

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

**Wednesday, September 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, 2<sup>nd</sup> Floor Boardroom and provided an option to attend virtually (utilizing the State-supported Zoom Meeting platform) for a Regular Meeting on September 3, 2025.

Chairperson Sterling Higa called the September 3, 2025, HCDA At-Large Authority Regular meeting to order at 10:01 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, 2<sup>nd</sup> 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 introduced and welcomed Scott Forsythe as the new ex-officio designee of the Maui Department of Planning.

Chair Higa conducted the roll call. Those present were as follows:

**Members Present:**

Sterling Higa, Chairperson  
Chason Ishii, Vice Chairperson  
Mary Alice Evans, DBEDT (Ex Officio)  
Melissa Miranda-Johnson, DOT (Ex Officio)  
Tim Streitz, City & County of Honolulu DPP (Ex Officio)  
Scott Forsythe, Maui County DP (Ex Officio)  
Kevin Sakoda, Kakaako  
Jo-Ann Leong, Heeia  
Kaiwipuni Lipe, Heeia  
Debbie Cabebe, Pulehunui  
Glenn Yamasaki, Pulehunui

**Members Excused:** Miki‘ala Lidstone, Secretary  
Mark Anderson, B&F (Ex Officio)  
Ian Hirokawa, DLNR  
Michael China, Kakaako  
Trey Gordner, Kalaeloa  
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  
Tommilyn Soares, HCDA Executive Secretary  
Armaine Tomacder, HCDA Board Secretary

**II. APPROVAL OF MINUTES**  
**Regular Meeting Minutes of July 2, 2025**

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

**III. DECISION MAKING**

**Consider Authorizing the Executive Director to Enter into a Memorandum of Agreement among the Department of Business, Economic Development & Tourism, Business Development and Support Division (BDSB), Hawaii Community Development Authority (HCDA), and East-West Center Regarding a Project to Renovate, Improve, and Modernize the East-West Center Buildings (namely, Imin International Conference Center (with a postal address of 1777 East-West Road, Honolulu, HI 96848), Lincoln Hall (with a postal address of 1821 East-West Road, Honolulu, HI 96848), Hale Kuahine (with a postal address of 1811 East-West Road, Honolulu, HI 96848), Burns Hall (with a postal address of 1601 East-West Road, Honolulu, HI 96848), Hale Halawai (with a postal address of 1633 East-West Road, Honolulu, HI 96848), and Hale Manoa (with a postal address of 1711 East-West Road, Honolulu, HI 96848)), Identified in the East-West Center Capital Improvement Action Plan, Whereby HCDA’s Responsibility will be Limited to: i) Review the Scope of Work Prior to Contract Execution for Consistency with the Project Details, ii) Monitor Project Progress by Regularly Reviewing Schedules, iii) Confirm Work Completed and Review and Approve Invoices for Payment, and iv) Provide Updates to BDSB on the Overall Progress of the Project.**

Mr. Gareth Sasaki, Chief Financial Officer, summarized the staff report provided in the board packet. He outlined that the proposal is authorize the Executive Director to enter into a memorandum of agreement (MOA) with the Department of Business, Economic Development, and Tourism (DBEDT), its Business Development and Support Division (BDSB), and the East-West Center. The MOA outlines HCDA's limited role in overseeing a \$5 million capital improvement project aimed at renovating and modernizing several East-West Center buildings. He noted that HCDA's responsibilities would be limited to reviewing the scope of work, monitoring progress, confirming completed work, approving invoices, and updating BDSB. He noted that Mr. Dennis Ling, Administrator for BDSB, was present to provide comments and answer questions.

Member Sakoda asked to clarify HCDA's financial role and liability in the project.

Mr. Sasaki answered that HCDA would not manage funds or the contractor directly, but would only review and confirm accounts payable according to the completion of tasks.

Mr. Nakamoto added that HCDA's financial roles will be further clarified in the MOA. He noted that BDSB would retain the \$5 million in capital improvement funds from the State.

Member Yamasaki asked if HCDA will receive compensation for its involvement.

Mr. Sasaki answered that \$50,000 is being proposed for compensation to the HCDA. Mr. Ling added that BDSB is pending approval from the East-West Center Board to increase the compensation to \$100,000 for HCDA and \$50,000 for DBEDT.

Member Leong joined the meeting at 10:13 a.m.

Member Evans commented that this project is important in helping maintain a facility that provides significant community benefit, and appreciated that compensation to HCDA and DBEDT has been a part of the discussion.

Member Streitz asked why the Department of Accounting and General Services (DAGS) is not involved in this process as it seems like a project that they generally undertake.

Mr. Nakamoto explained that with the passing of Act 252, in addition to HCDA and BDSB being sister agencies under DBEDT, it seemed logical for BDSB to approach HCDA for assistance in this capacity. He noted that HCDA will hold internal discussions to establish criteria for selecting projects to assist other agencies in.

Chair Higa commended the HCDA for accepting its role and goal of assisting other agencies, as outlined in the Strategic Plan and in Act 252.

### **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 Enter into a Memorandum of Agreement Among the Department of Business, Economic Development & Tourism, Business Development and Support Division (BDS), Hawaii Community Development Authority (HCDA), and East-West Center Regarding a Project to Renovate, Improve, and Modernize the East-West Center Buildings (namely, Imin International Conference Center (with a postal address of 1777 East-West Road, Honolulu, HI 96848), Lincoln Hall (with a postal address of 1821 East-West Road, Honolulu, HI 96848), Hale Kuahine (with a postal address of 1811 East-West Road, Honolulu, HI 96848), Burns Hall (with a postal address of 1601 East-West Road, Honolulu, HI 96848), Hale Halawai (with a postal address of 1633 East-West Road, Honolulu, HI 96848), and Hale Manoa (with a postal address of 1711 East-West Road, Honolulu, HI 96848)), Identified in the East-West Center Capital Improvement Action Plan, Whereby HCDA's Responsibility will be Limited to: i) Reviewing the Scope of Work Prior to Contract Execution for Consistency with the Project Details, ii) Monitoring Project Progress by Regularly Reviewing Schedules, iii) Confirming Work Completed and Reviewing and Approving Invoices for Payment, and iv) Providing Updates to BDS on the Overall Progress of the Project, and (v) Take all other Necessary Actions Related to this For Action.**

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

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

**IV. REPORT OF THE EXECUTIVE DIRECTOR**

**Monthly Report and Other Status Reports**

**a. Monthly Financial Highlights for June-July 2025**

Mr. Craig Nakamoto, Executive Director, referred to the report provided in the board packet, and stated that Mr. Garet 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 10:22 a.m.

  
\_\_\_\_\_  
Miki'ala Lidstone, Secretary

October 1, 2025  
\_\_\_\_\_  
Date Approved by the Board