

**Minutes of the
Oahu Metropolitan Planning Organization**

POLICY BOARD

Friday, June 24, 2016, 1:00 p.m.

Hawaii State Capitol, Room 423

415 Beretania Street, Honolulu, Hawaii

Members Present:

Representative Ryan Yamane, Chair	HART Executive Director Dan Grabauskas
Councilmember Brandon Elefante, Vice Chair	DPP Director George Atta
Representative Henry Aquino	FHWA Asst. Division Administrator Ralph Rizzo (Non-Voting)
Councilmember Joey Manahan	OP Leo Asuncion (Non-Voting)
DOT Deputy Director Jade Butay	DOH Lola Irvin (Non-Voting)
DTS Deputy Director Mark Garrity	

Member(s) Absent: Senator Will Espero, Senator Michelle Kidani, and Councilmember Ann Kobayashi

Guests Present:

Joe Magaldi (CAC Chair)	Dinna Schwiering (CImbr Manahan's office)
Jesse Souki (TAC Chair)	Dion Mesta (HNL CCL District 8)
Ryan Tam (HART)	Shannon Wood (WAA)
Marian Yasuda (DTS)	Peter Hirai (City)
Lori Arakaki (DPP)	Joseph Roos (DBEDT)
Nicola Szibbo (DPP)	Rayton Vanes (Sen Galuteria's office)
Kathy Sokugawa (DPP)	

OahuMPO Staff Present: Chris Clark, Veronica Schack, and Amy Ford-Wagner

Meeting was properly noticed in accordance with State law.

I. CALL TO ORDER BY CHAIR

Chair Ryan Yamane called the meeting to order at 1:02p.

II. INTRODUCTIONS

Members and Audience introduced themselves.

III. APPROVAL OF THE MAY 27, 2016 POLICY BOARD MEETING MINUTES

A motion was made by Executive Director Grabauskas and seconded by Director Atta to approve the minutes as circulated. All members voted in favor. There being no discussion, objections, or abstentions the minutes were approved as circulated.

IV. REPORTS

A. INTERIM EXECUTIVE DIRECTOR

Interim Executive Director Chris Clark discussed his written report which was distributed to members prior to the start of the meeting. The report included a summary of what was discussed at the June 3rd Technical Advisory Committee (TAC) meeting. These included presentations on the Federal policy on climate change, on climate change adaptation and transportation resiliency, and on the Emergency Evacuation Planning Phase I document. TAC also had their annual orientation refresher.

There was no Citizen Advisory Committee (CAC) meeting in June but Interim Executive Director Clark noted that review of the FFY 2015-2018 TIP Revision #12 will likely be discussed at CAC's July meeting. He also noted possible topics that would be on the Policy Board's agenda in future months.

Interim Executive Director Clark indicated the call for FFY 2017-2020 Transportation Alternative Program (TAP) projects was done on June 15, 2016, discussed changes in this year's process over last year's and noted the status of last year's approved projects.

He also discussed the current staffing situation, noting that Transportation Planner Mike Galizio's last day is June 24, 2016 which will result in four vacancies at OahuMPO. He pointed out that the highest ranked Data Analyst candidate has been cleared by HDOT Personnel and is tentatively expected to begin working on August 1, 2016 and noted OahuMPO's use of 89-day hires, the establishment of the Permitted Interaction Group for the Executive Director search, and Interim Executive Director Clark's interest in applying for the vacant Executive Director position.

He summarized the financial reports which were attached to Interim Executive Director's report, detailing how money for staff hours are budgeted, which work products are and are not required by FHWA, and discussed studies currently budgeted. He also informed the Board that the State Office of the Auditor has given notice to proceed for the FY 2016 Audit and that OahuMPO is in the process of developing and documenting accounting processes and procedures.

B. TECHNICAL ADVISORY COMMITTEE (TAC)

TAC Chair Jesse Souki reported that at their last meeting, TAC recommended that the Policy Board approve the Emergency Evacuation Plan Phase I document. Regarding the Policy Board's request that TAC review the CAC's proposal for Complete Streets, Chair Souki noted there is a meeting later that afternoon with Director Formby, OahuMPO staff and members of the CAC. TAC will draw up a formal recommendation which will be submitted to the Policy Board.

C. CITIZEN ADVISORY COMMITTEE (CAC)

CAC Chair Joe Magaldi stated he still receives phone calls regarding the CAC's desire to serve as a non-voting member on the Policy Board. He also mentioned CAC hosted a farewell for Brian and commended Brian's efforts, noting they will miss him. Chair Magaldi also offered his assistance to the Board.

V. OLD BUSINESS

There was no Old Business to address.

VI. NEW BUSINESS

A. Emergency Evacuation Plan Phase I Presentation

Mr. Peter Hirai of the City's Emergency Management discussed the scope of work for the Oahu Coastal Communities Evacuation Planning Project study, logistical challenges in a disaster, exhibited the various zones, described the refuge sites which are not shelters so do not have food or water and may or may not have toilet facilities, emphasizing that evacuees are encouraged to first go to a friend's or relative's in the safe zone, noting that refuge sites are last resort. He also noted the warning signs of impending disaster and importance of acting accordingly. He noted that the Phase I study encompassed the area from Ewa Beach to Waimanalo. Phase II would focus on the south shore which includes most of Oahu's population.

Director Atta asked for clarification on what acceptance of the report signified. It was explained that by accepting the report, the Policy Board acknowledges that the study is completed but this acceptance is not an endorsement by the Policy Board of any of the recommendations for specific actions included in the study.

When questioned, Mr. Hirai confirmed that the Department of Education has agreed to the use of their facilities as described in the report.

Question arose regarding what actions DOT and DTS will be taking regarding evacuees stopping on roadsides and keeping roads clear. Mr. Hirai indicated that is a function of the police.

A motion was made by Councilmember Elefante and seconded by Councilmember Manahan to accept the results of the Emergency Evacuation Plan Phase I study as presented. There was no further discussion, oppositions or abstentions and the motion was approved unanimously.

B. Citizen Advisory Committee (CAC) Bylaws Recommendations

Community Planner Amy Ford-Wagner thanked the Board and Chair for the opportunity to present the proposed CAC bylaw changes. She presented background on the purpose and function of the CAC and the changes that were made to the existing bylaws. Ms. Ford-Wagner described each of the three substantive changes proposed to the bylaws.

Concerns were raised regarding the proposed change to III.A.13 which would allow the CAC to testify before a legislative body upon approval from the Policy Board Chair without the review or support of the full Policy Board.

A motion was made by Director Atta and seconded by Councilmember Manahan to defer and allow the Chair to meet with the CAC for clarification on the reasons for the change. There was no further discussion, oppositions, or abstentions and the motion was approved unanimously.

C. Executive Director Compensation and Terms

Chair Yamane provided background on the issues regarding the job description, roles, and compensation for both the Executive Director and Interim Executive Director positions and the term for the Interim Executive Director.

A motion was made by Councilmember Elefante and seconded by Councilmember Manahan for the Policy Board to go into Executive Session. There being no further discussion, objections, or

abstentions the motion was approved and the Policy Board went into Executive Session to determine the job description, term, and compensation for the Interim Executive Director and to also determine the job description, timeline and issues that pertain to the selection of the next Executive Director.

Upon reconvening, the Chair reiterated that Mr. Chris Clark was chosen as the Interim Executive Director by the Policy Board at the prior Policy Board meeting on May 27, 2016 and clarification was made on compensation and length of time.

Deputy Director Garrity moved and Councilmember Manahan seconded that the Chair be allowed to negotiate the compensation for the Interim Executive Director's compensation. There was no objections or abstentions and the motion was passed.

A motion was made by Director Atta to modify the salary range for the Executive Director and seconded by Councilmember Manahan. The motion was passed unanimously with no objections or abstentions and the motion was passed.

It was clarified that the term of the Interim Executive Director would be for the duration of the search and until the permanent Executive Director position is filled.

D. Annual Orientation Refresher

Interim Executive Director discussed the history that led to the development of the 3-C process (Continuous, Comprehensive, and Cooperative Planning) and the formation of metropolitan planning organizations (MPOs); the function, funding, processes and key products of OahuMPO. The function, responsibilities, processes, and goals of the Policy Board and the roles of the Citizen Advisory Committee and Technical Advisory Committee.

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

There was no public testimony.

VIII. ANNOUNCEMENTS

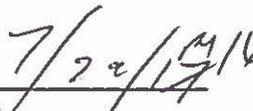
Next meeting is scheduled for Friday, July 29, 2016 at 1:00 p.m.

IX. ADJOURNMENT

There being no further business, a motion was made by Councilmember Elefante and seconded by Councilmember Manahan to adjourn the meeting. The meeting was adjourned at 2:46 p.m.



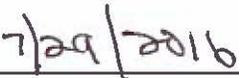
PB Chair Ryan Yamane



Date



PB Secretary Roni Schack



Date