

**STATE OF HAWAII  
HAWAII COMMUNITY DEVELOPMENT AUTHORITY  
GENERAL BUSINESS MEETING**

**MINUTES**

Wednesday, December 5, 2018

**I. CALL TO ORDER/ROLL CALL**

A general business meeting of the Members of the Hawaii Community Development Authority (“Authority” or “HCDA”), a body corporate and a public instrumentality of the State of Hawaii, was called to order by John Whalen, Chair of the Authority, at 9:00 a.m., December 5, 2018, at Authority’s principal offices at 547 Queen Street in Honolulu, Hawaii, 96813.

**Members Present:** John Whalen  
Mary Pat Waterhouse  
Beau Bassett  
Wei Fang  
Jason Okuhama  
Phillip Hasha  
Jo-Ann Leong  
Amy Luersen  
Mike Golojuch, Sr.  
Derek Kimura (DHHL non-voting)  
David Rodriguez (DOT Ex-Officio)  
Mark Anderson (B&F Ex-Officio)

**Members Excused:** Kathy Sokugawa (DPP non-voting)  
Maeda Timson  
Shirley Swinney  
William Oh  
Donna Camvel

**HCDA Staff Present:** Aedward Los Banos, Executive Director  
Deepak Neupane, Kakaako Planning and Development Director  
Garett Kamemoto, Compliance Assurance & Community Outreach Officer  
Alison Miyasaki, Administrative Services Officer  
Lindsey Doi Leaverton, Asset Manager  
Francine Murray, HCDA Specialist  
Charlyn Ontai, Asset Management Specialist  
Tommilyn Soares, HCDA Secretary to the Executive Director

**Legal Counsel:** Lori Sunakoda, Deputy Attorney General

**II. APPROVAL OF MINUTES**

The meeting minutes for October 3, 2018 was approved with one correction, page three was corrected to “Executive Director, Los Banos...” and not “Member Los Banos.”

**III. ACTION ITEMS:**

Shall the Authority Authorize the Executive Director to Grant Easements to Facilitate Utilities and Other Services for HCDA Projects Previously Approved by the Authority?

Ms. Lindsey Doi, Asset Manager presented the report provided in the board packet. At its October 3, 2018 meeting the board expressed an interest to make easement approvals “administrative” to provide efficiency. The board directed staff to develop a proposal for board delegation.

Member Luersen stated her support for the action item, however had concerns regarding the language on the second page of the staff report describing an agricultural and conservation easement. Member Luersen felt the language as written is prejudicial at this point and recommends revising the staff report language.

“Further, related to the community development plan, a board recommendation was made to grant an easement to keep its Heeia property in conservation an agricultural use. ~~This type of easement is extremely restrictive.~~ Staff is not seeking approval to grant this type of easement either given its significance ~~and adverse impact~~ to HCDA property. This type of easement is a policy decision best retained by the Board.

Member Bassett and Member Fang recommends further amending the action item to include utilities and not “all necessary easements” as stated on the second page of the staff report.

There were no further comments or questions and no public testimony.

**MOTION:**

Member Bassett motioned for the Authority to authorize the Executive Director to grant easements to facilitate utilities for HCDA projects previously approved by the Authority.

Member Waterhouse seconded.

Ms. Doi conducted the roll call vote. Motion passed with 11 yes votes and 4 excused.

**IV. INFORMATION AND DISCUSSION**

Presentation of the Audited Financial Statements for the Fiscal Year Ended, June 30, 2018.

Executive Director, Aedward Los Banos explained that the firm conducting this year’s audit did not find any concerns for reporting, however they are working on finalizing the 2018

financial audit for HCDA.

Ms. Teri Fujii and Mr. Mark Inafuku of CW Associates provided a verbal update for the board and noted they are working on the final draft of the 2018 HCDA Financial Audit and can disseminate the final draft via email to board members for review. Board members may submit comments, if any, via email to Ms. Fujii and Mr. Inafuku with a copy to Executive Director Aedward Los Banos and newly hired Alison Miyasaki, Administrative Services Officer.

Deputy Attorney General Lori Sunakoda confirmed that the emailed audit report will be disseminated to board members for review and comment only and not for decision making.

There were no comments and no public testimony.

**V. REPORT OF THE EXECUTIVE DIRECTOR**

**3. Information: Monthly Financial Report for October 2018**

Executive Director Los Banos introduced Ms. Alison Miyasaki, HCDA's new Administrative Services Officer and Ms. Charlyn Ontai, new Asset Management Specialist.

Mr. Los Banos deferred to the report provided in the board packet and informed the board that the next board meeting will be held on January 9, 2019.

There were no comments by board members and no public testimony.

**VI. ADJOURNMENT**

Chair Whalen adjourned the meeting at 9:41 a.m.

Approved and Submitted by,



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John Whalen, Chairperson

JAN 09 2019

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Date Approved by the HCDA Board