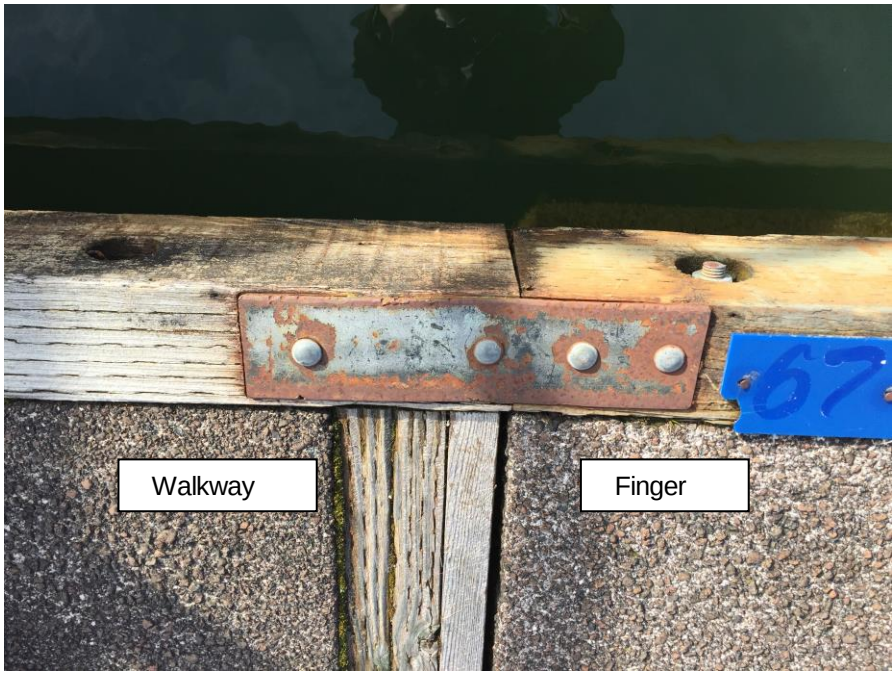


Photo 5, East Dock Slip 67

More appropriate outside wale splice locations would be at the centerline of the walkway and at each finger at least 4 feet outboard of the walkway module – thereby eliminating the above noted hinge. Assuming the existing wales are to remain, we recommend the addition of a second plate of similar size on the bottom side of the 4x6 wales as a quick relatively inexpensive fix. Another option would be to reuse the existing bolt pattern but

use T-shaped plates at the top and bottom. However, these repairs will not fully develop, or match, the full bending strength of the outside 4x6 timber wale.

Loose through rod connections on the opposite side of the T-head finger from the above plates were observed too. These through rod connection need to be tightened. Left as is the loose connections and motions of the concrete modules may damage the concrete side wall and cast in pipe sleeves at the through rod locations. Damage to the side wall of the float unit at the through rod location would be very difficult to repair. In fact such repairs are typically unfeasible and/or fail routinely. In such cases, marina operators may choose to continuous tighten the rod in order to maintain pinching of the wales against the float unit or simply elect to replace the entire float module. The T-head through rod and plate connection should be check at least twice a year.

Our understanding of current environment regulations relate to Lake Whatcom is that pressure treated timber and galvanized steel is not allowed above or in the waters of the lake. Otherwise a new pressure treated 4x6 wale spanning about 24 feet across the end of each T-head would be suggested in lieu of the above plate connection. Future replacement and repair of the dock's wales will be problematic. When the need arises, a review of available materials will need to be undertaken. Those materials may include reinforced recycled plastic lumber, untreated Yellow Alaskan Cedar, fiberglass and possibly composite materials. Steel and aluminum could possibly be considered, but their stiffness compared to wood given the bolted connections and dock motions would be a concern.

Given the approximate 47 year age of the concrete modules, they are nearing the end of their useful lifespan. The ability to install new floating docks in the future with solid decks is questionable given current regulations against them. It may be appropriate for the community to plan for the replacement of the docks in the long term based on the end of useful life of the concrete units and/or the timber wales. New docks may be constructed of materials similar to those listed above for wales. The required percentage of grated deck surface would be approximately 50% of the plan view dock area under today's regulations for new docks.

Triangle frames and grate covers

Galvanized steel angle triangle frames connected via through rods provide the structural connection between the cantilevered fingers and walkway. The triangle frames are covered with a fiberglass grating about 1" in depth. The grating appears to be similar to Fibergrate's 1" x 1-1/2" x 1-1/2" product material that has an open percentage of 70. Thin aluminum angle is used to trim the exposed edges of the grating – see Photograph 6.

Frames located of the landward side of the finger, or toward the access gate are 4' x 4' right triangles. Other frames differ from 90 degrees in order to accommodate the walkway curve. On the outside curve and offshore side of fingers, the frames have a greater than 90 degree angle as noted in Photo 6. On the inside curve, the same location has an angle less than 90 degrees.

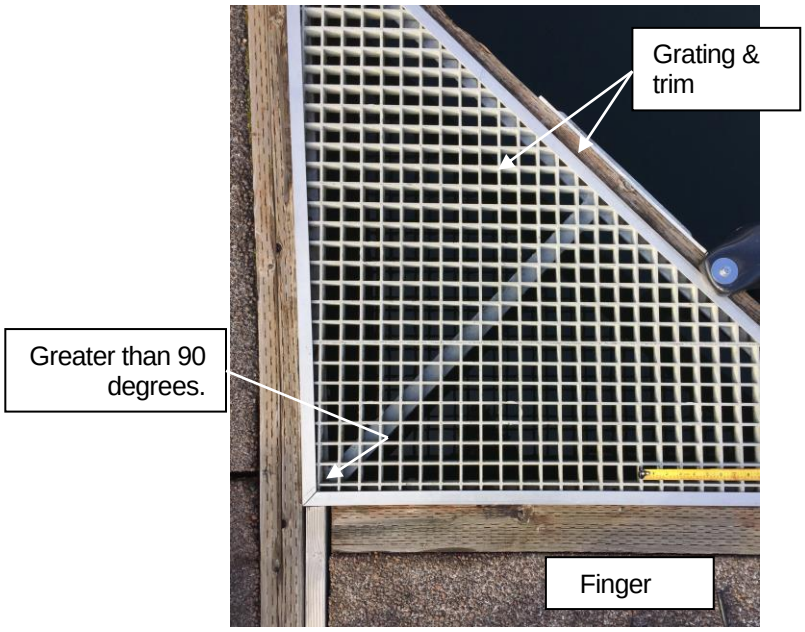


Photo 6, Triangle frame outside curve.

When originally installed, the docks' triangle frames may have been covered with ¾" thick plywood with the plywood installed flush with the top of the wales and concrete deck. Bolt holes in the top horizontal legs of the frames exist for attachment of covers. When the plywood needed to be replaced, grating was selected and perhaps required to allow for light penetration. The grating thickness of 1" exceeds that of the plywood by ¼" and extends above the deck surface creating a tripping hazard. Thin aluminum angle trim was installed presumably to cover the otherwise exposed jagged edges of the fiberglass grating. The trim corners are secured to the wales with large steel staples. In some cases, the staples are missing and the sharp ends of the aluminum extend upward creating a dangerous tripping and sharp point hazard to users – see Photograph 7 & 8.

Missing staples should be replaced or an alternate cover installed as discussed below.

A thinner grating material such as Fibergrate's ¾" deep by 1" x 4" molded grating (69% open) could be installed in lieu of the existing covers. Such grating would provide a flush surface with the concrete deck, reduce the tripping hazard and eliminate the need for aluminum trim. The cost and installation of such material should be weighed against the cost of re-securing the aluminum trim and lifespan of the docks.

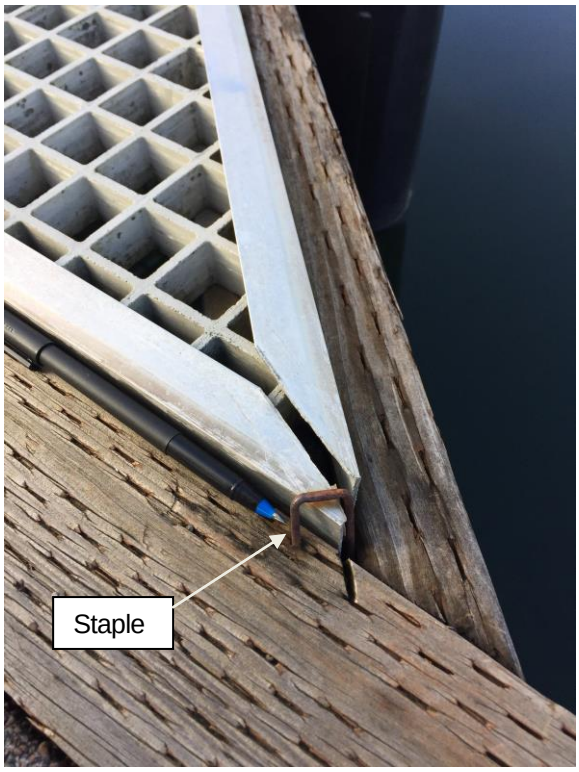


Photo 7, Triangle frame with trim.

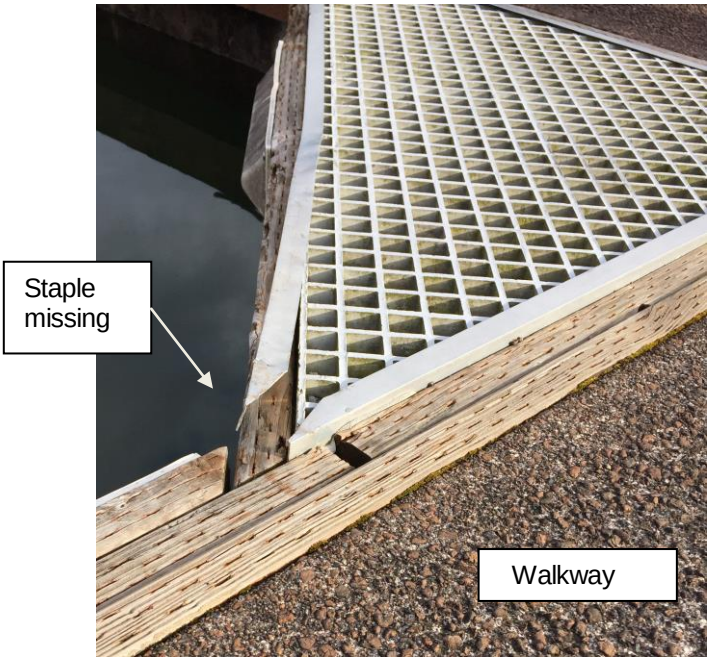


Photo 8, Triangle frame with exposed trim.

(Slip 39)

Pile & Guides

Seven bare steel pipe piles anchor each dock. The piles are 12” pipe (12.75” outside diameter) with a wall thickness of approximately ¼”. The piles appeared to be in good condition. One pile on the West Dock is missing a cap. Top of pile elevation is about +319.5’ and is ample height given the lake’s high water level, waves and dock freeboard.

Piles guides are located within the modified triangle frames as shown on Photograph 9. Other than some evidence of wearing on the timber framing, the guides appear to be in good condition. Should the wear surface edge approach the edge of the steel angle below, the timber rub should be replaced with an adjacent timber rub piece. An alternate to timber rubes would be Ultra High Molecular Weight (UHMW) plastic of similar size secured in the same manner.

Photo 9, Triangle frame with pile guide.

Access gangways

Access to both floating docks is via pressure treated timber framed 4’ x 20’ gangways, see Photographs 10 &11.

Photo 10, East Dock gangway

Photo 11, West Dock gangway

Both gangways are of similar construction and have wire mesh attached to the deck surface to provide a non-slip surface. Simple timber hand railing exists on one side of the structures. The gangways both rest on the shoreline bank without a concrete abutment or similar structure. Steel T-posts driven into the bank were observed at the shore end of the gangways. These may serve to anchor the gangways to the shoreline. The transitions at the ends of each gangway present a tripping hazard. There are no transition plates and the soil is not flush with the walking surface. At the waterward end of the gangways there is limited room to provide transition plates due to the close proximity of the security gates.

The gangways sag under their own weight. This weight in addition to that of the security gates is such that it pushes the walkway float under about 6 to 8” more than the remainder of the floating dock that has a freeboard of about 12”.

The gangways may not meet current live load design requirements. The design live load of new gangways would be between 40 and 100psf depending on their classification as private or public access. Likewise for the railings, they likely don’t meet current building code requirements.

The access gangways could be replaced with aluminum gangways with railing on both sides and grated decking. Given the presumed limited use of the gangways, the size of the new gangways is assumed to be 3’ inside clear width by 20’ long. The reduced inside clear width dimension will result is less structural weight to the dock landing and lower gangway cost.

The waterward end would incorporate UHMW plastic rollers or skids. The shore end would be secured to a concrete footing or steel pin piles with a steel cap via a hinge to allow for vertical movement. Both ends of the gangways could incorporate short transition plates.

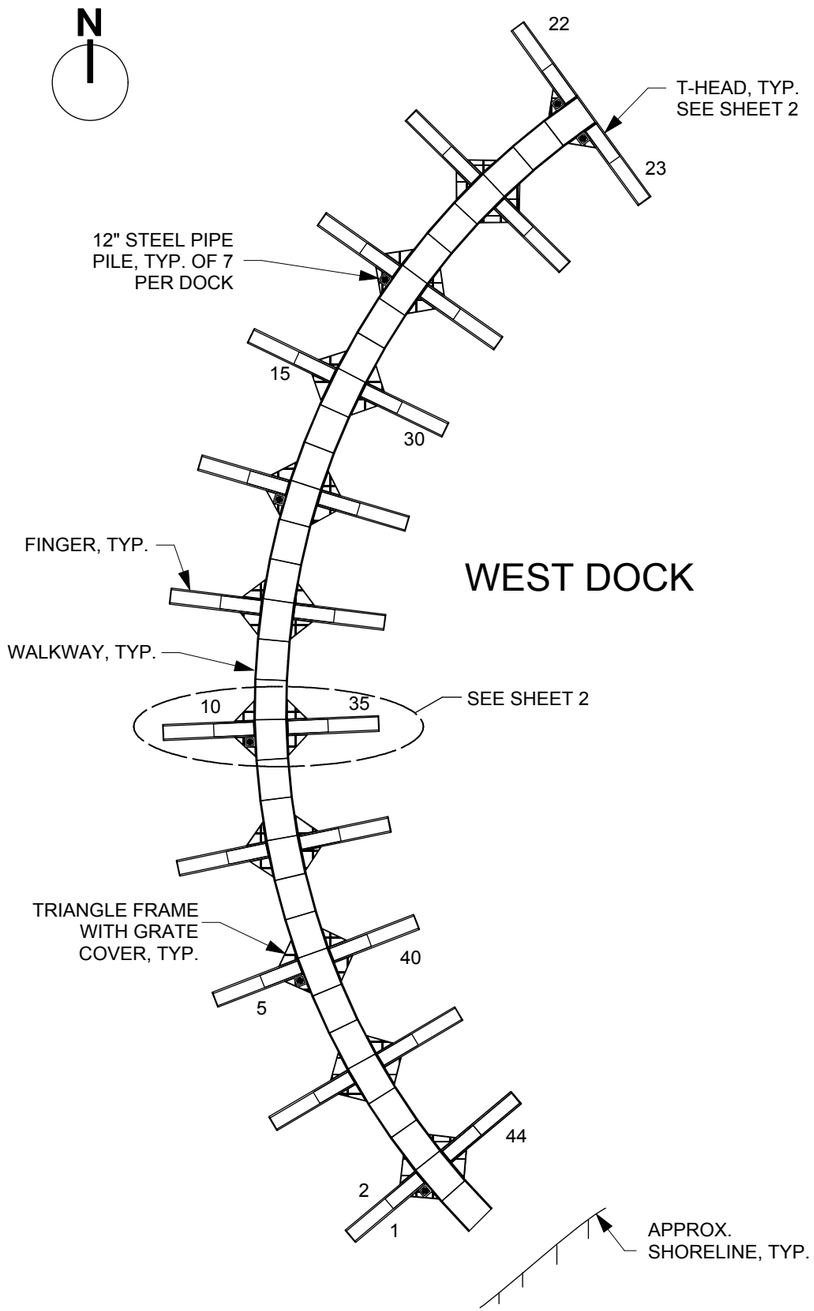
Examples of aluminum gangways are shown below in Photographs 12 & 13.

Photos 12 & 13, Aluminum gangway examples.

If you have any questions or comments, please contact me.

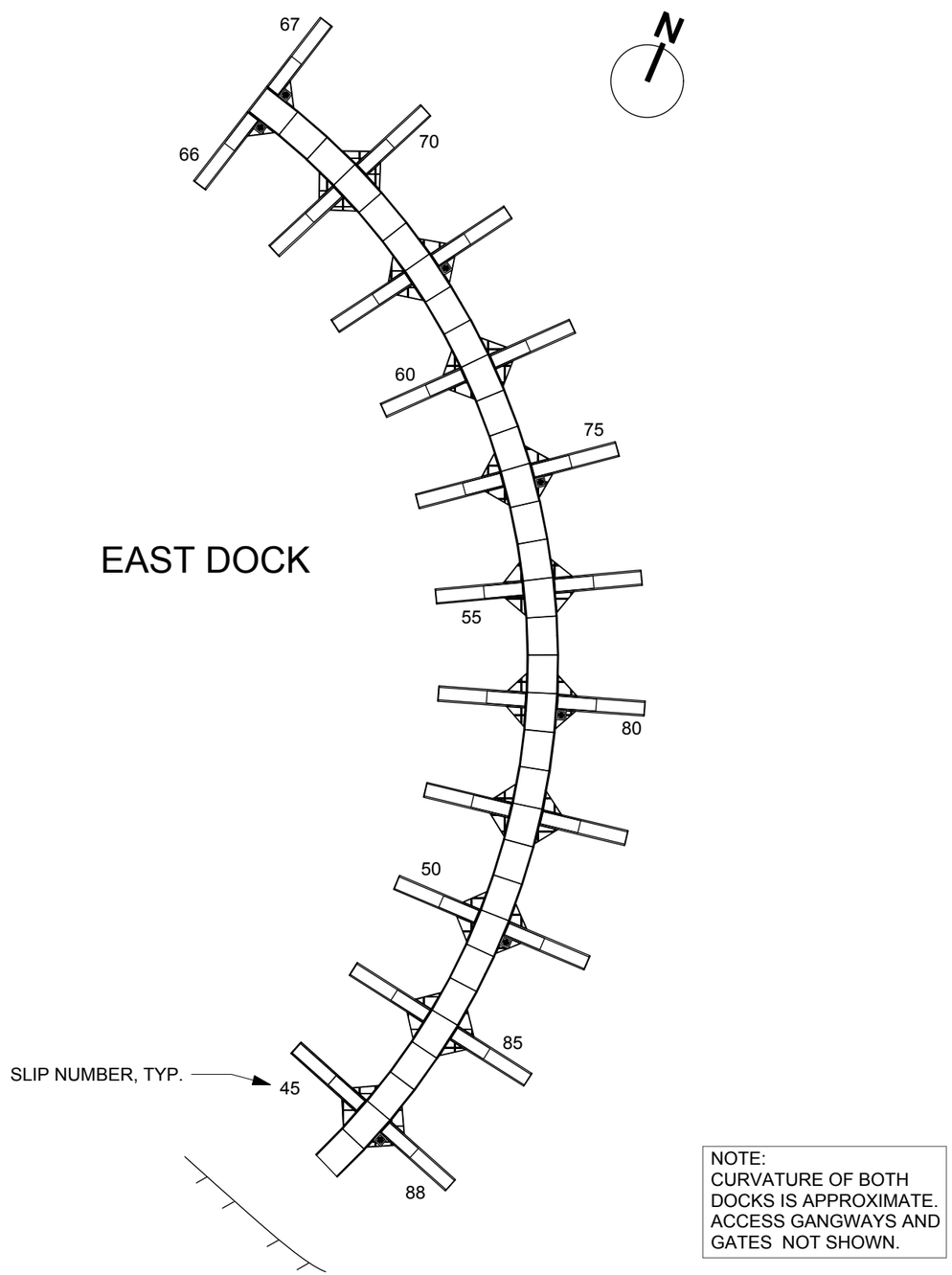
Best Regards,

William (Bill) A. Haynes, PE
Ashton Engineering, Inc.



WEST DOCK

A Plan - West Dock (Approx.)
Scale: 1" = 30 ft



EAST DOCK

NOTE:
CURVATURE OF BOTH DOCKS IS APPROXIMATE. ACCESS GANGWAYS AND GATES NOT SHOWN.

B Plan - East Dock (Approx.)
Scale: 1" = 30 ft

ASHTON
Engineering, Inc.
Coastal & Structural Design

5867 Crystal Springs Ln
Bellingham, WA 98226
360.354.8179

Project Name: Sudden Valley Revitalization Plan

Project Location: Sudden Valley, Bellingham, WA

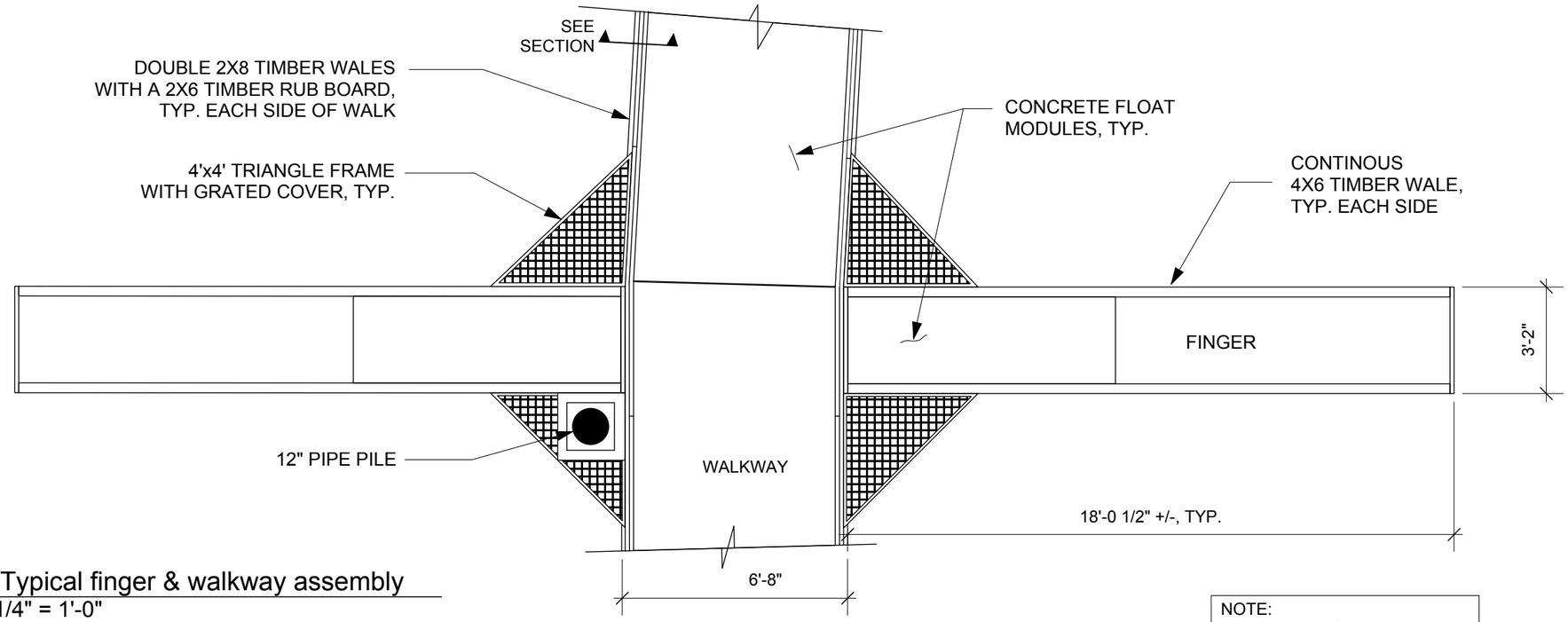
Drawing Title: Concrete Floating Dock Plan

No.	Issue/ Revsion	Date
		3.27.17

FOR INFORMATION ONLY

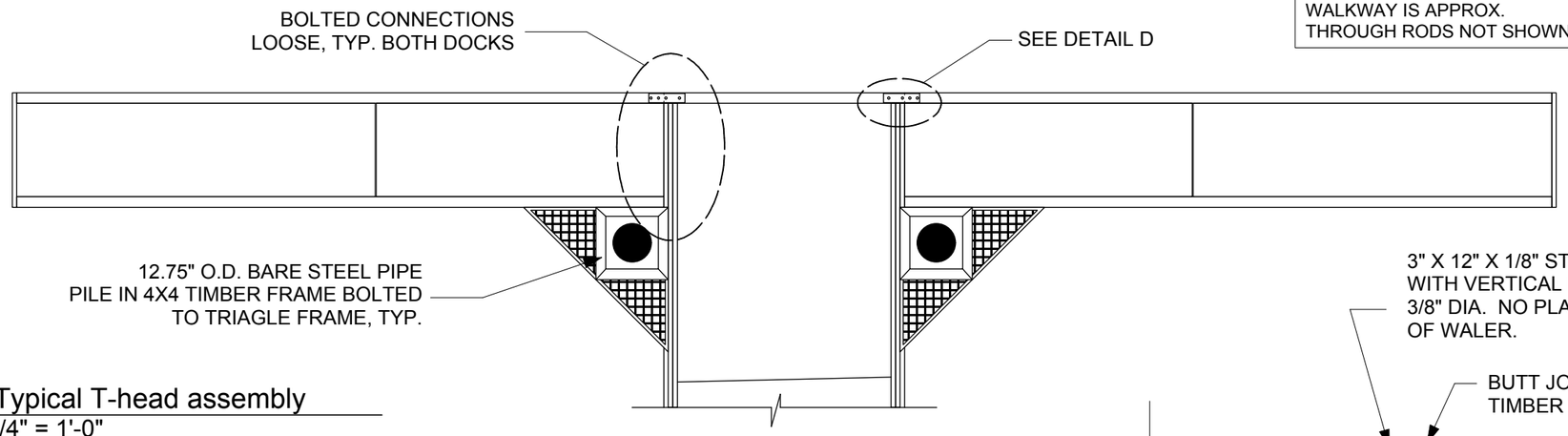
Job No: 21710.05

Sheet: 1 of 2

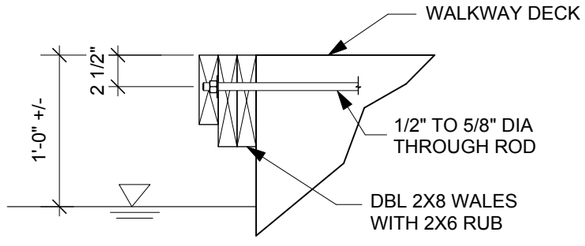


A Plan - Typical finger & walkway assembly
Scale: 1/4" = 1'-0"

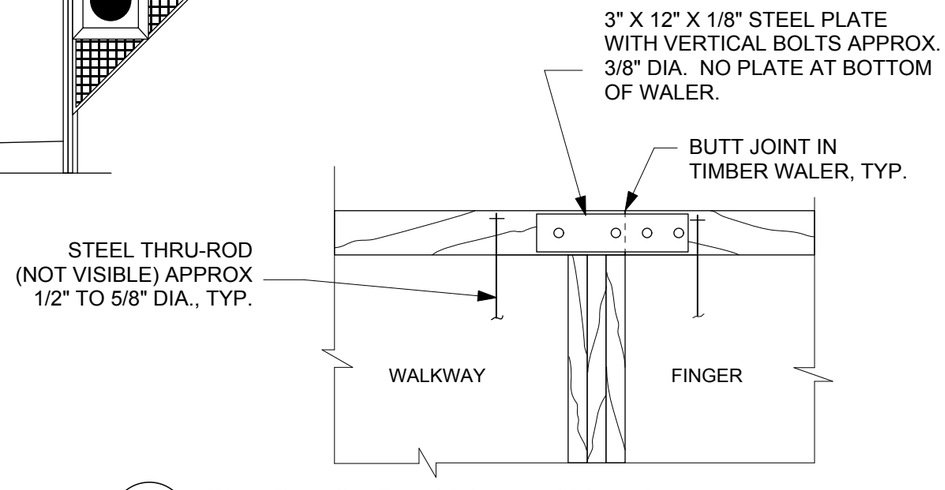
NOTE:
CURVATURE OF WALKWAY IS APPROX. THROUGH RODS NOT SHOWN.



B Plan - Typical T-head assembly
Scale: 1/4" = 1'-0"



C Section @ Walkway Wale
Scale: 1" = 1'-0"



D Plan Detail - Steel Plate at T-head
Scale: 1" = 1'-0"

ASHTON Engineering, Inc.
Coastal & Structural Design
5867 Crystal Springs Ln
Bellingham, WA 98226
360.354.8179

Project Name: Sudden Valley Revitalization Plan
Project Location: Sudden Valley, Bellingham, WA
Drawing Title: Concrete Floating Dock Details

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Job No: 21710.05

Sheet: 2 of 2