

BAYVIEW VILLAGE ASSOCIATION

Board of Directors — Special Meeting Minutes

August 4, 2026

APPROVED

Attendee	Role	Board Member?
John Durgin	President	Yes
Eric Salmassy	Treasurer-Secretary	Yes
Valerie Bertholme	ARC Chair	Yes
John Miller	Pond Maintenance Committee (Co-Chair)	Yes
Lynne Pihl	Pond Maintenance Committee	No
Jim Edson	Pond Maintenance Committee (Co-Chair)	No
Mary Beth Neill	Pond Maintenance Committee	No

A quorum of the Board was present (President, Treasurer-Secretary, and ARC Chair). One board member (Rick) was absent.

1. Call to Order

President John Durgin called the special meeting to order at approximately 1:00 PM. The meeting was held to address a single agenda item: whether to move forward with a proposed contract to dredge the Association's detention pond. A quorum was met with John Durgin, Eric Salmassy, Valerie Bartholme and John Miller present.

2. Public Comment Period

A 15-minute period was held at the start of the meeting for comments from attendees on matters other than the main agenda item. No comments were offered.

3. Approval of Previous Minutes

No previous meeting minutes were presented for approval at this special meeting.

4. Pond Maintenance Committee Report: Detention Pond Dredging

John Miller, on behalf of the Pond Maintenance Committee (Lynne Pihl, Jim Edson, and Mary Beth Neill), presented the Committee's responses to a list of questions the President had circulated in advance. The discussion below is organized by topic rather than in strict chronological order.

Equipment Access & Site Preparation

The contractor, JT Industrial, has visited the site at least three times to assess the scope of work and confirm that his equipment can access and operate in the pond area. The Committee reported the contractor is comfortable with the access and equipment plan.

Vegetation Clearing Scope

Dredging will include clearing of vegetation along the south side of the East Pond (the slope area below Windrows), as far as the contractor's equipment allows — potentially not reaching the berm itself due to slope conditions. This area was previously a walking trail.

Odor Mitigation

There is no way to fully eliminate the odor generated as pond-bottom sludge decomposes; the material cannot be covered because decomposition is exothermic and could combust if smothered. The contractor's plan to fully drain both the east and west pond cells before dredging should reduce the water content of the sludge, which may somewhat moderate the odor. The degree of odor will depend heavily on weather — a hot, dry period will help it dissipate faster than a damp one.

Sludge Placement & Site Restoration

Sludge will be piled at the far east end of the pond area, on adjacent PLA-owned property, the same general location used during the previous dredging. Vegetation and brush debris will be chopped by machinery and left on the ground (not hauled away). The contractor's plan is to grade the sludge pile with a gentle, level-sloping gradient and construct a drainage channel/sluceway that directs runoff from the pile back into the pond rather than toward the walkway trail — addressing a drainage failure that occurred after the prior dredging project. The goal is to dry the pile as quickly as possible so the area can eventually be reclaimed as usable land; per a standing understanding with the Committee, the finished pile is expected to be leveled/contoured rather than left as a tall mound.

Water & Drainage Management

Two separate water flows are involved: (1) water pumped out of the pond cells during draining, which will be actively pumped into the 100-year drain, and (2) water leaching from the sludge pile once it is on the ground, which will be managed via the new drainage channel described above. The Committee clarified that the 48-inch standpipe in the small cell is a separate, lower-elevation "50-year" emergency drain and is not the same structure as the 100-year drain. All outflow ultimately passes through an oil/water separator before reaching the bay.

Contractor Bonding & Emergency Plan

JT Industrial is bonded and licensed. Responsibility for damage to the pond bottom or stuck/disabled equipment rests with the contractor; a standard claims process would apply in the event of contractor negligence. The contractor indicated he will do everything possible to remove equipment promptly if a mechanical failure occurs, given his own scheduling constraints.

Wildlife Impact

Dredging will temporarily disrupt the pond's wildlife and vegetation habitat. The Committee noted there is nothing that can be done to prevent this disruption, and that the habitat is expected to recover over time.

Neighbor & Community Notification

Mary Beth Neill agreed to lead a notification effort: an email memo to all BVA members and a hand-delivered flyer to homes on Ludlow Bay Road, describing the project timing, the nature of the work, and the resulting closure of the trail along the pond during construction. The Trails Committee (Jerry Keck) will also be notified and has offered to post warning signage and coordinate with the Pond Maintenance Committee to keep residents away from the active work area. The Committee also discussed having Pond Maintenance Committee members or volunteers periodically present on-site during the work.

Standpipe / Gravel Surround

The contractor does not currently plan to disturb the gravel surrounding the 48-inch standpipe (100-year drain); he may recommend adding rock if needed once work is underway, but has no intent to remove the existing gravel. No work is planned on the standpipe itself or on cleaning out the infall pipe at this time.

Site Drainage Context

The Board reviewed the broader stormwater system feeding the pond, including runoff from Teal Lake (approximately 110 homes, with about 89 draining toward the Association's pond), the PLA property, and the proposed Bay Hollow subdivision (surface water only, no piped connection). Lynne Pihl noted an informal catch-basin structure built by a past contractor that captures much of the incoming sediment before it reaches the pond, and which requires periodic maintenance (typically during mowing) to prevent it from caving in. No action was taken on this item; it was discussed for background context.

Scope-of-Work Documentation

Some Board members raised concern that the written contract does not fully specify certain details discussed verbally with the contractor (e.g., handling of vegetation debris, no work on the slope, and the exact size/height of the sludge pile, which cannot be determined until excavation begins). The Board agreed on a provisional approach: proceed with the contract as presented, with John Miller to confirm the remaining scope items directly with the contractor within 24 hours and report back if anything is materially different from what was discussed.

Contractor Vetting

John Miller reported that JT Industrial has operated since 2018 and has performed similar dredging/water-mitigation work for the federal fish hatchery in Quilcene, whose staff gave a strongly positive reference. An AI-assisted review of Better Business Bureau records found the company rated A+ with no complaints or legal actions on file. The onsite foreman, Ryan, is an employee (crew leader) of the company rather than the owner.

Contract Terms & Financing

Contract terms call for a 25% deposit at the start of work, with the balance due upon completion. Total contract value is approximately \$60,000. The Association currently holds approximately \$66,600 in its reserve account. The Board also discussed whether Teal Lake (which shares in the benefit of the pond and drainage system) would contribute its share; Teal Lake may need to use a special assessment or request an invoice split across two fiscal years (its fiscal year ends December 31), and Eric Salmassy confirmed BVA's reserves could accommodate a delayed Teal Lake payment if necessary, though it would leave reserves tight.

Future Maintenance Options (Informational)

Valerie Bertholme shared information from a separate pond-maintenance company (not part of this contract) that offers weed-clearing services (estimated at roughly \$20,000 for a full clearing) and bank-vegetation spray treatment; any spraying would need to use a licensed, bonded applicator given the pond's outflow to the Sound. Sterile grass carp were also discussed as a natural, legal option (permit required) for ongoing vegetation control. No decision was made; this was discussed for future reference only.

Timeline

The contract specifies work must be scheduled no later than September 1, with an estimated two-week duration, subject to weather. The contractor has expressed a preference to begin as soon as possible, ideally within about two weeks, to take advantage of the current dry conditions.

5. Motions & Votes

Motion 1 — Approval of Dredging Contract with JT Industrial

- Motion: to accept the JT Industrial contract as presented, subject to the scope of work being confirmed with the contractor — specifically that all cleared vegetation/debris on the south side is to be mulched and left flat on the ground (not piled), and that no work is performed on the slope.
- John Miller is to confirm this scope directly with the contractor and report back to the Board if it differs materially from what was discussed.

Moved by: John Durgin

Seconded by: Valerie Bertholme

Result: Passed unanimously (Ayes: John Durgin, Eric Salmassy, Valerie Bertholme, John Miller)

Motion 2 — Weir Repair Authorization

- Motion: to approve proceeding with necessary repairs to the pond weir, at a cost of up to \$6,000, contingent on the repair being determined necessary once the contractor exposes the weir during dredging.
- Background: the existing rock at the weir was noted to be undersized (approx. 2-inch minus); the contractor recommended larger rock consistent with standard spillway design. This work is optional and separate from the base dredging contract.

Moved by: John Durgin

Seconded by: Eric Salmassy

Result: Passed unanimously (Ayes: John Durgin, Eric Salmassy, Valerie Bertholme, John Miller)

6. Weir Repair / Rebuild — Additional Discussion

Following the main contract discussion, the Board discussed a related but separate item: potential repair or rebuilding of the pond's weir. The Committee reported the contractor will assess the weir's condition once it is exposed by draining, and — depending on how much it has settled or slumped — may be able to reshape and reuse existing material or may need to bring in additional rock. Any such work would be billed separately from the base contract. The Board discussed an estimated range of \$5,000–\$8,000 and authorized up to \$6,000 under Motion 2 above, with the work to proceed only if determined necessary.

7. Adjournment

John Durgin moved to adjourn the meeting; the motion was seconded by Eric Salmassy and passed unanimously.

8. Post-Adjournment Discussion (Informal)

Following adjournment, attendees continued an informal discussion. Topics included: notifying the Teal Lake Village Community (PLVC) liaison group of the planned August/September dredging timeline; coordinating next steps with the contractor's office to process the 25% deposit and confirm a start date; and identifying volunteers to help monitor the site during construction. No further Board action was taken.

9. Action Items

Action Item	Owner	Timing
Confirm final scope of work with JT Industrial (debris handling, no work on slope) and report back to the Board if it differs from what was discussed.	John Miller	Within 24 hours
Draft and send email notification to all BVA members and hand-deliver flyer to Ludlow Bay Road homes re: dredging timing, work, and trail closure.	Mary Beth Neill	Before work begins
Coordinate with the Trails Committee (Jerry Keck) on signage and keeping residents off the trail during active work.	Pond Maintenance Committee	Before work begins
Contact JT Industrial's office to arrange the 25% deposit payment and confirm a start date.	Jim Edson	As soon as scope is confirmed
Notify the Teal Lake Village Community (PLVC) liaison group of the planned August/September dredging timeline.	John Durgin	Upcoming PLVC meeting
Identify volunteers to help monitor the site during construction.	Pond Maintenance Committee	Before work begins
Repaint/mark the pond-level indicator (white pipe) before the pond is refilled.	Pond Maintenance Committee	Before refilling
Confirm and document the seconder for Motion 2 (weir repair authorization) before finalizing these minutes.	Eric Salmassy (Secretary)	Before minutes are distributed

Minutes prepared from an automated transcription/drafting pipeline and require secretary review before distribution. Please verify the seconder for Motion 2 before finalizing.