

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

**Wednesday, December 3, 2025
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 Boardroom and provided an option to attend virtually (utilizing the State-supported Zoom Meeting platform) for a Regular Meeting on December 3, 2025.

Chairperson Sterling Higa called the December 3, 2025, HCDA At-Large Authority Regular meeting to order at 10:18 a.m.

Acknowledgment that the Meeting is Being Convened Virtually

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

About 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 Boardroom, Honolulu, Hawai‘i 96813. The HCDA welcomes public comment and public participation via the 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 Higa conducted the roll call. Those present were as follows:

Members Present:

Sterling Higa, Chairperson
Chason Ishii, Vice Chairperson
Miki‘ala Lidstone, Secretary
Melissa Miranda-Johnson, DOT (Ex Officio)
Mark Anderson, B&F (Ex Officio)
Tim Streitz, City & County of Honolulu DPP (Ex Officio)
Scott Forsythe, Maui County DP (Ex Officio)
Michael China, Kakaako
Kevin Sakoda, Kakaako
Trey Gordner, Kalaeloa
Jo-Ann Leong, Heeia
Debbie Cabebe, Pulehunui

Members Excused: Mary Alice Evans, DBEDT (Ex Officio)
Luke Sarvis, BLNR (Ex Officio)
Kaiwipuni Lipe, Heeia
Glenn Yamasaki, Pulehunui
Kalaeloa 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, Chief Financial Officer
Francine Murray, HCDA Community Outreach Officer
Craig McGinnis, HCDA Director of Capital Improvements
Lindsey Doi, HCDA Asset Manager
Ryan Tam, HCDA Director of Planning & Development
Armaine Tomacder, HCDA Board Secretary

II. APPROVAL OF MINUTES
Regular Meeting Minutes of October 1, 2025

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

III. DECISION MAKING
Consider Adopting the Policy and Procedures to Review and Evaluate Projects to be Accepted and Executed by the Hawaii Community Development Authority Pursuant to Act 252, Session Laws of Hawaii 2025.

Mr. Garet Sasaki, Chief Financial Officer, presented the staff report provided in the board packet. He noted that pursuant to Act 252, Session Laws of Hawaii 2025, HCDA was granted the ability to assist other state, county, and private entities. Given these additional powers, Mr. Sasaki summarized the provided draft of policy and procedures, noting that projects will be evaluated on the requestor's identity, alignment to HCDA's mission, staff skillset and capacity, risk assessment, and funding.

Member Sakoda asked if the HCDA could withdraw from an approved project if the criteria is not met.

Craig Nakamoto responded that while technically possible, withdrawing mid-project would be challenging. He noted the preference is to work with agencies to resolve issues rather than withdrawing from the project.

Member Streitz asked if the feasibility and readiness criteria is with preference to construction, or if it could also include planning and design.

Mr. Sasaki explained that construction is the primary focus, although any project could qualify if it is ready for implementation.

Member Gordner suggested to create a standardized request template with fields for budget and timeline to assist in board deliberations.

Sasaki noted that Exhibit A currently serves as the initial request form and that procedures would be refined over time, with updates proposed every two years.

Member Anderson left the meeting at 10:30 am.

There were no further comments or questions from the Board.

Public Testimony

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

MOTION:

Chair Higa asked for a Motion for the Board to Adopt the attached “Policy and Procedures for Projects Pursuant to Act 252, Session Laws of Hawaii 2025” to Review and Evaluate Projects to be an acceptance or non-acceptance Pursuant to Act 252, Session Laws of Hawaii 2025.

A motion was made by Member Streit and seconded by Member Gordner.

Mr. Sasaki conducted the roll call vote. Motion passed with 11 ayes, 0 nays, 5 excused, and 1 vacant.

There were no further comments or questions from the board members.

Consider Adopting Revised Policy and Procedures for Reviewing Solicited and Unsolicited Offers to Lease or Develop Property Owned by the Hawaii Community Development Authority.

Ms. Lindsey Doi, Asset Manager, presented the staff report provided in the board packet. She noted that the latest leasing policy was approved in 2018 and HCDA’s recent property acquisitions warranted revisiting the policy to make additional clarifications. She explained that the revised policy retains most of the previously approved components such as evaluating lease duration, solicitation of proposals, unsolicited proposals, and consideration of nominal rent, while adding distinctions between long-term leases (five years or more) and interim use agreements (under five years). Ms. Doi explained that long-term leases would require board approval and could be solicited through RFQs or RFPs, while short-term agreements could be administratively approved by the Executive Director.

Member Streit asked for clarification on the practice of administrative extensions for short-term leases and termination clauses.

Ms. Doi clarified that any extensions that would cause the agreement to extend beyond five years in totality would require board review and that termination clauses are standard inclusions in all of HCDA's short-term agreements.

Member Sakoda asked if the policy applies to all HCDA districts and requested clarification on acreage distribution among the districts.

Ms. Doi answered that the policy would apply to all HCDA districts. She explained that most HCDA-owned developable acreage is located in Kalaeloa, with only nine developable acres located in Kaka'ako that are not under long-term lease. However, she noted the Kaka'ako lands are likely more attractive for leasing due to their location in the urban core.

Executive Director Nakamoto added that under Act 252, HCDA could acquire lands outside its districts, and the policy would apply to those as well. He emphasized that leases of five years or more represent significant commitments requiring board approval, while shorter agreements provide administrative flexibility.

Member Gordner asked whether unsolicited proposal provisions had been used previously.

Ms. Doi cited an unsolicited proposal by HK Management LLC for a wave pool resort in Kalaeloa, which was evaluated under the 2018 policy but ultimately not pursued.

There were no further comments or questions from the Board.

Public Testimony

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

MOTION:

Chair Higa asked for a Motion for the Board to Adopt the presented "Policy and Procedures for Reviewing Solicited and Unsolicited Offers to Lease or Develop Property Owned by the Hawaii Community Development Authority" to Review and Evaluate Proposals to be an acceptance or non-acceptance.

A motion was made by Member Sakoda and seconded by Member Cabebe.

Ms. Doi conducted the roll call vote. Motion passed with 11 ayes, 0 nays, 5 excused, 1 vacant.

There were no further comments or questions from the board members.

Consider Authorizing the Executive Director to allow HCDA, Under Act 252 (Session Laws of Hawaii 2025), to: (i) assist the Agribusiness Development Corporation ("ADC"), a public body corporate and politic and an instrumentality and agency of the

State, in the Development of the Central Oahu Agricultural and Food Hub, located in Whitmore Village, Wahiawa, Oahu [no postal address], and Further Identified by Oahu Tax Map Key Nos. 7-1-002:004 and 009 (collectively, referred to as the “Whitmore South Parcels”) and Nearby Parcels of Land, also Located in Whitmore Village, Wahiawa, Oahu [no postal address] and Further Identified by Oahu Tax Map Key Nos. 7-1-002:37, 38, 39, 40, 41, and 44 (collectively referred to as the “Whitmore North Parcels”) by Acting as ADC’s Owner’s Representative/Project Manager for the Development of the Whitmore South Parcels and Whitmore North Parcels; and (ii) Enter into a Memorandum of Agreement with ADC that Memorializes the Respective Responsibilities and Duties of HCDA and ADC for the Development of the Whitmore South Parcels and Whitmore North Parcels.

Executive Director Nakamoto reiterated that the passage of Act 252 enabled HCDA to support other state, county, and private agencies and that ADC requested assistance due to its limited staff and expertise in managing large development projects. He described the Food Hub project, including a DOE centralized kitchen, agricultural warehouses, workforce housing, a high-pressure food-processing facility, a test kitchen, and areas designated for farm fairs and agricultural education. He emphasized the project’s importance for food security and economic development, noting that risks are low and manageable. He stated that HCDA has the capacity to oversee the project, while hiring consultants as needed.

Member Sakoda expressed his support for the project but suggested that HCDA establish strong performance metrics to demonstrate its effectiveness and strengthen future funding requests.

Executive Director Nakamoto reiterated that the performance metrics are outlined in HCDA’s newly-approved policy and procedures for projects under Act 252.

Member Leong asked about the plans for workforce housing and expressed her concern that residents may develop a sense of ownership over the property.

Executive Director Nakamoto explained that ADC is the owner and is developing the business plan and program design with their partners. He emphasized that HCDA’s role is limited to only project management.

Member Gordner expressed his support and asked whether this will be the board’s only opportunity to review the project. He raised concerns about the unclear scope and unknown cost, as it may lead to unexpected time and resource investments in a project it does not own. He encouraged clearer definitions in future requests.

Executive Director Nakamoto confirmed that if the recommendation is approved as written, the project will not need to return to the board for further review but suggested that staff can provide periodic updates if requested. Nakamoto acknowledged Member Gordner’s concerns and noted that he, along with the staff, will be mindful to identify and prevent scope creep.

Secretary Lidstone expressed strong support for the project, noting that it aligns with food-security goals and provides a meaningful balance to HCDA's broader mission.

Chair Higa expressed his strong support, commenting that the project is fitting for the goals envisioned while developing the Strategic Plan and Act 252.

There were no further comments or questions from the Board.

Public Testimony

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

MOTION:

Chair Higa asked for a Motion for the Board to authorize the Executive Director to allow HCDA, Under Act 252 (Session Laws of Hawaii 2025), to: (i) assist the Agribusiness ADC in the Development of the Project (as described in the Staff Report), (ii) Enter into a Memorandum of Agreement with ADC that Memorializes the Respective Responsibilities and Duties of HCDA and ADC for the Development of the Project, and (iii) Take All Actions Necessary to Effectuate the Purposes of this For Action.

A motion was made by Member Leong and seconded by Secretary Lidstone.

Executive Director Nakamoto conducted the roll call vote. Motion passed with 11 ayes, 0 nays, 5 excused, and 1 vacant.

There were no further comments or questions from the board members.

IV. REPORT OF THE EXECUTIVE DIRECTOR

Monthly Report and Other Status Reports

a. Monthly Financial Highlights for October 2025

Mr. Craig Nakamoto, Executive Director, referred to the report provided in the board packet, and stated that Mr. Gareth Sasaki, Chief Financial Officer, is available for questions.

There were no questions or comments by the Board.

Public Testimony

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

V. **ADJOURNMENT**

Chair Higa thanked those who joined the meeting in person and on Zoom, and adjourned the meeting at 11:06 a.m.

Miki‘ala Lidstone, Secretary

Date Approved by the Board

DRAFT