

**Orchidland Community Association  
Board of Directors Meeting Minutes  
July 18, 2023**

**Call to Order:** President Tara Brandon presiding. This is the OLCA Board of Directors meeting of July 18, 2023 via Zoom online conferencing the time is 630pm.

**Present:** Tara Brandon – President, Hershel Hood – Treasurer, Mopua Cann, John Erickson, Abe Cigna, Reed Becker, Red Rey, Jason.

**Motion 07182023-1:** To approve the Agenda for the OLCA Board of Directors meeting of July 18, 2023 as distributed by OLCA Secretary (via pdf). **Second**\_\_\_\_**Discussion**\_\_\_\_For all contributors to Agenda and Minutes, please do not add into your submissions motion numbers or procedural notes (Second, Discussion, ect). Your narrative needs to speak for itself so spell check and clarity is advised. Secretary will place it into the OLCA document format. **CALL TO VOTE**\_\_\_\_\_  
**APPROVED 6 OF 6**

**Motion 07182023-2:** To approve the Minutes for the OLCA Board of Directors meeting of June 20, 2023 as distributed by Secretary (via pdf). **Second**\_\_\_\_**Discussion**\_\_\_\_**CALL TO VOTE**\_\_\_\_\_ **APPROVED 6 OF 6**

**Motion 07182023-3:** Approval of Mapua Cann as Interim BOD member.  
**Second**\_\_\_\_**Discussion**\_\_\_\_ **CALL TO VOTE**\_\_\_\_\_ **APPROVED 6 OF 6**

**Monthly Reports and Motions:**

**President, Tara Brandon:**

There are some things I would like to see introduced as OLCA policies and procedures to alleviate the burden of tasks on our volunteers. Also, to provide our Association Members with transparency. This will help the future Directors by re-inventing the wheel every turn around. As part of the Presidential responsibilities, is to include the assurance that all OLCA documents are protected.

1. Starting with zoom meetings, where are the invoices going and updating storage capabilities. This will ensure our paid recordings are protected. All OLCA Directors should have access in the event of unforeseen circumstances.
2. Opening (Zoom) meetings as per bylaws to the public. A “Live link” on our website and social media site. This will also alleviate the third-party emails that our Treasurer has been answering and resending the emails to our Moderator for individual invites. So much time is being consumed by a very simple task. Zoom Moderator must be able to keep order during OLCA meetings by muting all public relations while OLCA conducts monthly business issues until the end of the meeting.
3. Audits: OLCA is behind in fiduciary responsibility for Audits that are required every three years. There was an audit completed last fiscal year, however, this needs to be done again this year to catch up. The Audit Reports should be made accessible to all Board of Directors and the Community we serve.

Thank you all for joining in. I appreciate all of your time and dedication to our community.

**Treasurer’s Report, Hershel Hood**

This is the OLCA Treasurer report for July 2023. The following information has been provided by the OLCA Bookkeeper, JB Services, Hilo, Hi. and Hershel Hood, OLCA Treasurer.

The following is a summary of the expenses paid by OLCA in the month of June 2023.

Administrative and road maintenance expenses:

1. JB services, monthly accounting services, June 2023 =\$3,141.36.
2. Patrick Donegan, June 2023 Zoom services =\$75.00.
3. JB services, OLCA Ballot tabulation and report - Credit card processing =\$638.74.
4. Hawaii Accounts Processing, June lien processing =\$2,650.00.
5. Landa web services, changes to website payment section =\$102.09.
6. Sanfords Service Center, materials =\$25,161.00.
7. Yamada& Sons, asphalt cold mix, Paving fund, materials only =\$642.96.
8. Puna Rock, materials only =\$274.93.
9. Yamada Sons, asphalt cold mix, Paving fund, materials only =\$200.93.
10. Watkins Paving, labor and equipment only =\$3,102.09.
11. Watkins Paving, Orchidland Drive road repair. other side roads maintenance and labor equipment =\$11,407.60

Total administrative expenses =\$6,505.10.

Total road maintenance expenses =\$40,811.90.

Total amount paid in June 2023 =\$47,317.00

**Motion 07182023-4:** to approve JB Services June bookkeeping services invoice #108, in the amount of \$3,141.36. **Second. Discussion-** this is the regular monthly billing. **Call to Vote. APPROVED 7 OF 7**

**Motion 07182023-5:** to approve JB Services for OLCA Annual MRMA billing invoice #1082, in the amount of \$6,439.91. **Second. Discussion-** t This amount includes labor, postage, envelopes and printing. About the same amount as last year. **Call to Vote APPROVED 7 OF 7**

**Motion 07182023-6:** to approve payment to Brown and Brown Pacific for the renewal of the OLCA Commercial General Liability Insurance. Policy # MP005200100998410, in the amount of \$19,525.66. **Second. Discussion-** this is the renewal for 2023-24 fiscal year. Due date for renewal is July 29,2023. Cost is up about \$2k from last year. Hershel Hood has been approved to sign the necessary documents on behalf of OLCA. **Call to Vote APPROVED 7 OF 7**

**Motion 07182023-7:** to approve payment to the US Postal service for the OLCA. PO Box 280. The amount is \$210.00. **Second. Discussion-**this is the annual renewal for 07-2023- 07-2024. **Call to Vote APPROVED 6 of 6**

**Motion 07182023-8:** to approve payment to Hawaii Accounts Processing invoice. #ORLD-07-2023, in the amount of \$2,650.00. **Second. Discussion-** Lien processing. It's working! **Call to Vote**

**Motion 07182023-9:** to approve payment to the Hawaii County Police Dept. Tracking # 0702-991. In the amount of \$400.00. And to approve payment to the Hawaii Director of Finance in the amount of \$36.00. **Second Discussion-** this was for the Special Duty Police Officer requested to do Safety and traffic control for 8 hours on 07-03-2023. Cost \$50.00 per hour. **Call to Vote APPROVED 6 of 6**

#### Comments

1. Watkins Paving was paid on invoice #733703 in the amount of \$54,973.80 on 07-06-2023. This was for labor and materials as used to do the resurfacing of Orchidland drive at the highway. This was paid out of the Paving Fund only.
2. Response to the lien letters has been positive. I am receiving an average of 1 email a day on the Orchidland.org website from people who now want to pay up their overdue MRMA payments. It's great to see the process is working as we hoped.
3. The OLCA Paving fund is down to about \$8k, after paying for the Orchidland Drive resurfacing. It might be a good idea to add some more funds into the Paving account. Or don't write any more checks from the Paving fund for now.

That's it from me. Hershel OLCA Treasurer.

**Road and Maintenance Report – Tara Brandon**

Asphalt Paving and Pothole Repairs:

The paving project for Ilima was put on hold for an “emergency” proposed paving project to the entrance of Orchidland Drive. The Motion was presented via email with 8 of 8 Director votes to move forward. Friday June 30th, Watkins Paving hauled in equipment and prepared the area for paving. On Monday, July 3rd, Paving was completed. The project was 24’ wide by 250’ long with the overall invoice of \$54,973.80. That included labor, equipment, hauling, and all materials needed. This invoice was already paid when the project was completed. Due to materials billed directly to the contractor. Side note..... any paving project proposals, historically and currently are to include materials unlike other road projects.

Watkins has submitted an invoice for asphalt pothole repairs for the month of June. With the shortage of AC materials, 1 1/2” base course was used for Pohaku Drive. As of today, Watkins crew is on their fourth day of repairing asphalt potholes with cold mix. A complete monthly rotation of all paved roads will be completed today. This includes Pohaku Drive, cleaning out all base course materials, and filling with the appropriate material using cold mix, along with compaction. As reported, the previous potholes filled and compacted, from the end of May are still intact. This is great information for OLCA. This proves that proper procedures are being used for these repairs and they are holding up longer than the prior “couple of weeks” in the past. This motion is for June repairs. Next month there will be an invoice for July repairs that is being completed today, July 12th.

**Motion 07182023-10:** Watkins Paving invoice #733702 in the amount of \$1,178.01 for pothole repairs.

**SECOND \_\_\_\_\_ . DISCUSSION: CALL TO VOTE \_\_\_\_\_ . APPROVED 6 of 6**

Unpaved/ Gravel Road Maintenance:

OLCA BOD had approved \$50,000 March 21st to start the second round of gravel road rotation for this fiscal year 2022-23. This rotation started the last week of April using 2 1/2” base course dispersed and spread with a 12’ grader. This partial rotation was finished on June 8th. Labor and equipment charges at \$16,184.28. Materials and hauling at \$33,487.36. Totaling \$49,671.64 just under approved budget by \$328.36. A total of 57 (20 ton) truckloads of materials.

**Motion 07182023-11:** Approve Sanford’s Service Center Inc invoice # 06-2023 in the amount of \$2,269.73 for Materials and Hauling, of the last 4 (20 ton) truck loads. **SECOND \_\_\_\_\_ . DISCUSSION:** This is the outstanding invoice for the additional 4 truckloads that I had trip tickets for last month but came out in this month’s billing cycle from Sanford. I have included this outstanding invoice in the overall project numbers above. **CALL TO VOTE \_\_\_\_\_ . APPROVED 6 of 6**

Mowing:

Last month Watkins was approved to start the corner cutting and line of sight clearing on OLCA intersections. After Bill inspected the work that was done, he said it was not up to his standards and sent his crew back out to cut them all again. This is the final invoice for the corner clearing.

**Motion 07182023-12:** Approve Watkins Paving for invoice #733701 in the amount of \$3,141.36.

**SECOND \_\_\_\_\_ . DISCUSSION:** This was a set price of \$3,000 plus tax. **CALL TO VOTE \_\_\_\_\_ . APPROVED 6 of 6**

**Motion 07182023-13:** Motion to alter the current OLCA Zoom account billing to be paid by OLCA credit card.

**APPROVED 6 OF 6**

**Motion 07182023-14:** Motion to approve Mopua Cann as Roads Maintenance Chair. **APPROVED 6 OF 6**

**Motion 07182023-15:** Motion to approve transfer of \$10,000 from the OLCA General Account to the OLCA Paving Fund.

**APPROVED 6 OF 6**

**Motion 07182023-16:** Motion to approve adding Juanita Rey as Interim OLCA Director. **APPROVED 6 OF 6**

New/Old Business:

1. **Mayor's Office Invite:** The Mayor is prepared to meet the BOD at 5:30 PM on August 14, 16 or 17. Our next BOD is August 15. The mayors secretary called Secretary and asked for an agenda/topics to discuss and venue. He wants to meet us and hear from the BOD. Recommend we develop talking points and a meeting format. **Discussion Tabled**
2. **Orchidland Road Repair Assessment:** I (Secretary) propose that BOD develop a list of those commercial or other entities that have/have not contributed for road maintenance. And further, to consider an assessment billed to each to defray some of the recent costs. **Discussion Tabled**
3. To date, OLCA needs a mowing contractor with a flail mower. I have been in contact with two contractors that have the capabilities, however neither one has been able to fit OLCA into their schedule as of yet. \* Discussion of possible new licensed contractor for OLCA. Still waiting for a written proposal of pricing for labor, equipment, and hauling charges.
4. I would like to emphasize that timing and scheduling is the key to OLCA success with issues not only pertaining to the road work, but also as our Treasurer stated, with administrative issues as well. Discussions of projects cannot keep getting tabled or overlooked during monthly meetings when it comes to these very important issues. Scheduling of contractors can sometimes, literally take months in advance. For example: Mowing proposals in Jan-March and the Orchidland Drive issues stated in several road reports in the same past time frame. I'm hoping that we do not need to scramble or put out "emergency" repairs when issues are brought about months in advance. If the funding is not available, scheduling can be changed.
- 5.

**Executive Session:** No session

Meeting Adjournment:

That concludes the OLCA BOD meeting for May 16, 2023, motion to adjourn, call to vote, all in favor 6 of 6, the time is 810 pm.