



Minutes of the
Oahu Metropolitan Planning Organization

TECHNICAL ADVISORY COMMITTEE

Friday, February 12, 2016, 9:00 a.m.
Honolulu Authority for Rapid Transportation Board Room
1099 Alakea Street, Room 105, Honolulu, Hawaii

Members Present:

HART Jesse Souki – <i>Chair</i>	HART Ryan Tam
HDOT Ken Tatsuguchi – <i>Vice Chair</i>	HDOT Norren Kato
DPP Lori Arakaki	OP Rodney Funakoshi
DPP Kathy Sokugawa	FAA Kimberly Evans (non-voting)
DTS Eileen Mark	FHWA Liz Fischer (non-voting)
DTS Marian Yasuda	

Members Absent: Daniel Orodener (DBEDT), Kyle Oyasato (non-voting) (DFM), Ted Matley (non-voting) (FTA), Jon Nouchi (HART), Gareth Sakakida (non-voting) (HTA), and Tim Trang (non-voting) (DDC)

Guests Present:

Nicola Szibbo (DPP)	Rachel Roper (HDOT)
Whitney Birch (HART)	George Stewart (Individual)

OahuMPO Staff Present: Brian Gibson, Chris Clark, Randolph Sykes, Mike Galizio, Amy Ford-Wagner, and Veronica Schack

The meeting was properly noticed in accordance with State law.

I. CALL TO ORDER BY CHAIR

It was determined that a quorum was present and Chair Souki called the meeting to order at 9:12 a.m.

II. ROLL CALL

Members introduced themselves.

III. APPROVAL OF JANUARY 8, 2015 MEETING MINUTES

Chair Souki called for members to review the minutes that were included in the meeting packets mailed to the Technical Advisory Committee (TAC) ten (10) business days in advance of the meeting.

Rodney Funakoshi questioned the deferral of discussion of the OahuMPO Planning Process Review (OPPR) since the prior meeting minutes indicated it would be continued at the February 12, 2016. Executive Director Gibson indicated that OahuMPO was tabulating comments and determining their disposition from the public and intergovernmental reviews. He advised that the OPPR would be on the agenda for March.

Kathy Sokugawa observed that the meeting minutes were more abbreviated than those for prior meetings and believes they are not sufficiently robust or conducive for briefing the Policy Board. She also recommended that, in the future, all presentation materials be appended to the minutes.

Eileen Mark motioned and Ryan Tam seconded that the minutes be adopted. The Chair, hearing no objections, stated that the minutes were adopted.

IV. REPORTS

A. EXECUTIVE DIRECTOR

Executive Director Gibson advised that he did not bring hard copies of his report to the meeting and would be sending the report to the committee members via email immediately after the meeting.

The Executive Director introduced Amy Ford-Wagner, OahuMPO's new Community Planner, and Mike Galizio, its new Transportation Planner.

Ms. Sokugawa requested the Executive Director to provide a summary of upcoming events. He stated he would be discussing priorities for future meetings with the Chair. The Chair asked members to email requests for agenda items to both him and the Executive Director.

V. OLD BUSINESS

There was no Old Business on the Agenda and the meeting continued with New Business.

VI. NEW BUSINESS

A. REVIEW DRAFT OAHU REGIONAL TRANSPORTATION PLAN 2040

The Chair confirmed with members that the postponing of the OPPR discussion would not impact decision-making on the Oahu Regional Transportation Plan (ORTP) 2040 at this meeting. Mr. Funakoshi replied in the affirmative.

The Chair indicated his desire to go through the Review Draft of the ORTP 2040 chapter-by-chapter with recommendations for changes to be held to the end of the discussion and encapsulated in a single motion. No member objected.

The Chair ceded the floor to the Executive Director who explained that the approval of the ORTP 2040 for public review was time sensitive. The ORTP 2035 was approved in April 2011 and the forthcoming update must be approved by the Policy Board in April 2016. If it is not approved by then, there would be significant impacts to both the implementing agencies as well as the OahuMPO. Failure to have the ORTP 2040 approved in April will freeze the Transportation Improvement Program (TIP) as well as the Overall Work Program (OWP) which could not be changed until the ORTP 2040 was approved by the Policy Board.

The Executive Director introduced Senior Transportation Planner Chris Clark to conduct the slide presentation that is incorporated by reference and made a part of these minutes.

Mr. Clark began his overview by reiterating the importance of having the ORTP 2040 approved in April 2016. Normally, the *ORTP Policies and Procedures* assumed a five-year cycle to update the ORTP. That cycle was consistent with the requirements established in Federal statute as well as the Comprehensive Agreement. However, given the circumstances, Mr. Clark explained the ORTP 2040 was being done in a period of approximately six-to-nine months. OahuMPO has worked in cooperation with its United States Department of Transportation partners to ensure that the update of the ORTP meets the essential requirements of both the regulations and the Federal Certification Review corrective actions.

Since the initial public outreach that began at the end of 2012 and extended through early 2013, OahuMPO staff have worked with the implementing agencies to forecast revenue, develop the list of projects contained in the draft ORTP 2040, and conducted the Title VI and Environmental Justice (T6/EJ) analyses.

His presentation outlined the Public Review Draft of the ORTP 2040 document provided in advance to the TAC members. Mr. Clark indicated that it was likely to change based on both input from the TAC at this meeting as well as from the public input and intergovernmental review that would be done in March. The stated goal was to bring the revised document back to the advisory committees prior to presenting it to the Policy Board.

At this TAC meeting, OahuMPO staff was looking for a recommendation to the Policy Board for approval to release the Public Review Draft of the ORTP 2040 for public and intergovernmental review in March. The final draft, incorporating the public and intergovernmental comments, as well as their disposition, was slated to be presented to the Citizen Advisory Committee (CAC) and the TAC prior to its consideration for approval by the Policy Board at its April 13, 2016 meeting.

Mr. Clark's presentation highlighted that estimates of revenue sources were based on Moving Ahead for Progress in the 21st Century Act (MAP-21) as well as the previous ORTP and local documents that were available; the City

transit number was the operating subsidy included in HART's financial plan. Mr. Clark indicated that the tables for funding in the recently approved Fixing America's Surface Transportation Act, or "FAST Act," have yet to be released by USDOT.

The projects, as presented by the implementing agencies, provided for more mid-term projects than long-range projects. Mr. Clark emphasized this would require that the implementing agencies increase the capacity of delivering projects above current levels. In order to construct all the projects loaded in the draft ORTP 2040's mid-range (i.e., 2019-2029), DDC, DTS, and HDOT must increase their capability to push projects through the pipeline. Another implication was that some congestion and preservation projects would need to be deferred in favor of modernization.

There was discussion of "preservation" and "modernization." Modernization was described as those projects that add capacity to existing roadways. Preservation described projects, such as resurfacing, that extended the lifecycle of a given facility. The ratio of preservation to modernization projects in the draft ORTP 2040 was 56:44.

At HDOT's request, OahuMPO compared the ratio exclusive of developer funding and City maintenance in order to compare it with the statewide goal of 65:35. Mr. Clark reiterated that the ratio in the plan as presented was based on the projects as given by the implementing agencies and that some change in cost estimates could allow for the split between modernization and preservation to be consistent with the State plan. He acknowledged that a letter had been received from HDOT the day before this meeting requesting some changes in costs. Mr. Clark confirmed that he has been having extensive conversations and emails with Mr. Patrick Tom, and there remained a lot of flexibility in the plan.

Mr. Tatsuguchi's primary concern was to ensure consistency of the Neighbor Island component of the statewide transportation plan – that calls for a 65:35 ratio – and that for Oahu.

The Chair inquired how recommendations were being captured. Mr. Gibson responded that OahuMPO was maintaining a spreadsheet of all comments received and their disposition as well as keeping minutes of this meeting.

Referring to the list of projects, Mr. Clark noted:

1. The list of projects was originally provided to OahuMPO by the implementing agencies in November 2015. Proposed changes since then had been incorporated, including but not limited to:
 - Inclusion of a Honolulu Urban Bus (HUB) Circulator as requested by HART;
 - Modified descriptions of certain projects at the City's request;
 - Other technical, non-substantive changes; and a

- Rough order of magnitude costs for the illustrative rail projects were updated by HART.
2. Early comments received from USDOT were incorporated or required further discussion, including:
 - The sponsoring agencies needed to provide route numbers/geo-locations;
 - Pursuant to the FAST Act, OahuMPO was looking to combine projects, e.g., bike programs, highlighting that this offered future flexibility;
 - Separate line items were provided for State and City Operations and Maintenance; however, the National Highway System was a State program but the City's roadways were not necessarily part of the Federal system;
 - There was a problem getting Transportation Alternative Program (TAP) funds obligated; and that
 - The term, "low hanging fruit" needed a more precise, technical definition.
 3. Comments from HDOT received on the afternoon of February 11th, 2016 included technical, non-substantive comments, as well as
 - Adding a bridge replacement project; and that
 - Illustrative projects 703 and 707 could be removed from the list.
 4. OahuMPO needed direction on Project 355, identified as "Makakilo Frontage Road," which was anticipated to be a developer-funded City project. There was question about the purpose of the facility: was it to be a frontage road or parallel route to H-1 for traffic between the Kapolei and Kalaeloa interchanges?

Mr. Randolph Sykes provided background that the roadway had been included in both the ORTP 2030 and ORTP 2035, and was proposed as an access road to a yet-to-be-built development by the former Campbell Estate. During the drafting of the ORTP 2035, Mr. Sykes and the consultant conferred with Campbell Estate and were advised that, given market conditions (~2008) the development had been postponed indefinitely. It was agreed that there was a need for further review but that, at this time, the project was not warranted

Mr. Tatsuguchi recommended that the project be moved to the illustrative category. Mr. Tam motioned and Mr. Funakoshi seconded the motion to make this change. The motion was carried unanimously.

In discussing the Congestion Management Process, Mr. Clark indicated that performance analyses would be done once the ORTP projects had been finalized. Mr. Tatsuguchi indicated that HDOT wanted to share the methodology it used for the statewide plan with OahuMPO so there would be consistency across the plans.

In referring to the maps, Mr. Clark spoke to those for:

- Travel time;
- Vehicle Miles Traveled (VMT) (The OahuMPO Model's network was more extensive than the HPMS network reported to FHWA and so the VMT forecast was scaled to match HPMS); and
- In response to a question concerning what kind of improvement could be assumed given each of the ORTP projects, Mr. Clark responded that indexing VMT to population would be the mechanism that would allow one to assess actual improvements.

Mr. Tatsuguchi asked whether a model projection had been done for 2030. Mr. Clark indicated that it could be run but, at present, it was a matter of model run time. Mr. Tatsuguchi said he had provided the comment based on the State's experience with the Neighbor Island plans because members of the public indicated they may not be alive and a ten-year outlook would give them better perspectives concerning the value of a project.

Mr. Tam motioned and Mr. Funakoshi seconded that the following changes needed to be made to the OahuMPO Travel Demand Forecasting Model:

- **School enrollments needed to be updated;**
- **Ensure that the UEC NIA reduced by half;**
- **Ensure model was "recalibrated" (HART was willing to help out); and to**
- **Improve the model's sensitivity of mode of access.**

In addition, OahuMPO was requested to provide a model run for 2030 as an information item for the Policy Board. The motion was carried unanimously.

Ms. Sokugawa stated her understanding that the TAC desire was to have more time between meetings of the TAC and the Policy Board to review work products before they were due to be sent to the Policy Board. Executive Director Gibson replied that, in meeting with new Policy Board chair, the problem underlying the current need for quick turnaround was the Legislature's and City Council's calendars.

In response to a question from Mr. Tatsuguchi, Mr. Clark provided that revenues and estimated costs had been provided by the implementing agencies and, in the short-range were projects that are ready to go, as of TIP Revision #6, as defined in the *ORTP Policies and Procedures*. There was no guarantee of funding for illustrative projects.

Mr. Clark advised that the Title VI and Environmental Justice (T6/EJ) equity analyses were as of the current plan and any changes to the plan would make it necessary to rerun those analyses. In response to a question from Mr. Tatsuguchi about how OahuMPO compared with other jurisdictions, Mr. Clark indicated that a Notice to Proceed had been given to a consultant working to update OahuMPO's T6/EJ plan and the scope required the consultant to look at least four other jurisdictions for benchmarking purposes.

Mr. Clark concluded his presentation reiterating that the timeline was very tight for completing all of the requisite steps of the ORTP 2040. OahuMPO

would be consulting with environmental stakeholders as well as conducting the public and intergovernmental reviews of the proposed draft in March. In addition, early public input was gathered during a series of Listening Sessions in late 2012 and early 2013, and through meetings with the CAC.

The Chair then called for chapter-by-chapter comments, which were as follows:

Chapter 1

Ms. Yasuda questioned the use of the term "Metropolitan Transportation Plan," which is the term found in Federal statute. Ms. Elizabeth Fischer indicated that as long as it meets the definition, it is up to the OahuMPO to identify the name of the report. It was agreed by consensus that the title should remain the Oahu Regional Transportation Plan.

Chapter 2

- Page 10–Existing Conditions; Ms. Lori Arakaki indicated that the term "employment" should instead be "jobs".
- There was a need to clarify the statement concerning increase in population; however, it currently compared population with *de facto* population, rather than the increase in forecast population.
- Page 13–1st sentence should refer to jobs (this should be a universal change).
- Page 17–It was unclear what the numbers in the legend represented; Mr. Clark clarified that those in parentheses are the number of Traffic Analysis Zones (TAZs) within that cohort; the consensus was that this would not be of value to the public.
- Ms. Sokugawa recommended increasing the size of font for the titles of maps; also to cite the source(s) of the data, and dates and time frames, as appropriate.
- Mr. Tatsuguchi recommended adding paragraphs on accessibility, freight, and complete streets. These are used in the statewide transportation plan as criteria for ranking projects.
- Ms. Fischer reminded the TAC members that USDOT has designated primary freight routes on Oahu; and, given the FAST Act, both maritime and aviation freight need to be considered.
- Page 19–Ms. Sokugawa indicated that all areas are expected to have growth – not just Ewa/Kapolei – and recommended dropping the word "only."

Chapter 3

- Page 24–Ms. Arakaki advised that outreach to T6/EJ constituencies was not specific.
- Page 25–last column; Ms. Yasuda said to replace "Coconut Coast" with "Diamond head end of Kapiolani Park."
- Page 23–Mr. Tatsuguchi referred to the regional goals and objectives, and stated that objectives were usually measurable or would be measured down the road.

- Page 24–Ms. Yasuda referred to the online survey and recommended including a citation in the ORTP, and posting the survey results on the OahuMPO website.
- Page 25–There was discussion about the fact that early input and some of the anecdotes provided in the ORTP were collected in late 2012 and early 2013. It was suggested that those comments represented a snapshot in time and the section should lead off with a sentence about how things may have changed since the comments were received. This was just a matter of clarifying the time frame during which comments were given to staff. It was stated that context of the comments was essential; not aiming to be defensive but to show government had been responsive. It was agreed that the process in 2012-2013 was still relevant.

Chapter 4

- Page 27–Ms. Yasuda indicated it should be noted that the implementing agencies provided cost estimates.
- The acronyms FHWA/FTA should be repeated.
- The Chair commented that the Oxford comma is good! (All grammar nerds applauded.)

Chapter 5

- All projects for inclusion in the ORTP are listed.
- Page 29–Ms. Arakaki asked what criteria were used to define the range into which a project was placed. Mr. Clark indicated that had been identified by the implementing agencies.
- Mr. Tatsuguchi observed that, while all of the information is in the report, it needs to be recrafted so that it tells a story; to summarize how we got from here to there. It is essential to set the theme-story for the next five years. Perhaps it can be done in an executive summary; it is a non-trivial undertaking given HDOT's experience with the statewide transportation plan.

Chapter 6

- Ms. Arakaki said that the table of short range projects before page 44 needed fuller descriptions for project titles in order to be consistent with the descriptions of the other project listings earlier in the table.
- Mr. Clark indicated that a dash (-) in the cost column indicated that information was not available for that project. It was recommend that a footnote be added explaining the dash.
- Ms. Sokugawa referred to the map on page 45 showed the TAZs listed and that maps on pages 46, 48, and 50 needed to include the time of day.
- It was noted that page 51 did not talk about the agencies consulted; Mr. Clark indicated that information was still being worked on and would be updated for the final draft.
- Page 56–Ms. Arakaki observed that the totals of City and State shares did not add up and a footnote was needed to explain the difference.

Chapter 7

- Ms. Yasuda asked about the priority in which methods were listed and recommended moving visitors to the last entry.
- Mr. Tatsuguchi indicated that consistency of plans was a Federal requirement. Mr. Clark responded that a crosswalk for reference was provided in Chapter 8.

Chapter 8

It was suggested that the ORTP reference appropriate State and City plans.

Appendices

No discussion

Mr. Tam motioned and Mr. Tatsuguchi seconded that the TAC recommend Policy Board approval of the Public Review Draft ORTP 2040 and its release for public and intergovernmental review and comment. Ms. Sokugawa added that the members would withhold further comments until public comment period. The motion was carried unanimously.

VII. INVITATION TO INTERESTED MEMBERS OF THE PUBLIC TO BE HEARD ON MATTERS NOT ON THE OAHUMPO TECHNICAL ADVISORY COMMITTEE AGENDA

There being no comments, the meeting moved on to Announcements.

VIII. ADJOURNMENT AND CONTINUATION

Due to the extended time given to the discussion of the ORTP, Mr. Tatsuguchi suggested that the meeting be extended by thirty minutes to complete the agenda but Ms. Sokugawa objected. Therefore, the Chair recommended that the meeting be continued on February 22, 2016 at 2:00 p.m. at the same location, the Board Room of the Honolulu Authority for Rapid Transportation, in order to complete the items on the agenda.

Mr. Tam motioned and Mr. Funakoshi seconded the motion to accept the Chair's recommendation. Hearing no objections, the motion passed.

IX. ADJOURNMENT

Chair Souki closed the meeting at 11:10 a.m. for continuation as stated in item VIII, above.

Written by: Randolph Sykes
Reviewed by: Brian Gibson

Minutes of the
Oahu Metropolitan Planning Organization

TECHNICAL ADVISORY COMMITTEE

Continuation of the Meeting of
Friday, February 12, 2016, 9:00 a.m.
on Monday, February 22, 2016, 2:00 p.m.
Honolulu Authority for Rapid Transportation Board Room
1099 Alakea Street, Room 105, Honolulu, Hawaii

Members Present:

HART Jesse Souki – <i>Chair</i>	HDOT Norren Kato
HDOT Ken Tatsuguchi – <i>Vice Chair</i>	HART Ryan Tam
DPP Kathy Sokugawa	OP Rodney Funakoshi
DPP Nicola Szibbo	FAA Kimberly Evans (non-voting)
DTS Eileen Mark	FHWA Liz Fischer (non-voting)
DTS Virginia Sosh	

Members Absent: Daniel Orodener (DBEDT), Kyle Oyasato (non-voting) (DFM), Ted Matley (non-voting) (FTA), Jon Nouchi (HART), Gareth Sakakida (non-voting) (HTA), and Tim Trang (non-voting) (DDC)

Guests Present:

Marlene Young, Esq. (HDOT)	Rachel Roper (HDOT)
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OahuMPO Staff Present: Brian Gibson, Chris Clark, Amy Ford-Wagner, and Veronica Schack

The meeting of the Technical Advisory Committee held on February 12, 2016 was continued on Monday, February 22, 2016 at 2:00 p.m. to complete discussion of those agenda items not discussed at the February 12th meeting. Although there was no statutory requirement to notice the continuation of the meeting, the continuation was, in fact, noticed in accordance with State law.

I. CALL TO ORDER BY CHAIR

It was determined that quorum was present and Chair Souki called the meeting back to order at 2:00 p.m.

II. ROLL CALL

Members introduced themselves.

**III. Item VI.B. from the February 12, 2016 Agenda
REVIEW DRAFT FY 2017 OVERALL WORK PROGRAM**

After asking if there were any public comments, hearing none, the Chair recommended going through the draft FY 2017 Overall Work Program (OWP) chapter-by-chapter.

The Chair recognized the Executive Director to provide an overview of the document. The Executive Director indicated that OahuMPO programmed all of its FTA 5303 grant for its operations.

An earlier version of this document was presented to the CAC, TAC, and Policy Board in November. OahuMPO accepted and incorporated comments from that time and wanted to send it out now for public and intergovernmental review so that the Policy Board would be positioned to take action on it in April 2016. As had been explained, in the event that the ORTP 2040 is not approved by the Policy Board in April 2016 both the OWP and the TIP would be frozen in their current state unless new ones were approved prior to the Policy Board's action on the ORTP 2040.

The Executive Director indicated that Federal revenue reflects MAP-21 appropriations. While it was known that the FAST Act appropriations would go up for planning (both FHWA PL and FTA 5303), OahuMPO would not know what amounts were available until the end of the fiscal year. He also explained that, based on the Supplemental Finance agreement, any unencumbered dues would be credited to following year. He did not see programming being affected by the obligation of new work elements in FY 2017. Mr. Gibson affirmed that OahuMPO had a sizeable balance (>\$5million) of unobligated FHWA PL as of January 31, 2016.

He highlighted that the OWP was known as the Unified Planning Work Program (UPWP), except in FTA Region IX. The intent was for the OWP to include all regionally significant planning studies funded through USDOT, whether or not they were funded with PL or 5303 funds. In the FY 2017 OWP, OahuMPO has added two projects that HDOT is managing:

- The H-1 Corridor Study, for which HDOT was seeking a \$2 million budget increase, and
- The H-1 east bound improvements, Waiawa Interchange to Halawa Interchange.

Mr. Tatsuguchi made a motion to remove the H-1 east bound improvements since they were now in the environmental phase, consistent with FHWA's memo on PE1 and PE2 and the definitions therein. Mr. Funakoshi seconded the motion, all members voted in favor, and the motion carried.

Mr. Gibson noted that the organizational staff structure and pay ranges were now included in the OWP for transparency purposes. This would also assist the Policy Board which is in charge of approving positions and pay ranges.

Given the Supplemental Finance Agreement, the OWP was now a one-year document, not two.

The Executive Director highlighted several new annual work elements, including:

- Public Participation Plan,
- Subrecipient Monitoring,

- Transit Oriented Development Advisory Committee,
- Performance Based Planning (replaces census and other planning), and
- OahuMPO staff support of consultant projects.

These would provide more flexibility in how OahuMPO accounted for and showed progress in projects that OahuMPO would be overseeing.

He explained that Subrecipient Monitoring was a single effort for all projects at both programmatic oversight and project-specific levels. OahuMPO would provide a breakout between its oversight and project specific commitments; and track them at the backend to monitor what had been done and gain feedback on project management effectiveness.

It was requested that there be a side note for clarity as to the hours shown in table 6—staff time by work element.

New projects in the FY 2017 OWP included:

- Comprehensive Data Sharing Study;
- Update to Oahu Bike Plan;
- Review of Planned Rights of Way;
- Transit Farebox Recovery Analysis; and
- Coastal Communities Evacuation Study, Phase 2.

Ms. Sokugawa inquired about what happened to the Intelligent Transportation Systems (ITS) study originally programmed in an earlier version of the FY 2017 OWP. Executive Director Gibson indicated that OahuMPO did not have the staff time now to do this study. In his estimation, the CMP was a higher priority from FHWA. Ms. Fischer acknowledged this was a logical step.

Mr. Tatsuguchi stated that the last update of the ITS Architecture Plan was done in 2006 and the State would be moving forward with updating the architecture for the other islands. Mr. Gibson committed that it would be included in the draft FY 2018 OWP.

Executive Director Gibson indicated that, in addition:

- \$50,000 was programmed for administration for HDOT;
- Funds for City staff had been programmed in prior years, so no additional funds were included in FY 2017;
- \$25,000 was allocated for e-TIP work with the New Jersey Institute of Technology;
- \$150,000 more was provided for the land use model, bringing the total to \$300,000;
- A general consultant time-and-materials contract would be needed by OahuMPO to give it flexibility to accomplish tasks that needed to get done;
- \$50,000 was allocated for data purchases;
- \$25,000 was provided for computer maintenance; and
- \$3,000 was set aside for accounting system software.

The intent was to separate the OWP – which is a budget document – from financial reports. OahuMPO would begin providing quarterly financial status reports for all projects and require them for all projects by all participating agencies. Ms. Fischer indicated that the Federal government can require this as a Standard Operating Procedure, as per 23 CFR 420 Subpart A.

There was significant discussion about how to capture information about the number of hours expended on projects for which Federal reimbursement was not being requested. This would help the participating agencies in justifying the work done on any given project and support the business case for adding additional staff, as may be required.

Ms. Sokugawa moved and Mr. Tatsuguchi seconded a motion that participating agencies be encouraged to show non-reimbursement hours; that information should be captured in a semi-annual report from each agency and provided to OahuMPO. All members voted in favor and the motion carried.

The Executive Director spoke to the Federal expectation for improved professional development. That expectation was documented in the last two Federal Certification Reviews.

There was discussion about the inclusion of funds for dues membership and costs of professional certifications. In the FY 2017 OWP this would be limited to \$500 annually per individual staff member. Ms. Fischer indicated that USDOT supported the Executive Director's approach to promote professional development for staff to the extent allowed under Federal law. She cited 2 CFR 200.431 (Fringe benefits), 454 (Memberships, subscriptions, & professional activities), and 472 (Training & education costs) to ensure all understood this is allowable.

It was acknowledged that there was a difference between attending conferences versus membership in organization. According to Ms. Fischer, USDOT wanted to be sure staff had the opportunity for professional development and were taken care of officially. The Chair advised that payment for memberships was not a local/state practice in all cases.

There was discussion concerning OahuMPO's membership in the Association of Metropolitan Planning Organizations (AMPO). It was acknowledged that due to lack of budget in earlier years, OahuMPO had ceased to be a member but that its value to the organization was substantial because it provided MPO-specific guidance which, with the new Congressional authorization, is especially important.

Mr. Tam made a motion to include a note describing the history of the OahuMPO's membership in AMPO and why it was cut from the budget in earlier years. Ms. Sosh seconded the motion, all members voted in favor, and the motion carried.

There was considerable discussion about the informational listing of planning studies referenced in the OWP, Table 10.

Mr. Tam made a motion to expand Table 10 and add the Complete Streets Study to the Table. There was no second to the motion and the motion failed.

Mr. Funakoshi moved and Ms. Sokugawa seconded that the studies on the list have a transportation-related nexus. Mr. Tam added that the list be posted on OahuMPO's website and that agencies' participation is voluntary. All members voted in favor and the motion carried.

Mr. Tatsuguchi said that before it gets sent to HDOT that the OWP be updated with balances by participating agency and active work elements in three tables:

- New items;
- Past carry over; and
- Unexpended balance.

Mr. Kato suggested that the OahuMPO pick and agree on a date for the balances to represent a consistent snapshot in time.

Mr. Tam motioned and Mr. Kato seconded for the public review draft OWP to include semi-annual reports and accounting, the balances and work element table, and a note as to snapshot-in-time date. All members voted in favor and the motion carried.

Ms. Sokugawa motioned and Mr. Kato seconded a recommendation for to the Policy Board to release the Draft FY 2017 OWP for public and intergovernmental review with the changes identified in these minutes.

Executive Director Gibson reminded all that the draft final document would be presented for further comment to the CAC and TAC in April before being sent to the Policy Board for its approval.

IV. ADJOURNMENT

The Chair adjourned the meeting at 3:34 p.m.

Written by: Randolph Sykes
Reviewed by: Brian Gibson