Minutes of the
Oahu Metropolitan Planning Organization

TECHNICAL ADVISORY COMMITTEE

Friday, June 19, 2015, 9:00 a.m.
Department of Transportation Fifth Floor Conference Room
869 Punchbowl Street, Honolulu, Hawaii

Members Present:

Ken Tatsuguchi, Chair	DOT	Steve Young (alternate)	DPP
Brian Suzuki, Vice Chair	DTS	Eric Stoetzer (alternate)	DTS
Eugene Tian	DBEDT	Kimberly Evans, non-voting	FAA
Lorene Maki (alternate)	DBEDT-OP	Gareth Sakakida, non-voting	HTA
Kathy Sokugawa	DPP	A. Ricardo Archilla, non-voting	UH

Members Absent: Dean Nakagawa (DOT), Elizabeth Fischer, non-voting (FHWA), FTA non-voting (vacant)

Guests Present: Gordon Wong (FAA), Doug Chun (OCS)

OahuMPO Staff Present: Brian Gibson, Chris Clark, Pamela Toyooka

The meeting was called to order at 9:05 a.m. by Chair Ken Tatsuguchi. A quorum was present. Everyone introduced themselves.

I. MINUTES OF THE MAY 15, 2015 MEETING

Kathy Sokugawa noted the following corrections to the May 15, 2015 minutes:

- Page 8, 4th paragraph from the bottom, last sentence: "*agreed*" should be "*agree*"
- Page 8, last paragraph, 1st sentence: "*spent*" should be "*spend*".

Vice Chair Brian Suzuki moved and Eric Stoetzer seconded that the May 15, 2015 minutes be approved with changes noted by Ms. Sokugawa. The motion was unanimously carried.

II. CONSIDER DRAFT TAC BYLAWS

[Handout(s): Draft Bylaws of the Technical Advisory Committee (TAC), 06/09/2015]

Brian Gibson gave a presentation on the draft Bylaws of the TAC.

<u>II. Membership</u>
Lorene Maki questioned having staff from the Department of Land and Natural Resources (DLNR) on the TAC. Also, she would like to consider having two voting members from HART, since they are contributing partners.

Vice Chair Suzuki questioned having staff from Department of Design and Construction (DDC) and Department of Facilities Maintenance (DFM) on the TAC. He doubted that they would

show up for meetings, because they would not see the relevance of their attending OahuMPO meetings. He stated that it would be more appropriate for them to be non-voting members.

Kathy Sokugawa stated that TAC membership should be matched with the subject matter TAC will be discussing and voting on. DDC and DFM do not have the same expertise as those members who are currently on TAC to meaningfully discuss and vote on the technical matters that are brought before the TAC. The subject matter should determine the membership.

I. General Provisions
I.B. Vision
Referring to section I.B., Vision and Mission, Ms. Sokugawa stated that "*seek to*" should be removed. It makes the statement sound weaker.

In section I.B., Ms. Sokugawa referenced the term "*regional planning*". She stated that the OahuMPO is not authorized to do land use regional planning. She and Mr. Young stated that "*regional planning*" should be "*regional transportation planning*". Mr. Gibson stated that, in his opinion, land use and transportation are two sides of the same coin; they serve one another. Chair Tatsuguchi stated that we are defining responsibilities. With planning, you can look at everything; however, various agencies are responsible for different components of planning.

In response to Ms. Maki, Mr. Gibson stated that the vision and mission statements were developed by the consultant who was helping OahuMPO with their process following the 2011 Federal certification review. Mr. Gibson stated that the vision and mission have not been approved by the Policy Board, so they can be amended.

I.A. Role & I.C. Responsibilities
Referring to section I.C.2., Responsibilities, on page 1, 1st sentence, Vice Chair Suzuki stated that it should state, "*Provide a forum for discussion of metropolitan transportation and land use issues…*" (underlined text shows added text), since there has always been an emphasis on linking transportation planning and land use planning.

Chair Tatsuguchi stated that TAC is advisory to the Policy Board. There needs to be more clarification on what TAC's role is. He noted that the Comprehensive Agreement states that OahuMPO staff will provide support services for TAC.

Referring to section I.A., Role, on page 1, Chair Tatsuguchi noted the following statements: "*The TAC provides the technical input to carry out*" the 3-C process and "*The TAC serves to act as the technical advisor to the Policy Board and the Executive Director, and provide guidance to the Policy Board and the Executive Director on technical matters, and insures the technical competence of the multi-modal transportation planning process.*" He asked Mr. Gibson to clarify what these statements are saying. He questioned if TAC's role is to provide technical advice and guidance to both the Policy Board and the Executive Director. Mr. Gibson responded in the affirmative.

Chair Tatsuguchi asked what technical services OahuMPO staff provides and how it differs from the TAC. Mr. Gibson responded that OahuMPO staff is the staff to the Policy Board. Staff's responsibilities are to complete documents such as the Overall Work Program (OWP),

Transportation Improvement Program (TIP), Oahu Regional Transportation Plan (ORTP), Congestion Management Process (CMP). The role of TAC is to review, comment, and make recommendations on those documents; in doing so, TAC provides assurance to the Policy Board that the recommendations are sound and achievable, and that there are no big outstanding concerns from a technical perspective.

Chair Tatsuguchi stated that OahuMPO staff, not TAC, is responsible for ensuring that the 3-C process is followed according to 23 CFR. Technical support could mean consistency or compliance with 23 CFR 450 Part C; that's not TAC's job. TAC members are the faces of their own departments, representing their technical expertise from their agencies.

Mr. Gibson stated that MPO staff is not the MPO; the MPO is the Policy Board. In his view, Mr. Gibson stated that TAC's and MPO staff's jobs are to work together to ensure that sound recommendations are provided to the Policy Board. Rather than drawing a definite line that defines each party's jobs, he felt that it should be both parties' jobs. Clearly, the MPO is responsible for following 23 CFR. However, he would appreciate the agencies assistance in pointing out if the MPO is not in compliance.

Steve Young stated that the MPO Executive Director is staff to the TAC; this has always been the case from his many years of experience with the OahuMPO. TAC does not serve the Executive Director.

Suzuki stated that OahuMPO's primary role is to do regional planning, with an emphasis on long-range regional transportation planning (LRTP). That is one reason why the City has a Memorandum of Understanding with the OahuMPO that OahuMPO does the LRTP. TAC should be more of a review body – to review and evaluate documents, and make recommendations. Vice Chair Suzuki stated that a line needs to be drawn that indicates how much the participating agencies have to contribute to TAC, not only in terms of money, but also in terms of time and resources. Also, the role of TAC is to make recommendations to the Policy Board. It is not clearly defined in the bylaws.

Referring to I.A.1., Role, last sentence, Chair Tatsuguchi noted the statement, "*The TAC… insures the technical competence of the multi-modal transportation planning process.*" If this statement means that TAC is responsible for insuring that the MPO complies with federal laws, policies, and processes, then TAC cannot agree to this; this role is burdensome. TAC members can provide technical input based on the agencies they come from. Chair Tatsuguchi asked that "*technical competence*" be defined. Mr. Gibson asked if the last clause should say, "*and provides technical input into the multi-modal transportation planning process.*" Chair Tatsuguchi replied that it should be clarified to further say that the technical input is in terms of each agency's function.

Vice Chair Suzuki stated that the TAC members are professional technicians. The role of TAC should be to review and evaluate the documents that come before them, and to make technical recommendations to the Policy Board.

Ms. Sokugawa stated that TAC's role is not to duplicate or oversee the activities of the OahuMPO staff.

Mr. Young felt that OahuMPO staff (Executive Director) sits on the TAC, even though staff is not a member in the usual sense. So, it doesn't make sense for TAC to advise someone who already sits at the table. It is redundant.

Ms. Sokugawa questioned the need to take all TAC recommendations to the Policy Board. TAC discusses many technical issues – such as modeling, projections, planning horizons, methodology, criteria, weights, scoring – that provide useful information for internal use by the OahuMPO staff or to advise the consultant, but are not necessary for the Policy Board to view and act upon. Ms. Sokugawa, stated that, in that sense, TAC is advising the OahuMPO Executive Director, as well as the Policy Board.

Chair Tatsuguchi stated that the roles and responsibilities for the technical support that OahuMPO staff provides needs to be defined in order to delineate staff's responsibilities from TAC's responsibilities. According to Federal regulations, TAC is not responsible for insuring that the Federal regulations are followed, and TAC is not responsible for the 3-C process and that it complies with Federal regulations. TAC provides technical advice as it relates to the 3-C process from each of the agency's functional areas. In response to Mr. Gibson, Chair Tatsuguchi noted that the wording in the TAC bylaws states "*insures the technical competence*" of the federal planning process; that could mean everything. Mr. Gibson responded that that is not the intent of that paragraph; the OahuMPO staff is responsible for complying with Federal regulations.

Chair Tatsuguchi stated that the Executive Director does take direction from TAC; but the authority for this comes through the Policy Board. He did not feel that TAC's primary function is to advise the Executive Director, so that verbiage should be removed.

Mr. Gibson stated that, based on comments, his suggested revised verbiage would be: "*Review and evaluate from the functional areas of the members of the TAC and make technical recommendations to the Policy Board from the perspective of each agency.*"

Chris Clark noted that, in researching other MPOs, it is very common for the Executive Director to serve as the chair of the TAC in other MPOs. So, the TAC is reporting to the Executive Director in that way. Mr. Gibson stated that this was also his experience.

In response to Vice Chair Suzuki's request, Mr. Gibson stated that the suggested revised verbiage for I.C.2 would be: "*Provide a forum for discussion of metropolitan transportation <u>and land use</u> issues….*" (underlined text shows added text).

In I.C. Responsibilities, Chair Tatsuguchi asked what "*coordination*" meant in the statement "*TAC shall…provide technical assistance and coordination.*" Mr. Gibson gave an example of a City TAC agency coordinating the transmittal of data requested from a non-TAC City agency. Chair Tatsuguchi stated that this is not a good example, as the data-sharing supplemental agreement is with the agencies, not with the TAC. Chair Tatsuguchi added that coordination is beyond the TAC's responsibilities. Vice Chair Suzuki agreed that the role of TAC should be to review and evaluate, from each agency's technical expertise, draft and finished products (documents) that are brought before TAC, and provide TAC's recommendation.

Mr. Gibson stated that, from this discussion, he is hearing that TAC wants their roles and responsibilities to be very consistent with what it has been in the past. He stated that this would preclude TAC from being involved in the development of various MPO documents. Vice Chair Suzuki stated that, in the past, OahuMPO staff have contacted agency staff to discuss the development of MPO documents. The involvement in the development of documents is on a staff-to-staff level, not at the higher TAC level.

General Comment
Chair Tatsuguchi stated that, throughout the document, there are references to "*OahuMPO*" and the "*Policy Board*". In response to Chair Tatsuguchi, Mr. Gibson stated that the Policy Board is the OahuMPO. Chair Tatsuguchi responded that, if they are, in fact, one and the same, then it is redundant and confusing; references to one of them need to be removed from the document.

Chair Tatsuguchi stated that the words used in the document would be fine if they were qualified.

Vice Chair Suzuki moved that the members of TAC email their questions and comments on the TAC Bylaws to Director Gibson.

TAC members agreed that there would not be enough time to complete discussions regarding the bylaws at today's meeting. It was decided that the members would submit their comments via email to Mr. Gibson. The OahuMPO staff would incorporate the comments and suggestions made during the meeting and submitted in writing (via email and/or correspondence) as Track Changes, and email the document to the TAC members for their review one week prior to the meeting.

Mr. Gibson and the members discussed the deadlines for comments so that the draft could be provided to the members one week prior to the meeting. He noted that Mr. Clark should be copied in on the transmittal of comments, since Mr. Gibson would be on vacation.

Chair Tatsuguchi repeated Vice Chair Suzuki's motion, as revised during discussion: Relating to the TAC Bylaws, the members are to email Mr. Gibson (copy in Mr. Clark) their comments by Monday, June 29. OahuMPO staff will assemble the comments from today's discussion and those emailed to Mr. Gibson into the draft document via Track Changes. TAC members are to receive the draft document by July 3. This will happen in preparation for the July 10 TAC meeting.

Eugene Tian seconded the motion. The motion was unanimously carried.

III. CONSIDER DRAFT FYS 2016-2017 OWP

[Handout(s): Draft FYs 2016-2017 Overall Work Program (OWP), 06/09/2015]

[Mr. Young left the meeting at 10:42 a.m. A quorum was still present.]

Mr. Gibson gave a presentation on the draft FYs 2016-2017 OWP.

For W.E. 201.04 -16 (Title VI & Environmental Justice Monitoring), Ms. Sokugawa stated that the completed project does include the block information; so, it is not insufficient. She stated that we should all be consistent, rather than everybody developing their own data and modeling. Eric Stoetzer stated that he had provided Mr. Clark with a revision to the document. He agreed that the emphasis should be that there be consistency in methodology and that everyone work together.

In response to Ms. Sokugawa, Mr. Gibson stated that they will save money, as the document will address the first task in the study; so they can move on from there.

Regarding WE 301.16 (Oahu Regional Transportation Plan), Ms. Sokugawa stated that the OWP should reference 2014; it now references 2011 and 2012. Mr. Gibson agreed that she is correct.

Chair Tatsuguchi stated that, per their comments, DOT wants to see the expenditures – what was budgeted, what was expended, and the balance – for the FY 2015 plan. DOT is also requesting the hours that were proposed and used, and the balances for all the work elements. If this information does not make it into the OWP, then DOT requests that it be provided to the Policy Board. Mr. Gibson noted that FY 2015 ends on June 30, the same day the Policy Committee considers the OWP.

There was a discussion between Chair Tatsuguchi and Mr. Gibson regarding which fiscal year OahuMPO is using for their OWP – State and/or Federal fiscal years. Mr. Gibson stated that, in terms of the OWP, OahuMPO uses the State fiscal year. The OWP is approved by the end of June; July 1 starts the State fiscal year. OahuMPO then has to wait until the Federal funding is obligated; that usually does not occur until sometime in August or September. So, it is usually not until October (the beginning of the Federal fiscal year) that OahuMPO can actually draw down the new obligation.

Chair Tatsuguchi suggested that the motion include Ms. Sokugawa's comments and clarifications, DOT's request for disclosure of expenditures and hours for FY 2015, and clarity on which fiscal year is being followed.

Vice Chair Suzuki moved and Mr. Stoetzer seconded to recommend adoption of the FYs 2016-2017 OWP, provided that the comments, clarifications, modifications be included, and also FYs 2015 expenditure (including hours) information be forwarded to the Policy Committee. The motion was unanimously carried.

V. FOLLOW-UP ON CONGESTION MANAGEMENT SUBCOMMITTEE

[Handout(s): Memorandum to TAC from OahuMPO dated 06/09/2015, Update on the Congestion Management Process (CMP)]

Mr. Gibson stated that TAC identified departments to serve on the CMP subcommittee. Mr. Clark needs to know the persons that will serve on the subcommittee, so he can start circulating draft documents. Vice Chair Suzuki stated that DTS is having a very difficult time finding staff to serve on the subcommittee. Ms. Sokugawa stated that DPP has a designated person; she or Lori Arakaki will serve as the backup person. Mr. Gibson asked that the names of the designated representatives be provided to Mr. Clark. Mr. Clark stated that the draft CMP would be provided

to TAC for their July 10 meeting, so the subcommittee would need to meet two weeks prior to that.

VI. REPORT ON ACTION(S) TAKEN AT OTHER OAHUMPO COMMITTEES

[Handout(s): Memorandum to TAC from OahuMPO dated 06/09/2015, Report on Action(s) Taken by Other OahuMPO Committees; Comprehensive Agreement (endorsed by Policy Committee, 05/22/2015); Financial Supplemental Agreement between the Oahu Metropolitan Planning Organization (OahuMPO), Hawaii Department of Transportation (DOT), City and County of Honolulu on Behalf of its Director of Transportation Services, and Honolulu Authority for Rapid Transportation (HART), Fiscal Year 2016-2018; Data Sharing Supplemental Agreement between OahuMPO, DOT, and the Department of Business, Economic Development, and Tourism Research and Economic Analysis Division (DBEDT-READ), and the Office of Planning (DBEDT-OP), and the State of Hawaii Department of Health, and the City and County of Honolulu, on behalf of its DTS, Department of Planning and Permitting (DPP), Department of Facilities Maintenance (DFM), and Department of Budget and Fiscal Services, and the HART; OahuMPO Transportation Alternatives Program, Guide for Sponsors and Applicants, approved by OahuMPO Policy Committee, 05/19/2015]

In response to Ms. Sokugawa's request, Mr. Gibson listed the Policy Board-endorsed and City Council-approved membership for the Board. Mr. Gibson stated that much of the discussion at the Policy Committee meeting revolved around possible Board membership for Department of Health (DOH), the Citizen Advisory Committee, and TAC.

Regarding Board membership of the planning agencies, Ms. Sokugawa stated that the Policy Committee included Department of Planning and Permitting as a voting member because they not only develop data, but they have their own traffic branch that reviews projects, directs policy, and establishes standards for streets and roads. Doing data alone does not justify having voting rights on the Board. The Policy Committee also discussed having agencies that set policy for transportation and land use; whereas DOH sets health-related policy.

VII. REPORTS FROM COMMITTEE MEMBERS

Ms. Sokugawa announced that there will be a Chinatown Summit next week Saturday.

VIII. OTHER BUSINESS (ANNOUNCEMENTS ONLY)

Ms. Sokugawa requested holding the Policy Board meetings at least three weeks after the TAC meetings. She provided an example where the TAC meets on the first week of the month and the Policy Board meets on the third week. This would give TAC enough time should they need a second meeting before the Policy Board meeting. Mr. Gibson stated that this may delay approval of items. Chair Tatsuguchi agreed with this idea, since TAC has many comments to offer.

The meeting was adjourned at 11:07 a.m.

Written by Pamela Toyooka, Secretary
Reviewed by Chris Clark, Acting Executive Director

DRAFT