Minutes of the Office of Hawaiian Affairs Committee on Resource Management Workshop
Wednesday, December 16, 2015 9:30 a.m.

ATTENDANCE:
TRUSTEE COLETTE MACHADO, CHAIR
TRUSTEE HAUNANI APOLIONA, VICE-CHAIR
TRUSTEE LEI AHU ISA
TRUSTEE DAN AHUNA
TRUSTEE CARMEN HULU LINDSEY
TRUSTEE ROBERT LINDSEY
TRUSTEE JOHN WAIHEE

EXCUSED:
TRUSTEE ROWENA AKANA
TRUSTEE PETER APO

BOT STAFF:
U'ILANI TANIGAWA
DAYNA PA
LAURENE KALUAU-KEALOHA
REYNOLD FREITAS
LOUISE YEE-HOY
LIANA PANG
CLAUDINE CALPITO
LEHUA ITOKAZU
CAPSUN POE
CRAYN AKINA
DAVIS PRICE
HAROLD NEDD
KAMA HOPKINS
KAUIKEAOHANA WAILEHUA
LADY ELIZABETH GARRETT
NATHAN TAKEUCHI

GUESTS:
RODNEY KIM, SPIRE
KIMBERLY LAU, SPIRE

I. CALL TO ORDER

Chair Colette Machado – Called to order the Workshop of the Committee on Resource Management for Wednesday, December 16, 2015, at 9:33 a.m. There are two excused absences.

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TRUSTEE HULU   LINDSEY  X  
TRUSTEE ROBERT  LINDSEY  X  
TRUSTEE JOHN  WAIHE'E  X  
CHAIR COLETTE  MACHADO  X  
TOTAL  6  3

At the Call to Order, there are six (6) Trustees that are Present.

II. FY 2016 TOTAL OPERATING BUDGET REALIGNMENT #1*

Chair Machado – Before I proceed with Item #2. I would like to ask for a motion to recuse ourselves into Executive Session to have an opportunity to consult with our Corp. Counsel and our Financial Consultant with SPIRE Hawaii.

Trustee Apoliona – At 9:35 a.m. Motioned to resolve into executive session to consult with OHA Corporation Counsel Ernie Kimoto, Esq. on questions and issues pertaining to the Board of Trustees’ powers, duties, privileges, immunities and liabilities regarding SPIRE Hawai’i LLP’s analysis of the FY 2016 Total Operating Budget Realignment #1 pursuant to HRS § 92-5 (a) (4).

Trustee Hulu Lindsey – Seconded the motion.

Chair Machado - Asked for discussion. Hearing none, called for a vote to move into Executive Session.

Trustee Apoliona MOVED, SECONDED by Trustee Hulu Lindsey

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MOTION: [ ] UNANIMOUS [ X ] PASSED [ ] DEFERRED [ ] FAILED

Motion passes with six (6) YES votes, none (0) NO votes, none (0) abstentions, three (3) excused.

III. EXECUTIVE SESSION*/*

Meeting of the Resource Management Committee Page 2 of 11
Workshop MINUTES of December 16, 2015
Meeting resolved into Executive Session at 9:35 am.

Meeting of the Committee on Resource Management transitioned out of Executive Session and into Regular Workshop Session at 10:39 a.m.

Recess 10:39 a.m.

Chair Machado – Reconvenes the workshop of the Resource Management Committee to order in open session at 10:49 a.m. Calls the public back in if they want to testify on an item. Asked for discussion on the minutes. Hearing none, called for the vote.

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At the Call to Order, there are seven (7) Trustees that are Present.

Chair Machado – Calls on Ka Pouhana Crabbe to make the intro of Hawley who has prepared a PowerPoint for our discussion.

Ka Pouhana Crabbe – Aloha Trustees. Hawley Iona, CFO for Administration.

Hawley Iona – Madam Chair, the presentation is not intended to be lengthy at all, it really just cuts/pastes from the action item itself so it’s going to help set a foundation for the discussion. I’ll run through it really quickly, please stop me at any point if you have questions.

First thing I would like to point out is that Budget Realignments are brought forth to the Board for a number of different reasons, primarily this Budget Realignment you’re looking at today focuses on two different things. A) Adjustments that were required for whatever reasons, but basically stays within your pre-existing limit authority that you authorized during the Biennium Budget approval process, so it doesn’t exceed. And then the B) part which is going to be Additions, which means technically, an addition to the previously approved budget. So when you speak about major funding adjustments, the first is the prior board approvals that we’ve already passed your board by either in a directive form or an action item form. The two that we have listed here is during the Biennium Budget there was a directive at the table to restore the Ka Wai Ola budget if you recall. Administrations recommendation was to go to a hybrid model in which we would only issue in print six copies per year and that we do electronic copies for the remaining six. At the Biennium Budget discussions it was clear to Administration that your
directive was to restore the budget. So, that is one of the reasons we had to bring a Budget realignment forth, is because our Pouhana did not have sufficient authority to do that outside of budget realignment. And then the second is to incorporate Action Item ARM #15-09 which was passed by the Board on July 23, 2015 and that was for Native Hawaiian Roll Commission Operating Budget for FY16, so it incorporates that.

The second part is basically now that we had a budget realignment that we were going forth with, we were able to identify whether or not there were any other deficiencies that we had to address as fiscal stewards of the Trust. A) Fiscal benefits which I’ll go a little bit more into detail. B) FY 15 request reallocated to FY 16 and then C) would be Out-Of-State travel budget. The other adjustment I’ll go over is the Governance Planning Budget, and any adjustments relating to the Commercial Properties and Legacy Properties. Those are the major funding adjustments, and then go over to the funding additions which I will take step by step as well. They’re summarized in the action item.

I’ll start with the prior directive and approvals. We were able to identify, prior to Dr. Kehau Abad leaving the Office of Hawaiian Affairs, she had identified within her paia budget, areas in which money would be reallocated to restore fully the Ka Wai Ola budget for FY16 and we would have to do the same thing in FY 17, so we wanted to point out and make sure that all the Trustees understood that in order to restore the budget, there were projects that needed to be cancelled all together and then there were projects or initiatives that we’re going to have reduced funding available to it.

So what we’ve listed here is $128,000 worth of cancelled projects. The State of OHA gathering as you know we did not have it this year, the Radio Show, the OHA calendar, even though you did receive a calendar for this year, next 2017 year we will not have calendars and no holiday cards. The TV ads for the Office of Hawaiian Affairs during Keiki Hula Competition and Na Hoku Hanohano Awards will also be cancelled. We are putting the development of Ka Wai Ola app on hold and also cancelling I Mana Ka Lahui community workshops as well as community outreach support for the OHA properties.

What is being reduced is $122,000, were reducing Merrie Monarch advertising and all others we’re reducing as well. Support for the SPRI’s or the Strategic Priorities and Results Initiatives, including PSA Development, that’s Public Service Announcement Developments and once again the Freelance Web and Mobile Development services we’re putting that on hold and postponing that for the time being.

The second board approval and directive was the ARM #15-09 which approved the operating budget for the Native Hawaiian Roll Commission to the tune of $150,000, so this is actually a snapshot not from the current Action Item, but from ARM #15-09. So just as a reminder to the Trustees, my job is to then incorporate it into the current budget realignment which I did do. As part of the process of going through the budget realignment, we did discover something that was pretty significant which is historically we budget our salaries and fringe based upon what we refer to internally as a 5% savings of personnel costs which means at any given point and time we expect to have vacancies in the organization, so we don’t budget 100%, we budget knowing that there is going to be vacancies. What we normally do with fringe based upon the salary is we also budget 37% for fringe, that’s worked well for us and we never had a problem. This year is the big exception, at the very tail end of the last fiscal year, FY 15 and your board was approving the Biennium, we were notified by the State that they expected the fringe cost to be closer to 42%, so just that 5% difference has really thrown off our personnel budget to the tune of needing at least another $233,000 right now to accommodate current fringe so we were not in a fringe deficit towards the end of the year and it’s very likely we’ll need more, my staff and I are monitoring it on a monthly basis.
Additional CORE Operating needs included procurements that were significantly started at the end of FY 15, but for whatever reason we could not execute the agreement, as you know for us, if you don’t encumber the funding by the end of the fiscal year, you lose it and what we we’re risking is that these projects which are located in your action item on page 14, you’ll see FY 15 procurement requests that we had decided to encumber funding for, so basically making the funding available in FY 16, so that we did not have to restart the procurements for all of these. They total $206,000.

The last major component of Administrations efforts in identifying CORE Operating needs is once again the return of the Kalaniopu’u Cape, so included in our CORE Operating Budget and because it deals with the media portion of it, on page 15 of the Action Item Table #14, you’ll see how the Travel Budget has been shifted in the Budget Realignment. The first thing that I will point out is the $134,000 which I label on Table #14 as a provision reduction was basically the provision that your Board stated as part of its approval of our Biennium Budget that Chair Lindsey of the Board and our Pouhana would work towards reducing the FY 16 Out-of-State Budget to within 10% of actual FY 15 levels. So, part of ARM 15-09 that approved the Native Hawaiian Roll Commission Budget incorporated the reduction of the $134,000. So what we are seeking as part of this realignment is to allow an exception if you will to that Out-of-State Budget limits and that’s specific to the return of the cape, and that’s by $12,000. I wanted to make sure that you understood that, that is what was included in the total realignment itself.

Trustee Hulu Lindsey – I thought Hawaiian Air was helping?

Hawley Iona – My understanding is that we have initiated contact with Hawaiian Airlines as what they can do. This $12,000 is very specific to our staff, so it would be the communication staff that will actually be going down there. The $12,000 includes their airfare, hotel and so on and so forth. I believe their airfare portion of the $12,000 is only about $3,500 and if by some chance Hawaiian Airlines does that, hopefully we can reduce this amount. But at this point it’s not a given.

Chair Machado – Is there any more questions for Hawley?

Hawley Iona - Moving on, our Governance Planning Budget, I wanted to also point out with the recent events that occurred yesterday, I just wanted to make sure were all on the same page of what currently exists in the Governance Planning itself, what’s remaining available and what Administration’s current asks of the Trustees are. So, I wanted to point out that the original Governance Planning Budget back in March 2014 was passed by your Board with 8 YES votes, 1 Trustee was EXCUSED. ARM/BAE 14-02 authorized the Office of Hawaiian Affairs to spend upwards of the $3.9 million towards self-governance. It was later amended in ARM 14-07 and that was in October 2014, the amendment itself also passed with 6 YES votes, 2 NO votes and 1RECUSED. I do want to point out that even though it is stated here in the Action Item, administration is not seeking additional Board approval for authorizing what’s available for spending. I will point out exactly what’s available for spending, it’s about $125,000. So were not seeking your approval to spend it and we also are not anticipating spending it at this point. I wanted to make that clear.

Trustee Hulu Lindsey – Based on the announcement yesterday morning, can we take the money back?

Hawley Iona – That’s a great question. I think the best thing to do is call Chief Advocate Kawika Riley up to the table to seek his mana’o on this. It is a very sensitive area whether or not it meets the current expectations.

Chair Machado – We have a contractual obligation with the grant to.
Hawley Iona – Correct.

Chair Machado – I think that’s what Trustee Hulu Lindsey is asking.

Kawika Riley – Aloha Trustees. Actually given that this issue is still the subject of pending litigation. I would recommend that any conversations about the financing and the matter be referred to executive session, perhaps at a future date as Pouhana has indicated in his communications yesterday.

Chair Machado – Would you folks object if we withdrew that amount from the budget?

Hawley Iona – At this point for our realignment there is no asking in regards to this.

Kawika Riley – That is correct.

Chair Machado – When would you have some kind of direction on how to address the full funding that we already committed to? That is something you can work on and get back to us.

Kawika Riley – Correct, as soon as we have an opportunity to address the matter in executive session in consultation with our attorneys who are leading the litigation effort.

Chair Machado – Okay, yes, that will probably come up at the BOT when Chair can set an agenda. Okay sounds good.

Hawley Iona - Just to recap what we already, once again was not in the current action item, it was in the previous budget action item. But it shows how the funding actually went, so the realignment, the $3.9 million that your Board previously approved, what was used in FY 14, what was anticipated for use in FY 15 and then what was really available in FY 16. Again were not authorizing any use and were not seeking approval for any use of the remaining balance. But what we did include in this Action Item is $130,000 total and all we did was consolidate, knowing that we were not internally going to do any other community engagement activities or advocacy activities relating to this budget. It’s available, so it is actually the $124,684 that is technically available, it’s sitting there, but once again administration is not actually authorizing additional use of that money nor is it asking for additional use of that money. Were just stating it, just so we understand what is available. It is pursuant to the draw itself, the draw started because it was a line of credit that we used to finance this. The draw started in March and we have two years to draw, so at the end of two years, if it doesn’t get drawn, it just lapses. We will then not use it at all.

So moving on to commercial properties Madam Chair. Kaka’ako Makai without getting into detail is very high level, overall there is a net of available funds increase by $128,000, it’s a combination of reduced revenues but also reduced expenses to go along with, which is why there is a net available fund increase. With Na Lama Kukui there are additional revenues that are expected, but there is also some additional expenses as well, overall a net fund increase of $141,000. Legacy Properties at the time that the biennium budget was approved, one of the six provisions that was stated limited the Palaua Culture Preserve budget to $30,000, administration is including in this budget realignment a request for re-consideration of an additional $68,000 and provide some clarification as to what the additional funds are needed for

Trustee Hulu Lindsey – Just for the Board’s information. Kamana’o had a meeting with the Maui people and Kaman’o you tell.
Ka Pouhana Crabbe – Yesterday I had a discussion with Maui University of Hawaii Chancellor Lui Hokoana and representatives from the Hawaiian Studies group. They are willing to enter into a ground lease. The ground lease would allow them to maintain the property, conduct cultural workshops in addition to complying with minimizing the risk and liability of the property. We are currently drafting that ground lease provision. Legal has opined, provided language such that it will be approved because they had questions regarding the identification, so what we had included in the budget was if there was no agreement and then OHA would have to take on the full responsibility of managing that. So we can get the ground lease completed within the next couple of months. UH Maui would take on the full responsibility of the stewardship; OHA would still hold title and just grant the ground lease. So they will be fully responsible for carrying out all the maintenance of the property.

Chair Machado – So how would the $68,217 be used?

Trustee Hulu Lindsey – The $30,000 we approved earlier, that’s all is going to stay on the books and the $68,000 will not be considered by the Board.

Chair Machado – Hawley, does that mean that this is deleted from the overall budget?

Hawley Iona – I would like to call up Miles Nishijima only because I want to make sure that before I speak that I am not going to contradict anything that Miles understands. I just want to point out that there is $30,000 that was approved and remains in the budget for Budget Realignment 1 and that is intended to go to Maui College. So it is just the additional, if you could speak to that. And just for the Trustee’s awareness, it is on page 25.

Miles Nishijima – The request is just to have the approval to take the monies to spend toward required maintenance items. With regard to the ground lease, it will clarify exactly which entity spends that money, whether it’s going to be the UH Maui or OHA, so even though it is a ground lease, I think there still could be some maintenance responsibilities that OHA has to be directly responsible for, but in any event the monies will be spent by either the college or OHA. The main benefit of the ground lease is that all these responsibilities will be clearly delineated as to whether it’s the college kuleana or whether it’s OHA’s as the land owner.

Hawley Iona – So Madam Chair, what I hear Miles saying is that the money itself is still needed; it’s just a matter of who is going to spend it. So if the decision is made by your committee to reduce the amount back to the $30,000 that would be the limit on spending, even if Maui college needed to spend more as part of their stewardship, we would have to come back to the Board for additional authorization.

Trustee Apoliona – I’m trying to listen well on the issue of any more needed spending imposed on OHA. It’s possible we are going to be imposed on spending.

Trustee Hulu Lindsey – Don’t forget, this is Palaua money, it’s not OHA money. This money was given to Palaua by the neighboring millionaires. This is not OHA money.

Hawley Iona – So currently there is approximately $375,000 in the Palaua Cultural Preserve Fund and so that is what’s being asked of the Board for consideration is spending of that fund. It’s actually not OHA Trust dollars.

Trustee Hulu Lindsey – I think Pouhana explained to me that when the ground lease is transferred so will the whole money go over to them.
Hawley Iona – All of the fund itself?

Trustee Hulu Lindsey – Yes, then they going be responsible for everything and take it off of Miles folks. It is going to be a lease not just a stewardship.

Trustee Apoliona – So when the $375,000 runs out, then what?

Miles Nishijima – That has to be addressed in the negotiations on the ground lease.

Trustee Apoliona – What is our position going to be? What do we want to make sure we want to protect?

Miles Nishijima – I think that is something that is going to be the major topic of discussion that the monies are predicted to run out.

Trustee Apoliona – The monies will run out for sure.

Trustee Hulu Lindsey – Let me express their feeling and Hawley was at that meeting in Maui with me.

Trustee Apoliona – Who was there? Uh?

Trustee Hulu Lindsey – Yes, UH College. They are very minimal spenders, a lot of their work is their physical work and they do have funds at the university within their control that they’re using first. That’s why they haven’t spent a dollar of this and they’ve had the land for over a year. So their intention is to continue using this $375,000 and every time there’s a sale in the million dollar project, money is added to the $375,000 and there was a sale this past year, so they got like $30,000 added to what used to be $340,000. They consistently get money from sales when it occurs and nobody knows when that is. And they have expressed to me that they know this has to last and are looking at 10 - 15 years and hopefully it keeps on growing. They have a revenue generating idea where they can bring in students from outer islands and maybe even internationally to come and use that as a classroom. So they can make small money not big money, just to sustain the project.

Chair Machado – If I look at the figures, you’re looking at $98,210 for Palaeua this year for the remaining 6 months. Is that what we’re looking at right?

Miles Nishijima – Yes

Chair Machado – That’s coming out of the remaining balance in the project account.

Miles Nishijima – Right, from the fund.

Chair Machado – You really think we cannot get by with the $30,000.

Miles Nishijima - $30,000 was intended to be just the grant to UH Maui and so in our original budget submission we conservatively assumed that OHA would be responsible for all of the maintenance and operating costs and we’ve trimmed that back a bit in the existing $68,000 that they were proposing.

Hawley Iona – So the majority of the $68,000 is broken into pretty much two components. One is a $30,000 preservation plan and then the $31,950 is really for the normal stewardship issues to address liability itself (property inspection, major vegetation maintenance, safety, pest control) things like that.
Once again it’s just a matter of how quickly any kind of agreement can be reached with Maui College as to whether or not they will be doing that or whether the kuleana remains with OHA. For us it’s strictly a liability issue. Believe me when I say Miles is not planning on going out there any more than needs to in order to properly manage and steward the land.

**Trustee Robert Lindsey** – Just a question Miles. The $68,000 we’re talking about, that’s not OHA money.

**Miles Nishijima** – No, it is just coming out of the fund.

**Trustee Hulu Lindsey** – The Hawaiian Studies Department in the past summer met with the person (Konia) that is going to write the Preservation Plan. She knows exactly what to write and it was expressed to me as early as yesterday by Hawaiian Studies head that Konia is hoping to use this writing of the Preservation Plan as part of her classroom project so that the expense will be very minimal. This $30,000 that’s put in here and another $30,000 are really unnecessary.

**Trustee Apoliona** – Just a final comment, that just making sure that this is not going to be an issue that at some point OHA has to pick up. That’s my question, plain and simple.

**Chair Machado** – I don’t think they have an answer that is cut and dry.

**Hawley Iona** – As Administration, we have been very clear from the Administration stand point that we always anticipated that the fund itself would fully fund into perpetuity it’s needs, so it’s not anything that Administration is considering to supplement in any way. Which is why even the travel, you see for them is included in this ask, it’s not something that’s hidden in our CORE somewhere.

**Trustee Apoliona** – Thirty years is not that long.

**Hawley Iona** – Most of us will not be here to make sure it happens or not.

**Chair Machado** – Trustee Hulu, you are actually acknowledging the $30,000 is sufficient and that’s been approved already from this fund.

**Trustee Hulu Lindsey** – Hopefully, the $30,000 will last to the signing of the lease by Pouhana, that is what it will be depended on, that we sign a lease and that the money is transferred to UH. We have not spent any of the $30,000 from the last budget. So, I cannot see why we would need another $68,000.

**Ka Pouhana Crabbe** – Miles could you share so that the Trustees understand what the timeline would be to complete the lease and then are we in any current imminent risk or liability until that time that the lease is completed.

**Miles Nishijima** – To be clear, we currently are fully liable. There is nothing that would reduce the exposure of OHA arising from anything that occurs on the property. With the ground lease there would be both primary responsible entity would be the lessee (UH Maui). OHA could theoretically be secondarily liable but until that ground lease is executed, we will be 100% liable. That is the reason we proceeded to do the basic things, putting up signs, no trespassing signs, putting up other signage, doing tree trimming to prevent the possibility of falling objects/trees. We do anticipate that these are recurring things that happen and we would need to keep putting up signs. As for the timing of negotiating the ground lease, there is no deadline placed on either party. Our fear is that it could drag out for a long time; ideally it would be something that can be agreed to quickly. During the meantime, we don’t want to be
caught in a position where we don’t have a ground lease and we cannot spend money to protect OHA from liability. That’s our concern. I think that the fact that this is coming out of a fund and not out of CORE Operating Budget is something that we should keep clearly in mind. If OHA does spend money, it will reduce that fund, which would eventually get passed on to UH Maui.

**Trustee Hulu Lindsey** – That’s what I kind of am trying to protect to not reduce the fund as much as possible.

**Miles Nishijima** – Between now and a full execution of a ground lease, we do not intend to charge ahead and spend monies that could possibly be covered by UH Maui. For example the Preservation Plan, if there is a possibility they can do it, we are not going charge ahead and do it. In the event that a ground lease is not executed on a timely basis or not executed at all, a preservation plan is needed to guide our behavior on the site. So that was the intent of including it in this asks.

**Trustee Apoliona** – The balance in this execution of this ground lease? Both parties have to come to an agreement. How could we move that to be favorable to OHA accomplishing its position on the ground lease? And where would that balance be with UH and OHA? I am trying to get a flavor for what’s the substance for the ground lease that would help to delineate the kuleana and responsibility between UH Maui and OHA.

**Ka Pouhana Crabbe** – From what I understand, the land manager Jonathan has already laid that out. Some of those responsibilities in terms of maintenance, use, point of entry, minimum reduction of liability. That is already crafted, now we just have to have the discussion of whether UH Maui agrees to the conditions that we have put out in terms of taking over stewardship. If they don’t agree, then we would have to have a discussion, if they not going to do this, we would need to do this, and if we do this, what would be the potential cost? That can happen within the next month or two, but I believe we are still refining that release agreement, so were very clear on what we’re asking.

**Trustee Apoliona** – Is there a sense of great enthusiasm that okay the partners want to move this forward and get it going.

**Trustee Hulu Lindsey** – I got that sense from them yesterday.

**Miles Nishijima** – I think both sides are motivated. In fact, this ground release alternative popped up not very long ago as a possible solution. I guess for the past couple of years, it’s been a very muddled relationship that we’ve had without clear delineation. This gives us an opportunity to clarify things in black and white.

**Trustee Hulu Lindsey** – This isn’t OHA money and our administration needs more money. Can we just bring it back as an agenda item?

**Chair Machado** – With additional funds?

**Trustee Hulu Lindsey** – If there should ever be a need for additional funds?

**Hawley Iona** – Madam Chair, it is my opinion that yes, we could address it separately, but it would have to be an official action.

**Trustee Hulu Lindsey** – Can we do that and leave out this $68,270
Chair Machado – I would take your lead Trustee Hulu since you’re the Maui Trustee. And you have been consistent about limiting it to $30,000 and keeping the majority of the funds available for whoever we transfer the land to.

Trustee Hulu Lindsey – I would like to leave the $68,000 off. But I agree with Miles that if this thing does not get settled and we need money for that project. Money should come out of here and they can come back to us anytime to get whatever money they need. But for now, take Palaeua totally off the board.

Chair Machado – How would you recommend we do that Hawley? Should we do it from an action motion when we convene the next meeting and pull this out?

Hawley Iona – Correct, I will work with Dayna, I have access to the files.

Chair Machado – We are going to craft a separate motion to remove the $68,000 Hulu for the Palaeua.

IV. ANNOUNCEMENTS

None

V. ADJOURNMENT

Chair Machado – Moved to adjourn the meeting and asked if everyone in favor say aye. All in favor. Hearing no objections the meeting adjourned at 11:20 a.m.

Respectfully submitted,

Laurene Kaluau-Kaoloha, Aide
Committee on Resource Management

Colette Y. Machado, Chair
Committee on Resource Management

Approved: RM Committee meeting _February 10, 2016_