



Memorandum

To: Policy Board Members

From: Brian Gibson, Executive Director

Date: May 24, 2016

Executive Director's Report

Technical Advisory Committee (TAC)

The TAC met on May 13th. At that meeting they:

- Considered the formation of a Permitted Interaction Group to review and make recommendations regarding the OahuMPO Planning Process Review Implementation Plan, but decided instead to hold a half-day workshop so that all TAC members could have input and be part of the process (workshop agenda is under development);
- Unanimously recommended approval of FY 2016 Overall Work Program Revision #2 to the Policy Board;
- Discussed Federal performance measures and performance-based planning requirements (no action was taken); and
- Reviewed the development schedule for the next Oahu Regional Transportation Plan (ORTP) (no action was taken).

The next TAC meeting is scheduled for June 3rd, at 9am, in the HART Board meeting room, Ali'i Place, Suite 150. The agenda includes:

- Presentation of a Federal policy overview in support of climate change impact mitigation and resiliency;
- Discussion of climate change adaptation and transportation resiliency;
- Presentation of the Emergency Evacuation Planning Phase 1 results; and
- A required annual orientation refresher.

Citizen Advisory Committee (CAC)

The CAC met on April 20th. At that meeting they:

- Heard a presentation from OahuMPO staff regarding the final ORTP 2040 as approved by the Policy Board; and
- Discussed the Complete Streets Checklist which was developed by the CAC in 2012 and unanimously passed a recommendation to the Policy Board that the TIP and ORTP process and procedures be amended to require the submission of an approved Complete Streets Checklist with a project.

The CAC met on May 18th and at that meeting they:

- Heard a presentation from the Director of the Department of Emergency Management on the results of the Emergency Evacuation Plan – Phase 1, and unanimously recommended acceptance of the report by the Policy Board;
- Heard a presentation by HDOT staff on roadway resiliency on the windward side (no action was taken); and
- Heard the recommendations of the CAC Bylaws Subcommittee regarding updates to the CAC bylaws and unanimously recommended approval of those changes.

The next meeting of the CAC will be on June 15th. The agenda has not yet been drafted.

OahuMPO Staffing

We have an applicant for the Planning Analyst position who has submitted their application to the HDOT Personnel Office. We have agreed on salary and are awaiting the results of the background check to officially offer the position to the applicant.

June 15th will be my last day serving as the OahuMPO Executive Director. I have accepted a position in Minnesota, which is much closer to family. I recommend appointing Senior Planner Chris Clark Interim Executive Director while the search for a new, permanent Executive Director is underway.

OahuMPO Financial Report Oct. 1, 2015 – Mar. 31, 2016

Attached you will find two spreadsheets detailing our financial position. The “OahuMPO Monthly Financial Report” provides details on internal work elements. The second report entitled “2016 OWP” provides financial details on all active work elements by year of obligation. Overall, the rate of expenditure for internal work elements is meeting expectations, and there appears to be sufficient funds to get us through the next obligation of funds for FY 2017.

Addressing Audit Findings

Staff has completed the process of soliciting Professional Service Statements of Qualification and have begun developing a scope-of-work that will lead to a contract for a public accountancy firm to assist OahuMPO staff in the development and documentation of accounting processes and procedures. This should help clear many of the FY2015 audit findings.

Upcoming Policy Board Agenda Items

This is a tentative list of upcoming Policy Board agenda items. This list is not final and is subject to change:

- JUNE
 - Annual orientation refresher
 - CAC Bylaws recommendations
- JULY
 - FFYs 2015-2018 TIP Revision #12
 - Emergency Evacuation Plan Phase 1 results
- NO SPECIFIC DATE/AS ABLE
 - Safety performance measures
 - Village Park Kupuna Loop Corridor Study Results
 - Tantalus Drive and Round Top ROW Study Results
 - Honolulu Urban Core Parking Master Plan
 - Makakilo Study
 - Waikiki Regional Circulator
 - Separate Left-Turn Phase Alternatives

- o Contra Flow Update
- o Complete Streets Implementation
- o OWP Process and Procedures recommendations by the TAC
- o ORTP Process and Procedures recommendations by the TAC
- o Complete Streets checklist: adopting or merging OahuMPO's checklist with the City's
- o OahuMPO Draft Code of Conduct and Ethics Policy for staff and Policy Board members
- o Sub-Recipient Guide and Sub-Award Agreement