



FINAL

MEETING MINUTES OF THE HAWAII TECHNOLOGY DEVELOPMENT CORPORATION (HTDC) BOARD OF DIRECTORS

July 10, 2018
12:00 p.m. – 2:00p.m.,
DBEDT, 250 S. Hotel Street, 4th Floor Diamond Head Wing
Conference Rm # 436, Honolulu, Hawaii 96813

PRESENT

Derek Lau, Chair
Elijah Yip, 1st Vice Chair
Martin Zorn,
Creighton Arita
Mary Alice Evans, DBEDT 1st Alternate
Mark Anderson(Ex-Officio Alternate Rep for B&F)

STAFF PRESENT

Robbie Melton, Executive Director & CEO
Ray Gomez, HTDC Controller
Sandy Park, HSBIR Manager
Michelle Rios, HTDC Exec Asst & Bd. Sec.

EXCUSED:

Race Randle
John Morton
Craig Nakanishi
Linda Rosehill

GUESTS:

Tina Deitschman, Sen. Dela Cruz

COUNSEL:

Dawn Apuna, Deputy Attorney General

1. Meeting called to order by Chairman Derek Lau at 12:21PM
2. Introduction and welcome of new board member Creighton Arita
3. Approval of June 14, 2018 board minutes – Martin Zorn correction noted on page 4, “Chamber set up other meetings to **“meet”** with other Federal Agencies.”

Motion made by Elijah Yip motioned to approve June 14, 2018 Board minutes ***Mary Alice Evans seconded motion. None opposed. Motion passed***

4. Board Elections

Robbie Melton presented slate to Board as follows:

Derek Lau, Board Chair

Elijah Yip, Vice Chair

Creighton Arita, Secretary Treasurer

Federal Projects Committee –
Martin Zorn
Elijah Yip
John Morton,
Robbie Melton

One vacancy remains. A new board member may be joining in September that could fill that position. Federal projects committee is not part of HTDC Statutes so 5 members are not required. However, Robbie Melton serves on committee because in previous discussions board agreed it was good to have 5 persons.

Finance Committee - Creighton Arita, Luis Salaveria, Martin Zorn.

HSDC Representative – Elijah Yip with Alternate as Martin Zorn

NELHA - John Morton with Alternate as Elijah Yip

Mary Alice Evans ask **Board Chair Derek Lau** to move that the board accept the slate of board officers and committee members as presented. **Elijah Yip seconded. None Opposed. Motion passed.**

5. HTDC Funding Status Update

Board Chair Derek Lau asked for motion to adjourn into Executive Session. **Mary Alice Evans motioned to move to Executive Session, Martin Zorn seconded**, for the purposes to discuss HTDC funding status that affects personnel. **None opposed. Motion passed.**

****Staff and guest departed meeting for Executive Session at 12:27pm**

****Staff and guest returned to Board meeting after Executive Session at 1:35pm**

Chair Derek Lau asked to establish a Special Committee to review options with Maui Research Technology Center (MRTC) to reduce loss. Chair appointed **Mary Alice Evans and Martin Zorn** to the MRTC Special Committee.

6. UH MIC Transition – Robbie Melton gave special thanks to Elijah Yip, Mary Alice Evans, Craig Nakanishi and AG Dawn Apuna for all their hard work on the UH MIC General Service Agreement. Robbie Melton reported that HTDC office changes have begun including removing the existing front entry area and establishing a new front entry area.

7. Sandbox Apaman Investment & Agreement. Thanks to Dawn, Craig and Elijah now ready to send to Apaman for review. Hoping they will agree to changes. Chairman Lau asked if we needed to give Robbie Melton signing authority. Mark Anderson asked why did they use term “Investment” Robbie Melton explained it is a \$1M investment that includes rights to use 3 offices. The money is only to be used for Sandbox. Mark Anderson clarified that the agreement is not a pre-paid lease and ask if HTDC needed an Appropriation? Robbie Melton & Dawn Apuna explained that HTDC is establishing a Special Administrative Trust specific to Sandbox so HTDC can spend the money. Elijah Yip, agreed that HTDC needed to

ensure we establish the correct mechanism for depositing and spending Apaman Investment.

Mary Alice Evans moved to authorize Executive Director, Robbie Melton signing Authority for the Apaman Investment Agreement and Lease after approval of AG Dawn Apuna. Elijah Yip **seconded the motion. Mary Alice Evans spoke in favor of the motion. None Opposed. Motion passed.**

8. Executive Director's Performance Evaluation— Robbie Melton apologized for the delay in submitting, time has been focused on Budget issues. Robbie will submit to the Review Committee as soon as possible.

9. Tech Parks –

FRTC - Robbie Melton asked what are next steps to request spending for the CIP received for the project? Mary Alice Evans responded, HTDC will have to ask the Governor to issue the bonds. FRTC first order of business is to hire 3rd party attorney to bifurcate the land from Castle & Cooke. Simultaneously, hiring a project manager and Architect to do ground design for clearing and grading of land. FBI is now interested in working with the Honolulu Police Dept. for creating an indoor and outdoor firing range.

HILO IMC working with DLIR to get MOA to expend their funding. Per AG, we will have MOU with FTZ which formalizes our partnership for the project. Then HTDC will ask for funding to be released, so we can start due diligence on the land. A lot of excitement among companies that want to be tenants.

Mary Alice Evans asked about a FRTC Advisory Committee? Robbie Melton explained our statutes require the Advisory committee but have not yet met because we did not have the funding. HTDC will also have a FRTC Working Group meeting soon.

Innovation Centers – Sandbox is in progress with time lapse camera. Holding focus groups with Innovators in Hawaii and possible tenants for The Cube to discuss needs and what does next Innovation Center look like. HTDC is considering cost saving measures such as moving into 2 floors of the private sector building next to the Sandbox to save money instead of building an entire new building, will report findings.

MRTC- Three new co-workers starting and one co-worker converting to office space. For 42% occupancy.

10. Chair Report: Derek Lau attended Pineapple Crate Grand Opening. Facilities great, good turnout, strong farmer turnout. Functioning as office space for Ag Industry near former Dole plant.
11. Executive Director Report: HTDC managed Pineapple Crate GIA for remodeling the facilities. Great improvement, very pleased. Many of the farmers in attendance don't speak English. So spent time explaining the space is for their benefit, has many resources, so we look forward to them using the facility.



Elijah Yip asked why is the Accelerator funding showing a variance of \$130K? Robbie Melton explained that we provide all grants on a milestone based funding. We encumbered funds until they meet their milestones. So it is encumbered but not spent. This is the case for Phase 2 funds as well.

Robbie Melton notified board she will on vacation Aug 16th – Aug. 29th.

Reported HCATT won DBEDT Team of the Year Award. Recognized in June at award ceremony. Staff spends a lot of personal time at schools teaching kids about Hydrogen Energy.

DBEDT Report: No report

NELHA Report: No report

HSDC Report: No report

UH Report: No report

12. Next HTDC Board Meeting: September 6, 2018

Martin Zorn motioned to Adjourned the Board meeting at 2:57 p.m. Mary Alice Evans, seconded. None opposed. (Unanimously passed 7-0)

*An executive session may be called to consider the hire, evaluation, dismissal, or discipline of an officer or employee, where consideration of matters affecting privacy will be involved; provided that if the individual concerned requests an open meeting, an open meeting shall be held pursuant to Section 92-5(a) (2), HRS.

*An executive session may be called to deliberate concerning the authority of persons designated by the board to conduct labor negotiations or to negotiate the acquisition of public property, or during the conduct of such negotiations pursuant to Section 92-5(a) (3), HRS.

The public meeting is accessible for individuals with disabilities. Auxiliary aids and services are available upon request by calling the Hawaii Technology Development Corporation offices at: (808) 539-3615. A request for an auxiliary aid or service should be made no later than FIVE working days prior to the public meeting.