

HPPOA Board of Directors Meeting
October 19, 2011
- General Manager's Report -
Submitted by Scott Reilling

SAFETY FIRST



- ✓ No reportable accidents for the month of September
- ✓ We have worked **28 work days** accident free.

HIGH PRIORITY ACTION ITEMS

Current Road Conditions

The roads are in good condition. We will return to dropping material on the roads mid October.

Reflective Pavement Markers

The project is complete except for 32 white markers on Shower Drive. I will wait until we order from Safety Systems on Oahu and piggy back the RPM's with that order.

Phase IV Paving Contract

The paving committee met with the proposed selected bidder to negotiate a contract. We have received the Value Engineering Proposal from the contract and will need to meet with the Paving Committee to review it. Then we will meet with the contractor to see if they accept **our** terms, if not we will begin negotiations with the next contractor. Attached you will also find a project billing form (3 pgs.) I have filled it out with some random number so you can see how it totals. All three pages are linked together. On the quantities page the contractor will move over the quantities this period and add the number of quantities this period and the spread sheets - do the rest of the math. This type of tracking is very important on a multimillion dollar project. Even though everything will total at the end of the project we don't want to pay the contractor for billed work not performed.

Monthly Schedule

Attached please find the updated monthly schedule illustrating the roadways and scheduled maintenance for roadway restoration. **(See Attachment 1)**

Pickup Truck

As I previously reported the Club Cadet is on its last leg and before we sink anymore money into it, I would like to propose that a used pickup truck be purchased to replace it. The replacement vehicle should be a used standard pickup truck. I am asking the BOD to appropriate up to \$15,000 for this capital expenditure. If deemed appropriate, we will begin the search for a pickup truck for the road crew's usage.

Office Improvements

The yearend audit is complete, no major problems and I'm hoping that after 3 more calls to Quick Books the backup problem has been resolved. We are currently adding information into Quick Books that was not transferred over when we switched from SAM. This is a long a tedious project that we fit in between our normal job assignments. The hard drive back up for the server failed but was replaced under warranty.

Merchant Fees

Attached please find an email from Renee Keone from First Hawaiian Bank. Note that after threatening to transfer our accounts to another vender we have now been given a discount, imagine that! She took one test month that ran at about 3.6% charge to process the credit cards. In applying the new rate it, appears that our new average rate is approximately 2.9%. There are many variables that go into determining the rate for the merchant fee service. Once I receive the monthly statement I may be able to define the costs more accurately. We will move forward in looking for an even cheaper price for this service but according to my calculation we are now saving about 20% on the merchant fee at FHB. **(See Attachment 2)**

Stop Bars

We are currently up grading the word "STOP" with larger letters and the white stop bars at all the paved intersections.

Damage to Vehicle Windshield

I met with the Court Clerk in Hilo and I was told that we can represent ourselves (*pro se*) in small claims court; no attorney is required.

Request for Waiving of Tipping Fees

No movement on my part during the month of September regarding this issue. Vice President June Conant has brought it to Councilman Fred Blas's attention.

HPP Volunteer Fire Department

I have been approached by the HPP Volunteer Fire Department regarding placing 8" red reflective street numbers on the back side of the stop signs, at every 5th cross street. Evidently, the green street signs are difficult to see at night especially when it is raining. Doug has priced out the material for the project at approximately \$500. If deemed appropriate, in my opinion the Association should pay for the material and have the Volunteers install them.

Replacement Mower / Shoulder Maintenance

I have approached the mowing of the shoulders on another path. Forget about that truck mower that I showed you last month. Attached please find an example of a smaller mower to assist the New Holland tractor. We are way behind on the mowing in the park. (See schedule) I have analyzed some of the reasons why this has occurred. The New Holland is very slow and it takes two or three passes to cut an area. I think that by using a fast smaller mower in front of the New Holland it will speed up the mowing somewhat more. The cost of a good commercial mower is between \$6,000 and \$8,000. Remember this is the level of service we want for the Park. **(See Attachment 3)**

Herbicide Spraying

It's the end of the summer season and we will be spraying herbicide in the Park. We have notified the residents that are sensitive to this material of our plan.

PAKA Neighborhood Watch

We have installed the sign posts for the PAKA Neighborhood Watch.

HPPOA Credit Cards

The new Todd/Frank bill that has been enacted by the Federal Government puts fees on the use of the debit cards. Moreover, the debit card can't be used to our advantage to collect points on our purchases. I have collected all the existing cards and have destroyed them and issued a new card to Tommy Spencer, Road Supervisor, Morgan Sky, Accounts Receivable, and myself. Both of the employee cards are limited to \$500/month and mine is limited at \$1,500/month. The only complication is that when the bill comes in we have to separate the charges from Roads/Non-Roads and then transfer money from the Non-Roads to the Roads.

Equipment Problems and Repairs

No major repairs reported for September.

First to Work

This program puts people on welfare to work to earn their entitlements. We currently have 2 people on our staff, in the field. The State program is responsible for the worker's unemployment and medical compensation. HPP is not responsible for any monetary compensation; we merely supervise and train the workers on road maintenance skills.

ACTION ITEMS

- Ongoing patching with asphalt, at the inside of the radii where drivers short cut the turn and kick-out the stones and gravel onto the aprons.
- Traffic calming painting is complete.
- Dirt road restoration and removal of pot holes are continuing approximately 2-3 weeks of each month. We are continuing to scarify, scrape and place material where needed. We have added water to this operation to mitigate dust impacts as well as homogenize the material for compaction.

RESIDENT COMPLAINTS

Road Maintenance Reports

Twenty seven (27) Road Maintenance reports were filed for the month of September.

REPORTS

- Roadway Maintenance
- HPPOA Master Work Schedule
- Replacement Mower