



# ***HMC Management***

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## **FERRY ACCESS POLICY**

**Subject: Ferry Access Policy**

### **Vehicles**

Only the following vehicles will be permitted to board the ferry:

1. Vehicles having a valid HMC decal affixed in the bottom driver's side corner of the windshield which matches the owner's license plate and paying the decaled ferry fare;
2. Vehicles for which the driver of the vehicle can produce a valid Guest Pass and pay the full ferry fare;
3. Vehicles in which a vendor or contractor can produce a valid Guest Pass or for whom there's a Form 18 on file, and pay the full ferry fare or bill the member;
4. Temporary use vehicles (see Definitions) driven by an HMC Member;
5. Vehicles with Temporary Registrations driven by an HMC Member and paying the decaled ferry fare.
6. A contractor's vehicle listed on a valid HMC Form 18;
7. Refuse and/or recycle vehicles;
8. Vendors having an arrangement with HMC, such as pest control vehicles;
9. Any of the following vehicles shall be permitted to board the ferry at no charge:
  - a. Fire Department, Emergency Medical Service and Law Enforcement vehicles;
  - b. Public utility vehicles (electric and telephone) providing Island-wide service, HMC Management service, or outage repair;
  - c. Vehicles driven by the Island Manager or by any non-resident ferry crew member when travelling to the island to work or train.
  - d. Any tree service company working for HMC. (When the tree service is for a Member, the Member must pay the Ferry Fee.)

### **Walk-ons**

Walk-ons (pedestrians or bicyclists) are permitted to board the ferry if:

1. They are HMC Members who pay the Walk-on ferry fare, or are HMC employees and are so identified by the ferry crew;
2. They produce a valid Guest Pass and pay the ferry fare;
3. They are a vendor or contractor who can produce a guest pass or for whom there's a Form 18 on file, and pay the full ferry fare or bill the member;
4. They are "turning around," meaning that they have ridden from the island to the mainland ferry terminal to pick up mail, accompany a child to the school bus, or something similar;
5. They are contractors listed on a valid HMC Form 18;



6. Bicycle riders will walk their bikes on and off the ferry.

### **Boarding**

The ferry crew's instructions must be followed at all times. In the Captain's sole discretion, a driver's or passenger's behavior may prevent him or her from boarding the ferry or cause him or her to be removed from the ferry. The Captain may choose to contact the Sheriff's Department for assistance.

Priority Boarding will be provided to the following vehicles:

- A. Fire Department, Emergency Medical Services and Law Enforcement Vehicles.
- B. Public Utilities (Electric & Telephone) providing Island-wide service, HMC Management service or outage repair.
- C. Refuse and/or Recycle vehicles providing Island-wide services.
- D. The Water Company providing HMC services.
- E. Any tree service company working for HMC. When tree service is for a Member there is no priority boarding.

Drivers may not use cell phones while boarding. Alcohol, cigarettes, vapes, and similar products may not be used on the ramps or on board the ferry.

Vehicle drivers and passengers must remain inside their vehicle while vehicles are loading or unloading from the ferry. They must return to their vehicles prior to preparation for docking. The same rule applies to motorcycle riders and passengers.

The ferry crew may begin boarding vehicles/passengers ten minutes prior to the scheduled departure time, or earlier if a shuttle run is anticipated. **Vehicles/passengers must arrive no later than five minutes before the scheduled departure time to ensure a place either on the current ferry run or shuttle that may be required for those arriving before the cutoff time.**

HMC requires that a confirmed notification be made by telephone to the captain in advance to transport any combination (in-tow) of any length, and/or single vehicles longer than 25 feet. The notification must be confirmed by the captain. The captain's phone number is 253-691-1457. The captain cannot guarantee that you will be able to board the ferry at the time requested.

### **Shuttle Runs**

Cars arriving after the five-minute cutoff are not assured a place either on the current ferry or a shuttle. The ferry will shuttle between the island and mainland until the backlog has been eliminated, with the exception of mandatory crew breaks.

If additional vehicles arrive prior to the final shuttle departure they will only be accommodated if



there is room on the shuttle. If a backlog of those arriving prior to the cutoff time remains after the last scheduled run before a break in the schedule or at the end of the day, the ferry shall continue to shuttle to accommodate all vehicles that were in line prior to the cut off time of the last scheduled run. Only if space permits will vehicles that arrived after the last scheduled run or before a mandatory break be permitted on this shuttle. Any remaining vehicles will wait until the next scheduled run once the break is over. Any backlog of those vehicles arriving prior to a mandatory employee break will have to wait until the ferry resumes scheduled runs after the mandatory break. **If you leave the line, a shuttle will no longer be provided.**

### **Valid HMC Vehicle Decals**

1. HMC Vehicle Decals must be current, match the owner's license plate, and be affixed to the inside of the windshield, driver's side, lower corner. **If no valid decal is attached, full rates will apply.**
2. HMC Vehicle Decals will be issued only for vehicles registered to Members in good standing or to spouses, renters, co-habitants of Members in good standing, or, in the case of a deceased Member, the Personal Representative of a will or the Trustee of a Trust (with written documentation filed in advance with HMC). The Attorney in Fact under a Power of Attorney of an Incapacitated Member who is no longer able to visit Herron Island may be granted a decal by filing a copy of the Power of Attorney and verification of the Member's incapacity.
3. Children of Members in good standing, and who are 21 years of age or older, are not eligible for HMC Vehicle Decals unless they are listed on the deed as an owner of real property on Herron Island. If not so listed they must use a Guest Pass. However, if the adult child lives on Herron Island, he or she may qualify for renter status.
4. Vehicle decals may be issued for vehicles registered to dependent children provided they are under the age of twenty-one (21) and their primary residence is still that of their parents. A copy of the vehicle registration showing the same address as their parents and a copy of the dependent's drivers license is required to be on file with the office.
5. Only five (5) decals per member will be issued, including those issued to dependents and renters. For a member who must use a rental car, a letter from HMC will serve as a decal.
6. If a vehicle is registered to more than one person, all persons on the registration must be in good standing.

### **Guest Passes**

1. Each Guest Pass must be fully completed and signed by a Member, spouse, renter, or cohabitant in good standing, whose name does not appear on the current delinquent list. The applicable Member number must be written on the Guest Pass. Crew members may NOT fill out any portion of Guest Passes on behalf of a Member, with the exception of the license plate number at boarding. For the purpose of this section, an Attorney in Fact or Trustee of an incapacitated member, or Trustee or Personal Representative of a deceased Member, may complete and sign a guest pass after prior approval by HMC Management.
2. Members, spouses, renters, or cohabitants who are not in good standing are not permitted to bring guests on the ferry.



3. No person shall issue a Guest Pass for any delinquent Member or any immediate family (spouse, children and parents of either spouse) and such delinquent Member and immediate family Members may not board the ferry as guests of anyone.
4. Guest Passes may be left in advance with the ferry crew. When the Guest Pass is used, crew members may ask the listed guest for identification.
5. Any person on official HMC business and any process server must have a Guest Pass signed by the Island Manager, the Office Manager, or a Board Member.
6. While on the island, guest vehicles must display half of the Guest Pass on the dashboard. Crew Members will return that half to the guest after collecting the Guest Pass and the ferry fee.

#### **Ferry Fees, Fee Collection, and Trip Tickets**

1. Ferry fees are adjusted periodically. The listing is available at [www.herronisland.org](http://www.herronisland.org) or from the HMC Office.
2. All ferry fees must be paid in cash, by check, or with Trip Tickets prior to boarding.
3. **Exceptions:**
  - a. Contractors, delivery services and service providers using Guest Passes may charge their passage provided the issuing Member has checked "Charge to Member" on the Guest Pass.
  - b. Contractors, delivery services, and service providers for which a "Form 18" has been filed in advance with the HMC Office.
4. Charges to the owner of a property for sale that has had an escrow opened will not be accepted. Only cash or checks will be accepted from guests, contractors, delivery services, and service providers traveling to such properties.
5. No charges from Members, spouses, renters, or co-habitants will be accepted except under a one-time emergency situation, such as theft or loss of cash and checkbook.
6. The following persons will be accorded decaled rates for ferry fees, provided that they have filed the appropriate required documentation in advance with HMC:
  - a. Renters who live on Herron Island (a written, signed rental agreement between the parties and a signed HMC Form 20);
  - b. Spouses, Roommates, and co-habitants (written registration);
  - c. Hospice workers (letter from hospice);
  - d. Medically-necessary caregivers (letter from physician) and immediate family members of an island resident who is very ill (advance contact with HMC office in order to advise ferry crew);
  - e. In-home respite care workers (medical provider verification);
  - f. An Attorney in Fact or Trustee for an incapacitated Member who does not live on the Island (Power of Attorney or Trust filed in advance) or Trustee or Personal Representative for a deceased Member (Trust or Will filed in advance).
7. The following persons will not be charged to use the ferry:
  - a. Island Manager; non-resident ferry crew members when traveling to the island to work or train; children returning from school (but not if driving a vehicle); volunteer firefighters who live on the island and are returning from training sessions on the



- mainland (requires an HMC Form 14, signed by a fire department officer and given to the ferry crew).
- b. Members riding as foot passengers from the island to the mainland for the purpose of retrieving mail or packages, meeting other fare-paying passengers, or taking children across, may ride the ferry as foot passengers on the corresponding return run at no charge.
  - c. A Member driving over on the ferry to the mainland to park his or her car who returns on the ferry as a foot passenger.
8. Real estate professionals traveling to the island on business, with or without clients, will be charged full fares. Those who are Members will be charged the decal rate. See the Real Estate Policy for details.
9. Contractors and guests may not purchase Trip Tickets, but may use Trip Tickets purchased by the Member. The ferry crew will collect the appropriate number of Trip Tickets. Tickets or a check may be attached to a guest pass and given to the crew in advance.
10. Contractors listed on a HMC Form 18 may charge travel. Members allowing contractors to use Form 18 in lieu of Trip Tickets must have first signed the form, agreeing to pay incurred fees and stating on it the beginning and ending dates for the period that the permission to use it is granted. Members must file the form in advance with the HMC Office.

### **Emergency Ferry Runs**

Any person on Herron Island is provided with 24/7 ferry transportation for medical emergencies off the island at no charge. These emergency runs must first be triggered by a call to 911 with medical emergency responders dispatched to the island or to meet the person triggering the emergency at the mainland terminal. The 911 dispatchers will contact the ferry crew directly. This is one-way transportation from the island to the mainland only. The person needing assistance and his or her friends and family members may ride the ferry to meet the ambulance to save time.

### **Special Ferry Runs**

A Special Run is a pre-approved, reserved, non-emergency, separately compensated run that is specifically requested by a Member, spouse, renter, or co-habitant in good standing, or a pre-approved Attorney in Fact, Trustee, or Personal Representative as described elsewhere in this policy. The Special Run Ferry Rate is listed on HMC's fee schedule. Special runs are subject to crew availability. Special runs are either prepaid or paid through prior arrangements with the HMC office. Special runs for contractors or vendors coming out to the island may be charged to members with a signed guest pass with "charge member" indicated. At the captain's discretion, other waiting vehicles and walk-on's may board a special run; these vehicles and walk-on's will pay the usual ferry fare.

### **Denial of Ferry Privileges to Delinquent Members**

Delinquent Members are denied access to the ferry with the following exceptions:



1. To retrieve personal possessions;
2. To show property to prospective buyers;
3. To protect property from damage;
4. When the Member makes payment to the ferry crew prior to passage for a delinquent amount not to exceed \$200. *See further below.*

A delinquent Member requesting access under exceptions 1 through 3 (above) shall do so in writing and in advance. The exception must be approved by two Board Members, who will also notify the Island Manager or Office Manager. The Member will be notified of the approval and of the fees that must be paid prior to boarding the ferry. The charges must be paid in cash in the exact amount. The fees will be in the amount of 10% of the delinquent balance to drive on, plus the current fee per passenger in the vehicle, or 1% of the delinquent balance to walk on, plus the current walk-on fee. These fees will not be deducted from the delinquent balance.

A delinquent Member requesting access under exception 4 (above) shall pay the exact amount due in cash. No change will be made by the ferry crew. The amount to be paid shall be the amount currently listed in the Delinquent List provided to the crew. If any Member has a delinquent amount greater than \$200, he/she shall make arrangements for payment in full with the HMC office or with the office of the attorney for HMC, as may be applicable, and may not make such arrangements with the ferry crew. Ferry access shall be denied until such Member's account is fully cleared by the HMC office. Delinquent Members will not be allowed access to the ferry in any manner, whether as driver, vehicle passenger, walk-on, or guest in another Member's vehicle. Delinquent Members may not use Guest Passes issued by another Member nor may they issue Guest Passes. This applies to passage both to and from the island, except that access will be granted to a delinquent Member leaving the island for emergency medical reasons. All the provisions of this policy cover a Member's spouse, renter, and/or co-habitant if the Member becomes delinquent.

If a person boards or attempts to board the ferry after being denied access, the ferry shall not depart the terminal. The ferry crew will contact the Pierce County Sheriff and request that the deputy sheriff(s) eject the person.

### **General Provisions**

This policy will be enforced uniformly and fairly in its entirety. The Crew keeps a log of all ferry incidents.

The ferry crew shall not discuss this policy with any person. Persons wishing to discuss this policy will be referred to the Island Manager.

### **Definitions**

**Compensated:** A run that requires payment in accordance with HMC's fee schedule.

**Decal Rate:** The discounted rate the driver pays for a vehicle with a valid HMC decal.

**Full Fare (or Non-decaled Rate):** The charge for a vehicle that does not have a valid HMC decal. Also known as the "guest" rate.

**New Vehicle Rate.** A newly purchased vehicle lacking an HMC decal, driven by a Member,



spouse, renter, co-habitant, Attorney in Fact, Trustee, or Personal Representative will be charged the Decal Rate until the temporary license expires or plates are present on the vehicle (whichever comes first).

**Non-Compensated:** Any run or vehicle passage that is exempted from payment, such as an emergency vehicle or a public utilities vehicle coming across to repair an island-wide outage.

**Priority Boarding:** First vehicle(s) to be placed onto the Ferry.

**Scheduled Run:** Any run that operates in accordance with a current approved schedule.

**Shuttle Run:** Any extra run that operates to transport vehicles waiting in line at least five minutes before a scheduled run.

**Temporary-use Vehicle Rate:** A vehicle lacking an HMC decal, driven by a Member, spouse, renter, co-habitant, Attorney in Fact, Trustee, or Personal Representative as a replacement for the driver's regular vehicle that is out of service or not available. The Member (etc) will show purser rental/lease/loaner agreement and be charged decal rate. All other temporary vehicles will be charged non-decal rates. Agreements must be on rental/leasing/loaner company letterhead/form.

**Valid HMC Decal:** A decal that has not expired, matches the vehicle's registration and license plate, and is attached to the vehicle's windshield in the lower corner of the driver's side of the windshield.

**Unscheduled Run:** Any run that does not conform to a current approved schedule.

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This policy supersedes all previous policies on this topic.

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J. Scott Young  
President, HMC Board of Directors

Date

December 11, 2021