

Safe Routes to Schools (SRTS) Advisory Committee

December 16th, 2025

10:00-11:00 AM

Remotely via Microsoft Teams

Meeting Minutes

I. Call to Order, Roll Call

Chair Abbey Seitz called the meeting to order at an estimated 10:02 AM and conducted a roll call of committee members and confirmed a quorum was present.

| Member requirement | Appointment detail(s) | Name | Present? |
|--|--|--|----------|
| One member to be appointed by the speaker of the house of representatives | House of Representatives appointee, | Kathleen Rooney | Y |
| One member to be appointed by the president of the senate | Senate appointee, chair for 2025-2026 | Abbey Seitz | Y |
| The department of transportation's safe routes to school program coordinator | | Tara Lucas | Y |
| The deputy director of the department of transportation's highways division | | Robin Shishido | Y |
| One member representing the physical activity and nutrition section of the department of health's chronic disease prevention and health promotion division | | Heidi Hansen-Smith, official designee | Y |
| The superintendent of education | | Audrey Hidano, official designee | N |
| The co-chair of the Hawai'i climate change mitigation and adaptation commission | Chairperson, Department of Land and Natural Resources | Luke Sarvis, official designee | Y |
| The co-chair of the Hawai'i climate change mitigation and adaptation commission | Director, Office of Planning and Sustainable Development | Leah Laramée, official designee | N |
| One member representing the Hawai'i state energy office | | Nicole Cernohorsky for Chris Yunker, official designee | Y |
| One member representing the Hawai'i state council on developmental disabilities | | Sierra Whiteside | N |
| One member representing each county agency with jurisdiction over transportation | City and County of Honolulu | Yamato Sasaki, official designee | Y |
| | County of Hawai'i | Jesse Domian, official designee | Y |

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| | County of Kaua‘i | Keith Hatcher, official designee | Y |
| | County of Maui | Kurt Watanabe, official designee | Y |
| One member representing an organization with a focus on bicycling | Appointed by the governor, pursuant to section 26-34, for a three-year term | Thomas Noyes | Y |
| One member representing an organization with a focus on senior citizens and their families | Appointed by the governor, pursuant to section 26-34, for a three-year term | James Burke | Y |
| One member representing an organization that understands the ways families with young children navigate through the State | Appointed by the governor, pursuant to section 26-34, for a three-year term | Pending | N |
| One member representing an organization with a focus on public health and mobility | Appointed by the governor, pursuant to section 26-34, for a three-year term | Patti Hatzistavrakis for Jessica Thompson | Y |
| One member representing an organization with a focus on transportation equity and mobility | Appointed by the governor, pursuant to section 26-34, for a three-year term | Jeanne Torres | N |
| The chair of the senate standing committee with primary jurisdiction over transportation | Senate, serving as non-voting, ex-officio member | Senator Chris Lee | N |
| The chair of representatives standing committee with primary jurisdiction over transportation | House of Representatives, serving as non-voting, ex-officio member | Dorene Eddy for Representative Darius Kila | Y |

Identified Guests – Kevin Richardson and Jose Vega (Attorney General’s Office); Justin Menina (Hawai‘i Department of Health); Ariana Tenaglia and Leigh Ann Lopez (Hawai‘i Public Health Institute); Bev Brody (Get Fit Kaua‘i); Chelsea Dau [O‘ahu Metropolitan Planning Organization (O‘ahu MPO)]; and Eduardo Hernandez (Hawaii Bicycling League)

II. Old Business

The Committee approved draft minutes from August 26, 2025, October 14, 2025, and October 28, 2025. The Committee was unable to approve the draft annual report to the 2026 Legislature since it was posted in accordance with Sunshine Law requirements. It was noted that once the

report was posted, there would be a comment period before finalization and submission to the Hawai'i Department of Transportation (HDOT).

III. New Business

- a. **Discussion on the SRTS Special Fund Status** – HDOT reported the current balance in the SRTS special fund is \$12,768,000 and outlined the planned distributions over the FY 2025-2026 adjustments, in that \$4 million was moved from Quarter 3 to Quarter 2 to better align with anticipated distributions to the County of Kaua'i and City and County of Honolulu. The current status reflects the transfers allocated by Act 244 (2023) but does not reflect the revenue sources anticipated in 2026.

Yamato Sasaki of the City and County of Honolulu asked about the status of the second anticipated \$10 million transfer as outlined in Act 244 (2023). HDOT confirmed that the second installment required a Committee request, which was never received and thus the authority and associated funding lapsed at the end of the year. It is unclear if and when the Committee was ever informed of such a requirement. Additionally, HDOT noted that they anticipate those new revenues to accrue in 2025 and that deposits to the special fund will happen several times a month. The chairs requested that monthly reporting on the special fund status and revenues begin in 2026 and HDOT requested that it be explicitly listed on the agenda as a standing item.

Several county representatives asked specific questions regarding their projects:

- i. City & County of Honolulu – HDOT is awaiting responses to questions about how the City can receive funds and payment details.
 - ii. County of Hawai'i – Funding for the position was approved at the October 14th, 2026 meeting but no letter from HDOT confirming this has been received. HDOT stated the letter should be provided in January 2026.
 - iii. County of Kaua'i – requested confirmation that there were no outstanding issues with their funds.
- b. **Discussion on the report to the 2026 Legislature** – discussion was tabled and included in the above agenda item.
 - c. **Discussion on the approach to meeting the law's mandate**, including:
 - i. Plan and program/RFQ update – HDOT selected a consultant in December and they are awaiting additional information to negotiate fees and finalize the professional services contract. Yamato Sasaki asked if HDOT would commit to adopting the full statewide SRTS plan. HDOT responded that it would consider it once complete.
 - ii. Staff update for Hawaii DOT's request – the Committee was unable to consider this request as the additional information provided by Hawai'i

DOT was also not posted in line with Sunshine Law. However, HDOT did provide a summary of the additional information. The funding would cover the following responsibilities:

- Serve as central point of contact for SRTS inquiries (per HRS 291C-3(b));
- Provide general information to schools and communities on starting SRTS programs and accessing resources;
- Assist the SRTS Advisory Committee with statewide SRTS plan development (per HRS 291C-3(a));
- Support development of goals and performance metrics with the committee;
- Provide technical assistance to counties and communities, such as participating in walk audits and SRTS planning involving HDOT facilities and respond to local inquiries and requests as appropriate;
- Manage funding implementation from the SRTS special fund (per HRS 291C-3(d)), including project scope development, coordinate internal HDOT review, notify and execute funds transfer process to counties; and,
- Support committee operations and contracting, including meeting coordination, website updates, and special fund status updates.

It was also noted that the request covers other HDOT staff time beyond the named coordinator. Additionally, the request includes a 5% central services surcharge. Vice-chair Kathleen Rooney recommended handling this request as a separate stand-alone request as it is a statutory obligation as per HRS 36-27. The Deputy Attorney General Richardson advised that the Committee recommend tying the committee approval of funds to 5% of the actual revenues collected, not fixed forecasted sums. Committee members were supportive of this recommendation and likely will entertain a separate motion at the January 2026 meeting.

iii. **Project updates** – HDOT summarized the following updates:

- Counties of Kaua‘i and City and County of Honolulu:
 - a. Funding is covered within revised quarterly allotments; distribution to County of Kaua‘i is expected shortly.
 - b. City and County of Honolulu funding is pending completion of administrative/payment details (HDOT is awaiting response from City staff).
- County of Maui and County of Hawai‘i – these counties require intergovernmental agreements and once templates are finalized and executed, funds can be transferred.

V. Open Forum - none

VI. Announcements

The Chair announced a continuation of the regular meeting schedule in 2026: generally, the 4th Tuesday of the month, with meetings beginning at 10:00 am. The Chair also announced the upcoming guest speakers:

- January meeting: Go Kid Corporation – Hawai‘i Department of Education (HiDOE) carpooling pilot program.
- February Program: Erin Obwald – crossing guard program best practices.
- March meeting: Global Designing Cities Initiative – presentation on the “Designing Streets for Kids” guidance.

HDOT will send calendar invites once dates and logistics are finalized.

Yamato Sasaki also requested that when a meeting is canceled, the reason for the cancellation be posted on the committee’s website to help identify patterns and improve transparency. The Chair agreed to provide the proposed revisions and HDOT can update the website accordingly.

Vice-chair Rooney announced the upcoming O‘ahu MPO Transportation Summit on January 8, noting that the event is at or near capacity. Materials and presenter information (including national experts such as Angie Schmitt and others) may be of interest. Representatives from the Department of Health and O‘ahu MPO confirmed their involvement and availability to answer questions offline.

V. Adjournment at 11:07 am