

**HAWAIIAN SHORES COMMUNITY ASSOCIATION  
MINUTES OF THE BOARD OF DIRECTORS REGULAR MEETING  
JUNE 11, 2011**

A regular meeting of the Board of Directors of Hawaiian Shores Community Association (HSCA) was held on June 11, 2011 at its recreational facilities. A quorum was established and the meeting was called to order at 10:00 a.m.

Directors present were: Eileen O'Hara, President; David Johnson, Vice-President; Kevin Wibberley, Treasurer, Tony Thomas; Caroline Webber, Secretary; Royden Pilapil; Hiroshi Yanagihara, Leon "Pat" Kellogg.

Absent: Solveig Lamberg, Assistant Treasurer

Also in attendance: Candace Martin, Director of Operations and Management (DoOM); Denise Warner, Recording Secretary of the Minutes, and 10 other guests.

**ANNNOUCEMENTS**

- a) LIHEAP – It was announced that during the month of June the Low Income Heating Energy Assistance Program is taking applications for low income households to receive a credit on their electric/gas bill.

**OWNERS' COMMENTS** – No comments were made.

**MINUTES**

- a) May 14, 2011 Minutes – *Caroline Weber moved to approve the Minutes of the May 14, 2011. David Johnson seconded the motion. Vote in favor: Pat Kellogg, Kevin Wibberley, Hiroshi Yanagihara, Royden Pilapil, Caroline Weber, David Johnson. Tony Thomas abstained. Motion carried.*

**COMMUNICATIONS**

- a) Request for use of Maikoiko Park by member John Perkins to use for kane hula practice – and -  
b) Request for use of HSCA Park by member Damon Olaso for volleyball training for 13/14 year old girls – Mr. Olaso asked to waive the guest fees due to the age and income of the girls.

Suzan Thompson Forrest suggested providing a waiver to be signed by all participants which she will forward to the Office for consideration.

*Royden Pilapil made the motion to accept both requests for the Maikoiko park at full guest fee. Caroline Weber seconded the motion. Vote in favor: Pat Kellogg, Kevin Wibberley, Hiroshi Yanagihara, Royden Pilapil, Caroline Weber, Tony Thomas. David Johnson opposed. Motion carried.*

*Tony Thomas made the motion to include the time to enter the park at 8:00 a.m. and vacate by 7:00 p.m. Royden Pilapil seconded the motion. Hiroshi Yanagihara, Pat Kellogg, Royden Pilapil, Caroline Weber, Tony Thomas. David Johnson and Kevin Wibberley opposed. Motion carried.*

## REPORTS

### Director of Operations and Management

Candace Martin reviewed the Operations and Management Report. She reported a quote from Big Island Electrical in the amount of \$2260.00 to isolate the electric meter at the Office. It was noted that due to the resignation of one of the field workers, Georgie will be working full time until College begins. Francesca has resigned and so the Office is not open on Saturdays. Candace will be on vacation several days in June but will be available for emergencies. It was noted that six members were behind on dues.

*David Johnson made the motion to suspend the membership privileges of those six members who are not in good standing as of June 3, 2011. Pat Kellogg seconded. Discussion ensued. Unanimous approval. Motion carried.*

The Board discussed medical insurance quotes for staff members working 20 hrs/week or more.

*Tony Thomas made the motion to accept the UHA 600 plan for staff employees. Kevin Wibberley seconded the motion. Discussion ensued. Unanimous approval. Motion carried.*

### Committee Reports and New Appointments

- a) Finance – The report was reviewed.

*Tony Thomas made the motion to pay Kevin Wibberley for the refrigerator. David Johnson seconded. Unanimous approval. Kevin Wibberley abstained. Motion carried.*

*Kevin Wibberley moved that the necessary monies be allocated to rent the equipment needed to test the electricity used by the pool pump by Pacific Solar. Caroline Weber seconded the motion. Vote in favor: David Johnson, Hiroshi Yanagihara, Royden Pilapil, Caroline Weber, Tony Thomas, Kevin Wibberley. Pat Kellogg opposed. Motion carried.*

*David Johnson moved to allocate \$45,000 to tent and reroof the Community Center. Caroline Weber seconded. Discussion ensued. Unanimous approval. Motion carried.*

- b) Infrastructure – The report was reviewed. It was noted that a new water tank will be needed.
- c) By-Laws – The report was reviewed.
- d) Community Relations – The report will be reviewed at the next Board Meeting.
- e) Architectural – The Board asked the Committee for further clarification on the design review process and the definition of “land clearing”. Toni Robert asked that her comment regarding By-Law committee action on the request to change the name of the Architect Committee be deleted from the May 26, 2011 Minutes of the Committee Meeting because it was misquoted. The Committee will meet on the 4<sup>th</sup> Thursday at 5:00 p.m, at Honu Street.
- f) Ocean Park – The report was reviewed. *Pat Kellogg made the motion to increase expenditures to \$7,200 for the Ocean Park. Discussion ensued. Unanimous approval. Motion carried.*

There was some discussion over how to use the remainder of the income raised from palm sales.

*Tony Thomas made the motion that \$6,000 be earmarked for other park improvements and the remainder goes to the water costs for establishing the park. Caroline Weber seconded the motion. Discussion ensued. Unanimous approval. Motion carried.*

*Eileen O'Hara made the motion to refer the development of park rules for all the parks and the Community Center to the Bylaws and Policies Committee. Caroline Weber seconded the motion. Unanimous approval. Motion carried.*

*Eileen O'Hara moved that the Office draft a letter recognizing Mr. Dearing's donation. Pat Kellogg seconded the motion. Vote in favor: Eileen O'Hara, David Johnson, Hiroshi Yanagihara, Pat Kellogg, Royden Pilapil, Caroline Weber, Tony Thomas. Kevin Wibberley opposed. Motion carried.*

#### **OLD BUSINESS**

- a) Report on bids received to complete the radio read meter installations – The Board reviewed the bids. Candace Martin reported that she and Keoki together could install 8-10 water meters a day and could dedicate 4 days a week to this project for the month of July. She estimated the cost of their labor to HSCA at \$50/hour. This could provide a legitimate basis for a cost comparison with the bids received.  
*Tony Thomas made the motion that the staff use the month of July to determine how many meters can be installed. Royden Pilapil seconded the motion. Discussion ensued. Vote in favor: Kevin Wibberley, Hiroshi Yanagihara, Tony Thomas, Caroline Weber, Royden Pilapil. David Johnson and Pat Kellogg opposed. Motion carried.*
- b) Pending action on tenting the Stables – The Board took action during the section on the Finance Committee.
- c) Status on Nenu foreclosed property and comparative market analysis – *Pat Kellogg made the motion to allow the County to sell the property. Tony Thomas seconded the motion. Discussion ensued. Unanimous approval. Motion carried.*
- d) Bid for solar system for Honu Street Pool – The Board decided to acquire more information before taking any further action.
- e) Tax status of Ocean Park site – A letter will be written before the end of the HSCA fiscal year to the tax office showing that the park will be opened for use and requesting the tax assessment be adjusted for FY 2012.
- f) Survey to be sent to members with mid-year packet – It was decided by general consent to defer this item until the next meeting.


#### **NEW BUSINESS**

- a) Actions on recommendations from Human Resource committee – It was decided by general consent to defer this item until the next meeting.
- b) Set date for a Water Board meeting to approve RFP for Preliminary Engineering Report (PER) and Environmental Review (ER). – A Special Board Meeting was set for June 30<sup>th</sup> (Thursday) at 6:00 p.m. to deal with actions from the Human Resources Committee and for the Water Board Meeting.

**ADJOURNMENT**

Meeting adjourned at 1:10 p.m. by general consent.

Approved:

A handwritten signature in black ink, appearing to read 'Caroline Weber', is written over a horizontal line. The signature is enclosed within a large, hand-drawn oval.

**Caroline Weber, Secretary**

Date: 7-13-2011

**Director of O&M Report for June 11, 2011 Board of Director's Meeting**

**Water System Update** – Water pumping averaged 6.88 hours per day during May for a total of 5.02 million gallons, which is an average of 162,217 gallons per day. The average flow for the well pump was 387 gpm. The average chlorine residual at the tank was 0.73 mg/L and at the end of the system was 0.265 mg/L (DOH recommended minimum 0.2 and maximum 1.0 mg/L). The bacteriological samples taken in March were negative for coliforms. The May samples were delivered to the DOH lab on May 24<sup>th</sup> by Candace Martin.

We had 3 water service disconnects and 6 reconnects. There were a total of 372 active service connections in May. Waterlines were flushed May 3-5. The meters were read on 5/18/2011 (report attached). A temporary water hookup was done for the Ocean Park to allow watering of the new grass stolons.

We identified one other small leak at a service connection; repair was made. The run times and gallons pumped has gone down about 150,000 gallons for same time period last month. This change was also reflected in the electric bill. We continue to look for leaks. Updates will continue.

I have been researching utility billing software for our radio-read system. I have looked at the software used by Hawaiian Beaches Water Company. They offer two versions of their product called Quikwater Rural and Quikwater 5.

Quikwater Rural will accept the read info from our meters and create bills from the data without manual input. The customer databases will be kept in Quikwater and the receipts and receivables will need to be manually input into Quickbooks. There is no web interface with this product. The cost for this software is \$1495 which includes 4 hours of training and has an annual update cost of \$325/yr.

Quikwater 5 will do everything the previous program will and will post to our Quickbooks GL accounts. There is a web interface which will allow for posting bills online and with express pay, customers can pay their bills online with the convenience fee paid by the customer. The cost for this software is \$5000 which includes 8 hours of training and has an annual update cost of \$595/yr.

They offer a package for unlimited support and updates for a cost of \$450/quarter. Also, we can start with the Rural and later decide to update and they give full credit of the purchase price for Rural. They will do the data conversion for free and payments can be spread over 6 months.

**Roads** – Road work was limited to mowing and weed-eating the road shoulders in May.

**Other maintenance** The leaky toilets in the womens bathroom and office bathroom were repaired. Three maintenance workers spent half a day assisting with ground prep on the Ocean Park. Honu parking lot was pressure washed. The office building and pavilion were scraped and prepared for primer and paint.

The icemaker line was run to the refrigerator by Shigehara Plumbing for a cost of \$170.00. Big Island Electrical Service is preparing a bid for the installation of a direct drop service line to the office building. The bid should be ready shortly as they are waiting for a price from their supplier.

**Maintenance Projects** – The following major jobs were scheduled for completion by the maintenance crew this year: Installation of water meters, Painting/clearing/cleaning valve covers, Begin hydrant refurbishing, Remove tree roots on road shoulders, Paint Honu office building and park pavilions, and Paint Honu park fence.

Respectfully Submitted June 6, 2011  
Candace Martin, Director O&M

4/19/2011 reading	5/18/2011 reading	Gallons used
8414	8414	0
36299	37871	1572
196121	239778	43657
28797	30527	1730
74829	81581	6752
142997	142997	0
11631	11631	0
8288	8288	0
		0
19207	19207	0
1954	3658	1704
7543	7543	0
5702	5702	0
13128	13128	0
4309	4309	0
3	3	0
13948	13948	0
22109	22109	0
0	0	0
9	9	0
14826	14826	0
	21055	x
2373	2467	94
33352	37325	3973
3228	3228	0
58843	64387	5544
9235	9235	0
26014	28316	2302
21438	22139	701
93453	93453	0
44618	44618	0
255	265	10
14062	14062	0
42614	47081	4467
0	0	0
0	0	0
12406	12406	0
56240	65205	8965
2949	3015	66
3	3	0
13811	14332	521
20012	20012	0
14929	14929	0
8487	17243	8756
3	3	0
7248	16790	9542

0	138	138
0	0	0
1220	2282	1062
6	6	0
8	8	0
2	2	0
	5917	x
18193	18193	0
224	231	7
4	4	0
2136	2136	0
6	6	0
	3510	x
	3	x
70103	78805	8702
20146	21916	1770
14270	14940	670
28299	30238	1939
119179	128477	9298
74655	77218	2563
4571	4571	0
20057	21203	1146
8408	8408	0
0	0	0
9	9	0
20090	24848	4758
0	0	0
2	2	0
0	0	0
322	322	0
10	10	0
16196	16196	0
	10456	x
	0	x
0	0	0
	4818	x
	315	x
154509	183906	29397
47554	47759	205
33771	33772	1
51914	56871	4957
23784	26168	2384
	969	x
3217	4454	1237

Total gallons

170590