

Minutes of the
Oahu Metropolitan Planning Organization

POLICY BOARD

Tuesday, October 29, 2019
Council Committee Meeting Room 205
Honolulu Hale
530 South King Street

Members Present:

Councilmember Brandon Elefante (Chair)	Senator Breene Harimoto (Vice Chair)
Councilmember Joey Manahan	Senator Karl Rhoads
HDOT Deputy Director Lynn Araki-Regan	DPP Deputy Director Timothy Hiu
HART Director of Planning, Environmental Compliance & Sustainable Mobility Ryan Tam	DOH Primary Prevention Branch Manager Heidi Hansen-Smith
DTS Transportation Planning Division Chief Chris Clark	FHWA Assistant Division Administrator Richelle Takara
OP Planning Program Administrator Rodney Funakoshi	Councilmember Kymberly Pine

Member(s) Absent:

Representative Ryan Yamane, Representative Henry Aquino

Guests Present:

Joe Magaldi (OahuMPO CAC chair)	Andy Yamaguchi (DPP)
Douglas Chun (OCS)	Sharon Brooks (OCS)

OahuMPO Staff Present: Alvin Au, Tori Larson, Nicki Smith, and Kiana Otsuka

I. CALL TO ORDER

Chair Elefante called the meeting to order at 1:01 p.m.

II. ROLL CALL

The Policy Board members introduced themselves.

III. APPROVAL OF SEPTEMBER 24, 2019 MEETING MINUTES

Senator Karl Rhoads noted that his name was spelled incorrectly in the “members present” section. Ryan Tam also noted that Ruth Lohr was present for part of the meeting, however her name was not listed in the “members present” section. A motion was made by Senator Rhoads and seconded by Timothy Hui to approve the minutes as corrected. There were no further discussions, objections, or abstentions and Chair Elefante declared the minutes approved as corrected.

IV. Reports

A. Executive Director

Executive Director Au reported that OahuMPO is continuing to recruit for the Senior Transportation Planner position and recruitment has begun for the Transportation and Community Planning Intern.

He reported that the Technical Advisory Committee met on October 11, 2019 and received their annual orientation refresher and a status update on the May 2018 Certification Review Implementation Plan.

The CAC met on October 16, 2019 and received their annual orientation refresher and a presentation on the 2019 OahuMPO CAC survey. He also reported that the CAC discussed candidate work elements for the Overall Work Program FY2021.

Chris Clark requested an update on the land use forecasting model. OahuMPO staff responded that there would be an update in the executive director's report at the next Policy Board meeting.

The Executive Director's Report may be viewed at: https://www.oahumpo.org/?wpfb_dl=1767

B. Technical Advisory Committee (TAC)

There was no report from the TAC.

C. Citizens Advisory Committee (CAC)

CAC chair, Joe Magaldi reported that on the November 20, 2019 the CAC will hold a special meeting at the Kalihi Palama Bus Facility and invited members of the Policy Board to attend. Chair Magaldi distributed flyers providing more information on the meeting.

The flyer may be found in the meeting materials posted at:
https://www.oahumpo.org/?wpfb_dl=1772

V. Old Business

A. Discussion on Establishing a Process to Evaluate the OahuMPO Executive Director

Chair Elefante explained to the Policy Board that the Federal Highway Administration (FHWA)/Federal Transit Administration (FTA) 2014 and 2018 Certification Reviews recommended the establishment of a formal performance review for the Executive Director. Based on his research and discussion with FHWA Administrator, Ralph Rizzo, Chair Elefante recommended the evaluation timeline include a self-evaluation from the OahuMPO Executive Director and the establishment of a Permitted Interaction Group (PIG) to include no more than five Policy Board members. He discussed the composition of the PIG and the scope of their tasks which is specified in the draft resolution that was distributed to the Policy Board members at the meeting. The PIG would gather feedback from the Policy Board and the OahuMPO staff and make its recommendation on the Executive Director's performance.

There was discussion on whether this evaluation could be done by the Executive Committee, on the steps for creating the PIG and to be taken after the PIG is established, and that the evaluation would be using formats and criteria currently used by other MPO's. Chair Elefante noted there is not a set deadline for completion of the evaluation, but that he would like to complete the evaluation before the end of his term as Chair.

There were no further questions and no action was required.

The draft resolution may be found in the meeting materials posted at:
https://www.oahumpo.org?wpfb_dl=1772

VI. New Business

A. Certification Review Implementation Plan Update

Nicki Smith, Planning Program Manager reviewed the purpose of a certification review, noting OahuMPO's last certification review was held in May 2018 and the final report was received in December of that year. She noted that, subsequently, the Policy Board was provided a presentation by FHWA administrator, Ralph Rizzo on OahuMPO's plan for implementing the corrective actions and recommendations from the review. This presentation is a follow up to the presentation given in January.

Ms. Smith explained that this presentation focuses primarily on providing an update of the status of those findings for which OahuMPO asked for additional information from FHWA and the certification review team. She explained that the slide for each finding would specify whether it was a corrective action or recommendation, include the text from the certification review, additional comments, and the corresponding implementation plan.

Ms. Smith reviewed the following findings for which OahuMPO had requested more information from the Certification Team. OWP project selection process; consultation with land management agencies for the ORTP; disposition of public comments for the TIP and ORTP; Title VI/Environmental Justice (Title VI/EJ) analysis for the TIP and ORTP; establishment of performance reviews and appraisals for MPO Staff and Executive Director; and the development of a 5-year strategic plan.

Ms. Smith discussed the progress of those findings for which OahuMPO is on track to meet deadlines. She discussed the congestion management process update, revenue forecasting, project costing, project costing, and public participation. Ms. Smith noted that each of these topics has an associated working group, where partner agencies are consulted and engaged in the process.

Board member Pine asked how environmental justice would be implemented. Kiana Otsuka, Transportation Planner explained that OahuMPO currently does a post-projects evaluation as part of the decision-making process to determine how these projects will impact low income communities and communities of color but hopes to move forward in the future to do pre-project analysis. Board member Tam noted that as agencies develop projects for programs such as the TIP and ORTP those projects can be analyzed as part of Title VI/EJ analysis, when they are proposed.

Board member Elefante asked if the Certification Team had assigned a priority level to each of the corrective actions. Ms. Smith explained that the corrective actions are all of equal importance with assigned due dates. She noted that it was more a desire that there is the understanding of the difference between corrective actions and recommendations. Recommendations are not required but instead are recommended as best practices.

There were no further questions and no action was required.

VII. Invitation to interested members of the public to be heard on matters not included on the agenda

There were no comments.

VIII. Announcements

Chair Elefante announced that the Policy Board would have two more meetings, in November and December and that Policy Board member's attendance to achieve quorum for those meetings would be greatly appreciated.

IX. Adjournment

Chair Elefante adjourned the meeting at 1:42 pm.



PB Chair Brandon Elefante



PB Secretary Victoria Larson

11/26/2019

Date

11/26/2019

Date

The presentations from this meeting may be viewed at https://www.oahumpo.org/?wpfb_dl=1768