



## Memorandum

To: Policy Board Members  
From: Alvin Au, Interim Executive Director  
Date: March 31, 2017

### Interim Executive Director's Report

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

- Met with The Accountancy Consultant – Spire Hawaii LLP – who is assisting OahuMPO evaluate its processes and procedures, appropriate controls, and assist in determining an accounting system(s) best suited to OahuMPO's needs. This contract will provide supplementary accounting staff if needed, meets the requirement established in the Federal Certification Review, and addresses open audit-related issues that require resolution.
- The contract for the ORTP-TIP-CMP-and-Revenue Forecasting to support the next Long Range Plan is currently being reviewed by the Attorney General's office.
- Completed the orientation for new Policy Board member, Wes Fryztacki.
- The FY 2016 Single Audit is being completed. A meeting with the state's auditing firm, FHWA's financial manager, and the Accountancy Consultant is being arranged. Follow-up questions were responded to and the Management's Discussion and Analysis is being finalized.
- The Comprehensive Data Management and Technical Support, and Land Use Model contracts will be delivered to the Attorney General for review this week;
- Completion of TIP Revision #15 raised several issues with which OahuMPO, DTS, and HDOT will work upon to ensure a smoother process and more user-friendly format. OahuMPO asks that all involved in the development of the TIP ensure that information is both accurate and available in a timely manner;
- Continuing work to develop the FY 2018 Overall Work Program and expect to have it available for review by the Advisory Committees shortly. Coordinating with HDOT to ensure that the budget and financials are correct. Received the first semiannual progress reports on OWP work elements from DTS.
- OahuMPO's Community Planner will be on military duty for seven months and the OMPO Clerk, who is well qualified, has been trained to fulfill the Community Planner's responsibilities on a temporary basis and all aspects of the transition were coordinated with HDOT Personnel.

#### ***Policy Board***

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

- Public Participation Plan;
- Draft Overall Work Program; 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.

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

Presentations of the Traffic Signal Prioritization Methodology and TIP Rev#15 were both heard by the TAC at their March 10, 2017 meeting.

TIP Revision #15 had been released for public and intergovernmental review but the period for respondents was still open at the time of the TAC meeting. There was a substantial delay in the development of TIP Revision #15 due to inaccurate information submitted to OahuMPO and requested last-minute changes.

TAC recommended Policy Board approval of TIP Revision #15 pending appropriate addressing of public and intergovernmental comments to include the correction of the discrepancies in the financial tables.

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 June 3, 2016. OahuMPO will revise the draft report based on IGR and present to the TAC for consideration.

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

The CAC met on February 15 and March 15, 2017.

At its February 15<sup>th</sup> meeting, Richard Poirier was elected chair and Joseph P. Magaldi, Jr. was elected vice chair. The CAC also voted to continue to meet at 3:00 p.m. on the third Wednesday of each month.

At the March 15<sup>th</sup> meeting, the draft of TIP Revision #15 and an overview of the Central Oahu Transportation Study were presented to the CAC.

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**

Selection interviews are currently being conducted to fill the vacant Senior Transportation Planner position.