

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

**Wednesday, September 6, 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, 2nd floor Board room and provided an option to attend virtually (utilizing the State-supported Zoom Meeting platform) for a Regular meeting on September 6, 2023.

Chairperson Chason Ishii called the September 6, 2023, HCDA At-Large Authority Regular meeting to order at 12:11 p.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, 2nd 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
Mark Anderson, B&F (Ex-Officio)
Russell Tsuji, DLNR (Ex-Officio)
Dane Wicker, DBEDT (Ex-Officio)
Kevin Sakoda
Jo-Ann Leong
Kaiwipunihei Lipe
David Rae

Members Absent: Melissa Miranda-Johnson (Ex-Officio)
Craig Hirai, City & County of HNL DPP (Ex-Officio)
Kathleen Aoki, Maui County DPP (Ex-Officio)
Kaka‘ako Member (Vacant)
Kalaeloa 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 August 2, 2023

There were no comments or questions; the August 2, 2023 meeting minutes were approved as presented.

III. ACTION ITEM

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 to OPSD the Amount of \$500,000 in General Funds for the Purpose of OPSD Procuring Professional Services to Develop an Infrastructure Implementation Master Plan for the East Kapolei area (located near the Kualaka‘i, Keone‘ae, and Honouliuli Skyline Rail Stations on the Island of Oahu) that will Identify and Determine the Infrastructure Needed to be Built to Support Transit-Oriented Development in that East Kapolei Area, pursuant to Section 206E-4 Hawaii Revised Statutes.

Mr. Garet Sasaki, HCDA Administrative Services Officer presented the staff report provided in the board packet. Mr. Sasaki mentioned that this Action Item is being presented to the board at this meeting, as quorum was not met at the last meeting in which it was initially scheduled to be presented. Mr. Harrison Rue OPSD is present if board members have any questions.

Executive Director Craig Nakamoto added that, at the present time, this and other action items are being presented to the Board; however, Budget & Finance (B&F) has put a hold on releasing these funds. Mr. Nakamoto noted approval to enter into a MOA and proceeding with the procurement will allow staff to execute a contract and encumber the funds when the funds are released.

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

Member Anderson mentioned that B&F is considering all possible funding options to support the response to the Maui wildfire disasters.

There were no further 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 to enter into a Memorandum of Agreement (“MOA”) with the State of Hawaii, Office of Planning and Sustainable Development (“OPSD”) to Transfer to OPSD the Amount of \$500,000 in General Funds for the Purpose of OPSD Procuring Professional Services to Develop an Infrastructure Implementation Master Plan for the East Kapolei area (located near the Kualaka‘i, Keone‘ae, and Honouliuli Skyline Rail Stations on the Island of Oahu) that will Identify and Determine the Infrastructure Needed to be Built to Support Transit-Oriented Development in that East Kapolei Area, pursuant to Section 206E-4 Hawaii Revised Statutes.

Member Apo motioned. Member Higa seconded.

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

Mr. Sasaki 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, University of Hawaii (“UH”) and Hawaii Housing Finance & Development Corporation (“HHFDC”) for the Purpose of Developing On-site Infrastructure to Support the UH and HHFDC’s developments on UH’s 20-acre Parcel Located on Kualakai Parkway Near the Skyline’s Keone‘ae Station [no street address] , pursuant to Section 206E-4, HRS.

Mr. Garett Sasaki, HCDA Administrative Services Officer presented the staff report under tab 3 of the board packet and mentioned that Kalbert Young from UH and Randy Chu from HHFDC are present to address any comments or questions.

Executive Director Nakamoto added that the budget for this project is also being held by B&F; the MOA is part of a larger collaborative effort between UH , HHFDC, and HCDA, with HHFDC taking the lead in regards to the RFP to develop a university village within the ten-acre lot and possibly other types of housing.

Vice Chair Higa commended HCDA adhering to the vision of the Strategic Plan by collaborating with other agencies and utilizing HCDA's specialized expertise.

Executive Director Nakamoto received the comment and also shared recognition with partners at HHFDC and Kalbert Young at UH.

Chair Ishii commented that this is an exciting project.

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:

Chair Ishii called for a motion for the Board to Authorizing the Executive Director to enter into a Memorandum of Agreement ("MOA") with the State of Hawaii, University of Hawaii ("UH") and Hawaii Housing Finance & Development Corporation ("HHFDC") for the Purpose of Developing On-site Infrastructure to Support the UH and HHFDC's developments on UH's 20-acre Parcel Located on Kualakai Parkway Near the Skyline's Keone'ae Station [no street address] , pursuant to Section 206E-4, HRS.

Member Apo motioned. Member Higa seconded.

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

Mr. Sasaki 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 Hawaii Community Development Authority, Hawaii Housing Finance & Development Corporation ("HHFDC"), City and County of Honolulu ("CITY"), Hawaiian Electric ("HECO"), and Other Private Entities for the Purpose of Developing Electrical Infrastructure within the Iwilei-Kapalama Area to Serve the Initial Phases of Mayor Wright Homes, Liliha Civic Center, and Some Planned Private Development, pursuant to Section 206E-4, Hawaii Revised Statutes.

Mr. Garet Sasaki, HCDA Administrative Services Officer presented the staff report under tab 4 in the board packet and mentioned that there is a representative from HHFDC present to help address any comments or concerns the board may have.

Executive Director Nakamoto added that the budget for this project is also being held by B&F, but HCDA will proceed with the RFPs. HCDA has been collaborating with City officials, specifically Member Hirai and Managing Director Formby, on this project and the utilization of \$2 million that the City has allocated for the planning of housing development in the Iwilei-Kapalama area.

Chair announced that Member Rae entered the meeting at 12:26 p.m.

Vice Chair Higa commended HCDA for their involvement in this project, as thousands of affordable housing units are targeted for the Iwilei-Kapalama area, which is a substantial percentage of the City's expected construction of affordable units. Vice Chair Higa mentioned that creating the infrastructure necessary to support the City's plans is exactly what HCDA should be doing.

Member Lipe asked for clarification and elaboration on what "some planned private development" means.

Executive Director Nakamoto answered by referring to the map on page 1 of the staff report, which indicates the route of the proposed electrical improvements. This route of electrical improvements is intended to also help Kamehameha Schools' development in the Kapalama area. Part of their project is expected to be affordable housing at the lower levels, and the electrical improvements route will help kickstart that project.

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:

Chair Ishii called for a motion for the Board to Authorize the Executive Director to enter into a Memorandum of Agreement ("MOA") with the Hawaii Community Development Authority, Hawaii Housing Finance & Development Corporation ("HHFDC"), City and County of Honolulu ("CITY"), Hawaiian Electric ("HECO"), and Other Private Entities for the Purpose of Developing Electrical Infrastructure within the Iwilei-Kapalama Area to Serve the Initial Phases of Mayor Wright Homes, Liliha Civic Center, and Some Planned Private Development, pursuant to Section 206E-4, Hawaii Revised Statutes.

Member Apo motioned. Member Higa seconded.

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

Mr. Sasaki conducted the roll call vote.

Motion passed with 10 yes votes, and 7 excused.

Adopt the 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.**

Executive Director Nakamoto presented the PIG report and noted the members of the group: Chair Ishii, Vice Chair Higa, Member Hirai, Member Lipe, Member Nasir, Member Rae, Member Sakoda, and Member Tsuji. The PIG met on June 16 and July 10, 2023 and presented their findings on August 6, 2023. The presentation included the goals, priorities, and strategies, which were incorporated in the Strategic Plan included in the board packet in tab 5, as well as the performance review of the Executive Director determined to be satisfactory. The recommendation is that the Authority adopt the recommendation of the PIG established at the May board meeting and accept the findings of the new Strategic Plan and the Executive Director’s annual performance review. Mr. Nakamoto notes that many of the first-year goals are tied to the projects earlier mentioned, including projects in Kalaehoa but it was viewed that HCDA retain those goals. Vice Chair Higa, commended Executive Director Nakamoto and his team for their pivot away from its focus on community development districts and focusing toward being a collaborative partner with private sector and other state departments and agencies. He believes HCDA is doing a great job and encourages HCDA to keep up the work. Executive Director Nakamoto received the comment and thanked the HCDA staff for their great support and their alignment with the vision of the agency. He acknowledged that he is not able to do it alone and noted his appreciation of the HCDA team for working together on these projects. Chair Ishii commented that he is very pleased that Executive Director Nakamoto is very collaborative and he can see that through the work that is being coordinated with the other agencies. He adds that Mr. Nakamoto is very communicative and has been very dedicated in his role, with a personal note that he is up early and working around the clock; and at its August 2, 2023 General Board meeting Chair Ishii noted there is a salary increase for the Executive Director that is included in the Executive Director’s Performance Evaluation.

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:

Chair Ishii called for a motion for the Board to Adopt the 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.**

Member Apo motioned. Member Rae 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 10 yes votes, and 7 excused.

Dissolve the Permitted Interaction Group Established at the May 5, 2023, At-Large Board Meeting, Pursuant to Section 92-2.5(b), Hawaii Revised Statutes.

Chair Ishii called for Craig Nakamoto, Executive Director, to present this Action Item. Mr. Nakamoto mentioned that there is no staff report for this Item, but since the Permitted Interaction Group completed its task, we can dissolve the group that was established at its May 5, 2023, meeting.

There were no 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:

Chair Ishii called for a motion for the Board to Dissolve the Permitted Interaction Group Established at the May 5, 2023, At-Large Board Meeting, Pursuant to Section 92-2.5(b), Hawaii Revised Statutes.

Member Apo motioned. Member Higa 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 10 yes votes, and 7 excused.

REPORT OF THE EXECUTIVE DIRECTOR
Monthly Financial Highlights for July 2023

Executive Director Nakamoto summarized the financial highlights, referencing tab 7 in the board packet.

Garet Sasaki, Administrative Services Officer, was on standby for any questions.

Executive Director Nakamoto congratulated Lindsey Doi-Leaverton, Asset Manager, for her honor in being selected as one of the “Forty-Under-Forty” recipients by Pacific Business News.

Executive Director Nakamoto also mentioned that HCDA has two current vacancies, both Planner positions, he explained that one of the positions will be filled next week and the second position is in the process of being filled. Once both positions are filled, HCDA will have a full Planning staff. Mr. Nakamoto highlighted that all candidates interviewed indicated a desire to work for HCDA and were interested in the work that HCDA is involved in, which was very gratifying to him and Planning Director Ryan Tam. This speaks volumes about HCDA, the staff, and the Strategic Plan that HCDA is working towards.

There were no 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.

IV. ADJOURNMENT

Chair Ishii thanked those who joined today’s meeting on Zoom and adjourned the meeting at 12:42 p.m.

Peter Apo, Secretary

Date Approved by the Board