

**Orchidland Community Association  
Board of Directors Meeting  
Approved Minutes  
April 20, 2021**

**Call to Order:** President Doug Anderson presiding this is the OLCA Board of Directors meeting of April 20, 2021 via Zoom online conferencing the time is 6:38pm.

**Board roll call via Zoom:** President Doug Anderson, Vice President Tara Brandon, Secretary Ric Wirick, Treasurer Hershel Hood, Sky Platt, Tegen Greene, Steve Lyon, Brennan Low, Brian Murphy.

**Special guest:** Charles Heaukulani

**Absent:** John Erickson

**Motion to approve the Agenda for the OLCA Board of Directors meeting of April 20, 2021 as distributed (via pdf).**

**Second**

**Call Motion to vote, all in favor 9, Motion approved.**

**Motion to approve the Minutes for the OLCA Board of Directors meeting of March 16, 2021 as distributed (via pdf).**

**Second**

**Call Motion to vote, all in favor 9, Motion approved**

**President's announcement to board members and special guests:**

Aloha and welcome to the April OLCA Board of Director's meeting for fiscal year 2020-21. Our Committee and Board meetings are now being held via Zoom online conferencing due to concerns of the Covid-19 pandemic and the onset of the flu season.

Special guests are welcome by Zoom invitation to attend but are asked to please not interrupt the proceedings and agenda. Special guests will be given the opportunity to speak at the end of meeting.

**Summarized Monthly Reports and Motions (full reports as distributed):**

**Secretary report and Motions by Ric Wirick:**

The March 2021 Newsletter and Ballot were mailed last month. Ballots can be mailed to Data Processing Services at 99 Aupuni St., Suite 206, Hilo, HI 96720 or delivered in-person, M-F, between 8am and 4pm. All ballots are due on or before May 1, 2021.

Some OLCA members have designated "proxy" representation, these proxy forms are sent out with the July Newsletter. As Secretary, I will notify the Board members of these proxies at least a week prior to the May 1<sup>st</sup> deadline.

At last month's Board meeting, a Motion was approved to hold the OLCA Semi-Annual Membership meeting via Zoom online conferencing. A direct link to register was added to the [www.Orchidland.org](http://www.Orchidland.org) homepage.

OLCA Board member Brennan Low has indicated that he will be stepping down from the Board in May 2021. He will continue to assist us with us with technical assistance on the webpage and more, as his busy schedule permits. Brennan, Mahalo for your support and service.

Announcement, OLCA Board candidate Charles Heaukulani has agreed to join the OLCA Board early as an interim Board member in May 2021 upon Brennan Low's departure.

In Accordance with the OLCA Bylaws, this is a 30-day advance notice/ announcement that Charles Heaukulani will be nominated for interim election to the OLCA Board at the next meeting on May 18, 2021.

**That completes Secretary's report and Motions.**

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**Treasurer report by Hershel Hood, data provided by OLCA Bookkeeper. Includes monthly financials for March 2021 as distributed via PDF.**

As reported in the January Treasurer report, the process of finding a possible alternative B&O, liability insurance policy for OLCA is still ongoing. New information has been provided to the insurance agent by Ric Wirick.

The following is a summary of the expenses paid during the month of March 2021.

1. Yamada & Sons - cold mix.	\$1,611.72
2. Puna Rock - materials.	\$2,357.24
3. AT& H - labor only.	\$6,228.06
4. Flying Disc Production/Zoom meeting	\$62.55
5. DPSI Bookkeeper.	\$2,426.33
6. Backyard Monkeys.	\$3,769.63
7. OLCA Newsletter.	\$4,734.22

The total amount paid in March 2021 is. \$21,189.75

Per OLCA regulations, a financial Audit of the books is required every 3 years.

It is now time to have an Audit of the 2019 financials done and the 2019 tax returns done as well.

The OLCA bookkeeper will be working with the same Auditor that has done the audits in the past. An extension has already been requested.

The estimated costs are as follows:

1. Auditors = \$7,500.00
2. DPSI- Bookkeeper = \$1,000.00
3. DPSI - Tax preparations = \$1,000.00
4. Auditors- Tax preparations = \$2,000.00

Total estimated cost to have the Audit done = \$11,500.00

I would like to make a motion to approve having the 2019 Audit and tax returns completed by the OLCA Bookkeeper and Auditors and to pay the required fees associated with it.

**Second**

**Discussion:** The amount spent on the audit and the tax returns plus the March Newsletter will come to approximately \$27,5000.00. This amount will be deducted from the amount of monies that can be spent on future road maintenance. There will be approximately \$78,500.000 available to use on road maintenance for the next 3 months. This comes to approximately \$26,200.00 per month. This number does NOT take in to account any EMERGENCY road repairs that may be needed. I will be monitoring the spending closely as we get closer to the end of our fiscal year and our available funds limits.

**More discussion, Call Motion to vote, all in favor 9, Motion approved**

**Additional updates:** the monthly rate for the OLCA Stor-Quest storage unit located in Shipman Industrial Park has increased from \$180 to \$210. Looking into possibly eliminating the need for and cost of a storage unit. I plan to go through the files after the new fiscal year begins in July 2021 and would like some Board volunteers to assist with this project.

That concludes the Treasurer's report.

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**RMC report by RMC Secretary Ric Wirick:**

Please note, RMC Chair John Erickson is on medical leave.

**Updates on pothole filling:**

AT& H continues monthly pothole filling on paved roads (asphalt and chip sealed).

With the rainy season over the past months and flooding/ ponding on lower Orchidland Drive -- potholes have developed quickly. During the worst conditions, 2 ½" gravel was used to fill the large potholes until the road dried out and potholes could be filled with cold patch.

**Unpaved/ unimproved road maintenance updates:**

Ashley Tractor and Hauling, AT&H, addressed the emergency road repairs on 40<sup>th</sup> and 39<sup>th</sup> Ave between Pohaku and Laniuma Drive. As well as, the dead-end street of Napua. Some sections of these roads were impassable to cars due to the heavy and extended rains.

AT&H has also been scheduled to open blocked natural drainages with a backhoe to help eliminate ponding and large potholes, recovering materials where possible. They will begin on 40<sup>th</sup> Ave and Pohaku Drive working across to Auli'i. Then addressing upper unpaved Auli'i from 40<sup>th</sup> to 41<sup>st</sup> Ave, and 41<sup>st</sup>, then bumping down and across 39<sup>th</sup>, 38<sup>th</sup>, etc.

Update, we now have a new and second road maintenance crew working with us. Before RMC Chair John Erickson went on medical leave, he made contact with road maintenance contractor Bill Watkins. I met with Bill Watkins and discussed backhoe service to open blocked natural drainages on 34<sup>th</sup>, 35<sup>th</sup>, 36<sup>th</sup> and 37<sup>th</sup> Ave. The RMC was updated on his cost for backhoe at \$150 per hour. Watkin's opened blocked natural drainages on these streets in less than 20-hours. He is now scheduled to distribute gravel where needed with a full-size grader at \$180 per hour and dump truck at \$150 per

hour for equipment and operators. OLCA will pay for materials from Puna Rock. That work is scheduled to begin soon.

Once Watkin's completes gravel distribution on 34<sup>th</sup>, 35<sup>th</sup>, 36<sup>th</sup> and 37<sup>th</sup>, he is then scheduled to begin opening blocked drainages on 38<sup>th</sup> Ave and up until he meets up with AT&H. Then gravel will be distributed on these roads as well.

Note, last Fall 2020, the RMC and Board approved road and road side maintenance as funds become available. OLCA Treasurer Hershel Hood announced last month that funds are available – so the work has been scheduled.

In addition, AT&H's hand-filling pothole crew has completed some work from 34<sup>th</sup> to 41<sup>st</sup> Ave between Orchidland and Auli'i Drive as weather and scheduling has permitted.

**Road side mowing, garbage removal, abandoned vehicles and tree removal updates:**

AT&H tractor mowed the Main Access Roads of 40<sup>th</sup> Ave from Pohaku to Auli'i Drive. As well as, Pohaku Drive, 35<sup>th</sup> from Pohaku Circle to Laniuma, Laniuma, Orchidland, Auli'i and Illima Drives. Also intersections on these Main Access Roads were mowed and hand weed trimmed for better traffic visibility.

AT&H has been scheduled to tractor mow all Aves, cross streets and dead-end roads.

Note, the tractor mowing on Illima Drive between 36<sup>th</sup> and 37<sup>th</sup> Ave exposed a large amount of dumped trash including: car parts, tires, water heater, bags of garbage and more. AT&H was directed to pick up and haul this trash. An additional water heater was hauled from 35<sup>th</sup> between Auli'i and Orchidland Drive.

Abandoned Vehicles, AV's, continue to be discarded on OLCA's roads and right of ways, to date all have been reported and tagged by the HPD for removal. The County disposal and their sub-contractors/ towing companies are taking about 2-4 weeks to get the reported AV's hauled away.

Backyard Monkeys, tree service, was scheduled to cut branches and limbs that were overhanging and encroaching OLCA roads and right of ways. OLCA supplied them with detailed map of specific locations and they were given a recommended route. OLCA requested that the branches/ limbs be cut back to the tree's trunk. The contracted service was \$1800 per day (2-days) for boom truck, chipper and operators.

After day-one of the two-day contracted service, Backyard Monkeys were called back to address a large limb on 37<sup>th</sup> Ave that was not back to the tree's trunk, plus, the remaining limb had created a new road side hazard in the right of way. Backyard Monkeys did not address this new hazard that

they created. Those of us that surveyed the two-day trial-run completed by Backyard Monkeys were disappointed -- overall their service was minimal and barely noticeable in some areas addressed on the detailed map.

**New Business:**

OLCA Board member Brian Murphy has recommended that we update OLCA's Policy and Procedure concerning Right Of Way (ROW). In short, if a property owner has planted, placed rocks, etc. in the ROW -- the property owner would be notified via letter to move the items and if not, the property owner will be charged for the removal process. If OLCA's bill for removal is not paid, a mechanics lien will be placed on the property.

**More discussion:** Tara Brandon recommended that the measurement of the ROW be included, in general there are two-types of ROW: 40 feet width for Avenues and 60 feet width for Main Access Roads (40<sup>th</sup> Ave, Pohaku, Laniuma, Orchidland, Auli'i and Ilima Drives).

It was also suggested that this revision be included in the July 2021 Newsletter.

RMC agreed to move forward with this revision as soon as possible.

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Last month, the RMC and BOD determined that it was best to remain with the 1998 Paving Plan but to utilize the following clause if and when needed:

For historical reference, a copy of the 1998 Paving Plan has been included as a pdf attachment. It can also be found online at [www.Orchidland.org](http://www.Orchidland.org) under Policy and Procedures. As stated, it is considered a "living document", referencing page 2, third paragraph:

"...This Plan should be considered a living document. By that it is meant that it should not be considered as a rigid document to be followed regardless of the circumstances. Identified improvements in execution, changing circumstances, establishment of a Financial Improvement District and other political developments may lead to the desirability of making well thought out changes to the Plan..."

**Discussion:** proposed use of some asphalt paving funds to improve traffic safety and reduce road maintenance.

Tear-out failing chip-sealed intersections and asphalt pave (Pohaku Drive, 35<sup>th</sup> and 36<sup>th</sup> Ave; Auli'i Drive, 34<sup>th</sup> and 35<sup>th</sup> Ave).

In addition, install asphalt aprons at all intersections on Main Access Roads lacking aprons.

**Suggestion:** OLCA to get multiple bids for this proposed asphalt paving improvement project.

**Old Business:**

Months back when OLCA reopened 37<sup>th</sup> Ave at Ainaloa, the RMC was directed to make contact with County and State officials to help establish as long-term, cooperative goal regarding emergency by-pass routes through Orchidland Estates and the traffic safety issue at Hwy 130 and Orchidland Drive.

**Additional RMC updates:**

**Abandoned Vehicles (AVs) on OLCA roads and/ or in the right-of-way:**

Location: 39<sup>th</sup> Ave just uphill of Pohaku Drive. RMC Chair John Erickson called in the report of these multiple vehicles in the OLCA right-of-way, called the HPD non-emergency number. The HPD has contacted the property owner and tagged some of the vehicles for removal. The property owner has also agreed to move the other vehicles off of the right-of-way. Doug Anderson, has agreed to follow-up on this AV issue on Pohaku and 39<sup>th</sup> Ave.

Abandoned vehicles and the arson of abandoned vehicles in Orchidland Estates has been on rise over the past years. One major reason is that vehicle recycle centers stopped paying for metal recycling and now charge a fee. Technically, dumping vehicles is a criminal littering offense, up to \$1000 fine and 200 hours of community service.

If an abandoned vehicle (AV) is dumped on an Orchidland road or in the right of way, and it is reported to the HPD and they follow-up with an incident report. The AV should be towed or removed by the County within a week or two. If not, follow-up with the HPD on a weekly basis until the vehicle is removed.

The process is to call the HPD non-emergency number at 808-935-3311

Report an abandoned vehicle: provide the HPD with the date of incident, location, type vehicle and be sure to get an incident number and HPD officer contact name.

**That completes the RMC reports and updates.**

**RMC and Special guest input:**

We are coming to the end of fiscal-year 2020-21, ending June 30, 2021. The volunteer work load on some OLCA Board members over the past six-years has been substantial. It has been proposed that OLCA hire a road/ office secretary/manager beginning July 1, 2021 – the beginning of fiscal-year 2021-22. Note, a paid road manager position had existed in OLCA up until 2013. And a paid recording secretary position up until July 2015.

OLCA is attempting to make an appointment with the Fern Acres Road/ Office manager for more details. If you are interested in attending this meeting, please let us know. The meeting will either be via Zoom or in-person.

**More input:** Treasurer Hershel Hood indicated that funds are available and Brian Murphy suggested that the position should be a paid position at a maximum of 20 hours per week. Doug Anderson indicated that he also has a contact person in Nanawali Estates and Tara Brandon indicated that she had someone in mind as well.

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**Farmers Market Committee (FMC) Report:** no communication from the FMC and no announcements on the OLCA Facebook group page. December 2020 the OLCA Markets were cancelled. The monthly sign is still in place, but it will be removed until further notice.

**CLDC reports and updates by Secretary Wirick:**

OLCA is the acronym for Orchidland Community Association. So yes, we are the same group of individuals but wearing two hats with common goals. The CLDC represents our community nonprofit (501c4) and ACC representing a 501c3 non-profit able to receive tax deductible donations for the Community Center (Agri-Cultural Center).

The CLDC and OLCA Board approved a Motion to hire a civil engineer to complete the following requirements for the OLCA Community Center site plan and building plan applications:

Topographic Survey: \$600.00

Civil Construction Drawings (Site Plan, Grading Plan and Utility Plan): \$3,750.00

Drainage Plan: \$500

Septic design: \$1,100

The Topographic Survey and Drainage Plan has been completed, submitted and approved by the County Public Works Dept. Now the civil engineer is drafting the formal site plan (civil construction drawings) for submission and approval.

The CLDC oversees the management of the OLCA Community lot, similar to the way the RMC oversees the management of the OLCA roads. Since August 2020 the CLDC has encouraged the OLCA Farmers Market Committee (FMC) to get the proper County and State permits in place and to follow the protocol for a sanctioned Farmers Market in order to operate as an essential business during the Covid-19 pandemic. To date, this has not occurred.

Months back, OLCA received a letter from County Planning regarding the OLCA Farmers Market. OLCA Board and CLDC member, Brian Murphy, over the past months has been following up on the necessary requirements for a County and State approved community Farmers Market. Brian has attempted to contact the OLCA Farmers Market Committee chair, Norman Kauahi with the updates, but to date, no reply has been received.

**That concludes the CLDC report and updates.**

**OLCA Agri-Cultural Center (ACC/ 501c3) Board report and updates by Secretary Wirick:**

Doug Anderson serves as Vice President and chair of the ACC Board, Ric Wirick Secretary and Directors: Sky Platt, Brian Murphy, Tara Brandon and newly elected director, Charles Heaukulani. The OLCA ACC is now moving forward with applications for grant proposals and fundraising for the OLCA Board approved 40' x 120' pavilion, to be constructed at the OLCA community lot.

**That completes the OLCA reports and motions.**

**Additional Board input:**

One additional item that will be added to the final announcement at the close of Tuesday's meeting. The Puna Earth Day clean-up on Hwy 130 is scheduled for Saturday April 24th.

I have attached the flyer if you are interested in participating.

Our new OLCA Board member to be, Charles Heaukulani shared this post.

It has also been shared on the OLCA group Facebook page and the poster of the event has been attached as a pdf.

Mahalo

**Special guest comments and input:**

Charles Heaukulani commented on the Board meeting – he indicated that Board business is complicated, and that he was impressed and appreciates the time and effort by community volunteer OLCA Board members.

**Final announcement:** OLCA Semi-Annual Membership meeting is scheduled for Saturday May 1<sup>st</sup> via Zoom online conferencing. Check-in begins at 1pm HST. Membership meeting 2pm to 4pm HST. This is posted on the homepage at [www.Orchidland.org](http://www.Orchidland.org) with a direct link for registration and was also referenced in the March 2021 Newsletter. Reminder, 2021-22 OLCA Ballots are due by mail or drop off at DPSI on or before May 1<sup>st</sup>.

**That concludes the OLCA BOD meeting for April 20, 2021, motion to adjourn, call to vote, all in favor 9, the time is 7:30pm.**

**Submitted by:**

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**Frederic Wirick, Secretary**

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**Date**