Minutes of a Regular Meeting
of the Members of the
Hawaii Community Development Authority,
State of Hawaii

Tuesday, June 10, 2014

KAKAAKO

I. CALL TO ORDER/ROLL CALL

A regular meeting of the Kakaako Members of the Hawaii Community Development Authority ("Authority" or "HCDA"), a body corporate and public instrumentality of the State of Hawaii, was called to order by Mr. Brian Lee, Chairperson of the Authority, at 9:07 a.m., June 10, 2014, at the Authority’s principal executive offices at 461 Cooke Street, Honolulu, Hawaii, pursuant to Article IV, Section 1 of the Authority’s Bylaws.

Members Present: Rodney Funakoshi (DBEDT)
Miles Kamimura
Brian Lee
Lois Mitsunaga
Luis Salaveria (DBF)
Dean Seki (DAGS)
Brian Tamamoto

Members Absent: Randy Grune (DOT)

Others Present: Anthony Ching, Executive Director
Craig Iha, Deputy Attorney General
Chris Sadayasu, Asset Manager
Lindsey Doi, Compliance Assurance & Community Outreach Officer
Loretta Ho, Asset Management Specialist
Shelby Hoota, Program Specialist
Holly Hackett, Court Reporter

MATERIALS DISTRIBUTED:

1. Report of the Executive Director;
2. Summary Minutes of Special Kakaako Authority Meeting of April 30, 2014;
3. Summary Minutes of Regular Kakaako Authority Meeting of May 7, 2014;
4. Decision Making: Shall the Authority Authorize the Executive Director to Enter into a Memorandum of Understanding with the Department of Human Services to Continue a Jobs Training Program in the Kakaako Community Development District for an Amount Not to Exceed $354,000.00 from the Hawaii Community
Development Revolving Fund, Leasing and Management Subaccount, for a Twelve-month period from July 1, 2014 to June 30, 2015;

5. Decision Making: Shall the Authority Authorize the Executive Director to Enter into a Non-Exclusive Right-of-Entry Over the Diamond Head Comfort Station and Trellises Located in the Kakaako Waterfront Park for Five (5) Years, With an Option for an Additional Five (5) Years, in Favor of the University of Hawaii, School of Ocean and Earth Science and Technology;

6. Decision Making: Shall the Authority Authorize the Executive Director to Enter into Contract with a Consultant to Prepare an Environmental Assessment and Special Management Area Permit for the Renovation of the Historic Ala Moana Pump Station for Use as a Community Resource Center and Expend an Amount Not to Exceed $65,000.00 from the Hawaii Community Development Revolving Fund, Leasing and Management Subaccount;

7. Decision Making: Shall the Authority Authorize the Executive Director to Expend an Amount Not to Exceed $300,000.00 from the Hawaii Community Development Revolving Fund, Leasing and Management Subaccount, to Prepare Revisions to the Transit -Oriented Development Overlay Plan and the Environmental Impact Statement for the Kakaako Community Development District;

8. Decision Making: Shall the Authority Exercise Its Option to Buy Back Pacifica Honolulu Condominium Reserved Housing Unit #2301; and

9. Decision Making: Shall the Authority Authorize the Executive Director to Enter into a Lease for an Initial Term Not to Exceed Thirty-Five (35) Years, Together with a Ten (10) Year Option to Extend, With Kewalo Harbor, LLC for the Development and Management of the Kewalo Basin Harbor, TMK (1)2-1-058:128 (por) in Accordance with the Terms and Conditions Recommended by the Hawaii Community Development Authority Staff?

II. APPROVAL OF MINUTES

1. Special Kakaako Meeting of April 30, 2014

Chairperson Lee asked whether there were any corrections to the minutes of the April 30, 2014 meeting. There were no comments or corrections from Members, and the minutes were approved as presented.

2. Regular Kakaako Meeting of May 7, 2014

Chairperson Lee asked whether there were any corrections to the minutes of the May 7, 2014 meeting. There were no comments or corrections from Members, and the minutes were approved as presented.

III. REPORT OF EXECUTIVE DIRECTOR

1. Retirement of executive assistant, Patti Yoshino
2. Resignation of administrative services officer, Aedward Los Banos
3. New intern, Tamara Edwards
4. See printed materials in member packet for more information

IV. KAKAAKO MATTERS

3. Decision Making: Shall the Authority Authorize the Executive Director to Enter into a Memorandum of Understanding with the Department of Human Services to Continue a Jobs Training Program in the Kakaako Community Development District for an Amount Not to Exceed $354,000.00 from the Hawaii Community Development Revolving Fund, Leasing and Management Subaccount, for a Twelve-month period from July 1, 204 to June 30, 2015?

Mr. Ching summarized the report in the tab 3 of the packet distributed to Members. He explained the scope of the jobs training program, which was expanded in December 2010 with DHS to include landscaping, homeless outreach, beautification services, a security deposit matching program, and janitorial and trash collection. The proposal does not increase the total amount of the MOU, but will create four additional positions in the program.

Mr. Tamamoto asked why DOH would want to outsource the jobs training program to HCDA, as it is not part of HCDA’s core mission. He also asked whether HCDA has considered adding security guards to the area, and if the vendor is effective at running the program when expenditures are high for the level of people who get permanent jobs after the program.

Mr. Ching clarified that it’s DHS that runs social services like the Next Step Shelter, so our MOU is with DHS. Mr. Ching says the program has proven to be cost effective overall, as it is not more expensive than paying other companies for trash pickup and maintenance services. It also employs the homeless who are already in the park. He says while the numbers aren’t overwhelming, it does provide opportunities for those who would otherwise be on the street, which is a success. Mr. Ching stated that the HCDA already has a security service in the parks overnight to enforce park rules. He stated that members of the Next Step Shelter do participate in the neighborhood watch program, which is more effective since these members know the people on the streets and can speak to them as peers.

Jason Espero, services manager at Next Step Shelter, managed by Waikiki Health Center testified about the success of the jobs training program. He says eight participants are currently employed by Waikiki Health Center and get a real paycheck twice a month, allowing them to list this as job experience on their resume. Participants do janitorial and trash services multiple times a day, 365 days a year, including holidays. This gives real life experience and on the job training, which builds confidence. Shelter residents are qualified and willing to clean the parks, and receive $10 an hour. This program allows the homeless to save money and get back to work.
Mr. Ching stated that while the jobs training program is not part of HCDA’s core mission, due to the numerous complaints about the homeless issue, the HCDA feels its jobs training program is proactive and is part of the solution.

Mr. Tamamoto provided feedback, saying some small businesses and state employees stated they don’t feel safe working out in Kakaako parks, so we need more security. He said the jobs training program contract needs to be performance based, so that objectives can be measured. He says the current contract is not performance based. He says from a public responsibility standpoint, the numbers don’t work out, and there aren’t enough people getting placed in jobs to make the cost worthwhile.

Mr. Ching replied that the total contract value is a maximum of $354,000, so if nobody applies for the security deposit matching program, the funds roll over and are not expended. He said with regard to funds expended and performance, the cost of the services received is commensurate with the cost of janitorial services with an outside vendor. Plus the added benefit is changing lives, even if it’s just one. Mr. Ching restated that the payouts are in accordance with performance, as this is not a grant and the program operates as a contract for services with DHS.

Mr. Salaveria stated that this program is a good thing and can help other homeless get inspired and get back on their feet. However, he would like to see more updates on what’s happening and get performance-based reviews.

Chairperson Lee commended Waikiki Health Center for their work and agreed he’d like to see more updates.

Wayne Takamine, CPAC, testified that he helped with the Kewalo Basin cleanup this past weekend, which had a good turnout at over 100 people. He said overall the Point Panic area is well maintained and said the program as a whole has been working. He agreed that Member Tamamoto’s comments were appropriate and voiced concern about homelessness in the Kakaako Makai and Piano Lot area. He asked why there are so many homeless there and if it’s on purpose.

There were no further comments or questions from the public on the agenda item.

Chairperson Lee entertained a motion for the Authority to authorize the Executive Director to Enter into a Memorandum of Understanding with the Department of Human Services to Continue a Jobs Training Program in the Kakaako Community Development District for an Amount Not to Exceed $354,000.00 from the Hawaii Community Development Revolving Fund, Leasing and Management Subaccount, for a Twelve-month period from July 1, 204 to June 30, 2015.

Mr. Tamamoto asked how to insert language into the MOU to include some metrics of performance.
Mr. Ching stated that is something the HCDA can amend within the MOU so that there is more frequent reporting of performance back to the authority.

A motion was made by Member Tamamoto and seconded by Member Salaveria.

A roll call vote was conducted.


Nays: None.

The motion passed 7 to 0 with 2 excused (Member Grune and 1 vacant position).

4. Decision Making: Shall the Authority Authorize the Executive Director to Enter into a Non-Exclusive Right-of-Entry Over the Diamond Head Comfort Station and Trellises Located in the Kakaako Waterfront Park for Five (5) Years, With an Option for an Additional Five (5) Years, in Favor of the University of Hawaii, School of Ocean and Earth Science and Technology?

Mr. Ching summarized the report in the packet distributed to Members. He recommended authorizing this right of entry to allow for future maintenance.

Mr. Salaveria asked if this was the third year that we renewed the license.

Mr. Ching said we have been doing this since 2005, and were operating under a 5-year right of entry that was executed in June 2009, so we are now at the end point.

Mr. Salaveria asked how big the equipment is.

Melissa Iwamoto stated the equipment isn’t that big and isn’t noticeable on the trellis, as the cables go into the comfort station and are in a small room.

Mr. Seki asked why the month to month right of entry.

Chris Sadayasu, HCDA Asset Manager, explained that the month to month leases were the standard before, whereas we now have non-exclusive right of entries.

Mr. Seki asked what this project is doing, and whether there has been any progress since its inception.

Iwamoto says the transmitters send out waves into the ocean, which bounce back and are collected by receivers. Information is available real time on south shore currents, which is used by the public and the coast guard. This is helpful for lifeguards and rescue crews, as well as surfers, boaters, and fishermen.
Mr. Tamamotosays SOEST does a nice job on its projects. He served as chairman on one of their projects and said the current information is very useful to recreational ocean users.

There were no additional questions or public comments offered on the agenda item.

Chairperson Lee entertained a motion for the Authority to authorize the Executive Director to Enter into a Non-Exclusive Right-of-Entry Over the Diamond Head Comfort Station and Trellises Located in the Kakaako Waterfront Park for Five (5) Years, With an Option for an Additional Five (5) Years, in Favor of the University of Hawaii, School of Ocean and Earth Science and Technology.

A motion was made by Member Seki and seconded by Member Tamamoto.

A roll call vote was conducted.


Nays: None.

The motion passed 7 to 0 with 2 excused (Member Grune and 1 vacant position).

5. Decision Making: Shall the Authority Authorize the Executive Director to Enter into Contract with a Consultant to Prepare an Environmental Assessment and Special Management Area Permit for the Renovation of the Historic Ala Moana Pump Station for Use as a Community Resource Center and Expend an Amount Not to Exceed $65,000.00 from the Hawaii Community Development Revolving Fund, Leasing and Management Subaccount?

Mr. Ching summarized the report in the packet distributed to Members. He explained that while the $1 million CIP grant is dedicated to the Pump Station, we are required to conduct an environmental assessment and prepare an SMA permit. Without the EA and the SMA, future work at the pump station cannot occur. The cost of the SMA permit will not exceed $65,000. This money has been accumulated in a fund that has been designated for use at the pump station and is available for this project. Mr. Ching recommended authorization to move forward with expending the money for the SMA so that a community center may take shape at the pump station.

Member Funakoshi asked about Pacific Gateway Center.

Mr. Ching replied that Pacific Gateway Center plans to build a senior resource center with potential intergenerational activities.

Member Tamamoto asked whether this was the department of labor grant that would be used for the center, to which Mr. Ching replied in the affirmative.
Wayne Takamine testified that the Kakaako Makai Conceptual master plan envisioned something being developed at pump station. He stated that the Okinawan center might have developed an assisted living center, or a senior day care center. He believes a senior day care center would be a good use in the pump station.

Member Tamamoto replied that in the law that created the HCDA, it talked about three areas that should be maintained, including the historic pump station. When this proposal with Pacific Gateway came up, the board took action because it was in compliance with the original law that created HCDA and had community benefit.

Chairperson Lee brought up that there were other uses envisioned for the pump station in years past, including restaurants.

Mr. Takamine replied that with the aging population, a senior center is a good fit for the property. He stated that a commercial venture might take away from the facility. Member Funakoshi replied that the building is small and asked about its size for the intended facility.

Mr. Ching agreed and said that there are 3 structures on the site, with 1600 square feet at the main pump station. The facility intends to use the patio outdoor area as well. He says the other facilities are much deeper and can be used in the long range after more development takes place.

Michelle Matson, CPAC/ Parks conservancy, testified that the historic pump station is a prominent structure that must be preserved. She stated that a previous proposal that would have allowed anyone to use the facility would have been a good fit. She believes this site should be an orientation center for Kakaako visitors so that the history can be taught. If this can be included in the current use, she says that would be good. But she would caution against having this site become a senior living quarters.

There were no additional questions or public comments offered on the agenda item.

Chairperson Lee entertained a motion for the Authority to Authorize the Executive Director to Enter into Contract with a Consultant to Prepare an Environmental Assessment and Special Management Area Permit for the Renovation of the Historic Ala Moana Pump Station for Use as a Community Resource Center and Expend an Amount Not to Exceed $65,000.00 from the Hawaii Community Development Revolving Fund, Leasing and Management Subaccount?

A motion was made by Member Funakoshi and seconded by Member Tamamoto.

A roll call vote was conducted.

Ayes: Members Funakoshi, Tamamoto, Kamimura, Lee, Mitsunaga, Salaveria and Seki.
Nays: None.

The motion passed 7 to 0 with 2 excused (Member Grune and 1 vacant position).

Chairperson Lee called a recess at 10:00 a.m.

The regular meeting was reconvened at 10:15 a.m.

6. Decision Making: Shall the Authority Authorize the Executive Director to Expend an Amount Not to Exceed $300,000.00 from the Hawaii Community Development Revolving Fund, Leasing and Management Subaccount, to Prepare Revisions to the Transit-Oriented Development Overlay Plan and the Environmental Impact Statement for the Kakaako Community Development District?

Mr. Ching summarized the report in tab 6 of the packet distributed to Members. He stated that the draft EIS was close to be finalized for production in February 2014, but given the legislative initiatives that impact height and density, publication was withheld until the conclusion of the legislative session. With Act 61, HB 1866, height limits are now 418 feet in the Kakaako District and affect the analysis in the report. Revised studies and modeling must be conducted to bring the TOD plan into conformity.

Member Tamamoto asked whether the current contract can be amended, to which Mr. Ching replied in the affirmative. Member Tamamoto wanted to ensure no procurement laws were violated and Mr. Ching stated his belief that no laws will be violated.

Member Tamamoto asked when the revisions are completed, how will HCDA communicate the changes to the TOD Plan to the community?

Mr. Ching replied that the analysis would be refined block by block, then in accordance with chapter 343, a formalized review process would be undertaken. This includes a draft process, consulting parties, and a 45-day public comment period would go into effect.

Member Tamamoto asked whether this would take 8-9 months, to which Mr. Ching replied probably not, as this would just be checking the changes and impacts of the new law. Mr. Ching stated it’s our expectation that the adjustments will be made and finalized by September.

Member Funakoshi stated that the EIS is still valid, and Mr. Ching replied that we would like to make recalculations to be as accurate as possible. Member Funakoshi asked whether you can revise the TOD Plan without revising the EIS, to which Mr. Ching replied that the EIS comes first, so we must revise the EIS before having a revised TOD Plan. Member Funakoshi stated that with less impacts, the EIS shouldn’t
have to be revised, however Mr. Ching stated that while he agrees, the EIS is a disclosure document and should have accurate numbers and impacts listed.

Member Tamamoto asked whether the cost is too high. Mr. Ching replied that the $1.5 million TOD Plan is for the entire district, and without being updated, it could be challenged because it doesn’t address the specific parameters.

Member Salaveria asked whether Mr. Ching believed if these changes are necessary to avoid future challenges, to which Mr. Ching replied in the affirmative.

Chairperson Lee asked what would happen if the legislature changes the rules regarding the HCDA again, and if the EIS would need to undergo another revision.

Mr. Ching replied our existing mauka area plan density of 3.5 FAR and 418 ft height has been backed by an EIS that has been accepted, so the discussion and disclosure that we have described is comprehensive and should be defensible no matter what happens, since we already have the base. He stated there shouldn’t be another reason we would need to re-study the issue, since it wouldn’t be revised down and would only go up. The base is already covered.

There were no additional questions or public comments offered on the agenda item.

Chairperson Lee entertained a motion for the Authority to Authorize the Executive Director to Expend an Amount Not to Exceed $300,000.00 from the Hawaii Community Development Revolving Fund, Leasing and Management Subaccount, to Prepare Revisions to the Transit – Oriented Development Overlay Plan and the Environmental Impact Statement for the Kakaako Community Development District.

A motion was made by Member Salaveria and seconded by Member Tamamoto.

A roll call vote was conducted.


Nays: None.

The motion passed 7 to 0 with 2 excused (Member Grune and 1 vacant position).

7. **Decision Making: Shall the Authority Exercise Its Option to Buy Back Pacifica Honolulu Condominium Reserved Housing Unit #2301?**

Mr. Ching summarized the report in the packet distributed to Members. He stated new laws now allow HCDA to purchase reserved housing units and resell them to qualified buyers at calculate rates. Mr. Ching recommended exercising the option to buyback Unit #2301.
Wayne Takamine, CPAC, testified that he agrees with HCDA’s recommendation to buyback and resell the reserved housing unit as per Act 61/ HB 1866.

There were no additional questions from Members or comments from the public on this agenda item.

Chairperson Lee took the following items out of order so that staff reports could be presented before convening an executive session on agenda items 7-9.

8. Decision Making: Shall the Authority Authorize the Executive Director to Enter into a Lease for an Initial Term Not to Exceed Thirty-Five (35) Years, Together with a Ten (10) Year Option to Extend, With Kewalo Harbor, LLC for the Development and Management of the Kewalo Basin Harbor, TMK (1)2-1-058:128 (por) in Accordance with the Terms and Conditions Recommended by the Hawaii Community Development Authority Staff?

Mr. Ching summarized the report in the packet distributed to Members. He stated that this public private partnership will revitalize Kewalo Basin Harbor even beyond the lease term. HCDA will receive guaranteed payments from Howard Hughes Corporation/ Kewalo Harbor, LLC as part of the agreement.

Chairperson Lee stated that this portion of the meeting allows for public testimony, not questions. Mr. Hamada replied that he understands but he wants to know if there are any conditions regarding deep draft in the harbor. Mr. Hamada says everyone should get the information.

Wayne Takamine, CPAC, testified that this particular lease is associated with the Kakaako Makai Conceptual Master Plan, but the difference between these negotiations and previous negotiations with Almar/ KB Marina is that some fast lands are included now. Mr. Takamine stated that the concept of a restaurant and other businesses might take away parking from public users of the harbor. He also stated that the master plan envisioned a lifeguard training station between Kewalo Basin Park and Ala Moana Beach Park, instead of a wedding chapel. Mr. Takamine says this lease is different from the previous lease proposed with Almar, and he asks the Authority to defer action so the public can better understand the proposal and have more input. He believes a wave cancelling wall needs an EIS.

Michelle Matson, CPAC, testified that she strongly supports Mr. Takamine’s testimony. She says the public has not had a chance to understand the contract and does not know how it will affect this area. She says a lifeguard station is vitally needed in this area and there was a plan to build one at the Diamond Head side of the parcel. Ms. Matson says she thinks there are four wedding chapels planned for the area. She says the public needs to understand how they’ll be protected in this area with ocean safety crews.
Member Tamamoto commented that public comments are very important and do come up in executive session for discussion.

Member Salaveria asked how the first responder center is situated now.

Mr. Ching replied that there are currently no first responder facilities in the area. He stated that public comment indicated a desire for such a facility, so plans to place a facility at the harbormaster’s office loading dock are underway. City officials have indicated this is favorable to other locations and will be provided at no cost to them. This lifeguard facility could take shape as early as August 2014.

Member Salaveria asked if there are no lifeguard stations in Kakaako now, where are they located?

Mr. Ching stated that placing a facility near the Harbormaster’s office could service the Point Panic shorebreak as well as Ala Moana. Any emergency response would come from Ala Moana Beach Park or beyond.

Chairperson Lee apologized to the public for not answering their questions, as the HCDA is bound by law to conduct its public meeting business in a certain manner. He mentioned that the HCDA does conduct more informal community briefing sessions, at which the HCDA begs for public comment and is more than willing to address any and all public questions.

Mr. Ching answered the question on deep draft in the harbor and says that depth is going to be maintained, with no dredging. He says the harbor lease has been discussed for the past two to three years. He says the EIS scope that was conducted was a very public process that included stakeholder participation, so this matter has been extensively discussed with stakeholder groups.

There were no additional questions from members or comments from the public on this agenda item.

There were no additional questions from Members or comments from the public on this agenda item.

9. Information and Discussion: Royal Capitol Plaza, Association of Apartment Owners v. Hawaii Community Development Authority, Civil No. 14-1-0804-03.

Chairperson Lee asked if there were any questions or comments from Members or the public on this agenda item. Hearing none, Chairperson Lee entertained a motion for the Authority to convene in Executive Meeting to discuss Item #7: Pacifica Honolulu Reserved Housing Unit and Item #8: The lease for Kewalo Basin Harbor, both involving deliberation with Counsel concerning the authority of persons designated by the Board to negotiate the acquisition of public property, or during the conduct of such negotiations, pursuant to Section 92-5(a)(3), Hawaii Revised Statutes; and for Item #9:
Regarding Royal Capitol Plaza, Association of Apartment Owners v. Hawaii Community Development Authority, Civil No. 14-1-0804-03, to consults with the Board’s attorney on questions and issues pertaining to the Board’s powers, duties, privileges, immunities, and liabilities, pursuant to Section 92-5(a)(4), Hawaii Revised Statutes.

A motion was made by Member Tamamoto and seconded by Member Mitsunaga.

Chairperson Lee called a recess at 11:16 a.m.

Member Salaveria was excused and left the regular meeting at 11:16 a.m.

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Pursuant to Section 92-5(a)(3), Hawaii Revised Statutes, the Authority convened in Executive Session at 11:29 a.m. to deliberate concerning the authority of persons designated by the Board to conduct labor negotiations or to negotiate the acquisition of public property, or during the conduct of such negotiations.
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Chairperson Lee reconvened the regular public meeting at 1:24 p.m.

Chairperson Lee moved forward with decision making for Agenda items #7-8 and entertained a motion for the Authority to Exercise Its Option to Buy Back Pacifica Honolulu Condominium Reserved Housing Unit #2301.

A motion was made by Member Tamamoto and seconded by Member Mitsunaga.

A roll call vote was conducted.

Ayes: Members Tamamoto, Funakoshi, Kamimura, Lee, Mitsunaga, and Seki.

Nays: None.

The motion passed 6 to 0 with 3 excused (Members Salaveria, Grune and 1 vacant position).

Chairperson Lee entertained a motion for the Authority to Authorize the Executive Director to Enter into a Lease for an Initial Term Not to Exceed Thirty-Five (35) Years, Together with a Ten (10) Year Option to Extend, With Kewalo Harbor, LLC for the Development and Management of the Kewalo Basin Harbor, TMK (1)2-1-058:128 (por) in Accordance with the Terms and Conditions Recommended by the Hawaii Community Development Authority Staff.

A motion was made by Member Tamamoto to defer decision-making on this agenda item.

Chairperson Lee called a recess at 1:27 p.m.
The meeting was reconvened at 1:30 p.m.

David Striph, Senior VP for HHC and Race Randle, Senior Development Director for HHC spoke briefly on their commitment to revitalizing Kewalo Basin Harbor. Mr. Randle recapped the timeline and said on Feb. 5, 2015, HHC entered into negotiations for the harbor lease. He says since then, HHC has done its due diligence with all necessary studies and research.

The motion to defer decision-making was seconded by Member Kamimura.

Chairperson Lee asked for any items of discussion among board members and Member Tamamoto replied that the board would like to clarify some of the lease terms and provisions. Member Tamamoto also stated that the board would like to ask for some changes in the lease terms as well. Chairperson Lee noted that it would be prudent to examine this lease carefully, as this will be a long term deal and we want to ensure it is successful.

A roll call vote to defer this decision-making item was conducted.

Ayes: Members Tamamoto, Funakoshi, Kamimura, Lee, Mitsunaga, and Seki.

Nays: None.

The motion passed 6 to 0 with 3 excused (Members Salaveria, Grune and 1 vacant position).

V. ADJOURNMENT

The meeting was adjourned at 1:35 p.m.

Respectfully submitted,

/s/

Miles Kamimura
Secretary

*Meals were served to Authority Members and required staff as an integral part of the meeting.

Note: The transcript of this meeting contains a verbatim record and should be consulted if additional detail is desired.