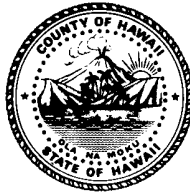


Mitchell D. Roth
Mayor

Lee E. Lord
Managing Director



Zendo Kern
Director

Jeffrey W. Darrow
Deputy Director

County of Hawai'i PLANNING DEPARTMENT

SOUTH KOHALA COMMUNITY DEVELOPMENT PLAN ACTION COMMITTEE

Aupuni Center • 101 Pauahi Street, Suite 3 • Hilo, Hawai'i 96720

Phone (808) 961-8288 • Fax (808) 961-8742

Thursday, March 14, 2022
DRAFT Meeting Minutes

CALL TO ORDER

Chair Smith called the South Kohala Community Development Plan (SKCDP) Action Committee (AC) to order at 5:16 P.M. Due to restrictions related to the COVID-19 pandemic, this meeting was held via the Zoom interactive video platform.

ROLL CALL

AC Members Present: Karen Anderson, Pete Hendricks, Tristie Licoan (Vice Chair), Kevin McLaughlin, Scott Nagata, Bill Sanborn, Ruth Smith (Chair)

AC Members Absent-Excused: Julia Alos and Mark Gordon

County Staff: Planners – Heather Bartlett, Keiko Mercado, Jaslyn Nathaniel

Two (2) members of the public attended the meeting via Zoom. The meeting was also available for synchronous viewing via the [COH Planning Department YouTube Livestream](#). The livestream is available at [South Kohala CDP Action Committee Meeting March 10, 2022 - YouTube](#).

ADDITIONS TO THE AGENDA: None

ANNOUNCEMENTS:

- 1. Welcoming Scott Nagata to the South Kohala Action Committee:** Committee Member Nagata introduced himself as this was his first official committee meeting. He shared his eagerness to learn more about Waimea and South Kohala and looked forward to sharing interests and concerns that come up in the community.
- 2. Ports of Entry Biosecurity Program:** Ms. Bartlett informed that this program was brought to attention by the Chair of the Puna CDP AC. She explained that the Puna AC put forward a letter supporting the continuation of the program. The Puna AC requested that the letter be shared with other Action Committees to unify support across Hawai'i Island, as the discontinuation of the program would affect the entire island.

Program information available here:

<https://records.hawaiiicounty.gov/Weblink/1/doc/115336/Page1.aspx>

Chair Smith informed that as the AC is an advisory committee, she did not feel comfortable sending a letter signed by the AC to the Hawai'i Invasive Species Council to be used for legislative support. She encouraged each member to provide individual testimony, noting that the Kawaihae and Hilo Harbors did not appear to be included in the Ports-of-Entry program.

Vice Chair Licoan questioned whether the ships that arrive in the State get screened when they arrive at the Island of O'ahu before coming over to the other islands. Chair Smith shared that as far as she knows, there are ships that come to Hawai'i Island harbors directly.

Committee Member McLaughlin provided comments on the program information pamphlet. He shared that it would be beneficial for the organizers to provide information regarding how they are implementing the program and if they have been successful. He noted that though the pamphlet provides description on what the program does and on the types of pests, it does not mention any statistics on their success in intercepting the invasive species. He felt that that information would help to justify the continuation of the program.

Additional information about Hawai'i Invasive Species Council available here: <https://dlnr.hawaii.gov/hisc/>

APPROVAL OF MINUTES:

Committee Member Sanborn made a motion to approve the November 8, 2021 minutes. Motion seconded by Committee Member Licoan. Motion passed with 6 votes aye, 1 abstain, 0 votes nay.

Committee Member Hendricks made a motion to approve the January 19, 2022 minutes. Motion seconded by Committee Member Sanborn. Motion passed with 7 votes aye, 0 votes nay.

PUBLIC COMMENT ON AGENDA ITEMS: One (1) member of the public provided oral testimony:

Margaret Wille, representing herself, testified on Agenda Item 2. She requested that the connector road in Waimea, from Māmalahoa Highway to Kawaihae Road, be put as a priority project for the Federal funding. She shared that her interest in this project started in 2006 during the Cherry Blossom Festival, and five ambulances were delayed by traffic on the way to the hospital which resulted in dire consequences. She explained that the only way through town is by the single intersection. Ms. Wille shared that a 2006 planning effort found that two parts of the connector road would be critical to the area and the county as it would provide alternative access. She shared that a community vote was done during that time and the majority agreed with the project, but there was not enough funding to execute it. She encouraged this project to be set as a priority as there is available Federal funding now.

BUSINESS:

1. Information Sharing: Sharon Hirota, from the County Office of Housing and Community Development, presented an overview of several programs and centers that were launched in partnership with community based organizations. She encouraged AC members to share these programs with their networks:

- Emergency Rent Assistance – Provides financial assistance to help residents ensure housing stability by helping them to get caught up on rent and utility payments.
- Landlord/Tenant Mediation Center – Provides landlord/tenant mediation services. After the lifting of the moratorium, there was a temporary modification to the landlord-tenant

code that requires landlords and tenants to go through a mediation process before entering into the court system.

- Coordination Center – Provides free centralized service that helps residents navigate critical financial, housing, and health-related issues. The Center’s objective is to ensure that lack of knowledge about available resources does not stand between residents and the help they need and is designed to help residents with one-on-one coaching and connectivity to community-based and government supported services.
- Homeowner Assistance – Provides Hawai’i homeowners who are experiencing financial hardship associated with the COVID-19 pandemic and have incomes at or below 150% of the area median income with assistance that will lead to long-term mortgage resolution. The program grants up to \$30,000 to assist homeowners with paying past due mortgages or reduce monthly payments.
- Financial Empowerment Centers – Provides free, one-on-one financial counseling as a public service to all residents. Centers are staffed with trained counselors to help residents manage money, decrease debt, improve credit, and access all other services offered by the centers to find financial stability.

Committee Member Sanborn acknowledged the negative impression that many landlords have with regards to the Section 8 program. He questioned if there were efforts to help shift away from the negative perceptions so landlords would be more willing to work with the Section 8 program. Ms. Hirota informed that OHCD had hired a staff member who’s focus is landlord engagement and meeting with organizations and various individuals to shift the negative mindset. She further explained their efforts towards partnering to provide better case management for clients. She also noted that it is more common to hear the negative stories than the positive, and the County is committed to changing that.

Committee Member Anderson questioned the efforts to work with churches as she knows many churches assist with housing people. Ms. Hirota informed that there are two coalitions working to share out about the programs and they are always open to partnering with and equipping the churches to be able to share as well. She shared that there is a West Hawai’i faith-based Hui that is connected to Community Alliance Partners and Janice Jones, with the Latter-Day Saints church, is one of the leaders.

Committee Member McLaughlin questioned if there were statistics and other information available regarding the homelessness issues on Hawai’i Island, as he did not have a good understanding of the scope of the problem and wished to learn more. Ms. Hirota informed that each year, in partnership with their homeless providers, the County is required to compile a report called the Annual Point in Times Count. The report contains information on those that are unsheltered, i.e. those who are single, married, with children, etc. The report also shows how many people have entered and moved out of homelessness, with year-to-year comparisons. Ms. Hirota informed that part of the goal in providing these services is to ensure homelessness decreases. She will share the report with the AC when it comes out.

Presentation slides available here:

<https://records.hawaiiicounty.gov/Weblink/1/edoc/115262/Communication%20No.%202022-07%20-OHCD%20Financial%20Empowerment%20Presentation.pdf>

Additional information available here:

<https://www.hawaiiicounty.gov/departments/office-of-housing>

2. Communication No. 2022-06: Letter to Director Kern Regarding CDP Priorities for Federal Infrastructure Funding:

Chair Smith introduced a draft letter addressed to the Planning Director seeking support for CDP established priorities for Federal infrastructure funding. She hoped the AC would move to finalize and send the letter.

Committee Member Anderson made a motion to finalize and send the letter. Motion seconded by Vice Chair Licoan.

Committee Member Anderson shared that the road between Mauna Lani and Puakō will serve as an emergency evacuation route for the Puakō community. There is a locked gate at each end and fire break exits at different points along Puakō. She informed that the Puakō Community Association, Mauna Lani, and the County work together to maintain their portions of the road. Committee Member Anderson shared that this item on the original letter may be removed, as it has been completely fulfilled.

Community Member Jojo Tanimoto shared her concerns with regards to needing a connector road in Kailapa for emergency evacuation as there is only one road in and out of the subdivision. She expressed the necessity for this route as the neighborhood houses the only emergency shelter for the broader Kawaihae area. Ms. Tanimoto requested that the AC add this to the letter as another priority item.

Committee Member McLaughlin suggested that the letter include a note to explain that the list of items are not ordered by level of priority as they are all equal priorities.

Further discussions were had on each priority item which resulted in the AC agreeing to the following letter amendments:

- Remove the item regarding Waiaka Bridge as that would be for the State to address
- Amend subitem B in the item regarding transportation and circulation in Waimea to specify the Parker Ranch connector road to Kamāmalu, and remove subitem D
- Include additional item to address constructing an emergency access route in and out of the Kailapa community

Committee Member McLaughlin made a motion to amend the original motion to include the amendments to the letter as suggested by the AC. Motion seconded by Committee Member Sanborn. Motion passed with 6 votes aye, 1 abstain, 0 votes nay.

Original motion to finalize and send the letter with amendments passed with 6 votes aye, 1 abstain, 0 votes nay.

Communication No. 2022-06.3 available here:

<https://records.hawaiiicounty.gov/Weblink/1/edoc/115431/Communication%20No.%202022-06.3%20-Letter%20to%20Director%20Infrastructure%20Priorities%20-%20Final.pdf>

147 **3. Action Committee Priority Setting Exercise:**

148 *Committee Member McLaughlin made a motion to move Agenda Item 3 to the May 9, 2022*
149 *meeting. Motion seconded by Vice Chair Licoan. Motion passed with 7 votes aye, 0 votes nay.*

150 **4. Framework for Action Committee Run Meetings:** Ms. Mercado informed that some Action
151 Committees have expressed interest in hosting their own official meetings. She explained the
152 possibility of the ACs having the option to convene between the already scheduled quarterly
153 meetings and provided high-level framework for running these meetings. Sunshine Law
154 would need to be adhered to and Robert's Rules followed. Ms. Mercado assured that
155 planning staff would provide templates and resource packets and would continue to make
156 connections as the AC needed. Staff would also continue to post the agenda and minutes to
157 ensure compliance with the Sunshine Law.

158 Committee Member McLaughlin mentioned that he had suggested having more informal
159 meetings hosted by AC members as a way to engage with members of the community
160 through casual discussion. He requested clarification on whether the proposal of AC run
161 meetings were related to or in parallel of his suggestion. He felt that the option for formal AC
162 run meetings should not replace the idea of having County supported informal sessions. Ms.
163 Mercado informed that a meeting hosted by more than two AC members would have to be
164 conducted formally per the Sunshine Law so the proposal would be in parallel to his
165 suggestion.

166 *Presentation slides available here:*

167 [https://records.hawaiicounty.gov/WebLink/1/edoc/115433/Communication%20No.%202022-09%20-](https://records.hawaiicounty.gov/WebLink/1/edoc/115433/Communication%20No.%202022-09%20-SK%20AC%20Meeting%20Framework.pdf)
168 [SK%20AC%20Meeting%20Framework.pdf](https://records.hawaiicounty.gov/WebLink/1/edoc/115433/Communication%20No.%202022-09%20-SK%20AC%20Meeting%20Framework.pdf)

169 **5. Election of Action Committee Officers:**

170 *Vice Chair Licoan made a motion to nominate Ruth Smith as the Chair of the South Kohala*
171 *CDP AC. Motion seconded by Committee Member Sanborn. Motion passed with 7 votes aye, 0*
172 *votes nay.*

173 *Vice Chair Licoan made a motion to nominate Kevin McLaughlin as the Vice Chair of the South*
174 *Kohala CDP AC. Motion seconded by Committee Member Sanborn. Motion passed with 7*
175 *votes aye, 0 votes nay.*

176 **PROPOSED AGENDA ITEMS FOR NEXT MEETING:**

- 177 1. Action Committee Priority Setting Exercise
178 2. Framework for Action Committee Run Meetings

179 **ADJOURNMENT:** *Committee Member Licoan moved to adjourn. Motion seconded by Committee*
180 *Member Anderson. The motion passed with 7 votes aye, 0 votes nay.*

181 The meeting was adjourned at 7:22 P.M.

182 These meeting minutes and all related documents are available in the Planning Department's
183 South Kohala Community Development Plan Action Committee folder via the [County of Hawai'i](https://publicdocuments.hawaiicounty.gov/)
184 [Public Documents Repository](https://publicdocuments.hawaiicounty.gov/). These documents may also be requested from the Planning
185 Department by calling (808) 961-8288 or emailing cdp@hawaiicounty.gov.