

Minutes of the  
Oahu Metropolitan Planning Organization

**POLICY BOARD**

Friday, November 6, 2015, 1:00 p.m.  
Honolulu City Council Committee Meeting Room, Room 205  
530 South King Street, Honolulu, Hawaii

**Members Present:**

Councilmember Joey Manahan, Chair	DPP Deputy Director Arthur Challacombe (Alternate)
Councilmember Ann Kobayashi, Vice Chair	DTS Director Michael Formby
Representative Ryan Yamane	HART Executive Director Dan Grabauskas
Representative Henry Aquino	OP Debra Mendes (Non-Voting)
DOT Acting Director Jade Butay	FHWA Division Administrator Mayela Sosa (Non- Voting)

**Member(s) Absent:** City Councilmember Brandon Elefante, Senator Will Espero, Senator Michelle Kidani, and DOH Chief Lola Irvin

**Guests Present:**

Dion Mesta (Councilman Elefante's Office)	Doug Chun (Council Services)
Alex Cross (HART)	Joe Magaldi (CAC Chair)
Eugene Takahashi (DPP)	Andrea Anixt (Kaaawa Community Association)
Alissa Altmann (VRide)	Ryan Tam (HART)
Laura McIntyre (DOH/DDEH, Environmental Planning Office)	Ralph Rizzo(FHWA Assistant Division Administrator)

**OahuMPO Staff Present:** Brian Gibson, Chris Clark, Randolph Sykes, Taylor Ellis, and Veronica Schack

Meeting was properly noticed in accordance with State law.

**I. CALL TO ORDER BY CHAIR**

The Chair Joey Manahan called the meeting to order at 1:07 pm.

**II. ROLL CALL**

Chair Manahan welcomed and thanked Members for their attendance.

**III. APPROVAL OF THE JULY 20, 2015 POLICY BOARD MEETING MINUTES**

Councilmember Ann Kobayashi made a motion and DOT Acting Director Jade Butay seconded to approve the minutes as circulated. All members voted in favor and the minutes were approved as circulated.

#### **IV. REPORTS**

##### **A. EXECUTIVE DIRECTOR**

###### *i. Update on Staff Vacancies*

Introduced newly hired Administrative Assistant, Veronica Schack. The Community Planner is currently filled by an 89-day hire and the search continues for a permanent person. The Financial Specialist candidate has been submitted to the Personnel Office.

OahuMPO's Data Specialist resigned as of November 3, 2015 to accept a position with the City. Since OahuMPO was in the hiring process for the Transportation Planner, OahuMPO was able to discuss the Data Specialist position with those candidates as well.

##### **B. TECHNICAL ADVISORY COMMITTEE (TAC)**

###### *i. Overall Work Program (OWP) Process & Procedures Update*

Director Brian Gibson noted that at the last meeting, TAC had recommended Policy Board approval of the OWP Process & Procedures document although there were some areas they still want to work upon. Much of the last TAC meeting was devoted to the review of this document. OahuMPO staff should have a set of minor recommendations to bring to the Board soon. The biggest issue is the sub-award agreements – federal requirements that apply to OahuMPO's pass-through grants. When the City gets a planning grant from OahuMPO, an Agreement must be in place. This is new territory so there are several issues to determine process, and timeframe. We are awaiting guidance from FHWA.

##### **C. CITIZEN ADVISORY COMMITTEE (CAC)**

CAC Chair Joe Magaldi asked if there is any new information on the request for a CAC voting or non-voting member on the Policy Board. Chair Manahan indicated there is no answer at this time and perhaps this item can be discussed after the new Policy Board Chair is selected in January. At Chair Magaldi's request, Chair Manahan agreed to attend the next CAC to explain this to the CAC.

#### **V. OLD BUSINESS**

There was no Old Business to address.

#### **VI. NEW BUSINESS**

##### **A. CONSIDER APPROVAL OF THE OAHUMPO PLANNING PROCESS REVIEW IMPLEMENTATION PLAN(PLAN)**

Director Gibson provided a PowerPoint briefing detailing the OahuMPO Planning Process Review Implementation Plan. He noted that the Policy Board bylaws state that the plans & programs developed in the OahuMPO process will be approved by the Policy Board. This is a new step at the end of a planning project where the recommendations/results of the study are presented to the Policy Board for approval thus making it an official directive for OahuMPO staff. The budget for this Planning Process Review work element was approved in 2012 by the Policy Committee.

Highlights of the presentation:

- A thorough assessment of MPO was performed and results documented in Technical Memo 1 which was released in Feb 2014. The full document is available on OahuMPO's website.
- Technical Memo 2 was released in March 2014 and includes OahuMPO's Draft Vision & Draft Mission Statement. With Policy Board approval, it would become the official Vision and Mission Statement of OahuMPO. There are three major goals detailed in Technical Memo 2. They are:
  - a) Ensure compliance with Federal metropolitan planning requirements governing Transportation Management Areas,
  - b) Empower and Strengthen OahuMPO's role as a decision-maker in the regional planning process, and
  - c) Plan for sustainable and livable growing communities on Oahu.
- In 2014 FHWA performed a Certification Review which included much of the same language that was contained in Tech Memo 1 and 2.
- HRS 279E was repealed and we have a new Comprehensive Agreement, new Supplemental Agreements, and Committee Bylaws which help address the corrective actions and many of the recommendations within the Implementation Plan.
- The Implementation Plan was explained and Organizational Alternatives discussed (e.g. attached agency, 'leaning independent', or 'freestanding' independent' agency).
- Peer survey results were presented, illustrating comparison of OahuMPO to other MPO's around the country for such attributes as organizational type, local agency participation, staffing, funding, budgeting, revenues and population base. It was noted that OahuMPO is on the low side for staffing and funding in comparison to most of the peer MPOs included in the study. For revenue per staff position, OahuMPO is more in the midrange.
- It was noted that funding disparity between MPOs could be attributed to other responsibilities some of these MPOs are tasked with, such as housing or garbage.
- OahuMPO spends approximately two thirds of its budget for consultants. Other peer MPOs were generally in the 25-50% range. Percentages for OahuMPO ranged from 65%-75% over each of the last 5 fiscal years.
- A cost comparison illustrated the cost effectiveness to do more in-house work vs. hiring consultants at \$200/hour. The Short-Term Staffing Plan includes doing more in-house work using skilled staff at lower cost. Overhead cost increase would be at a minimum by putting more staff in the current office space.
- Intermediate & Long-Term Staffing Plan of more than 8 FTEs would be a function of need and funding and would require more office space. OahuMPO would want to assess skill sets & work flows to determine what type of staffing to add. At this point, OahuMPO is not advocating for more than 8 FTEs.
- The Implementation timeline was presented as illustrated in the PowerPoint presentation.

Representative Ryan Yamane questioned the lack of the word 'transportation' in the technical memos and goals and the far-reaching implications of such an omission, for example as the possibility of OahuMPO becoming involved in issues related to other areas

like health care. He stated it seems premature to seek these other opportunities before we clean up in-house and that our focus should be on what the MPO was first designed to do.

Director Gibson noted that Federal Transportation funds are restricted to projects related to transportation and the required Policy Board approval of the OahuMPO's annual work plan before inception act as a check and balance. He also mentioned that Federal regulations set a minimum on what an MPO must do, but sets no ceiling. Therefore, MPOs can grow, filling whatever niches their local governments decide their MPOs should fill. In regards to OahuMPO, the Policy Board decides the extent of the role OahuMPO plays. To the question on whether OahuMPO's goal is to become a stand-alone, not-administratively-attached department, Director Gibson clarified that the Plan suggests, at this time, evaluating the feasibility, desirability, and support for other organizational alternatives rather than implementing.

Director Arthur Challacombe questioned the purpose of an MPO TOD (Transit Oriented Development) Committee since City & County already implement TOD, introduced a TOD bill, and will be conducting workshops with the City Council. Director Gibson indicated the Policy Board Bylaws state there will be a TOD Advisory Committee although its function has not yet been determined. The Implementation Plan recommends setting up the TOD Advisory Committee within 12 months at which time the TOD Advisory Committee's role would be defined.

Chair Manahan noted that during the reconstruction of the Policy Board earlier this year, it was considered that having committees such as the Transit Oriented Development Advisory committee would be another venue to entertain discussions between City and State. Should there be possible funding from Federal Government, then the Policy Board would have these committees in place to have these discussions.

Director Michael Formby asked that if the Plan was to be approved today, could changes be made in the future. Director Gibson answered that yes, changes can be made by the Policy Board at any time.

Director Formby stated that he doesn't believe the peer review analysis is thorough enough especially since some of the MPOs included perform other functions. He would like a fuller discussion on what consultants vs. staff bring to the table and the cost implications to the entities that fund OahuMPO.

Director Gibson clarified that today's request is only asking if the Policy Board agrees with the goals and direction outlined in the Plan and if it wants OahuMPO staff to begin working on these items. Approval would mean OahuMPO can begin assessment of our skills, our needs, and what recommendations to make to the Board in the future regarding additional staffing.

Division Administrator Mayela Sosa expressed interest in OahuMPO's timeline and plans for providing progress reports to the Board and what opportunities the Board would have to refine, redirect, and redefine tasks. She also asked if there would be further work done by the consultants on this Plan.

Director Gibson indicated the consultants' work was done.

Division Administrator Sosa also suggested that since the goals listed numerically on Table 7 are not listed by priority, to instead bullet or alphabetically note them and also suggested moving the Federal item further down the list.

Representative Yamane suggested putting all goals as related to transportation, then, as they develop, the Policy Board can review. Scope should first focus on MPO requirements. As goals are implemented, then discussion could be broadened for input from the Policy Board members of Department of Health, OIP, and DPT.

Chair Manahan concurred & feels the Policy Board's focus has been on MPO requirements and we do have work to do and believes Director Gibson is hopeful and is projecting down the road.

Director Gibson noted that OahuMPO can fill whatever needs the Policy Board decides OahuMPO should fill.

To Director Challacombe's question if TAC had weighed-in on the Plan and if it is a time-sensitive issue, Director Gibson stated that TAC members were part of the process but the TAC had not seen the final plan since much of the Plan is administrative in nature whereas TAC is a technical advisory body. However, the Policy Board has the option to refer to TAC anything that they wish to refer. He stated the Plan is not a time-sensitive issue.

Director Challacombe recommended that action be defer to allow for input from TAC.

Laura McIntyre of Department of Health (DOH), testifying as a private citizen, recommended that in regards to issues DOH is working on, such as Red Hill, the Policy Board include Department of Health in discussions before taking any actions. She also suggested EPA Air be represented, feels other federal partners as well as the CDC and American Planning Association be included, and feels TAC input should be obtained before the Policy Board approves the Plan. She also would like DOH to be able to more broadly look at the Plan.

Members agreed to defer item VI. a and direct staff to seek input from the TAC.

**B. CONSIDER APPROVAL OF OAHUMPO SHORT-TERM STAFFING PLAN**

Director Gibson discussed the current and proposed organizational charts for OahuMPO. To fully staff all of the approved positions, there would be no additional cost, no increase in dues or office space. Funding is provided by a shifting of funds from the consultant budget to the in-house budget. This would result in better capacity for project completion, to obligate and expend Federal planning grants, and to fully implement federal requirements. In response to a question about the impact to projects currently in the pipeline, Director Gibson responded that the redistribution of the budget would have no impact.

Director Formby made a motion to accept the Short-Term Staffing Plan as presented. Representative Yamane seconded the motion, all members voted in favor, and the Short-Term Staffing Plan was adopted.

**C. PRESENTATION OF OAHU REGIONAL TRANSPORTATION PLAN SCHEDULE**

Director Gibson gave an overview of items on the Oahu Regional Transportation Plan (ORTP) 2040 that have been completed or are in process as noted on the ORTP Schedule provided in the packets to the Policy Board Members.

Plan details will be presented and discussed at the November 13, 2015 TAC meeting. In the near future, a more final form will be presented to the Policy Board.

Director Gibson discussed the timeline for the ORTP Schedule leading up to the Final Draft Approval in April 2016 and expressed his appreciation to DOT, DTS, and HART for their support in helping OahuMPO meet this goal.

To Division Administrator Sosa's question on what will be brought to the next Policy Board meeting, Director Gibson responded that it would depend on what happens at the November 13<sup>th</sup> TAC meeting but he expects the Project List, Estimated Costs, and Revenue Forecast may be included.

To Representative Yamane's question on impacts of the Federal transportation funding extensions last week, Director Gibson responded there are no impacts yet since extension is at existing funding levels. To Representative Yamane's request to be updated by January or February if there are changes, Director Gibson volunteered to bring details on what Congress approves but it would likely be a separate agenda item from the ORTP.

Division Administrator Sosa noted the Revenue Forecast should be based partly on historical data so OahuMPO should be able to explain the method used. Director Gibson indicated that OahuMPO is being conservative in terms of Federal revenues for the Revenue Forecast for the ORTP.

In public testimony, Andrea Anixt requested clarification on whether CAC input is actually wanted and questioned projects on the Overall Work Program (OWP). Director Gibson indicated that the 2017 OWP is currently in development and is a different document than the ORTP. The OWP's first unveiling and first draft will be presented at the Nov 13<sup>th</sup> TAC and will be on the November CAC meeting agenda. The items provided by the City and State for the ORTP is their list of candidate projects to be included in the ORTP.

**VII. INVITATION TO INTERESTED MEMBERS OF THE PUBLIC TO BE HEARD ON MATTERS NOT INCLUDED ON THE AGENDA**

Andrea Anixt testified that the data from DPP being used, such as for population, is very old and requested that the most recent and best information be required for any ORTP or OWP projects. Chair Manahan stated that if needed to be taken up, this item can be put on the agenda at a later date.

Laura McIntyre testified that her understanding is that population census comes out every 5 years so the 2010 data would be the latest. She also mentioned that DOH has annual community health data & up-to-date data on pedestrian deaths, that online tools on health data are available, that the EPA has a screen tool, and that a pedestrian plan was recently done.

Chair Manahan expressed hope that the Policy Board can have future discussions on the pedestrian safety plan especially if federal funds are available.

**VIII. ANNOUNCEMENTS**

Chair Manahan announced that Members will be notified if there will be a December 4<sup>th</sup> meeting

**IX. ADJOURNMENT**

There being no further business, the meeting was adjourned at 3:29 pm.

Written by: Roni Schack

Reviewed by: Brian Gibson and Chris Clark