



# Hawaii Transportation Project Management Training Program



The Hawaii Transportation Project Management Training Program will enhance the knowledge and skills of government agency staff involved in federally funded multimodal safety projects.

## Program Objectives:

- Train practitioners on federal, state, and local policies and procedures.
- Teach details of federal funding programs and environmental and schedule requirements.
- Help understand emerging concepts of safety and equity important for improving successful project delivery.
- Provide hands-on experience in relevant transportation project management issues/challenges through a series of case study exercises and site visits.
- Solidify fundamental project management knowledge and skills through lectures and discussions with experienced faculty from academia, government, and industry.
- Build communities of project managers with extensive team-based work on real projects and small group discussions and interactions.

- Starts January 27, 2023
- One all-day class each month for 10 months
- Maximum 30 students
- Includes Multi-Day Site Visit to Peer City at end of Program in October
- Supervisors should nominate committed staff that will benefit from this training
- For more info, contact Mark Garrity at [mark.garrity@oahumpo.org](mailto:mark.garrity@oahumpo.org) or 808-586-2308

## Draft Curriculum (Subject to Change)

#	Date	Topic	Components
1	Jan 27 2023	<b>Federal Transportation Policies and Programs</b>	Federal Aid Essentials Federal Transportation Policy Safety Mode Split Climate Performance Measures
2	Feb 24 2023	<b>Project Development Process</b>	From Funding to Plan to Project Community Outreach Introduction to Preliminary Design NACTO/CS standards Traffic Impact Analysis
3	Mar 24 2023	<b>NEPA/HEPA</b>	Equity Scoping/Purpose and Need Environmental Clearance Permits
4	Apr 28 2023	<b>Project Construction</b>	Process, PS&E Contract Law Procurement Civil Rights Program Requirements Inspection and material testing Risk Management Case Study Change Orders, Construction Liens As built drawings
5	May 26 2023	<b>Right-of-Way</b>	Uniform ROW Act Appraisals, utility coordination, soils, stormwater/NPDES
6	Jun 22 & 23 2023	<b>Design for Safety</b>	Safe Systems/Vision Zero Approach Accessibility for All Users and ADA Performance Measures Session to be held in conjunction with Safe Systems/Vision Zero Public Workshop
7	Jul 28 2023	<b>Funding</b>	ICE, Financial Management, FTA Trams and other tools Project Planning
8	Aug 25 2023	<b>Individual and Group Project Assignments</b>	Equity Training from FHWA T6, EEO, and DBE Process Engagement
9	Sep 22 2023	<b>Operations, Maintenance, and Evaluation</b>	Construction Schedule Efforts during Construction Davis Bacon, OSHA, etc. Operations, Marketing, Maintenance Contract close out and Evaluation
10	Oct TBD 2023	<b>Site Visit, Case Studies, Peer Exchange</b>	Multi-day travel to continental USA Site visits to one or more Peer Cities Peer exchange meetings with Project Managers and Implementers Interviews with local officials to discuss strategies and lessons learned



**Minutes of the  
O‘ahu Metropolitan Planning Organization  
CITIZEN ADVISORY COMMITTEE**  
Wednesday, December 7, 2022, at 2:00 p.m.  
via Microsoft Teams

**Attendance**

<b>Organization</b>	<b>Present?</b>	<b>Represented by</b>	<b>Absent?</b>
AARP	Y	Elizabeth Chinn	
American Planning Association		Jared Chang	Y
American Society of Civil Engineers	Y	Tony Gaston	
Citizens for a Fair ADA ride		Donald Sakamoto	Y
Committee for Balanced Transportation		Joe Magaldi	Y
Gentry Homes, Ltd.		Deb Luning	Y
Hawai‘i Association of the Blind		Anthony Akamaine	Y
Hawai‘i Bicycling League	Y	Travis Counsell	
Hawai‘i Teamsters / Allied Workers, Local 996		Wayne Kaululaau	Y
Institute of Transportation Engineers	Y	Robert Nehmad	
Ka‘a‘awa Community Association	Y	Andrea Anixt	
Land Use Research Foundation of Hawai‘i		David Arakawa	Y
League of Women Voters		Marcia Linville	Y
North Shore Chamber of Commerce		Roxana Jimenez	Y
Palehua Townhouses	Y	Michael Golojuch	
Ulupono Initiative	Y	Kathleen Rooney	
Waikīkī Residents’ Association	Y	Daisy Murai	
NB#01 Hawai‘i Kai	Y	Roberta Mayor	
NB#02 Kuliouou-Kalani Iki		Linda Starr	Y
NB#03 Wai‘alae-Kahala		Les Fukuda	Y
NB#05 Diamond Head-Kapahulu		Bert Narita	Y
NB#07 Mānoa	Y	Tom Hopkins	
NB#08 McCully-Mo‘ili‘ili	Y	Matthew Prellberg	
NB#09 Waikiki	Y	Robert Finley	
NB#10 Makiki-Lower Punchbowl-Tantalus		Fred Nakahara	Y
NB#11 Ala Moana-Kaka‘ako		Lynn Mariano	Y
NB#12 Nu‘uanu-Punchbowl		Zack Stoddard	Y
NB#13 Downtown/Chinatown	Y	Ernest Carvalho	
NB#14 Liliha-Pu‘unui- ‘Ālewa -Kamehameha Hts		Cora Yamamoto	Y
NB#15 Kalihi- Pālama	Y	Kendrick Farm	
NB#18 Āliamanu – Salt Lake		Chace Shigemasa	Y
NB#21 Pearl City	Y	Charmaine Doran	
NB#22 Waipahu		Matthew Weyer	Y

NB#23 'Ewa		John Rogers	Y
NB#24 Wai'anae Coast	Y	Jo Jordan	
NB#25 Mililani-Waipio-Melemanu	Y	Elise Carmody	
NB#26 Wahiawā-Whitmore Village	Y	Joe Francher	
NB #27 North Shore		Robert Leinau	Y
NB#29 Kahalu'u	Y	Ken LeVasseur	
NB#30 Kaneohe	Y	Adriel Lam	
NB#34 Makakilo-Kapolei Honokai Hale	Y	Frank Genadio	
NB#35 Mililani Mauka-Launani Valley	Y	Dean Hazama	
NB#36 Nānākuli-Ma'ili		Robert Langford	Y
<b>OahuMPO staff:</b> Mark Garrity Dallas Ige Samantha Lara Veronica Schack Nicole Smith Joel Temple Lily Zheng	<b>Guests:</b> Todd Boulanger Kiana Otsuka		

**1. CALL TO ORDER**

Chair Jordan called the meeting to order at 2:07 PM.

**2. ROLL CALL**

OahuMPO staff member, Samantha Lara, took roll call by reading out the list of attendees in the meeting as noted in the Teams program.

**3. APPROVAL OF THE NOVEMBER 2, 2022 MINUTES**

Chair Jordan requested that NB#36 be changed from Germaine Meyers to Robert Langford. A motion was made by Vice Chair Farm of NB#15 and seconded by Robert Nehmad of Institute of Transportation Engineers to approve the November 2, 2022 meeting minutes with said corrections. There were no objections or abstentions, and the minutes were approved.

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

Director Garrity provided updates on the federal TMA Certification Review, consultant contracts for the Oahu Regional Transportation Plan, the National Household Travel Survey, the Strategic Plan, the 2023 Project Management Training Program, and Personnel and Training.

Director Garrity reported on the business transacted at the November 4, 2022 meeting of the Technical Advisory Committee. He stated that the next Technical Advisory Committee meeting will be held on Friday, December 9 at 9:00 AM and that the next Policy Board (PB) meeting will be held on Tuesday, December 20 at 10:30 AM. He shared that the PB did not meet in November.

Vice Chair Farm asked how the Citizen's Advisory Committee (CAC) can follow up on resolutions that they have passed to ensure that it has been acknowledged by the PB. Director Garrity responded that all business transacted at the CAC meetings are reflected in the meeting minutes. He also stated that if a resolution has been passed by the CAC, it will be included as an

agenda item for the upcoming PB meeting. Director Garrity clarified that what happens beyond this point is up to the PB. Veronica Schack of OahuMPO advised that if the resolution has been added as an item to the PB agenda, Chair Jordan can discuss this item further at said PB meeting. In doing so, Chair Jordan can direct the action of the PB on this matter.

In reference to the National Travel Household Survey, Kathleen Rooney of Ulupono Initiative asked why the responses were capped at 2,500. Director Garrity clarified that the desired clean sample size is 2,500, but well over 2,500 surveys were sent and received.

The Executive Director's Report can be viewed at:

[https://www.oahumpo.org/?wpfb\\_dl=2775](https://www.oahumpo.org/?wpfb_dl=2775)

## **5. UNFINISHED BUSINESS**

None.

## **6. NEW BUSINESS**

### **A. OVERALL WORK PROGRAM 2024-2025 PUBLIC REVIEW DRAFT**

Nicki Smith, Planning Program Manager of the OahuMPO, provided an overview of the public review draft of the OWP SFY2024-2025. Ms. Smith went over the proposed schedule of the OWP and stated that OahuMPO intends to release the OWP for public review in January and present the final draft to the committees in April. Ms. Smith also advised the CAC that OahuMPO is transitioning the OWP from a one-year work program to a two-year work program following the 2022 TMA Certification Review.

When explaining the Executive Summary financial table, Ms. Smith described the apportionment of FHWA and FTA funding to support OahuMPO planning activities. She pointed out that OahuMPO is planning to program previously unobligated PL funds that will be released in August 2023 through redistribution. In addition, approximately \$4.4 million will be proposed for OahuMPO operations over two years, and \$2.4 million will be proposed for subrecipient funding.

Ms. Smith described the planning activities included in each of the five tasks in the OWP. She noted which activities will be completed by OahuMPO staff and/or consultants, and which will be completed by a subrecipient.

Robert Leinau of NB#27 asked if the current CAC meeting is being recorded and how he can view the recording. Samantha Lara of OahuMPO stated that she will provide him with the link.

Frank Genadio asked if comments should be submitted as e-mails or as formal letters. Ms. Smith responded that they can be submitted as e-mails.

The OWP SFY2024-2025 Public Review Draft can be viewed at:

[https://www.oahumpo.org/?wpfb\\_dl=2780](https://www.oahumpo.org/?wpfb_dl=2780)

### **B. CAC MEETING RECESS FOR JANUARY 2023**

Chair Jordan requested a motion to recess in January 2023. Vice Chair Farm asked the CAC to consider that January 2023 is also the start of the legislative session. A motion was made by Roberta Mayor of NB#1 and seconded by Elizabeth Chinn to recess the CAC meeting in January. Chair Jordan opened this topic for discussion.

Robert Leinau of NB#27 presented the option of calling an emergency meeting if needed. Chair Jordan acknowledged this suggestion.

Daisy Murai of Waikīkī Residents' Association asked when the election would be held if the January meeting is recessed. Samantha Lara of OahuMPO cited the CAC Bylaws and stated that the CAC elections must be held at the first CAC meeting of the new year. Therefore, the CAC elections will be postponed to the February 2023 CAC meeting.

Adriel Lam of NB# asked if there is an alternative day that the meeting can be held. Samantha Lara of OahuMPO cited the CAC Bylaws and stated that the regular day and time of the CAC meetings can be discussed at the first meeting of the new year.

There was no further discussion on this item. There were no objections or abstentions, and the motion to recess for January 2023 was approved.

**7. INVITATION TO INTERESTED MEMBER OF THE PUBLIC TO BE HEARD ON MATTERS NOT INCLUDED IN THE AGENDA**

None.

**8. ANNOUNCEMENTS & TENTATIVE DATE OF THE NEXT MEETING**

Chair Jordan announced that the next CAC meeting is scheduled for February 1, 2023 at 2:00 PM.

Robert Leinau asked if any efforts have been made to identify the CAC members that are interested in running in the upcoming election. Jordan stated that she will reach out to individuals and encouraged members to contact herself or the OahuMPO to express interest.

Daisy Murai reminded the CAC of various holiday parades that are scheduled to take place. Kiana Otsuka shared the meeting information for the Oahu Vision Zero Action Plan Island Wide Workshops in the meeting chat. Samantha Lara of OahuMPO thanked Daisy and Kiana for their announcements and reminded the CAC that this information is also on the December OahuMPO monthly newsletter.

**9. ADJOURNMENT**

The meeting was adjourned by Chair Jordan at 3:00 PM.

The PowerPoint for this meeting may be viewed at:

[https://www.oahumpo.org/?wpfb\\_dl=2782](https://www.oahumpo.org/?wpfb_dl=2782)

Minutes of the  
Oahu Metropolitan Planning Organization  
**TECHNICAL ADVISORY COMMITTEE**  
December 9, 2022  
Virtual Meeting hosted on Microsoft Teams

**Members Present:**

Name	Agency	Voting Rights	Present
Vacant (Chair)	HART	Yes	
Masatomo Murata (Vice Chair)	HDOT	Yes	x
Ken Tatsuguchi	HDOT	Yes	x
Wai Yi Ng	HART	Yes	x
Yoko Tomita	DTS	Yes	x
Eileen Mark	DTS	Yes	x
Dina Wong	DPP	Yes	
Andy Yamaguchi	DPP	Yes	x
Joseph Roos	DBEDT	Yes	
Aaron Setogawa	OPSD	Yes	x
Kimberly Evans	FAA	No	x
Ted Matley	FTA	No	
Richard Yoneda	DFM	No	
Gareth Sakakida	HTA	No	x
Tim Trang	DDC	No	
Amy Ford-Wagner	FHWA	No	

**Guests Present:** Kiana Otsuka (HSEO), Vance Tsuda (HART), Pam Eaton (MMPO), Todd Boulanger (Biki), Rori Kirkpatrick (OCCSR)

**OahuMPO Staff Present:** Nicki Smith, Joel Vincent, Veronica Schack, Mark Garrity, Samantha Lara, Zakari Mumuni, Dallas Ige, Lily Zheng

The meeting was properly noticed in accordance with State law.

**I. CALL TO ORDER**

Vice Chair Murata called the meeting to order at 9:01 am.

**II. ROLL CALL**

OahuMPO staff took roll call by reading out the list of attendees in the meeting as noted in the Teams program. Members confirmed their attendance verbally and indicated whether anyone else was present with them.

### III. APPROVAL OF THE NOVEMBER 4TH MEETING MINUTES

Vice Chair Murata requested members review the minutes which were emailed in advance of the meeting. Vice Chair Murata asked if any members had edits to the minutes and none responded. Vice Chair Murata approved the minutes as distributed.

### IV. REPORTS

#### A. Executive Director

Director Garrity shared updates on the federal TMA Certification Review, consultant contracts for the Oahu Regional Transportation Plan, the National Household Travel Survey, the Strategic Plan, the 2023 Project Management Training Program, and Personnel and Training.

Director Garrity also reported on the business that was conducted at the December 7, 2022 meeting of the Citizen Advisory Committee.

The Executive Director's Report can be viewed at:  
[https://www.oahumpo.org/?wpfb\\_dl=2789](https://www.oahumpo.org/?wpfb_dl=2789)

### V. OLD BUSINESS

None

### VI. NEW BUSINESS

#### A. New TAC Chair

OahuMPO staff stated that following the departure of the previous TAC Chair from HART, the committee would need to endorse a new HART rep to serve as Chair for the remainder of the term. Yoko Tomita made a motion and Andy Yamaguchi seconded to endorse Wai Yi Ng as the new TAC Chair. There were no objections or abstentions and the motion passed.

#### B. Orientation Refresher

Director Garrity provided an orientation refresher to the committee as required by the TAC By-laws. Director Garrity began with an overview of the OahuMPO and MPOs generally, the organization's history and its implementation partners, the City & County of Honolulu Department of Transportation Services (DTS), the Hawaii Department of Transportation (HDOT), and Honolulu Authority for Rapid Transit (HART).

Director Garrity reviewed the continuing, cooperative and comprehensive transportation planning process and how public input is incorporated. Director Garrity covered the governance of the OahuMPO, highlighting the membership and duties of the Policy Board as the decision-making body.

Director Garrity described the federally required work products developed by the OahuMPO on an on-going basis: the Overall Work Program (OWP), the Transportation Improvement Program (TIP), and the Oahu Regional Transportation Plan (ORTP).

Director Garrity described the membership, roles and duties of OahuMPO's advisory committees and Policy Board, with an emphasis on the priorities and duties of the Technical Advisory Committee.

### **C. Overall Work Program FY2024-2025 Public Review Draft**

Nicki Smith, Planning Program Manager, provided an overview of the public review draft of the OWP SFY2024-2025. Ms. Smith noted that OahuMPO is transitioning to a two-year work program following the 2022 TMA Certification Review. OahuMPO is planning to release the OWP for public review in January and present the final draft to the committees in April.

On the slide showing the Executive Summary financial table, Ms. Smith described the apportionment of FHWA and FTA funding to support OahuMPO planning activities. She pointed out that OahuMPO is planning to program previously unobligated PL funds that will be released in August 2023 through redistribution. In addition, approximately \$4.4 million will be proposed for OahuMPO operations over two years, and \$2.4 million will be proposed for subrecipient funding.

Ms. Smith described the planning activities included in each of the five tasks in the OWP. She noted which activities will be completed by OahuMPO staff and/or consultants, and which will be completed by a subrecipient.

### **D. Planning Needs Wish List Discussion**

OahuMPO staff shared that as part of the redistribution of funds in August 2023, OahuMPO and MauiMPO will have the opportunity to program previously unobligated metropolitan transportation planning funds that had built up over several years due to obligation limitation. OahuMPO is planning to program in the OWP SFY2024-2025 about \$640,000 (\$512,000 federal) of the \$3 million balance of unobligated funds, but also encouraged the TAC to consider other opportunities to use these funds for regionally significant planning activities.

OahuMPO staff shared some key considerations the TAC should keep in mind about the use of these funds, including that there is not a risk of the funds lapsing in the next several years, that the funds would have to be expended in the OWP SFY 2024-2025 budget period, that there must be a strong justified need for the planning activities, and that responsible agencies would need to have the staff capacity in place to get started promptly. OahuMPO staff encouraged the committee not to let questions of who would do the study and where the local match would come from get in the way of coming up with great planning ideas.



OahuMPO shared a list of studies that were proposed in previous cycles of the OWP but never completed to prompt discussion. Todd Boulanger with Biki expressed support for a Micromobility Study that would update the 2014 study done by DPP and suggested an emergency ferry study for when coastal areas are cut off due to sea level rise.

Gareth Sakakida expressed support for the Waikiki Loading Zone Management Study. Yoko Tomita asked about the timeline for proposals and Kiana Otsuka indicated interest in the Congestion Pricing & Mobility Study.

**VII. INVITATION TO INTERESTED MEMBERS OF THE PUBLIC TO BE HEARD ON MATTERS NOT INCLUDED ON THE AGENDA**

None.

**VIII. ANNOUNCEMENTS**

Executive Director Garrity reminded the TAC that the next Policy Board meeting will be on Tuesday, December 20<sup>th</sup> at 10:30AM.

Vice Chair Murata announced that the Hawaii Statewide Transportation Plan is posted for public review and provided the link in the chat:

<https://jacobs.maps.arcgis.com/apps/MapSeries/index.html?appid=e28c0631f49740038000571945c45d2c>

**IX. ADJOURNMENT**

Chair Ng adjourned the meeting at 9:58 am.

The meeting's presentation may be viewed at: [https://www.oahumpo.org/?wpfb\\_dl=2790](https://www.oahumpo.org/?wpfb_dl=2790).