

Report of the Executive Director - Kalaeloa

December 6, 2023

I. Planning & Development

Approved permit applications that did not require § 206E-5.6, HRS, hearings:

Approval Date	Name of Applicant	Project
09/14/2023	VA Aloha LLC (VA Aloha LLC)	KAL 23-009 Installation of new emergency generator
10/30/2023	Kalaeloa Ventures, LLC	KAL 23-010 Installation of backup generator

II. Asset/Land/Property Management

A lease with the Kalaeloa Heritage and Legacy Foundation (KHLF) for the Kalaeloa Heritage Park (Park) was executed on November 15, 2023. As previously reported to the Kalaeloa Board, the new lease includes certain stewardship and maintenance responsibilities for the Park and replaces the previous Right of Entry Agreement that expired on November 17, 2023.

KHLF's October and November 2023 monthly reports and site inventory are attached (See Exhibits A and B).

Right of Entry Agreements

There were two (2) active Right-of-Entry (ROE) and/or license agreements through November 2023. (See Exhibit C.)

Attachments:

Exhibit A – KHLF October and November 2023 Monthly Reports

Exhibit B – KHLF November 2023 Inventory Report

Exhibit C – List of Right-of-Entry Agreements



Monthly Activity Report for Period of 16 September to 08 October 2023

1. Updated/New site features since 06 September 2022 audit by HCDA:

- None.

2. Site improvements since 15 February 2023 TMK 9-1-013069 Inventory List update:

- None.

3. Summary of all Activities:

- Park maintenance (10 volunteer hours valued at \$321.00¹):
 - Cut grass, weed whacked and cleared/cut kiawe & other brush
 - Hand watered plants and hand weeded/pruned
 - Mulched plants and walking path
 - Chipped brush pile
 - Five (5) chickens and one (1) rooster were recorded at the Park
- Park/Site tour(s):
 - None.
- Workshop(s):
 - None.
- Community Workday (60 volunteer hours valued at \$1,926.00²):
 - 06 September, Hunt Companies (20)
- Commercial Activities:
 - Park visit fees: \$0.00
 - Workshop(s) fees: \$0.00
 - Sales (i.e., kiawe, books, etc.): \$90.00

¹ \$32.10/hour per <https://independentsector.org/value-of-volunteer-time/>

² \$32.10/hour per <https://independentsector.org/value-of-volunteer-time/>



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- Administrative (15 volunteer hours valued at \$481.50³):
 - a. 16 September, received and reviewed quote for Verizon 5G wireless internet service
 - b. 16 September, participated in Aloha Week court event at Ka Makana Ali'i shopping center
 - Sold three (3) copies of Shad Kane's "Cultural Kapolei" book as a fundraiser for the Park
 - c. 17 September, emailed Ryan Tam (HCDA) regarding status of KHLF/HCDA draft cover letter for SHPD
 - Ryan is on vacation until 30 September
 - d. 18 September, received email from Lindsey Doi (HCDA) regarding KHLF lease presentation before the HCDA Board on 04 October
 - Contacted Li'ulā Christensen (NHLC) and requested she attend Board meeting
 - e. 18 September, received and reviewed draft package for water line submission to SHPD from Olivia Gurney (Hunt)
 - f. 19 September, received and reviewed quote for T-Mobile 5G wireless internet service
 - g. 19 September, received update from Lindsey Doi (HCDA) regarding draft KHLF lease presentation to HCDA Board
 - Lindsey advised that she will be taking three (3) month maternity leave in mid-November
 - h. 19 September, received update from Olivia Gurney (Hunt) regarding addition of UHWO Anthropology/Archaeology report to draft package for SHPD
 - i. 20 September, received confirmation of \$5K sponsorship from Kaiser Permanente
 - j. 21 September, received and reviewed invitation to provide feedback/input on Bureau of Safety and Environmental Enforcement on their Environmental Justice Strategy and Action Plan
 - k. 21 September, received updated cover letter for Park water line project from Olivia Gurney (Hunt)
 - l. 21 September, received update from Kawika Lauriano, Park manager for Kalaeloa Heritage Park, regarding plans for upcoming visit by 'Ewa Beach Elementary School in November
 - m. 22 September, emailed updated draft KHLF/HCDA cover letter to SHPD and package for Kalaeloa Heritage Park water line project to Ryan Tam (HCDA)
 - n. 21 September, received update from Mahealani Cypher (O'ahu Council of Hawaiian Civic Clubs) regarding planned site tour and estimated headcount for October visit
 - o. 22 September, discussed quote from T-Mobile and arranged for a video conference
 - p. 22 September, received response from Tesha Malama regarding KHLF Board request for NDA
 - q. 24 September, received and reviewed reminder from Seema Sueko regarding upcoming Kokua Exchange meeting

³ \$32.10/hour per <https://independentsector.org/value-of-volunteer-time/>



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- r. 25 September, received request from Seema Sueko to participate in poll to determine next meeting date for Kokua Exchange
- s. 26 September, received and reviewed invitation from US Department of Interior's Fish and Wildlife Service to participate in national webinar regarding updates to its Wilderness Stewardship policies
- t. 26 September, received and reviewed draft KHLF lease from Li'ulā Christensen (NHLC) for review
 - Circulated draft lease amongst KHLF Board of Directors for review
- u. 26 September, discussed upcoming community workday with Jennifer Kim (Hunt)
 - Provided guidance regarding KHLF photo policies and recommended photographic release form
- v. 26 September, updated KHLF photo consent policy form
- w. 26 September, received and reviewed invitation to participate in Tribal consultations with the Office of US Trade Representative
- x. 26 September, received and reviewed invitation to apply for land acquisition grant from State of Hawai'i Legacy Land Conservation Program
- y. 27 September, received and reviewed HCDA Community Connection September 2023 newsletter
- z. 28 September, received and reviewed invitation to consult on the Advisory Council on Historic Preservation's (ACHP) draft Policy Statement on Housing and Historic Preservation
- aa. 28 September, received and reviewed notification of additional ACHP Section 106 classes
- bb. 28 September, received and reviewed signed KHLF/HCDA cover letter to SHPD for Kalaleoa Heritage Park water line project from Charlene Oka Wong (HCDA)
 - Confirmed receipt of the signed letter per Charlene's request
 - Forwarded a copy of the signed letter to Oliva Gurney (Hunt) for filing with SHPD via HICRIS
- cc. 28 September, received notification of 04 October HCDA Board meetings
 - Registered to attend/participate in the Kalaeloa Board meeting
- dd. 28 September, generated KHLF Non-disclosure Agreement (NDA) policy and form for staff, volunteers, and KHLF Board members
- ee. 28 September, generated and forwarded to Tesha Malama customized NDA addressing her request to attend KHLF Board meetings
- ff. 28 September, updated KHLF Conflict of Interest policy form
- gg. 29 September, received signed NDA from Tesha Malama
 - Provided copy of executed NDA to Tesha Malama
- hh. 29 September, received Kalaeloa Board meeting registration confirmation from HCDA
- ii. 29 September, received and reviewed notification that US Department of Interior has awarded \$1 million in NATIVE act grants to Native Hawaiian Organizations
- jj. 30 September, discussed KHLF acceptable IT use policy and IT equipment hand receipt policies



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- kk. 02 October, received and reviewed updated draft KHLF/HCDA lease from Li'ulā Christensen (NHLC)
 - Circulated to KHLF Board of Directors for review
- ll. 03 October, received and reviewed Change No. 5 to vendor list E23-19 for DOE Nohona Hawai'i Education and Hosting Sites from Nicole Agena (DOE)
- mm. 03 October, received notification from Olivia Gurney (Hunt) regarding plan to submit signed KHLF/HCDA cover letter to SHPD and rest of package for water line submission into SHPD's HICRIS system
- nn. 03 October, participated in video conference with David Do (T-Mobile account executive) to discuss 5G wireless internet service
- oo. 03 October, received request from Lindsey Doi (HCDA) for status of draft lease
 - Advised that we are performing final review of the draft
 - Emailed a copy to Lindsey once the review was completed
- pp. 03 October, received notification of upcoming HCDA public hearings in November and December
- qq. 03 October, discussed requirement for HCDA permit application as part of package for Kalaeloa Heritage Park water line project with Olivia Gurney (Hunt)
- rr. 03 October, received confirmation of submittal of package to SHPD via HICRIS from Olivia Gurney (Hunt)
- ss. 03 October, received and reviewed Change No. 6 to vendor list E23-19 for DOE Nohona Hawai'i Education and Hosting Sites from Nicole Agena (DOE)
- tt. 04 October, attended HCDA Kalaeloa Board meeting
 - Provided verbal testimony in favor of HCDA entering into a lease with KHLF
 - HCDA Kalaeloa Board approved going forward with the KHLF lease
- uu. 04 October, received notification of next Kokua Exchange meeting on 25 October from Seema Sueko
- vv. 04 October, received notification from Lindsey Doi (HCDA) regarding receipt of the draft KHLF/HCDA lease
 - She will review and forward to HCDA Attorney General for comments
- ww. 04 October, received notification of Compliance office approval for \$2.5K sponsorship of the Kalaeloa Heritage Park from Amy Bolan (AES)
- xx. 04 October, received and reviewed request to participate in Department of Business, Economic Development & Tourism's digital economy survey
- yy. 05 October, participated in water line project discussion with Hunt
 - Reached out to Kamehameha Schools to inquire about possible sponsorship
- zz. 07 October, drafted KHLF Acceptable Use Policy (AUP) and KHLF IT equipment hand receipt form



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Please let me know if you have any questions. Copies of signed waiver forms available upon request. Copies of this report will be delivered via email (postal mail by request only).

Mahalo,

Dwight Victor
President



Monthly Activity Report for Period of 09 October to 14 November 2023

1. Updated/New site features since 06 September 2022 audit by HCDA:

- None.

2. Site improvements since 15 February 2023 TMK 9-1-013069 Inventory List update:

- None.

3. Summary of all Activities:

- Park maintenance (12:48 volunteer hours valued at \$410.96¹):
 - Cut grass, weed whacked and cleared/cut kiawe & other brush
 - Hand watered plants and hand weeded/pruned
 - Mulched plants and walking path
 - Prepared and loaded mulch pile for disposal at Hawaiian Earth Recycling
 - Chipped brush pile
 - Four (4) chickens and one (1) rooster were recorded at the Park
- Park/Site tour(s) (6 volunteer hours valued at \$192.60²):
 - 15 October, Association of Hawaiian Civic Clubs (15)
 - 20 October, UHWO Anthropology Club (10)
- Workshop(s):
 - None.
- Community Workday:
 - None.
- Commercial Activities:
 - Park visit fees: \$300.00
 - Workshop(s) fees: \$0.00
 - Sales (i.e., kiawe, books, etc.): \$0.00

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- Administrative (37 volunteer hours valued at \$1,187.70³):
 - a. 09 October, received email from Dr. Kirsten Vacca (UHWO) regarding printing of educational pamphlets and photos. Also discussed Spring Semester field school at the Park and upcoming visit by the UHWO Anthropology Club to the Park in mid-October.
 - b. 09 October, received green light from Jennifer Creed (HANO) to pivot funds from KS Capacity Grant towards new project to hire 'Ōla'a Consulting to identify and pursue capital improvement grants for permanent water line into the Park.
 - c. 09 October, received request from Moanalua Gardens Foundation to share the virtual 46th Annual Prince Lot hula festival.
 - d. 09 October, received email from Kaiser Permanente regarding upcoming Kaiser's Annual Day of Service at the Park scheduled for January 2024.
 - e. 10 October, received request from Strategies 360 to approve quote for inclusion to Hunt Group's newsletter regarding their workday at the Park.
 - f. 11 October, received summary from Kupu for the Natural Resources Sector Partnership meeting held on 03 October.
 - g. 11 October, received notification of solicitation for City and County of Honolulu's Grants in Aid program.
 - h. 11 October, received update from HCDA regarding Kalaeloa Stakeholders Group meeting date change to January 2024.
 - i. 11 October, KHLF Board of Directors meeting.
 - j. 12 October, emailed Lindsey Doi (HCDA) to inquire if HCDA will require an easement for the planned water line into the Park.
 - k. 12 October, received proposal for Business Internet and two phones at the Park from T-Mobile.
 - l. 13 October, received notification of release of Change No.7 to Vendor List E23-19 for the DOE's Nohona Hawai'i Education and Hosting Sites RFP.
 - m. 17 October, received request from Japanese media to film some documentary footage at the Park in 2024.
 - n. 17 October, received proposal for Business Internet and two phones at the Park from Verizon Wireless.
 - o. 17 October, met with 'Ōla'a Consulting to discuss grant writing services.
 - p. 18 October, received notification that HCF grant reports are due 17 November.
 - q. 18 October, reached out to Servco Foundation to request participation in our sponsorship program to construct a water line into the Park.
 - r. 18 October, requested update on potential easement for KWC from Lindsey Doi and Ryan Tam (HCDA).
 - s. 19 October, received notification from OHA of the Kāko'o Grant award to the KHLF.
 - t. 19 October, received updated draft lease from Lindsey Doi (HCDA).

³ \$32.10/hour per <https://independentsector.org/value-of-volunteer-time/>



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- Forwarded updated draft to NHLC for review.
- u. 19 October, received agreement/proposal from 'Ōla'a Consulting for grant writing services.
- v. 20 October, received request to participate in ACHP listening session on Indigenous Knowledge and Historic Preservation.
- w. 20 October, received logo and short blurb from VolunteerAlly to add to the Partners page on the Park website.
- x. 21 October, received \$2,500.00 sponsorship donation from AES Hawai'i for the Park's water line project.
- y. 23 October, received invitation from US DOI to participate in Office of Indian Economic Development, Division on Economic Development panel discussion regarding lessons learned from culturally responsible tourism.
- z. 23 October, received notice from Servco Foundation that they have declined to participate at this time.
- aa. 23 October, reached out to DR Horton to request participation in our sponsorship program to construct a water line into the Park.
- bb. 23 October, reached out Visionary Views, LLC regarding moving the 360° virtual video site tour from their web server to the Park's web server.
- cc. 24 October, reached out to our Insurance carrier to verify/confirm that our policy meets the requirements for the OHA Kāko'o grant.
 - We will need to add an Umbrella policy to provide an additional \$1M of General Liability coverage.
- dd. 24 October, received invitation to participate in Ka'a i ka Lawa workshop in December from KUA.
- ee. 24 October, received invitation to attend Grants in Aid town hall from Councilmember Andria Tupola.
- ff. 24 October, received review of HCDA draft lease from NHLC.
 - Provided guidance regarding KHLF recommended changes and requested an updated draft for submission to HCDA.
- gg. 24 October, received HCDA's Community Connection newsletter.
- hh. 24 October, received invitation to attend blessing ceremony for Gentry Home's Ka'ulu community.
- ii. 25 October, received notice of annual ICANN registration summary for khlf.org.
- jj. 25 October, KHLF Board approved entering into agreement with 'Ōla'a Consulting for the purpose of pursuing additional funding for the Park's water line project.
- kk. 26 October, received request for update on draft lease from Lindsey Doi (HCDA).
- ll. 26 October, received notice of HCDA public hearings for Kali'u project and Kaka'ako Makai Plan and Rules project.
- mm. 30 October, received request for update on 'Ewa ahinahina plants from Richard Pender (SWCA).
 - Due to recent heat we have lost approximately 15 plants out of the original 100. This is still an exceptional survival rate given the dryland environment at the Park.



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- nn. 31 October, received invitation to participate in USFWS National Wildlife Refuge System Right-of-Way discussion from US DOI.
- oo. 01 November, forwarded updated draft lease to Lindsey Doi (HCDA).
- pp. 03 November, met with 'Ōla'a Consulting regarding funder search.
- qq. 01 November, received request for information to share in OHA's Ka Wai Ola newspaper.
 - Submitted picture and short story regarding community and organizational workdays at the Park.
- rr. 03 November, approached HONBLUE for quote to print QR codes for our new self-guided Park tour.
- ss. 03 November, requested update on potential easement for KWC from Lindsey Doi, Ryan Tam, and Charlene Oka Wong (HCDA).
- tt. 04 November, received notification from SHPD with request for information regarding the Park's water line project.
 - SHPD requests a letter from HDOT confirming right-of-way entry usage.
- uu. 06 November, received monthly performance report from Google for the Park's search page entry.
 - Updated Holiday availability.
- vv. 06 November, received email from Lindsey Doi (HCDA) advising that she will follow up with Ryan Tam and the Planning department regarding the Park's application for service with KWC.
 - The application for service requires landowner approval.
 - We have been pending a response from HCDA since June 2023.
- ww. 07 November, received notification of six funding opportunities from HTA via CNHA.
- xx. 08 November, KHLF Board of Directors meeting.
- yy. 08 November, received updated Certificate of Insurance with changes requested by OHA for the Kāko'o grant.
- zz. 08 November, received invitation to consult on an Amendment to Program Comment for Communiations Project and Federal Lands/Property from US DOI.
- aaa. 09 November, received invitation to participate in US DOI Environmental Justice Strategic Plan Development session.
- bbb. 09 November, reached out to Kamehameha Schools to request participation in our sponsorship program to construct a water line into the Park.
- ccc. 09 November, received updated draft Lease from Lindsey Doi (HCDA).
 - Forwarded updated draft to NHLC for review.
 - Discussed
- ddd. 13 November, purchased updated Certificate of Good Standing.
- eee. 14 November, received notification of Kapaphuliau Climate Resilience Program and funding availability from US DOI.
- fff. 14 November, requested update on potential easement for KWC from Lindsey Doi, Ryan Tam, Charlene Oka Wong, and Charlyn Ontai (HCDA).



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Mahalo,

A handwritten signature in black ink, appearing to read 'Dwight Victor', is written over the printed name.

Dwight Victor
President

Kalaeloa Heritage Park Inventory

Site No.	Historic Structures	HCDA Confirmed		Notes
1	Paved trail	06-09-22		Kualaka'i Trail; Stone trail
2	Sinkhole; burial	06-09-22		
3	Residential enclosure	06-09-22		
4	Sinkhole; agricultural	06-09-22		Ti leaf in sinkhole
5	Residential enclosure	06-09-22		
6	Sinkhole; possibly agricultural	06-09-22		Water sinkhole
7	Circular mound; burial	06-09-22		
8	Circular mound; possibly agricultural	06-09-22		Possible burial site
9	Residential enclosure	06-09-22		Temporary housing
10	Circular mound; agricultural	06-09-22		Temporary housing
11	Residential enclosure	06-09-22		Temporary housing
12	Residential enclosure	06-09-22		Temporary housing
13	Sinkhole; possibly residential	06-09-22		Large walled sinkhole
15	Residential enclosure	06-09-22		
16	Sinkhole; agricultural	06-09-22		*Note: Too many sinkholes in the area to determine which ones are actually labeled on the map as #16 and #17.
17	Sinkhole; agricultural	06-09-22		
18	Possible non-indigenous enclosure			Unable to verify.
20	Circular mound; agricultural	06-09-22		Possible burial site
21	Possible disturbed area	06-09-22		
22	Residential enclosure	06-09-22		
23	Residential enclosure	06-09-22		Possible food storage
50	Residential enclosure	06-09-22		
51	Sinkhole; burial	06-09-22		
<i>*Note: Site nos. 14, 19, and nos 24 thru 48 are not a part of TMK 9-1-013069</i>				
Site No.	Additional Structures on Site	HCDA Confirmed		Notes
49	Sinkhole; agricultural	06-09-22		Replica created by KHLF
K	Kauhale	06-09-22		Built by KHLF in 2012
BC	Burial Crypt	06-09-22		Built by KHLF in 2011 per SHPD
5114	Aircraft Wreckage	06-09-22		Includes Memorial Plaque donated by AMVETS in 2020
L	Lele (wooden altar)			Built by KHLF in 2022
P	3' diameter planters			Installed by KHLF February 2023

Kalaeloa Heritage Park Inventory

Site No.	KHLF Equipment & Misc. Items on Site (verified 10/14/2022)	HCDA Confirmed	KHLF Verified	Notes
n/a	Pop-up tents (5)	06-09-22	14-10-22	Located throughout site
n/a	Chairs & Benches	06-09-22	14-10-22	Located throughout site
n/a	Water Truck (1)	06-09-22	14-10-22	Parked near maintenance yard fence line
n/a	Water Totes (59)	06-09-22	14-10-22	Located throughout site
n/a	Porta-Potties (1)	06-09-22	14-10-22	Located at end of Long Island Rd.
n/a	Shipping Containers (2)	06-09-22	14-10-22	Located at end of Long Island Rd.
n/a	Water pump/ Irrigation piping	06-09-22	14-10-22	Approved by HCDA in July 2022
n/a	Wood chipper (1)	06-09-22	14-10-22	
n/a	Misc. landscaping tools (<i>ie wheelbarrels, rakes, shovels, etc.</i>)	06-09-22	14-10-22	

EXHIBIT C
 HCDA Right of Entry List
 KALAELOA COMMUNITY DEVELOPMENT DISTRICT

	PROJECT/PARTIES	ROE #	SITE	START DATE	TERMINATION DATE	COMMENTS	FEE
1	HK Management	1-21 (ROE and ENA)	Kalaeloa Lot 13073-C	5/1/21	3/15/24	For due diligence for development of Honokea Surf Village	none
2	Department of Transportation	1-23	Kalaeloa Enterprise Ave portion	11/1/23	10/31/25	Lighting improvements	none