

**Membership Mail box Committee  
December 17,2018 Meeting Minutes**

**Attending: Alexa Von Allemann, Kathryn Crawford, Kim Kuffell,  
Mary Couch**

**Guests: Mike Smith, Board VP Kathleen Shaw, Carol (Kiilele)  
West**

**The meeting was called to order at 12:12 pm on Monday December 17<sup>th</sup>.**

- 1. November meeting minutes were approved**
- 2. The board signed a new letter for USPS signifying Kim Kuffell is the new point of contact. Kim has not received the letter yet. No committee members or former chair Mike Smith have received any further information from USPS. Kim; a 30 plus year USPS employee; stated that this is the busiest season for USPS and that she will wait until after the Christmas season to contact Mr. Wolney (district manager).**
- 3. Kim and Mary commented that a neighbor of theirs; (Toni?) works for Helco and they will reach out to see if she has any information that may assist in answering some questions and usage of the right of ways and/or to give us a point of contact person. Mike Smith has previously been told by Helco representatives that Helco has no problem with boxes under their lines as long as the boxes do not exceed 6' in height.**
- 4. Kathleen mentioned that water lines may be placed from the highway to the park off Kaloli and 26<sup>th</sup>. The county needs to be contacted to get a timeline on this project. It was decided that this will be the last cluster to be installed.**

5. Mike stated that USPS has our full proposal and they said they will contact us when they have reviewed it and have comments or changes to request.

6. Kim also added that 8,600 mail boxes is a huge number of boxes to ship, store and install. ADA compliance's were discussed. Curbing versus post barriers and the layout were also discussed. We concurred that safety is our #1 concern. We also readdressed the insurance companies information and informed Carol that cluster boxes are the USPS universal solution for mail service.

7. The committee agreed that the Maku'u cluster next to the activity center should be the first installation site. There was a lengthy discussion about the dimensional length of the clusters and the parking areas. Kathleen could not visualize how people will pull in and park to retrieve their mail. (A diagram is included in the proposal) She wants someone to make a visual display. At 124 ft. length per parking are, that is plenty of room for 4 cars to park with a lot of extra space to pull back onto the main road. There is more than enough room for 12 cars per cluster site to be picking up mail at a time safely. It was suggested that the board read and study the proposal to save time from repetitive questions. It was suggested that the proposal diagram be posted on bulletin boards for viewing.

8. The committee already has approval from the board to get bids once USPS responds. The bids need to be from licensed, bonded, insured contractors who have "workman's comp". Kathleen requested the bids be closed. There should not be any bids taken from potential contractors where there may be a conflict of interest. This committee will reach out to the Finance Committee so they can review the bids and make their assessment. Once the Mail Box committee has made their recommendation and has the Finance Committee's assessment the board will then review the recommendations and assessments.

9. There was unanimous agreement that we have the USPS assist with the first cluster installation.

10. Kathy made a motion to vote Carol onto the MMBC. Kim 2nded the motion. The vote was unanimous.

Mary made a motion to make Kim the new chair of the MMBC. Alexa 2nded the motion. The vote was unanimous.

Alexa made a motion to make Mary the vice chair of the MMBC. Kim 2nded the motion. The vote was unanimous.

Kathy resigned from the committee.

Alexa made a motion to make Carol the new secretary. Mary 2nded the motion. The vote was unanimous.

Next meeting is scheduled for Monday February 4, 2019 at 1pm.

Meeting adjourned at 1:48 pm on December 17<sup>th</sup>.

Respectfully Submitted,  
Kathryn Crawford