

## **Year's Overview 2018 Manager's Annual Report**

Thanks to outgoing Board President, Mike Graham, for all his help with the daily and long-term issues. Thank you to all the board, office, ferry crew and volunteers for all your hard work.

Dolphin project complete and the loan closed, thank you to Claudia Ellsworth, the board and volunteers for all the efforts on this great project.

Roads – culverts & ditches cleaned, roads graveled and graded throughout the year, thank you, Jack Wells & Steve Kramer and other volunteers.

Parks new swings and playground just about accomplished with a ton of volunteer help. Thanks, Jim Davies.

Water – huge thanks to Charles Smith for keeping up the system, reading meters, hook-ups and always sharing his deep understanding of the water system

Maintenance: a ton of ferry repair/replace work this year in tandem with Joe Taylor, a ton of various repairs and improvements in the office and around the island, thanks to Gary Wanzong

Trees – the tree budget again allowed removal of dead or diseased trees on the HMC roadway easement that threatened power lines or property.

New CPA firm, Hearthstone will perform the annual audit going forward

New ferry app in place providing accuracy, metrics and time savings, thank you Joseph Pentheroudakis; and the crew and Carolyn Snyder for all the work in testing

The biennial dry dock maintenance for the ferry is scheduled for September 15 – 30, 2018 with Stabbert Marine, Seattle

Some of the less obvious workload...approximate annual numbers

- Process an average of 45-50 pieces of mail a day, incoming mail logged individually
- 26 payrolls for up to fifteen employees, with variable schedules
- 275 bank deposits
- 3600 ferry receipts to reconcile (by trip, by day)
- Billing and processing payments for 3,676 accounts annually Water and HMC combined.
- Making of over 1,900 Auto decals annually (thank you volunteers!)
- 9 property transfers with 3 pending so far this year
- Compiling Quarterly Ferry Log Book Data for Annual Department of the Army Report – adding up all round trips, vehicles and passengers for the year
- Sale of 700+ Books of Ferry Tickets
- Review and renewal of nine insurance policies, covering the ferry, docks and piers, water system, general liability, employee liability, vehicles and director's & officers liability.
- Review and renewal of employee health and dental policies.

HMC runs two highly regulated departments – the passenger ferry, and a water system. This, and regular business, bring us contact with a large number of regulatory agencies

- Internal Revenue Service

- FCC
- U. S. Coast Guard
- Army Corps of Engineers
- Fire District 16
- State Health Department
- Tacoma-Pierce County Health Department
- Employment Security
- Labor & Industries
- Department of Ecology
- Department of Natural Resources
- Secretary of State
- Pierce County
  - Planning,
  - Public Works,
  - Noxious Weeds,
  - Assessor-Treasurer,
  - Sheriff,
  - Fire District,
  - Code Enforcement

Others

- IBU
- Financial Auditor
- Reserves Auditor
- Northwest Water Systems
- Roads Contractor