

HMC Management Board Meeting Minutes November 12, 2011

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

Roll Call: Mark Anderson, President; Gary Wanzong, Vice President/Asst. Treasurer; Dianne DeGood, Secretary; Judy Greinke, Treasurer; Pat Zazzo, Member at Large; Claudia Ellsworth, Island Manager (IM).

Dianne announced she would be recording the meeting for the purpose of completing the minutes. Another member also recorded the meeting. Mark explained the minutes would be shorter and would only have pertinent information discussed at the meeting. Any other information or announcements would be in the Beachcomber and online.

Previous Board Meeting Minutes: Mark Anderson moved to approve the October 8, 2011 meeting minutes. Motion carried.

Correspondence: There were four items of correspondence:

- Combat Veterans International – A letter of Appreciation to all Herron Island Members for a Memorial Day Sale Donation made in 2010.
- Pierce County: Flood Control Zone District Formation
- WA D.O. H. (Washington Dept of Health) Notice of an Operating Permit Fee Increase for the water system from 53 cents to 65 Cents per connection in 2012
- Water Bill paid in protest by a Member

Finance:

- Judy reported that at the first of our fiscal year we have assessments coming in adding money to our bank account. We have also been selling lots of trip tickets giving us another boost to the account.
- **Judy Greinke presented the bills to be paid and moved to pay the HMC bills as presented. Motion carried.**
- The Water Utility accounting is separate and we have bills to be paid from it. Last month we transferred \$30,000 into a new account for the Utility. Our bills are high this month, but we have been receiving payments for the water bills to offset them. Jester, our engineer has held his bill until we had the Utility established. We will be reimbursed for his costs from the USDA funds, but we needed to pay him before we could move forward.
- A Member asked why we didn't send the water bill with the assessment bill to save postage. Judy explained that membership had requested an off-set billing time to avoid the months when Assessments are billed. Mark explained that as we go through the process, we may find a streamlined method to lower the costs. If anyone has ideas, let the finance committee know.
- The Member's concern was that the assessments cost more and more every year. Mark explained that our assessments are still lower than most HOA's, considering that we have a Ferry, Office Staff and Water. He gave an example of a Condominium in Tukwila that has a \$300 a month assessment, and members only get the grass mowed for that. Even though it is more than in the past, we still have a bargain for the services we provide, some which are vital for the Island. The past membership has done exceptionally well to keep assessments down.
- Mark added that Members can pay the \$240 water bill for the year which will help in saving postage costs.
- **Judy made a motion to pay the Water Utility Bills. Motion carried.**

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

Water System Project: Since the last meeting, members of the Water Project Committee offered their comments on the bid package prepared by Northwest Water Systems (NWS). USDA has now returned comments to NWS, and these have been incorporated. ADA compliance items have been pulled out of the bid package and will be taken up as a separate bid process, once we have approved drawings for the restroom modification. We are asking Board approval to authorize issuance of the USDA approved bid documents at this meeting, since the review process is complete and the final approval is USDA's. **Mark moved that we approve the bid documents as presented. Motion approved.**

The tentative schedule is available in the Manager's Report and online.

Having reviewed the proposed revisions on the contract with NW Water Systems, Mark moved that we approve the contract for any oversight with the engineers and that contract. Motion carried.

Resident Observer: USDA requires that, during the course of construction, we have Resident Observer(s) on the job site, monitoring the contractor's work to assure that it follows the contract requirements. We will be advertising the positions in the Beachcomber, seeking on-island candidates (Members or Renters), if possible. Applications will be open until 5 p.m. Friday, December 2nd. Applicants should be able to commit to be available through the full construction period, attending meetings and training as required until the start of construction, and then a minimum of two days a week throughout the construction period. The Resident Observers will be HMC employees for the duration of the construction period. The pay is \$20 per hour and NW water will screen the applications. All other curious persons must be at least 50 feet from the work site.

Emergency Preparedness: Board member Pat Zazzo announced there would be a meeting later today. At this meeting they will have a guest speaker from PC NET and who will be addressing our personal emergency preparedness and preparedness for the whole island infrastructure. The meeting starts at 1:00 pm.

Parks – Committee Report: A Member thanked Mr. Skillings for the floats he is bringing in.

Roads: Dick Mowry is looking for money for gravel. Most of the drainage is functioning pretty well. There will be fill dirt available when the Water Utility construction begins. HMC will be first in line to take it for use in the public areas that need it, such as roads, nature lots, or the mainland parking lot and any lots owned by HMC. Members can notify the office if they want this fill dirt after HMC has its appropriation.

Transportation:

The Ferry Access Policy has been revised to reflect the ticket plan change, and with added information about boarding and shuttling. This information will also appear in the brochure for ferry riders. **Mark moved that we approve the revised Ferry Access Policy. Motion carried.** It will be published in the Beachcomber and online.

The "Charlie Wells" passed its annual Coast Guard inspection with flying colors once again, thanks to the operational skill and maintenance efforts of our crew. John Farris stated that we renewed our 5 year inspection, making us good for 5 more years. We have an annual inspection and a biennial out of water inspection.

B.O.O.S.T.E.R.S: Everyone is invited to the Thanksgiving dinner tonight in the community building. The event starts at 5:00 pm. After dinner there will be Bingo with the grand prize being the Herronply

game created by Mark Anderson. Herron Island calendars will also be for sale.

Beachcomber: We considered publishing it every month since we have moved to online only, but decided to publish a smaller edition in October and December. The next full edition will come out in November. All articles should be sent electronically by Wednesday, November 16th at 5:00 pm.

Rumor Control/ Member Issues: A Member voiced concerns about a recent water line break, which occurred the day before. She wanted to know what type of protocol we have when something like this happens, as to who should turn off the water, and how do you get in touch with Washington Water on a holiday (Veterans Day). Several Member's homes and garages were flooded and the road was damaged. They had to wait for 3 hours to get Washington Water here to turn the water off to keep it from flooding these homes.

Dick Mowry explained that there was a lack of communication on this. It was a private client who had contracted the digging. When it happened they couldn't just shut off the system because of the backflow. It also took time to identify where the shut-offs were located. The new water system should help because the lines will be mapped. Another Member asked is there will be someone on the island who will have authority to shut off the new water system in the event this happens again.

The situation identified several issues as to our ability to respond when this happens. As construction goes on the island to lay new pipe we may run into this again. It is probably good that we are addressing it now. The Board will look at revising our procedures for emergencies.

Someone suggested that we invite Washington Water to come and have our suggestions addressed or questions answered. It may help us work better as a team.

Unfinished business: A member asked about burying the electrical and phone lines along with the water lines. Mark explained that we would not be doing that since the distribution is from the water company. It would cost more because the lines are buried at different levels and Peninsula Light is not willing to help pay for the costs because we are so small.

New Business: There was no new business.

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

Respectfully submitted,

Dianne DeGood, Recording Secretary