



Memorandum

To: Technical Advisory Committee Members
From: Chris Clark, Interim Executive Director
Date: September 9, 2016

Executive Director's Report

Accomplishments and Progress

- FY 2016 year-end claims, FY 2017 FHWA Obligation, and FTA Grant have been submitted,
- OSR for DTS OWP subrecipients and 12 OWP Study presentations have been scheduled,
- FFY 2017 TIP Revision schedule and FFY 2019-2022 TIP development schedule are drafted,
- A Central Oahu staff kick off meeting was held (Public Meeting likely on Nov 30), and
- Scheduled staff training on ADA document and website access. (Naming docs "ADA")

Policy Board (PB)

The PB is scheduled to meet on Monday October 17, 2016 at 10:30 a.m. at the Hawaii State Capitol in room 423 and is likely to consider draft subrecipient studies, the OahuMPO Code of Conduct and Ethics Policies, and other items.

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

- NOVEMBER 25, 2016 or Next Meeting: FFY 2017 – 2020 TAP Call for Projects and the First Draft prioritization of FY 2018 OWP Work Elements
- NO SPECIFIC DATE/AS ABLE: Public Participation Plan, Performance measures, H-1 Corridor Study, OWP studies, and TAC proposed By-Law and Process and Procedures revisions

Technical Advisory Committee (TAC)

The TAC meeting is scheduled for September 9, at 9am. The agenda includes presentations from the City, State, and CAC regarding Complete Streets. 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)*: At the PB's request, TAC is preparing a recommendation on how to proceed with the CAC's CS proposal. The CAC has formed a CS PIG and 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 groups hope 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.

- *OahuMPO Planning Process Review*: The Inter-Governmental Review (IGR) comment disposition was revised and redistributed to the TAC on 6/3/16. The OahuMPO will make revisions to the draft report based on IGR and bring it back to the TAC for consideration.

Citizen Advisory Committee (CAC)

The CAC is scheduled to meet on September 21, 2016 to consider sub recipient studies, the OahuMPO Code of Conduct and Ethics Policies, and to propose FY 2018 OWP Work Elements.

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. The application timeline was extended and applications are being requested before September 15, 2016. Had early coordination meeting with HDOT and have a full slate of members for the TAP Evaluation Committee (TAPEC). HDOT staff have advised the OahuMPO to conduct due diligence in determining readiness-to-go for all TIP projects, conduct interviews for TAP-U project proposals, and is no longer requesting that the OahuMPO take on an oversight role.

OahuMPO Staffing

The Executive Director and Accountant positions remain vacant. 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.

- Start dates for the 89-day hire Community Planner and Clerk have been established pending authorization to hire from the HDOT Personnel Office.
- The Accountant position is mission critical and recruitment for a full time replacement has begun. The position is likely to be staffed by a consultant in the interim.
- The PB Permitted Interaction Group continues recruitment for the Executive Director.

Overall Work Program and Audit

FY 2016 year-end claims have been submitted and audit preparation is a high priority. The FY 2017 Overall Work Program was approved by USDOT, FHWA funds have been obligated, the FTA grant has been submitted, and members' dues payments have been received.

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.

A training session and Over the Shoulder Review (OSR) for OWP subrecipients who are authorized to us consultant services (DTS, DFM, DEM, HART, etc.) has been scheduled. An OahuMPO subrecipient website has been set up with relevant forms and procedures. We have scheduled presentations for all twelve OWP projects that are in final draft or are subject to lapse in FY 2017. FY 2016 progress reports for all OWP subrecipients are being requested in September.