

**Orchidland Community Association
Board of Directors Meeting
Approved Minutes
October 19, 2021**

Call to Order: President Doug Anderson presiding this is the OLCA Board of Directors meeting of October 19, 2021 via Zoom online conferencing the time is 6:42pm.

Board roll call via Zoom: President Doug Anderson, Secretary Brian Murphy and Treasurer Hershel Hood.

With 5 Board members absent there was not a quorum of 6. Since no Motions were being approved it was decided to continue with October monthly reports and updates as scheduled.

Motion to approve the Agenda for the OLCA Board of Directors meeting of October 19, 2021 as distributed (via pdf).

Seconded

Call to vote, all in favor 3, Motion approved.

Motion to approve the Minutes for the OLCA Board of Directors meeting of September 21, 2021 as distributed (via pdf).

Seconded

Call to vote, all in favor 3, Motion approved.

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

Secretary report by Brian Murphy:

The October 2021 Newsletter was taken to the printers on Monday, October 18th, we are scheduled to get it to Brandee at DPSI for mailing on Wednesday October 20th.

The DCCA listing of OLCA directors and officers has been updated. We will be making an appointment with CU Hawaii Credit Union sometime soon to update the authorized signatory list.

We are still working out the details for the new Zoom moderator for our monthly Board meetings. Until then, I will serve as the interim Zoom moderator. Zoom updates: please do not interrupt the officer giving their monthly report. When there is a Motion, there will be more discussion after the Motion is read, seconded and initial discussion. The vote count will be recorded.

On Monday October 11th both President Doug Anderson and I attended the Subdivision Alliance Meeting via Zoom hosted by Councilperson Matt Kleinfelder. We updated him on some community issues and the recent paving of upper Pohaku Drive. Note, the County is now running bus service in Orchidland Estates from Hwy 130 to Hwy 11 -- Pohaku Drive to 40th Ave to Ola'a. We are scheduled for another Zoom conference with Councilperson Kleinfelder in the near future.

Reminder, in June, we approved the following Motion:

Motion to approve the 2021 Right-Of-Way Policy and Procedures and the letters to address specific ROW violations.

I have offered to work with RMC Chairperson Tara Brandon to address specific ROW violations and send out letters as needed. If other Board members would like to assist us addressing these ROW issues, please let us know.

The Board approved funding to hire an attorney some months back that specializes in complicated lien issues (les pendens). The retainer was paid and this legal issue has been resolved.

That completes the monthly Secretary's report.

Treasurer's Report:

This is the OLCA Treasurer report for the first quarter of this fiscal year 2021 as presented by Hershel Hood, OLCA Treasurer.

The following information has been provided by the OLCA Bookkeeper, DPSI, Hilo, Hi. The financials summary document is on the PDF provided.

Total income from 2021 MRMA dues including prior years and miscellaneous interest = \$304,666.00.

Major Expenses paid in this first fiscal year quarter:

1. Hokori Construction, for asphalt road work. Total amount paid= \$61,000.00.
This money comes from the Asphalt paving fund only.
2. Annual renewal for OLCA Commercial General Liability insurance= \$14,052.00
3. OLCA Bond, liability insurance annual renewal= \$533.00.
4. Uprise Farms, road work, pot hole filling= \$12,526.00.
5. Carbonaro CPAs, 3 progress payments. 2019 Audit= \$7,399.00
6. Puna Rock, road materials = \$7,450.00
7. Administrative expenses = \$17,855.00
8. Road work pothole filling = \$6,013.00
9. Legal= \$1,500.00

Total road expenses paid, not including Asphalt paving fund payments = \$36,812.00

Total OLCA expenses paid = \$118,968.00.

The OLCA Audit is still in process and due to complications no completion date is available.

The B&O liability insurance is still in process and completion date is expected very soon.

After the January 2022 MRMA reminder letter is sent out to delinquent property owners, the total amount of MRMA dues received will be assessed. This amount will be used to allocate funding into the Asphalt Paving Fund at 25% of the total amount received.

Pay your MRMA dues or we all lose. H.

RMC monthly report, updates and Motions by Brian Murphy.

RMC Chairperson Tara Brandon will be off-island for a few weeks dealing with family issues, I have agreed to step in and assist with her volunteer duties while she is away.

Announcement from Tara to the RMC and BOD:

At last month's RMC meeting Hershel Hood resigned from the RMC. Three RMC members remain – Brian Murphy, John Erickson and myself, Tara Brandon, with President Doug Anderson joining us an advisory member, in addition he is now serving as an interim RMC member. According to the Bylaws, we could have up to five RMC members. Since all RMC members are also Board members -- we should be actively searching for OLCA members willing and able to join the Board and possibly the RMC as interim Board members. According to the Bylaws, the announcement to elect new interim Board members must be made at a Board meeting a month prior to the election.

Updates on pothole filling:

AT& H continues monthly pothole filling on paved roads (asphalt and chip sealed). This is an ongoing process. For some reason, Ilima Drive between 35th and 36th Ave had been overlooked for some months. This section of Ilima Drive has now been added to the pothole filling monthly maintenance schedule with the other roadways: 40th Ave to the intersection of Pohaku Drive, Pohaku Drive, upper Pohaku Place to 35th Ave, 35th Ave to Laniuma, Orchidland and Auli'i Drive.

RMC Chairperson Tara Brandon has inspected the work completed by AT&H and approves the following invoice, 7456, Potholes, for the payment of \$1,460.73. The RMC has approved this invoice for payment and recommends Board approval.

AT&H invoice 7456, Potholes, for payment of \$1,460.73 was reviewed an approved by RMC chairperson for payment.

Mowing updates:

AT&H began mowing the main access road-sides last week, beginning on Ilima Drive. All main access roads (Ilima, Auli'i, Orchidland, Laniuma, 35th Ave between Pohuku Place and Laniuma, Pohaku Drive and paved 40th Ave.) will be mowed first and the vegetation near intersections trimmed back. Then the Avenues from 34th Ave to 41st Ave, plus side streets, cross streets and dead ends will be mowed. Note, large debris, trash and garbage that interferes with the mowing will be removed as well. Garbage removal is an extra fee but necessary for mowing.

Plus, this past month a trailer load of trash was dumped in the middle of Ilima between 36th and 37th Ave. Apparently the trailer had been stolen from a job site. AT&H was dispatched to clear the road and clean up the trash. The owner of the stolen trailer was also contacted (I found receipts in the

trash dumped on Ilima Drive). He offered to pay hauling fee but to date has not. Also, AT&H had to move aside a vehicle that was blocking 35th Ave.

RMC Chairperson Tara Brandon has inspected the work completed by AT&H and approves the following invoice, 7457, trash pickup and hauling, for the payment of \$933.19. The RMC has approved this invoice for payment and recommends Board approval.

AT&H invoice 7457, trash pickup and hauling, for the payment of \$933.19 was reviewed and approved by RMC chairperson for payment.

Unpaved/ unimproved road maintenance updates:

AT&H has been scheduled to complete maintenance service on the remaining roads that were not serviced in May 2021, these short sections include: the dead end roads off of 40th Ave (Pualani, Pikaki, Oliana and Napua); the dead ends off of Pohaku Drive (upper unpaved Pohaku Drive above the intersection of 40th Ave, 39th Ave and Mapuana; and the middle section of Melekule. AT&H is scheduled to begin this service on or about October 18th.

Note, I have contacted Justin Manuel, who completed pothole filling on 37th Ave between Ainaloa Blvd and Pohaku Drive. For some reason he created about 20 ditches across this roadway using his skid-steer bucket that are now causing ponding. This problem needs to be addressed before we will consider his services in the future.

Updates on the scheduling of the unpaved/ unimproved road maintenance service rotation (about 25-miles) from 34th Ave up to 42nd Ave and from Ilima to Pohaku Drive. Our primary objective is to disperse as much gravel (1 ½" base course or 1 ½" drain rock) as possible. This service will be similar to what was done in May 2021: one truck width wide, chain-gate dispersed about 1 ½' to 2" in depth - down the center of the road. Extra gravel on the road is slide-shoveled into the larger potholes (by hand or equipment) to help maintain the 15-mph speed limit.

I have contacted contractors for hourly bids:

AT&H – \$150 per hour for the 20-ton truck, plus \$100 for the backhoe or \$40 per hour per laborer. Could schedule service the beginning of November.

Watkins Construction – estimate taken from their invoice in July/ August 2021: \$175 per hour for the 15-ton truck, \$75 additional to chain drop and \$40 per hour per laborer. Estimate from last-year's contract: \$150 per hour for backhoe or \$180 per hour for excavator.

Could schedule service within the next week.

Horkori Construction – they were booked solid for the next months.

Justin Manuel – outstanding issues remain regarding his last maintenance service.

More discussion: RMC Chairperson, Tara Brandon will also contact Sanford's cost to haul and chain-gated dispersal.

Asphalt paving updates:

Hokori Construction completed the paving of the upper section of Pohaku Drive, about 780' in length -- on Friday, September 10th. The next section of road to be paved is upper Ilima Drive between 36th and 37th Ave when funding becomes available.

An additional note, the County is now running bus service utilizing Pohaku Drive between Hwy 130 and Hwy 11.

Sign theft, sign installation and abandoned vehicles:

For the past years, sign theft, sign replacement and installation has been an ongoing process and a safety issue. AT&H installed replacement STOP signs and posts at the following intersections: Auli'i and 36th Ave, Laniuma and 36th and 39th Ave, Orchidland and 38th Ave and Ilima and 35th Ave.

RMC Chairperson Tara Brandon has inspected the work completed by AT&H and approves the following invoice, 7462, sign installation, for the payment of \$748.22. The RMC has approved this invoice for payment and recommends Board approval.

AT&H invoice 7462, sign installation, for payment of \$748.22 was reviewed and approved by RMC chairperson for payment.

Abandoned Vehicles, AV's, continue to be discarded on OLCA's roads and right of ways, to date all new AV's 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 HPD reported AV's hauled away.

Right of Way Violations:

In June the RMC and BOD approved the 2021 Right of Way (ROW) Policies and Procedures, and various ROW violation letters. These letters can be used by the RMC when needed. For instance, if you see vehicles discarded and/ or parked in the right of way – this is a potential hazard and liability risk to OLCA – and a Right of Way violation.

Old Business:

Possible federal funding for additional asphalt paving in the future:

RMC member Brian Murphy has been researching some possible federal incentives and funding for the improvement rural roads.

More discussion, updates from Brian:

Tabled Old Business from fiscal-year 2021-22:

Motion tabled: to approve the asphalt pavement repair, crack sealing on Auli'i Drive from 36th to 40th where needed. Clean, and seal cracks where needed.

Waiting for funding and additional bids.

Motion tabled: to approve the asphalt pavement repair on Laniuma Drive between 38th and 39th Ave. Repair dozer track damage in the inbound lane, closer to 38th Ave. Clean, tack coat, asphalt fill and compact over existing roadway to match up with existing roadway or slightly higher by an inch or less.

Waiting for funding and additional bids.

Motion tabled: to remove overgrown vegetation from asphalt paved (6.5 miles) and chipsealed roads (3.5 miles), widening the drivable hard surface and allowing for natural drainage off the roadways.

Waiting for funding and additional bids.

This note is from Treasurer Hershel Hood from last month's RMC report:

"...OLCA has received approximately \$175k in MRMA dues, this fiscal year, for road maintenance and repairs. There is ample funding available to use for immediate road work.

I recommend that road work be continued for the immediate future.

Please note that the projected budget for this fiscal year of 7-1- 2021 to 6-31-2022 for road repairs and maintenance is approximately \$160,000.00. This is subject to change depending on how much revenue is brought in by MRMA dues payments.

That completes the monthly RMC report and Motions.

Farmers Market Committee (FMC), market remains closed due to State restrictions on social gatherings.

CLDC reports and updates by Secretary Murphy:

We are awaiting the site plan approval by the County.

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

The ACC Board continues to prepare to move forward with fundraising for the Center and we are awaiting the "site plan approval".

That concludes the OLCA BOD meeting for October 19, 2021, motion to adjourn, call to vote, all in favor 3, the time is 7:32pm.

Submitted by:

Brian Murphy, Secretary

Date