

**STATE OF HAWAI‘I  
HAWAI‘I COMMUNITY DEVELOPMENT AUTHORITY  
AT-LARGE BOARD MEETING**

**Wednesday, August 2, 2023  
MINUTES**

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

The Hawai‘i Community Development Authority (“Authority” or “Board”), a body corporate and a public instrumentality of the State of Hawai‘i (“State”) met in-person at the HCDA’s physical meeting site, American Brewery Building, 547 Queen Street, 2<sup>nd</sup> floor Board room and provided an option to attend virtually (utilizing the State-supported Zoom Meeting platform) for a Regular meeting on July 5, 2023.

Chairperson Chason Ishii called the August 2, 2023, HCDA At-Large Authority Regular meeting to order at 10:32 a.m.

Acknowledgement that the Meeting is Being Convened Virtually

Executive Director Craig Nakamoto reiterated the wording contained in the Meeting Agenda regarding the guidelines and directives provided by Section 92-3.7, Hawai‘i Revised Statutes, to enable public boards and commissions to conduct business virtually with a meeting site open to the public.

Regarding the foregoing, Mr. Nakamoto reiterated wording contained in the Meeting Agenda, noting that the HCDA welcomes public attendance via the Zoom link provided and also at the meeting site located at The American Brewery Building, 547 Queen Street, 2<sup>nd</sup> Floor Board room, Honolulu, Hawai‘i 96813. He noted that the meeting would be live streamed on the HCDA’s YouTube Channel contained in the Meeting Agenda and that the HCDA also welcomes public comment and public participation via submission of written or oral testimony. Mr. Nakamoto stated that individuals, if any, from the public who had requested to provide testimony were on standby and would be permitted to speak during the public testimony session of the specific agenda item.

Chair Ishii conducted the roll call. Those present and absent were as follows:

**Members Present:**

Chason Ishii, Chairperson  
Sterling Higa, Vice Chairperson  
Peter Apo, Secretary  
Melissa Miranda-Johnson (Ex-Officio)  
Mary Alice Evans, DBEDT (Ex-Officio)  
Mark Anderson, B&F (Ex-Officio)  
Russell Tsuji, DLNR (Ex-Officio)  
Kevin Sakoda  
Jo-Ann Leong

**Members Absent:** Craig Hirai, City & County of HNL DPP (Ex-Officio)  
Kathleen Aoki, Maui County DPP (Ex-Officio)  
Kaiwipunihei Lipe  
David Rae  
Kaka‘ako Member (Vacant)  
Kalaeloia Member (Vacant)  
Pulehunui Member (Vacant)  
Pulehunui Member (Vacant)

A quorum was present.

**Legal Counsel:** Kelly Suzuka, Deputy Attorney General  
Kevin Tongg, Deputy Attorney General

**Staff Present:** Craig Nakamoto, Executive Director  
Garet Sasaki, Administrative Services Officer  
Ryan Tam, Planning and Development Director  
Francine Murray, HCDA Program Specialist  
Lindsey Doi Leaverton, HCDA Asset Manager  
Tommilyn Soares, HCDA Executive Secretary

**II. APPROVAL OF MINUTES**  
**Regular Meeting Minutes of July 5, 2023**

Deputy Attorney General suggested correcting the minutes to include a link to the recording of the At-Large Board meeting of August 2, 2023. The meeting minutes were approved with the correction.

**III. ACTION ITEM**  
**Consider Authorizing the Executive Director of the Hawaii Community Development Authority (“HCDA”) to enter into a memorandum of agreement (“MOA”) with the State of Hawaii, Department of Public Safety (“PSD”) to Provide Project Management Services Related to the Construction and Expansion of Kitchen Facilities and Other Related Interim and Permanent Improvements (“Project”), Including the Procurement by HCDA of Construction and Other Services Related to the Project, Located at the State of Hawaii, Women’s Community Correctional Center (“WCCC”) located at 42-477 Kalaniana’ole Highway, Kailua, Oahu, Hawaii 96734, and further Identified by Oahu Tax Map Key Number (1) 4-002-003:004, pursuant to Section 206E-4(10), Hawaii Revised Statutes.**

Chair Ishii announced that Executive Director will now provide the staff report. Executive Director Nakamoto summarized that this Project will create a new kitchen facility and related improvements at WCCC, to supplement the already-existing kitchen. He mentioned that the current construction of the new housing facility will expand the WCCC inmate capacity; therefore the completion of the new kitchen will allow the preparation of needed additional meals. Executive Director Nakamoto mentioned that the new kitchen is being constructed in a different location from the existing kitchen, allowing current kitchen operations and the Kapiolani Community College culinary

program to continue without disruption. He cited the positive effects of such programs, such as: educating inmates with culinary skills and life skills to be used when they return to the community, and the reduction of the recidivism rate. Executive Director Nakamoto mentioned that he has been working with Wayne Takara, Chief Planner at PSD, to enter into an MOA for the funds to be transferred to HCDA and the procurement process for this project can commence. He assures that there is staff capacity to assist in this project, as Mark Hakoda, HCDA Director of Capital Improvement Projects, has already identified a project manager to assist.

Chair Ishii asked for any questions or comments from the Board members.

There were no questions or comments.

### **Public Testimony**

Chair Ishii called for public testimony.

There were no inquiries to provide oral testimony, and no written testimonies were received.

### **MOTION:**

Chair Ishii called for a motion for the Board to Authorize the Executive Director of the Hawaii Community Development Authority (“HCDA”) to enter into a memorandum of agreement (“MOA”) with the State of Hawaii, Department of Public Safety (“PSD”) to Provide Project Management Services Related to the Construction and Expansion of Kitchen Facilities and Other Related Interim and Permanent Improvements (“Project”), Including the Procurement by HCDA of Construction and Other Services Related to the Project, Located at the State of Hawaii, Women’s Community Correctional Center (“WCCC”) located at 42-477 Kalanianaʻole Highway, Kailua, Oahu, Hawaii 96734, and further Identified by Oahu Tax Map Key Number (1) 4-002-003:004, pursuant to Section 206E-4(10), Hawaii Revised Statutes.

Member Leong motioned. Member Evans seconded.

Chair Ishii asked if there was any further discussion on the motion. There was none.

Executive Director Nakamoto conducted the roll call vote.

Motion passed with 9 yes votes, and 8 excused.

**Consider Authorizing the Executive Director to Enter into a Memorandum of Agreement (“MOA”) with the State of Hawaii, Office of Planning and Sustainable Development (“OPSD”) to Transfer \$500,000 for the Purpose of OPSD Procuring Professional Services to Develop an Infrastructure Implementation Master Plan for the East Kapolei area (located near Keone‘ae, Kualaka‘i, and Honouliuli Transit Stations on the Island of Oahu) that Will Identify and Determine the Infrastructure Needed to be Built to Support Transit-Oriented Development in the East Kapolei Area, pursuant to Section 206E-18, Hawaii Revised Statutes.**

Director of Planning and Development Ryan Tam summarized that Act 164, Session Laws of Hawaii 2023, has appropriated \$500,000 to HCDA for the East Kapolei Infrastructure Implementation Master Plan. This Master Plan will identify and determine the public and private infrastructure improvements needed to support the Transit-Oriented Development in this area, and Director Tam proposed that this task be fulfilled by OPSD due to their proven abilities and expertise.

Member Evans disclosed that she is the Interim Director for OPSD and asked if she may be permitted to continue to participate in this Action Item.

Chair Ishii advises that she is able to participate, but should abstain from voting.

Member Tsuji disclosed that DLNR owns land in the area and therefore would benefit from the infrastructure study fulfilled in this project. He asked if he should abstain from this Action Item.

Chair Ishii and Executive Director Nakamoto consulted with Deputy Attorney General Kelly Suzuka. She advised that Member Evans should abstain from voting because OPSD is the potential direct recipient of the funds being discussed. She advised that Member Tsuji's disclosure is sufficient and may vote on this Action Item.

There were no further comments or questions by board members.

#### **Public Testimony**

Chair Ishii called for public testimony. There were no inquiries to provide oral testimony, and no written testimonies were received.

#### **MOTION:**

Deputy Attorney General Kelly Suzuka stated this Action Item must be deferred to a later date due to lack of quorum because Member Evans abstention.

### **IV. INFORMATION AND DISCUSSION**

#### **Status Update by HCDA Staff Regarding the Funding in the State Budget for Transit-Oriented Development Projects located on the Island of Oahu, and More Specifically, in East Kapolei (near the Keone'ae rail stations), 'Iwilei-Kapālama area, and in the Kalaeloa Community Development District, specifically Saratoga Avenue.**

Administrative Services Officer Sasaki summarized the budgeted amounts of the various Transit-Oriented Development projects in Oahu. The funding allocated for the 'Iwilei-Kapālama project will be used for electrical improvements. In the next HCDA meeting, Administrative Services Office Sasaki will ask the board for authority to enter into an MOA between multiple entities and HCDA. The funding allocated for the Kalaeloa area will be used for electrical improvements, which will be handled by HCDA. There is \$35,000,000 appropriated to construct a roadway near University of Hawai'i West 'Oahu campus. In the next HCDA meeting, Administrative Services Office Sasaki will ask the board for authority to enter into an MOA between the UH, HHFDC, and HCDA

Member Evans commented that the collaboration and partnership approach outlined in the Staff Report is what is necessary to complete these Transit-Oriented Development communities that will provide housing for families, transit choices, and mixed-use amenities around rail stations.

### **Public Testimony**

Chair Ishii called for public testimony. There were no inquiries to provide oral testimony, and no written testimonies were received.

### **Findings and Recommendations of the Permitted Interaction Group Established at the May 5, 2023 At-Large Board Meeting, Pursuant to Section 92-2.5(b), Hawaii Revised Statutes, for the Purpose of:**

- i. Conducting the Executive Director’s Annual Performance Review, and**
- ii. Establishing the Executive Director’s new 1-, 3-, and 5- year goals and accordingly amend the Agency’s Strategic Plan adopted by the Authority at the November 2, 2022 General Authority Meeting.**

*The Authority will convene in an executive session, pursuant to HRS §92-5 (a)(2) to consider the evaluation of an employee, where consideration of matters affecting privacy will be involved.*

Executive Director Craig Nakamoto summarized that the revisions to the one-year goals in the Strategic Plan were made to provide a metric to evaluate the performance of HCDA and its Executive Director. Executive Director Nakamoto highlighted the inclusion of the rule-making process for Act 221, SLH 2023 as a 1-year goal, and also mentioned as 3- and 5-year goals to align with the discussions and comments of Board Members. He also explained that the priority levels of each goal are determined based on their alignment with the strategic direction, as well as urgency of the matter.

There were no further comments or questions by board members.

Chair Ishii called for a motion for the Authority to convene in an executive session, pursuant to HRS § 92-5 (a)(2) to consider the evaluation of an employee, where consideration of matters affecting privacy will be involved. The Authority will reconvene its regular meeting to discuss the Executive Director’s 1-, 3-, and 5-year goals and Strategic Plan following the executive session

Member Evans motioned. Member Apo seconded.

There was no discussion on the motion. Chair Ishii called for a voice vote; all members unanimously affirmed. Chair Ishii requested the following individuals to join the board in the Executive Session: HCDA Executive Director, Craig Nakamoto, HCDA Deputy Attorneys General, Kelly Suzuka and Kevin Tongg, and HCDA Staff Gareth Sasaki, Francine Murray and Tommilyn Soares.

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Pursuant to Section 92-5(a)(2), Hawaii Revised Statutes, the Authority convened in Executive Session at 11:04 a.m.

The Authority met in Executive Session until 11:28 a.m..  
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Chair Ishii asked for a motion to exit the Executive Session. Member Sakoda motioned. Member Leong seconded. All members unanimously approved via voice vote to reconvene the regular meeting.

Chair Ishii reconvened the public meeting at 11:28 a.m.

Chair Ishii announced that there were no decisions made and no vote taken in the Executive Session. The results of the Executive Director’s Evaluation will be presented at the next scheduled General meeting.

**V. REPORT OF THE EXECUTIVE DIRECTOR**  
**Monthly Financial Highlights for June 2023**

Executive Director Nakamoto summarized the financial highlights.

Garet Sasaki, Administrative Services Officer, was on standby for any questions. Mr. Sasaki highlighted information on the Halekauwila place loan for the board members information.

There were no further questions or comments by Board Members.

**Public Testimony**

Chair Ishii called for public testimony. There were no inquiries to provide oral testimony, and no written testimonies were received.

**VI. ADJOURNMENT**

Chair Ishii thanked those who joined today’s meeting on Zoom and adjourned the meeting at 11:31 a.m.

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Peter Apo, Secretary

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Date Approved by the Board