

# *Citizen Advisory Committee*

*for the Oahu Metropolitan Planning Organization*

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## **NOTICE OF MEETING**

**Wednesday, November 16, 2016 - 3:00 p.m.**  
**Honolulu Hale, Room 301**  
**530 South King Street, Honolulu, Hawaii**

### **AGENDA**

Estimated Meeting Duration: 60 minutes

All meeting materials can be downloaded from the following link: <http://www.oahumpo.org/about-mpo/committees/citizen-advisory-committee/>

#### **FOR DISCUSSION AND ACTION:**

1. **Call to Order & Introductions**
2. **Approval of the October 19, 2016 Meeting Minutes**
3. **Reports of Policy Board and Technical Advisory Committee meetings**  
Summaries of October Policy Board and Technical Advisory Committee meetings
4. **Unfinished Business**  
There is no unfinished business.
5. **New Business**
  - a. ***Makakilo Traffic Plan* – Kelly Akasaki**  
OahuMPO's 2014 Overall Work Program (OWP) provided funding to the Department of Transportation Services (DTS) for Work Element (WE) 203.80-10 Makakilo Traffic Study. The study's product and outcome was to assess the existing and future conditions needs to be done to ascertain requirements for and mitigate congestion impacts of the current and future operations of the roadway system in the study area. The project deliverables are available at: <http://www.oahumpo.org/wp-content/uploads/2016/10/MakakiloTrafOpnsStudyFINAL.pdf>  
  
*Requested Action:* Recommend Policy Board approval as evidence that the work was carried out and direct staff to use the study recommendations in the OahuMPO's planning processes.
6. **Invitation to interested members of the public to be heard on matters not included on the agenda**
7. **Announcements**

## **8. Announcement of next scheduled meeting**

### **4:00: Adjournment**

*Information on transit access via TheBus is available by calling 848-5555 or by visiting [www.thebus.org](http://www.thebus.org). Pedestrian access is from Punchbowl and King Streets; bicycle racks are available at Honolulu Hale. Wheelchair access is provided in front of Honolulu Hale, parallel to King Street. Take elevators inside Honolulu Hale to the 3<sup>rd</sup> floor. Automobile parking is available in the City & County of Honolulu parking lot at the Fasi Municipal Building (free after 4:00 p.m.); entrances are located on Beretania & Alapai Streets.*

**Parking will not be validated.**

To request language interpretation, or an auxiliary aid or service (i.e., sign language interpreter, or materials in alternative format), contact OahuMPO at 587-2015 (voice only) six (6) business days prior to the meeting date. TTY users may use TRS to contact our office.

Minutes of the  
Oahu Metropolitan Planning Organization

**CITIZEN ADVISORY COMMITTEE**  
Wednesday, October 19, 2016 at 3:00 p.m.

Honolulu Hale, Room 301  
530 South King Street, Honolulu, Hawaii

**Attendance**

<b>Member organization</b>	<b>Present?</b>	<b>Represented by</b>	<b>Absent?</b>
AARP			X
American Planning Association			X
American Society of Civil Engineers	X	Lara Karamatsu	
Beautiful Honolulu Foundation			X
Castle and Cook Homes Hawaii			X
Citizens for a Fair ADA ride	X	Rose Pou	
Committee for Balanced Transportation	X	Joseph Magaldi	
E Noa Corporation	X	Tom Dinell	
Gentry Homes, Ltd.	X	Deb Luning	
Hawaii Association of the Blind			X
Hawaii Bicycling League	X	Daniel Alexander	
Hawaii Teamsters / Allied Workers, Local 996			X
Hui Kupuna VIP			X
Hunt Companies			X
Institute of Transportation Engineers	X	Robert Nehmad	
Kaaawa Community Association	X	Andrea Anixt	
Land Use Research Foundation of Hawaii			X
League of Women Voters			X
Mestizo Association			X
NB#01 Hawaii Kai			X
NB#02 Kuliouou-Kalani Iki	X	Linda Starr	
NB#03 Waialae-Kahala	X	Les Fukuda	
NB#05 Diamond Head-Kapahulu	X	Bert Narita	
NB#07 Manoa			X
NB#08 McCully-Moilili			X
NB#09 Waikiki			X
NB#10 Makiki-Lower Punchbowl-Tantalus	X	Charles Carole	
NB#11 Ala Moana-Kakaako			X
NB#13 Downtown			X
NB#14 Liliha-Puunui-Alewa-Kamehameha Hts.			X
NB#15 Kalihi Palama			X

Member organization	Present?	Represented by	Absent?
NB#18 Aliamanu - Salt Lake			X
NB#21 Pearl City			X
NB#22 Waipahu	X	Marcella Grandquist-Waller	
NB#23 Ewa			X
NB#24 Waianae Coast			X
NB#25 Mililani-Waipio-Melemanu	X	Dick Poirier	
NB#26 Wahiawa			X
NB#29 Kahaluu	X	Ken LeVasseur	
NB#34 Makakilo-Kapolei Honokai Hale	X	Frank Genadio	
NB#35 Mililani Mauka-Launani Valley	X	Steven Melendrez	
NB#36 Nanakuli-Maili	X	Richard Landford	
North Shore Chamber of Commerce			X
Pacific Resource Partnership	X	Paul Migliorato	
Palehua Townhouses			X
Waikiki Resident's Association			X

Guests	Jan Bappe
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OahuMPO staff present	Chris Clark, Roni Schack, Noelani Pitzler, Taylor Ellis, Randolph Sykes
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Meeting was properly noticed in accordance with State law.

Chair Joseph Magaldi called the meeting to order at 3:00 p.m. and asked all attendees to introduce themselves.

**FOR DISCUSSION:**

**1. CALL TO ORDER**

Chair Joseph Magaldi called the meeting to order at 3:00 p.m. and asked all attendees to introduce themselves, receive the Conflict of Interest Policies, and three voting dots for OWP projects.

**2. APPROVAL OF MINUTES OF SEPTEMBER 21, 2016 MEETING**

There being no discussion, objections, or abstentions the minutes were approved as circulated.

**3. REPORTS OF POLICY BOARD AND TECHNICAL ADVISORY COMMITTEE MEETINGS**

Chris Clark, OahuMPO Interim Executive Director, presented on recent OahuMPO TAC and Policy Board meetings, the Central Oahu Transportation Study, TAP Evaluation Committee, and staffing levels.

Discussion:

Andrea Anixt of the Kaaawa Community Association asked how much money was available for TAP. Chris Clark stated that there was around \$6,000,000 for the current cycle for transportation alternatives like bike infrastructure.

Richard Landford of Neighborhood Board #36 arrives

Tom Dinnel of the E Noa Corporation asked if the three TAP projects would be presented to the CAC. Chris Clark stated that the projects would be presented to the CAC as a part of the public comment period.

**4. UNFINISHED BUSINESS**

**A. CAC EARLY INPUT INTO FYS 2018 OVERALL WORK PROGRAM (OWP)**

Voting Members of the CAC were permitted time to select the projects they believed to be the most valuable based off of OWP candidate projects that had previously been identified by the CAC but not put into the OWP.

**5. NEW BUSINESS**

**A. REPORT FROM PERMITTED INTERACTION GROUP FOR COMPLETE STREETS**

Differed to the end of the CAC meeting.

**B. CAC EARLY INPUT INTO FYS 2018 OVERALL WORK PROGRAM (OWP)**

Randolph Sykes explained the timeline and process for prioritizing projects in the OWP. The early input from the CAC and other planning agencies get integrated into the OWP. After a period of public comment and revisions, the final OWP will come back to the CAC for approval for passage to the Policy Board.

3:28 PM Linda Starr Arrives

Randolph Sykes continues with an update to the list of previous candidate work elements to the OWP. The CAC recommended H1 corridor study which was covered in a study completed by SSFM international for the Department of Transportation. A study proposed by the CAC was included in that study, H1 Ramps and configurations, which is still being reviewed. Both the Complete Streets Implementation Study and Central Oahu Transportation Study are moving forward. OahuMPO Public Participation Plan and Environmental Justice review are also moving forward. OahuMPO is looking for a contractor for the Farrington Highway Realignment Study. The Department of Transportation Services is working on a project that will cover the CAC recommended Kapalama Sub-Area Circulation and Mobility Study.

Frank Genadio of Neighborhood Board #34 asked why the voting executed at the previous CAC meeting had to be redone. Taylor Ellis of OahuMPO stated that there was at least one instance of voter fraud and was invalid.

Daniel Alexander of the Hawaii Bicycling League asked if only the city or state could execute OWP work elements. Chris Clark stated that OahuMPO is limited in the amount of local match it has to fund studies.

Andrea Anixt of Kaaawa Community Association asked how much federal funds OahuMPO has available. Chris Clark stated that OahuMPO has in excess of \$5,000,000. Randolph Sykes added that there needs to be a 20% local match to spend it.

Robert Nehmad of the Institute of Transportation Engineers asked if a government agency has to provide the local match. Chris Clark stated that a government agency has to administer the project. If someone wanted to provide the local match and the city was willing to administer it, the city would likely need a gift resolution.

After discussion, Randolph Sykes stated that the State utilizes a separate process using State Planning Resource funds.

#### **C. 2016 CHARTER AMMEDNMENT QUESTION #4**

Chris Clark provided an informational presentation and facilitated discussion on a proposed City and County of Honolulu Charter amendment #4 which relates to the creation of a “unified multi-modal transportation system.”

Discussion: Tom Dinnel of the E Noa Corporation asked what the implications of replacing the transportation commission with a rate commission. Chris Clark responded that he had not seen an analysis of that.

Steven Melendrez of Neighborhood Board #35 asked what would happen to the charter amendments if the majority voted no. Chris Clark stated that things would stay as they are.

#### **DIFFERED AGENDA ITEM A. REPORT FROM PERMITTED INTERACTION GROUP FOR COMPLETE STREETS**

Tom Dinnel of E Noa Corporation reopened discussion on agenda item **5A The Report from the Permitted Interaction Group on Complete Streets**. He asked clarification from Chris Clark on the recommendations of the Technical Advisory Committee. Chris Clark stated that his understanding is that the TAC wanted the wording changed from

“Direct OahuMPO Staff to **prepare revisions** to their ORTP Policies and Procedures to incorporate an updated project application form that includes the proposed questions on complete streets.

Direct OahuMPO Staff to prepare **revised appendices** to the TIP Policies and Procedures to incorporate an update to the **Project Justification Information Sheet (PJIS)** that includes the proposed questions on complete streets.”

to

“Direct OahuMPO Staff to **revise appendices** to the ORTP Policies and Procedures to incorporate an updated project application form that includes the proposed questions on complete streets.

“Direct OahuMPO Staff to prepare **revised appendices** to the TIP Policies and Procedures to incorporate **an updated project information** form that includes the proposed questions on complete streets.”

Tom Dinnel asked what the advantages and disadvantages of the revised language were. Chris Clark stated that a revision to the appendices did not require it to be taken back to the Policy Board for approval.

Action: Tom Dinnel motioned to approve the memo with the revised language from the TAC.

Ken LeVasseur seconded and hearing no opposition the motion passed.

6. **INVITATION TO INTERESTED MEMBERS OF THE PUBLIC TO BE HEARD ON MATERS NOT INCLUDED ON THE AGENDA**

7. **ANNOUNCEMENTS**

Rose Pou of Citizens for a fair ADA ride announced a meeting to discuss concerns from TheBus and Handi-van riders on Tuesday November 15, 2016 at 9:45 to 11:45 at the Hawaii State Capitol 3<sup>rd</sup> floor conference room 309. She requested the members of the CAC post the flyers in their community.

8. **ANNOUNCEMENT OF NEXT SCHEDULED MEETING**

The next meeting was announced for Wednesday 11/16/16 at 3:00PM. Chris Clark announced that Taylor Ellis and himself would not be available for that meeting. He announced that DTS would present on the Makakilo Traffic Study.

There being no further business, the meeting concluded at 4:10.

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*CAC Chair Joseph Magaldi*

*Date*

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*CAC Secretary Taylor Ellis*

*Date*



## Memorandum

To: Citizen's Advisory Committee Members  
From: Chris Clark, Interim Executive Director  
Date: November 16, 2016

### Executive Director's Report

#### *Accomplishments and Progress*

- Eight staff positions are currently filled;
- Code of Conduct and Ethics Policies are being signed by advisory committees and staff;
- Transportation Alternatives Program (TAP) project applications have been received and ranked;
- Partner agency comments have been received for a revised TIP project justification form and FFY 2019-2022 TIP development schedule; and
- Staff presented at four Central Oahu Neighborhood Boards, held four Central Oahu project meetings, and is **inviting all interested Central Oahu community members to attend an interactive public meeting at Mililani High School on 11/30 at 7:30 pm.**

#### *Policy Board (PB)*

The PB is scheduled to meet on Tuesday November 29, 2016 at 10:30 a.m. at the Hawaii State Capitol in room 423 and will consider recommendations from the Executive Director Search Permitted Interaction Group (PIG), FFY 2017 TAP project prioritization, CAC Complete Streets recommendations, and other items.

Below is a tentative list of upcoming Policy Board agenda items. This list is subject to change:

- Next Meeting: First Draft prioritization of FY 2018 OWP Work Elements
- NO SPECIFIC DATE/AS ABLE: Public Participation Plan, Performance measures, OWP studies, and TAC proposed By-Law and Process and Procedures revisions

State ethics training classes will be held in December 2016 and January 2017. OahuMPO Policy Board members are encouraged to register. Guidance can also be found in the [State Ethics Guide](#) and by calling the attorney of the day at the State Ethics Commission.

#### *Technical Advisory Committee (TAC)*

The TAC met on October 14. They considered the CAC's draft Complete Streets proposal, subrecipient studies, and provided early input on Public Participation Plan update. Individual TAC members have been asked to propose by-law and Process and Procedures revisions. The next scheduled TAC meeting is December the 9th where they will consider subrecipient studies, TAP-U project prioritization, and first draft prioritization of FY 2018 OWP Work Elements.

Status of items referred from the Policy Board:

- *Complete Streets (CS)*: At the PB's request, TAC made a recommendation on the CAC's CS proposal. The TAC supports the CAC's CS Permitted Interaction Group recommendation to gather additional available complete streets project characteristics during ORTP and TIP project selection. They recommended that it be limited to modifying the Appendices instead of an Amendment to the TIP Policies and Procedures.
- *OahuMPO Planning Process Review*: The Inter-Governmental Review (IGR) comment disposition was revised and redistributed to the TAC on 6/3/16. The OahuMPO will revise the draft report based on IGR and bring it back to the TAC for consideration.

### **Citizen Advisory Committee (CAC)**

The CAC met on October 19, 2016 to consider the Complete Streets PIG's recommendation and propose FY 2018 OWP Work Elements. They are scheduled to meet again on November 16, 2016 to consider the Makakilo Traffic Operations Study.

Status of items referred from the Policy Board:

- *CAC By-Laws*: Action on the requested revisions to the CAC bylaws was deferred by the Policy Board and further evaluation of the testimony and removal clauses was requested.
- *CAC Membership on the Policy Board*: OahuMPO staff is researching how common it is to have CAC participation on MPO Policy Boards. A draft of research to date was provided to the CAC Chair and Vice Chair.

### **FFY 2017-2020 Transportation Alternatives Program**

OahuMPO released a call for projects under the Transportation Alternatives Program for Urbanized Areas (TAP-U) on June 15, 2016. Three applications for TAP-U funding were received. The TAP Evaluation Committee (TAPEC) met, conducted project sponsor interviews, and made a prioritized recommendation. OahuMPO staff continues to coordinate with HDOT regarding TAP-U. HDOT staff have advised the OahuMPO to conduct due diligence in determining readiness-to-go for all TIP projects, conduct interviews for TAP-U project proposals, and are no longer requesting that the OahuMPO take on an oversight role.

### **OahuMPO Staffing**

The Executive Director position remains vacant. We will continue to follow the planning priorities identified in the Overall Work Program and request that advisory committee meetings temporarily be held every other month and agendas limited to requirements under metropolitan transportation regulations or other time sensitive action.

- An 89-day hire for the Clerk is being reviewed by the HDOT Personnel Office.
- A contract for consultant support to provide temporary accounting assistance and to draft procedures has been signed and is waiting to be encumbered by DAGS.
- The PB Permitted Interaction Group continues recruitment for the Executive Director.

### **Overall Work Program and Audit**

Auditors have scheduled the final onsite review of the OahuMPO's FY 2016 financial records and the Management's Discussion and Analysis is being drafted.

FY 2016 progress reports for all OWP subrecipients are due now. The CAC has proposed work elements for the FY 2018 OWP. Policy Board and partner agencies have been asked to propose work elements before November 30, 2016.

## Top 5 CAC Candidate Work Elements

Type of Study	Title/Description	CAC Votes
Corridor	<b>North Shore Corridor Study</b>	13
	This project would study existing safety and capacity conditions and forecasted future conditions on Kamehameha Highway along the North Shore and Koolauloa areas of Oahu.	
Corridor	<b>Kapahulu Ave Corridor Study</b>	10
	The goal of this study would be to analyze current operating conditions along the corridor, identify any existing safety and congestion issues, identify potential safety and congestion improvement measures, evaluate candidate measures, and recommend improvement projects or tasks. Pursuant to the goals and objectives of the Policy Board, this project would use a multi-modal level-of-service evaluation to estimate the operating conditions for both motorized and non-motorized means of transportation.	
Transit	<b>TheBus Route Evaluation Study</b>	6
	The goal of this candidate project would be to evaluate current and potential new bus routes with an eye toward increasing ridership. A sub-component of this study would be to evaluate current bus stop locations and identify locations for potential new bus stops that also help increase overall ridership.	
Transit	<b>The Handivan Study/Handivan</b>	5
	This study would identify and evaluate strategies to improve Handi-Van operations, improve maintenance of the fleet, and evaluate a cost comparison of supplementing Handi-Van service with taxi vouchers. Additionally, This project would study the impacts of changing demographics on the demands of TheHandi-Van and the impacts of extending operating hours equally island-wide.	
Other	<b>Ferry Feasibility Study</b>	4
	This candidate project would study the feasibility of implementing a water ferry from Ewa Beach to Honolulu Harbor.	



## 203.80-10: Makakilo Traffic Study

### Project Tasks and Completion:

Task No.	Original Completion Date (Mo/Yr)	Actual Completion Date (Mo/Yr)	Tasks	% Completion to Date
1	10/11	3/2012	Existing traffic operational report	100%
2	12/11		Mitigative measures	90%
3	02/12		Final traffic study	90%

### Progress, Issues, and Discussion:

Consultant was given the NTP on August 8, 2011, and started their data collection for the study.

Identifying and evaluating traffic engineering measures that are appropriate for this type of roadway will result in a range of tools that could be utilized in the Makakilo Drive corridor and other ridge road corridors on Oahu.

The consultant made final revisions to the Existing Traffic Operational Report and Mitigative Measures for DTS's final review. DTS returned the report to the consultant in September 2013.

The consultant revised the report to include recommendations that consider a possible extension of Makakilo Drive to H-1.

The consultant submitted their draft of the Final Traffic Study in April 2014. DTS completed its review of the final draft report and has returned it to the consultant with comments. Once the final report is approved, the processes of closing out the project will proceed.

Financial Summary (Cumulative)				
Contract Services	Total	FTA 5303	FHWA-PL	Local
Contract Services Funding Programmed	\$250,000 <sup>35</sup>	\$0	\$200,000	\$50,000
Contract Services Funding Expended	\$81,380	\$0	\$65,104	\$16,276
Contract Services Funding Balance	\$168,620	\$0	\$134,896	\$33,724
Staff Labor Costs				
Staff Labor Funding Programmed	\$14,000	\$0	\$11,200	\$2,800
Staff Labor Funding Expended	\$1,159	\$0	\$927	\$232
Staff Labor Funding Balance	\$12,841	\$0	\$10,273	\$2,568
Total				
Total Funding Programmed	\$264,000	\$0	\$211,200	\$52,800
Total Funding Expended	\$82,539	\$0	\$66,031	\$16,508
Total Funding Balance	\$181,461	\$0	\$145,169	\$36,292

<sup>35</sup> Consultant contract was for \$200,000.