

Island Manager Report  
March 12, 2016

**Administration:**

**Volunteers:** Recognizing our faithful regular volunteers – Mike & Judy Gage (white boards); Kathy Deuster (office support); Karl Schafer (facility and office support); Mike Shettlesworth (trash removal).

**Housekeeping:** Carol Miller has been hired as our monthly cleaner, and the office staff are extremely grateful!

**HMC Emails:** We used ConstantContact to send out an email, and then compared the email list with the member list. We still do not have email contacts for 55 Members. Some probably don't use email, but we will attempt to track down the others and add them to the list. There are 350 addresses on the list. Several families have duplicate email addressees. The most recent email was opened by 66% of the addressees within a few days.

**2015 Audit:** The draft audit has been reviewed, and the final audit should be received and posted within a week.

**Insurance:** We've begun the process of updating our insurance profile to obtain premium quotes for the next budget.

**Water Operations:** Charles Smith

Exception Report/Leak List - We are down to three noted service leaks from a high of 31 leaks on the Exception Report. The members have been notified via letter/email that they are on the Leak List. Cooperation has been outstanding.

As a reminder, The HMC Water Department has adopted a revised policy approved by the Water Committee and the HMC Board that as part of the Herron Island Water Department Administrative and Operation Rules – Section H, Section M and Section P, the following paragraph has been added to Section P – Discontinuing of Service, Subsection 4 – Suspected Leak Termination by WDM.

*“If a member is on the Leak List (Exception Report) and that member is not resident on the island at the time of the water meter reading, the Water Distribution Manager will visit the property within 48 hours of the meter reading and assess the issues related to the potential leak. If it looks to be that the member is not returning to the property prior to the next meter reading, the Water Distribution Manager will turn the water service off at the meter. The water service will not be locked. The member will be mailed a notice that their water service is suspected of having a leak and has been turned off at the meter. “*

If a member has received this notification and has not effected repairs, then there still may be a leak and the member is reminded to be cautious when first turning the water service back on at the property.

If you have discovered and repaired your leak, an email to the HMC Water Department ([HMCWater@herronisland.org](mailto:HMCWater@herronisland.org)) or phone message (206-707-4645) would be appreciated.

The Non-Disclosure Agreement - The HMC Board, attorney and Water Committee have approved the use of a non-disclosure agreement for members of the Water Committee when it comes to the discussion of individual member information.

The Water Department and Water Committee are reviewing the new and revised State of Washington Department of Health Revised Total Coliform Rules that go into effect 01 April 2016. The rule does not change the routine monthly sampling requirements, but does change how the detection of coliform is addressed, treated and documented. A pamphlet from the Department of Health is available at <http://www.doh.wa.gov/CommunityandEnvironment/DrinkingWater> or by calling 253-395-6750.

The next meter reading is scheduled for Tuesday, 15 March 2016

**Water Committee:** Charles Smith

**Fire Department Liaison:** The Fire Chief would like to come out to the island again to make a presentation regarding an upcoming levy, and also to answer any remaining questions about establishing a volunteer fire fighting crew. As a recent article in the KeyPen News made clear, fire insurance rates for many homeowners are going to take a big jump at renewal.

**Land Use:** HMC policy requires the Land Use Committee to annually advise the Board regarding lots for sale, minimum pricing, and more. Any change in sales prices must be presented first to the membership for approval by vote. Presently, there are no members of the Land Use Committee. There are nine lots for sale, and all are posted on the HMC website.

**Emergency Preparedness:** Mike Shettlesworth, Chairman  
Meeting following Board meeting.

**Parks:** Tracy Anspach, Chairman

**Roads:** Jack Wells, Chairman

The Committee met to discuss project status. Much planned work has been delayed because of the wet weather. The Committee discussed with a Member the condition at the foot of his driveway, where the road is saturated and drainage is poor. HMC will clear the ditch and lay in sprawl rock; the member will improve his driveway. North Beach Road work and the pond on East Herron are two other high priority projects.

**Rules Committee:** One complaint remains to be heard by the Committee.

**Herron Island Ferry:**

HMC is working simultaneously with the PND Engineers regarding design of the dolphins and with USDA regarding permits. We are trying to get a loan guarantee by USDA so that we know how much of the project could be supported by loan funds and how much from reserves or special assessments.

The employment recruiter has provided us with one candidate so far, whom we will meet on Tuesday. Tom Gall, one of our standby captains, has taken a job with Washington State Ferries, and is removed from our roster.

On March 10, Thursday, strong winds, coupled with high tides, flooded the mainland parking lot. Winds also knocked out the power for several hours. A member sent photos to the office of the flooded parking lot (below).



**Transportation Committee:** The Committee has sent a meeting notice, with Call in #s and an agenda to all individuals who have signed up to be on the Transportation Committee. This list include members who initially responded to Gary and those who attended the 1<sup>st</sup> and 2<sup>nd</sup> meeting.

We have been focused on our foundation and with that building a charter and discussing ways we can add benefits, such as adding regular communication with the manager and the Board. This foundation, of course will be agreed upon and discussed by the committee members at the Saturday afternoon meeting.

**Technology:** No report.

**Legal Liaison:** We currently have 19 delinquencies, 8 of which are with the attorney for collection. 6 are in amount of less than \$200. Delinquency rate of 5.3%. Last year at this time we had 14 delinquencies, with a delinquency rate of 3.6%.