



Memorandum

To: Policy Board Members
From: Chris Clark, Interim Executive Director
Date: June 21, 2016

Executive Director's Report

Technical Advisory Committee (TAC)

The TAC met on June 3rd. At that meeting they:

- Heard a presentation on the Federal policy overview in support of climate change impact mitigation and resiliency;
- Chip Fletcher from the University of Hawaii lead a discussion of climate change adaptation and transportation resiliency;
- Reviewed the Emergency Evacuation Planning Phase 1 results and recommended acceptance; and
- Had the required annual orientation refresher.

The next TAC meeting is scheduled for July 8, at 9am, in the HART Board meeting room, Ali'i Place, Suite 150. The agenda is likely to include:

- Review of comments on the FFYs 2015-2018 TIP Revision #12

Citizen Advisory Committee (CAC)

The CAC did not meet in June. The next meeting of the CAC is tentatively scheduled for July 20th. The agenda has not yet been drafted but is likely to include:

- Review the FFYs 2015-2018 TIP Revision #12

Upcoming Policy Board (PB) Agenda Items

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

- JULY
 - FFYs 2015-2018 TIP Revisions #11 and #12
- November
 - FFY 2017 – 2020 TAP Call for Projects
- NO SPECIFIC DATE/AS ABLE
 - Performance measures
 - H-1 Corridor Study
 - Other Subrecipient OWP Studies
 - Process and Procedures recommendations by the TAC
 - Complete Streets checklist
 - OahuMPO Draft Code of Conduct and Ethics Policy for staff and Policy Board members

FFY 2017-2020 Transportation Alternative Program

OahuMPO released a call for projects under the Transportation Alternatives Program for Urbanized Areas (TAP-U) on June 15, 2016. Both applicants and the TAP Evaluation Committee indicated that the September 2015 call for projects did not allow sufficient time TAP applications to be developed or reviewed. Applications are being requested before Wednesday, August 17, 2016. The OahuMPO Policy Committee approved the TAP guide on May 19, 2015 and more than \$5,500,000 has been authorized for TAP-U through FFY 2020.

OahuMPO Staffing

Currently the Executive Director, Transportation Planner, Planning Analyst, and Clerk Typist/Secretary positions are not filled resulting in a 40% vacancy rate. There has also been a 72% turnover rate for the 12-month period. New staff members are highly qualified and picking up responsibilities quickly. We will follow the planning priorities identified in the Overall Work Program and request that advisory committee meetings temporally be held every other month and agendas limited to requirements under metropolitan transportation regulations.

The HDOT Personnel Office has cleared the highest ranked candidate for the Planning Analyst position for hiring. The candidate has a Master's Degree in Urban and Regional Planning, six years' experience in planning and financial analysis, and is a resident of Oahu. The Executive Director negotiated a salary on May 18 and a tentative start date of August 1st has been suggested.

For the purpose of fulfilling relatively short-term needs, an 89-day non civil-service appointment can be made without the benefit of the civil service recruitment and selection procedure. When a vacancy can be expected for at least 90 days, the OahuMPO Executive Director has sought candidates for appointment to an 89-day appointment to maintain required operations.

A Permitted Interaction Group — consisting of the Policy Board Chair, the Directors or Director Designees of HDOT and DTS — was formed to search for and evaluate candidates to fill the Executive Director position. Ms. Veronica Schack has been assigned to provide administrative support. The group is currently developing a timeline for recruitment, a job description, recruitment ad, list of recommended locations for advertising the recruitment.

OahuMPO Financial Report Oct. 1, 2015 – Mar. 31, 2016

Attached you will find a spreadsheet, the "OahuMPO Monthly Financial Report," that provides details on work elements associated with funds available for OahuMPO staff time and our financial position for operations. Administrative Modification #3 to the FY 2016 Overall Work Program was completed on June 15, 2016 to add funding to WE 301.05 Audit and WE 302.01 Overhead. Overall, the rate of expenditure for internal work elements is meeting expectations and there appears to be sufficient funds to get us through to FY 2017.

FY 2016 Audit & Addressing Prior Year Audit Findings

The State of Hawaii Office of the Auditor has given Notice to Proceed to Choo, Osada & Lee, CPAs, Inc. to prepare the Fiscal Year 2016 single audit of the OahuMPO. Staff anticipates the auditor being on site in September and has made year end close out and audit preparation a high priority.

Staff has completed the process of soliciting Professional Service Statements of Qualification, identified a qualified responder, and issued a letter of award. A scope-of-work is being developed that will lead to a contract for a public accountancy firm to assist OahuMPO staff in the development and documentation of accounting processes and procedures.

OahuMPO Monthly Financial Report

OahuMPO Staff Time

Work Element	WE Title	Balance of Funds Remaining from Previous Obligations as of Oct. 1		Budget Adjustments in FY2016		Total Funds Available as of Oct. 1	Expenditures As of Apr. 30	Balance of Funds Available		Avg. Monthly Expenditure For Preceding 12 Months	Months of Budget Remaining at Avg. Expenditure Rate
			FY2016 Obligation		FY2016						
301.01	Program Administration	\$ 5,395.43	\$ 140,000.00	\$ 50,000.00	\$ 195,395.43	\$ 101,279.70	\$ 94,115.73	\$ 14,625.00	6.44		
301.02	Gen. Tech. Assistance	\$ (74.00)	\$ 25,000.00	\$ (5,000.00)	\$ 19,926.00	\$ 6,989.05	\$ 12,936.95	\$ 2,400.00	5.39		
301.03	OWP	\$ 41,211.00	\$ 65,000.00	\$ (50,000.00)	\$ 56,211.00	\$ 28,759.46	\$ 27,451.54	\$ 5,200.00	5.28		
301.04	CAC	\$ (230.18)	\$ 55,000.00		\$ 54,769.82	\$ 22,733.61	\$ 32,036.21	\$ 4,375.00	7.32		
301.05	Audit	\$ 860.93	\$ 33,000.00	\$ 70,000.00	\$ 103,860.93	\$ 58,215.99	\$ 45,644.94	\$ 5,850.00	7.80		
301.08	DBE	\$ 6.49	\$ 1,500.00		\$ 1,506.49		\$ 1,506.49	\$ 150.00	10.04		
301.09	Prof. Development	\$ 22,054.50	\$ 10,000.00	\$ (15,000.00)	\$ 17,054.50	\$ 6,005.45	\$ 11,049.05	\$ 320.00	34.53		
301.10	Computer & Network	\$ 5,164.81	\$ 3,000.00		\$ 8,164.81	\$ 3,130.42	\$ 5,034.39	\$ 400.00	12.59		
301.13	Data	\$ 2,868.75	\$ 7,000.00	\$ (5,000.00)	\$ 4,868.75	\$ 706.21	\$ 4,162.54	\$ 425.00	9.79		
301.14	Fed. Requirements	\$ -	\$ 25,000.00	\$ (12,000.00)	\$ 13,000.00	\$ 6,852.51	\$ 6,147.49	\$ 250.00	24.59		
301.15	Computer Models	\$ 1,581.45	\$ 12,000.00	\$ (5,000.00)	\$ 8,581.45	\$ 2,321.74	\$ 6,259.71	\$ 400.00	15.65		
301.16	ORTP	\$ 64,319.01	\$ 90,000.00	\$ (35,000.00)	\$ 119,319.01	\$ 65,881.21	\$ 53,437.80	\$ 7,325.00	7.30		
301.17	TIP	\$ 22,405.50	\$ 65,000.00	\$ (15,000.00)	\$ 72,405.50	\$ 32,123.94	\$ 40,281.56	\$ 6,700.00	6.01		
301.18	TAP	\$ 7,950.00	\$ 10,000.00	\$ (8,000.00)	\$ 9,950.00	\$ 2,305.83	\$ 7,644.17	\$ 635.00	12.04		
302.01	Overhead	\$ 29,666.39	\$ 175,000.00	\$ 5,000.00	\$ 209,666.39	\$ 140,468.80	\$ 69,197.59	\$ 11,850.00	5.84		
	Total	\$ 203,180.08	\$ 716,500.00		\$ 894,680.08	\$ 477,773.92	\$ 416,906.16	\$ 60,905.00	6.85		

Overhead Breakdown

Column1	Title	Balance of Funds Remaining from Previous Obligations as of Oct. 1		Budget Adjustments in FY2016		Total Funds Available as of Oct. 1	Expenditures As of Apr. 30	Balance of Funds Available		Avg. Monthly Expenditure For Preceding 12 Months	Months of Budget Remaining at Avg. Expenditure Rate
			FY2016 Obligation		FY2016						
	Office Space	\$ -	\$ 85,000.00	\$ -	\$ 85,000.00	\$ 29,964.70	\$ 55,035.30	\$ 7,000.00	7.86		
	Photocopier	\$ -	\$ 10,000.00	\$ -	\$ 10,000.00	\$ 4,775.14	\$ 5,224.86	\$ 600.00	8.71		
	Telephone	\$ -	\$ 4,500.00	\$ -	\$ 4,500.00	\$ 1,912.11	\$ 2,587.89	\$ 400.00	6.47		
	Postage	\$ -	\$ 5,000.00	\$ -	\$ 5,000.00	\$ 2,338.05	\$ 2,661.95	\$ 350.00	7.61		
	Printing	\$ 2,000.00	\$ 2,000.00	\$ -	\$ 4,000.00		\$ 4,000.00	\$ 10.00	400.00		
	Advertisements	\$ 2,000.00	\$ 2,000.00	\$ -	\$ 4,000.00	\$ 200.00	\$ 3,800.00	\$ 5.00	760.00		
	Subscriptions & Memberships	\$ 5,000.00	\$ 1,750.00	\$ -	\$ 6,750.00	\$ 7,741.21	\$ (991.21)	\$ 100.00	(9.91)		
	Miscellaneous/Contingency	\$ 2,000.00	\$ 11,250.00	\$ -	\$ 13,250.00	\$ 532.14	\$ 12,717.86	\$ 50.00	254.36		
	Office Supplies	\$ 1,500.00	\$ 3,500.00	\$ -	\$ 5,000.00	\$ 935.37	\$ 4,064.63	\$ 100.00	40.65		
	Equipment (non-Computer)	\$ 3,000.00	\$ 5,000.00	\$ -	\$ 8,000.00	3304	\$ 4,696.00	\$ 1,000.00	4.70		
	Computers & Peripheral Equip	\$ 15,000.00	\$ 20,000.00	\$ -	\$ 35,000.00	\$ 22,609.05	\$ 12,390.95	\$ 2,000.00	6.20		
	Legal Services	\$ -	\$ 25,000.00	\$ (25,000.00)	\$ -		\$ -	\$ 300.00	-		
	Total	\$ 30,500.00	\$ 175,000.00	\$ (25,000.00)	\$ 180,500.00	\$ 74,311.77	\$ 106,188.23	\$ 11,915.00	8.91		

Consultants/Contractors/Vendors

Work Element	WE Title	Balance of Funds Remaining from Previous Obligations as of Oct. 1				Budget Adjustments in FY2016	Total Funds Available as of Oct. 1	Expenditures As of Apr. 30	Balance of Funds Available	Avg. Monthly Expenditure For Preceding 12 Months	Months of Budget Remaining at Avg. Expenditure Rate					
				FY2016 Obligation												
301.05	Audit	\$	1,500.00	\$	72,000.00	\$	25,000.00	\$	98,500.00	\$	98,500.00	\$	2,130.00	46.24		
301.09	Prof. Development	\$	12,000.00	\$	45,000.00	\$	-	\$	57,000.00	\$	57,000.00	\$	500.00	114.00		
301.10	Computer & Network	\$	3,000.00	\$	10,000.00	\$	-	\$	13,000.00	\$	2,147.67	\$	10,852.33	\$	1,500.00	7.23
301.14	Fed. Requirements	\$	50,000.00	\$	50,000.00	\$	-	\$	100,000.00	\$	-	\$	100,000.00	\$	1.00	100000.00
301.15	Computer Models	\$	150,000.00	\$	138,000.00	\$	-	\$	288,000.00	\$	11,616.93	\$	276,383.07	\$	2,500.00	110.55
301.16	ORTP	\$	250,000.00	\$	250,000.00	\$	-	\$	500,000.00	\$	-	\$	500,000.00	\$	1.00	500000.00
	Total	\$	466,500.00	\$	565,000.00	\$	25,000.00	\$	1,056,500.00	\$	13,764.60	\$	1,042,735.40	\$	6,632.00	157.23

City/State/HART Staff Time

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301.01	Program Administration			\$	50,000.00	\$	-	\$	50,000.00	\$	50,000.00
301.15	Computer Models			\$	10,000.00	\$	-	\$	10,000.00	\$	10,000.00
301.16	ORTP	\$	46,524.00	\$	10,000.00	\$	-	\$	56,524.00	\$	56,524.00
301.17	TIP	\$	6,455.00	\$	10,000.00	\$	-	\$	16,455.00	\$	16,455.00
	Total	\$	52,979.00	\$	80,000.00	\$		\$	132,979.00	\$	132,979.00

OahuMPO Monthly Financial Report
OahuMPO Staff Time

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	Legal Services	\$ -	\$ 25,000.00	\$ (25,000.00)	\$ -		\$ -	\$ 300.00	-
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301.14	Fed. Requirements	\$ 50,000.00	\$ 50,000.00	\$ -	\$ 100,000.00	\$ -	\$ 100,000.00	\$ 1.00	100000.00		
301.15	Computer Models	\$ 150,000.00	\$ 138,000.00	\$ -	\$ 288,000.00	\$ 11,616.93	\$ 276,383.07	\$ 2,500.00	110.55		
301.16	ORTP	\$ 250,000.00	\$ 250,000.00	\$ -	\$ 500,000.00	\$ -	\$ 500,000.00	\$ 1.00	500000.00		
	Total	\$ 466,500.00	\$ 565,000.00	\$ 25,000.00	\$ 1,056,500.00	\$ 13,764.60	\$ 1,042,735.40	\$ 6,632.00	157.23		

City/State/HART Staff Time

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301.15	Computer Models		\$ 10,000.00	\$ -	\$ 10,000.00	\$ 10,000.00					
301.16	ORTP	\$ 46,524.00	\$ 10,000.00	\$ -	\$ 56,524.00	\$ 56,524.00					
301.17	TIP	\$ 6,455.00	\$ 10,000.00	\$ -	\$ 16,455.00	\$ 16,455.00					
	Total	\$ 52,979.00	\$ 80,000.00		\$ 132,979.00	\$ 132,979.00					



O'ahu Coastal Communities Evacuation Planning Project

Plan Design Enable

Final Report

May 2015

Prepared for:



Department of Emergency
Management

This project was supported by the City and County of Honolulu, Department of Emergency Management under FY 2012 Oahu Metropolitan Planning Organization (OMPO) - Job No. CT-DEM-1200412.

This document was prepared under a grant from the Federal Highway Administration through the Oahu Metropolitan Planning Organization. Points of view or opinions expressed in this document are those of the authors and do not necessarily represent the official position or policies of the City and County of Honolulu Department of Emergency Management, the Oahu Metropolitan Planning Organization or the Federal Highway Administration.

In November of 2012, The City and County of Honolulu Department of Emergency Management (DEM) hired a team comprised of Atkins, North America Inc.; Group 70 International, Inc.; Solutions Pacific, LLC; Martin and Chock, Inc.; and the University of Hawaii Sea Grant Program to prepare work products to assist rural communities throughout the Island of O'ahu to prepare for possible distantly-spawned tsunami events. Atkins and the rest of the team was selected in a competitive bid process. The roles of each firm in the overall conduct of the project is as follows:

- Atkins was the overall team leader and with its national evacuation expertise was tasked with developing the evacuation routes, vulnerability analysis and signage plans required by the contract;
- Group 70 was designated as the local firm lead to coordinate the activities of the other local firms that comprised the team as well as taking the lead on conducting the field work and determining the refuges that would be suitable for use during a tsunami event;
- Solutions Pacific, another local firm, was charged with collecting and analyzing behavioral data for its use in the vulnerability assessment, as well as leveraging its extensive local contacts to gather any other relevant local information needed by the team;
- Martin and Chock, a prominent local engineering and design firm, was tasked to be the physical sciences lead for the project, given that tsunamis are a physical phenomenon, they were instrumental in obtaining modeling and other data to support the vulnerability analysis portion of the project; and
- University of Hawaii Sea Grant Program was instrumental in developing the technical and public information needed to interact with local government officials and the public at the end of the overall project.

Hereafter, the collective group of firms above will be referenced as the Team.

Initially the contract specifically addressed the communities of Waianae, Nanakuli, Ewa Beach, Haleiwa/Waiialua, Hauula, and Waimanalo and was to address the evacuation zone delineated in 2010. However by December of 2012, in consultation with DEM it became apparent that additional communities would need to be added to the area of study and that a much more severe tsunami scenario was becoming evident for the project's planning endeavors. Therefore, the project was expanded to include the communities of Makaha, Maili, Iroquois Point, Kailua and Kaneohe; although ultimately the scope of the study included all North Shore and Windward communities from Kaena Point to Mokapu Point, and all Leeward and Ewa Communities from Kaena Point to Iroquois Point.

In addition to the expansion of the communities to be included in the study area, a new tsunami threat, named the Greater Aleutian Tsunami (GAT) scenario greatly expanded the vulnerability area to be considered for evacuation under the project. The GAT is a scenario caused by a magnitude 9 earthquake in the Mid-Aleutian Trench that would spawn a much more extreme tsunami wave and inundation area than that for the 2010 event. Although the GAT was considered to be a one in approximately 2,500 year

event, it still warranted that the project consider it in its planning considerations, assumptions and processes. The GAT became the new standard and basis for all project work thereafter.

In December, 2012, the Team met with the following Emergency Preparedness Committees (EPC) to discuss the project and to gather information regarding the local procedures and other actions undertaken by the EPCs relative to the tsunami threat. The Team met with the EPCs in Kailua, Ewa Beach, Hauula, the entire North Shore, Project 52 and others from the Waianae Coast communities, and Kaheohe.

By January of 2013, the project team was provided very early access to the preliminary GAT scenario model data that was prepared by Dr. Kwok Fai Cheung, and immediately it set about determining which refuge facilities would not be subject to inundation in that scenario (**See GA Tsunami.zip in OAHU Coastal Communities Evac\FINAL\Shapefiles in box**). With that hazard specific modeling data, the team also began developing its behavioral analysis results (**See Draft Behavior Study.pdf in OAHU Coastal Communities Evac\FINAL in box**), conducting field work to verify refuge, community specific and other important ground truth information (**See Community Summaries-Final.pdf in OAHU Coastal Communities Evac\FINAL in box**); as well as delineating a new evacuation/inundation zone for the new scenario (**See Evac_Zone_10-GAT.zip in OAHU Coastal Communities Evac\FINAL\Shapefiles in box**).

Behavioral Assumptions Used in Study

As mentioned above Solutions Pacific performed an island-wide behavioral survey and analysis for another emergency management related project that focused on the public's responses to hurricanes and tsunamis. The study captured the variations in behavioral responses seen at different locations on the island. Therefore, the study results reflected the nuanced differences in the public response to tsunamis based on specific locations recognizing that locations and the demographic compositions of the public in that area would have a great deal of influence on their reactions to the tsunami threat. Solutions Pacific for the purposes of this study reanalyzed this previously collected data to conform to the specific needs of this particular project and prepared a study report with those findings. The behavioral report can be found at (**See Draft Behavior Study.pdf in OAHU Coastal Communities Evac\FINAL in box**).

From the reanalysis results the Team used the following basic behavioral assumptions in performing their own efforts under the contract scope of work:

1. For the 2010 tsunami scenario, the study assumed a 100% participation rate in the Tsunami Evacuation Zone (TEZ) – this assumption, although it would probably not be realized in a actual tsunami event, was used in order to allow all evacuees in that zone ample time to clear the inundation area and get to nearby safe locations;

2. For the 2010 tsunami scenario, the study assumed the stated local participation rate for the immediate fringe area later generally designated the Extreme Tsunami Evacuation Zone (XTEZ);
3. For the GAT scenario, the study assumed a 100% participation rate in both the TEZ and XTEZ – again this assumption, although it would probably not be realized in a real tsunami event, was used in order to allow all evacuees in that zone ample time to clear the inundation area;
4. Generally, the Team assumed that slightly more than 20% of evacuating households would seek refuges for their safe destination, vis a vis going to friends and family or hotels/motels; and
5. Generally, approximately 85% of households would use one or more of their available vehicles to evacuate. The remaining percentages would flee on foot, use mass transit, or double up with other households.

Most of these behavioral assumptions were used knowing full well that the bias was toward overestimating vulnerable populations and clearance times and other estimates, which for public safety purposes is not only acceptable, it is preferred. These overestimates ensure that all decisions are based on information that slightly overstates the hazard and its impacts in order to safeguard the lives of the evacuating public.

Refuge Identification, Investigation and Selection

During this period, the Team began to investigate appropriate facilities and areas for use as refuges in both scenarios (2010 and GAT). Rather early on in the process, the Team recommended, and DEM accepted, that in order to reduce the likelihood of confusion in the populace, it would be preferable to have a single refuge for both scenarios. This would negate the possibility of evacuees seeking refuge at facilities that would be vulnerable in a GAT scenario because they were used to using that location for the more frequent and likely 2010 events. The Team began mapping and assessing the list of existing refuges identified by DEM for the 2010 scenario, and depending on their location, either retained or removed those facilities from the viable refuge list for the project.

Facility	Address	Community	Notes
Aina Koa Neighborhood Park	1331 Aina Koa Ave	Honolulu	3
Asing Community Park	91-1450 Renton Rd	Ewa Beach	1
Ewa Mahiko District Park	Renton Road	Ewa Beach	1
Herbert K. Pililaau Community Park	85-166 Plantation Rd	Waianae	2
Kahala Community Park	4495 Pahoa Ave	Honolulu	3
Kahuku District Park	56-170 Pualalea Street	Kahuku	2
Kailua District Park	21 South Kainalu Dr	Kailua	2
Kaimuki Community Park	3521 Waialae Ave	Honolulu	3
Kalakaua District Park	720 McNeil St	Honolulu	3
Kaneohe District Park	45-660 Keaahala Road	Kaneohe	1
Kilauea District Park	4109 Kilauea Avenue	Honolulu	3

Facility	Address	Community	Notes
Kokohead District Park	423 Kaumakani St	Honolulu	3
Kuliouou Neighborhood Park	501 Kuliouou Rd	Honolulu	3
Makaha Community Park	84-730 Manuku St	Waianae	1
Makakilo Community Park	92-1440 Makakilo Drive	Kapolei	1
Makiki District Park	1527 Keeaumoku St	Honolulu	3
Manoa Valley District Park	2721 Kaaipu Avenue	Honolulu	3
McCully District Park	831 Pumehana St	Honolulu	3
Nanakuli High & Inter School	89-980 Nanakuli Ave	Waianae	1
Niu Valley Middle School	310 Halemaumau St	Honolulu	3
Patsy T. Mink Central Oahu Regional Park	94-801 Kamehameha Hwy	Waipahu	1
Waialua High & Intermediate School	67-160 Farrington Highway	Waialua	1
Waianae Elementary School	85-220 McArthur St	Waianae	2
Wailupe Community Park	939 Hind luka Dr	Honolulu	3
Waimanalo District Park	41-415 Hihimanu Street	Waimanalo	1
Wilson Community Park	4901 Kilauea Avenue	Honolulu	3
1 = Viable for consideration in study 2 = Not viable, not considered for use in study 3 = Unknown viability, not in immediate study area			

Table 1: Existing DEM Refuge Facilities

The Team also considered facilities named or recommended by the local EPCs, some of which are listed below.

Facility	Address	Community	Notes
LDS Church	66-1009 Kaukonahua Rd	Waialua	2
Kawailoa Rd	Kawailoa Rd	Haleiwa	1
Opaepa and Twin Bridge Roads	Opaepa & Twin Bridge Roads	Haleiwa	1
Field adjacent Intelsat Paumalu Teleport	Comsat Rd	Sunset Beach	1
Kahuku District Park	56-170 Pualalea St	Kahuku	2
Kahuku Elementary	56-170 Pualalea St	Kahuku	2
Kahuku HS & Intermediate	Kamehameha Hwy	Kahuku	2
Hauula Kai Shopping Center	54-223 Kamehameha Hwy	Hauula	2
Elaine Chang property	54-230 Kam Hwy	Hauula	1
Hauula LDS Mauka Chapel	55-75 Hauula Homestead Rd	Hauula	1
Emergency Container Land	Hauula Homestead Rd	Hauula	1
Kailua Elementary	315 Kuulei Rd., , HI 967	Kailua	2
Kailua Intermediate	145 S Kainalu Dr	Kailua	2
Kalaheo High School	730 Iliaina St	Kailua	1
Lanikai Elementary	140 Alala Rd	Kailua	2
Christ Church Uniting Disciple	1300 Kailua Rd	Kailua	1
Pohakupu Mini Park	Ulumalu St	Kailua	1
Faith Baptist Church	1230 Kailua Road	Kailua	1
United Methodist Church	1110 Kailua Rd	Kailua	2
St. John Lutheran Church	1004 Kailua Rd	Kailua	2

Facility	Address	Community	Notes
Mid Pacific County Club	266 Kaelepulu Dr	Kailua	1
LDS Church Kailua	1461 Kanapauu Drive	Kailua	1
Le Jardin Academy	917 Kalaniana'ole Hwy	Kailua	1
Keaunui Community Park	Keaunui Dr	Ewa Beach	1
Kroc Salvation Army Center	91-3257 Kualaka'i Parkway	Ewa Beach	1
Notes 1 = Viable for consideration in study 2 = Not viable, not considered for use in study			

Table 2: Some Recommended EPC Refuge Facilities

Also associated as part of this process was the determination of what areas were indeed safe and suitable for refuging. As mentioned above, the Team was provided early access to output from Dr. Kwok Fai Cheung's model results showing the extents and depths of inland flooding caused by the new GAT scenario. O'ahu Digital Elevation Models (DEMs), twenty foot contour data from the State, elevation data from Google Earth Pro were combined with GIS representations of Dr. Cheung's model output to create new shapefiles that established the most inland extent of GAT inundation. These maps (**See GA Tsunami.zip in OAHU Coastal Communities Evac!FINAL\Shapefiles in box**) not only served as the basis for determining which refuge sites were ultimately safe from the impacts of a GAT scenario, but also for developing the vulnerable population and refuge demand figures discussed below.

Unfortunately, many of the DEM and EPC recommended facilities although very appropriate for a normal 2010 scenario would be inundated in a GAT scenario. The team further did an extensive survey of many other facilities throughout the study area that were probably outside the GAT inundation zone.

Once the entire inventory of refuge locations were identified by the Team in the study area, Group 70 conducted site visits with GPS to verify coordinate locations and elevations. They also used aerial imagery and GIS to establish vehicle parking locations, determine their capacities and establish other likely services that may be on site for use by evacuees. Nonetheless the entire Team met on numerous occasions to select and discuss the refuge options throughout the study area. Finally, the refuges seen as viable in both the 2010 and GAT scenarios were mapped and included in a refuge atlas entitled, Oahu Coastal Evacuation Planning Refuge Capacity Analysis (**See Refuge Cap Analysis-Final.pdf in OAHU Coastal Communities Evac!FINAL in box**). This atlas contains all the facilities assessed by the team and deemed as viable for use as a refuge (for all documents and shapefiles herein, the Refuge Number relates to the specific page in this atlas where the facility is featured). However, not all of the refuges included in the Atlas were ultimately used; that is, had evacuating populations or areas assigned to them as part of the evacuation route and signage plans. These "unused" facilities are nonetheless appropriate for use in both tsunami evacuation scenarios and could be used as backup or alternate facilities.

With respect to the selection criteria used in establishing the facilities deemed appropriate for use in all tsunami scenarios, the following items were considered:

1. Emphasis on using already existing refuges/shelters or co-location with those facilities – these types of locations would allow an easier transition to long term sheltering in case a tsunami actually destroyed residences and businesses;
2. Encouraged use of public owned facilities (either the City and County of Honolulu, the State of Hawaii, etc.), over the use of private property – that was to simplify the pre-event arrangements for their use;
3. The site had to have ample parking to justify its use, relative to the immediate local need (i.e., if a larger refuge could handle all local refuge demand relative to a smaller site, the more substantial facility would be used) – to minimize the number of overall sites used for refuging;
4. Where possible, refuge locations were selected to be strategic to the area and populations around them – this seeks to ensure that most evacuees in an area would be encouraged to evacuate to local locations rather than attempt to travel long distances to reach their safe destinations; and
5. Where possible, choose locations that would limit the likelihood of post-tsunami isolation – to minimize the likelihood that a single road washout would make long-term post-event resupply at a refuge site difficult or impossible.

Regarding the determination of parking spaces at each refuge facility and their mapping, the following standards were used:

1. For hardstand (paved) parking spaces, parking capacities were based on an assumption that each vehicle sent to that location would need 350 ft²; and
2. For field parking, each vehicle would need 1,000 ft² in order to allow for travel lanes and to account for the general disorder caused by not having lines and other pre-event guidance for where vehicles should park.

The Team recognizes that these per vehicle assumptions have resulted in underestimating the parking capacity at each refuge location. Nonetheless these parking figures were used again to favor public safety and ensure that the population designated to use each facility could in fact be accommodated, with some allowance for additional vehicles if needed.

All locations deemed as suitable for use as refuges for this study (either with assigned populations or as potential sites) were mapped in GIS and can be found at **TS_Refuges_FINAL.zip in OAHU Coastal Communities Evac!FINAL\Shapefiles in box**. The numbers displayed in the refuge location polygon, as well as the accompanying attribute table coincide with the page number of the Oahu Coastal Evacuation Planning Refuge Capacity Analysis atlas referenced above.

Vulnerable Population and Refuge Demand Figures

The draft evacuation limit shapefiles developed from Dr. Cheung's model output by the Team were provided to DEM for vetting purposes and for their own efforts to transform

the inundation limits into evacuation zones for the GAT scenario. By September 2014, DEM had developed new evacuation zones to supplement those for a normal event, and named them the Extreme Tsunami Evacuation Zone (XTEZ) and Tsunami Evacuation Zone (TEZ) respectively. The new XTEZ boundary was even more inclusive than the Team's evacuation limits in that it included an additional 200 foot buffer area to the periphery of the previously developed evacuation zone.

The Team then used the new XTEZ in the identified study area and conformed all previous work to the new boundary, including reconfiguring the existing refuge assignment areas to fit the new XTEZ. In addition, the vulnerable population and refuge demand figures were recalculated in accordance with the new zone. With the dissemination of the XTEZ, all final work products prepared by the project Team conform to these new boundaries.

The Team combined the behavioral characteristics discussed above with U.S. Census figures from 2010 to develop vulnerable population and refuge figures. Once the existing (TEZ) and proposed (XTEZ) evacuation areas were developed using the model output from Kwok Fai Cheung's model, U.S. Census data to the Block level was superimposed onto those zones. Those Census Blocks that straddled the evacuation zones (i.e., TEZ, XTEZ, or outside) were further subdivided so that all data boundaries conformed to one another (**See Evac_Zone_10-GAT.zip in OAHU Coastal Communities Evac!FINAL\Shapefiles in box**). For those subdivided U.S. Census Blocks, aerial imagery was used to segregate the homes therein into their appropriate evacuation zone.

Once the 2010 base populations for each evacuation zone were developed, those figures were extrapolated to 2015 numbers by determining the annualized growth rate from 2000 to 2010 Census count. Those figures were then combined with the behavioral assumption percentages to develop the vulnerable population figures prepared as part of this report.

Also included with the vulnerable permanent resident populations are those from the various tourist facilities throughout Oahu. These tourist figures also encompass the seasonal units as identified in the U.S. Census data. The hotel/motel tourist unit estimates were developed from State of Hawaii databases (Department of Business, Economic Development and Tourism (DBEDT), as well as from other public and private sources, Hawaii Revealed Blue Book, Frommers). Therefore, these figures include tourist numbers for hotels and motels, condominiums, and vacation rental by owners (VRBO).

The vulnerable population figures are available at **Vulnerable Pop Figures 2015-Final.docx in OAHU Coastal Communities Evac!FINAL** in box, whereas the refuge demand data is titled **Refuge Pops_Final.docx** at the same location. The refuge population/demand document details the number of vehicles and people that are expected to use each designated refuge from each of their assigned refuge areas. This table also relates those figures for high (i.e., weekends, evenings and nights) and low

(i.e., weekday daytime) demand periods, as well as against the vehicle refuge parking capacity. As mentioned above these vulnerable population and shelter demand estimates for both scenarios are probably higher than the figures that will actually be realized during an actual event. Nonetheless, this overestimate is to ensure that all tsunami protective action decisions are based on data that will maximize public safety.

Evacuation Route Determination and Signage

In establishing the evacuation routes and developing a supporting signage plan, The Team discussed and developed an approach that further leveraged the work already done for the refuges. The basic tenet of this methodology was that each refuge would have a designated portion of the evacuation zones (See Figure 1 below) and its own dedicated route(s) (See Figure 2 below). The permanent residences and tourist units in each designated refuge area would follow on a unique route to their assigned refuge locations. Furthermore the signage plan would directly support the assigned refuge area and designated route concept.

Using the parking capacity developed for each refuge site, the TEZ and XTEZ Census Blocks were further divided into assigned refuge areas (**See Refuge_Blocks_FINAL.zip in OAHU Coastal Communities Evac!FINAL\Shapefiles in box**) so that the number of allocated homes and tourist units therein would not exceed the number of parking spaces at the refuge location. Once each refuge was provided with an assigned refuge area, the following precepts with respect to routing were applied:

1. Where possible, evacuation routes would not cross one another in conveying traffic from the assigned refuge areas to the designated refuge locations;
2. The trip to refuge would be kept to as short a distance as possible;
3. Tried to maximize the use of right hand turns along the route;
4. Where possible, tried to capitalize on normal directions of traffic flow; and
5. Routes would convey traffic mauka as quickly as possible.

Evacuation Routes (**See EvacRoutes_FINAL.zip in OAHU Coastal Communities Evac!FINAL\Shapefiles in box**) and signage only pertain to those evacuation trips going to refuge, all other traffic to different locations (i.e., friend and family) were assumed to know and employ their own routing to get to their alternate destinations.

For the placement and type of signage the following measures were utilized:

1. To minimize the number of signs placed on the highway, signage was placed only at strategic locations along the route to the refuge, namely where turns occurred, or where the directed course of travel is different than a normal direction of movement. Therefore, signage pointing in a normal and obvious direction of travel was avoided since it was assumed that evacuees going to refuges would go that direction anyway;

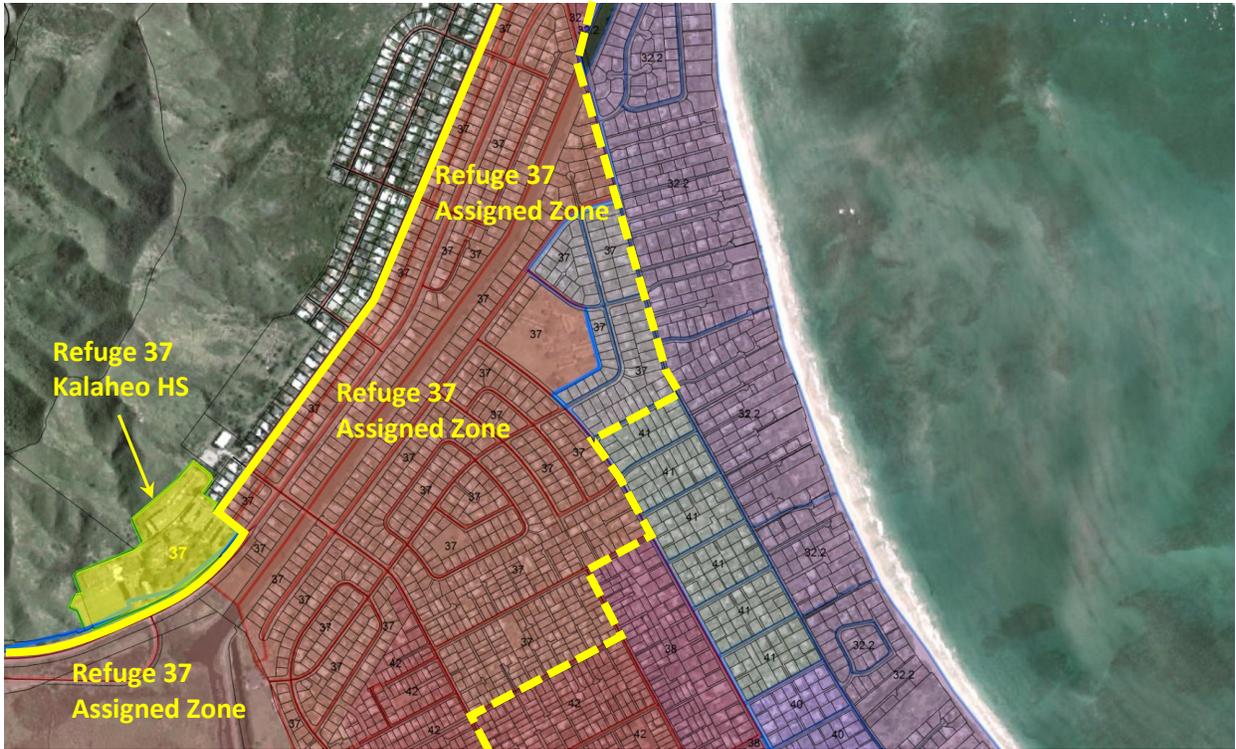


Figure 1: Refuge Assignment Area

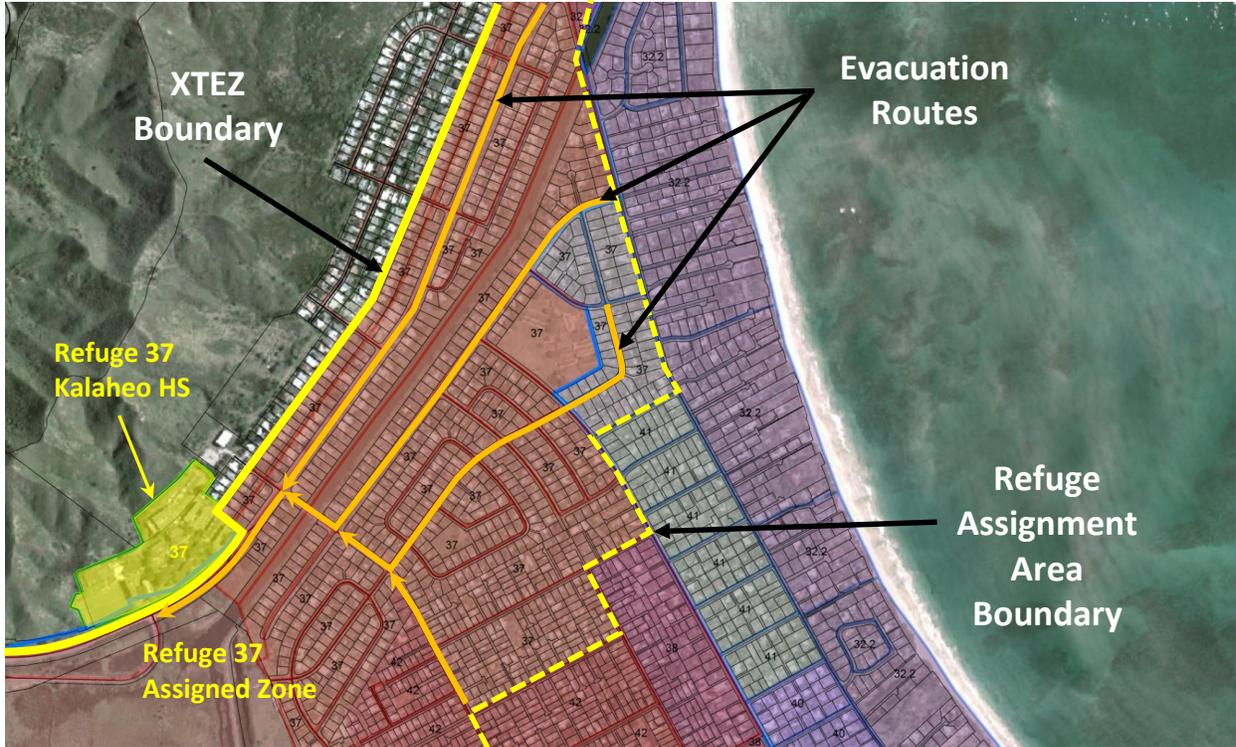


Figure 2: Designated Evacuation Routes

2. Where possible, tried to maximize using already emplaced vertical infrastructure (e.g., existing signs, light posts, etc.) to mount signs; and
3. Although all posted signage is directional in nature, most directional arrows include text with clarifying information (e.g., name of destination refuge, approaching turn directions, etc.).

The signage GIS file is at **Signage_FINAL.zip in OAHU Coastal Communities Evac\FINAL\Shapefiles** in box. The display convention for the sign is, the red dot indicates the location of the post or stanchion on which the sign is mounted, the black line indicates the orientation of the face of the sign and the arrow shows the specific guidance or instruction provided by the sign (See Figure 3 below).

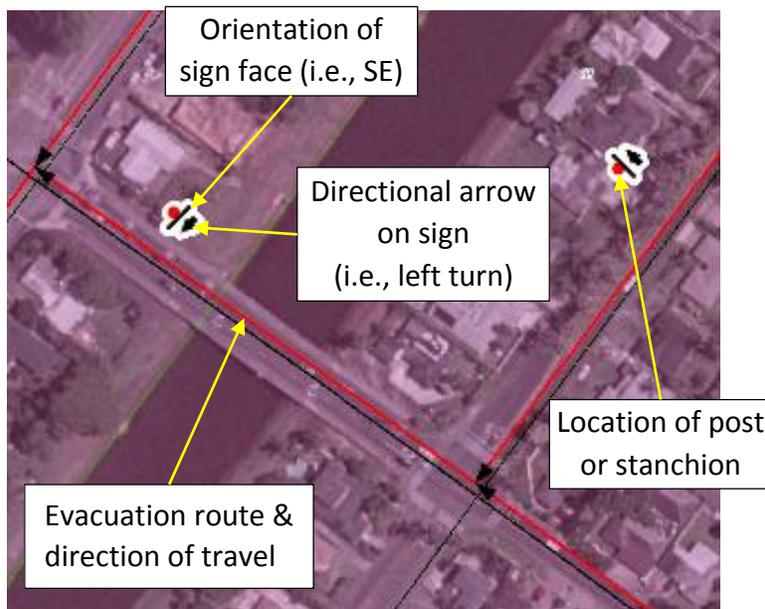


Figure 3: Signage Symbol Explanation

Clearance Time Determinations

Once evacuation routes were designated and mapped (**See EvacRoutes_FINAL.zip in OAHU Coastal Communities Evac\FINAL\Shapefiles in box**), Atkins determined clearance times for each refuge and its accompanying assigned refuge zone. Each evacuation route was subdivided into route segments with the termini situated at intersections, or at locations where significant changes in roadway characteristics (e.g., increase in number of lanes, etc.) warranted a method for differentiating one portion of roadway from the next. Each route segment was then assigned a directional service volume, which is a value that represents how many vehicles per hour can be conveyed along that portion of the transportation network in each direction. Using the number of lanes, roadway type (e.g., limited access, divided, undivided, etc.), responsible agency (i.e., federal, state, or local), surrounding land uses (e.g., urban, rural, etc.) and other

physical attributes, an hourly Level of Service (LOS) was assigned to each and every section of evacuation roadway on Oahu.

Each refuge and assigned refuge area, as well as its supporting evacuation routes were analyzed to determine which roadway segments would likely be the bottlenecks for those specific evacuation trips. These bottlenecks, which usually coincide with intersections, or other areas where roadway capacity are constrained relative to traffic demand, are the primary determinant of the clearance time for that refuge facility and assigned zone.

Once the likely bottlenecks are identified, those roadway segments are loaded with evacuation traffic, represented by the number of vehicles using that section of roadway for evacuation. In determining the evacuation traffic, both those vehicles passing through the link with the express purpose of travelling to the designated refuge and those driving through to other destinations (e.g., friends and family, etc.) were included in the calculations.

In addition to these evacuating trips, these bottlenecks were further burdened with those trips not specifically involved with the evacuation, also known as background traffic. Background traffic will certainly occur concurrently with evacuation trips, since even non-evacuating people will need to travel on the same roadways simultaneously, especially in urbanized areas where tsunami evacuations may coincide with normal rush hours or other daily activities. To factor in background traffic, the peak, measured, directional, hourly traffic volume was used to ensure that clearance time calculations were based on the worst-case, but realistic scenario (i.e., a tsunami evacuation occurring simultaneously with a weekday rush hour event). These peak hour background traffic figures were obtained from the Hawaii Department of Transportation, Highways Division Planning Branch 2009 Traffic Station Mapbook.

Simplistically the equation for calculating clearance times is represented thusly:

$$\frac{\text{Evacuating Trips to Refuge} + \text{Evacuating Trips to Other Locations} + \text{Background Traffic}}{\text{Hourly Directional Service Volume}}$$

This simple schematic equation is further complicated by the inclusion of a loading curve (to factor in a two hour public mobilization time), time-stepped attenuation of the hourly directional service volume (to represent the reduction in throughput caused by increasing traffic congestion and turbulence) and diminution of background traffic (traffic will naturally decrease as the forecast event arrival time draws near).

For the purposes of this study, a clearance time is defined as the time it takes to clear all vehicles that will use a bottleneck segment during an evacuation, beginning from when the first evacuating vehicle enters the roadway until the last evacuating vehicle reaches a point of assumed safety. Therefore, a clearance time includes:

1. time for the bottleneck to gradually experience escalating traffic volumes as a result of natural variability in how quickly people will prepare to evacuate, and/or travel to the bottleneck (also known as mobilization, or loading time);
2. the amount of time the bottleneck will need to operate at peak assumed capacity in order to process all of the vehicle demand caused by the evacuation order (also known as queuing delay time); and
3. The travel time from the bottleneck to a point of relative safety, in this case to the nearest assigned refuge.

Clearance time is not the time that any one vehicle will need to get from the point of origin (the evacuating household or tourist unit) to the final safe destination (the assigned refuge). Those vehicles starting their evacuation trips early, before the bottleneck segments begin to experience saturation flow, will take a normal amount of time to reach their destination. Whereas vehicles leaving later in relation to when the evacuation order was issued, will experience much longer commute times to their assigned refuges, especially once those same bottlenecks become overloaded by their evacuation vehicle demand.

A table with clearance times for each refuge with assigned evacuation areas is located at **Clearance Times-Final.docx in OAHU Coastal Communities Evac!FINAL** in box. DEM provided guidance that approximately four hours would be the maximum amount of response/evacuation time allowed by a GAT scenario seismic event. Given that goal, most vehicles from the assigned refuge areas can easily reach their associated refuge within that particular timeframe. Some locations however, exceed the four hour threshold, but unfortunately those times cannot be avoided given the current roadway network, or refuging options/locations.

Table 3 below documents those difficult bottlenecks, which arise primarily because they are situated on the only corridors in the area that can be used by all parties to reach any safe destination (i.e., refuges or other) and because an overwhelming number of vehicles at any of these bottlenecks are heading toward locations other than refuges. Therefore these bottlenecks identified below may potentially exceed the stated four hour window, regardless of whether refuge bound vehicles are routed through them or not. In fact, in two cases cited below (i.e., Refuges 11 and 17), the evacuating vehicles designated to travel to their assigned refuges are routed on alternate roadways, Pa'akea Rd and Kaukonahua Rd respectively to avoid these problem roadway segments.

Those evacuees travelling to their assigned refuges through all of the other critical bottlenecks cited above must be encouraged to leave as early as possible. Their arrival at these critical roadway segments must occur before the vehicles further up the Wai'anae Coast and the Windward Coast, and going to all other destinations, can arrive at these locations and overwhelm their capacity.

Refuge No.	Refuge Location	Refuge Name	Bottleneck location	TEZ Number of Vehicles Evacuating	XTEZ Number of Vehicles Evacuating	TEZ Clearance Time in Hours	XTEZ Clearance Time in Hours
[1]				[2]	[2][3]	[4]	[4]
10	Nanakuli	Nanakuli HS & IS	via Farrington Hwy @ Helelua St	6,461	7,910	6.0	6.9
11	Ma'ili	Pu'u O Hulu CP etc	via Farrington Hwy [5]	4,918	5,961	4.4	5.9
17	Waiialua	Dole Plantation Facilities	via Kamehameha Hwy @ Weed Circle [6]	4,524	4,932	5.8	6.8
22	Ka'a'awa	Kualoa Ranch	Kamehameha Hwy @ Kualoa Regional Park	3,796	4,342	5.2	6.2
24	Waiahole	Waiahole ES & IS	Kamehameha Hwy @ Waiahole Valley Rd	4,067	4,838	5.4	6.8
25	Waihee	Senator Fong's Garden	Kamehameha Hwy @ Pulama Rd	3,927	4,683	5.8	7.4
26	Kahalu'u	Kahalu'u ES/ Mini Park/ Key Project	Kamehameha Hwy @ Waihee Rd	4,108	5,158	5.9	7.8
28	He'eia	Ahuimanu ES & Community Park	Kamehameha Hwy @ Hui Iwa St	3,904	4,794	5.7	7.6
<p>[1] Refuge Number corresponds with the page number for that refuge in the Oahu Coastal Evacuation Planning Refuge Capacity Analysis atlas.</p> <p>[2] Maximum total number of local <u>evacuating</u> vehicles traveling through bottleneck, regardless of destination (i.e., refuge vs. out of sector).</p> <p>[3] XTEZ figures include TEZ evacuating vehicles.</p> <p>[4] At peak (rush) hour, regardless of time of day.</p> <p>[5] Figures Include vehicles going to refuge (11.1-11.4), as well as vehicles leaving Makaha, Wai'anae and Ma'ili. This route was not chosen in favor of sending evacuees to Pa'akea/Hakimo/Lualualei Naval Road refuges using alternate routes because of excessive clearance times at this roadway segment.</p> <p>[6] Figures Include vehicles going to refuge (17), as well as vehicles leaving Waiialua, Hale'iwa and Mokuleia. This route was not chosen in favor of sending evacuees to Dole Plantation refuge using Kaukonahua Rd because of excessive clearance times at this roadway segment.</p>							

Table 3: Critical Bottleneck Clearance Times

Public Outreach

Through the latter part of November and early December 2014, The University of Hawaii Sea Grant Program, in concert with DEM conducted public hearings throughout O’ahu to explain the technical aspects of the new GAT scenario and to present the new Extreme Tsunami Evacuation Zone (ETEZ). In addition to the communities with active EPCs, and those in the project’s study area, public meetings were also held in the localities not included in the project such as Kapolei, Hawaii Kai, Waikiki and others. Furthermore, in February of 2015, Atkins, again in concert with DEM, conducted detailed working meetings with the EPCs to discuss the specifics of the refuging, routing and signage plans prepared for their communities. Not only were these meetings an opportunity to hear first-hand the particular measures that the project was proposing for their jurisdictions, they also allowed the EPCs an occasion to provide further guidance and feedback before the project’s work products were finalized. These follow on EPC meetings were conducted in Kailua, Hau’ula, Makaha, ‘Ewa Beach, Kane’ohe and Waimanalo. The updated presentations which were prepared and delivered to the respective EPCs, each community with its own PowerPoint file, can be found in the subdirectory **OAHU Coastal Communities Evac\FINAL\EPC Presentations** in box.

Recommended Actions

1. All traffic from Iroquois Point must be diverted to Iroquois Ave/ 12th St/West Lock Rd/Iroquois Rd. N Rd westbound from 12 St to Ft Weaver Rd must be blocked to disallow any vehicles from getting onto Ft Weaver Rd south of Iroquois Rd.
2. The fence that blocks the roadway near 87 Mohihi St should be removed and the road continued through to allow through passage on Mohihi Street all the way to Lualualei Naval Rd.
3. Develop another emergency bypass road that connects Lualualei Naval Road with Haleakala Ave to allow vehicles in western Nanakuli to bypass the worst congested roadway link on the Waianae Coast to get to the Nanakuli HS & IS refuge. Nanakuli HS & IS refuge is underutilized and evacuees will have to seek refuge along roadways in the open because there is no way they will be able to reach the Nanakuli HS & IS refuge in under the four hour timeframe.
4. Ensure that all Wai’anae Coast Emergency Access Route (WCEAR) roadways are opened and are available to accommodate evacuation traffic.
5. Ensure that the gates on either side of Cane Haul Road in Haleiwa are opened prior to the initiation of any tsunami evacuation.
6. Especially in the XTEZ scenario, more of the population at large must be convinced to seek local refuge than currently is evident in the behavioral surveys. Too many evacuees are going to try and commute to distant destinations (according to our current behavioral surveys), rather than go to local refuges. These “exiting” vehicles increase clearance times that extend well beyond the three to four hours available in the XTEZ scenario. This is especially true for the

Wai'anae Coast near Nanakuli, Weed Circle for the North Shore and the Kam Highway from Ka'a'awa to Waiahole for the Windward Coast.

7. Consider developing a separate siren signal to be deployed one hour before the forecast arrival time of the tsunami to warn those evacuees still in stuck in traffic queues to abandon their vehicles and start walking mauka as quickly as possible.
8. Consider adopting policies that gas stations in the TEZ and XTEZ and along designated evacuation routes will be directed to cease fuelling operations so that their vehicle queues do not cause an additional impediment to traffic flow during an evacuation.
9. Where possible, all field parking at refuge facilities identified through this effort should have curb cuts with gates to allow vehicles to smoothly transition from parking lots and pavement over curbs and onto the field parking areas.

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- OAHU Coastal Communities Evac · Owner**
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- ! COMMUNITY EVAC PLANS
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- Refuge Capacity Calculations Map Book & Workbook Sheet

Subdirectory with copies of presentations prepared for each of the active EPCs (see directly below)

Subdirectory with supporting shapefiles in .zip file format (see page 16)

EPC Presentations
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Shapefiles
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Clearance Times-Final.docx
Uploaded May 15, 2015 by Robert R. Collins

Clearance Time Tables
(see page 11 above)

Community Summaries-Final.pdf
Uploaded May 15, 2015 by Robert R. Collins

Results and writeup of community field surveys
(see page 2 above)

Draft Behavior Study.pdf
Uploaded Jun 19, 2015 by Robert R. Collins

Behavioral survey results and analysis
(see page 2 above)

Refuge Cap Analysis-Final.pdf
Uploaded May 15, 2015 by Robert R. Collins

Oahu Coastal Evacuation Planning Refuge Capacity Analysis atlas (see page 5 above)

Refuge Pops-Final.docx
Uploaded May 15, 2015 by Robert R. Collins

Refuge population/demand versus parking capacity table (see page 6 above)

Vulnerable Pop Figures 2015-Final.docx
Uploaded May 15, 2015 by Robert R. Collins

2015 vulnerable population figures for each study community (see page 6 above)

**EPC Presentations
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	Evac_Zone_10-GAT.zip <small>Uploaded Jun 19, 2015 by Robert R. Collins</small>	2010 and GAT evacuation limits submitted by the Team (see page 6 above)
	GA Tsunami.zip <small>Uploaded Jun 19, 2015 by Robert R. Collins</small>	Original GAT inundation limit shapefiles from Dr. Cheung's model (see page 2 & 4 above)
	Refuge_Blocks_FINAL.zip <small>Uploaded May 18, 2015 by Robert R. Collins</small>	Refuge Assignment Area shapefiles established from XTEZ (see page 7 above)
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	TS_Refuges_FINAL.zip <small>Uploaded May 15, 2015 by Robert R. Collins</small>	Listing of all refuges considered viable for both tsunami scenarios (see page 6 above)



Memorandum

To: Policy Board Members
From: Brian Gibson, Executive Director
Date: June 15, 2016

Citizen Advisory Committee Bylaws Consider Approval of Recommended Changes

BACKGROUND:

OahuMPO's Comprehensive Agreement (Section B.6) requires the OahuMPO to have a Citizen Advisory Committee ("CAC") through which it can solicit public input to advise the Policy Board and the Executive Director. The CAC is governed by adopted bylaws; members of the CAC are appointed and removed by the Policy Board based upon adopted bylaws, and the bylaws identify the CAC's purpose, membership, officers and elections, meetings and other operating rules as needed.

ISSUE:

In light of the recently approved bylaws for the Policy Board and the Technical Advisory Committee, the CAC formed a Bylaws Subcommittee, which met to discuss and make recommendations about updates to the CAC Bylaws. On May 18th, the CAC considered and recommended Policy Board approval of the Subcommittee's proposed changes.

RECOMMENDATION:

Consider and approve changes to the CAC Bylaws as presented.

Summary of Citizen Advisory Committee Bylaws Changes

June 7, 2016

Page/Section	Change	Notes from OahuMPO Staff
Throughout document	Editorial: change “Policy Committee” to “Policy Board” throughout, and make grammatical and punctuation error corrections.	
I.B	The CAC shall be a vehicle whereby public input can be solicited to advise the Policy Board and the OahuMPO Executive Director on transportation planning issues in accordance with the OahuMPO Participation Plan; and a means of keeping citizens’ groups and the public informed of the aims and progress of the cooperative, comprehensive, and continuing transportation planning process. <u>The CAC Chair shall provide input on important matters raised at CAC meetings to the Policy Board at regular scheduled meetings or by written report.</u>	OahuMPO strongly supports this additional language.
II.A.3	Attendance credits earned during an organization’s active membership shall not be applied toward reinstatement attendance requirements.	
II.B. 3	Should an individual sign in as the designated representative for more than one organization at the same meeting, attendance credit will only be awarded to one organization. <u>No individual may sign in as a representative for more than one organization.</u>	
II.B.4	Member organizations shall not receive attendance credits if the person signing in for its <u>his or her</u> organization is not said organization’s designated representative, alternate, or presiding officer as stated in Section III.A.1. Member Organizations’ Responsibilities.	
III.A.1	The presiding officer or authorized representative of each member organization shall designate, in writing, a representative to serve on the CAC, and reaffirm its representative in writing at the beginning of each calendar year (from January 1 through December 31). Such designation must be received by the OahuMPO no later than 24 hours prior to the first regularly scheduled CAC meeting of the calendar year. If no designation is made prior to that meeting, the presiding officer of the member organization shall serve as the designated representative for said organization until notification identifying a designated representative is received by the OahuMPO.	

III.A.3	Designation of an alternate(s) shall be subject to the same provisions as the designation of a member representative (See Section III.A.1). Designation of more than one alternate shall be in sequential order of authority to represent its member organization (i.e., alternate #1, alternate #2) and identified in writing to the OahuMPO.	
III.A.4	In the absence of its designated representative, an alternate (in sequence), if available, shall serve as the designated representative for its <u>his or her</u> member organization and shall be entitled to the same rights and privileges as the designated representative.	
III.A.9	Member organizations that do not meet the attendance requirement as stated in Section III.A.7 during each calendar year will be placed on probation. The OahuMPO staff will notify organizations with deficient attendance of their probationary status at the conclusion of each calendar year <u>once six total meetings have been missed.</u>	
III.A.13	The CAC shall request and receive the approval of <u>notify</u> the Policy Committee <u>Policy Board</u> or Executive Committee before testifying before a legislative body as representing the CAC. If said request is approved, The testimony shall be submitted to the Chair of the Policy Committee <u>Policy Board</u> , through the OahuMPO Executive Director, for approval prior to being publicly released. The approved testimony shall reflect a majority opinion of the CAC membership. Nothing in these rules shall prevent a member organization from presenting independent testimony on behalf of its own organization. without reference to its CAC affiliation.	These recommended changes appear to allow the Policy Board Chair to approve CAC testimony instead of requiring the whole Policy Board to approve.
III.C.2	A member organization's representatives may also be removed from the CAC at any time by the Policy Committee Policy Board or the CAC Chair for disruptive behavior or by written request from the presiding officer or authorized representative of the member organization itself. <u>Member organizations may be removed by request of an authorized representative of the organization.</u>	These changes appear to provide a new authority to the CAC Chair to remove a representative (but not a member organization) for disruptive behavior.
III.D.2	The election of Chair and Vice Chair will be scheduled for the first meeting of each calendar year, and may be rescheduled in subsequent meeting(s) until a Chair and Vice Chair are elected. Designated representatives will have the opportunity to cast their votes for each officer utilizing a roll-call voting system. The candidate receiving at least 50 percent <u>plus one</u> of the votes cast will assume the position for which she or he was elected. In the event that no candidate receives the necessary number of votes to win the election, the two candidates receiving the highest number of votes will become the only candidates in the subsequent vote.	

IV.A.1	<p><u>A. Order of Business</u></p> <p><u>1. The business of the CAC shall be taken up for consideration and disposition in the following order:</u></p> <ul style="list-style-type: none"> • <u>Call to order by Chair</u> • <u>Roll call</u> • <u>Approval of minutes of previous meeting</u> • <u>Reports of Policy Board and Technical Advisory Committee meetings</u> • <u>Unfinished business</u> • <u>New business</u> • <u>Invitation to interested members of the public to be heard on matters not included in the agenda</u> • <u>Announcements</u> • <u>Announcement of next scheduled meeting</u> • <u>Adjournment</u> <p><u>2. The CAC Chair may alter the order of the agenda if there are no objections. If there are objections, a majority vote of the members present will be required to change the order.</u></p>	These proposed changes match language in the Policy Board and TAC Bylaws.
IV.B.9	<p>The CAC shall promote full participation through discussion by members of the public, as well as by member organizations. In order to provide for the orderly conduct of a meeting, persons wishing to present lengthy statements of position on agenda items shall notify the CAC Chair of their intention in advance. Statements should be to the point and as brief and clear as possible. <u>At the discretion of the CAC Chair, public statements on agenda or non-agenda items may be subject to time limits to allow for all speakers and subsequent agenda matters. Topics not fully covered may be placed on a subsequent meeting agenda to allow sufficient time for continued discussions.</u> At the discretion of the CAC Chair, statements on non-agenda items that have pertinence to CAC activities may be accepted after all other agenda items have been covered or may be placed on a subsequent meeting's agenda.</p>	

BYLAWS OF THE CITIZEN ADVISORY COMMITTEE

**FOR THE
OAHU METROPOLITAN PLANNING ORGANIZATION**

WITH RECOMMENDATIONS FROM MAY 18, 2016 CAC MEETING
SHOWN AS TRACKED CHANGES

**Approved by the
OahuMPO Policy Committee
on January 26, 2009**

**Amended by the
OahuMPO Policy Committee
February 22, 2011**

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I. GENERAL PROVISIONS

A. Definition

The Citizen Advisory Committee, hereinafter referred to as the “CAC_{2,2}” for the Oahu Metropolitan Planning Organization, hereinafter referred to as the “OahuMPO_{2,2}” shall consist of non-governmental organizations and City and County of Honolulu neighborhood boards as approved for CAC membership by the [Policy Committee](#)~~Policy Board~~. The CAC shall be broadly based, include minorities and disadvantaged groups, reflected through the composition of its member organizations, and have an interest in and concern for the transportation planning process.

B. Purpose

The CAC shall be a vehicle whereby public input can be solicited to advise the [Policy Committee](#)~~Policy Board~~ and the OahuMPO Executive Director on transportation planning issues in accordance with the OahuMPO Participation Plan; and a means of keeping citizen^s groups and the public informed of the aims and progress of the cooperative, comprehensive, and continuing transportation planning process. [The CAC Chair shall provide input on important matters raised at CAC meetings to the Policy Board at regular scheduled meetings or by written report.](#)

C. Non-Member Participation

Non-Member organizations and individuals may participate in all CAC activities without the privileges as stated in item *III. B. Member Organizations’ Rights and Privileges*.

II. CAC MEMBERSHIP

A. Eligibility Requirements

1. To assure that organizations interested in applying for membership for the first time are committed to attending CAC meetings, such an organization shall earn at least four attendance credits within the twelve months prior to submitting a membership application.
2. Organizations applying for reinstatement following their removal from the CAC shall earn at least six attendance credits within the twelve months prior to submitting a membership reinstatement application.

~~1. Attendance credits earned during an organization's active membership shall not be applied toward reinstatement attendance requirements.~~

B. Earning of Attendance Credits

1. "Attendance Credit" shall be defined as credit earned by signing in for one organization at any regularly scheduled CAC meeting.
2. An organization may earn only one attendance credit at each meeting.
3. ~~Should an individual sign in as the designated representative for more than one organization at the same meeting, attendance credit will only be awarded to one organization.~~No individual may sign in as a representative for more than one organization.
4. Member organizations shall not receive attendance credits if the person signing in for ~~its~~his or her organization is not said organization's designated representative, alternate, or presiding officer as stated in *Section III.A.1. Member Organizations'*

Responsibilities.

5. Only organizations may earn attendance credits.

C. Membership Requests

1. Each organization seeking initial CAC membership shall submit to OahuMPO an official OahuMPO CAC Initial Membership Application form (provided by the OahuMPO staff). This form shall be accompanied by a cover letter printed on the organization's official letterhead, signed and dated by its presiding officer or authorized representative.
2. The completed initial application and cover letter must be sent to the OahuMPO office no later than two months after earning four OahuMPO attendance credits within a twelve-month period. The organization's appointment to the CAC shall become effective immediately following the ~~Policy Committee~~[Policy Board](#)'s approval of said request.
3. Each organization seeking reinstatement as a CAC member shall submit to OahuMPO an official OahuMPO Membership Reinstatement Application form (provided by the OahuMPO staff). This form shall be accompanied by a cover letter printed on the organization's official letterhead, signed and dated by its presiding officer or authorized representative.
4. The completed Membership Reinstatement Application form and cover letter must be sent to the OahuMPO office no later than two months after earning six attendance credits within a twelve-month period. The organizations' reinstatement to the CAC membership shall become effective immediately

following the ~~Policy Committee~~Policy Board's approval of the request.

5. Applications found to be incomplete will be returned to the originating organization, along with notification that the application was incomplete. The application must be completed and resubmitted before the request for membership will be processed. Any resubmitted application(s) must be received by the OahuMPO within the two-month period following the return of the original incomplete application submittal to the originating organization.

III. RULES AND PROCEDURES FOR MEMBER ORGANIZATIONS

A. Member Organizations' Responsibilities

1. The presiding officer or authorized representative of each member organization shall designate, in writing, a representative to serve on the CAC, ~~and reaffirm its representative in writing at the beginning of each calendar year (from January 1 through December 31).~~ Such designation must be received by the OahuMPO no later than 24 hours prior to the first regularly scheduled CAC meeting of the calendar year. If no designation is made prior to that meeting, the presiding officer of the member organization shall serve as the designated representative for said organization until notification identifying a designated representative is received by the OahuMPO.
2. The member organization's representative serving on the CAC, hereinafter referred to as "designated representative", shall be entitled to the rights and privileges of its member organization as stated in *Section III.B. Member Organizations' Rights and Privileges*.

3. Designation of an alternate(s) shall be subject to the same provisions as the designation of a member representative (See Section III.A.I). ~~Designation of more than one alternate shall be in sequential order of authority to represent its member organization (i.e., alternate #1, alternate #2) and identified in writing to the OahuMPO.~~
4. In the absence of its designated representative, an alternate (in sequence), if available, shall serve as the designated representative for ~~its~~ his or her member organization and shall be entitled to the same rights and privileges as the designated representative.
5. In the absence of its designated representative and alternate(s), the presiding officer of the member organization shall serve as the designated representative for said organization.
6. Any changes in member organization information, including the designated representative and alternate(s), shall be made by the presiding officer or authorized representative of the member organization and shall be sent to the OahuMPO in writing. The notification shall reach the OahuMPO office at least 24 hours prior to any meeting(s) for which the organization wishes to earn attendance credit(s) or exercise the organization's voting rights.
7. In order to retain CAC membership, each member organization shall earn attendance credits for participation in at least 50 percent or six, whichever is less, of the regularly scheduled CAC meetings during each calendar year.

8. If a member organization misses three consecutive regularly scheduled CAC meetings, they may be subject to being placed on probation by the Chair of the CAC at the next regularly scheduled meeting.
9. Member organizations that do not meet the attendance requirement as stated in Section III.A.7 during each calendar year will be placed on probation. The OahuMPO staff will notify organizations with deficient attendance of their probationary status ~~at the conclusion of each calendar year~~once six total meetings have been missed.
10. Member organizations on probation must attend at least four regularly scheduled CAC meetings within the six months following probation notification to retain membership.
11. Member organizations on probation that fail to attend at least four regularly scheduled CAC meetings within six months of probation notification will be automatically removed from the CAC.
12. Designated representatives are responsible for reporting to and from their organizations regarding transportation matters and issues.
13. The CAC shall ~~request and receive the approval of~~notify the ~~Policy Committee~~Policy Board or Executive Committee before testifying before a legislative body as representing the CAC. ~~If said request is approved,~~The testimony shall be submitted to the Chair of the ~~Policy Committee~~Policy Board, through the OahuMPO Executive Director, for approval prior to being publicly released. The approved testimony shall reflect a majority opinion of the CAC

membership. Nothing in these rules shall prevent a member organization from presenting independent testimony on behalf of its own organization, ~~without reference to its CAC affiliation.~~

14. The CAC shall not issue press releases.

B. Member Organizations' Rights and Privileges

1. Only member representatives may move and second formal motions, cast votes, serve on subcommittees of the CAC, and serve as CAC officers.
2. Each member organization shall be entitled to one copy, free of charge, of the following OahuMPO documents: the Oahu Regional Transportation Plan, the Transportation Improvement Program, and the Overall Work Program. The designated representative shall be given said document for its member organization.

C. Termination of an Organization's Membership

1. Member organizations may be terminated due to deficient attendance, as stated in Section III.A.7-11, Member Organizations' Responsibilities.
2. ~~A m~~Member organizations' representativess may ~~also~~ be removed from the CAC at any time by the ~~Policy Committee~~Policy Board or the CAC Chair ~~for disruptive behavior or by written request from the presiding officer or authorized representative of the member organization itself.~~ Member organizations may be removed by request of an authorized representative of the organization.

D. Officers and Their Duties

1. The officers of the CAC shall be a Chair and Vice Chair elected annually by the

designated representatives. Each officer's term shall be for one calendar year. No member shall serve more than two consecutive years as Chair or more than two consecutive years as Vice Chair.

2. The election of Chair and Vice Chair will be scheduled for the first meeting of each calendar year, and may be rescheduled in subsequent meeting(s) until a Chair and Vice Chair are elected. Designated representatives will have the opportunity to cast their votes for each officer utilizing a roll-call voting system. The candidate receiving at least 50 percent plus one of the votes cast will assume the position for which she or he was elected. In the event that no candidate receives the necessary number of votes to win the election, the two candidates receiving the highest number of votes will become the only candidates in the subsequent vote.
3. In the event that no Chair or Vice Chair has been elected at the adjournment of the first CAC meeting of the calendar year, the terms of the presiding officers shall be extended until such a time as new officers are elected.
4. The Vice Chair shall preside in the absence of the Chair. If both the Chair and Vice Chair are absent, the Chair, prior to the meeting, shall appoint a pro tempore officer from the CAC membership. If the Chair fails to designate a pro tempore officer, the members present may select a pro tempore officer either from the CAC membership or from the OahuMPO staff.
5. Should a vacancy occur in the office of the Chair, the Vice Chair shall complete the unexpired term of the Chair. The CAC shall then elect a successor to fill the

unexpired term of the Vice Chair.

6. Should a vacancy occur in the office of the Vice Chair, the CAC shall elect a successor to fill the unexpired term.
7. The Chair shall have general supervision over the affairs of the CAC. The Chair shall perform such other duties ~~which~~that include, but are not limited to:
 - a. Scheduling meetings as set forth in item *IV. Conduct of Business*.
 - b. Preparing the agenda and notifying all members and interested parties.
 - c. Opening all meetings at the appointed hour, calling all meetings to order, and adjourning all meetings.
 - d. Conducting the meeting in accordance with the current edition of *Robert's Rules of Order* where *Bylaws of the CAC for the OahuMPO* are silent.
 - e. Authenticating by his/her signature all acts of and doings by the CAC, when necessary.
 - f. Attending and representing the CAC at ~~Policy Committee~~Policy Board meetings.
 - g. Transmitting CAC views to the ~~Policy Committee~~Policy Board and the OahuMPO Executive Director.
 - h. Receiving all CAC communications and presenting them to the CAC.
 - i. Participating in ~~Policy Committee~~Policy Board meeting discussions, if so approved by the ~~Policy Committee~~Policy Board.
 - j. Reporting relevant ~~Policy Committee~~Policy Board meeting discussions and actions to the CAC.
8. The Chair may designate members to represent the CAC in matters pertaining to

the duties and functions of the CAC.

9. The Chair may appoint special or standing subcommittees as needed. (See Section IV.A.7)

IV. CONDUCT OF BUSINESS

A. Order of Business

1. The business of the CAC shall be taken up for consideration and disposition in the following order:

- Call to order by Chair
- Roll call
- Approval of minutes of previous meeting
- Reports of Policy Board and Technical Advisory Committee meetings
- Unfinished business
- New business
- Invitation to interested members of the public to be heard on matters not included in the agenda
- Announcements
- Announcement of next scheduled meeting
- Adjournment

2. The CAC Chair may alter the order of the agenda if there are no objections. If there are objections, a majority vote of the members present will be required to change the order.

BA. Meetings

1. The CAC shall hold regular meetings at a date, time, and area of the island chosen by the Chair with consideration of the majority preferences of the CAC as determined by an annual written poll. The location for the meetings shall be arranged by the OahuMPO staff.
2. The presence of 30 percent of the total membership shall constitute a quorum and is required for any meeting of the CAC to be held.
3. The agenda shall be set, meeting notifications shall be posted, and meetings shall be conducted in accordance with the current edition of *Robert's Rules of Order*, only in cases where *Bylaws of the CAC for the OahuMPO* or Chapter 92 of the *Hawaii Revised Statutes* and applicable laws are silent.
4. The agenda for each meeting shall be set by the Chair in consultation with the OahuMPO Executive Director.
5. The agenda may be modified by a vote of two-thirds of the entire membership.
6. Agenda items may be proposed by any member organization for consideration by the CAC Chair.
7. Subcommittees of the CAC may be formed either by the Chair's designation or by a motion approved by the CAC. Subcommittee membership shall be less than a quorum of the total CAC membership. Participation and voting privileges are extended only to designated representatives of member organizations, as stated in *Section III.B Member Organizations' Rights and Privileges*.

8. Special meetings of the CAC may be called at any time by the Chair or by a majority of the total membership. Notice of said meeting shall be made in accordance with the requirements of Chapter 92 of the *Hawaii Revised Statutes* and applicable laws.
9. The CAC shall promote full participation through discussion by members of the public, as well as by member organizations. In order to provide for the orderly conduct of a meeting, persons wishing to present lengthy statements of position on agenda items shall notify the CAC Chair of their intention in advance. Statements should be to the point and as brief and clear as possible. At the discretion of the CAC Chair, public statements on agenda or non-agenda items may be subject to time limits to allow for all speakers and subsequent agenda matters. Topics not fully covered may be placed on a subsequent meeting agenda to allow sufficient time for continued discussions.~~At the discretion of the CAC Chair, statements on non-agenda items that have pertinence to CAC activities may be accepted after all other agenda items have been covered or may be placed on a subsequent meeting's agenda.~~
10. Persons wishing to distribute relevant materials at a CAC meeting should indicate their intention to the CAC Chair within a reasonable amount of time prior to the start of the meeting. Materials having no immediate pertinence to the CAC activities shall not be distributed at a CAC meeting.
11. All CAC meetings shall be open to the public.

B. Voting Procedures

1. Only designated representatives may move and second formal motions, and cast votes.
2. Each member organization~~s~~ having a designated representative present at a meeting of the CAC shall be allowed one vote on each issue. A concurrence of the majority of the votes cast shall be necessary to make any action of the CAC valid. A quorum, as identified in *Section IV.A.4 Conduct of Business*, must be present when a vote is taken. Abstentions shall not be counted as a vote.

C. Minutes

1. Minutes shall be kept for all meetings and distributed in accordance with Chapter 92 of the *Hawaii Revised Statutes*.
2. Copies of the approved minutes shall be made available to the public at the business office of the OahuMPO as stated in the OahuMPO *Office Policy Regarding Duplication and Distribution of Meeting Materials*.

V. AMENDMENTS

A. Bylaws Amendments

1. The CAC may recommend amendments to the *Bylaws of the CAC for the OahuMPO* to the OahuMPO ~~Policy Committee~~Policy Board.
2. The *Bylaws of the CAC for the OahuMPO* may only be amended by the ~~Policy~~CommitteePolicy Board.

VI. RULES OF ORDER

A. Parliamentary Authority

The current edition of *Robert's Rules of Order* shall govern only in cases where the *Bylaws of the CAC for the OahuMPO* or Chapter 92 of the *Hawaii Revised Statutes* are silent.



Memorandum

To: Policy Board Members
From: Brian Gibson, Executive Director
Date: June 15, 2016

Executive Director Compensation and Terms

BACKGROUND:

The OahuMPO Comprehensive Agreement Section D.3 states that the "Executive Director shall be appointed by the Policy Board." The current Executive Director is vacating the position on June 15, 2016. On May 27th, the Policy Board voted unanimously to appoint Senior Planner Chris Clark as Interim Executive Director and a Permitted Interaction Group was formed to search for and evaluate candidates to fill the Executive Director position more permanently.

The Executive Director's appointment, compensation, and term is established by the Policy Board. The position is exempt from civil service. Therefore, employment is considered to be "at will," which means that the Executive Director serves at the prerogative of the OahuMPO Policy Board or its designee. As an administratively attached agency, the Executive Director is provided with delegated procurement authority from the Hawaii Department of Transportation's Director of Transportation.

ISSUE 1:

Compensation for employees for temporary assignments shall be provided within thirty (30) days (approximately two pay periods) from the end of each payroll period in which the temporary assignments are performed. The FFY 2017 Overall Work Program (OWP) defines the staff structure and pay bands for OahuMPO staff. The Executive Director's approved yearly pay range is \$72,500 - \$107,500 and the Senior Transportation Planner's pay range is \$67,000 - \$99,500 — a difference of \$5,500 - \$8,000.

Both the Planning Analyst and the Executive Director positions will be vacant on June 16, 2016. For the purpose of fulfilling relatively short-term operational needs, an 89-day non civil-service appointment can be made without the benefit of the civil service recruitment and selection procedure. When a vacancy can be expected for at least 90 days, the OahuMPO Executive Director has sought candidates for appointment to an 89-day appointment to maintain required operations.

RECOMMENDATION:

Move to appoint Chris Clark as the OahuMPO Executive Director on an interim basis effective June 16, 2016 for 90-days, or until such time as a replacement is appointed, provide additional compensation of \$667 monthly, and provide the Policy Board Chair the authority to extend the term a maximum of two (2) 90-day extensions thereafter.

ISSUE 2:

A Permitted Interaction Group — consisting of the Policy Board Chair, the Directors or Director Designees of HDOT and DTS — was formed to search for and evaluate candidates to fill the Executive Director position. Ms. Veronica Schack has been assigned to provide administrative support. The group is currently developing a timeline for recruitment, a job description, recruitment ad, and a list of recommended locations for advertising the recruitment.

OahuMPO recruitment advertisements generally includes the pay range for the position advertised. The Executive Director's pay range has not been adjusted according to pay increases approved by the respective legislative bodies and may be inconsistent with the market rate. The 2010 FHWA report Staffing and Administrative Capacity of Metropolitan Planning Organizations¹ states that "the maximum salary is moderately to highly correlated to population and staff size" on page 6-14 and provides the following table of Director Pay Ranges by MPO Size:

Planning Area Population	Mean Minimum	Mean Maximum
All MPOs	\$78,480	\$103,220
50,000-100,000	\$58,730	\$78,040
100,000-200,000	\$66,130	\$89,090
200,000-500,000	\$72,580	\$100,870
500,000-1,000,000	\$96,250	\$117,500
1,000,000 and over	\$118,790	\$151,280

The OahuMPO serves a population of 953,207 and the Executive Director Salary Range is \$72,500 to \$107,500/annually. The equivalent position at the host agency the Hawaii Department of Transportation, Planning Program Administrator I, is \$85,560 to \$118,680. Recent advertisements for Executive Director positions listed on the Association of Metropolitan Planning Organizations' website include the following jurisdictions, (their planning area population), and the posted or actual salary:

- Maui, HI (160,202) \$80,000 to \$110,000
- Santa Barbara County, CA (435,967) \$168,444
- Tallahassee, FL (368,432) \$95,000 - \$110,000
- Little Rock, AR (729,000) \$90,000 - \$165,284

RECOMMENDATION:

Discuss and confirm the salary range for Executive Director advertisement.

¹ https://www.planning.dot.gov/documents/Staffing_Administrative_Capacity_MPOs.pdf



OahuMPO Policy Board

June 24, 2016



- I. Call to order by Chair
- II. Introductions/Roll Call



III. May 27, 2016 Policy Board Meeting Minutes



IV. Reports

- a. Interim Executive Director
- b. Technical Advisory Committee
- c. Citizen Advisory Committee



V. Old Business

- a. None



VI. New Business

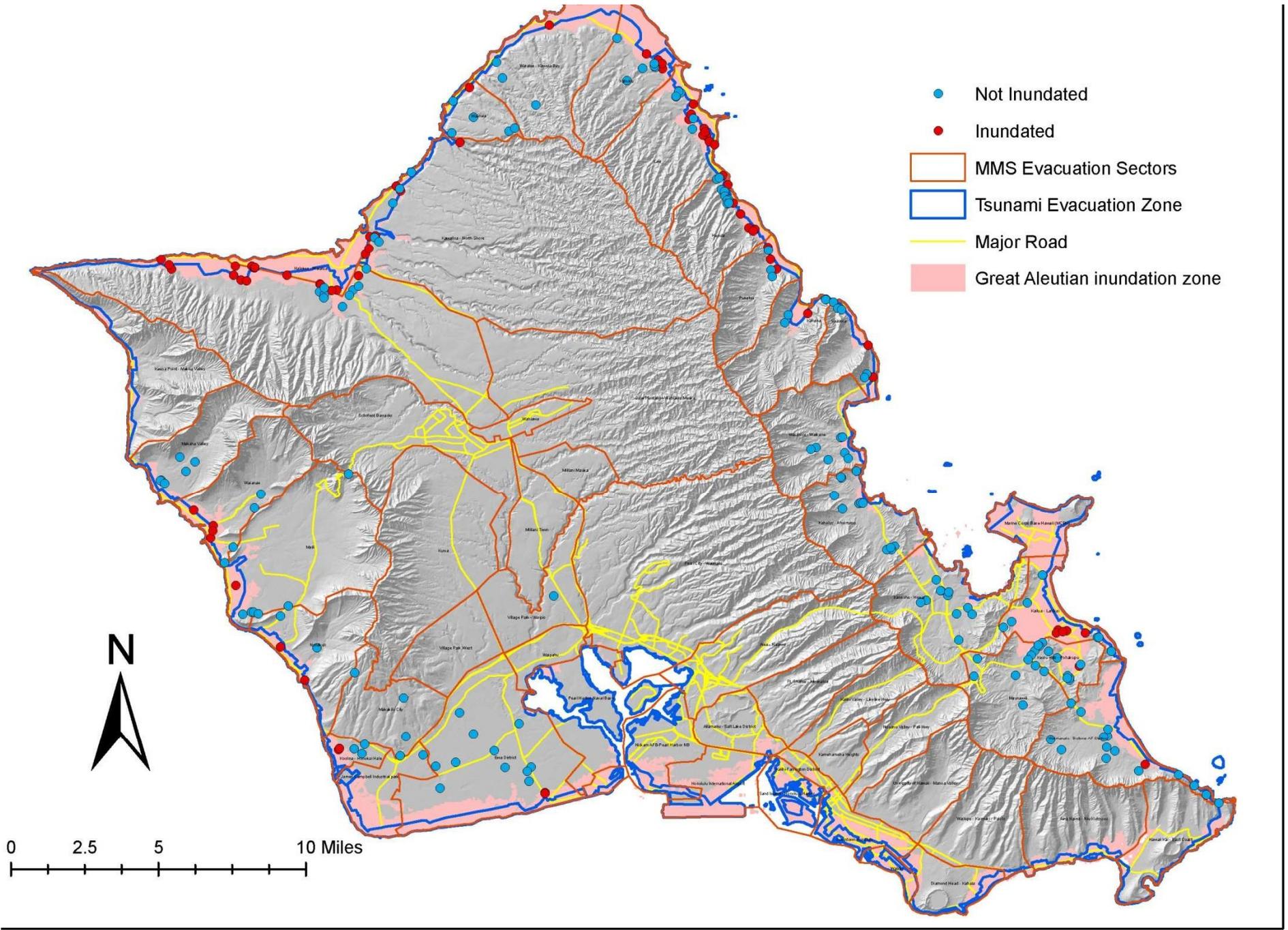
- a. Emergency Evacuation Plan
Phase 1 Presentation



O'ahu Coastal Communities Evacuation Planning Project

Plan Design Enable





Oahu Coastal Evacuation Planning - Refuges and Locations

Scope of Work



Task 1
Conduct gap analysis

Task 2
Field work for geographic
area evacuation route
plan(s)

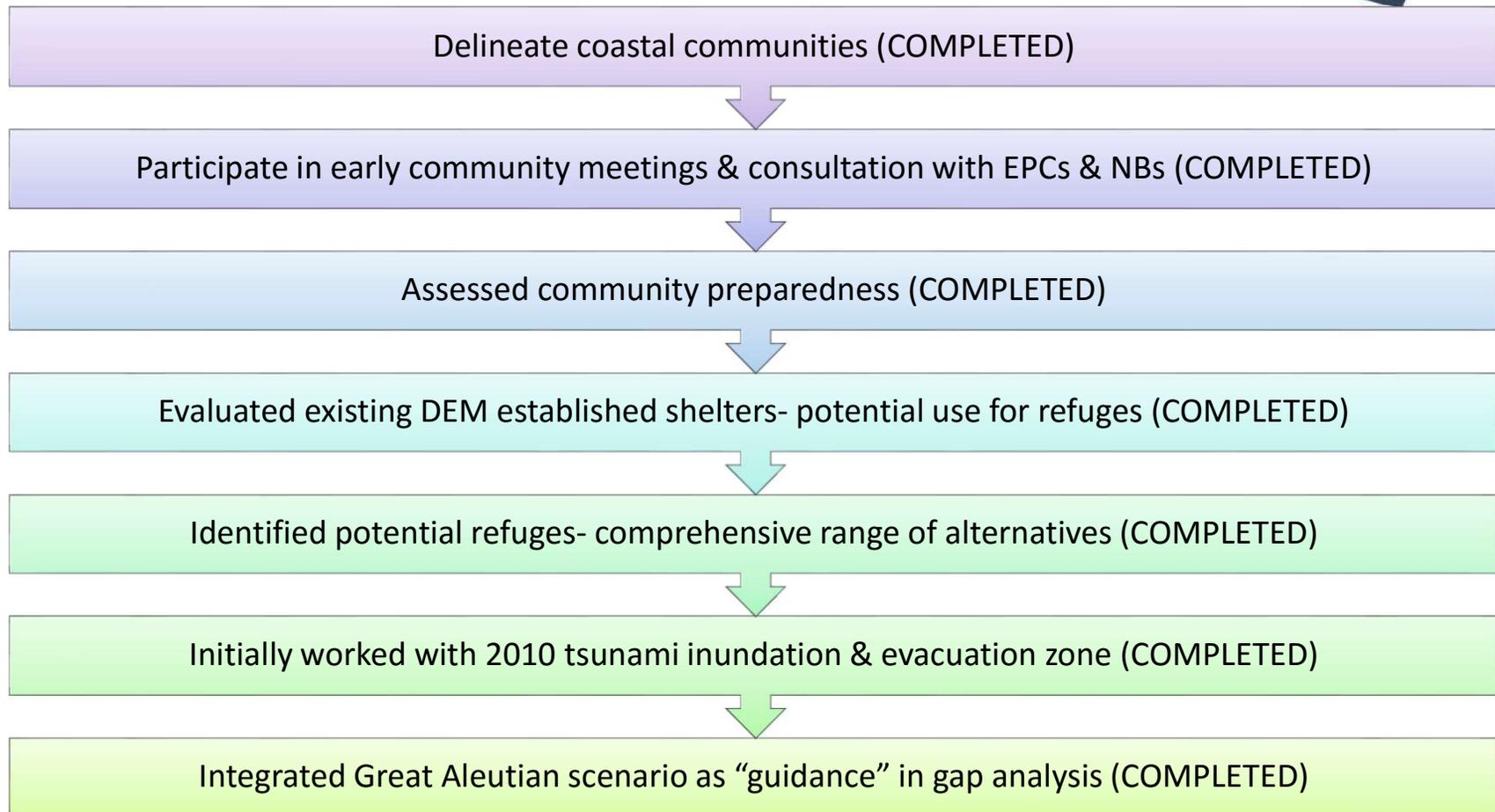
Task 3
Plan development for
geographic area
evacuation route plan(s)

Task 4
GIS mapping

Task 5
Public Outreach

Task 6
Prepare report and
recommend further
actions

Task 1 Conduct Gap Analysis



Vulnerability Assessment



- # of People who need to evacuate:
(80,000 TEZ ; 300,000 XTEZ)
- People have forgotten the Natural Warning Signs of a Tsunami:
 - FEEL the earth shake, drop, cover & hold
 - SEE the ocean recede or act unusual
 - HEAR the roar of the ocean - like a jet aircraft

MOVE QUICKLY INLAND OR VERTICAL

- Study results recommended vertically evacuating to the 4th floor or above in buildings with 10 stories or more.

Behavioral Analysis

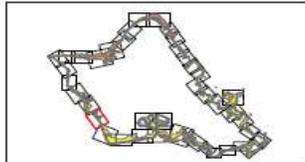


- Anticipate more people will evacuate
- Estimate 1 in 5 households will need to evacuate
- Approximately 85% of households will drive one or more vehicles to evacuate.
- Approximately 20% of households will evacuate with their pets

Map 16-2 – Pokai Bay to Kahe Pt



Pokai Bay to Kahe Pt
Map 16 Inset 2



- For most Tsunami Warnings, evacuate out of the red zone; in the unlikely case of an "Extreme Tsunami Warning", evacuate out of the red and yellow zones.
- Remain at least 100 feet away from inland waterways and marinas connected to the ocean due to wave surges and possible flooding.
- Boaters should move vessels to at least 50 meters (150 ft) deep and 2 miles away from harbor entrances; follow all directions from the Captain of the Port.
- Structural steel or reinforced concrete buildings of ten or more stories provide increased protection on or above the fourth floor; if you are caught near the shoreline consider using vertical evacuation.
- These maps do not consider the destructive effects of a locally generated tsunami. If you feel shaking, move inland immediately well inland from the red tsunami evacuation zone.
- The evacuation zone is a guideline and should be considered the minimum safe evacuation distance.



Safe Zone Evacuation to this zone
Extreme Tsunami Evacuation Zone
 Evacuate out of this zone
Tsunami Evacuation Zone
 Evacuate out of this zone

Legend

- Fire Station
- Hospital
- EMS
- Police
- Public/Private School
- Safe Zone
- Extreme Tsunami Evacuation Zone
- Tsunami Evacuation Zone
- Major Street
- Street

Note: Data represented on this map is not intended to replace site survey.
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 Date Prepared: April 2015

Task 2 Field Work for Evacuation Nānākuli



- Nānākuli High School & Intermediate- excellent location, ample parking, volunteers in place
- Makakilo Elementary- limited parking and distance from evacuation area
- Adjacent Mā`ili community has no viable options existing as assigned elementary school is in the inundation zone- assume aggregate overflow to NHS
- Identified potential refuge- Camp Timberline in Pālehua Heights- distance and traffic into Kapolei is an issue



Refuge Selection Criteria



- Emphasis on existing shelters or co-location with shelters;
- Emphasis on publicly (C & C) owned facilities;
- Outside XTEZ;
- Ample parking to justify its use;
- Tried to keep evacuations to refuge trips local;
- Identified 55 potential locations on Oahu; and
- Limit potential for long term isolation, where possible.

Task 3 Plan Development for Evacuation- Nānākuli



Nanakuli HS & Intermediate



Oahu Coastal Evacuation Planning

NANAKULI

Tier 1 Refuge:
Nanakuli High School &
Intermediate

Legend

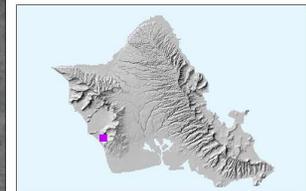
- Field
- Paved Lot

Capacity:

Field = 2009 vehicles
(400 sqft/vehicle)

Paved Lot = 607 vehicles
(350 sqft/vehicle)

Total Capacity = 2616 vehicles



Date: 4/2/2013



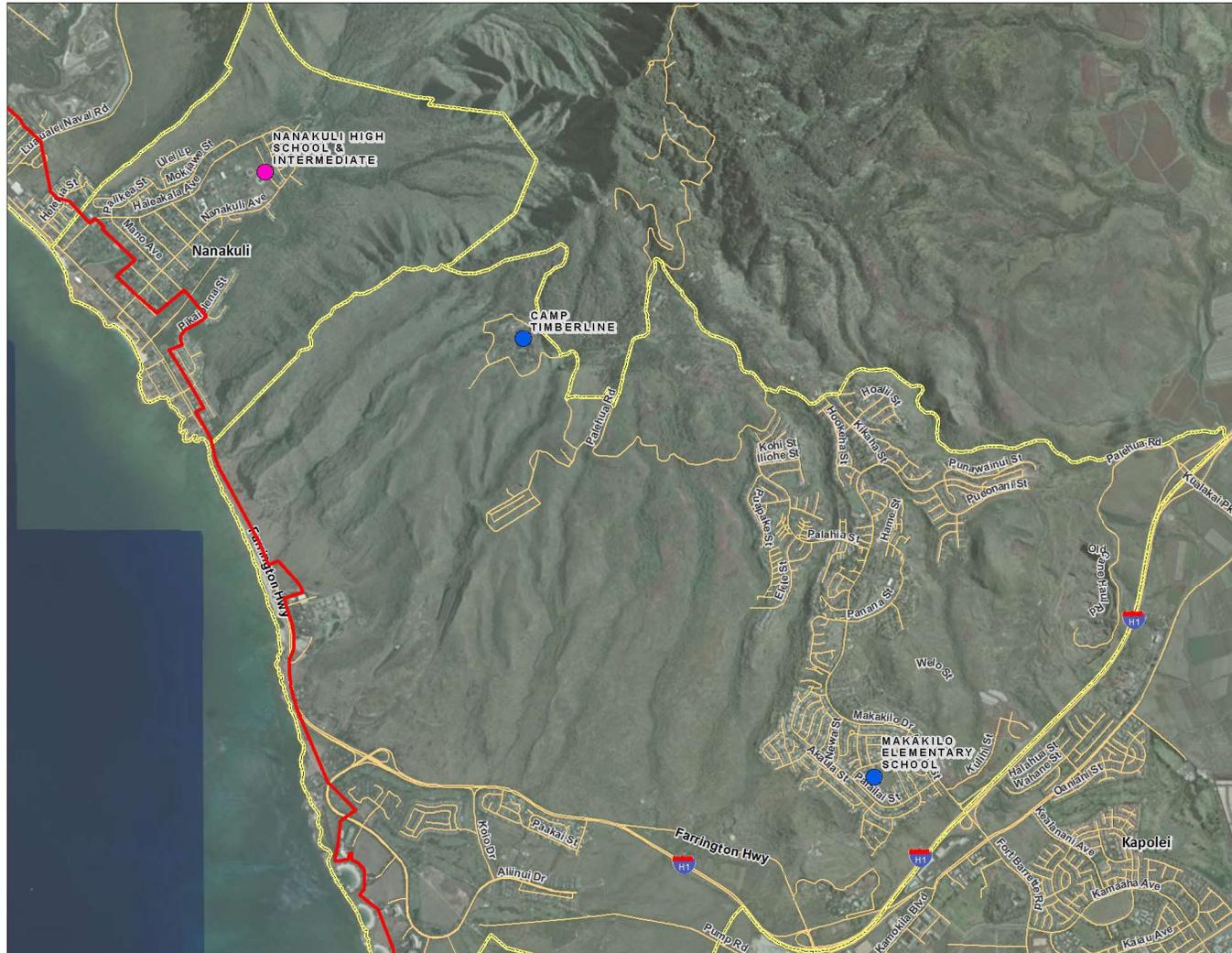
Task 3 Plan Development for Evacuation- Nānākuli



2012 Nānākuli Community Group

	2012 Total Population	2012 Total Occupied Households	Participation %	Evac Population	Evac Households	Total Vehicles	Evac Vehicles @ 1.5/HH	Evac Pop to Refuges	Evac Veh to Refuges
2010 TEZ Zone Only	731	162	100	731	162	357	243	227	75
XTEZ Zone Only	1,320	292	84	1,109	245	646	438	344	136
Both Zones	2,051	454		1,840	407	1,003	681	570	211

Task 3 Plan Development for Evacuation- Nānākuli



Oahu Coastal Evacuation Planning

NANAKULI

Legend

Refuges by Tier Level

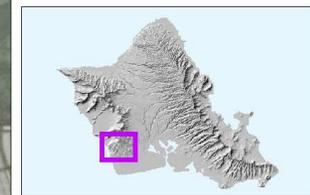
● 1 = Highly Recommended

● 2 = Recommended

— Tsunami Evacuation Zone (2010)

--- Community Boundaries

Note: GA scenario to be added upon approval



Date: 4/2/2013



Task 4 GIS Mapping



Finalized community groupings relative to projected refuge assignments & evacuation routing



Identified and assigned major evacuation routes and signage placement



Cleaned up data files and created final ArcGIS geodatabase files.

- Confirm methodology for capacity calculations
- Agreement to approach for aggregate demand
- Agreement to methodology for unconventional but viable refuge spaces (side of dirt roads, fields, other “up mauka” zones)

Evacuation Route Mapping



- Tried to avoid crossing evacuation streams;
- Minimize trip distance to refuge, if possible;
- Maximizing the use of right turns from origin to destination;
- Follow up refuges along extension of routes;
- Each roadway broken into segments for loading points and intersections; and
- Each segment has assigned hourly directional service volume, peak background traffic and other road characteristics.

Evacuation Route Mapping



- Some roads have two way evacuation route traffic;
- Each refuge zone has its own assigned routing;
- Some overlap of evacuation routes from refuge zones to refuges; and
- Evacuation routes only address refuge zones to refuges for populations seeking refuges, all other trips (e.g., friends and family, etc.) will take whatever route they choose to.

Evacuation Route Mapping

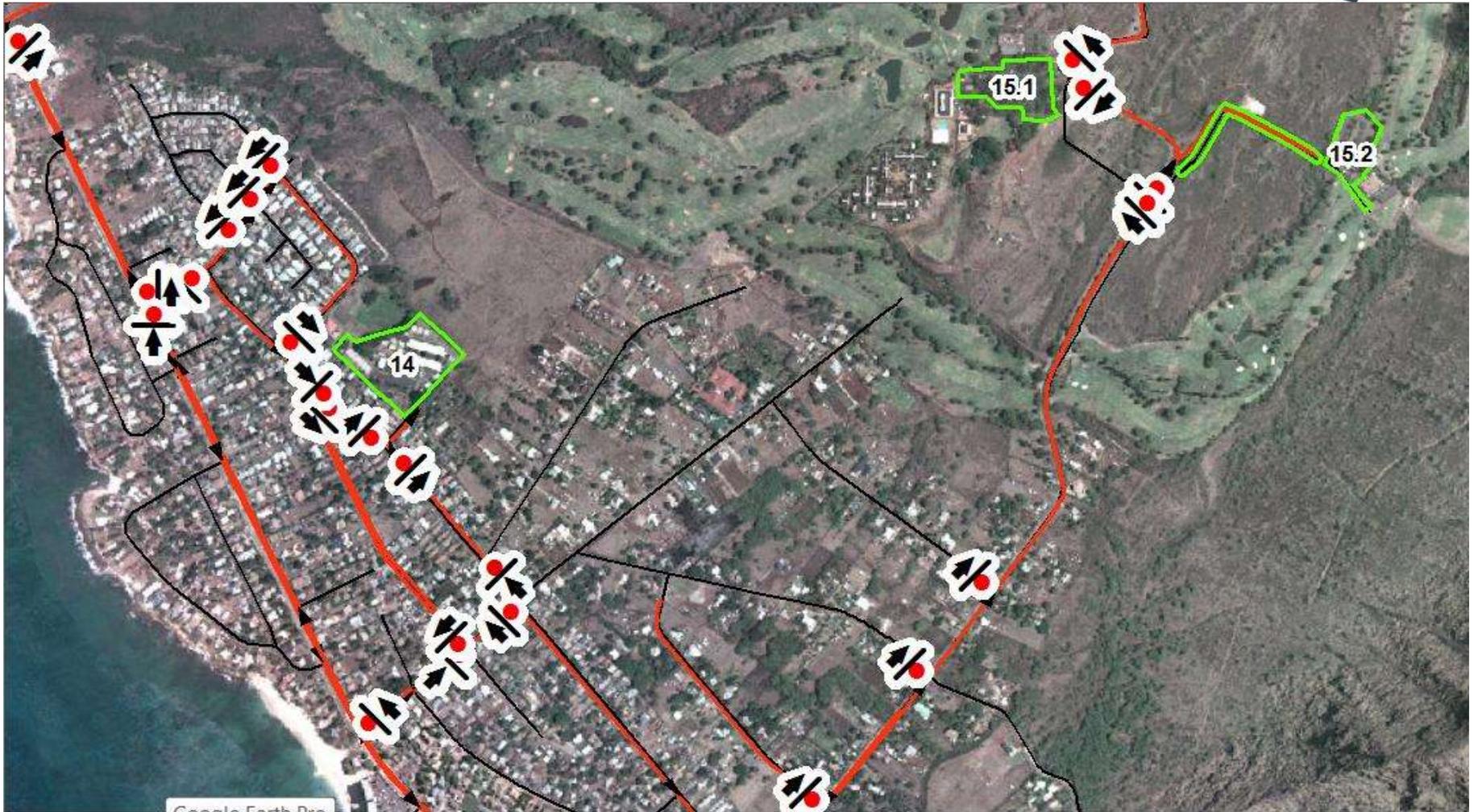


Evacuation Route Signing



- Sign emphasis - **to get evacuees to the Safe Zone refuges**, all other evacuation trips (e.g., friends and family) will use their own routes anyway.
- Emphasis on mapping strategically placed signs (e.g., at turns, refuge entrances, etc.);
- Support the evacuation routes and refuge assignment zones
- Tried to use existing vertical infrastructure for sign placement
- Signs will also inform drivers upon entering or exiting a designated 2010 Evacuation Zone or XTEZ

Evacuation Route Signing



Task 5 & 6 Public Outreach, Report Preparation, & Recommendations



Compiled list of major stakeholders, such as private landowners, to be consulted- DEM to initiate initial consultation

Coordinated meetings with government and NGO partners to seek input to proposed refuges, routes, and locations

Prepared Final Report

Final Product



- Completed evacuation populations calculations for all coastal communities in the Leeward, North Shore and Windward areas
- Finalized capacities of Tier 1 and Tier 2 proposed refuge sites
- Completed calculation of evacuation clearance times
- Completed proposed signage placements
- Received GIS shapefiles and research study files
- Completed 15 Scheduled Public Outreach Meetings



Oahu MPO

Emergency Evacuation Plan Phase 1 Results

- Questions?
- Recommended Motion:
 - “accept the results of the Emergency Evacuation Plan Phase 1 study as presented.”



VI.b. Citizen Advisory Committee Bylaws Recommendations



CAC Bylaws

- **OahuMPO's Comprehensive Agreement (Section B.6)**
 - Requires the OahuMPO to have a Citizen Advisory Committee ("CAC")
 - Solicit public input to advise the Policy Board and the Executive Director
- **Governed by adopted bylaws;**
 - Members of the CAC are appointed and removed by the Policy Board based upon adopted bylaws;
 - Bylaws identify the CAC's purpose, membership, officers and elections, meetings, and other operating rules as needed



CAC Bylaws Subcommittee

- **Technical Non-Substantive**
 - “Policy Committee” to “Policy Board”
 - “its” to “his or her”
 - Order of business to match TAC Bylaws
 - Time limits for public statements
 - Other clarifying language for existing requirements



Input to Policy Board

- I.B
 - The CAC shall be a vehicle whereby public input can be solicited to advise the Policy Board and the OahuMPO Executive Director on transportation planning issues in accordance with the OahuMPO Participation Plan; and a means of keeping citizens' groups and the public informed of the aims and progress of the cooperative, comprehensive, and continuing transportation planning process. The CAC Chair shall provide input on important matters raised at CAC meetings to the Policy Board at regular scheduled meetings or by written report.



Approval of CAC testimony

III.A.13

The CAC shall ~~request and receive the approval of~~ notify the ~~Policy Committee~~ Policy Board or Executive Committee before testifying before a legislative body as representing the CAC. ~~If said request is approved,~~ ~~t~~The testimony shall be submitted to the Chair of the ~~Policy Committee~~ Policy Board, through the OahuMPO Executive Director, for approval prior to being publicly released. The approved testimony shall reflect a majority opinion of the CAC membership. Nothing in these rules shall prevent a member organization from presenting independent testimony on behalf of its own organization. ~~without reference to its CAC affiliation.~~



Removal for Disruptive Behavior

III.C.2

A member organizations' representatives may also be removed from the CAC at any time by the ~~Policy Committee~~ Policy Board or the CAC Chair for disruptive behavior or by written request from the presiding officer or authorized representative of the member organization itself. Member organizations may be removed by request of an authorized representative of the organization.



Recommendations

- On May 18th, the CAC considered and recommended Policy Board approval of the Subcommittee's proposed changes.
- Possible Action:
 1. Adopt as presented,
 2. Adopt with amendments, or
 3. Defer action and refer to an Advisory Committee for a recommendation.



VI.c. Executive Director Compensation and Terms



Oahu MPO

Executive Director Compensation and Terms

- Executive Director shall be appointed by the Policy Board
 - Executive Director vacated the position on June 15, 2016.
 - On May 27th, the Policy Board voted unanimously to appoint Senior Planner Chris Clark as Interim Executive Director.
 - Permitted Interaction Group was formed to search for and evaluate candidates to fill the Executive Director position more permanently.
 - The Executive Director position is exempt from civil service,
 - considered to be “at will,” and
 - provided with delegated procurement authority from HDOT.



Temporary Assignments

- Compensation for employees for temporary assignments shall be provided within thirty (30) days
- The FFY 2017 Overall Work Program (OWP) defines the staff structure and pay bands for OahuMPO staff.
 - Executive Director pay range is \$72,500 - \$107,500
 - Senior Transportation Planner pay range is \$67,000 - \$99,500
 - Difference of \$5,500 – \$8,000.
- Executive Director, Transportation Planner, Planning Analyst, and Clerk Typist/Secretary positions are vacant
 - For short-term operational needs, an 89-day non civil-service appointment can be made



Executive Director Recruitment

- Permitted Interaction Group
 - Policy Board Chair, the Directors or Director Designees of HDOT and DTS
 - Ms. Veronica Schack has been assigned to provide administrative support.
 - developing a timeline for recruitment, a job description, recruitment ad, and a list of recommended locations for advertising the recruitment.
 - generally includes the pay range for the position advertised



Executive Director Recruitment

- Pay range has not been adjusted according to pay increases approved by the respective legislative bodies and may be inconsistent with the market rate.
- 2010 FHWA report states that “the maximum salary is moderately to highly correlated to population and staff size” on page 6-14 and provides the following table of Director Pay Ranges by MPO Size:



Director Pay Ranges by MPO Size

Planning Area Population	Mean Minimum	Mean Maximum
All MPOs	\$78,480	\$103,220
50,000-100,000	\$58,730	\$78,040
100,000-200,000	\$66,130	\$89,090
200,000-500,000	\$72,580	\$100,870
500,000-1,000,000	\$96,250	\$117,500
1,000,000 and over	\$118,790	\$151,280



Executive Director Recruitment

- The OahuMPO serves a population of 953,207 and the Executive Director Salary Range is \$72,500 to \$107,500/annually.
- Equivalent position at the host agency, the Hawaii Department of Transportation, Planning Program Administrator I, is \$85,560 to \$118,680.
- Recent advertisements for Executive Director positions listed on the Association of Metropolitan Planning Organizations' website include the following jurisdictions, (their planning area population), and the posted or actual salary:
 - Maui, HI (160,202) \$80,000 to \$110,000
 - Santa Barbara County, CA (435,967) \$168,444
 - Tallahassee, FL (368,432) \$95,000 - \$110,000
 - Little Rock, AR (729,000) \$90,000 - \$165,284



Recommendations

- State Law (HRS §92-4) provides that an executive meeting closed to the public may be held, upon an affirmative vote of two-thirds of the members present, to “consider evaluation of an employee, where consideration of matters affecting privacy will be involved.”
- **Recommended Action:**
 1. Move to appoint Chris Clark as the OahuMPO Executive Director on an interim basis effective June 16, 2016 for 90 days, or until such time as a replacement is appointed, provide additional compensation of \$667 monthly, and provide the Policy Board Chair the authority to extend the term a maximum of two (2) 90-day extensions thereafter.
 2. Discuss and confirm the salary range for Executive Director advertisement.



VI.d. Annual Orientation Refresher



A Brief History of MPO's

- Post WWII–1970s: Development of Regional Planning
 - Planning was still young
 - There were excesses and mistakes
 - Planning was often very narrow and technical
 - Consequences of choices often not fully understood
 - Planners were often derided for being preoccupied with potential complications and standing in the way of progress
 - Growth of suburbs and urban sprawl increases both the scale and complexity of regional problems
 - Existing government structures were inadequate to deal with issues
 - “Slash and build” approach to the national highway system
 - Congress began to require Councils of Governments in major urban areas
 - Committees that used “scientific” techniques to gather and evaluate data and make recommendations



Cypress Freeway, Oakland, CA





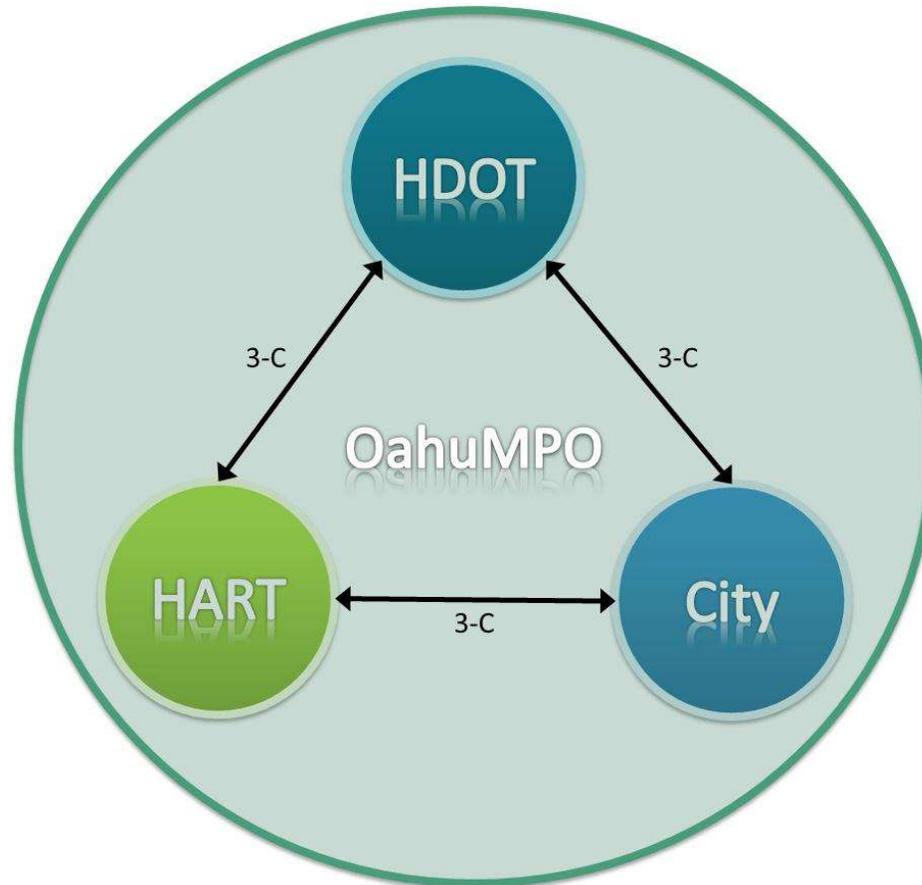
Development of the 3-C Process

- **Continuous, comprehensive, and cooperative planning (“3-C Process”)**
- **1973 Highway Act**
 - Congress created a mandate for MPOs to help build regional agreement on transportation investments and lead to more cost-efficient solutions (i.e., better decision-making with more public involvement)
 - Dedicated funding from Federal Highway Trust Funds
 - Required for urban areas of 50,000+ people
 - Final rules governing MPOs were issued in 1975
 - Developed jointly by FHWA and FTA



Implementing the 3-C Process

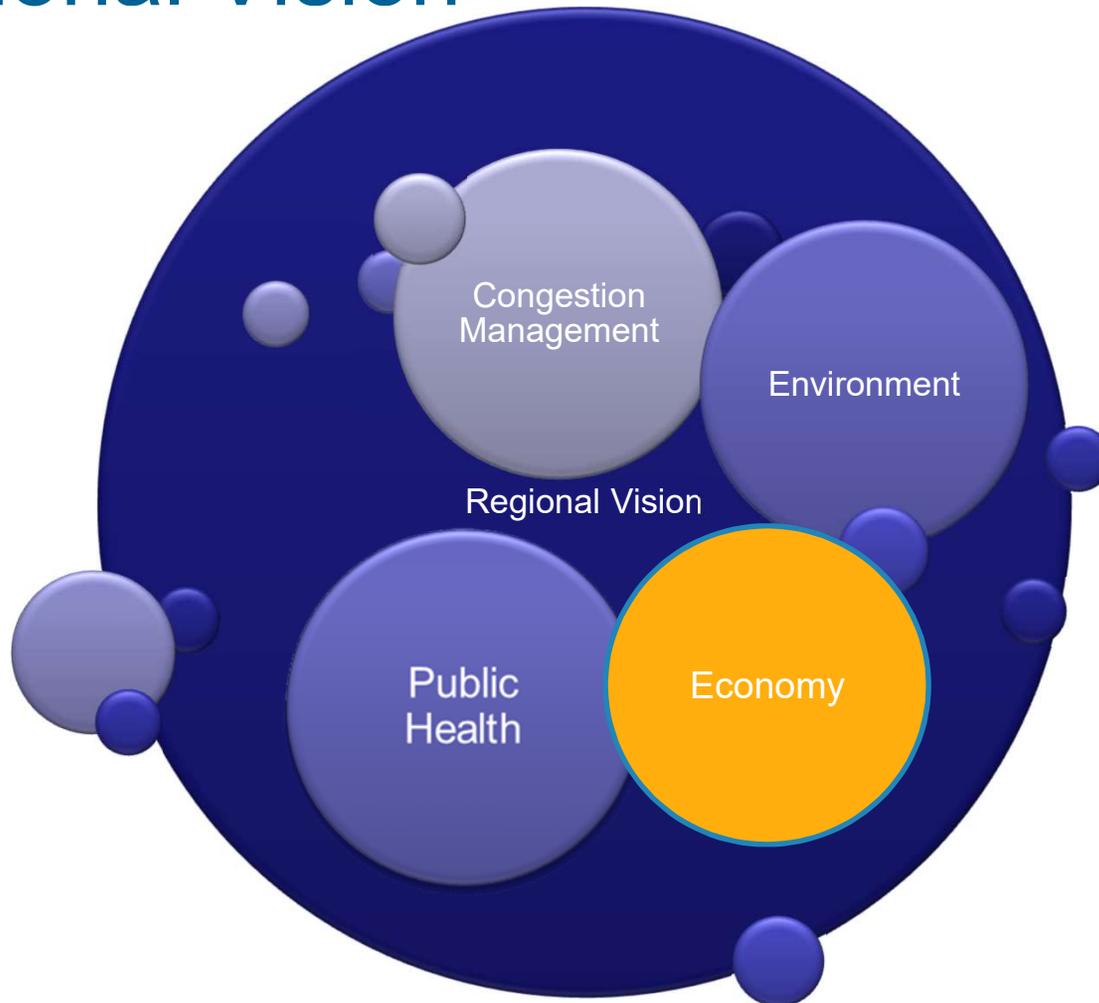
- Hear every voice
 - Public input is the backbone of everything we do
 - Early and continuous public involvement
 - Local, bottom-up decision-making
- Provide information
 - Collect and analyze data
 - Make recommendations based on needs
- Consider all impacts
 - Other agencies also have long-range goals
 - Environment, Health, Aging, Economic Development, etc.
 - Work with other agencies; not against them
- Support cooperation of participating agencies
 - OahuMPO is not “them”, it is “us”



Role of the MPO in the 3-C Process



Regional Vision

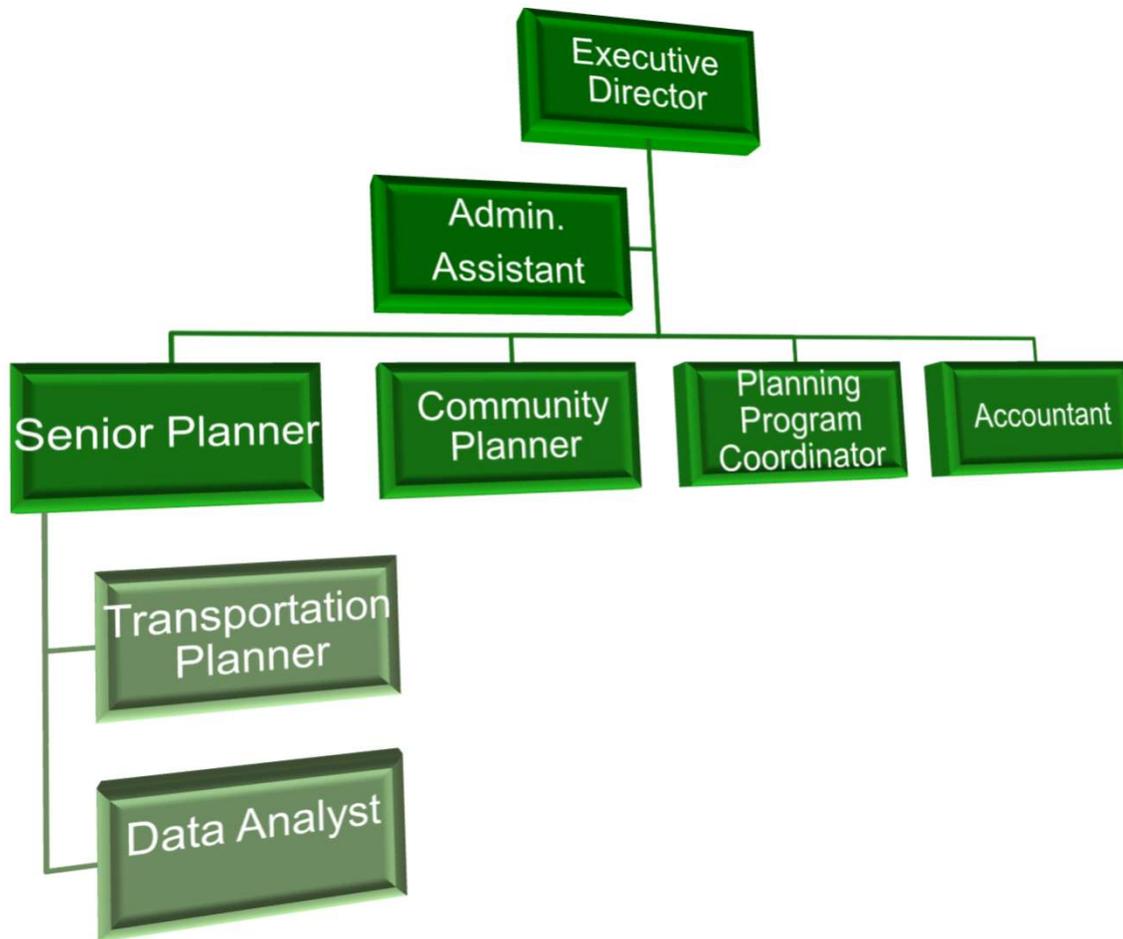


How do we
achieve the
whole vision?



What is OahuMPO?

- Oahu Metropolitan Planning Organization (OahuMPO) is an interjurisdictional transportation planning agency for Oahu
- Decision-maker (by federal law) on the expenditure of federal multimodal transportation funds and regionally significant projects
- Governed by the Policy Board
 - THE decision-making body
- Supported by independent staff





Funding for OahuMPO

- **OahuMPO funding sources:**
 - 80% from USDOT (Federal Highway Administration [FHWA] and Federal Transit Administration [FTA])
 - ~ 7% from State (HDOT)
 - ~ 7% from City & County (through DTS)
 - ~ 7% from HART
- **Budget**
 - ~\$2,000,000 per year for agency operations, staff, and transportation planning projects



OahuMPO Responsibilities

- Long-range vision, goals, and objectives, plus programming (budgeting) for planning and transportation projects
 - All modes & systems, integrated
 - State and City & County:
 - roadways, bicycles, pedestrians, freight, transit, and intermodal connections working together and seamlessly for the common good
- Where are we going vs. where do we want to go?

Table 3-1 OahuMPO Regional Goals & Objectives

Regional Goals	Regional Objectives
<p>1. Transportation Facilities - Provide an inclusive, multi-modal transport system whose connectedness provides efficient means for users desiring to move about this island by bicycle, freight carrier, pedestrian facility, road, transit service, and intermodal connectors</p>	1.A Improve surface transportation system efficiency
	1.B Build a balanced and integrated multi-modal transportation network
	1.C Implement Complete Streets policies and infrastructure improvements where appropriate
<p>2. Transportation Operations and Services - Develop, operate, maintain, and improve Oahu's islandwide transportation system to ensure the efficient, dependable, safe, secure, convenient, and economical movement of people and goods.</p>	2.A Improve congestion
	2.B Improve security risks associated with natural and man-made disasters and other emergencies that would impact the transportation system
<p>3. Freight Movement and Economic Vitality - Improve the freight network for Oahu, interisland, and trans-Pacific movements, strengthen the ability of rural communities to access trade markets, and support Oahu's economic development</p>	3.A Improve the travel time of freight on the transportation network
	3.B Ensure adequate freight handling capacity of airport and harbors
<p>4. Natural Environment - Develop, operate, maintain, and improve Oahu's transportation system in a manner that sustains environmental quality</p>	4.A Meet or exceed noise, air, and water quality standards set by Federal, State, and City agencies
	4.B Reduce greenhouse gas emissions from transportation sources
	4.C Adapt the surface transportation network to all aspects of climate change
<p>5. Human Environment and Quality of Life - Develop, operate, maintain, and improve Oahu's transportation system in a manner that supports community-wide values related to health, safety, culture, and civil rights</p>	5.A Reduce transportation related fatalities and injuries
	5.B Support community and cultural values in the development of plans and projects
<p>6. Land Use and Transportation Integration - Develop, operate, maintain, and improve Oahu's transportation system in a manner that integrates effective land use and transportation with established sources of funding in a fair and equitable manner</p>	6.A Support Transit-Oriented Development and other land use development policies that reduce vehicular trip-making and vehicle miles traveled
	6.B Support local affordable housing goals
<p>7. Infrastructure Condition - Improve and maintain Oahu's transportation system in a state of good repair</p>	7.A Improve and maintain transportation system in a state of good condition
<p>8. Reduce Project Delivery Delay - Reduce project costs, promote jobs and the economy, eliminating delays in the project development and delivery process, including reducing regulatory burdens and improving agencies' work practices</p>	8.A Minimize project completion timeframes, especially following obligation of funds
	8.B Secure flexible and sustainable revenues and funding sources for transportation



Oahu Regional
Transportation
Plan

- Vision and Goals
- 20-year list of projects

Transportation
Improvement
Program

- Programming funds for projects
- 4-year horizon

Overall Work
Program

- Supports the ORTP and TIP
- Annual



OahuMPO Products

- The Oahu Regional Transportation Plan (ORTP)
 - 20-year planning horizon
 - Establishes the vision and goals for transportation
 - Measures and evaluates existing conditions
 - A list of projects and programs with sufficient forecast revenue and performance criteria
 - Updated at least every 5 years



OahuMPO Products

- **The Transportation Improvement Program (TIP)**
 - A short-range (4-year) schedule of projects and programs from (or consistent with) the ORTP
 - Budgeting tool that is a legal commitment for use of federal funds
 - Must demonstrate that there is sufficient revenue
 - Not a wish list
 - All projects in the first year must be ready to be obligated
 - Local match must be committed
 - Amendments scheduled twice annually
 - Updated at least every 4 years



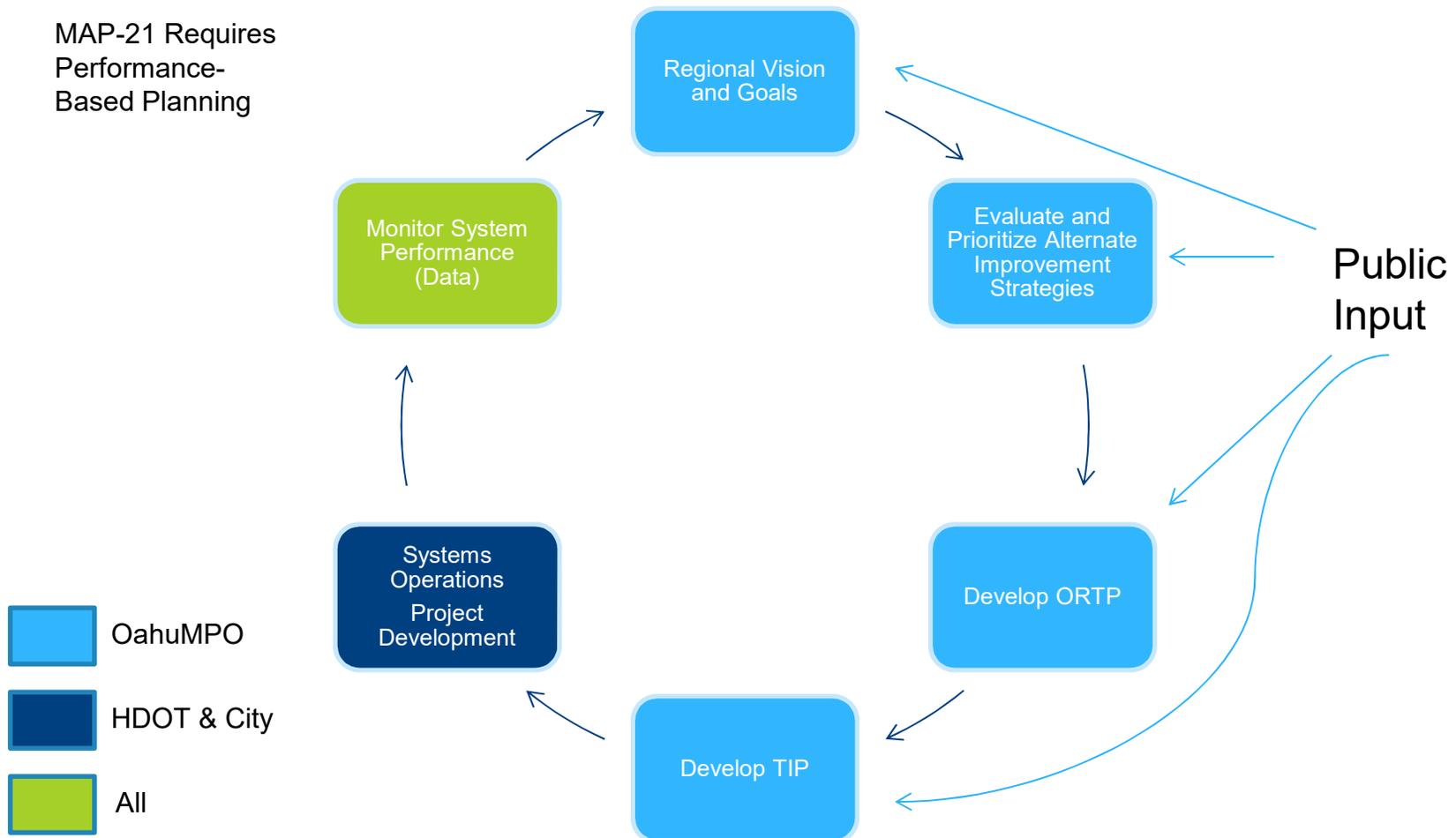
OahuMPO Products

- The Overall Work Program (OWP)
 - Planning studies and activities
 - Corridor studies
 - Sub-area plans
 - Transportation demand model forecasts
 - Other activities to increase understanding of issues and recommend improvements
 - OahuMPO's operational budget
 - Developed annually
 - Regional perspective
 - Community input



The Transportation Planning Process

MAP-21 Requires
Performance-
Based Planning





Related Issues

- **Transportation's relationship to:**
 - Air quality
 - Congestion management
 - Environment
 - Freight movement (economic development)
 - Land use
 - Operations and maintenance
 - Safety
 - Title VI & Environmental Justice
- **Performance-based planning**
 - Using performance data to support decisions to help achieve desired performance outcomes
 - MAP-21 requirement
 - Federal oversight and expectations
 - Good business



Policy Board

- Forum for joint, cooperating decision-making
 - The goal is informed decision-making based on data, analyses, and need
- Provide policy direction for transportation plans and programs within OahuMPO
- Recommend plans, policies, programs, and priorities to participating agencies
- Coordinate implementation of transportation projects



Policy Board

- Approve plans and programs developed by OahuMPO
- Consider recommendations of advisory committees
- Adopt Overall Work Program annually
- Examine and consider regionally significant issues, plans and programs related to transportation



Policy Board

- The “Gatekeepers” for federal transportation funding
 - A project or program must be in (or consistent with) the ORTP and in the TIP to be eligible
 - Projects and programs must have been vetted through collaboration with the community and relevant interested parties, as well as with State, City & County, and Federal agencies
 - Are worthy and benefit community, region, and island
 - Can be obligated (start to expend funds) in the federal fiscal year of approval
 - Will not add to the existing substantial backlog of obligated, unexpended projects



Policy Board

- Meetings
 - Poll of members for preferences
 - Chair establishes meeting times considering poll
 - During Legislative Session and Outside of Session
 - Subject to “Sunshine Law” (HRS Chapter 92 Part 1)
 - Agenda and meeting materials mailed out a week before meeting date
 - PowerPoint slides provided via e-mail ASAP



Policy Board

- Meetings
 - Quorum is a majority of members
 - Eleven voting members, so quorum is any six
 - Review of materials beforehand will help facilitate discussion and decision-making
 - Be curious; ask questions
 - OahuMPO staff is here to support the process and provide information necessary to make decisions
 - We don't know what you don't know



Policy Board

- **Decision-Making**
 - The goal is cooperation
 - We strive to involve as many stakeholders as possible
 - The goal is informed decision-making
 - We strive to provide the data, information, analyses, and evaluations you need to make the best decisions
 - Public input is a federally-required part of this
 - Performance measures are also federally mandated
 - The goal is efficiency and effectiveness
 - We serve the tax-paying public
 - We want the use limited funding as best as possible to meet long-term needs



Technical Advisory Committee

- Serves in advisory capacity to Policy Board
- Provides technical input to carry out the 3-C planning process
- A forum for discussion of transportation & land use issues
- General technical reviews of OahuMPO planning and program deliverables



Technical Advisory Committee

- **Voting members**

- 2 from HDOT
- 2 from DTS
- 2 from DPP
- 2 from HART
- 1 from DBEDT
- 1 from Office of Planning

- **Non-Voting Members**

- Hawaii Transportation Association
- FHWA
- FAA
- FTA
- Dept. of Design & Construction
- Dept. of Facilities Maintenance



Technical Advisory Committee

- Alternates are allowed, but must be pre-identified
- New members and alternates must have “educational session” to receive voting rights
- Meetings are currently, generally, the 2nd Friday of each month at 9 am



Technical Advisory Committee

- “General technical review”
 - You are not expected to be an expert in everything
 - Just review from you and your agency’s perspective and let everyone know if you have concerns about anything
 - Speak up about your agency’s priorities and needs
 - Be curious
 - Be honest
 - Be courteous
 - Be helpful



Citizen Advisory Committee

- Serves in advisory capacity to Policy Committee
- Integral part of the public participation process
- Currently comprised of representatives of 44 organizations, including non-profit and non-governmental
 - Many Neighborhood Boards represented, along with stakeholders like developers, AARP, Hawaii Bicycling League, Hawaii Association for the Blind, Committee for Balanced Transportation, etc.



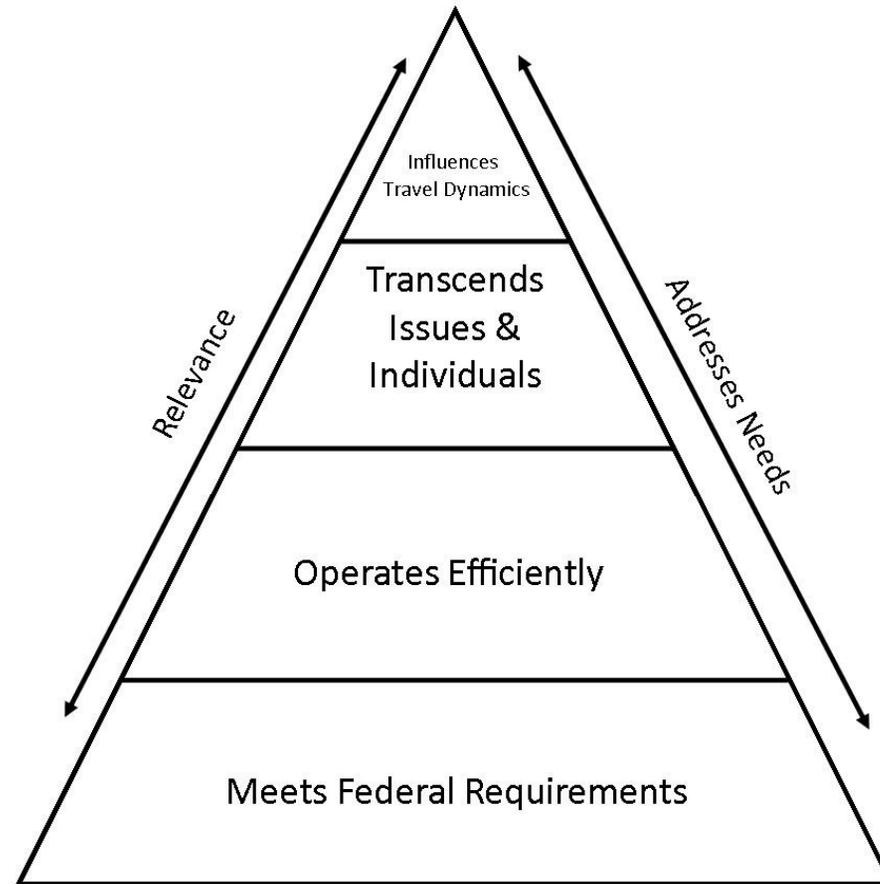
Meetings

- **The Technical Advisory Committee**
 - Monthly meetings
 - Second Friday of each month at 9 am
 - Can be canceled if lacks agenda items or if necessary
- **Citizen Advisory Committee**
 - Monthly meetings
 - Third Wednesday of each month at 3:30 pm
 - Can be canceled if lacks agenda items or if necessary
- **Policy Board**
 - Goal is to implement a monthly meeting schedule
 - To keep pace with advisory committees and to comply with federal corrective actions
 - 4th Friday of each month right now, but that doesn't work during legislative session.



Federal Certification Review

- The FHWA and FTA jointly certify the MPO planning process at least every four years
- Certification process identifies:
 - Corrective action: A serious situation that fails to meet one or more requirements of the transportation planning statute and regulations
 - Recommendation: Addresses technical improvements to processes and procedures and not regulatory
 - Commendation: Elements that could be considered a “best practice”



MPO Pyramid of Effectiveness



References

- **Federal Statute & Regulations (the important planning rules for use of federal funds)**
 - ISTEIA, TEA-21, SAFETEA-LU, MAP-21, FAST Act
 - 23 U.S.C. 134 (& 135)
 - 23 CFR 450 / 49 CFR
 - 2 CFR 200
 - Federal Expectations (USDOT, FHWA & FTA)
- **State Law**
 - Act 132 Hawaii Session Laws 2015



VII. Invitation to interested members of the public to be heard on matters not included on the agenda

VIII. Announcements

a. It is anticipated that the next Policy Board meeting will be held on Friday, July 29th at 1 pm (location TBD).

IX. Adjournment