

**HMC Management
Island Manager Report
Board Meeting
October 10, 2009**

Administration

- Office Hours: We would like to change the office hours to 8:30 to 4:30, instead of 9:30 to 5:30. We have more contact with members and the businesses we deal with between 8:30 & 9:30, than we do between 4:30 & 5:30. This will also allow the Office Manager two hours of uninterrupted time in each morning for financials. In addition, we would like to close the office at 2 p.m. on Friday preceding a Board meeting. This will allow the Office Manager time to prepare Board packets and copy materials for the meeting. Board approval is needed for this change to occur.
- Mainland Property Issues: As many know already, mooring lines have been cut and some mooring rings removed from the privately owned parcel east of the ferry dock. Private boat owners are pursuing a resolution individually, and no HMC assets are involved. From our conversations with Pierce County Parks & Recreation, it is highly unlikely that the County would allow private or overnight mooring rings/lines on public property.
- Flu Shots: Dr. Roes will be on the 4 p.m. ferry Monday, and will be giving SEASONAL FLU shots. For those who have insurance, insurance can be billed. For others, Dr. Roes will be accepting donations to the Key Peninsula Health Center, suggested amount \$25. Swine flu vaccines will not be available for at least another month.
- Surplus: Partially as a result of furniture purchase, we are accumulating a number of items to be surplussed, and hope to have a list available soon. We will submit the list to the Board for discussion as to the method of disposing of these items, which will include two chairs, a desk, and bookcase, computer components and a few office items (e.g., electric stapler). The method of disposal will be by sealed bid accepted at the HMC Office. None of the items, alone or in the aggregate, will exceed \$10,000 in value (per HMC bylaws).

Legal

- There are a total of 5 delinquencies, all are at collections. This is a significant improvement from last month.

Roads

- Coordinated HMC's role to cure the encroachment of HMC road on the O'Neill and Podell properties at the South End; contracted with Aspen Surveying and Baseline Engineering to conduct detailed topographic exhibits and review. We have not yet received final reports from these contractors. We would ask that individual members direct their questions about this work to the office, and not contact the contractors directly.
- Aspen Surveying was contracted to determine the right of way near 124 E. Herron Blvd, where a derelict truck and boat are impinging on HMC roadway. We are contacting the

owner with the result, and will take steps to have the vehicles removed from the right of way.

- Burn ban signs for the Island will cost a minimum of \$95 each, including tax. The signs would be put in place permanently, as “flip” signs, which can be folded and locked when not in use. They would be placed at the following locations, suggested by Pat Pitt: North Beach, Island Ferry Ramp; HMC Office; Goodpastor Park and Mainland Ferry Ramp (total cost about \$500). We are researching costs, and have yet to locate a high resolution graphic for our use.
- A search for spare Island road signs, so we will ask the Roads Committee to identify where signs are needed and take steps to order them.

Transportation

- Met with Brad Buckhalter of APP to discuss status of spill containment project. Judy Greinke and I are currently working on a proposal for Board discussion that would allow us to move forward with compliance and a reduced long-term cost, although at a short-term cost for spill containment equipment, crew training, mainland storage and other expense. We hope to have this proposal and full costs, ready to circulate among the Board members with a week or two.
- The “Charlie Wells” and crew passed the Coast Guard annual in-water inspection Tuesday, October 6 with flying colors. We purchased two new ring buoys in anticipation of this inspection and installed them on the ferry. The old buoys will be held for use in drills on the ferry.
- Ferry Fare Policy affecting commercial vehicles has been implemented, and notification has also been provided to Cenex, Suburban Propane, Century Tel, Pen Light, APP and others. Some of these will be establishing accounts at the office.
- Training is scheduled October 15 for all ferry crew members on passenger logs and fare collection, to make certain that they understand recent changes in ferry fare policy; applying the policies correctly, completing the passenger logs, using ferry petty cash funds and accurately accounting for fares. This is the first time that they will have been trained on these responsibilities and we hope this will make it easier for the crew to do this job well, and reduce the amount of reconciliation work that takes place in the HMC Office.
- Kraig Shaner of Pierce County Works let us know that the County’s revised draft of our agreement for use of the wharf easement on the mainland side is in internal review and will be forwarded to us soon. We can expect that an inspection of the dock will be required in the near future.
- Dolphin Committee: This committee has a draft of an rfp for marine underwater survey of all HMC marine facilities, but we had to reschedule our meeting. We should expect to meet soon and get this project moving.
- Ferry Crew Contract Negotiations: As of this date, we have not heard from the Inlandboatmen’s Union.

Parks

- Ring buoys have been acquired for the North Beach dock and beach. The dock buoy will be stored until spring; however, one has been installed this week on the beach for use year round.

- High winds damaged the dock at North Beach, and we telephoned boat owners to suggest they move their boats to the west side of the dock. One boat's owner could not be located. Tracy Anspach says docks will be pulled out October 23rd.

Emergency Preparedness.

- Fire District #16: We have heard nothing more from Chief Lique since his presentation to the Board. The District is actively pursuing a renewal of the Fire District levy, which will be on the November 3 ballot. If this levy fails, the Chief indicated one of the alternatives to fill the \$190,000 budget hole may include the removal of the fire engine and ambulance from Herron Island. Information on the levy may be found at www.keypeninsulafire.org.
- Pierce County Emergency Management will be conducting a major earthquake disaster exercise "Shake 'n Quake" on October 21st. Information on the exercise, emergency planning guides, shake and fault maps of Pierce County can be found on the Pierce County web site at <http://www.co.pierce.wa.us>. This exercise serves as a good reminder to check out emergency kits and plans.

Water

- Coliform Testing Policy: A copy of the Coliform Testing Plan approved by the Board at its last meeting as part of the Water Systems Plan is included in your packet. It includes measures to be taken when tests fail, and in emergencies.
- Water Systems Plan: We are still awaiting word from the Department of Health as to whether the plan has been approved.
- Water sampling was done on October 6 by Mike Davis, Karl Schafer and Scott Schultz.
- We are attempting to simplify the ordering of parts through creation of a standard requisition form for Scott Schultz and Mike to use. Additionally, water meter readings will now be turned in at the office on a biweekly basis.
- Water Committee: Steve Chapin would like to report on activities of the Water Project Committee.