

Island Manager Report
November 10, 2012

Administration:

Volunteers: We need a few volunteers to help out with some HMC projects and tasks. First, we could use some licensed electrical help in the Community Building. Second, the kitchen and restrooms need regular maintenance, perhaps every two weeks. We have a volunteer who comes in monthly, but a second volunteer would be very helpful. Finally, we need a volunteer to post “HMC Lot for Sale” signs on 10 properties. If you can volunteer, please contact the Office.

Policy Updates: HMC’s policy on background checks for employment candidates was originally adopted in 2000. Without altering the basic intent or requirements of the policy, we have updated it to the new format, to add to the list of policies under review. The revised policy has been reviewed by the Board and is ready for Board adoption.

Records Retention: Following the newly adopted policy on records retention, HMC has disposed of over a ton of obsolete material formerly occupying the attic above the office space. This clarifies the management of records and provides more space for items that need to be kept indefinitely. Sensitive materials have been sent to the shredder.

Water System Maintenance and Operations: No report.

Water System Project: Judy Greinke continues to spend a huge number of hours implementing the meter system, preparing documentation (with Mark Anderson’s assistance, and Carolyn Snyder’s input) of parcel numbers, division/block lot numbers and street addresses to be paired with the electronic number of each meter, to allow for remote reading of meters. (If you think it’s easy to match all parcel numbers and all addresses, please see Judy or Mark for enlightenment.)

ADA Restroom:

Andy Anderson made the final adjustments, and USDA has accepted verification by photo. Thank you, Andy!

Annual Audit:

Michael Kander, our auditor, has submitted his audit letter (contract) for HMC’s annual audit. The audit fee will be \$4000 - \$4500, and the audit should be completed no later than January 31, 2013. The audit proposal needs to be accepted by the Board and signed by the President.

A-133 Audit:

Project that spend over \$500,000 in federal funds (or federally guaranteed funds) in a single year are subject to an A-133 single audit. This audit is to be conducted by an independent auditor and submitted to the Federal Audit Clearinghouse. The “single audit” is so called because prior to 1984 a single project could be audited by multiple agencies which might have an interest in some aspect of the project. The fee for this audit will range from \$2000-\$3000. This audit should be completed on the same schedule as the general audit. This audit proposal is also ready for acceptance by the Board.

Trailers & Septic Systems:

It’s time for a general reminder to Members with trailers that the Island Rules and the Pierce County Code require all trailers permanently occupied to be completely self-contained or be connected to a previously approved and installed septic system. HMC Form 13, which must be filed with HMC before a trailer can be brought to the island, requires an update where the usage of a trailer changes from “long term occasional use” to longer term usage. If Members are renting trailers to fulltime

tenants, there must be an approved septic system in place. Proper disposal of septic waste is critical to the maintenance of our water quality, general health of the island, and our marine environment.

Fire Department Liaison: No report. As soon as all hydrants are operational, we will inform the fire department.

Land Use: HMC is negotiating with one purchaser who has made a full price offer. The other lots are listed on Craig's List and will soon carry "HMC Property for Sale" signs. We are looking for a volunteer to post signs?

Emergency Preparedness: Mitigation plan meetings resumed on October 10.

Parks: Committee Report.

Roads: Committee Report.

A section of HMC unmaintained road was recently excavated by a Member, and the Member is in receipt of a Notice to Correct from Pierce County, which requires an application fee, plan to address the problem – grading more than 50 cubic yards, and performing the activity in a potential critical area (landslide), plus a geological assessment. HMC will have the corners of the roadway and adjacent properties surveyed and marked so that HMC is certain that the roadway has been adequately repaired.

Please be aware that if you plan to do earthwork, or other modifications to your property, you need to be certain that you are not encroaching on HMC roadways, which are considerably wider than the graded surface of the road, in most cases. The PenLight power poles are on HMC roadway and provide a general "line of sight" guide to the edge of HMC property. If you have any questions, please contact the Office or the Roads Committee.

Rules: The Board is continuing to work methodically through each individual section of the Rules. If Members have suggestions, it is not too late to send them to the Board.

Technology: No report.

Herron Island Ferry: The Coast Guard inspected the ferry operations and safety procedures on October 23rd, and all was satisfactory.

Captain Steve Wiggins has announced his retirement effective December 31, 2012. Steve has served HMC Members since November 2001, as part-time (weekend) captain.

Terry Kraft, HMC Member and one of our standby captains, will be taking Steve's place as permanent part-time captain, effective January 1, 2013. Terry's maritime experience spans years as boat captain of tugs in Florida; supplying oil rigs in Louisiana, and captaining passenger vessels in Gig Harbor. Terry and his wife, Debra, are now fulltime residents of Herron Island. Please congratulate Terry when you see him.

Legal Liaison: We currently have 12 delinquencies, of which eight are with the attorney for action. Delinquency rate of 3%.