

Mail Park Beautification Committee  
Meeting Minutes Jan 12, 2026

Meeting called to order at 1115am by Jeanette Baysa

Present: Jeanette Baysa, Paul Derbyshire, Kari Hoffman, Katherine Patton

Absent: Keith Redman

Agenda approved: motion by Kari, 2<sup>nd</sup> by Katherine. Unanimous vote to approve.

Minutes of last meeting 11/10/25 approved: motion by Katherine, 2<sup>nd</sup> by Paul. Unanimous vote to approve.

Tasks from last meeting were reviewed and updated.

Next steps:

- KP: To delete old meeting links and send a new, single meeting code for the next meeting.
- KP: Reschedule all recurring committee meetings.
- Jeanette: Distribute meeting minutes more promptly after each meeting.
- 6th Ave Site:
  - USPS: The project is awaiting a final AMS update from the post office for address verification.
    - The recipient list is being resequenced due to 39 missing and 102 incorrect addresses.
    - The service contract is at the district level for approval. The project is 30 days out from completion once the contract goes to bid.
    - The master key is still needed for the new master locks to be installed.
    - The opening is now projected for late February.
    - Once the 6th Street site opens, key distribution will likely move to the library for about a month
  - 4th Ave Site:
    - All work is complete, and over 800 keys have been picked up.
    - The site is experiencing a shortage of parcel lockers. There are three open spots available.
    - A plan was made to move three unused parcel lockers from 6th Ave to 4th Ave to meet demand, pending confirmation of lock compatibility.
- Kari: Review the AMS data for the 6th Ave site once received.
- Kari: Follow up on the service contract, master key, and re-sequencing for the 6th Ave site.
- Kari: Coordinate the move of three parcel lockers from 6th Ave to 4th Ave.
- Kari: Contact Kia to confirm if parcel lockers from 6th Street are compatible with 4th Street.
- Kari: Email committee regarding the status of the 6th Street site keys.
- Kari: follow up with David Kim (External): Use post office contacts to get updates on the 6th Ave project.
- Kari: Follow up with Nani (External): Notify when the 6th Ave service contract goes out for bid.
- Jeanette: Volunteered to assist with key distribution for the 6th Street site.
- Future Postal Sites (14th, 16th Ave & Pohaku Circle)
  - The USPS engineer for the Hawaii district, "Jet," is no longer working on the project.
  - A replacement must be found to obtain and review the schematics for the 14th and 16th Ave sites to ensure no details were missed before moving forward.
  - The inventory for the Pohaku Circle site is still pending.
  - Kari: Work on identifying Jet's replacement to get the schematics for the 14th and 16th Ave sites.

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Discussion on Mail Park Maintenance, Landscaping, and Volunteerism:

- Maintenance Needs: The frontage on the Kaloli side of the 4th Street site needs weed-eating, and jungle overgrowth is encroaching on the other side of the mail park. Albesia trees at need to be addressed.
  - Labor & Volunteers: The committees are struggling to find volunteers. Past recruitment efforts have been unsuccessful. The group discussed hiring outside help, paying the regular road crew for extra hours, or asking Judi Houle to send an email blast to her followers to recruit volunteers.
  - Landscaping: Aloe was suggested as a good, low-maintenance border plant. Major landscaping will be on hold until a consistent maintenance plan is in place.
  - Work Party: The next work party is scheduled for January 24<sup>th</sup> for the 4<sup>th</sup> & Kaloli site. To improve turnout, the committee will request to post announcements on the HPPOA website's front page and Facebook.
- Next Steps:
    - Katherine: Pay Dane for four hours of weed whacking on the Paradise side of the mail park (to be coordinated through Jeanette) as donation.
    - Katherine: Find and send contact info for a worker who charges \$20/hour to Jeanette.
    - Katherine: Help recruit people for the work party on Jan 24th, even if it means paying them.
    - Jeanette: Ask Dane about the work-for-hire opportunity from Katherine.
    - Jeanette: Request board permission to post work party info on the HPPOA website and Facebook page.
    - Kari & Katherine: Talk to Judi Houle about using her email list to find maintenance volunteers.
    - Kari: Was previously tasked with asking Renata for plant cuttings.
    - Kari: Put a message to the board for initial approval for website posting.
    - Keith (via Jeanette): Jeanette will text Keith about putting up signs for the work party.

Discussion on Bulletin Board Installation & Other Logistics

- 6th Street Bulletin Board: A budget of up to \$300 was previously approved. Paul agreed to lead the installation with Keith. They will wait until the site is operational (est. March) to deter vandalism.
  - 4th Street Sign: Kari will print and laminate the "Do's and Don'ts" sign for the bulletin board.
  - Donation Funds: Kari is working on a quarterly treasurer's report and will provide an update on the donation account balance.

Next meeting Feb 9, 2026 via Zoom

Motion to adjourn by Kari, 2<sup>nd</sup> by Katherine. Unanimous vote to approve. Meeting adjourned at 1203pm.

Submitted by Jeanette Baysa