

Minutes of the  
Oahu Metropolitan Planning Organization

**Technical Advisory Committee**

Friday, October 9, 2015, 9:00 AM  
Department of Transportation Fifth Floor Conference Room  
869 Punchbowl Street, Honolulu, Hawaii

**Members Present:**

|      |                |      |                   |
|------|----------------|------|-------------------|
| HDOT | Ken Tatsuguchi | HART | Elizabeth Scanlon |
| HDOT | Dean Nakagawa  | HART | Ryan Tam          |
| DTS  | Brian Suzuki   | OP   | Lorene Maki       |
| DPP  | Kathy Sokugawa | FHWA | Liz Fischer       |
| DPP  | Lori Arakaki   | FAA  | Kimberly Evans    |

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

**Guests Present:** George Stewart (individual)

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

**I. Call to order.**

Chairman Tatsuguchi called the meeting to order at 9:07 a.m. It was determined that quorum was present.

**II. Roll Call.**

**III. Approval of the September 11 and September 16, 2015 Meeting Minutes.**

Chairman Tatsuguchi called for members to review the minutes. Mr. Suzuki noted a correction on page 2, paragraph 3, changing the word "recused" to "abstain." Ms. Fischer of FHWA noted a correction to the spelling of her name from "Fisher" to "Fischer." Mr. Nakagawa of DOT noted a correction on page 2, Section 3, changing "Ms" to "Mr". Hearing no further correction, *Mr. Nakagawa moved that the September, 2015 meeting minutes be approved as revised. Mr. Suzuki seconded the motion and it was carried unanimously.*

**IV. Executive Director's Report - Brian Gibson of OahuMPO**

The Policy Board met on September 21st and OahuMPO staff presented the Tier 2 policies and procedures. The approved motions of the Policy Board for each item were:

OWP: OahuMPO staff was directed to continue working with the TAC to resolve outstanding issues

PPP: Remove "Targets" for performance metrics 1-4

CMP:

- Add the rail project as a congestion management strategy.
- Pg. 26- Change "Alapai Transportation Management Center (TMC)" to "Joint Traffic Management Center (JTMC)"

TIP:

- Pg. 16 - "Gets HART ~~board~~ approval..."
- Replace the phrase "data driven" with "performance measure driven."
- Include Definitions of "obligation" and "ready-to-go" in appendices.
- Fix Appendices - there are currently two "Appendix C"s

List of Planning Data: No changes from TAC recommended draft.

ORTP:

- Insert Viso chart to show process visually
- Pg. 12 - "Gets HART ~~board~~ approval..."
- Pg. 4 change sentence to read "...illustrative candidate projects" instead of "... other candidate projects that are illustrative."
- On listing of resources (pg. 15) include City's Complete Streets policy
- Pg. 17 change "Forecast Conditions" to "Forecast"
- Specify where we mean "OahuMPO staff" vs. "OahuMPO Policy Board"
- Change "evaluate" to "describe" as appropriate
- Pg. 29 Change "public involvement" to "public participation"

T6/EJ: No changes from TAC recommended draft

Director Gibson stated that all documents were approved and provided to USDOT by the deadline. Therefore, all Tier 1 and Tier 2 corrective actions for the OahuMPO have been completed.

OahuMPO staff has issued their call for projects for the OWP and the deadline was October 30th. The Citizen Advisory Committee has met and prioritized their recommendations for candidate work elements for the *Overall Work Program*. He asked that the participating agencies provide comments for the CAC candidate work elements as they submit their own projects for the OWP.

OahuMPO staff issued its call for *Transportation Alternatives Project* submissions on September 24th. The deadline for TAP submissions was October 26th. TAP projects will be added as an umbrella program in the *Transportation Improvement Program* in March. In the future, new TAP programs can be added as administrative modification rather than full amendments.

Director Gibson reviewed the policy for voting privileges of continuing members. According to the TAC bylaws, new members of the TAC obtain voting rights by attending an orientation session with OahuMPO staff. A "New Member" is defined as anyone who has not served in previous years. He handed out documentation of voting privileges and asked that each member affirm that they have attended a TAC meeting in the past Twelve (12) months and have been provided with a copy of the TAC bylaws for OahuMPO records.

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Written by: Taylor Ellis

Reviewed by: Brian Gibson, Chris Clark, Veronica Schack

Page 2

Director Gibson updated the TAC on OahuMPO staffing. The OahuMPO is hiring for three positions: Community Planner, Accountant, and Administrative Assistant. Candidates for the Accountant and Administrative Assistant have both completed their applications with HDOT, and are being processed. Interviews for the Community Planner position will be conducted on October 23.

Discussion:

Ms. Sokugawa asked what the compensation level for the new OahuMPO staff positions would be.

Director Gibson explained that OahuMPO staff is SR (Salary Range) exempt and the positions are in the \$45-70,000 a year range.

Ms. Sokugawa stated a desire for OahuMPO staff to be on the same bargaining unit as the city and state even though OahuMPO is SR NA exempt.

Director Gibson stated he would distribute the job posting to the members of the TAC.

#### **V. Old business**

##### **a. Continue Discussing OWP processes and procedures**

Director Gibson reported that the September 21st Policy Board approved the OWP processes and procedures. However there were a number of issues the TAC wanted to continue discussing:

- the period of performance requirements for planning projects,
- the policy discouraging the use of in-kind services as match on Federal grants,
- the requirement that OahuMPO staff is a non voting member on selection and evaluation committees of planning studies funded by the MPO
- the requirement for sub award agreement and the maintenance of records requirements

Director Gibson noted that most of the requirements came from Federal requirements.

Director Gibson opened the floor to discussion on the OWP process and procedure.

Discussion:

Vice-Chair Suzuki proposed that the TAC be added on page 8 to "solicits early input regarding candidate work elements from the CAC" in order to get input from the TAC as a body independent from the member's parent organizations.

There was discussion of the TAC performing as a body independent of the individual agencies each TAC member represents.

Chairman Tatsuguchi agreed that adding the TAC to who provides early input was a good discussion point for the TAC and should be on the agenda.

Director Gibson replied that that could happen.

Vice-Chair Suzuki requested clarification on Pg. 11 on the topic of third party in-kind services. He asked if the third party had to have a sponsoring government agency.

Director Gibson replied that OahuMPO would not provide a grant to a third party organization; OahuMPO would provide a grant to a government agency. In-kind services are allowed under Federal regulations but it is problematic if the in-kind services aren't documented and come up short at the end of the project. Therefore, OahuMPO's policy is to discourage and minimize third party in-kind contributions as a local match for Federal funds. Director Gibson continued that a solution could be to add to the Sub-Award Agreement for the sponsoring government agency to have a cash backup to any in-kind match to insure the project.

Vice-Chair Suzuki motioned to delete the second sub-recipient responsibility, "Sign a Sub-Award Agreement," in its entirety. He cited the oppressively burdensome nature of the requirement on the city.

Ms. Fischer stated that that was a Federal requirement under 23 CFR and can not be removed.

DTS and HDOT voiced concerns that there might be a lack of participation in the OWP because of the difficult nature of the process.

There was discussion on how to streamline the process of working within Federal requirements for Federal grants.

Chairman Tatsuguchi recommended adding a sample template of a sub-award agreement to the *Sub-Recipient Responsibilities* section of the *Overall Work Program Process and Procedures*.

Ms. Fischer agreed that that would be a good idea.

Vice-Chair Suzuki withdrew his motion to delete the second sub-recipient responsibility, "Sign a Sub-Award Agreement," in its entirety.

Ms. Sokugawa asked whether or not the city or state legislative bodies could cancel or alter the projects selected by the OahuMPO Policy Board.

Ms. Fischer explained that, from the Federal perspective, the OWP is one project. The OahuMPO Policy Board makes decisions and the local match for OWP projects comes from dues to the Metropolitan Planning Organization.

Vice-Chair Suzuki asked Director Gibson if the local match for OWP projects approved by the Policy Board comes out of the dues paid to OahuMPO.

Brian Gibson explained that there are two ways to have a local match:

1. Pooled Dues from contributing agencies,
2. Any one agency can provide the local match themselves.

Chairman Tatsuguchi asked that if an agency is paying dues does it still need a sub-award agreement?

Director Gibson answered that the sub-award agreement isn't so much about paying the local match, but about the terms and conditions of receiving Federal funds.

Director Gibson stated that there may be cases where the local match doesn't come from dues. He explained that the dues only leverage approximately 89% of a Federal grant. There is 11% of Federal funds each year that isn't matched. He stated that it can be clarified in the sub-award agreement that, when true, the local match comes from the pooled dues to OahuMPO.

Ms. Fischer provided copies of the Highways Division/HDOT document for justifying construction performance periods. She stated that it is a tool for calculating the timeline between notice to award and final project close out.

There was discussion on determining deadlines for projects.

Vice-Chair Suzuki suggested an addition to Pg. 20 of the *OWP Processes and Procedures*. He felt that a change to the scope of a project should be included under the Amendment section.

Director Gibson agreed to add "a change in the scope of a project" under requirements for an amendment to the OWP for clarity.

Chairman Tatsuguchi suggested a change to Pg. 13 "Prioritization of New Candidate Work Elements" section. He expressed a desire for greater clarity in how candidate work elements are selected and prioritized.

There was discussion on improving the clarity of the Prioritization of New Candidate Work Elements, including a request from Ms. Sokugawa to include that OahuMPO Staff inform the TAC and PB on which projects they deem ineligible.

Director Gibson agreed to clarify the process.

Chairman Tatsuguchi suggested continuing discussion of the OWP and ORTP to next TAC meeting.

#### **VI. New business**

Ms. Sokugawa asked if the Policy Board had decided on a meeting schedule.

Director Gibson explained that they polled for a meeting schedule and that the fourth Friday had won majority, however due to holiday scheduling, the recommendation was made for first Friday of the month to discuss topics from the TAC meeting of the previous month.

#### **VII. Invitation to interested members of the public to be heard on matters not included on the agenda**

Hearing no comments, Chairman Tatsuguchi continued to item VIII.

#### **VIII. Announcements**

Chairman Tatsuguchi announced that the next TAC meeting is scheduled for 11/13/15 at 0900AM.

Ms. Scanlon announced that she is leaving her post at HART and that Mr. Jon Nouchi will be replacing her as voting member at TAC meetings.

Ms. Sokugawa announced a meeting on Stadium TOD plan on Thursday 10/15/15 at the Stadium Authority's meeting room.

**IX. Adjournment**

At 1034 Chairman Tatsuguchi adjourned the meeting.