

Minutes of the  
Oahu Metropolitan Planning Organization

**TECHNICAL ADVISORY COMMITTEE**

Friday, August 14, 2015, 9:00 a.m.

Department of Transportation Fifth Floor Conference Room  
869 Punchbowl Street, Honolulu, Hawaii

**Members Present:**

Lori Arakaki	DPP	Rodney Funakoshi	OP
Dean Nakagawa	DOT	Liz Scanlon	HART
Kathy Sokugawa	DPP	Brian Suzuki, Vice Chair	DTS
Ryan Tam	HART	Ken Tatsuguchi, Chair	DOT
Tim Trang, non- voting	DDC		

**Members Absent:** DFM non-voting (vacant), FTA non-voting (vacant), Kimberly Evans, non-voting (FAA), Elizabeth Fischer non-voting (FHWA), Eileen Mark (DTS), Gareth Sakakida, non-voting (HTA), Eugene Tian (DBEDT),

**Guests Present:** Ralph Rizzo (FHWA), Kim (Enterprise Carshare)

**OahuMPO Staff Present:** Brian Gibson, Chris Clark, Randolph Sykes, Lynne Kong, Pamela Toyooka

Chairman Tatsuguchi called the meeting to order at 9:00 a.m. It was determined that a quorum was present. Attendees introduced themselves.

## **I. Approval of the July 10 and July 16, 2015 Meeting Minutes**

Chairman Tatsuguchi called for members to review the minutes. Mr. Brian Suzuki entered the meeting at 9:05 am. Mr. Brian Suzuki noted a correction on page 7 in the 4<sup>th</sup> to the last paragraph where “he” should have been “the.” Hearing no further corrections, *Mr. Suzuki moved that the July, 2015 meeting minutes be approved as revised. Mr. Dean Nakagawa seconded the motion and it was carried unanimously.* Ms. Kathy Sokugawa entered the meeting at 9:10 am.

## **II. Presentation of First-Draft Tier 2 Corrective Action Products**

*[Handout(s): Overall Work Program Process and Procedures, Transportation Improvement Program Process and Procedures, Oahu Regional Transportation Plan Process and Procedures, Public Participation Plan Process and Procedures, Title VI & Environmental Justice Process and Procedures, Data Process and Procedures, July 31, 2015]*

The next items on the agenda were for discussion. OahuMPO staff presented the first-draft Tier 2 corrective action products. Director Gibson introduced the policies and procedures documents and noted the federal deadline of September 25, 2015. He requested that comments on the draft documents be submitted by e-mail by August 28 in order to bring the documents back for action at the September meeting. Staff is primarily interested in objections and concerns with the

documents. Suggestions for the improvements are also welcomed. The OahuMPO can, and probably will, refine the documents further after the Federal deadline. Chairman Tatsuguchi verified with Director Gibson that distribution of the documents at the TAC meeting was the formal transmittal and request for review by member agencies. He also requested an electronic copy of the documents be provided to TAC members.

Director Gibson continued by reviewing the Overall Work Program (OWP) and Public Participation Plan (PPP) Process and Procedures. He reviewed the five phases of the OWP development and sub-recipient responsibilities. No changes are being proposed to the OWP prioritization process. Chair Tatsuguchi requested that the five core documents, which are recurring work elements, be noted specifically in the OWP Process and Procedures. Director Gibson continued by reviewing the PPP Process and Procedures including efforts to engage stakeholders, identify stakeholder preferences, and PPP performance measures.

Mr. Dean Nakagawa suggested that harbors be identified as a stakeholder. Mr. Brian Suzuki asked for a further explanation of how HDOT's Participation Plan would be integrated into the OahuMPO's process. Ms. Sokugawa encouraged staff to clarify any new OMPO processes and reduce redundancy with other agency efforts. Chairman Tatsuguchi discussed the DOT's data driven project selection process and encouraged the OahuMPO to develop criteria and weights that ensured statewide consistency. He indicated that the MPO and DOT project prioritization process should be data driven and not totally discretionary. Members agreed that it would be productive to have a workshop after the September Federal deadline to discuss

and propose revisions to the process and procedures documents. Members asked that a list of the specific documents that are subject to the OahuMPO PPP be included.

Mr. Chris Clark was introduced to give a presentation on draft Transportation Improvement Program and Data Process and Procedures. He reviewed the TIP requirements, priorities, schedule, and appendices to the document. Chairman Tatsuguchi asked about the OahuMPO's efforts to coordinate with the HDOT's STIP manager and Mr. Clark replied that staff has regular and early communication with the STIP manager. Mr. Clark indicated that the appendices include several documents identified as samples because they are the most recent versions but that they will continue to be improved upon as the process happens. There was a discussion about early public input and coordination with the Citizen Advisory Committee. Members asked that community members be advised that projects submitted through the TIP early public input be identified in or consistent with the Oahu Regional Transportation Plan (ORTP).

Chairman Tatsuguchi left the meeting and Vice Chairman Suzuki assumed the role of the Chairman. Mr. Clark continued with a presentation on the Data Process and Procedures. The Data process was drawn from the recently approved Data Sharing Supplemental Agreement. The document establishes a process for the OahuMPO to prepare the List of Available Planning Data. Mr. Clark reviewed a sample of a page from the list, the flow of data, and the proposed schedule. Vice Chairman Suzuki requested that the Data Policies and Procedures specify how participating agencies would be able to access the data.

Members discussed the OahuMPO's ability to provide resources during the development of the 2020 Census.

Mr. Randolph Sykes was introduced to review the Oahu Regional Transportation Plan (ORTP) Process and Procedures. Mr. Sykes clarified that the procedures presented refer to a typical ORTP development and that the 2040 ORTP development would be discussed later under a separate agenda item. ORTP development is seen as an ongoing process. Mr. Sykes discussed the ORTP requirements, priorities, corrective action, project identification, and key milestones. Members discussed the level of environmental analysis undertaken in the ORTP and potential litigative risk. Members discussed the process for establishing the reasonableness of the financial forecasts contained in the ORTP. Mr. Funakoshi asked how long it takes to develop the ORTP and Mr. Sykes replied that, under the best of circumstances, it is an ongoing process that would take five years.

The meeting continued with Ms. Lynne Kong who gave a presentation on the Title VI & Environmental Justice Process and Procedures. She reviewed the reporting requirements, certification reviews, training, and equity analysis. She discussed the inclusion of Title VI & Environmental Justice efforts in the OWP, TIP, and ORTP. Ms. Lori Arakaki asked that the Title VI & Environmental Justice elements in the flowcharts be highlighted. Mr. Dean Nakagawa asked that the document specify that the OahuMPO should submit the Title VI and EJ compliance reports to the HDOT Office of Civil Rights.

Director Gibson summarized the purpose of the documents and that staff would be seeking a recommendation on the documents

for the Policy Board's consideration in September. Vice Chair Suzuki asked the TAC members to email their comments to OahuMPO by August 30.

### **III. Update on the Oahu Regional Transportation Plan 2040** *[Handout(s): Oahu Regional Transportation Plan 2040 Update to Technical Advisory Committee and the ORTP 2040 Update Schedule, 8/14/2015]*

Mr. Randolph Sykes was introduced to review the 2040 ORTP schedule. The 2040 ORTP is due in April 2016. The document must meet the minimum requirements as established in Code of Federal Register. He discussed OahuMPO's staffing and fiscal limitations, which led to the extremely tight schedule that is proposed. He reviewed the individual milestones and critical paths necessary to have a 2040 ORTP for consideration in 2016. There is no statutory authority to extend the deadline. Ms. Kathy Sokugawa asked about the penalties for not meeting the deadline. Members indicated that the TIP could not be amended if an ORTP is not approved. Director Gibson added that staff will make every effort to meet the deadline. Discussion continued about the OahuMPO's ability to contract for consultant support for the land use model. Ms. Sokugawa indicated that the land use forecast was collectively all of our responsibilities and Director Gibson agreed. It was suggested that OahuMPO and DPP staff meet to discuss the land use forecast.

### **IV. Update on the Policy Board**

Director Gibson agreed to e-mail all members a status report on the Tier 1 Corrective Action. He discussed the extension requested for approval of the Administrative Supplemental

Agreement and the TAC By-laws revision made by the Policy Board to include DDC and DFM as non-voting members.

**V. Reports from Committee Members and VI. Other Business (Announcements Only)**

Ms. Kathy Sokugawa announced an upcoming TOD event and invited members to participate.

*The meeting concluded at 11:05 a.m.*

Written by Chris Clark

Reviewed by Brian Gibson