



Memorandum

To: Transportation Advisory Committee Members
From: Chris Clark, Interim Executive Director
Date: July 6, 2016

Executive Director's Report

Policy Board (PB)

The PB is scheduled to meet on Friday, July 29, 2016 at 1:00 p.m. at the Hawaii State Capitol in room 423 to consider the FFYs 2015-2018 TIP Revisions #11 and #12.

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

- November 25, 2016: FFY 2017 – 2020 TAP Call for Projects
- NO SPECIFIC DATE/AS ABLE: OahuMPO Draft Code of Conduct and Ethics Policy for staff and Policy Board members, Performance measures, H-1 Corridor Study, Other Sub-recipient OWP Studies, and Process and Procedures revisions

Technical Advisory Committee (TAC)

The TAC is scheduled to meet on July 8, at 9am, in the HART Board meeting room, Ali'i Place, Suite 150 to consider FFYs 2015-2018 TIP Revision #12. The next TAC meeting is scheduled for August 12, at 9am. However, there are no action items identified at this time.

TAC members requested a reminder about attendance. TAC Bylaws section III. A. 1. says "To ensure quorum of the TAC is achieved and to ensure the consistency of discussion, if a member or their designated alternate misses two (2) or more consecutive meetings of the TAC, the TAC Chair may request that the appropriate participating agency provide a replacement member."

Status of items referred from the Policy Board:

- *Complete Streets (CS)* : The PB chair requested a report for the PB's review and consideration prior to TAC's recommendation on how to proceed with the CAC's CS proposal. The TAC Chair, CAC members, DTS Deputy Director, and OahuMPO staff met on 6/24. OahuMPO staff is developing a work plan with action steps and a proposed timeline to provide a mechanism to make more complete streets information available to the CAC in the programming process. Members of the working group hoped to identify the authorities (e.g., statutes, regulations, guidance, etc.) that support complete streets policy in an MPO process, outline the current process, history of CS checklist(s), a link to the OahuMPO goals & objectives, and if warranted, make a recommendation on a reasonable approach to gather the available complete streets project characteristics within the various project development phases for consideration of the TAC. As requested by the PB, the TAC could then make a recommendation. In order to facilitate this process, the TAC Chairman recommends the formation of a Permitted Interaction Group (PIG). The purpose of the PIG would be to investigate the issue and prepare a report for the TAC's review and approval with the support of OahuMPO staff.

- *OahuMPO Planning Process Review*: The IGR comment disposition was revised and redistributed to the TAC on 6/3/16. The TAC has requested that a workshop be held to consider the comments and staff is currently negotiating a contract with a qualified consultant to facilitate that discussion and make necessary revisions to the draft report.

Citizen Advisory Committee (CAC)

The CAC is scheduled for July 20th. The agenda is likely to include a review the FFYs 2015-2018 TIP Revision #12 and a discussion about the Public Participation Plan update that is underway.

Status of items referred from the Policy Board:

- *CAC By-Laws*: Action on the requested revisions to the CAC bylaws was deferred by the Policy Board and further evaluation of the testimony and removal clauses were requested.
- *CAC Membership on the Policy Board*: OahuMPO staff is researching how common it is to have CAC participation on MPO Policy Boards.

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 and applications are being requested before Wednesday, August 17, 2016. Letters requesting appointments to the TAP Evaluation Committee were mailed on June 29, 2016.

OahuMPO Staffing

Currently the Executive Director, Transportation Planner, Planning Analyst, and Clerk Typist/Secretary positions are not filled. We will continue to 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 highest ranked candidate for the Planning Analyst position is scheduled to start August 1st. The Transportation Planner position was posted for internal applicants from June 28 until July 8. Applications for vacant positions, to be filled as 89-day hires, are being accepted and considered 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.

FY 2016 Audit & Addressing Prior Year Audit Findings

Staff has made year end close out and audit preparation a high priority and still anticipates the auditor being on site in September. A scope-of-work has been negotiated 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.

FHWA Resource Center Financial Services Team is scheduled to be on island to conduct two 1.5-day training sessions on September 12-13 & 13-14, 2016 titled 2 CFR 200 for Non-Finance Managers. FHWA has requested that OahuMPO staff and sub-recipients of PL funds attend.