



Memorandum

To: Policy Board Members
From: Chris Clark, Interim Executive Director
Date: July 28, 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 and the First Draft prioritization of FY 2018 OWP Work Elements
- 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 TAC proposed By-Law and Process and Procedures revisions

Technical Advisory Committee (TAC)

The TAC met on July 8, at 9am, in the HART Board meeting room, Ali'i Place, Suite 150 and recommended Policy Board approval of the FFYs 2015-2018 TIP Revision #12. The next TAC meeting is scheduled for August 12, at 9am. The agenda is likely to include presentations from the City, State, and CAC regarding Complete Streets and the September 9th meeting will likely include a discussion about the Public Participation Plan update that is underway. Individual TAC members have been asked to propose by-law and Process and Procedures revisions.

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.
- *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 met on July 20th. The CAC recommend PB approval of the FFYs 2015-2018 TIP Revision #12 and had 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 was requested.
- *CAC Membership on the Policy Board*: OahuMPO staff is researching how common it is to have CAC participation on MPO Policy Boards. A draft of research to date was provided to the CAC Chair and Vice Chair.

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 6/29/16. HDOT has requested that the OahuMPO take a larger role in oversight.

OahuMPO Staffing

Currently the Executive Director, Community Planner, Accountant, 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 temporarily be held every other month and agendas limited to requirements under metropolitan transportation regulations or other time sensitive action.

- The Accountant position is mission critical and recruitment for a full time replacement will begin immediately.
- The PB Permitted Interaction Group released a recruitment ad for the Executive Director position on July 8, 2016.
- The 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. Ms. Amy Ford-Wagner applied for a transfer to the Transportation Planner position, which became effective on July 16.
- Applicants for appointment to the Community Planner and Clerk positions as an 89-day hire are being accepted and evaluated to maintain required operations.

Overall Work Program and Audit

The FY 2017 Overall Work Program was approved by USDOT. Staff are working now to obligate the federal funds. Dues invoices were sent on July 5th and reflected a credit from FY 2016.

Staff continues to make year end close out and audit preparation a high priority. An introductory meeting was held with the auditor and we anticipate them being on site in September. A scope-of-work has been negotiated with a public accountancy firm to assist OahuMPO staff in the development of accounting processes and procedures.

The Office of Council Services has requested a presentation on the functions and role of the OahuMPO as part of the Insight Series on 8/26/16.

The 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.