

Minutes of the  
Oahu Metropolitan Planning Organization

**TECHNICAL ADVISORY COMMITTEE**

Friday, September 11, 2015, 9:00 a.m.  
Department of Transportation Fifth Floor Conference Room  
869 Punchbowl Street, Honolulu, Hawaii

**Members Present:**

Lori Arakaki	DPP	Elizabeth Fischer (non-voting)	FHWA
Lorene Maki	OP	Dean Nakagawa	DOT
Jon Nouchi	HART	Kyle Oyasato (non-voting)	DFM
Kathy Sokugawa	DPP	Brian Suzuki, Vice Chair	DTS
Ryan Tam	HART	Ken Tatsuguchi, Chair	DOT

**Members Absent:** Ted Matley, non-voting (FTA), Kimberly Evans, non-voting (FAA), Eileen Mark (DTS), Gareth Sakakida, non-voting (HTA), Eugene Tian (DBEDT), Tim Trang, non-voting (DDC)

**Guests Present:** George Stewart (Citizen) and Marlene Young (HDOT Office of Civil Rights)

**OahuMPO Staff Present:** Brian Gibson, Chris Clark, Randolph Sykes, Lynne Kong, Taylor Ellis

The meeting was called to order at 9:01 a.m. by Chairman Tatsuguchi. It was determined that a quorum was present. Attendees introduced themselves.

**I. Approval of the August 14, 2015 Meeting Minutes**

Chairman Tatsuguchi called for members to review the minutes. Ms. Kathy Sokugawa entered the meeting at 9:04. *Mr. Dean Nakagawa moved that the July, 2015 meeting minutes be approved as revised. Mr. Suzuki seconded the motion and it was carried unanimously.*

**II. Make Recommendation to Policy Board Concerning Draft Overall Work Program Process and Procedures [Handout(s): Overall Work Program Process and Procedures, August 28, 2015]**

OahuMPO staff presented the second-draft Tier 2 corrective action products. Director Gibson introduced the policies and procedures documents. Staff is seeking a recommendation from the TAC on the documents for the Policy Board, which is scheduled to meet on September 21, 2015. The September 21 Policy Board packets will be distributed on September 11 after the TAC meeting. Director Gibson noted the deadline is September 25, 2015 to provide the documents to USDOT. TAC members provided comments on the draft documents presented in August. Staff is primarily interested in objections and concerns. The OahuMPO can, and probably will, refine the documents further after the Federal deadline.

Director Gibson reviewed the Overall Work Program (OWP) Process and Procedures comments. Members discussed the difference between budgeting and financial reporting. Chairman

Tatsuguchi requested that the OahuMPO provide HDOT with the budgeted dollars and hours, the funds expended, and the balance for each work element. Ms. Fischer discussed the federal reporting timelines. Members expressed a desire to show local expenses and time spent on OWP work elements that are not being used as match but agreed that providing documentation such as timesheets would be difficult. Director Gibson added that the information would be nice to have but it is not a requirement and because of the difficulty in collecting documentation staff would recommend not changing the policy from what is proposed. Members asked for a definition of necessary and reasonable and Ms. Fischer referred them to the CFR. Ms. Fischer advised staff to replace footnote number ten with a reference to 2 CFR 200.

*Mr. Ryan Tam moved that the third party in-kind services section of the OWP Procedures not be revised from the version presented and that the TAC revisit the item later. Ms. Sokugawa seconded the motion. After discussion, Mr. Tam withdrew his motion.*

*Mr. Ryan Tam made a motion to recommend that the Policy Board approve the OWP Process and Procedures and provide a list of issues that the TAC would like to keep on the table for further consideration. Ms. Sokugawa seconded the motion. Mr. Suzuki abstained. All other members voted in favor and the motion passed.*

Members expressed a list of five areas of concern that they would like to discuss after the Federal Tier 2 Corrective Action deadline. These concerns included: third party in-kind services, sub-award agreements, the OahuMPO's participation as a non-voting member of the selection committee, maintenance of records, and defining a period of performance. Discussion about the five areas of concern then took place. Director Gibson suggested that the OahuMPO develop a sub-recipient guide. Members suggested that a workshop be held with agency heads to discuss the sub-recipient reporting requirements when receiving Federal funds.

### **III. Make Recommendation to Policy Board Concerning Draft Public Participation Plan Process & Procedures [Handout(s): Public Participation Plan Process and Procedures, August 28, 2015]**

Director Gibson continued by reviewing the PPP Process and Procedures comments. *Mr. Suzuki made a motion to recommend that the Policy Board approve the PPP Process and Procedures as presented. Mr. Nakagawa seconded the motion. All members voted in favor and the motion passed.*

### **IV. Make Recommendation to Policy Board Concerning Draft Congestion Management Process and Procedures [Handout(s): Congestion Management Process and Procedures, August 28, 2015]**

Mr. Chris Clark was introduced to give a presentation on draft Congestion Management Process and Procedures comments. The document was released for public and intergovernmental review between July 29 and August 28, 2015. Chairman Tatsuguchi asked about the OahuMPO's efforts to coordinate with the HDOT and Mr. Clark discussed the efforts to coordinate. *Mr. Tam made a motion to recommend that the Policy Board approve the CMP Policies and Procedures as presented and that further consideration for transit and non-motorized improvements in the CMP Point System will be discussed after the September deadline. Mr. Suzuki seconded the motion. All other members voted in favor and the motion passed. Ms. Kathy Sokugawa left the meeting at 10:16am.*

**V. Make Recommendation to Policy Board Concerning Draft Transportation Improvement Program Process & Procedures [Handout(s): Transportation Improvement Program Process and Procedures, August 28, 2015]**

Mr. Chris Clark continued by reviewing the draft Transportation Improvement Program Process and Procedures comments. Members discussed the Project Programming Request form and the distinction between PE1 and PE2. Mr. Nakagawa suggested that language in the document consistently use the phrase “be identified in or consistent with the Oahu Regional Transportation Plan (ORTP).” No action was taken on the TIP Policies and Procedures.

*Mr. Suzuki made a motion that the meeting be continued on September 16, 2015 at 9:00 am at the OahuMPO Conference room. The items that have been voted on to this point would be revised and provided to the Policy Board. The Policy Board would also be provided the remaining action documents in the form they exist today and further revisions would be presented at the meeting. Mr. Tam seconded, all members voted in favor, and the motion passed.*

The meeting was recessed at 10:45 a.m.

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Wednesday, September 16, 2015, 9:00 a.m.  
Oahu Metropolitan Planning Organization Conference Room  
707 Richards Street, Suite 200, Honolulu, Hawaii 96813

**Members Present:**

Kimberly Evans (non-voting)	FAA	Elizabeth Fischer (non-voting)	FHWA
Elizabeth Scanlon	HART	Kathy Sokugawa	DPP
Brian Suzuki, Vice Chair	DTS	Ryan Tam	HART
Ken Tatsuguchi, Chair	DOT	Steve Young	DPP

**Members Absent:** Rodney Funikoshi (OP), Eileen Mark (DTS), Ted Matley, non-voting (FTA), Dean Nakagawa (DOT), Kyle Oyasato, non-voting (DFM), Gareth Sakakida, non-voting (HTA), Eugene Tian (DBEDT), Tim Trang, non-voting (DDC)

**Guests Present:** George Stewart (Citizen) and Marlene Young (HDOT Office of Civil Rights)

**OahuMPO Staff Present:** Brian Gibson, Chris Clark, Randolph Sykes, Lynne Kong, Taylor Ellis

Chairman Tatsuguchi started the meeting at 9:15 a.m. This meeting was a continuation from the September 11, 2015 TAC meeting. It was determined that a quorum was present. Attendees introduced themselves.

**V. Make Recommendation to Policy Board Concerning Draft Transportation Improvement Program Process & Procedures [Handout(s): Transportation Improvement Program Process and Procedures, August 28, 2015]**

Members continued discussion of the draft Transportation Improvement Program Process and Procedures. Members suggested that the phrase “data-driven process” be revised to

“performance measure driven process” on page 3. TAC members gave direction to the staff on the interagency review of the revised Project Information Justification Sheet form. Mr. Brian Suzuki asked that “ready-to-go” and “obligate” be defined in the document. Ms. Elizabeth Fischer noted a typographical error in the labeling of the appendices where there were two items identified as Appendix C. *Mr. Suzuki made a motion to recommend that the Policy Board approve the TIP Process and Procedures with the revisions noted. Ms. Scanlon seconded the motion.* Ms. Scanlon also noted that the HART agency responsibilities identified on page 16 may be delegated by the HART Board. However, this detail did not warrant a change to the language presented at this time. *All other members voted in favor and the motion passed.*

**VI. Make Recommendation to Policy Board Concerning Draft List of Planning Data Process and Procedures [Handout(s): Data Process and Procedures, August 28, 2015]**

Mr. Clark continued with a presentation on the Data Process and Procedures comments. *Mr. Ryan Tam made a motion to recommend that the Policy Board approve the Data Process and Procedures as presented. Mr. Brian Suzuki seconded the motion. All other members voted in favor and the motion passed.*

**VII. Make Recommendation to Policy Board Concerning Draft Oahu Regional Transportation Plan Process & Procedures [Handout(s): Oahu Regional Transportation Plan Process and Procedures, August 28, 2015]**

Mr. Randolph Sykes was introduced to review the Oahu Regional Transportation Plan (ORTP) Process and Procedures comments. Members noted a number of specific suggestions including: sentence structure on page 4 regarding illustrative projects, typo on page 29 where Public “involvement” should be Public “participation,” the need for a reference to the City’s Complete Streets Ordinance, and other technical non-substantive corrections.

An additional non-exhaustive list of points for consideration were also discussed including: defining the peak period for forecasted conditions, the inclusion of a short-range project timetable, the amendment process, sunshine law requirements, the distinction between the Policy Board and OahuMPO staff, and other items related to word choice. Consensus was not reached on these items and members suggested that further discussion occur at a subsequent meeting. *Mr. Brian Suzuki made a motion to recommend that the Policy Board approve the ORTP Process and Procedures with reservations. The motion failed for lack of a second.*

*Mr. Ryan Tam made a motion to recommend that the Policy Board approve the ORTP Process and Procedures and that the concerns of the TAC be addressed in the near future when the document is updated. Ms. Scanlon seconded the motion. Ms. Sokugawa recused herself noting that she had not yet completed her review of the document but that she was not opposed. Mr. Young also recused himself. All other members voted in favor and the motion passed.*

**VIII. Make Recommendation to Policy Board Concerning Draft Title VI & Environmental Justice Process & Procedures [Handout(s): Title VI & Environmental Justice Process and Procedures, August 28, 2015]**

The meeting continued with Ms. Lynne Kong who gave a presentation on the Title VI & Environmental Justice Process and Procedures comments. *Mr. Brian Suzuki made a motion to*

*recommend that the Policy Board approve the Title VI & EJ Process and Procedures as presented. Mr. Ryan Tam seconded the motion. Ms. Kathy Sokugawa again suggested that the distinction between the Policy Board and OahuMPO staff be clarified. All members voted in favor and the motion passed.*

**IX. Update on the Policy Board**

Mr. Gibson provided an update on the Policy Board meeting that is scheduled for September 21, 2015 at which the following agenda items will be considered: approval of the Tier 2 corrective action deliverables, report from staff on OahuMPO's FY 2014 Financial Audit, report from staff on the timeline for completion of the Oahu Regional Transportation Plan by April 2016, and notification from staff that OahuMPO will be releasing a call for projects for the Transportation Alternatives Program in September. Mr. Gibson added that the TAC identified points for consideration on the Policies and Procedures will be presented to the Policy Board.

**V. Reports from Committee Members and VI. Other Business (Announcements Only)**

*The meeting concluded at 11:06 a.m.*

Written by Chris Clark  
Reviewed by Brian Gibson