



Minutes of the  
Oahu Metropolitan Planning Organization

**TECHNICAL ADVISORY COMMITTEE**

March 09, 2018 9:00 a.m.

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

**Members Present:**

DTS Marian Yasuda, Chair	HART Ryan Tam
HDOT Robert Miyasaki, Vice Chair	DBEDT Joseph Roos
DPP Lori Arakaki	DTS Eileen Mark
OP Lorene Maki	FAA Kimberly Evans (non-voting)

**Members Absent:** Whitney Birch (HART), Ted Matley (non-voting) (FTA), Kyle Oyasato (non-voting) (DFM), Catherine Picardo Diaz (DPP), Gareth Sakakida (non-voting) (HTA), Ken Tatsuguchi, and Tim Trang (non-voting) (DDC)

**Guests Present:** FHWA Administrator Ralph Rizzo, Lisa Leonardo, Virginia Sosh, and Dina Wong

**OahuMPO Staff Present:** Alvin Au, Roni Schack, Joel Vincent, Kiana Otsuka, Amy Ford-Wagner, and Lena Phomsouvanh

The meeting was properly noticed in accordance with State law.

**I. CALL TO ORDER**

It was determined that there was quorum and Chair Marian Yasuda 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 FEBRUARY 09, 2018 MEETING MINUTES**

Chair Yasuda 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 accept the minutes as distributed.

There being no further edits or discussion, Chair Yasuda announced the minutes were approved as distributed.

#### **IV. REPORTS**

##### **A. EXECUTIVE DIRECTOR**

Executive Director Alvin Au discussed his written Executive Director's report which was distributed to members prior to the start of the meeting. He provided a status of the 2017 Single Audit, noting that the auditors are expected to issue their report on March 30, 2018. Executive Director Au reported that the Federal Certification Review is tentatively scheduled for May 15-18, 2018; that City Department of Transportation Services reported an inconsistency in *OC13 Bus and Handi-Van Acquisition Program* in the Transportation Improvement Program (TIP) Revision #20 which has been corrected; that the Comprehensive Data Management project steering committee participant list and their November 14, 2017 meeting summary have been distributed to the TAC members, and that the Transportation Impact Analyst vacancy has been posted on the OahuMPO website. He announced the upcoming retirement of Planning Program Manager Randolph Sykes, that the TIP revision #21 was approved by the Policy Board at their February 23, 2018 meeting, and that the Citizens Advisory Committee (CAC) did not meet in February.

There was discussion on the composition of the Comprehensive Data Sharing project steering committee, a comment made that airport and harbors division's involvement may be important for development of freight data, and a suggestion from Robert Miyasaki that STP be included as a participant.

The Executive Director's Report may be viewed at: [http://www.oahumpo.org/?wpfb\\_dl=1287](http://www.oahumpo.org/?wpfb_dl=1287)

##### **V. OLD BUSINESS**

There was no Old Business.

#### **VI. NEW BUSINESS**

##### **A. REVIEW OF THE TECHNICAL ADVISORY COMMITTEE (TAC) BYLAWS REGARDING TAC ELECTIONS**

There was discussion on the definition of the word 'Chair-Elect', the intended order of succession of the TAC Chair, and how to amend the language to clearly reflect the intended order of succession.

A motion was made and seconded to recommend to the Policy Board that the last sentence in Section III.B.(4) "*The Vice-Chair shall be automatically considered the Chair-Elect.*" be struck from the TAC Bylaws. There were no further discussion, abstentions, or opposition, and the motion passed unanimously.

##### **B. FY2019 OVERALL WORK PROGRAM (OWP)**

Executive Director Alvin Au's presentation detailed the nine new projects that will be included in the FY2019 OWP, the anticipated timeline for the FY2019 OWP, the primary constraints that effect the OWP process, the current projects that are expected to be de-obligated, and the sample worksheet that would replace Table C-2 *Status of Funding of Active Work Elements Funded in Previous Years*.

Robert Ko of HART provided a summary of the proposed HART *System Readiness Study*, explained the scope, and discussed the projected cost of this study. There was discussion on the intent of the project, the project's period of performance, and that HART and DTS are both involved in this project.

Discussion ensued regarding the Pearlridge transit center project scope and its period of performance, how much previously had been done in this area regarding transit, the various possible designs of a transit center, the possibility of a land swap in this area, that the transit center is expected to be built by 2020, and the possibility of a transit center being redeveloped after it has been built. There was a request that the Department of Transportation Services (DTS) modify the scope of this project to reflect comments during the discussion regarding interim and long-term transit solutions for this project.

Mr. Rizzo commented that funding is not available for preliminary engineering, cautioned that some of the project scopes of the transit centers may be close to the line between planning and preliminary engineering, and noted FHWA will discuss this with FTA to insure these planning projects are within funding guidelines.

He also noted that the Transportation Alternatives Program (TAP) *Bikeshare* project is beginning to pop up on the FHWA inactive list. A project is considered inactive if it has not had any activity for a year. Currently, Bikeshare's TAP project covers only equipment purchase and the Hawaii Department of Transportation's (HDOT) administrative costs. It does not include applicant administrative costs, so work being performed by Bikeshare staff may not be charged to the project's TAP funding. There was discussion on the importance of including applicant administrative funding in a project and specifically, on modifying the Bikeshare project scope to include applicant staff labor. Marian Yasuda of DTS said she'll suggest to Chris Sayer to request a modification of the project's scope to include Bikeshare administrative costs.

There was discussion regarding, when determining the period of performance for a project, the importance of considering the time necessary for consultants to close their books, for agencies to process and reconcile billings, and the six to nine-month period these processes usually take after work on a project is completed.

Chair Yasuda explained the information contained in the worksheet she developed to replace Table C-2 *Status of Funding of Active Work Elements Funded in Previous Years* noting how it creates more transparency by allowing comparison between the outstanding project balances to the FY2019 budget request and provides for pertinent comments that can address questions related to specific projects.

There was discussion about setting a deadline for TAC members to submit their comments for the working draft of the OWP2019 based on most current numbers which are not expected to change significantly once the final numbers become available in April. A statement was made that the FHWA and FTA comments regarding what is and isn't allowable is critical since the agencies may need to revise their project worksheets accordingly.

Executive Director Au indicated he would provide TAC with a deadline date for their OWP2019 comments once he has consulted with his staff and thanked the TAC for their help in this process.

## **VII. INVITATION TO INTERESTED MEMBERS OF THE PUBLIC TO BE HEARD ON MATTERS NOT INCLUDED ON THE AGENDA**

There were no comments and the meeting moved on to Announcements.

**VIII. ANNOUNCEMENTS**

Chair Yasuda announced that the next meeting is scheduled for April 13, 2018.

**IX. ADJOURNMENT**

Chair Yasuda adjourned the meeting at 10:16 a.m.