

**HMC Management  
Island Manager Report  
Board Meeting  
January 8, 2005**

**Summary**

Administration

- For Board discussion: using QuickBooks computerized checks.
- For Board approval: a merit step raise for Captain Steve Wiggins.

Information items

- The Doug Collier CPA office has been notified of our intention to continue having Donna Smith (who has left their firm to start her own) handle our bookkeeping and accounting. We have asked the Collier firm to continue doing our annual audits.
- HMC has been notified that that our unemployment insurance (FUTA/SUTA) rates have again been lowered, since we have had no claims since 2001.
- HMC has been notified by the Department of Labor and Industries that our worker's compensation insurance rate has been lowered. We have been claim-free with L & I for more than three years.

Emergency Preparedness/Fire Department

- A report to the Board has been prepared by FD volunteer EMT Michael Jones.

Transportation

- The new Captain-trainee intern has started working with HMC to upgrade his license.

Roads

- Minor repairs are being handled (in Dick Mowry's absence) by Allen Moren and, in one case, Dick Kusander, using Mowry's equipment.

Water

- The Tacoma engineering firm we engaged to handle our Pierce County building permit process, Apex Engineering, is moving forward with it. They have identified several additional items that the County will require and that information has been given to the Project Engineer, Montgomery Water Group. HMC will have to take some photos ASAP of the reservoir site in order to try to avoid the need to submit a wetlands verification. We also have to now send in the initial fees associated with obtaining the building permit.
- MWG is also now working with the Red Valve Company to utilize their patented "Tideflex" mixing system in our new reservoir. A preliminary plan has been completed. The use of three of their valves will circulate water and prevent "dead" (stale) zones in the stored water, which is expected to dramatically reduce the likelihood of bacterial development inside the reservoir.