

1 SOUTH KOHALA COMMUNITY DEVELOPMENT PLAN
2 ACTION COMMITTEE
3 COUNTY OF HAWAI'I

4 DRAFT MINUTES
5 November 20, 2025

6 **CALL TO ORDER**

7 Vice Chair Scott Nagata called the South Kohala Community Development Plan (CDP)
8 Action Committee (AC) to order at 5:02 p.m. A quorum was established with six members
9 in attendance. This meeting was held in person at the Waimea Community Center.

10 The full YouTube video of this meeting can be found here:

11 <https://www.youtube.com/watch?v=TeE7XCz58SM>

12 **ROLL CALL**

13 Members Present (in person): Scott Nagata (Vice-Chair), Julia Alos, Bambi Lau, and
14 Owana Wilcox.

15 Members Present (via Zoom): Ruth Smith, Karen Anderson, and Josephine "Jojo"
16 Tanimoto (arrived at 5:12 p.m.).

17 Members Absent: Tristie Licoan (Chair) and Kevin McLaughlin.

18 County Staff Present: Maryam Palma and Jessica Lahip (via zoom).

19 There were approximately eleven (11) members of the public in attendance three (3) in
20 person and eight (8) via Zoom.

21 **APPROVAL OF THE MINUTES [SEE YOUTUBE TIMESTAMP 4:33]**

22 Committee Member Wilcox moved to approve the August 21, 2025, minutes. Committee
23 Member Alos seconded the motion. Committee Member Alos requested clarification on
24 the contents of the minutes presented, noting that several topics discussed during the
25 meeting were not specifically reflected in the minutes. She stated that her request to
26 include New Business items—specifically the second access road and another related
27 issue—was only partially included, along with discussion from the previous meeting. Ms.
28 Palma responded that the minutes were prepared by Planning Department staff.
29 Committee Member Alos further emphasized that when official representatives attend
30 meetings, their presence and statements should be documented in the minutes for future
31 reference and as an official record of guidance. Committee Member Wilcox agreed with
32 this recommendation. No further discussion occurred. The motion passed with a
33 unanimous aye voice vote.

34 Committee Member Wilcox moved to approve the September 18, 2025, minutes.
35 Committee Member Lau seconded the motion. Committee Member Alos clarified that her
36 concerns pertained to the September minutes and not the August minutes. No further

discussion occurred. The motion passed with a unanimous aye voice vote. [SEE YOUTUBE TIMESTAMP 11:36]

Committee Member Jojo Tanimoto joined the meeting at 5:12 p.m., and quorum was confirmed with seven committee members.

PUBLIC TESTIMONY ON AGENDA ITEMS [SEE YOUTUBE TIMESTAMP 13:45]

No testifiers were present in person or on Zoom.

BUSINESS

1. Tsunami Report & Mahalo Letters – Vice-Chair Nagata requests the committee sends letters of appreciation to schools for their willingness to serve as evacuation centers and to share out his drafted tsunami report. [SEE YOUTUBE TIMESTAMP 14:55]

No testifiers were present in person or on Zoom for this agenda item. [SEE YOUTUBE TIMESTAMP 15:27]

Vice Chair Nagata noted that he drafted letters to several organizations in Waimea and Waikōloa that accommodated evacuees during the tsunami evacuation. Waikōloa School sheltered a large number of evacuees, with thanks extended to Committee Member Alos. Hawai'i Preparatory Academy (HPA) also accommodated evacuees and housed individuals overnight. Additional facilities that provided shelter included the Waimea Community Center, which accommodated more than 90 people; Parker School, approximately 50 people; the Church of Jesus Christ of Latter-day Saints, approximately 75 people; Mana Christian 'Ohana, approximately 75 people; and the Waikoloa new development known as "The Lofts," which housed several families. [SEE YOUTUBE TIMESTAMP 15:37]

Committee Member Alos requested a head count of individuals accommodated across all locations. Vice Chair Nagata reported that approximately 880 to 900 people were sheltered. He also noted that private residents in Waikoloa assisted by providing supplies, water, temporary housing, and support, with some evacuees camping in shopping center parking lots. Vice Chair Nagata further shared that he spoke with resort representatives, who indicated that some evacuees arriving from the airport learned midway through their travel that they had nowhere to go. [SEE YOUTUBE TIMESTAMP 17:19]

Vice Chair Nagata moved to send letters of appreciation to the organizations for their efforts. Committee Member Lau seconded the motion. Committee Member Alos requested that the letters include a question asking how the committee could improve and do better next time. Vice Chair Nagata responded that discussions had already taken place with those organizations and that they had provided suggestions, which were listed on the back of the report. The suggestions included automatically activating Community Emergency Response Team (CERT), even if it was not

ultimately needed, to allow for practice. They also requested additional supplies, including the possibility of asking resorts to donate slightly used bedding they planned to retire and to store these supplies in several locations. Committee Member Wilcox mentioned the possibility that Mana Christian 'Ohana had ordered additional cots and noted that extra cots had also been received from the Waimea Community Center. She further asked how this information would be finalized and how it would be communicated to the public should a similar situation occur again. No further discussion occurred. The motion passed with a unanimous aye voice vote. [SEE YOUTUBE TIMESTAMP 19:22]

Vice Chair Nagata clarified that the letter would include suggestions regarding facility capacity, including how many individuals were actually accommodated and how many could potentially be accommodated. He noted that these facilities were scattered throughout Waimea. On the west side, he identified the State Department of Hawaiian Homelands (DHHL), Hawaiian Hall, and Kanu (the large gym in the back) as potential shelter locations, and stated that these were included in the letter as potential capacity. Committee Member Alos asked about traffic concerns and traffic patterns. Vice Chair Nagata stated that this issue was mentioned in the report; however, no solutions were identified, as this would be the responsibility of the police and Civil Defense. [SEE YOUTUBE TIMESTAMP 23:53]

Committee Member Lau asked how many of the people sheltered were hotel guests. Vice Chair Nagata responded that the majority were hotel guests. Committee Member Wilcox stated that it would make sense for hotels to partner with these shelter spaces. Vice Chair Nagata shared that he had spoken with the Waikoloa School principal, who reported that Mauna Lani sent a truck filled with water bottles and supplies that were gathered and delivered to the school. Committee Member Wilcox added that hotels typically bring food to evacuation sites using their own stoves and refrigeration. She emphasized the importance of partnering hotels with specific shelter sites so that each hotel would know where to send evacuees, rather than dispersing them across multiple locations. She noted that this would also allow communities to prepare for the number of people arriving from each hotel. She stated that these arrangements should be clearly mapped out in advance. Vice Chair Nagata responded that one of the suggestions was to establish a crisis response group led by Civil Defense that would include all resorts and relevant organizations to improve coordination and communication. [SEE YOUTUBE TIMESTAMP 25:53]

Committee Member Alos recommended placing QR codes with emergency preparedness information at airports, in hotel rooms, and on county vehicles. She also recommended that Civil Defense post each community's emergency evacuation plan on its website to improve public access to critical information. [SEE YOUTUBE TIMESTAMP 33:26]

A member of the public suggested posting signage identifying tsunami inundation zones along resort coastlines. Committee Member Tanimoto shared that, during the previous month's South Kohala Traffic Safety Committee meeting, discussions focused on access and evacuation from oceanfront areas. DHHL was working to

118 identify an evacuation plan as the harbor and surrounding subdivisions expanded.
119 She further explained that erosion in the gulch could cover the highway, resulting in
120 road closures, lack of access, and challenges in transporting cargo across affected
121 bridges. [SEE YOUTUBE TIMESTAMP 34:49]

122 Committee Member Smith shared that during a past tsunami watch, she opened the
123 school to provide shelter for approximately 400 people. She expressed concern that
124 similar situations continue to occur today and that little has changed to address these
125 ongoing shelter and evacuation challenges. [SEE YOUTUBE TIMESTAMP 40:54]

126 *A member of the public spoke; however, the comments were unclear due to cross talk*
127 *and could not be fully understood for the record.*

128 **2. Mana Road Fire Mahalo Letters** – Chair Licoan requests the committee sends letters
129 of appreciation to those involved in managing the Mana Road fire. [SEE YOUTUBE
130 TIMESTAMP 47:19]

131 No testifiers were present in person or on Zoom for this agenda item. [SEE YOUTUBE
132 TIMESTAMP 47:32]

133 Committee Member Wilcox moved that Chair Licoan draft the letters. Committee
134 Member Alos seconded the motion. No discussion occurred. The motion passed with
135 a unanimous aye voice vote. [SEE YOUTUBE TIMESTAMP 48:13]

136 **3. Capital Improvements Project Budget Requests** – Discussion and potential
137 decision making on requesting that the Department of Parks and Recreation include
138 the Waimea Community Center and a Waikoloa Community Center & Gym as specific
139 items in the CIP budget. [SEE YOUTUBE TIMESTAMP 48:54]

140 Committee Member Alos requested that the new CIP manager attend a meeting so
141 the committee members could gain a better understanding. Committee Member
142 Wilcox suggested that the new CIP manager be transparent with the community
143 regarding the finances in each area. [SEE YOUTUBE TIMESTAMP 50:27]

144 A member of the public spoke about advocating for improved parks in Waimea and
145 Waikōloa and noted that there appeared to be several unfinished projects in the area.
146 He then stated that the Waimea District Park was not fully completed and suggested
147 that additional space be provided for children, noting that children were currently using
148 any open areas for sports practices. He requested additional funding to support
149 existing residents and specifically urged the completion of the Waimea District Park.
150 [SEE YOUTUBE TIMESTAMP 51:38]

151 Committee Member Wilcox asked about the County's budget of over \$900 million and
152 how it would be divided among the nine districts, noting that this would amount to over
153 \$100 million per district. Council Member James Hustace clarified that the amount
154 referenced was for overhead costs, including staffing facilities, equipment, and
155 vehicles. [SEE YOUTUBE TIMESTAMP 56:31]

Committee Member Tanimoto raised concerns regarding traffic safety at the Waimea Community Park, noting that numerous children play in the area, and recommended a bypass or an additional road. Committee Member Wilcox added that the roundabout would be a contributing factor. Committee Member Anderson referenced a previously approved \$1 million CIP for the Puakō sewer project that was included in the budget but noted that Finance indicated there was no current funding available for CIP projects. She requested that the process be explained, from project approval to placement on the long list and ultimately to funding. [SEE YOUTUBE TIMESTAMP 57:36]

A member of the public asked whether there were volunteers available and whether, if the county provided materials for the district park, volunteers could board up the doors and construct awnings on top to prevent wind from blowing inside. He also asked whether volunteerism would be a feasible agenda item that could benefit the community. Committee Member Alos responded that, based on her experience, volunteer efforts would require the formation of a “Friends of the Park” group, appropriate insurance coverage, non-profit organization status, and signed liability waivers from all participants. [SEE YOUTUBE TIMESTAMP 1:02:40]

Committee Member Wilcox moved to request that the Department of Parks and Recreation include the Waimea Community Center and the Waikoloa Community Center and gym as specific items in the CIP budget. Committee Member Alos requested the addition of the Waikoloa permanent second road. Committee Member Tanimoto requested a playground canopy for the Kailapa subdivision. Vice Chair Nagata responded that the Kailapa subdivision is DHHL property and that permission from the property owner may be required. Committee Member Alos also requested that the Department of Parks and Recreation attend a future meeting to inform the community about how to establish a Friends of the Park group in their communities. [SEE YOUTUBE TIMESTAMP 1:02:40]

Committee Member Wilcox requested that the Department of Parks and Recreation attend the next meeting so the committee could ask questions directly. Committee Member Alos requested that the second access road in Waikoloa be included on the next agenda, and Committee Member Tanimoto requested that Kawaihae be included on the next agenda. [SEE YOUTUBE TIMESTAMP 1:16:46]

A member of the public spoke; however, the comments were unclear due to cross talk and could not be fully understood for the record.

Committee Member Wilcox moved to request that the Department of Parks and Recreation include the Waimea Community Center and the Waikoloa Community Center and gym as specific items in the CIP budget. Committee Member Smith seconded the motion. No further discussion occurred. The motion passed with a unanimous aye voice vote. [SEE YOUTUBE TIMESTAMP 1:19:48]

4. New Committee Priority Items – Committee members Lau & Wilcox will share

196 priority items they are interested in the committee pursuing. [SEE YOUTUBE
197 *TIMESTAMP 1:20:28*]

198 Committee Member Lau requested to work with hotel associations, such as Kohala
199 Coast Resort Association (KCRA) and Hawai'i Lodging and Tourism Association
200 (HLTA), to explore commitments to give back to the community through service in
201 schools and parks. She noted that having a list of projects and working with Friends
202 of the Park groups for each park would help identify needs such as financial support
203 and volunteers. Additionally, Committee Member Lau raised the issue of a disaster
204 evacuation plan and stated that she was willing to work with various parties and
205 entities, including KCLA, Hawaii Spa Association (Hi-Spa), hotels, and Civil Defense,
206 to reach agreement, create a timeline, and identify needed supplies and staffing. [SEE
207 *YOUTUBE TIMESTAMP 1:20:53*]

208 Committee Member Wilcox requested that the Department of Parks and Recreation
209 attend the next meeting and discuss the possibility of adding more dog parks. [SEE
210 *YOUTUBE TIMESTAMP 1:23:41*]

211 Committee Member Alos mentioned the population growth in the community and the
212 Waikōloa Community Center. Council Member Evans had put forth a financial impact
213 statement of \$200,000, stating that the project was a departmental priority addressing
214 public health and safety, quality of life, and gaps in current services for underserved
215 demographics. The request included planning feasibility, engineering, or a design
216 study, noting the project's high urgency. In addition, the community center would serve
217 double use as an evacuation center for makai neighbors. The top priority identified
218 was the construction of a second permanent two-lane road from Waikōloa Village to
219 Queen Ka'ahumanu Highway. Committee Member Alos requested this item be placed
220 under New Business at the upcoming CDP meeting. Committee Member Smith
221 agreed. [SEE *YOUTUBE TIMESTAMP 1:26:20*]

222 Committee Member Wilcox asked whether new developments are required to give
223 back to the surrounding area. Council Member Hustace responded that many
224 subdivisions or larger developments have agreements with County administration and
225 the landowner. He noted that the specifics vary, but may include requirements for
226 improvements, as well as meeting certain thresholds before additional infrastructure
227 projects are undertaken. Smaller developments are typically subject to impact fees,
228 such as those associated with rezoning applications, which generate funds for the
229 surrounding community. He also referenced County Code, Chapter 32, Community
230 Facilities Districts, which addresses the costs of infrastructure improvements. Council
231 Member Hustace noted that, unfortunately, many of the existing development
232 agreements are dated. [SEE *YOUTUBE TIMESTAMP 1:28:09*]

233 **5. Report on County Boards and Commissions Meeting** – Chair Licoan will provide
234 an update on the Mayor's meeting with Boards and Commissions Chairs and Vice
235 Chairs, held on October 18, 2025. [SEE *YOUTUBE TIMESTAMP 1:35:06*]

236 Ms. Palma clarified that the summary included in the meeting packet was provided by
237 the Kona CDP AC Chair. She noted that he attended the meeting, took notes, and
238 authorized the sharing of the summary. [SEE YOUTUBE TIMESTAMP 1:35:39]

239 **6. Election of South Kohala CDP Action Committee Chair and Vice Chair** – The
240 Committee will elect a Chair and Vice Chair to serve for the 2026 calendar year. [SEE
241 YOUTUBE TIMESTAMP 1:36:01]

242 No testifiers were present in person or on Zoom for this agenda item. [SEE YOUTUBE
243 TIMESTAMP 1:36:16]

244 Committee Member Wilcox nominated Scott Nagata as Chair and Karen Anderson as
245 Vice Chair. Committee Member Anderson nominated Scott Nagata and Tristie Licoan
246 for the positions of Chair and Vice Chair, with the option to serve in either role.
247 Committee Member Anderson declined the nomination for Vice Chair. Committee
248 Member Wilcox nominated Julia Alos, who declined the nomination. Committee
249 Member Nagata nominated Bambi Lau, who declined the nomination. Scott Nagata
250 accepted the role of Chair for 2026. A roll-call vote was taken for Scott Nagata as
251 Chair, and the motion carried with seven aye votes. [SEE YOUTUBE TIMESTAMP
252 1:36:25]

253 Committee Member Lau nominated Owana Wilcox, who declined the nomination. All
254 committee members agreed to hold nominations for Vice Chair at the next meeting.
255 [SEE YOUTUBE TIMESTAMP 1:40:28]

256 **PUBLIC TESTIMONY ON MATTERS NOT ON AGENDA** [SEE YOUTUBE TIMESTAMP
257 1:40:42]

258 Public Testimony #1: A member of the public reflected on a previous meeting at the
259 Hawaiian's Home Hall regarding the water situation and was unsure if any action had
260 been taken concerning the current reservoir issues. He also reiterated what
261 Committee Member Alos had discussed about the second road in Waikōloa Village.

262 *Members of the public spoke; however, the comments were unclear due to cross talk and*
263 *could not be fully understood for the record.*

264 **THIRD-PARTY REPORTS; GOVERNMENT OFFICIALS** [SEE YOUTUBE TIMESTAMP
265 1:55:27]

266 Council Member Hustace provided updates regarding roads. He noted that he
267 received questions about roads in District 9, which includes North and South Kohala,
268 and mentioned that many of these roads are State roads. He was able to direct
269 improvements for the County-maintained portions. He provided an overview of County
270 Road projects: in Waimea, there were striping efforts and intersection improvements
271 with traffic lights. In Waikōloa Village, there is a temporary lighted intersection project.
272 Regarding the capital budget, the overall plan remains to move forward with a
273 roundabout at that intersection. Deputy Neil Azevedo reported that the project could

not be delayed any longer and that the lighted intersection should be completed in December. Most paving efforts in Waikōloa Village have been completed, with some smaller projects still pending. Near the school, another raised crosswalk is planned at the intersection of Pu'u Nui Street. In Waimea, projects included speed humps on side streets and repaving on Lindsey Road. Kuhio Village roads were repaved, with requests for speed humps also noted.

Council Member Hustace further explained that the General Plan serves as the County's guiding document for the next 20 years. The plan currently sits with the Council, which had the opportunity to review it with the Planning Department, provide suggestions, and incorporate community input. The Council plans to revisit the General Plan in 2026. Any substantial amendments will be referred back to the Windward and Leeward Planning Commissions before returning to Council. *[SEE YOUTUBE TIMESTAMP 1:59:55]*

Council Member Hustace provided an update on the budget. He explained that the Council's role is to work with the administration, noting that the Mayor proposes both an operating budget and a capital budget. The operating budget covers salaries, operations, and maintenance of facilities on a regular basis from July to June. For the current fiscal year, the operating budget totaled \$937 million, representing a small increase from the previous fiscal year. The capital budget for the current fiscal year totals \$622 million. Capital projects are generally one-time expenses or substantial costs for specific projects, with legally mandated projects prioritized. The Mayor submits the proposed budget to Council, which may make amendments before approving it, after which the Mayor signs it. *[SEE YOUTUBE TIMESTAMP 2:01:44]*

Council Member Hustace reported that the Mayor had included funding for several projects in District 9. These included the redevelopment of Māhukona Beach Park and the continuation of funding for the future roundabout at the Waikōloa Paniolo Avenue intersection. Funding was also provided for the rehabilitation of Waikōloa Road and for the installation of an emergency generator at South Kohala Fire Station 14. The Mayor's budget further included planning for mass transit, specifically the future Waimea Transit Hub, an affordable housing project on Kawaihae Road, improvements to the wastewater facility, and future phasing for road infrastructure around the County property known as Kamakoa Nui in Waikōloa. *[SEE YOUTUBE TIMESTAMP 2:03:39]*

Council Member Hustace mentioned that the Council had the opportunity to amend the budget. He noted that he added funding for the repair and maintenance of the Kohala Swimming Pool, the expansion of Kalani Schutte Park with the development of ball fields. Additional projects included dog parks in Waikōloa, improvements to Kamahemeha Park, the Waimea Trails project, the Puakō sewer project, the Waikōloa second road or arterial road, and the widening of Paniolo Avenue. *[SEE YOUTUBE TIMESTAMP 2:07:35]*

Council Member Hustace provided an update on Bill 103, regarding the agricultural property tax program. He noted that most farmers are kūpuna, and there is a shortage of young farmers. He explained that if a property transitions out of active agricultural

316 use, its valuation immediately rises to market value. This bill would place a cap on the
317 valuation, limiting annual increases to 3 percent. *[SEE YOUTUBE TIMESTAMP*
318 *2:14:07]*

319 Council Member Hustace reported that he had been working on affordable housing
320 initiatives and the County has a new County Auditor, providing the legislative branch
321 with greater oversight and transparency regarding how the administration and various
322 departments spend their funds. He noted ongoing work on legislation related to wildfire
323 mitigation and on Bill 89, which addresses qualifications for the Civil Defense
324 Administrator. He also referenced Bill 96, which expanded the member qualifications
325 for the Veterans Advisory Committee and had been approved, and Bill 52, which
326 allows small henneries on residential property. Council Member Hustace mentioned
327 discussions about permitting residential use in mixed commercial-industrial zoned
328 areas, as well as Bill 83, which prohibits single-use plastics for food ware and service
329 ware. He further noted efforts to bring County administrators to the community for
330 engagement. *[SEE YOUTUBE TIMESTAMP 2:18:36]*

331 **PROPOSED NEW BUSINESS** *[SEE YOUTUBE TIMESTAMP 2:27:19]*

332 Vice Chair Nagata stated that he would approach each member individually and review
333 the items at the next meeting.

334 **ANNOUNCEMENTS** *[SEE YOUTUBE TIMESTAMP 2:27:29]*

335 **ADJOURNMENT** *[SEE YOUTUBE TIMESTAMP 2:27:37]*

336 Vice Chair Nagata adjourned the meeting.

337 These minutes and all related documents are available in the Planning Department's
338 South Kohala Community Development Plan Action Committee folder via the County of
339 Hawai'i [Public Documents Repository](#). These documents may also be requested from the
340 Planning Department by calling (808) 961-8288 or emailing cdp@hawaiicounty.gov.