



Minutes of the  
Oahu Metropolitan Planning Organization

**TECHNICAL ADVISORY COMMITTEE**

Friday, August 11, 2017, 9:00 a.m.

Honolulu Authority for Rapid Transportation (HART) Board Room #150  
1099 Alakea Street, Honolulu, Hawaii

**Members Present:**

HART Ryan Tam, Chair	DPP Caterine Picardo Diaz
DBEDT Joseph Roos	OP Rodney Funikoshi
DPP Lori Arakaki	FHWA Liz Fischer (non-voting)
DTS Marian Yasuda	FAA Kimberly Evans (non-voting)
HDOT Robert Miyasaki	

**Members Absent:** Ken Tatsuguchi (HDOT), Eileen Mark (DTS), Whitney Birch (HART), Ted Matley (non-voting) (FTA), Kyle Oyasato (non-voting) (DFM), Gareth Sakakida (non-voting) (HTA), and Tim Trang (non-voting) (DDC)

**Guests Present:** None

**OahuMPO Staff Present:** Alvin Au, Randolph Sykes, Veronica Schack, Joel Vincent, and Kiana Otsuka.

The meeting was properly noticed in accordance with State law.

**I. CALL TO ORDER**

It was determined that there was quorum and Chair Ryan Tam called the meeting to order at 9:03 a.m.

**II. ROLL CALL**

Technical Advisory Committee (TAC) Members and members of the audience introduced themselves.

**III. APPROVAL OF JULY 21, 2016 MEETING MINUTES**

Chair Tam called for members to review the minutes which were included in the meeting packets mailed to TAC members in advance of the meeting.

A motion was made and seconded to approve the minutes as presented. There were no further discussions, objections, or abstentions and the minutes were approved.

**IV. REPORTS**

**A. EXECUTIVE DIRECTOR**

Interim Executive Director, Alvin Au discussed his written Interim Executive Director's report which was distributed to members prior to the start of the meeting. He discussed the status of the

Administrative and Data-Sharing Supplemental Agreements, the contracts currently in process, and OahuMPO's personnel recruitment.

There was discussion on whether the application process for Executive Director is still open and on the status of applications received. Liz Fischer of the Federal Highway Administration (FHWA) indicated that the FHWA and the Federal Transit Administration (FTA) is available to help with the search process.

There was discussion on whether the TAC and all the implementing agencies would have an opportunity to review the draft Administrative Agreement and the status of the UrbanSim award.

The Interim Executive Director's Report may be viewed at:  
[http://www.oahumpo.org/?wpfb\\_dl=1183](http://www.oahumpo.org/?wpfb_dl=1183)

## **V. OLD BUSINESS**

Ms. Fischer indicated that the FY2018 OWP approval letter is currently with the FHWA and the FTA leadership for signature.

## **VI. NEW BUSINESS**

### **A. POLICIES AND PROCEDURES UPDATE STRATEGY AND SCHEDULE**

Planning Program Manager, Randolph Sykes presented the OahuMPO's proposed strategy for the review and revision of the Policies and Procedures for the various OahuMPO products and processes. He discussed the objectives, priorities, steps to be taken, and timeline proposed to achieve this goal.

There was discussion on the Notional Schedule included in the presentation. A recommendation was made to begin the TIP process in August rather than November and to include the result of the fact-finding phase on the September TAC agenda. It was also recommended that OahuMPO maintain a master schedule of all the Policies & Procedures and to provide a status to the TAC at each meeting. Further discussions were on the development of the policies & procedures and the difference between policies & procedures vs. standard operating procedures, whether OahuMPO is receiving the Public Participation Plan Evaluation deliverables, and on the Performance Metrics timeline as specified in 23CFR 490 Asset Management PM2 and PM3.

Robert Miyasaki of Hawaii Department of Transportation (HDOT) advised that there may be a FTA goal that should be noted in the process for the Disadvantaged Business Enterprises Plan. Mr. Sykes added that there may be other FTA-related items that he would like to discuss with Mr. Miyasaki next week. Mr. Sykes also stated that the Policies and Procedures and the Federal Certification Review of 2014 is available on the OahuMPO website.

Ms. Fischer discussed the status of the e-TIP and added that she will check with the New Jersey Institute of Technology for an update.

Mr. Sykes presentation may be viewed at: [http://www.oahumpo.org/?wpfb\\_dl=1184](http://www.oahumpo.org/?wpfb_dl=1184)

