

**HMC Management  
Island Manager Report  
Board Meeting  
November 7, 2009**

Administration

- Office Hours: Telephone message, website and posted notice all reflect the new hours of operation.
- Mainland Property Issues: No further information.
- Flu Shots: Perhaps a dozen members took advantage of Dr. Roes' visit to the Island. No word on swine flu H1N1 vaccine availability. A new chart comparing the common cold, seasonal flu and H1N1 symptoms has been posted on the Herron Island web site.
- Don Wilson reported vandalism of his fence along West Yew Blvd. If anyone has information about this vandalism, please let him know.
- Surplus: The list evolves, and now includes gray metal desk (former manager's desk), executive desk chair, secretarial chair, desk top fan; standing fan; two stacking plastic desk trays; computer keyboard (2); electric stapler; Printer Labels (the type with the holes in the sides); barrier nets from Charlie Wells. None of the items, alone or in the aggregate, will exceed \$10,000 in value (per HMC bylaws). This list will be in the November Beachcomber. Sealed bids must be received at the HMC Office by Noon, Friday, December 11. Bids will be opened after 2 p.m. that day, and the successful bidders announced at the December 12 Board meeting.

Legal

- There are six delinquencies. Five are at collections.

Roads.

- Single Lane Road: At the February meeting, The Roads Committee recommended that a sign be placed at the north end "Single lane road. Enter at your own risk. Yield to oncoming traffic". The sign at the south end will say "Single Lane Road". This solution reclassified the road and opened it to two way traffic. Now that this policy has been in place for several months, the board may wish to open it for comment, to see how it is working.
- Communicated with Pierce County Planning and Land Services regarding visits from Development Engineers responding to complaints of alleged actions on South Herron Road, where no HMC activities were occurring.
- Wood from the trees felled along South Herron Road was disposed of in the following manner: Bear's Tree Service took a truckload in return for a lower price on the tree cutting; the remainder of the wood, as has been island policy in the past, was taken away by members for personal use. None of the wood was taken by Board members or office staff.
- Some action has occurred at 124 E. Herron Blvd, where a derelict truck and boat are impinging on HMC roadway. The owner is working with Steve Kramer to remove the truck and boat in the near future.

- Signs: the “signs” issues now include one dead end sign, one yield sign, and burn ban signs.

### Transportation

- The Board voted at the October meeting to proceed with the plan to train the crew, purchase booming equipment and negotiate an agreement with Associated Petroleum, in order to reduce the costs of fueling. Currently we are in discussions with our insurance carrier to confirm our ability to name APP as “additional insured” on our water contamination policy. Once this is confirmed, we will meet again with APP regarding the contract, arrange for crew training, and proceed with the purchase of equipment. Kris Mullen is on the lookout for used booms, if possible.
- We held training October 15 for all ferry crew members on passenger logs and fare collection, to attempt to improve fare collection and reduce the amount of error correction done in the office. This was the first time that the crew were trained on the fare collection policy and forms. Not surprisingly, we found that many of the issues were communication issues. In the next few months, Carolyn will take time to observe the fare collection for a few hours to assess the complexity for herself. Out of this we might be able to make additional improvements for the crew.
- HoneyBuckets: NW Cascade has informed us that if we charge them for riding the ferry to service the portable toilets that they will impose a travel charge of \$100 per month. We are proposing to them that we employ the same practice as we do with Pen Light; no charge for systemwide maintenance, but a chargeback to individual members who call Pen Light for service.
- We have received the draft mainland wharf easement agreement from Pierce County Public Works. The County has asked us to schedule an inspection of the dock in the near future. This inspection, which is HMC responsibility to conduct every two years at a minimum, has not been conducted since 2005. Pierce County has sent us a list of engineering companies qualified to do the work; the last inspection was performed by KPFF in September 2005, which found the system is good condition. They did recommend certain elements for the next inspection, including the wire ropes and wiring adjustments. Ramp cables were replaced in August 2007. This work did not include inspection of the island side dock. Captain Farris also believes that the docks on each side will need to be painted in the near future. The latest estimate from KPFF, which performed the most recent inspection, is \$5500 for inspection of each dock (only the mainland side is mandated).
- We have emailed the wharf easement agreement to our insurance broker for review as to the type, amount and conditions of insurance. The County is eager to have us sign the agreement as a successor to the former agreement.
- Dolphin Task Force: This committee has prepared two draft RFPs for marine underwater survey of all HMC marine facilities, both of which have been sent to the Board. On approval of the draft (the longer version is recommended because of its specificity), we will prepare a schedule for advertising and submittal. The site visit offered in the RFP must take place during a daytime low tide, which is not available to us until January; therefore, advertising and issuance of the RFP are unlikely to occur before the first of the year.

- Ferry Crew Contract Negotiations: As of this date, we have not heard from the Inlandboatmen's Union.

### Parks

- Alice Nelson has written the Board requesting action on ridding the North Beach area of derelict and abandoned boats, citing authority to do so in State law. She's offered her assistance in taking on this task, which we would welcome, in conjunction with the Parks Committee or other volunteers.

### Emergency Preparedness.

- Fire District #16: We've been informed by FD #16 that the engine and ambulance will be removed December 31. Because the Community Building has been insured by the Fire District under its policy, we inquired of our insurance broker for an estimate to cover the community building and its contents. The estimate we received was \$1663 annually.
- Natural Hazard Mitigation: Mike Davis and I met with a group of West Pierce County homeowners associations about completing our part of the Plan. This plan will describe the relevant natural hazards, profile our community, and identify potential mitigation strategies that residents might undertake. It will have the advantage of making HMC eligible to apply for pre-disaster mitigation funds from the federal government, if we have a project, for example, the water system replacement project.
- PCNET: The committee would like to reactivate the PCNET program on the Island, with training help from Pierce County Emergency Management. At the Committee's next meeting, November 10, we'll discuss how to push ahead with this program.

### Water

- Coliform Testing Policy: The Water Project Committee has decided to draft a policy guiding testing outlined in the WSP and in the update to the Krause Report, July 2009. This policy will lay out circumstances under which testing other than routine testing will be performed. Following draft of the policy, we will need to assess the advantages and disadvantages of implementation. For example, samples taken on dates other than Tuesdays will need to be transported within a limited time period to the water testing laboratory located in Summit, Pierce County. At the suggestion of the Committee, we also confirmed that HMC has liability coverage for illness caused by contamination, and have asked whether the limits of coverage are sufficient. The last bad sample of HMC water was in 2007, but retesting indicated the first sample had been a false positive.
- Water sampling will be done on November 10. Mike Davis will be inviting members of the Water Project Committee to join him then or on December 8 when the Committee meets, if available.
- 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.
- Karl Schafer has prepared a comprehensive report of water statistics for the Board's and Water Project Committee's use. This type of historical data can be very useful to our future project engineers and the location mapping of repairs may be useful as we attempt to find grant funds to help support the costs of replacement.

- Water Committee: Steve Chapin would like to report on activities of the Water Project Committee. (Due to Steve's absence on a family matter, this report was delivered by Reed West.)

Technology:

- The Technology Committee has been looking into the possibility of sharing our wireless internet connection with members who own laptops and want to use the connection. They will report on the options. We have been concerned about the potential liability from misuse of the connection, and have been working with our insurance broker to see if there is a way to make this idea work.
- The Technology Committee will also be looking into the potential to automate all or a portion of ferry fare collection.