

**HMC Management Board Meeting Minutes
December 8, 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; Pat Zazzo, Treasurer; Sherri Anderson, Member at Large. Claudia Ellsworth, Island Manager. [IM]

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

Previous HMC Management Board Meeting Minutes: Mark Anderson moved to approve the November 10, 2012 HMC Management Board meeting minutes. Motion carried.

Correspondence:

There were four emails from Members concerning late fees and delinquencies.

Finance: Pat Zazzo reported that as of November 30th we have received 45.2 % of the Assessments and the Ferry revenue is at 14.4%. Our goal for the Assessments at this time is 50%, so we are close. This time of the year, during the winter months the Ferry Revenue is always down, so the 14.4 % is a good position to be in.

Pat Zazzo moved to pay the bills for the HMC Management General Fund and HMC Water Department as presented. Motion carried.

Pat moved to distribute the 2010 USDA reimbursement of \$32,635.00 as follows (as recommended by the Finance Committee): \$8,000.00 to the Water Account as a buffer, and the remainder of the reimbursement (\$24,635.00) to be deposited in the HMC Reserve Account and allocated as follows: 50% to the Ferry Engine Replacement, 30% to Ramp Painting, and 20% to Dolphin Replacement. Motion carried.

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

Volunteers: The Island Manager thanked those who volunteered during the last month. There is still a need for volunteers to help with posting the "HMC Lot for Sale" signs on 10 properties, help with keeping the White Boards updated, and licensed electrical help in the Community Building.

Email Notification List: The HMC office continues to add more Members to the email notification list.

Disposal of Dead Animals: Under Washington State law, the animal must be disposed of responsibly. If it is buried, it must be buried over three feet below ground level. Burial near a water supply or in the sea is prohibited. Dead animals may not be dragged from private property onto HMC property and left there for others to handle. **And water burial (into Puget Sound) is not permitted.**

Pen Light Emergency Notification: According to the KeyPen News, users may now get current updates of power outages through Twitter. Go to the Pen Light web site for specific instructions.

Water System:

- The project should be substantially completed December 24th with all services connected. Following that date, the contractor has another 30 days to clean up the roads and test out all the valves one last time before signing off. The crew has been working really hard and has encountered many unusual circumstances that have caused the delays, along with the ongoing weather conditions.
- Charles Smith, a resident inspector, reported they will start at the north end of the Single Lane road on Monday. Equipment will be in the area and blocking the roadway. After that, they will move to South Herron Blvd and once they pass the purity test they will finish up on West Herron Lane and West Herron Place. Members who leave for long periods of time will be able to shut off the water at the meter. There is an arrow at the shut off valve directing which way to turn the valve.
- Inactive Connections are made physically inactive with a lock at the meter. Any Member with an inactive connection who wants to activate that connection will have to come by the office to get it turned on.
- A Member asked whether delays in the completion date will cause the price of the Water project to escalate. The Island Manager explained that we got a very low bid and the contractor costs will not change, but HMC Management will have to pay another month or two months interest on the interim financing and will have to keep up with the resident inspector's wages, which would be the only additional costs. Because of the low bid, the pipe was upgraded, the meters were upgraded and HMC replaced the water pumps. With all of the upgrades and including the engineering costs and ADA upgrades the final costs should still be around \$1.7 or \$1.8 million compared to the \$2.3 million that was initially projected.

Fire Department: The Fire Hydrants that are uncovered are active. Those with plastic bags are not active. As soon as all hydrants are operational, the fire department will be notified and all of the plastic bags will be removed from them.

Emergency Preparedness: Pierce County has scheduled a Mitigation Plan meeting for January 7th. Pat Zazzo announced that the Emergency Preparedness Committee was meeting this afternoon at 12:30. The program will be from Shelf-Reliance. They are bringing emergency equipment and emergency food to show and taste. She encouraged everyone to attend.

Land Use: The HMC-owned lots for sale are listed on Craigslist. A volunteer is needed to post signs on these properties.

Roads:

- Baseline Engineering has done a survey of a portion of Fir Lane and East Herron. This survey has been recorded with Pierce County so that it can be available to all Members who might have a need for it. The survey determined the location of the road and HMC property near the Member's lot. The Member is planning to meet with the HMC Board of Directors to work out a resolution to an encroachment dispute. The Member is currently working with Pierce County to correct the problem.
- Jack Wells reported that a lot of brush was taken out along the roadways. The water crew has been doing a good job of cleaning out the culverts, but it is the homeowner's responsibility to keep them clean. The Roads Committee has a load of sand piled at the top of Ferry Road and East Herron Blvd to be prepared when the snow comes. The Committee is doing the best they can on the roads and encourage everyone to drive carefully. All of the roads are passable, but rough.

Ferry:

- Steve Wiggins will be retiring December 31st and Terry Kraft has accepted his position.
- Four crew members and the Island Manager have attended a mandatory Coast Guard drug and alcohol training. A second session will be scheduled for Pierce County Personnel and the remaining HMC crew members.
- The mainland parking has been flooding at high tide. One side is very wet. Next week expect to have 16 ft. tides.

Legal Liaison: There are currently 26 delinquencies of which eight are at the attorney. This is higher than usual, but some delinquent amounts are very small

Rules: The HMC Board is continuing to work on the Rules. Mark Anderson proposed that the revised Rules be put on the website for Member review. They will be presented in a draft form and a summary will be provided for the changes made. Any other changes or suggestions from the Members can be directed to the HMC Board or John Farris, chairman of the Rules Committee.

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

- Janet Podell reported that all BOOSTER activities are completed for the year. Calendars are still for sale and can be purchased after the meeting or from the Island website. The next activity planned will be after the March meeting.
- The Island Manager thanked the BOOSTERS for the new garage doors at the Community Building. They are keeping the room warmer and more comfortable and using less heat. It was mentioned that the doors still need rail stops to keep them from going off the track. It was suggested to check with the installers.

Beachcomber: All items for the Beachcomber must be sent electronically no later than Wednesday, December 12, 2012. The next edition will be a Brief edition. The next regular issue of the Beachcomber will be the January/February edition.

Rumor control:

- The Board met with John Farris prior to the meeting to discuss the types of Ferry Engines available, prices and the possibility of ordering them before January 1st. After significant discussion and John's recommendation, the Board decided to go with the John Deere engines based on the service intervals, costs, economy and good communication and service from the vendor. The transmissions will be Twin Disc Marine Transmissions, which are manufactured in Wisconsin. The engines and transmissions must be ordered with 50% of the payment down and 120 days before the installation. The replacement is scheduled in September 2013. The Special Assessment will be sent out in April or May prior to ordering. The Special Assessment should be around \$330, but could go up or down.
- A Member asked about the sale of the HMC properties. He stated that under the Bylaws, once a minimum price has been offered the Membership should be notified to give someone a chance to bid higher on the property. He asked if that had been done on the property that HMC received the bid on.

- A Member asked how the Board was handling the sales of these properties on Craigslist, if inquiries are getting enough information about the Island, and how do they get over to see the properties. It was noted that once someone calls the HMC office, then the information is given to the prospective buyer.
- The Board confirmed that Steve Wiggins' retirement as a full time ferry captain was his decision and not that of HMC Management.
- Tracy Anspach reported that he had a bid sheet to rent a Bobcat and jackhammer to demolish the current basketball court. The bid was within the amount the Board had approved at the November meeting. Weather permitting, the Parks Committee may do this January 11 and 12 but the date was not set in stone. He asked that something be put in the Beachcomber asking for volunteers.

Unfinished Business:

- Pat Zazzo reported that the Board is still looking for a backup fuel supply for the water generator. We currently have a 250 gallon tank of diesel, which needs to be filled. But the 250 gallons would only sustain the Island for a few days in a major catastrophe. The Board is evaluating additional options.
- A Member stated the Roads Committee was planning to store gravel at the Well site. In order to do this, HMC Management must have a Commercial Contractors permit, since there is no house on the property. Jack Wells reported that the Roads Committee is aware and working to resolve this issue.

Executive Session: The HMC Board of Directors met in an Executive Session prior to the meeting to discuss legal matters. To resolve these, the Board is continuing to work with the Island Attorney.

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

Respectfully submitted,

Dianne DeGood, Recording Secretary