

HMC Management Board Meeting Minutes
August 11, 2012

Call to Order: Mark Anderson called the meeting to order at 10:00 AM.

Roll Call: Mark Anderson, President; Janet Podell, Vice-President; Dianne DeGood, Secretary; Sherri Anderson, Member at Large, and Claudia Ellsworth, Island Manager. [IM] Pat Zazzo, Treasurer was on an excused absence.

Mark announced that Board members would be recording the meeting for the purpose of completing the minutes.

Previous HMC Board Meeting Minutes: Mark Anderson moved to approve the July 14, 2012 General Board Meeting minutes. Motion carried. Mark also moved to approve the minutes from the Special Membership meeting, July 14, 2012 to count the ballots. Motion carried.

Correspondence: There were four items of correspondence:

- Pierce County Inspection Report on the Water Construction Permit.
- Estimate of the Water Truck Repair from County Line Repair.
- USDA Outlay Report #5 for Water Construction, approving payment of \$248,409.10.
- USDA Approval of the Change Orders on the Water System, which included upgrading the pipe material, adding a 2nd gate to fence, meter upgrade to radio read, replacing the existing well pumps, installing new underground service to generator building and replacing the existing hydro tank.

The Board received additional emails from:

- Several Members about the Vandalism at North Beach.
- Positive Emails from Members about the timely updates of the Water System through the Email Distribution List.
- A Member asking questions about when the water will be shut off and when the roads will be occupied, since they would have guests throughout the summer. The IM responded and they were happy with the outcome.
- An Attorney concerning a Member's Boundary issues.
- A Member concerning Rules Committee meetings.
- A Member concerning the prepayment of the Special Assessment of the Capital Costs for the Water System after the window closes for full payment.
- A Member asking why Washington Water's phone number is not listed on the web site.
- A Member on East Madrona happy with how the Water installation was going.
- A Member concerning water problems and water not available at their residence.

Finance: Janet Podell reported that we are in line with the current budget. Ferry Revenues are higher than originally projected. During the month we had to repair the office generator. She also reported that we have received another \$12,000 in USDA reimbursements from last year. This will be applied to new Ferry engines giving us about \$32,000 in the budget for the Ferry Engine replacement.

Janet presented the monthly HMC bills and the Water Utility bills to be paid and moved to pay all the bills as presented. With no further discussion the motion carried.

The office generator is the emergency generator for the Community Building and HMC Management Office. The repair came out of the Emergency Preparedness budget.

A Resident Inspector reported that the dirt compactor the contractor uses has been missing for about three weeks. They haven't made a claim, but carry insurance on their equipment. Until last week the gate at the Water Utility fence has been left open. If anyone has seen it, please report it to the office.

Administration: See the Island Manager's report for the full report of Administration issues.

- The Island cleanup on West Yew and West Herron has been completed. Two Members have been asked about getting boat trailers and vans removed from their property.

- The IM thanked all of the volunteers who helped with various tasks during the month. Volunteers are an important asset of HMC Management and they help cut down the costs.

Mainland Parking Lot Security:

- Sherri Anderson has talked to NW Video about upgrading the DVR and the bid was \$2,300 which is \$300 over the Board's approval. One camera will be focused on the street and one on the parking lot. She has asked volunteers to donate time and electrical supplies on the mainland.
- A Member asked if they could put a camera on the drop box where the Newspapers are left. They seem to disappear in the morning before the Ferry Crew arrives to pick them up. It was suggested that the box be moved over near the post office boxes, or put a dummy camera focusing on the drop box.
- **Mark Anderson moved to approve the \$2,300, plus applicable tax to complete the surveillance camera project on the Mainland parking lot. Motion passed.**

Water /Water System Project:

- As far as the current maintenance and operations are concerned, Washington Water will not fix small leaks in the system. They will only repair if it is a major problem.
- During the next three weeks, the contractors will be putting in the meters and the service connections to individual properties. There are blue stakes marking where those connections will be placed. If you don't have one, let the IM know.
- There was a main break at the corner of Madrona Lane and South Herron Blvd. Some debris got in the line and plugged up some of the resident's service lines. The contractor had to call a plumber in to get it fixed. If your pressure goes down, it was suggested Members turn on an outside faucet to get the debris out before it goes into the plumbing throughout your home.
- The weekly email and web updates will be sent out to those on the email distribution list to let you know what is coming up in the construction process. There is a plan to put all of those updates on the website, so that Members can go back and look at the previous reports.
- The county inspector was out and went over what has been done so far. His main concern was the piles of dirt around the island. There is a limit to only putting 40 cubic yards on a lot and they can't dump dirt into a wetland area. There is still dirt available and if you want on the list, please call the office.
- A Member asked where the two inch lines would be placed. It was explained that the two inch lines would be going in where the roads dead end. The fire hydrants will have an eight inch pipe. Right now the fire hydrants are covered with bags until they are operational. There is only one operating on the west side. There will also be saddles place on the top end with flow off valves and these will be blown out at various intervals to vent the system and flush it out. These will be at least three feet off the ground.
- The Resident Inspectors are heavily invested in this project. They are documenting everything that goes on and taking photos of everything. This documentation will go to the project engineer who is scanning it into electronic copies to be filed in the office.
- Right now, the water project is on time and under the proposed budget for the Water Construction.

ADA Compliance:

- The ADA restroom is almost finished. For the ADA parking we only received one bid of \$4,180. The extension to the patio in the back accounts for \$850 but this is not reimbursable under the USDA requirement or loan. **Mark Anderson moved to approve the bid including the \$850 for the extension to the patio. Motion carried.**
- A Member suggested that we needed more than one bid. It was explained that the drawings had gone out to four different firms asking for a bid and only one came back. The Member agreed to find others who would be willing to bid on it before the Board made a final decision.
- **Mark Anderson moved that we give the Member one week, until August 18, 2012, to present more bids to the Board and the Board would have an electronic vote to approve the selected bid. Motion carried.**

Audit: The auditor, Michael Kander, will be coming on Tuesday, August 14 to begin the A-133 Audit, which is required because we are spending more than \$500,000 in federal funds.

Fire Department: Fire District #16 has been alerted that the Ferry will be out of service from September 23, 2012 to approximately October 6, 2012. There is a current list of authorized drivers for the Fire Truck. There is also a sign up

sheet for those who want to become certified to move the truck out of the building whenever we use the Community Building for meetings and B.O.O.S.T.E.R.S. events.

Emergency Preparedness: The Board has a copy of the current mitigation plan and the IM read the plan to those in attendance at this Board meeting. Each plan is required to provide the opportunity for public discussion and the presentation must be documented. The final plan is to go back to the county by November 13th. Mike Shettlesworth and Pat Zazzo are on the committee working on this.

Parks:

- The schedule for removing the docks at North Beach is October 13th, starting at 12 noon. There will also be other projects to work on that day. Someone has donated fence posts to go down along the North Beach property line. The Parks Committee is also working on replacing the basketball court at Goodpastor Park. A Member asked if there had been a swimming pool underneath the court. It was confirmed that there had been, but was filled in with dirt before the current court was built.
- Another Member asked about water connections at the Parks. Judy Greinke reported that a decision was made that all the parks would have a water connection, but some would not be activated for use. It was noted that several years ago the B.O.O.S.T.E.R.S. bought some rhododendrons and planted them down the trail at South Beach, but they didn't survive because they never were watered. So he suggested that there be an active connection down the trail at South Beach.

Roads:

- The committee met last Thursday and, based on the information they had, have recommended that we hold off in repairing the truck, because the season is almost over. But the committee is planning for the future when the construction crew is gone and the roads have been completely restored. At that point the committee will evaluate the road surfaces and fix those that need it the most. Jack Wells, committee chairman, asked the Board for approval to stockpile some rock and gravel for future use. The Roads department has only used 50% of its budget for the year which ends at the end of September. Right now there is \$13,000 left.
- The Roads committee is also addressing dead trees in the HMC easements. An Arborist is coming out next week to give his evaluations. If it comes back that they have to be removed there is not enough money in the tree removal budget to remove them. Mark Anderson suggested that we get a bid and then address the issue.
- A Member asked if the contractor for the Water Project had any obligation to come back and repair the roads after several months of weather. It was stated that they are obligated to make them the same or better than when they started. HMC Management's obligation is to take care of them for the benefit of the Membership. If we can determine that the conditions have changed because of settling and a result of the construction, they will come back and do further repairs. Charles Smith, a Resident Inspector, took all types of pictures of the roads before the Water Project started. The foreman of the construction crew, Russ, has told the Resident Inspectors that they expect to come back even after six months to work on the roads.
- Janet Podell brought up the repair for the water truck. Now that we have a firm recommendation from the Roads committee, she asked if it would change the previous opinions reached by the Board. The Board agreed to not repair it at this point and wait until spring when we might have some new pricings and an alternative for a replacement. A Member asked about liability insurance. It was agreed that we must keep the insurance on the truck until it is completely disposed.

Rules:

- The current draft of the revised Rules are in the hands of the Board. Once the Board evaluates and approves them they will post the document on the HMC website for review by the Membership. Following Board approval to move forward at the September meeting, they will go out to the Membership for their vote and approval. During this time there is always an invitation open to the Members for their input.
- A Member asked about a signage rule that is not in the current version of the Rules. He suggested that we have a rule to not allow signs to be posted on trees and utility poles. Professional realtors should not be posting signs in these spots.
- John Farris, Rules Chairman, stated that the committee has completed its review and it is now in the hands of the Board. He suggested the Board review it and add their changes, but keep the Rules Committee in the loop.

Ferry:

- We are short on fill-in Ferry Crew Members. It has been hard to find good candidates for these jobs. If the Members know of anyone or would be interested in training, please call the HMC Office and talk to the Island Manager.
- The White Boards posted on both sides of the dock are updated by a Member volunteer. This has helped tremendously in letting Members know what is going on with the construction, power outages and water shut-offs before coming onto the Island.
- For Members who have construction projects going on their property, they are encouraged to use Form 18 which is available on the website or from the office. This form can be used instead of completing visitor passes every time a contractor comes on the Island.

B.O.O.S.T.E.R.S:

- Janet Podell reported the B.O.O.S.T.E.R.S. were having a potluck supper tonight at 6:00 p.m. at the North Beach Pavilion. They will be discussing the status of the improvement projects going on and show a draft of the new calendar, which will be ready to sell Labor Day weekend. The new garage doors for the Community Center will be installed this coming Tuesday.
- She also asked if anyone had borrowed the white chairs and tables from the Community Building. There are approximately 20 chairs missing and about five white tables missing. If someone has borrowed them the B.O.O.S.T.E.R.S. would like them returned as soon as possible, so that they will be available for the Thanksgiving Dinner in November

Beachcomber: All items for the July Beachcomber must be sent electronically to the Editor no later than 5:00 p.m. August 15, 2012.

Rumor Control/Membership Questions:

- A Member asked about the current Burn Ban in effect for our area. It does not include all of Pierce County. The Burn Ban does not include a controlled fire in a fire pit.
- Another Member asked the Board to consider cleaning up the Fire Pit at North Beach and adding a plaque to remember Karen Hovde who just recently passed away.
- A Member asked about having neighbors clean up their property. He has a neighbor that has several trailers, junk and trash piled up and the property is attracting rats. It was suggested they call the Health Department to come out and check on it.
- It was noted that the Bylaws indicate that you can only keep a trailer on the island for a short period of time. Every travel trailer that comes to the Island must have authorization. But there is often nothing done about following up on them if they stay longer than they are supposed to.

Unfinished Business: A Member asked if something could be restated in the next Beachcomber about barking dogs. Members and Guests bring dogs on the Island who are not familiar with the deer and when they bark they scare the deer. Mark said he would mention it the President's Message.

Executive Session: The Board met in an Executive Session to discuss the collections from delinquent properties and a potential claim onto the HMC roadway. It was decided to work with the island attorney on both of these matters.

Since there was no further business, Mark Anderson moved that we adjourn the meeting. Motion carried.

Respectfully submitted,

Dianne DeGood,
Recording Secretary