
KAMEHAMEHA HIGHWAY
REALIGNMENT, VICINITY OF
LANIAKEA BEACH

PROJECT TASK FORCE CHARTER



Vision

We are working together to ultimately improve and realign Kamehameha Highway in the vicinity of Laniakea Beach for the betterment of all users.

Together we will advise the State of Hawai'i Department of Transportation, Highways Division (HDOT) in selecting the wisest course of action. The preferred project alternative will arise by addressing various community goals, issues, and concerns; and finding the appropriate balance among competing interests.

Task Force Goals

The overall goal of the Task Force is to facilitate project delivery by acting as an advisory committee to the HDOT. To achieve this goal, the Task Force will:

- Work towards consensus among Task Force members on the desired project goals, alternatives, mitigation measures, and other issues that arise.
- Advise HDOT about key aspects of the project, provide a community perspective on key considerations and decisions, and be a sounding board for project deliverables.
- Facilitate community consensus, and perhaps later, assist in lobbying for project design and construction funding.

Project Outcome

This Task Force will be considered a success if it:

- Establishes clear, consensus-based recommendations on the best alternatives to include in the Draft Environmental Assessment (EA) including identifying a preferred alternative to identify in the Final EA, facilitating swift development of environmental documentation and preliminary design work.
- Makes recommendations that:
 - Fit into the context of the communities involved and recognize and respect the unique transportation and other needs in the area.
 - Are politically acceptable, environmentally and technically sound, and responsive to the vision above.
- Assists in engaging and meaningfully involving the larger public in evaluating the proposed project alternatives and in reviewing and commenting on the project EA.
- Helps to minimized task durations in order to effectively use of limited project funding.

Terms of Membership

All Task Force members must agree to volunteer until the completion of the process (roughly 8 meetings over 2 years).

A member's position on the Task Force may be declared vacant if the member:

- Resigns from the Task Force (this should be in writing and forwarded to the HDOT);
- Fails to attend more than two meetings without prior notice; or
- Performs ongoing and substantial breaches of the Task Force charter in the opinion of the HDOT or majority of Task Force members.

In a case where a member's position is declared vacant, the HDOT may appoint an alternative representative from the same interest group to fill the position.

Task Force Operating Guidelines

Ground Rules

Task Force members will be accountable to each other by performing all tasks accurately and on time, realizing that team members will be depending on each team member's performance in order to make the project successful. Task Force members agree to:

- Maintain a focus on solutions that benefit the entire community;
- Share information openly, promptly, and respectfully;
- Not use confidential information, gained by virtue of membership, for the purposes of private benefit for himself/herself or any other person;
- Be patient when information may not be readily available;
- Articulate concerns as early as possible;
- Remain flexible and open-minded, and actively participate in meetings; and
- Respect each other's time and commitment.

Roles and Responsibilities

HDOT and the consultant team agree to:

- Provide Task Force members the opportunity to collaborate with other agencies and groups on making recommendations for the project;
- Keep Task Force partners informed of progress;
- Provide documentation to support recommendations;

-
- Provide technical expertise;
 - Brief local decision-makers and produce briefing materials and reports;
 - Provide early notification of Task Force meetings and provide 10 working days to review and comment on technical reports and other documents;
 - Conduct public meetings necessary to inform and engage the larger community;
 - Manage logistics for meetings; and
 - Explain the reasons when deviations are taken from Task Force recommendations.

Task Force members agree to:

- Volunteer until the completion of the process (roughly 2 years);
- Review materials provided in advance of Task Force meetings;
- Comment on materials promptly when requested;
- Complete all necessary assignments prior to each meeting;
- Relay information to their constituents after each meeting;
- Identify the appropriate channels and frequency for communicating with their organizations and key decision-makers (e.g., elected officials, advisory committees, non-profit organizations, etc.);
- Provide specific local expertise, including identifying emerging local issues; and
- Help coordinate and participate in briefings with local decision-makers.

Communication

- Task Force members will be informed of meetings through email and/or direct mail at least two weeks prior to the meeting.
- Meetings dates and time will also be posted on the project website.
- Meetings will be held in the evening, generally starting on or after 6pm and ending on or before 9pm.
- Meetings will be held during the work week, typically Monday through Thursday evening.
- Meetings will be held on the North Shore.

Between meetings

- E-mail: HDOT should be copied on all correspondence, and if HDOT chooses to open a dialogue via email, all Task Force members will be copied.
- HDOT and the consultant team will use a log to track issues as they arise.

During meetings

- Meetings will be open to all;

-
- Informed alternates are acceptable and encouraged if the Task Force member cannot attend;
 - All cell phones will be turned off during meetings;
 - After all meeting agenda items have been addressed, time will be provided for non-members in attendance to voice their opinions;
 - Extension of time (beyond 9pm), in 15 minute periods, will require the consent of the majority of members attending that meeting; and
 - Meetings will end with a clear understanding of expectations and assignments.

Meeting Record

A record will be kept of meeting attendees, key issues raised, and actions recommended or agreed upon. Comments from individual members will generally not be attributed, and a verbatim record of the meeting will not be prepared.

The previous meeting record and a meeting agenda will be forwarded to members of the Task Force at least one week before the meeting. Any changes to the record of the past meetings shall be in writing and forwarded to the HDOT prior to the next meeting.

Decision-Making

HDOT is open to allowing the Task Force to have some decision-making ability.

For areas where the Task Force is provided decision-making authority, members will strive to reach agreement by consensus at a level that indicates that all partners are willing to “live with” the proposed action. Partners will strive to work expeditiously and try to avoid revisiting decisions once made. If agreement cannot be reached on a particular issue, HDOT will retain final decision-making authority.

A decision will be considered reached by the Task Force when the majority of the Task Force members present at a meeting indicate their approval of a specific statement by a show of hands.

Conflict Resolution

When an issue arises that cannot be easily resolved, Task Force members agree to:

- Remember that controversial projects are unlikely to receive funding; so the intent of all parties is to resolve issues so project can be funded.
- Determine if the issue should be resolved within or outside the Task Force, and participate however is appropriate.
- Ensure the appropriate decision-makers are at the table to resolve the issue.