

HMC Management Board Meeting Minutes
May 11, 2013

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 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 April, 2013 HMC Management Board meeting minutes. Motion carried.

Correspondence: There were two items of correspondence:

- A Notice from American Disposal concerning a rate increase in the monthly garbage collection.
- An Email from a Member about a Rules violation by a neighbor for Noise and Fire. He was going to come into the office and file a formal complaint.

In addition to these the Board had several emails:

- From a Member asking when the Water Base fee will include costs for Water Consumption since it might help with water conservation and those who use more, would pay more.
- From a Member asking about when the roads would be graded and restored to the condition they were in before the water project started over a year ago.
- From a Member about the Piling project completed over a year ago. The contractor was to remove the pilings and not leave any stubs sticking up above the bottom. But they have left at least three stubs and Members using the docks have hit the piling stubs with their boats and users have to make a conscious effort to avoid them because they are not marked. Should we have someone remove them if possible during a low tide?

Finance: Pat Zazzo reported that we are at 48.7% for Ferry Revenue as of April 30th, which puts us in a very good position ahead of our busiest summer months. The General Assessments are at 90.5%, allowing us to go forward and transfer the budget allocations for our Reserves into the Vanguard Account.

Acknowledging that our roads are in bad shape, the Finance Committee had planned to allocate the carryover from 2011/2012 year to the Roads Reserves in the next fiscal year. However, the roads need gravel before the 2013/2014 fiscal year begins. In order for the Roads Committee to go forward with a large purchase of gravel without depleting the Reserves, the Finance Committee asks that the funds be moved to the Roads Reserve now. **With this recommendation Pat moved to deposit \$10,000 of the \$13,000 carryover from 2011/2012 to the Roads Reserve. Motion carried.**

This month's bills are posted in back and you will notice that the Insurance bills have arrived. Sometime ago, the insurance bills were grouped so that they come due at the same time. The total is large, but this represents our total insurance for the year. There will be no other insurance bills coming in.

Also in the list of bills under the Water Department there are again two bills related to a claim for electrical damage during the installation of a connection. These bills have been turned over to Caseco. One bill is for Birch Electric and the other for Steve Kramer, totaling \$2,312.67. The Island Manager stated that Caseco has gotten back to us on these and will be paying the bills.

There is an additional bill from Steve Kramer added this morning, for work on the Sport Court in the amount of \$2,789.82.

Pat moved to pay the bills for the HMC Management General Fund and Herron Island Water Department as presented, with the exception of the ones being paid by Caseco. With no further discussion the motion carried.

Pat also reminded everyone that bills presented to the office for reimbursement must be in by the Wednesday before the Board meeting. Bills delivered after Wednesday will not be paid until the following month.

The proposed 2013/2014 Budget has been completed by the Finance Committee and is in the hands of the Board for their consideration.

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

Volunteers: The IM thanked the many volunteers. Many spend hours helping out making it difficult to make sure everyone gets acknowledged. Every hour volunteered helps keep down the assessments.

Island History: Judy Greinke organized a meeting with an author who is writing a book on all the Islands of the South Sound. Steve Kramer and Charles Smith shared many of their experiences as youth on the Island.

The Reserve Study is complete and the Board is now reviewing it.

Tansy Removal: The County is sending out notices about removing the Tansy. Even if you don't get a notice, you should be working on getting it pulled or removed from your property.

Water System and Maintenance and Operations: We continue to resolve service problems where the construction crew faced connection mysteries. We are expecting to see more of this as more Members are returning for the summer weekends and vacations.

There have not been any bids on the old water system parts. If no one wants to buy them, they will go for scrap metal.

Water System Project: We are continuing to work with Casco to schedule a time for them to come out and repair the roads that were damaged during construction.

Fire Department: No report.

Land Use: Continuing to work on the sale of two of the HMC Lots. The purchase agreements for both should be in the office early next week. We are completing the transaction without an escrow to keep the costs down. Both are contiguous lots so won't add any assessments. But these sales should realize about \$16,000.

Parks: The swing set was vandalized and one set was broken beyond repair. A replacement of a commercial one came up to \$1,800, which is less than our property coverage deductible. The funds will have to come out of the Parks budget or reserves.

A Member sent an email about the piling stubs at North Beach. We have contacted the project engineer and they need to have photo documentation to send along. These photos will have to be taken during low tide.

It was reported that the North Beach Docks had been vandalized, but later they realized that not all of the pins were installed because they didn't have enough to complete the job. They do have them now and will get that taken care of.

Emergency Preparedness: We had a great turnout last month for the CPR class. Pat Zazzo announced that there would be another meeting today at 12:30 to decide where we go from here.

Roads: Jack Wells reported that next week they will be getting permits to work on the road near Kalmbachs and Wilkes. The water truck is up and running and it only takes 15 minutes to fill. But now we need volunteers who could take about 3 hours at a time. You do not need a special license, but you have to register with the office. Our insurance requires a list of drivers.

Jack also announced that they will be setting up a volunteer day to clean up the brush and tree limbs in the ditches and HMC right of way.

Ferry: The Ferry will go into the Tacoma shipyard September 16 for the engine replacement. It may take two to three weeks. Right now we are waiting for the Coast Guard to approve this replacement.

John Farris also reported that he has explored replacing the timber deck on the ramps with steel when it is time to paint and replace them. But they will have to evaluate whether the ramps can structurally hold the steel. When they do the ramp painting, the timbers will have to come out and be put back in or replaced.

Rules: The Board has gone through the Rules and will present them to the Membership. The last part to be reviewed concerns the complaint procedure. But it will be out for a vote very soon. Mark Anderson thanked the Members for their patience.

We have received a complaint about people speeding on the Island. This would be a good time to remind Members and guests that the speed limit is 15 mph.

Before filing a complaint it is recommended that you talk to the other person and give them a warning. If they don't comply then follow the protocol for filing a Formal Rules Complaint.

Right now there is only one person on the Rules Committee. We are looking for more volunteers.

Legal: We currently have 13 delinquencies of which seven are with the attorney.

Committee Reports:

Water /Water Project – Judy Greinke thanked Mark Anderson for helping with the Water Department's Administrative and Operating Rules. Mark did a lot of formatting changes, offered comments and extracted the Water related rules out of the Island rules. The committee wants to meet with the Board on May 31st to go over these rules and bring it to a conclusion. The meeting will be at 9:30 a.m.

The second recommendation is getting a licensed operator on the Island, but since it is new they feel that we still need a satellite management company to help. The salary will be determined by the Water Committee. They are also

recommending a change to Northwest Water System instead of Washington Water. NWS rates are lower and they have extensive knowledge of the system since they were the engineers who designed it. HMC will take more of the responsibility for operating the Water System going forward. The Water Committee has been negotiating with Northwest Water and their bid was good for 30 days.

Janet Podell moved that based on Judy Greinke's recommendation that we post a job opening for an Island Water Department Manager and enter into negotiations with North west Water as our satellite Management Company. Motion carried.

Charles Smith presented a Service Request form to keep track of the work that needs to be done. He asked that it be published on the website as an Island document. He also had a door knob notification that would be used whenever they were working in an area and needed to notify Members that the water would be shut off. There are still decisions to make before having the final one ready.

The Water Committee is also looking at the Water Department property. There is a fence around it, but the building has only been primed and probably should be painted. The floor in the pump house needs a sealer. There is money in the budget to do this.

Parks – Tracy Anspach reported on the progress of the Sport Court. They are hoping to pour cement Tuesday, Wednesday, and Thursday of next week if it doesn't rain. They did go a little over the budget on the bid, but the whole project is under \$13,000. Tracy is also looking for some volunteers for one hour to help dig two holes at the Sport Court.

The Parks Committee is also recommending that we wait one more year before replacing the swings. They would like to get one project finished before going on to another one.

B.O.O.S.T.E.R.S. Janet Podell reported that the April Potluck was a lot of fun and they are planning another potluck tonight. Everyone is invited to come. Also, the Author who is writing about the Islands on the Puget Sound gave a small donation to the BOOSTERS.

Beachcomber: All items must be sent electronically to the Beachcomber Editor at beachcomber@herronisland.org no later than 5:00 pm on Wednesday, May 15th. The next Beachcomber will be the May issue.

Unfinished Business: A Member asked about the tide cancellation over the Holidays. John Farris explained that during the low tides, the Ferry is obligated to shut down until the tides come back up. They always shut down on the Island Side. So if there is a low tide and the Ferry isn't running, you will just have to come back later to come across.

New Business: Janet reported that she has been keeping track of volunteer hours and since the first of the year, and so far, she has 251 hours that have been volunteered. At an average rate of \$21.36 an hour, this has saved the Island \$5,361.36. There are others who have volunteered and those hours have not been included.

Executive Session: The HMC Board of Directors met in an Executive Session to discuss employment issues and delinquencies.

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

Dianne DeGood, Recording Secretary