



Memorandum

To: Policy Board Members
From: Randolph Sykes, Interim Executive Director
Date: January 27, 2017

Interim Executive Director's Report

Accomplishments and Progress

- Prepared and submitted the Annual Report on the OahuMPO to the Legislature per HRS 279-D; copy to FHWA/FTA;
- Although FHWA approved the Federal obligation of FFY 2017 PL funding on August 15, 2016, it was not posted to the OahuMPO account at the State Treasury until late December; it remains unclear why this delay occurred;
- FTA funds are pending the signing of the annual Memorandum of Agreement, which should be completed in the next couple of weeks;
- Preparing or processing contracts for Accounting, ORTP/TIP/CMP/Revenue Forecasting, Comprehensive Data Management and Technical Support, and Land Use Model;
- TIP Revision #13, which consisted of pre-approved modifications, was published;
- TIP Revision #14 that includes expedited administrative modifications (and which includes the Transportation Alternatives Program [TAP] projects) will be presented to the Policy Board for approval at today's meeting;
- Working on developing the FY 2018 Overall Work Program and expect to have it available for review by mid-February;
- As part of a team coordinated by the Department of Health, OahuMPO has been selected to participate in the National Association of Chronic Disease Directors (NACDD) 2017 Walkability Institute. Policy Board Vice-Chair Councilmember Brandon Elefante and DTS Complete Streets Administrator Michael Packard are also on the team;
- OahuMPO remains short of key staff and significant time and effort is required to ensure that those recently hired are trained in the processes and procedures related to their functions; as directed by the Policy Board emphasis is being kept on meeting Federal requirements;
- Interviewed a candidate for the Clerk (part-time) position and will be making an offer; and
- Have three applicants for the Senior Transportation Planner position and anticipate conducting interviews the first week of February; two of the three are from out-of-state and interviews will be done via Skype.

Policy Board

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

- Public Participation Plan;
- Performance measures;
- Draft Overall Work Program (an overview will be provided during today's meeting); and

- The major governance documents for OahuMPO will sunset in 2018 and a plan to revisit and reconsider existing covenants will be presented at the next Policy Board meeting.

A State ethics training class was held on January 6, 2017/10:30 a.m. – 12:30 p.m. The Interim Executive Director attended. 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 last scheduled TAC meeting was January 13, 2017 at which it heard presentations from DTS on both the Village Park-Kupuna Loop Sub-Area Corridor and Contra-Flow Update studies, reviewed the first draft of the FY 2018 OWP candidate list of projects, and discussed the FFY 2017-2020 Transportation Alternatives Program.

Actions of the TAC were to recommend that the Policy Board award TAP funds for the DTS' projects as well as acceptance of the FFY 2017-2020 TAP project prioritization by the TAP Evaluation Committee.

TIP Revision #15 will be released for public and intergovernmental review as soon as the draft is reviewed by the implementing agencies.

Status of items referred from the Policy Board:

- *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 as soon as time and resources permit.

Citizen Advisory Committee (CAC)

The CAC met on January 18, 2017 when they recommended acceptance of the deliverables of the Village Park-Kupuna Loop Sub-Area Corridor and Contra-Flow Update studies. The CAC continues to have its Chair and Vice Chair serve one-year terms with a maximum of two consecutive years holding the position.

While an election of officers was on the agenda, the Chair determined it would be delayed until the bylaws subcommittee could meet and determine whether the term of officers should be changed to be consistent with those of the Policy Board and TAC.

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.

OahuMPO Staffing

The Executive Director, Senior Transportation Planner, and Clerk 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 actions.

- A contract for consultant support to provide temporary accounting staff assistance and to draft policies and procedures has been signed and is waiting for funds to be encumbered by DAGS;
- The Policy Board's Permitted Interaction Group continues recruitment for the Executive Director; and
- Notices of openings for both the Senior Transportation Planner and Clerk have been posted on appropriate websites and candidates are being interviewed, as referenced above.

Audit and Overall Work Program (OWP)

Auditors have completed their onsite review of the OahuMPO's FY 2016 financial records, follow-up questions continue to be responded to, and the Management's Discussion and Analysis is being drafted; as of this date no document has been received from the auditors.

The first semiannual progress reports on OWP work elements for FY 2017 are expected to be received in early February 2017.

OahuMPO is continuing to avail itself of various professional development opportunities, including participating in HDOT's Sustainable Communities Forum, the annual PRiMO conference, and the annual American Planning Association convention.