

Minutes of the  
Oahu Metropolitan Planning Organization

**TECHNICAL ADVISORY COMMITTEE**  
Friday, December 11, 2015, 9:00 AM  
Department of Transportation Fifth Floor Conference Room  
869 Punchbowl Street, Honolulu, Hawaii

**Members Present:**

DPP Lori Arakaki	DBEDT Scott Derrickson
OP Rodney Funakoshi	HDOT Norren Kato
DTS Eileen Mark	DPP Kathy Sokugawa
DTS Brian Suzuki, Vice Chair	HART Ryan Tam
FAA Kimberly Evans (non-voting)	FHWA Liz Fischer (non-voting)

**Members Absent:** Kyle Oyasato non-voting (DFM), Ted Matley non-voting (FTA), Jon Nouchi (HART), Gareth Sakakida non-voting (HTA), Ken Tatsuguchi (HDOT), Tim Trang non-voting (DDC)

**Guests Present:**

Daniel Alexander (HBL & CAC)	Wes Frysztacki (Weslin)
Kanani laea (Enterprise)	Valerie Sadural (Councilmember Manahan)
Jesse Souki (HART)	George Stewart (Individual)
Nicola Szibbo (DPP)	Marlene Young (HDOT OCR)

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

The meeting was properly noticed in accordance with State law.

- I. **CALL TO ORDER BY CHAIR**  
Chair Suzuki called the meeting to order at 9:09AM. It was determined that quorum was present.
- II. **ROLL CALL**  
Members and guests introduced themselves.
- III. **APPROVAL OF NOVEMBER 13, 2015 MEETING MINUTES**  
Chair Suzuki called for members to review the minutes. Ms. Sokugawa moved that the November 13, 2015 meeting minutes be approved as presented. Mr. Funakoshi seconded the motion and it was carried unanimously.

#### **IV. REPORTS**

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

Director Gibson updated members on the activities of the MPO. The Policy Board did not meet in December but is expected to meet in late January 2016. The CAC met and discussed the first draft FY 2017 Overall Work Program (OWP) and various concerns. Candidates for vacant positions have been selected and are being processed by HDOT's Personnel Office.

A list of upcoming Technical Advisory Committee (TAC) agenda items was also presented. Mr. Funakoshi requested that action item presentations begin with a big picture schedule of where the item is in its process. Members discussed the use of staff versus consultants, the complete streets checklist, and Policy Board consideration of OWP studies.

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

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

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

##### **A. CONSIDER RECOMMENDATION(S) REGARDING AMENDMENTS TO EXECUTIVE COMMITTEE BYLAWS**

Director Gibson discussed the Executive Committee (EC) composition. Staff had considered suggesting a Bylaw amendment to establish standing membership but asked for the item to be tabled because such a change would also require amending the Comprehensive Agreement, which didn't seem practical for such a minor adjustment. Ms. Sokugawa asked that when the item is brought back for consideration that staff prepare additional language clarifying that member designee voting rights would also flow down to the EC.

##### **B. CONSIDER RECOMMENDATION(S) REGARDING OAHUMPO PLANNING PROCESS REVIEW AND IMPLEMENTATION PLAN**

Chair Suzuki suggested that action on the OahuMPO Planning Process Review (OPPR) and Implementation Plan be delayed until a meeting when Mr. Ken Tatsuguchi could attend. He provided preliminary written comments. Members agreed to defer action but suggested that Director Gibson continue with the presentation as scheduled.

The OPPR was presented to the Policy Board on November 6, 2015. The Policy Board referred it to the TAC for comment. The OPPR was designed to identify ways to improve the 3-C planning process and scoped to address Federal corrective action. It is supported by partner agency interviews, public comment, and review of MPO best practices from around the country.

Members asked if the vision and mission statements had been approved by the Policy Board and Director Gibson replied that they had and were included in the Bylaws. The OPPR and other goals contained therein have not been approved by the Policy Board and are now being presented to the TAC so that they can make a recommendation to the Policy Board.

Members suggested that a short problem statement be added to the document.

Members had discussion about the appropriate staff size. Ms. Liz Fischer noted FHWA concerns from the Corrective Action, for both the OahuMPO and HDOT, about the need to establish adequate professional capacity to complete required work products. 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.

Members inquired about the purpose of the TOD Advisory Committee (AC). Director Gibson discussed the Policy Board's inclusion of a TOD AC in the Bylaws and provided his impression about the implied purpose for the Committee. Mr. Ryan Tam added that the Committee could also serve as a mechanism for providing federal funds to TOD projects.

Director Gibson suggested that particular action items could be clarified to specify that action is to evaluate the implementation and that approval of the OPPR does not direct staff to implement specific goals without Policy Board direction. He gave the two year TIP cycle as an example of a goal that is merely for staff to evaluate because it will require partner agencies to modify their process as well.

One of the authors of the Plan, Mr. Wes Frysztacki from Weslin, was in attendance and available to clarify specific questions. Ms. Sokugawa asked about the figures presented within the peer survey and Mr. Frysztacki clarified that the budget comparisons were exclusive to Unified Planning Work Programs funded by USDOT and did not include other related enterprises (like Zoos or additional programs commonly associated with Councils of Governments).

There were no other comments and the meeting continued with the next item.

**C. CONSIDER RECOMMENDATION(S) REGARDING TRANSPORTATION ALTERNATIVES PROGRAM PROJECT EVALUATIONS AND PRIORITIZATION**

Mr. Taylor Ellis was introduced to present the projects identified for the the OahuMPO's Federal Fiscal Year (FFY) 2016 Transportation Alternatives Program (TAP). He discussed the project solicitation, timeline, recommended projects, and TAP Evaluation Committee (TAPEC) prioritization recommendations.

Chairman Brian Suzuki inquired about the absence of City representatives on the TAPEC. Mr. Ellis provided a quotation from OahuMPO's TAP Guide, which prohibits applicants from evaluating their own applications. Chairman Suzuki stressed that the Department of Transportation Services would like to see that changed.

Mr. Suzuki asked about the selection of the bike storage product illustrated in the TAP application. Ms. Eileen Mark clarified the product procurement method and noted unique needs that will be addressed at each site.

Members encouraged staff to create a timeline that allows more time for applicants to prepare project proposals and solicit public input in the next round of funding.

Ms. Sokugawa moved to adopt the following recommended motion: "Recommend Policy Board approval of the following prioritized TAP projects for programming in the TIP: Priority 1 – HART Middle Loch Connector and Priority 2 – DTS Secure Bike Storage Units." Mr. Funakoshi seconded, all members voted in favor, and the motion passed.

**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**

The next meeting is scheduled for January 8, 2016 at 9:00 am.

**IX. ADJOURNMENT**

Chair Suzuki adjourned the meeting at 10:40 am.

Written by: Chris Clark  
Reviewed by: Brian Gibson