



Memorandum

To: Policy Board Members
From: Chris Clark, Interim Executive Director
Date: November 29, 2016

Executive Director's Report

Accomplishments and Progress

- Eight staff positions are currently filled;
- Code of Conduct and Ethics Policies are being signed by advisory committees and staff;
- Transportation Alternatives Program (TAP) project applications have been received and ranked;
- Partner agency comments have been received for a revised TIP project justification form and FFY 2019-2022 TIP development schedule; and
- Staff presented at four Central Oahu Neighborhood Boards, held four Central Oahu project meetings, and are inviting all interested Central Oahu community members to attend an interactive **public meeting at Mililani High School on 11/30 at 7:30 pm.**

Policy Board (PB)

The PB is scheduled to meet on Tuesday November 29, 2016 at 10:30 a.m. at the Hawaii State Capitol in room 423 and will consider recommendations from the Executive Director Search Permitted Interaction Group (PIG), FFY 2017 TAP project prioritization, CAC Complete Streets recommendations, and other items.

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

- Next Meeting: 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

State ethics training classes will be held on January 6, 2017/10:30 a.m. – 12:30 p.m. and refresher classes on December 6, 2016 and January 5, 2017. OahuMPO Policy Board members are encouraged to register by emailing ethics@hawaiiethics.org. Guidance can also be found in the [State Ethics Guide](#) and by calling the attorney of the day at the State Ethics Commission.

Technical Advisory Committee (TAC)

The TAC met on October 14. They 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 December the 9th where they will consider subrecipient studies, TAP-U project prioritization, and first draft prioritization of FY 2018 OWP Work Elements.

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 revise the draft report based on IGR and bring it back to the TAC for consideration.

Citizen Advisory Committee (CAC)

The CAC met on October 19, 2016 to consider the Complete Streets PIG's recommendation and propose FY 2018 OWP Work Elements. They are scheduled to meet again on November 16, 2016 to consider the Makakilo Traffic Operations Study.

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 Alternatives 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. The TAP Evaluation Committee (TAPEC) met, conducted project sponsor interviews, and made a prioritized recommendation. OahuMPO staff continues to coordinate 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 position remains vacant. We will continue to follow the planning priorities identified in the Overall Work Program and request that advisory committee meetings temporally be held every other month and agendas limited to requirements under metropolitan transportation regulations or other time sensitive action.

- An 89-day hire for the Clerk is being reviewed by the HDOT Personnel Office.
- A contract for consultant support to provide temporary accounting assistance and to draft procedures has been signed and is waiting to be encumbered by DAGS.
- The PB Permitted Interaction Group continues recruitment for the Executive Director.

Overall Work Program and Audit

Auditors have completed their initial onsite review of the OahuMPO's FY 2016 financial records and the Management's Discussion and Analysis is being drafted. FY 2016 progress reports for all OWP subrecipients are due now. The CAC has proposed work elements for the FY 2018 OWP. Policy Board and partner agencies have been asked to propose work elements before November 30, 2016.

There have been several opportunities for professional development including: Transportation for America's Capitol Ideas II, the AMPO conference, and HDOT's Sustainable Communities Forum.