

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

**Wednesday, June 5, 2024  
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 June 5, 2024.

Chairperson Chason Ishii called the June 5, 2024, HCDA At-Large Authority Regular meeting to order at 12:13 p.m.

Acknowledgment 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. HCDA 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. Mr. Nakamoto also noted the time limits for public testimony.

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

**Members Present:** Chason Ishii, Chairperson  
Sterling Higa, Vice Chairperson  
Peter Apo, Secretary  
Melissa Miranda-Johnson, DOT (Ex-Officio)  
Sabrina Nasir, B&F (Ex-Officio)  
Tim Streitz, City & County of HNL DPP (Ex-Officio)  
Mary Alice Evans, DBEDT (Ex-Officio)  
Kate Blystone, Maui County Planning Department (Ex-Officio)  
Kevin Sakoda  
Jo-Ann Leong

**Members Excused:** Russell Tsuji, DLNR (Ex-Officio)  
David Rae

Kaiwipunihei Lipe  
Kaka‘ako Member (Vacant)  
Kalaeloā Member (Vacant)  
Pulehunui Member (Vacant)  
Pulehunui Member (Vacant)

A quorum was present.

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

**Staff Present:** Craig Nakamoto, HCDA Executive Director  
Garet Sasaki, HCDA Chief Financial Officer  
Francine Murray, HCDA Community Outreach Officer  
Ryan Tam, HCDA Director of Planning & Development  
Armaine Tomacder, HCDA Board Secretary

**II. APPROVAL OF MINUTES**  
**Regular Meeting Minutes of May 1, 2024**

Chair Ishii asked for comments or corrections. There were none. The meeting minutes were approved as presented.

Vice Chair Higa joined the meeting at 12:17 p.m.

**III. DECISION MAKING**

**Consider Adopting the Recommendations of the Report of the Permitted Interaction Group Established at the April 3, 2024 At-Large Board Meeting, 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 its September 6, 2023, General Authority Meeting.**

Mr. Craig Nakamoto, HCDA Executive Director, summarized the staff report and revised strategic plan provided in the board packet. He outlined the meeting dates of the Permitted Interaction Group, during which they cited an exemplary performance for the review period and recommended a compensation adjustment increase of 4%.

Chair Ishii expressed his gratitude towards Mr. Nakamoto for his hard work during the past fiscal year.

There were no further questions or comments from the Board.

**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 asked for a motion to adopt the recommendations of the report of the Permitted Interaction Group established at the April 3, 2024 At-Large Board Meeting, 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 its September 6, 2023, General Authority Meeting.**

A motion was made by Member Leong and seconded by Member Nasir.

Mr. Nakamoto conducted the roll call vote. Motion passed with 10 ayes, 3 excused, and 4 vacant positions.

**Consider Dissolving the Permitted Interaction Group Established at the April 3, 2024 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 its September 6, 2023, General Authority Meeting.**

Mr. Craig Nakamoto summarized that the duties of the Permitted Interaction Group have been fulfilled, and no further duties are required.

There were no further questions or comments from the Board.

**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 asked for a motion to dissolve the Permitted Interaction Group established at the April 3, 2024 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 its September 6, 2023, General Authority Meeting.**

A motion was made by Secretary Apo and seconded by Vice Chair Higa.

Mr. Nakamoto conducted the roll call vote. Motion passed with 10 ayes, 3 excused, and 4 vacant positions.

**IV. REPORT OF THE EXECUTIVE DIRECTOR**

**Monthly Report and Other Status Reports**

- a. Information/Update on Various Projects: Iwilei-Kapalama, Pulehunui, and University of Hawaii West Oahu Transit-Oriented Development Districts**
- b. Monthly Financial Highlights for April 2024**

Mr. Nakamoto summarized the report provided in the board packet. The HCDA staff has awarded the RFP for electrical upgrades in the Iwilei-Kapalama neighborhood to Michels Pacific Energy, Inc., and will host a neighborhood kick-off meeting in the near future. Regarding the University of Hawaii West Oahu TOD Project, a Memorandum of Agreement (“MOA”) between the HCDA, University of Hawaii (“UH”), and the Hawaii Housing Finance and Development Corporation (“HHFDC”) has been executed, and the RFP was awarded to Goodfellow Bros. LLC.

Member Nasir expressed her praise to HCDA for encumbering the project funds in a timely manner.

Mr. Nakamoto recognized Mark Hakoda and the CIP department as well as Gareth Sasaki and the ASO department for their efforts in these projects.

There were no further questions or comments by the Board.

**Public Testimony**

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

**V. ADJOURNMENT**

Chair Ishii thanked those who joined today’s meeting on Zoom and adjourned the meeting at 12:27 p.m.

*Peter Apo*

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Peter Apo, Secretary

July 3, 2024

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Date Approved by the Board