

Minutes of the
Oahu Metropolitan Planning Organization

TECHNICAL ADVISORY COMMITTEE
Friday, November 13, 2015, 9:00 AM
Department of Transportation Fifth Floor Conference Room
869 Punchbowl Street, Honolulu, Hawaii

Members Present:

HDOT Ken Tatsuguchi, Chair	HART Jon Nouchi
DTS Brian Suzuki, Vice Chair	HART Ryan Tam
HDOT Dean Nakagawa	OP Rodney Funakoshi
DTS Eileen Mark	DBEDT Joe Roos
DPP Kathy Sokugawa	FHWA Liz Fischer (non-voting)
DPP Lori Arakaki	

Members Absent: Kyle Oyasato non-voting (DFM), Ted Matley non-voting (FTA), Gareth Sakakida non-voting (HTA), Kimberly Evans non-voting (FAA), Tim Trang non-voting (DDC)

Guests Present:

Marlene Young (HDOT OCR),	Nicola Szibbo (DPP),
Kanani Iaea (Enterprise),	Laura McIntyre (DOH EPO)
George Stewart (Individual),	

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

Meeting was properly noticed in accordance with State law.

I. CALL TO ORDER BY CHAIR

Chair Tatsuguchi called the meeting to order at 9:03AM. It was determined that quorum was present.

II. ROLL CALL

III. APPROVAL OF OCTOBER 9, 2015 MEETING MINUTES

Chair Tatsuguchi called for members to review the minutes. Ms. Fischer noted a correction to page 4, second paragraph, changing "document" to "documented." Hearing no further corrections, Ms. Sokugawa moved that the October, 2015 meeting minutes be approved with corrections. Mr. Suzuki seconded the motion and it was carried unanimously.

IV. REPORTS

A. EXECUTIVE DIRECTOR

OahuMPO's Short Term Staffing Plan was approved by the Policy Board on November 6, 2015. The Short Term Staffing Plan changes the vacant Technical Director position to a Transportation Planner position under the Senior Planner; changes the name of the Data Specialist to Planning Analyst, changes the name of the Financial Specialist to Accountant, and adds a one-third time Clerk Typist position.

The OahuMPO Planning Process Review was presented to the Policy Board on November 6, 2015. The Policy Board referred it to the Technical Advisory Committee for comment. The OahuMPO Planning Process Review will be an item for action for the TAC in the future.

There was discussion on the Technical Advisory Committee's role in the staffing of OahuMPO.

Chair Tatsuguchi recommended asking the Policy Board what they want to be included in the role of the Technical Advisory Committee.

There was discussion on the Technical Advisory Committee's role in reviewing items prior to review by the Policy Board.

Mr. Funakoshi requested that any significant documents to be presented to the Policy Board be seen by the Technical Advisory Committee first.

Director Gibson replied that that could be done in the future.

Chair Tatsuguchi recommended that the TAC review items for review by the Policy Board.

Director Gibson answered that the Policy Board approves all planning products. However, the approval sought from the Policy Board by OahuMPO staff was not approval for a product, but approval for OahuMPO staff to work on a product.

Mr. Funakoshi recommended that discussion on the Planning Process Review be put on the next Technical Advisory Committee meeting agenda.

Vice Chair Suzuki agreed with that recommendation.

Vice Chair Suzuki recommended that the draft Policy Board agenda and relevant documents be shared with the members of the Technical Advisory Committee in order to give the TAC a heads -up on the items for discussion.

Director Gibson stated that he would share a link to the relevant documents.

Ms. Sokugawa recommended developing tentative TAC agendas six months in advance.

Director Gibson stated that that could be tried.

V. OLD BUSINESS

A. OAHU REGIONAL TRANSPORTATION PLAN 2040 UPDATE

Mr. Clark was introduced to provide the TAC with an update on the Oahu Regional Transportation Plan (ORTP) 2040. Members were provided with a draft of the project categories, financial forecast, and project listing in their packet. Mr. Clark discussed the purpose of the ORTP, consequences for delay in approval, and the timeline in place to have a draft for the Policy Board's (PB) consideration in April 2016.

Mr. Clark opened the floor to discussion and comments at any time during his presentation.

Vice Chair Suzuki asked about TAC's specific opportunities to participate in the plan's development.

Mr. Clark referred him to the larger timeline provide in previous months and offered to provide the most recent version that was included in the November PB packet. He reaffirmed that ORTP items would be provided to the TAC before they were made available to the PB.

Ms. Fischer mentioned the "pipeline" of obligated unexpended funds and stressed the need to eliminate any technically infeasible projects from the ORTP.

Mr. Clark reviewed the definitions for project categories and revenue projections. He asked members to provide feedback on the reasonableness of the assumptions presented and made them aware that comments received after the plan was in draft form would likely result in delays to the schedule.

Mr. Clark acknowledged Chair Tatsuguchi's recommendation that language be included in the Plan to allow flexibility to comply with Map-21 should it be determined when doing the scenario planning that a move toward more preservation, or more capacity, or some other category is required.

Mr. Clark continued by reviewing the developer funded projects, the impact of the "pipeline," forecasts for transit funding, and a project numbering system.

Mr. Tam asked who would be responsible for de-obligating funds from the pipeline and re-obligating funds to the ORTP.

Ms. Fischer responded that FHWA and HDOT would be responsible for that function. It had been discussed as an idea but is not the preferred method.

Kathy Sokugawa requested an email copy of ORTP documents.

Director Gibson replied that he would email the ORTP documents.

There were no further questions and the meeting continued with the New Business.

VI. NEW BUSINESS

A. FYS 2017-2018 OVERALL WORK PROGRAM FIRST DRAFT LIST OF CANDIDATE

Director Gibson presented the candidate work elements proposed for inclusion in the FYs 2017-2018 Overall Work Program (“OWP”), and the prioritization, constraints, and proposed selection of work elements as part of the development of the Public Review Draft of the OWP.

Director Gibson emphasized that if the ORTP is not completed by April, the OWP is frozen. He emphasized that the current plan works to utilize unobligated federal planning funds before they lapse.

Director Gibson opened the floor to questions and comments.

Chair Tatsuguchi questioned whether an encumbered, low priority project was at risk of not moving forward or losing funding.

Director Gibson replied that there is very little risk of an encumbered project losing funding and not be completed due to lack of staffing.

B. DISCUSSION OF FEDERAL GRANT REQUIREMENTS UNDER 2 CFR §200

Liz Fischer of the Federal Highway Administration presented a PowerPoint briefing regarding the Code of Federal Regulation (CFR). The CFR was recently updated regarding the Federal grant requirements that must be met by all recipients and sub-recipients. Previously, the TAC requested a training or workshop session to discuss the new requirements. Liz Fischer from the Federal Highway Administration presented the salient information for TAC members.

Ms. Fischer emphasized uniformity of language between city, state, and federal language.

The new rules took effect July 1st, 2015. Projects that were obligated before July 1st, 2015 fall under the old rules, modifications or changes to those projects would fall under the new rules.

She emphasized that FHWA provides PL funds to OahuMPO; HART, C&C Honolulu and HDOT are sub-recipients of OahuMPO.

Director Gibson stated that 11 of OahuMPO’s FY 2014 audit findings were related to 2 CFR 200, so he appreciated Ms. Fischer’s remarks about how important these regulations are.

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. ANNOUNCEMENTS

Chair Tatsuguchi announced that the next scheduled meeting will be on December 11, 2015 at 9:00 am.

IX. ADJOURNMENT

At 10:31 am, Chair Tatsuguchi adjourned the meeting.

Written by: Taylor Ellis
Reviewed by: Brian Gibson