

## **Island Manager Report December 10, 2011**

### **Administration:**

**Volunteers:** Special thanks to everyone who assisted with Friday's bidders' conference: Judy Greinke and Pat Zazzo (Board), Kathy Deuster (WPC), John Farris (Ferry), and Janet Podell (volunteer notetaker). Thanks to Merry Kogut for the generous gift of office supplies. And thanks to Mike Shettlesworth for moving the fire engine in and out of the building.

### **Water System Project:**

This project is seriously ramping up. On Friday, December 9, the bidder's conference was held, with 27 contractors registering to attend, with two or more representatives. We will report verbally on this conference at the meeting.

For the most part, the project schedule remains as follows, with the exception that the exact flow of events surrounding selection of the winning bid, authorization of interim financing and contract approval need to be worked out. KeyBank is currently working with its construction loan staff to finalize details and determine what additional documentation they may require prior to loan authorization, since more than a year has elapsed since we first approached them about financing. The final loan amount will also not be determined until the successful bidder has been selected by NWS and HMC and approved by USDA.

- Bidders Conference Held December 9
- Bids Close: January 13
- Report to Board at January 14 meeting
- Bid Evaluation (Northwest Water/USDA) January 16-20
- Board (USDA) Accepts Successful Bid, contingent on USDA Approval; Board also authorizes interim financing with KeyBank, contingent on USDA Approval of Successful Bid: February 11
- Contract Signed: February 17
- Interim Financing Secured: February 17
- Work Begins: February 27
- Project Complete: September/October
- Prepay Window (30 days?): Following Completion
- USDA Loan Replaces Interim Financing

**Resident Inspector:** We received eight applications for the Resident Inspector position(s) from HMC Members. These have been forwarded to NWS for review. Interviews of final candidates will be set in the near future. Process and selection must follow USDA guidelines.

**ADA Compliance:** HMC still needs to come up with a plan to expand the women's restroom to meet ADA guidelines, and install an ADA parking spot and proper signage at the Community Building. Two other improvements to be made as part of the project are fencing of the well site properties, and improved power supply to the waterworks.

**Rental Properties:** We've had one inquiry from a contractor as to whether there are rental properties available on the island. If Members have rental properties or units, please provide that information to the HMC Office (type and address of rental, number of occupants allowed, and cost). We will attempt to compile a list to be provided to contractors for use by their employees. (We could use a volunteer to put this together for us.)

**Water Utility:**

**Tax Exempt Status:** Believe it or not, last month, before the November deadline, we sent the IRS tax exempt package to the same person, at three different IRS addresses, which seemed a little "over the top" until two of the certified mail envelopes were returned. We can only hope that the third envelope made it through the gauntlet and is now under consideration. The Board is continuing to work on the bylaws for the Utility, which will be submitted to a vote of the membership.

**Cross Connection Control Program:**

Those Member connections that have a direct water line to a hot tub, closed fire protection system, pool and/or in ground sprinkling system will be required to install a certified backflow prevention device, register it with the Utility, and have it inspected annually. Following the sanitary survey by the Department of Health last September, we were strongly urged to implement this program. The Utility will maintain an inventory of service connections that require CCCP, inspection reports and any backflow incident reports. We will be seeking proposals from water service companies in January to implement the program in the near future.

**Fire Department Liaison:** Two Members have recently expressed interest in forming a volunteer firefighter team, but we need three to four before we can approach Fire District #16 about training. If any Members are interested please contact the office.

**Land Use:** No Report.

**Emergency Preparedness:** The committee met last month following the Board meeting, with Pierce County emergency Management staff, and will meet again December 10.

Mike Shettlesworth and I attended a Hazard Mitigation forum held by Pierce County, for the purpose of updating the Natural Hazard Mitigation plans to include new information and address manmade hazards. We met briefly with Commissioner Ray Lamoreaux regarding a meeting about our two plans and what we might partner to accomplish.

**Legal Liaison:** There are 15 delinquencies, of which three are with the island attorney, and one is for less than \$100. This is a delinquency rate of less than 4%.

**Parks – Committee Report:** If you have questions or concerns or input about Parks email the Committee at [hmcparcs@herronisland.org](mailto:hmcparcs@herronisland.org).

We have asked the Members who have been using North Beach to transport home construction materials to begin restoration of the area, including the removal of gravel, soil restoration and sodding or seeding, so that the park is ready for spring. They have complied with our request and will give us a date that restoration will begin.

**North Beach Marina:** The bid documents for this work have been circulated to four or five firms in the area. A bidder's conference will be held at the Community Building Tuesday, December 13 at 9:30 a.m. to discuss the project and tour the area. Bids are due December 22<sup>nd</sup>, and the Board should be approving the successful bidder and contract at the January 14 meeting. According to the permits received from the Army Corps of Engineers, all work must be completed before March 2, 2012.

NOTE: Island rules (same as Pierce County Code in this instance) provide that construction activity may occur between the hours of 8:00 a.m. and 10:00 p.m. We will attempt to notify Members in the affected area that the work may continue into the evenings, although the actual period of construction should be a matter of days. There will be noise and vibration, from the pile drivers.

**Roads:** No report. The Roads Committee is currently without a chairman, while Al Moren is on the sick list. If there is a temporary volunteer to assist with monitoring island drainage, dangerous trees in the right of way, and road conditions, please contact the Board or the IM.

**Rules:** No report from Committee. The Committee is still looking for Members. To qualify, candidates must be HMC Members, according to the HMC Bylaws. Reminder to Members: Observance and enforcement of the Rules are the responsibility of all Members. Members are responsible for their guests. If you witness a violation of the Rules which could create a hazard for residents, or cause an accident, you can report this to the Rules Committee by using the form on the island web site, under Island Rules.

**Transportation:**

John Farris and I interviewed three candidates for standby captain, out of perhaps a dozen applicants. We have conditionally offered the position to a very well qualified Gig Harbor resident, and hope to have the background check and required physical completed soon, so that he can begin to train and we can add depth to our standby resources.

The advertisement for standby deck hand candidates brought approximately three dozen applications, which we have now completed reviewing. Interviews will be scheduled for Thursday, December 15 with the finalists.

Kevin Kircher will be continuing his recovery from surgery through New Year's. His place will be filled much of the time by Jim Davies.

**Technology:** No report.