

**CULTURAL RESOURCES COMMISSION
COUNTY OF HAWAII**

**MINUTES
November 12, 2025**

MEETING LOCATION:

Hybrid in-person and interactive video conference through Zoom with live observation through YouTube. The in-person location was held at the Hilo Planning Department Conference Room, 101 Pauahi Street, Suite 3, Hilo, HI 96720.

The full YouTube video of this hearing can be found here:

<https://www.youtube.com/watch?v=sVwwGfOWNwE>

COMMISSIONERS PRESENT VIA ZOOM: Matthew Clark (Chair), Desmon Haumea (Vice Chair), Darde Gamayo, Roberta “Ku‘ulei” Keakealani, and Janet Six.

COMMISSIONERS EXCUSED: Kealohanuiopuna Kinney, Nicole Lui, and Aaron Spielman.

ALSO PRESENT: Jean Campbell, Deputy Corporation Counsel; Bethany Morrison, Planning Program Manager; Kim Tanaka, Planner IV; and Ashley DeVera, Board Secretary.

Chair Clark called the Cultural Resources Commission (CRC) meeting to order at 10:18 a.m. A quorum was established with five members in attendance. It was announced that pursuant to Act 220, Session Laws of Hawaii‘i 2021, which amended the Sunshine Law to allow meetings to be remotely conducted online, effective January 1, 2022, the Cultural Resources Commission meetings will be held online, with an in-person location for the public to provide testimony. The meeting can be viewed live online, and a link to YouTube can be located on the County website, as well as links to reports and surveys reviewed at this hearing. Commissioners were reminded that only one person may speak at a time and were asked to raise their hands to be recognized before speaking.

Vice Chair Haumea provided a pule to open.

Commissioners were asked to introduce themselves and in accordance with the Sunshine Law, identify any member(s) present within the household. All members reported being alone in their location.

Staff introductions were made.

There were no addendums or supplemental agenda items.

STATEMENT(S) FROM THE PUBLIC

At 10:22 a.m., Chair Clark opened the floor to receive public testimony. Procedures for testimony were provided. There is a three-minute time limit on each agenda item; statements must relate to items on the agenda.

[*SEE YOUTUBE TIMESTAMP – 6:27*] No testifiers were present on Zoom or in person.

Public testimony closed at 10:22 a.m.

OLD BUSINESS OF THE COMMISSION

1. Waikamalo Stream Bridge Rehabilitation (PL-CRC-2025-000034)

Review of letter prepared on behalf of the Commission consisting of comments offered at the October 8, 2025, meeting.

Location: Pua‘akuloa Kapena and Piha Kahuku Ahupua‘a, Hilo Moku, Hawai‘i Island

TMK: (3) 3-2-002: 999 ROW, and portions of 3-2-002:029 and 032

[*SEE YOUTUBE TIMESTAMP – 6:37*] This agenda item was called to order at 10:22 a.m. Mr. Andrew Hirano, Project Manager from the Hawai‘i State Department of Transportation, was in attendance. There were no members of the public present, and no public testimony was provided.

[*SEE YOUTUBE TIMESTAMP – 7:34*] Chair Clark read the draft comment letter provided to the Commissioners. No discussion occurred. Vice Chair Haumea moved to accept the letter as presented and to authorize its submission on behalf of the Commission. Commissioner Gamayo seconded the motion. The motion was approved with a unanimous aye voice vote.

This matter concluded at 10:27 a.m.

NEW BUSINESS OF THE COMMISSION

2. Update of Mayor Kimo Alameda’s Meeting for Chairs and Vice Chairs of Hawai‘i County’s Boards and Commissions

[*SEE YOUTUBE TIMESTAMP – 11:19*] This agenda item was called to order at 10:27 a.m. There were no members of the public present, and no public testimony was provided.

[*SEE YOUTUBE TIMESTAMP – 11:30*] Chair Clark reported that he attended the meeting held on Saturday, October 18, 2025, from 9:00 a.m. to 12:00 p.m. at the Mayor’s Office lanai. It was a well-attended event, with chairs and vice chairs from various commissions participating.

Chair Clark noted that there are over thirty-five (35) active boards and commissions on Hawai‘i Island, supported by approximately one hundred eighty (180) to two hundred twenty (220) volunteers at any given time. He explained that there are four methods by which boards, commissions, and advisory committees may be created: federal or state law, county charter,

county ordinance, or by the Mayor's Office. The CRC is established by ordinance.

[*SEE YOUTUBE TIMESTAMP – 12:57*] Mayor Alameda provided the introduction, sharing his prior experience serving on a board or commission before becoming Mayor. The meeting was convened due to ongoing challenges in filling vacancies on boards and commissions and identifying qualified volunteers. Concerns were also raised regarding technical difficulties in online meetings, including instances of disruptive or inappropriate content, as well as occasional escalation during in-person meetings, emphasizing the importance of maintaining quorum and effectively de-escalating tense situations.

The remainder of the meeting was facilitated by Mr. Micah Alameda, who oversees the appointment of board and commission members. Chair Clark reported that the CRC currently has one open seat, with additional vacancies anticipated by the end of the year due to commissioners reaching their term limits.

[*SEE YOUTUBE TIMESTAMP – 14:19*] Chair Clark reported that the meeting included small-group discussions. Mr. Alameda asked participants questions regarding their familiarity with the Sunshine Law, the ethical responsibilities of serving on boards and commissions, the support they currently receive, the support or training they need, and any additional resources that would help them in their roles. Chair Clark stated that Mr. Alameda compiled a list of responses, after which the full group reconvened to share their takeaways. He will summarize the notes and provide an update at a later time.

Chair Clark noted that it was valuable to sit with participants from other commissions and learn about their roles and experiences. He shared that he sat at a table with chairs and vice chairs from the Committee on the Status of Women, the Leeward and Windward Planning Commissions, and the Water Board. One key takeaway from their discussion was his appreciation for the consistent staff support and the presence and guidance of Corporation Counsel at every CRC meeting. Some boards, he learned, receive minimal support—such as receiving agenda packets only one day before meetings and having to review hard-copy materials. Others experienced inconsistent legal guidance, with different Corporation Counsels providing advice at each meeting, sometimes offering conflicting guidance.

[*SEE YOUTUBE TIMESTAMP – 16:18*] The group also discussed the pros and cons of in-person versus virtual meetings, as well as strategies for working with community members who may be upset or wish to air grievances, and ways to ensure that everyone is treated fairly. Chair Clark shared a suggestion he received: some participants expressed that they value in-person meetings and recommended that the CRC consider holding an in-person meeting once or twice a year to allow for direct interaction with community members.

Chair Clark reported that the vice chair of the Leeward Planning Commission suggested that all County letterheads also include 'Ōlelo Hawai'i. He stated that this was a good idea and something the CRC should consider pursuing.

[*SEE YOUTUBE TIMESTAMP – 18:01*] Another topic discussed was public awareness of the

various boards and commissions. Mr. Alameda explained that he receives numerous applications, but these must be reviewed, filtered, and ultimately approved by the County Council. One suggestion raised during the meeting was for commissions to attend public events and host informational booths to engage community members, explain the work of the commissions, and collect the names of potential interested volunteers.

[*SEE YOUTUBE TIMESTAMP – 19:55*] Vice Chair Haumea asked whether the meeting included discussion about members terming out and how that transition could affect the dynamics of commissions when new members are appointed. Chair Clark responded that this topic was raised. The group discussed how changes in membership can affect continuity, how maintaining quorum can be challenging—sometimes limiting commissions to meeting only a few times per year—and how term limits can be difficult to navigate. It was noted that, in some cases, members may remain in their seats for a short period beyond their term to help maintain quorum. The purpose and needs of commissions also evolve over time, as do the rules governing service length and eligibility to return.

Vice Chair Haumea shared his experience with the Burial Council and commented that he looks forward to CRC meetings because of the consistency, the ability to build strong working relationships, the opportunity to accomplish meaningful work, and the shared cultural perspectives among members.

[*SEE YOUTUBE TIMESTAMP – 24:55*] Ms. Campbell clarified that all commission terms are staggered, creating an overlap in membership and ensuring that new members can be properly trained by the seasoned commissioners. She noted that members who term out may still remain involved by attending public meetings and offering public testimony. She further explained that while there is a required waiting period before returning to service on any board or commission, individuals are permitted to serve more than one term.

[*SEE YOUTUBE TIMESTAMP – 26:42*] Chair Clark recommended that commissioners who know they will be terming out consider reaching out to individuals who may be well-suited to serve on the commission and encourage them to apply. He also noted that it was mentioned during the meeting that many commissions do not receive training on Sunshine Law or Robert's Rules of Order and stated that the CRC is fortunate to receive such training annually.

Chair Clark reiterated his suggestion to add 'Ōlelo Hawai'i to the CRC's letterhead.

[*SEE YOUTUBE TIMESTAMP – 28:07*] Vice Chair Haumea noted the value of attending community events to increase public awareness of commissions, which could encourage more people to apply. Chair Clark added that the Mayor's Office could provide a tent, tables, and chairs for such events, as long as no more than four CRC members attend.

Chair Clark suggested creating a diagram to illustrate how the CRC fits into the historic preservation framework in Hawai'i, outlining its duties, responsibilities, and areas of assistance. Ms. Morrison mentioned that under the Long Range Division, there are Community Development Plan Action Committees that engage with the public and suggested using those

efforts for possible community engagement. She noted that in 2026, the CRC could explore outreach components, including developing graphics to show how the CRC is managed and which agencies are responsible for various functions.

Commissioner Keakealani reported that there was one individual at her location.

This matter concluded at 10:49 a.m.

ADMINISTRATIVE MATTERS

1. Approval of minutes for the meeting held on October 8, 2025.

[SEE YOUTUBE TIMESTAMP – 33:15] Vice Chair Haumea motioned to approve the minutes as circulated; seconded by Commissioner Keakealani. No discussion occurred. The minutes were approved without opposition with a unanimous aye voice vote.

[SEE YOUTUBE TIMESTAMP – 34:00] Ms. Morrison provided updates on two CRC commissioners who would term out at the end of the year and requested assistance with recruitment. She reported that the State Historic Preservation Division (SHPD) had begun the process of updating the statewide historic preservation plan and had issued a press release, also available on their website. A series of meetings was anticipated, which the CRC may need to attend. The updated plan will extend through 2034. Finally, Ms. Morrison noted that staff had completed several Section 106 consultations on behalf of the CRC.

2. Next meeting tentatively scheduled for Wednesday, December 10, 2025.

ADJOURNMENT

There being no further business, a motion to adjourn was made by Commissioner Six and seconded by Commissioner Gamayo. The meeting was adjourned at 10:52 a.m. with a unanimous aye vote.

Respectfully Submitted,

Ashley DeVera, Board Secretary

A T T E S T :

Matthew Clark, Chairman
Cultural Resources Commission