



## Memorandum

To: Policy Board Members  
From: Chris Clark, Interim Executive Director  
Date: October 17, 2016

### Executive Director's Report

#### ***Accomplishments and Progress***

- FY 2016 year-end claims, FY 2017 FHWA Obligation, and FTA Grant have been submitted,
- OSR for DTS OWP subrecipients and nine OWP Study presentations have been scheduled,
- FFY 2017 TIP Revision schedule and FFY 2019-2022 TIP development schedule are drafted,
- Two Central Oahu staff meetings have been held (Public Meeting on Nov 30), and
- Staff had training on ADA document and website access and a lead staff person is now attending DOH's DCAB Standing Committee on Communication Access Meetings.

#### ***Policy Board (PB)***

The PB is scheduled to meet on Monday October 17, 2016 at 10:30 a.m. at the Hawaii State Capitol in room 423 and will consider draft subrecipient studies, the OahuMPO Code of Conduct and Ethics Policies, and other items.

Below is a tentative list of upcoming Policy Board agenda items. This list is subject to change:

- NOVEMBER 25, 2016 or Next Meeting: FFY 2017 – 2020 TAP Call for Projects and the First Draft prioritization of FY 2018 OWP Work Elements
- NO SPECIFIC DATE/AS ABLE: Public Participation Plan, Performance measures, OWP studies, and TAC proposed By-Law and Process and Procedures revisions

#### ***Technical Advisory Committee (TAC)***

The TAC met on September 9 and October 14. They heard City, State, and CAC presentations on Complete Streets. The TAC recommend PB approval of the OahuMPO Code of Conduct and Ethics Policies with suggested revisions. They also considered the CAC's draft Complete Streets proposal, subrecipient studies, and provided early input on Public Participation Plan update. Individual TAC members have been asked to propose by-law and Process and Procedures revisions. The next scheduled TAC meeting is October 14 where they will

Status of items referred from the Policy Board:

- *Complete Streets (CS)*: At the PB's request, TAC made a recommendation on the CAC's CS proposal. The TAC supports the CAC's CS Permitted Interaction Group recommendation to gather additional available complete streets project characteristics during ORTP and TIP project selection. They recommended that it be limited to modifying the Appendices instead of an Amendment to the TIP Policies and Procedures.
- *OahuMPO Planning Process Review*: The Inter-Governmental Review (IGR) comment disposition was revised and redistributed to the TAC on 6/3/16. The OahuMPO will make revisions to the draft report based on IGR and bring it back to the TAC for consideration.

### ***Citizen Advisory Committee (CAC)***

The CAC met on September 21, 2016 to consider sub recipient studies, the OahuMPO Code of Conduct and Ethics Policies. They are scheduled to meet again on October 19, 2016 to consider the Complete Streets PIG's recommendation and propose FY 2018 OWP Work Elements.

Status of items referred from the Policy Board:

- *CAC By-Laws*: Action on the requested revisions to the CAC bylaws was deferred by the Policy Board and further evaluation of the testimony and removal clauses was requested.
- *CAC Membership on the Policy Board*: OahuMPO staff is researching how common it is to have CAC participation on MPO Policy Boards. A draft of research to date was provided to the CAC Chair and Vice Chair.

### ***FFY 2017-2020 Transportation Alternative Program***

OahuMPO released a call for projects under the Transportation Alternatives Program for Urbanized Areas (TAP-U) on June 15, 2016. Three applications for TAP-U funding were received and the TAP Evaluation Committee (TAPEC) meeting and project sponsor interviews are being scheduled for early November. OahuMPO staff had an early coordination meeting with HDOT regarding TAP-U. HDOT staff have advised the OahuMPO to conduct due diligence in determining readiness-to-go for all TIP projects, conduct interviews for TAP-U project proposals, and are no longer requesting that the OahuMPO take on an oversight role.

### ***OahuMPO Staffing***

The Executive Director, Planning Analyst, and Accountant positions remain vacant. We will continue to follow the planning priorities identified in the Overall Work Program and request that advisory committee meetings temporarily be held every other month and agendas limited to requirements under metropolitan transportation regulations or other time sensitive action.

- 89-day hires for the Community Planner and Clerk have been hired and an 89-day hire for the Planning Analyst is being reviewed by the HDOT Personnel Office.
- An applicant for a full time replacement for the Accountant position is being reviewed by the HDOT Personnel Office. A contract for consultant support to provide temporary assistance and to draft accounting procedures is under review by the AG's Office.
- The PB Permitted Interaction Group continues recruitment for the Executive Director.

### ***Overall Work Program and Audit***

FY 2016 year-end claims have been submitted and audit preparation is a high priority. The FY 2017 Overall Work Program was approved by USDOT, FHWA funds have been obligated, the FTA grant has been submitted, and members' dues payments have been received.

A training session and Over the Shoulder Review (OSR) for OWP subrecipients who are authorized to use consultant services (DTS, DFM, DEM, HART, etc.) was held on 9/27. An OahuMPO subrecipient website has been set up with relevant forms and procedures. We have scheduled presentations for all nine OWP projects that are in final draft or are subject to lapse in FY 2017. FY 2016 progress reports for all OWP subrecipients are due now.

An administrative modification to the FY 2017 OWP has been prepared to adjust the OahuMPO Pay Ranges (based on 6/24/16 PB action), add funds for Single Audit (301.05) and TIP (301.17), and allow the full funding amount to be used for contract services in the Kapalama Sub-Area Multimodal Circulation and Mobility Study (202.05-15).