

JOSH GREEN, M.D.
GOVERNOR | KE KIA'ĀINA

SYLVIA LUKE
LIEUTENANT GOVERNOR | KA HOPE KIA'ĀINA



STATE OF HAWAII | KA MOKU'ĀINA 'O HAWAII'
DEPARTMENT OF LAND AND NATURAL RESOURCES
KA 'OIHANA KUMUWAIWAI 'ĀINA

STATE HISTORIC PRESERVATION DIVISION
KAKUHIHEWA BUILDING
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FORESTRY AND WILDLIFE
HISTORIC PRESERVATION
KAHOOLAWE ISLAND RESERVE COMMISSION
LAND
STATE PARKS

MINUTES
OAHU ISLAND BURIAL COUNCIL

DATE: Wednesday, March 12, 2025

TIME: 10:00 AM

PLACE: Online via Zoom

—AND—

Department of Land and Natural Resources

Kalanimoku Building

Board Room #132

1151 Punchbowl St.

Honolulu, HI 96813

This meeting will be held using interactive conference technology under section 92-3.7, Haw. Rev. Stat. (HRS). Board members, staff, applicants, testifiers, and the public can choose to participate in person, online via Zoom, or by telephone at +1 699 900 6833.

To Attend/Provide Testimony via Zoom:

<https://us06web.zoom.us/j/84872136703?pwd=TawKQkSyxHiXjeYFKna0toWP9yUwYW.1>

Meeting ID: 848 7213 6703

Passcode: 991528

***** Recording Available at <https://dlnr.hawaii.gov/shpd/about/branches/ibc/meetings/> *****

OIBC Members: Present:
Chair Kamanao Mills (LLO), In-person
Vice-Chair Chuck Ehrhorn (LLO), In-person
Member Ben Shafer (Koolauloa), In-person
Member Julian Ako (Kona), In-person
Member Caceres (Waianae), In-person

SHPD Staff:
Regina Hilo
Lesley Iaukea

Guests: Carolyn Norman
Theodore Norman
Dodge Watson
Mana Caceres
Kalehua
Matt McDermott

I. CALL TO ORDER

Chair Kamanao Mills calls to order the meeting at 10:08 A.M.

II. ROLL CALL/PULE

Recording: 4:33

Chuck Ehrhorn, Kamanao Mills, Ben Shafer, Julian Ako, Makoa Caceres

- New members Ako and Caceres introduce themselves.

Member Julian Ako conducts pule.

- Member Ehrhorn-conducted site visit with Chair Mills and Regina Hilo pertaining to Punchbowl Cemetery master plan. May impact OIBC due to burial site that was found years ago during excavation.

III. MINUTES

A. Approval of Minutes from November 13, 2024.

Recording: 13:12

Motion and vote made at 13:12

- Member Ako-Wasn't present at November meeting and doesn't feel its appropriate to participate in the vote.

MOTION: To accept the November 13, 2024, minutes.

MOVED BY: Member Shafer

2ND BY: Vice-Chair Ehrhorn

ABSTAIN: Member Ako and Member Caceres

VOTE: Motion carried

B. Request to Amend the Minutes for March 09, 2022.

Recording: 13:30

- Chair Mills-Received an email request to amend the minutes to reflect Mana Caceres recused himself from Item L of business on the March 9, 2022 minutes. The April minutes stated Mana Caceres abstained from vote when in fact he recused himself from the vote. The May minutes state Mana Caceres was present at the meeting when he wasn't present at the meeting.

Motion and vote made at 15:50

- Member Ako-Minutes were already approved. Procedurally what is the process of amending minutes already approved.
- Chair Mills-According the attorney generals office they can be amended by the current board.

MOTION: To amend the March 09, 2022, minutes, April 13, 2022 minutes, & May 11, 2022 minutes.

MOVED BY: Member Shafer

2ND: Vice Chair Ehrhorn

VOTE: Motion carried unanimously

C. Request to Amend the Minutes for April 13, 2022.

D. Request to Amend the Minutes for May 11, 2022.

IV. BUSINESS

A. Cultural Descendancy Recognition for Carolyn K. Norman to Unidentified Native Hawaiian Skeletal Remains, SIHP #50-80-14-10021, Located at 818 South King Street, Honolulu Ahupuaa, Kona District, Island of Oahu, TMK: (1) 2-1-042:001.

Information/Discussion/Determination: Discussion and determination whether to recognize the applicant as a lineal descendant to the above Native Hawaiian skeletal remains at the above location.

Pursuant to HAR §13-300-25(d), the Council may close a meeting whenever location of description of a Native Hawaiian burial site is under consideration. The chairperson, by concurrence of a majority of members present at the meeting, shall be authorized to require the public to leave the meeting while the confidential matter is being discussed and reopen the meeting once the confidential matter is no longer being discussed

Recording: 16:06-23:29

- Carolyn Norman-Been a practitioner of iwi kupuna for over 25 years. Humbly ask council for descendancy recognition to be able to malama her iwi kupuna.

Motion and vote made at 23:21

- Member Ako-For rules and regulations, do people who reside in ahupuaa currently automatically qualify to be cultural descendants? In support of motion but seeking clarity.
- Chair Mills-SHPD provides a summary memo with a recommendation for descendancy.
- Regina Hilo-Cultural descendancy needs an applicant to tie to ancestors that are buried or once resided in an ahupuaa where iwi are known or inadvertently found. Provides a broader avenue of advocacy for descendants to be able to come forward.
- Member Caceres-In what ways will Carolyn participate in the advocacy of iwi kupuna descendancy is being sought?
- Carolyn Norman-Have been in consultation of developers and have participated in the treatment plans of iwi kupuna
- Vice-Chair Ehrhorn-What is the project concerned with on King Street?
- Carolyn Norman-Straub Hospital.

MOTION: To recognize the applicant as cultural descendants

MOVED BY: Member Shafer

2ND BY: Vice Chair Ehrhorn

VOTE: Motion carried unanimously

B. Cultural Descendancy Recognition for Carolyn K. Norman to Unidentified Native Hawaiian Skeletal Remains, SIHP #50-80-14-10023, Located at 828 Auahi Street, Honolulu Ahupuaa, Kona District, Island of Oahu, TMK: (1) 2-1-053:001.

Information/Discussion/Determination: Discussion and determination whether to recognize the applicant as a lineal descendant to the above Native Hawaiian skeletal remains at the above location.

Pursuant to HAR §13-300-25(d), the Council may close a meeting whenever location of description of a Native Hawaiian burial site is under consideration. The chairperson, by concurrence of a majority of members present at the meeting, shall be authorized to require the public to leave the meeting while the confidential matter is being discussed and reopen the meeting once the confidential matter is no longer being discussed.

Recording: 23:30-25:52

Motion and vote made at 25:47

- Member Caceres-In what ways will Carolyn participate in the advocacy and protection of iwi kupuna descendancy is being sought?
- Carolyn Norman-Have been in consultation of developers and have participated in the treatment plans of iwi kupuna for over 25 years.

MOTION: To recognize the applicant as cultural descendants

MOVED BY: Member Shafer

2ND BY: Vice Chair Ehrhorn

VOTE: Motion carried unanimously

C. Cultural Descendancy Recognition for Carolyn K. Norman to Unidentified Native Hawaiian Skeletal Remains, SIHP #50-80-14-09455, Located at 810 Halekauwila Street, Honolulu Ahupuaa, Kona District, Island of Oahu, TMK: (1) 2-1-050:058.

Information/Discussion/Determination: Discussion and determination whether to recognize the applicant as a lineal descendant to the above Native Hawaiian skeletal remains at the above location.

Pursuant to HAR §13-300-25(d), the Council may close a meeting whenever location of description of a Native Hawaiian burial site is under consideration. The chairperson, by concurrence of a majority of members present at the meeting, shall be authorized to require the public to leave the meeting while the confidential matter is being discussed and reopen the meeting once the confidential matter is no longer being discussed.

Recording: 25:53-27:50

Motion and vote made at 27:28

- Member Caceres-In what ways will Carolyn participate in the advocacy and protection of iwi kupuna descendancy is being sought?
- Carolyn Norman-Have been in consultation of developers and will participate in the burial treatment plan of iwi kupuna

MOTION: To recognize the applicant as cultural descendants

MOVED BY: Member Shafer

2ND BY: Vice Chair Ehrhorn

VOTE: Motion carried unanimously

D. Cultural Descendancy Recognition for Theodore R. Norman Jr. to Unidentified Native Hawaiian Skeletal Remains, SIHP #50-80-14-10021, Located at 818 South King Street, Honolulu Ahupuaa, Kona District, Island of Oahu, TMK: (1) 2-1-042:001.

Information/Discussion/Determination: Discussion and determination whether to recognize the applicant as a lineal descendant to the above Native Hawaiian skeletal remains at the above location.

Pursuant to HAR §13-300-25(d), the Council may close a meeting whenever location of description of a Native Hawaiian burial site is under consideration. The chairperson, by concurrence of a majority of members present at the meeting, shall be authorized to require the public to leave the meeting while the confidential matter is being discussed and reopen the meeting once the confidential matter is no longer being discussed.

Recording: 27:51-31:30

- Theodore Norman-Have been a practitioner of iwi kupuna for over 25 years. Started genealogy work after high school and still continue today.

Motion and vote made at 31:20

- Member Caceres-In what ways will you participate in the advocacy and protection of iwi kupuna descendency is being sought?
- Theodore Norman-Have been in consultation with developers and participate in protections as much as possible.

MOTION: To recognize the applicant as cultural descendants
MOVED BY: Member Shafer
2ND BY: Vice Chair Ehrhorn
VOTE: Motion carried unanimously

- E. Cultural Descendancy Recognition for Theodore R. Norman Jr. to Unidentified Native Hawaiian Skeletal Remains, SIHP #50-80-14-10023, Located at 828 Auahi Street, Honolulu Ahupuaa, Kona District, Island of Oahu, TMK: (1) 2-1-053:001. Information/Discussion/Determination:** Information, discussion, and determination on the applicant’s descendancy recognition application to Native Hawaiian skeletal remains at the above location.

Pursuant to HAR §13-300-25(d), the Council may close a meeting whenever location of description of a Native Hawaiian burial site is under consideration. The chairperson, by concurrence of a majority of members present at the meeting, shall be authorized to require the public to leave the meeting while the confidential matter is being discussed and reopen the meeting once the confidential matter is no longer being discussed.

Recording: 31:31-33:30

Motion and vote made at 33:23

- Member Caceres-In what ways will you participate in the advocacy and protection of iwi kupuna descendency is being sought?
- Theodore Norman-Have been in consultation with developers and will participate in protections as much as possible.

MOTION: To recognize the applicant as cultural descendants
MOVED BY: Member Shafer
2ND BY: Member Caceres
VOTE: Motion carried unanimously

- F. Cultural Descendancy Recognition for Theodore R. Norman Jr. to Unidentified Native Hawaiian Skeletal Remains, SIHP #50-80-14-09455, Located at 810 Halekauwila Street, Honolulu Ahupuaa, Kona District, Island of Oahu, TMK: (1) 2-1-050:058. Information/Discussion/Determination:** Information, discussion, and determination on the applicant’s descendancy recognition application to Native Hawaiian skeletal remains at the above location.

Pursuant to HAR §13-300-25(d), the Council may close a meeting whenever location of description of a Native Hawaiian burial site is under consideration. The chairperson, by concurrence of a majority of members present at the meeting, shall be authorized to require the public to leave the meeting while the confidential matter is being discussed and reopen the meeting once the confidential matter is no longer being discussed

Recording: 33:31-35:21

Motion and vote made at 35:13

- Member Caceres-In what ways will you participate in the advocacy and protection of iwi kupuna descendance is being sought?
- Theodore Norman-Have been in consultation with developers and will participate in protections as much as possible.

MOTION: To recognize the applicant as cultural descendants

MOVED BY: Member Shafer

2ND BY: Vice Chair Ehrhorn

VOTE: Motion carried unanimously

G. DRAFT Burial Treatment Plan for 810 Halekauwila Street, Honolulu Ahupua‘a, Kona District, Island of O‘ahu, TMK: (1) 2-1-050:058. Information/Discussion/Determination/Recommendation: Discussion and determination on whether to preserve in place or relocate human skeletal remains at the above location.

Recommendation to the State Historic Preservation Division whether to accept or not accept the above DRAFT Burial Treatment Plan.

Recording: 35:22-1:23:48

- Dodge Watson-Here from Honua consulting. Project is to be a restaurant, the developer is going to make an effort to raise existing concrete slab so excavation is minimal. 3 excavations have been made in area. Previous studies have been done with historic sites and burials in the surrounding area but not within the project area. July 12, 2023 AIS was done. Trench 1 was for the grease trap outside the proposed location of the restaurant. Went down to 160cm and found water table. Area was very polluted and water had an odor and shiny sheen. Restaurant was previously a heavy machine shop and believe it contaminated the area. In south wall of trench 1 a fragmented remain fell out. It was collected and brought up due to the contamination. Iwi was colored black and heavily contaminated. Iwi was cleaned and wrapped in muslin before being placed in lauhala basket. It was put back but above the contaminated water table and area was backfilled. In other trenches no iwi kupuna were found. October 2024 Norman ohana did a site visit to look at options for iwi. Due to high contaminants, hoping to relocate iwi to another place on the property near the corner of the restaurant area above ground. Norman ohana wants it covered if relocation is able to be done closer to the restaurant to avoid weather. Tree was also asked to be native.

- Vice-Chair Ehrhorn-Is the whole site to be cleared and a restaurant built? Was the iwi found in the water that was shown? Any plans for cleaning the area?
- Dodge Watson-The plan is to build up and elevate from the old slab. It seems like during high tide it would have been in the water. It was about 10-15cm above the water level at that time. No plans for soil remediation at this time. It is expensive and intrusive.
- Member Shafer-Would like to invite Norman Ohana up for their recommendations.
- Theodore Norman-During the site visit, there was a 2inch water line that looked like it would go through the preserve area which is supposed to be parking.
- Dodge Watson-They haven't investigated the line yet but have been informed that it shouldn't be in the preserve area
- Carolyn Norman-If there is a determination to preserve in place, is soil remediation possible? Can the grease trap be relocated? In the burial preserve, was excavation done?
- Dodge Watson-A large area was excavated for the grease trap, excavating again could lead to encountering more iwi. There was no excavation done on the preserve area and none would be done.
- Member Ako-When this happens, what process is used to find who may have an interest in what happens? Is a public notice made?
- Regina Hilo-Inadvertent discoveries would normally be on the OIBC agenda. Existing descendancy list is also utilized to inform descendants. Broader notifications in newspapers are typically just previously identified burials.
- Member Ako-Want the process to cast as wide a net as possible to find those interested. When the council looks at burial treatment plans, need a sense of what has happened in the past regarding how burial treatment plans have dealt with a particular situation. Does this proposed BTP align with what has happened in the past?
- Member Mills-Council typically votes on descendancy and burial treatment plans.
- Carolyn Norman-Would like the council to defer this BTP until the pipe going through the preserve can be figured out.
- Mana Caceres-Representing the Huihui family. Descendants didn't hear about anything until October. The burden of the kuleana to consult with descendants falls to the developers. Stepped were skipped, still haven't received an AIS or anything from the developer. Ask the council not defer and instead postpone the acceptance of the BTP.
- Member Caceres-Rather than defer, the responsible thing would be to not accept the BTP as currently drafted and allow Honua Consulting to go through the proper procedures of consultation so the 90 day timeline doesn't begin and it gets pushed through.
- Vice-Chair Ehrhorn-Would like to see building footprint with parking in relation to the burial site.
- Member Caceres-Temporary protection measures prove to be a little problematic. When exactly was the kupuna encountered?
- Dodge Watson-June 12, 2023
- Member Caceres-Concern is that no more protection measures were taken that would support preservation in place if the council voted so. This makes recovery more

difficult as well. Would recommend a slightly more permanent preservation measure in the future. Logic of “might find iwi” is used by developers to justify relocation.

- Dodge Watson-The list of consultants should have been included in the BTP, if deferred, it will be included.
- Member Ako-Would be useful to know what other possibilities were considered before reaching conclusion of relocation.
- Carolyn Norman-There was no meaningful consultation that was done. Feel as if its being rushed through.
- Member Ako-A need for healing is needed and consultation should be done in a culturally appropriate way.
- Mana Caceres-Island Burial Council must make a determination within 45 days
- Kalehua-To what end were descendants sought for consultation?
- Dodge Watson-Initial consultation was done when iwi were found through email. It was publicized in the OHA paper and Star Advertiser. Expected to be in front of council in August and expected to have conversation two years ago in this room. Have changed protocol of handling of inadvertent finds and are now being proactive to reach out and get input as fast as possible.
- Member Shafer-Changes weren't made because nobody was called. If this happened in October, descendants should have been notified. If you don't want to go down and see if iwi are beneath the project area, it's almost worse.

Motion made at 1:22:06 and vote made at 1:23:19

- Vice-Chair Ehrhorn-Would a deferral stop the 45 day timeline? Bothered by the reinterment site. Until its discussed with descendants the whole report is incomplete

MOTION: To deny this request

MOVED BY: Vice Chair Ehrhorn

2ND BY: Member Caceres

VOTE: Motion carried unanimously

H. Supplemental Archaeological Inventory Survey for the City Center Portion of the Honolulu Rapid Transit Project, Kapalama and Honolulu Ahupuaa, Honolulu (Kona) District, Island of Oahu, TMK: (1) 2-1-052, 2-1-053, and 2-3-002 (Multiple Parcels). Update/Discussion: Informational update on the above agenda item.

Recording: 1:28:46-1:41:15

Chair Mills & Member Caceres recuse themselves

- Presentation by Matt McDermott with Cultural Surveys Hawaii
- Matt McDermott-Work is slower than hoped. Started reaching out to descendants. The plan was written and submitted to SHPD which was accepted. October 2024 was the last update here at the council. By doing redesign of columns it will prevent impacting known iwi kupuna in the area. The original design required a lot of utility line relocation. 22 excavations were included with the AIS. 18 of 22 test excavations have

been completed. Hope to finish one more next month and 3 will have to be deferred. SHPD will allow for a supplemental AIS to allow for this. Iwi were found in test excavation G. Remains were moved into repository site before being put back in place and are subject to a BTP once field work is done.

- Member Ako-An email was sent out to known cultural descendants. What other means were used? For the iwi that were found and reburied what cultural protocol were used? Once iwi are found there should be protocol in place that are utilized.
- Matt McDermott-A standard list of descendants exists and was used. The cultural monitors assist with the proper protocols.

I. Request for Consultation on Special Management Area (SMA) Permit –Major Application – SMA 2014-15, 59-004 Holawa Place Haleiwa –Demolition and Construction, Paumalu Ahupuaa, Koolauloa District, Island of Oahu, TMK: (1) 5-9-001:089 Information/Discussion: Informational update on the above agenda item.

Recording: 1:41:28-1:42:03

No one showed up

J. Consultation on a Previously Identified Burial at 68-617 Crozier Drive, Mokuleia Ahupuaa, Waialua District, Island of Oahu, TMK: (1) 6-8-004:005. Information/Discussion: Informational update on the above agenda item.

Recording: 1:43:04-1:43:00

No one showed up

K. Kawaihāo Church Burial Treatment Plan Update, Honolulu Ahupuaa, Honolulu (Kona) District, Island of Oahu, TMK (1) 2-1-032:017. Information/Discussion: Update on the above agenda item.

Recording: 1:43:01-1:43:21

No one showed up

L. Update on Legislative Bills. Information and Discussion: Information and discussion on the above agenda item.

Recording: 1:43:22-1:43:21

- Mana Caceres-Concerned that OHA is pushing to get large land owners off the council. Oppose this every time its seen up.
- Member Ako-How do we ensure OHA is apprised of concerns that are raised? Do the proper people at OHA get minutes of these meetings?
- Member Mills-Believe they are aware

- Kalehua-OHA needs to take responsibility in their role in the lack of quorum. Having a council member that is an OHA trustee and not present at the meeting also contributes to the problem.
- Member Caceres-Problem observed in last 10 years wasn't the large land owner seats, it was the moku reps. LLOs have continued to prove themselves in the advocacy of iwi kupuna.
- Vice-Chair Ehrhorn-Large landowners have come from organizations that have historic roots in Hawaii. More recent large landowners have no real roots in Hawaii.
- Kalehua-To what degree can the OIBC engage in the legislative talks?
- SB268-SD1 (1:50:14)
- Nominees (1:52:07)

V. INADVERTENT DISCOVERIES/COMMUNICATIONS

- A. Update on Recent Inadvertent Discoveries at the Turtle Bay Resort.
Information/Discussion: Information and discussion on the above agenda item.

Recording: 1:53:40-2:04:10

- Regina Hilo-Believe ASM asked for this on the agenda. The person is travelling at the moment.
- Vice-Chair Ehrhorn-Should be on the lookout with this coming up again with where iwi are reinterred.
- Member Caceres-Cross referencing the inadvertents on OIBC minutes with the letters of determinations for those kupuna. Good to be aware they've been found but also good to know what happened after. Would like to see a comprehensive list of all inadvertent discoveries that are found and that they remain on the agenda until a letter of determination is issued so community and council can be aware.
- Vice-Chair Ehrhorn-While we don't have the final word, we do have input
- Member Ako-Troubled about what happens when burials are registered and how they're monitored afterwards.
- Regina Hilo-Addressing historic with current and ongoing finds and closing out with a letter of determination is difficult to track. A lot of changes have been made and letter formats are not the same. Some files are no longer housed in our office and it makes it difficult to track down files. There are atleast 200 missing files for inadvertent finds. Finding letters of determinations shouldn't be too difficult and would probably take much longer than a month.
- Member Caceres-Asks moving forward any inadvertent discoveries that happen in between meetings be posted on the agenda and remain there until they are put to rest.
- Kalehua-In spirit of trying to work together for an active response in how kupuna are handled. Council should be provided a list of iwi currently being housed by SHPD.

VI. ANNOUNCEMENTS

- A. The Next OIBC Meeting is Scheduled for Wednesday, April 09, 2025, 10:00 A.M, at the Department of Land and Natural Resources, Kalanimoku Building, Board Room #132, 1151 Punchbowl St., Honolulu, HI 96813.

Recording: 2:04:11-2:04:22

VII. ADJOURNMENT

MOTION: To Adjourn
MOVED BY: Member Shafer
2ND BY: Member Caceres
VOTE: Motion carried unanimously

Meeting adjourns at 12:08PM

****THE ABOVE MINUTES WERE APPROVED AT THE 10/8/2025 OIBC MEETING****

To provide written testimony: We encourage interested persons to submit written testimony in advance of the meeting, which will be distributed to Council members prior to the meeting and allow a timely review. Please submit written testimony to: lesley.iaukea@hawaii.gov. Written testimony may also be mailed to: State Historic Preservation Division, Kakuhihewa Building, Attn: Oahu Burial Sites Specialist; Suite #555; Kapolei, HI 96707. Written testimony may be posted to the SHPD's IBC meeting website; as a precaution, please be mindful with any personal information prior to submitting unless you intend it to be shared. Late written testimony will be retained as part of the administrative record and distributed to OIBC members accordingly., but we cannot ensure the OIBC will receive it in sufficient time to review, prior to decision-making. To provide in-person oral testimony: Attend the meeting in person: address, date, and time are on the meeting notice and at the top of the agenda. We kindly ask that all oral testimony be limited to not more than three (3) minutes. We ask that you identify yourself and any affiliation before speaking, but you can choose not to do so. Pursuant to Hawaii Revised Statutes (HRS) §92-3, all interested persons shall be afforded the opportunity to present oral testimony or submit data, views, or arguments, in writing, on any agenda item. Additionally, pursuant to a policy adopted by the Oahu Island Burial Council at its September 14, 2005 meeting, oral testimony for items listed on the agenda is limited to three minutes per person, per agenda item. Pursuant to sections §92-4, §92-5(a)(8), and §6E-43.5, Hawaii Revised Statutes (HRS), and upon compliance with the procedures set forth in section 92-4, HRS, the council may go into a closed meeting to consider information that involves the location or description of a burial site. The OIBC may go into Executive Session pursuant to HRS §92-5(a)(4) in order to consult with its attorney on questions and issues pertaining to the Council's powers, duties, privileges, immunities, and liabilities. A request to be placed on a burial council meeting agenda must be made with the Burial Sites Program staff at least two weeks preceding the scheduled meeting date. In addition, the request must be accompanied by all related documents. Failure to comply with this procedure will delay the item to the following month's agenda. Materials related to items on the agenda are available for review at the State Historic Preservation Division in room 555 of the Kakuhihewa Building located at 601 Kamokila Boulevard, Kapolei, Hawaii 96707. If you need an auxillary

aid/service or other accommodation due to a disability, please contact: Lesley Iaukea, Burial Sites Specialist, at (808) 436-4801 or lesley.iaukea@hawaii.gov as soon as possible. Requests made as early as possible have a greater likelihood of being fulfilled. Upon request, this agenda and other materials are available in alternate/accessible formats.