

# Findings and Recommendations of the OahuMPO Executive Director Permitted Interaction Group

September 28, 2021

## Background

At its May 25, 2021 meeting, the Policy Board established a PIG to finalize salary range, develop selection protocol, investigate candidates for the Executive Director position and make a recommendation to the Policy Board. Named as members of the PIG were OahuMPO members: Senator Sharon Moriwaki, Councilmember Brandon Elefante, Representative Henry Aquino, Mr. Ed Sniffen, and Mr. Roger Morton.

## *Summary of the Selection Procedures:*

1. The PIG held four meetings on June 25, July 23, August 5, and August 16, 2021. At its June 25 meeting, it reviewed and finalized the Executive Director position description, and agreed upon a classification at the managerial level (EM-5) to recruit a senior manager to lead the organization. It also agreed upon the recruitment timeline.
2. On July 2, 2021, the announcement (see Attachment 1) was posted on the state Department of Human Resources Development website (<https://dhrd.hawaii.gov/job-seekers/jobs-other-state-departments/>) which was linked to the OahuMPO website. In addition to the OahuMPO website, the announcement was posted on the Association of Metropolitan Planning Organizations (AMPO) website. Eleven applications were received.
3. On July 23, the PIG met to review applications using the evaluation criteria adopted by the Policy Board (Attachment 2). The Hawaii Department of Transportation (HDOT) human resources officer assisted in the initial screening of applicants to determine whether they met the minimum qualifications for the position. Of the 11 candidates, two met the minimum qualifications.
4. On August 5, the PIG interviewed the two candidates. It agreed upon interview questions to obtain answers to questions not included in the candidates' resumes and used exercises to assess abilities in oral and written communication.
5. In looking for the best Executive Director to lead the OahuMPO, the PIG sought to find one who could not only administer the organization, with at least five years of senior management experience that covered staffing, budgeting, etc; and, as importantly, had the leadership background and qualities to achieve its mission and goals. Of importance

was his/her ability to work with OahuMPO partner agencies and other government, private and community sectors to achieve the mission and goals of our agency. Both candidates scored highly.

6. On August 16, the PIG was informed that one of the candidates had withdrawn. It agreed that the remaining candidate was well qualified for the position.

### Recommendation

The PIG recommends Mr. Mark Garrity for the Executive Director position. See Attachment 3 for Mr. Garrity's resume.

Mr. Garrity is no stranger to city transportation planning. He served as deputy director of the Honolulu Department of Transportation Services from 2013-17 where he supervised staff, managed contracts and prepared operating budgets. In addition to knowing Honolulu's landscape and transportation needs, he brings his experience from other systems, having worked as project manager and planner for the Washington State Department of Transportation and other national and international transportation firms in the private sector. He brings the experience and commitment to work collaboratively with partners and staff to achieve a sustainable, efficient, multi-modal transportation system for Honolulu.

The PIG also recommends that Mr. Garrity be offered a salary above the midpoint of the EM-5 salary range at \$130,000/year which is commensurate with his transportation planning and managerial experience.

Respectfully submitted:



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Sharon Moriwaki, Chair

Members:

Henry Aquino  
Brandon Elefante  
Roger Morton  
Ed Sniffen

SELECT ONE OF THE FOLLOWING:

- NEW REQUEST
- RE-POST
- REMOVE – POSITION FILLED

## REQUEST TO POST AN EXEMPT POSITION ON NEOGOV

Advertise From: <b>7/2/21</b>	Advertise To: <b>7/16/21</b>
Position Title: <b>Executive Director</b>	Exempt Position #: <b>00100906</b>
Advertised Salary: <b>\$7,999 - \$13,309 / month</b>	Location of Position: <b>Downtown Honolulu</b>
Department: <b>Oahu Metropolitan Planning Organization</b>	Division: (Optional)
Date Request Submitted: <b>6/28/21</b>	Request Submitted By: <b>Rey Domingo</b>
Requester's Email Address: <a href="mailto:Rey.Domingo@hawaii.gov">Rey.Domingo@hawaii.gov</a>	Requester's Phone #: <b>8085872385</b>

**Instructions:** Please complete the following required information. DHRD-ESD will assist your department in posting an exempt position on the DHRD's Website – State Job Opportunities, "Non Civil Service Job Opportunities Listing". The information must be accurate and free of grammatical errors. This information will be copied from this request and pasted directly into NEOGOV. WE will not be responsible for editing the contents of the exempt announcement. The department representative will be emailed a copy of the draft announcement for one final edit. Once ESD finalizes the posting, the system will automatically advertise the exempt position at 12 midnight of the date advertised and will close at 11:59 p.m. on the closing date.

- To extend this posting, please contact Patti Miyamoto-Asato at 587-0988. (Let us know before the posting ends.)
- Please submit this form at least one (1) week in advance or as soon as possible. We will do our best to accommodate your needs.

### RECRUITMENT INFORMATION

This posting is for the State of Hawaii, Oahu Metropolitan Planning Organization (OahuMPO).

The position is located on the Island of Oahu.

Salary: \$ 7,999 - \$13,309 per month, based on experience and qualifications.

If you have any questions regarding this non-civil service exempt position, please contact Veronica Schack at (808) 586-2303 (Monday - Friday, 7:45 a.m. - 4:30 p.m. (HST)).

The State Recruiting Office will refer all inquiries regarding this exempt position to the OahuMPO.

### DUTIES SUMMARY

*Instructions: To be completed by department representative. Add the summary of the duties for this position*

The Executive Director is appointed by and reports to the Policy Board and is responsible for the leadership and administration of the OahuMPO, which is designated to carry out the federally mandated, multimodal framework for U.S. involvement in and funding of both land and surface transportation for the Island of Oahu. That framework — known as the Continuous, Coordinated, and Comprehensive (3-C) Planning Process — is established by U.S. statute and regulations (23 CFR 450 Subpart C) and for the State of Hawaii, contained in the enabling legislation found in HRS 279D.

Central to the Executive Director's responsibilities is the coordination of planning among and in cooperation with the major partners — the Hawaii State Department of Transportation, the City and County of Honolulu Department of Transportation Services, and the Honolulu Agency for Rapid Transportation (HART) — to

ATTACHMENT 1

ensure Oahu's regional transportation initiatives satisfy federal requirements and achieve OahuMPO's mission and goals for a coordinated and comprehensive transportation infrastructure to meet the island's needs.

The Executive Director is the face of OahuMPO and advises the Policy Board on federal and state requirements and other transportation planning practices; and communicates on its behalf to federal, state and county government agencies, the private sector and the public on the region's long-range transportation infrastructure plans and other initiatives.

The Executive Director is responsible for recruiting, hiring and managing a team of professional, technical, and administrative staff to effectively develop and implement the policies and activities, including but not limited to the long-range Oahu Regional Transportation Plan, Transportation Improvement Program, Congestion Management Process, and Overall Work Program; for budgeting and fiscal management; and for assuring compliance with federal, state and local requirements in coordination with its major partners.

### **MINIMUM QUALIFICATION REQUIREMENTS**

*Instructions: To be completed by department representative. Add the minimum qualifications (if any) in this section.*

**LEGAL AUTHORIZATION TO WORK REQUIREMENT:** The State of Hawaii requires all persons seeking employment with the government of the State shall be citizens, nationals, or permanent resident aliens of the United States, or eligible under federal law for unrestricted employment in the United States.

Applicants must meet all the minimum qualification requirements for the position as of the date of the application:

- Education: Bachelors Degree in urban, regional, or transportation planning, civil engineering, public administration or related fields and five years of experience in regional transportation planning.
- Specialized Experience: Five years of senior management, including direct supervisory experience. Strong leadership, managerial, and verbal and written communications skills. Professional experience in planning, organizing, staffing, budget planning and execution, policy formulation, and implementation of programs or projects, including work with senior officials, public and private.

Desired Qualifications:

- Graduate degree in an appropriate field.
- Professional certification from a recognized accrediting organization, such as the American Institute of Certified Planners, Institute of Transportation Engineers, or equivalent.
- Knowledge of and familiarity with theories, principles, and practices of transportation planning for political jurisdictions, including recent trends and literature in the field of transportation planning and urban development.
- Understanding of and experience with public administration, business, and management principles, including but not limited to, strategic planning, leadership, coordination of people and resources, budget preparation and fiscal responsibility.

ATTACHMENT 1

- Ability to establish and maintain effective working relationships with a wide range of constituents including local, state, federal, and other partners as well as to provide effective outreach to both public and private stakeholders.
- Ability to prioritize and manage multiple projects to keep them on track and within budget.
- Knowledge of federal statutes and regulations relating to transportation and procurement, as well as specific knowledge of requirements established in the statutes and ordinances of the State of Hawaii and City and County of Honolulu, respectively.

**OTHER INFORMATION**

This position is an exempt position. As an excluded managerial position, it is excluded from the civil service system, with the appointment and salary approved by the OahuMPO Policy Board. As an exempt position, the employment is "at will" subject to the Policy Board's decision..

Applicants must submit evidence of education and provide three professional references who can be contacted concerning the applicant's background. Please also include a cover letter and resume to:

Veronica Schack  
Oahu Metropolitan Planning Organization  
707 Richards Street, Suite 200  
Honolulu, Hawaii 96813-4623

Or by e-mail to: [Veronica.Schack@oahumpo.org](mailto:Veronica.Schack@oahumpo.org).

Filing Deadline: Until filled.

**ADDITIONAL INFORMATION FOR ESD**

None.

DHRO Approved: *RD*

**ESD Use Only**

Received  
Final Draft:

Final Steps:

Remove "Draft" Status

Notify Front Counter/Staff

Copy to Front Counter

Completed by:

Time In

Time Out

## OahuMPO Executive Director Evaluation Criteria and Weight

Factor	Weight %	Rating* 1 2 3 4 5	Comments
<b>Education &amp; Relevant Experience</b>	10		
<b>Specialized Senior Management &amp; Administrative Experience—organizing, staffing &amp; direct supervision, budget planning &amp; execution, policy formulation, project management</b>	30		
<b>Working Relationships with the Public, Other Government Agencies (legislative, executive at local, state &amp; federal levels), and Private &amp; Non-profit Sectors</b>	40		
<b>Communication, including written &amp; verbal skills, Interpersonal skills, and Ability to build cooperative partnerships</b>	20		

### OVERALL COMMENTS:

#### \*KEY:

1. Candidate displays an unsatisfactory, unacceptable amount and level of this factor.
2. Candidate displays a below average, not quite up to acceptable level for performing independently.
3. Candidate displays an average amount and level of this factor; minimum acceptable level for performing independently
4. Candidate is better than average in the amount and level of this factor; would need minimal supervision and training in this factor.
5. Candidate displays an exceptional amount and level of this factor; indicates that the candidate is highly qualified in this factor.

# Mark N Garrity AICP

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*30 years of experience in urban planning, multi-modal transportation planning, transit operations, environmental analysis, station design, and contract management. Focused on making cities more livable and sustainable, with superior executive leadership, project management, and communication skills.*

Phone: 808-457-7318

Email: [mark.n.garrity@gmail.com](mailto:mark.n.garrity@gmail.com)

## KEY ACCOMPLISHMENTS

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- ✓ Directed a multimodal Department of Transportation for a jurisdiction of more than one million people
- ✓ Established new programs to implement Complete Streets, electronic fare payment, and multimodal rail station access
- ✓ Installed Hawaii's first protected bicycle lane and helped establish Hawaii's first major bike-share program
- ✓ Helped establish an operations and maintenance program for the USA's first driverless urban metro system
- ✓ Negotiated a major amendment to long-term rail operations and maintenance contract
- ✓ Supported procurement of a potential contract for construction and operation of large rail project segment

## HIGHLIGHTED WORK HISTORY

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### 2018 – PRESENT                      **URBAN PACIFIC CONSULTING – HONOLULU, USA** **President**

- Currently supporting the City and County of Honolulu, Department of Transportation Services (DTS) with various tasks related to the Honolulu Rail Transit Project (HRTTP) and other initiatives and programs
- Helping DTS update their organizational structure, modernize facilities, and update standard operating procedures
- Helped develop a new rail transit operations and maintenance program, including budget, staffing, and organization
- Facilitated completion of an MOU between HART and DTS regarding handover and operations of the HRTTP
- Provided procurement support for potential long-term contract to construct, operate and maintain the HRTTP
- Negotiated major amendment (\$100m) to existing 13 year, \$1b HRTTP rail operations and maintenance contract
- Prepared documents, reports and presentations for local, state and Federal Transit Administration (FTA) approval
- Helped update DTS development review procedures for consistency with best practices and principles of Complete Streets

### 2017 – 2018                              **OC GLOBAL – TOKYO, JAPAN** **Senior Division Manager, Global Solutions Division**

- Oversaw staff, managed projects, contracts, and initiatives related to transportation and Transit Oriented Development (TOD); pursued business opportunities and partnerships throughout Asia and Pacific regions
- Project Director for Colombo Suburban Railway project in Sri Lanka. Oversaw contract with prime consultant and managed staff members for feasibility study and design phase for upgrading four existing commuter railway lines.
- Project Manager for a mixed-use development project in Hanoi, Vietnam on the site of a future metro station. Under contract to a large private company, conducted infrastructure analysis, prepared reports and presentations.

### 2013 - 2017                              **CITY AND COUNTY OF HONOLULU – HONOLULU, USA** **Deputy Director/Acting Director of Transportation Services (DTS)**

- Managed staff of more than 100 in Public Transit, Traffic Engineering, Traffic Signals, and Transportation Planning divisions
- Responsible for managing the department's capital improvement program and annual operating budget
- Developed Complete Streets program, managed an interdepartmental working group with staff and stakeholders
- Managed interagency working group to develop multimodal plan for integration of bus transit operations with new rail system
- Developed, secured funding, implemented and oversaw a new multimodal rail station access program
- Served on Honolulu Authority for Rapid Transportation (HART) Board of Directors
- Served on Mayor's Transit Oriented Development (TOD) sub-cabinet
- Installed Hawaii's first protected bicycle lane, and developed guidelines for car share, bike share, and parklets

### 2012 – 2013                              **ARUP – ABU DHABI, UAE** **Planning and Environment Lead**

- As Planning and Environment Lead for the Abu Dhabi Integrated Public Transport Network (IPTN) Program, responsible for planning and environmental compliance for a large multimodal transportation program; included coordination of multiple metro, light rail transit, and bus rapid transit projects prepared by different consulting teams
- Prepared a water transport report using updated ridership estimates based on land use, tourism and commuter trips

2005 – 2012

**PARSONS BRINCKERHOFF – PORTLAND & HONOLULU, USA**  
**Senior Transportation Planner**

- Managed and supported a variety of rail, bus and multimodal transportation planning projects across western USA
- Served as Transportation and Land Use Planning Task Manager for 32-km, 21 station Honolulu Rail Transit Project (H RTP); analyzed transportation and land use impacts; managed review of traffic impacts, transit ridership and modeling
- Prepared official submittals to FTA including Before & After plans and milestone reports, and other submittals related to station-area land use, transit-oriented development, station access, urban design and sustainability
- Developed optimal bus system transit network and operating plan for the OR-WA Columbia River Crossing project
- Analyzed transportation alternatives, conducted transit feasibility study at a wildlife refuge in Hawaii
- Completed inventory of existing transit amenities in Arizona, developed standards and specifications for future transit stops
- Prepared environmental reports and created new disaster response procedures following an earthquake in Hawaii
- Prepared multi-modal transportation plan for small Washington city, with new streets, bicycle and pedestrian improvements

2004 – 2005

**WASHINGTON STATE DEPT OF TRANSPORTATION – VANCOUVER, USA**  
**Senior Transportation Planner**

- Managed WSDOT Southwest Region Corridor Planning Team, supervised employees, prepared various corridor improvement plans, and coordinated with State DOT headquarters in Olympia
- Led a review of the WSDOT project benefit-cost model procedures and provided recommendations for inclusion of non-traditional inputs, including bicycle and pedestrian modes, environmental considerations, and weight limitations
- Analyzed multimodal strategies to relieve congestion, focused on comparing roadway, transit and pricing alternatives

2003 – 2004

**OREGON TRANSPORTATION & GROWTH MANAGEMENT PRGM – SALEM, USA**  
**Senior Planner**

- Developed education programs and oversaw contracts associated with public outreach for the TGM program

1998 – 2000

**OWLS COMPANY LIMITED – KITAKYUSHU, JAPAN**  
**Planning Consultant**

- Prepared research reports and planning documents for various clients including the Kitakyushu Mayor's Office

1993 – 1998

**C-TRAN – VANCOUVER, USA**  
**Senior Transit Planner**

- Managed and supported a variety of programs and projects, including a major Light Rail Transit (LRT) study and park-and-ride site selection study, and created a new development review program to encourage walkable and transit-friendly design
- Wrote two pedestrian-oriented design handbooks; made presentations to community, elected officials, and stakeholders
- Participated in bus service planning and scheduling; developed pilot program using public transit to serve school students

1991 – 1992

**CH2MHILL – SEATTLE/BELLEVUE, USA**  
**Urban Planner**

- Prepared environmental review documents for various transportation and energy projects in Washington and Hawaii

1990 – 1991

**LOWER MERION TOWNSHIP – ARDMORE, USA**  
**Planning Intern**

- Supported transportation planning, growth management and open space preservation programs

**PROFESSIONAL REGISTRATION**

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Since 1990

AMERICAN PLANNING ASSOCIATION (APA)

Since 1997

AMERICAN INSTITUTE OF CERTIFIED PLANNERS (AICP #082865)

Since 2006

INSTITUTE OF TRANSPORTATION ENGINEERS (ITE # 1024376)

**EDUCATION**

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1989 – 1991

UNIVERSITY OF PENNSYLVANIA  
Master of City Planning

1982 – 1987

CARNEGIE MELLON UNIVERSITY  
Bachelor of Architecture

Minutes of the  
Oahu Metropolitan Planning Organization  
**TECHNICAL ADVISORY COMMITTEE**  
September 10th, 2021  
Virtual Meeting hosted on Microsoft Teams

**Members Present:**

Name	Agency	Voting Rights	Present
Ken Tatsuguchi (Chair)	HDOT	Yes	X
Masatomo Murata	HDOT	Yes	X
Ryan Tam (Vice Chair)	HART	Yes	X
Adele Balderston	HART	Yes	X
Eileen Mark	DTS	Yes	X
Marian Yasuda	DTS	Yes	X
Noelle Cole	DPP	Yes	X
Andy Yamaguchi	DPP	Yes	X
Wayne Liou	DBEDT	Yes	X
Ruby Edwards	OP	Yes	X
Kimberly Evans	FAA	No	X
Ted Matley	FTA	No	
Kyle Oyasato	DFM	No	
Gareth Sakakida	HTA	No	
Tim Trang	DDC	No	
Amy Ford-Wagner	FHWA	No	X

**Guests Present:** Faith Rex (SMS Consulting), Hersh Singer (SMS Consulting), Rachel Roper (HDOT), Susan Uejo (HDOT), Rep. Linda Ichiyama, Aaron Setogawa (State OP), Mark Garrity, Kathleen Rooney (Ulupono Initiative), Chris Clark (DTS), Kelly Watts (DTS), Richelle Takara (FHWA)

**OahuMPO Staff Present:** Alvin Au, Roni Schack, Nicki Smith, Samantha Lara, Kiana Otsuka, Joel Vincent

The meeting was properly noticed in accordance with State law.

**I. CALL TO ORDER**

Chair Tatsuguchi called the meeting to order at 9:01 am.

**II. ROLL CALL**

Chair Tatsuguchi took roll call by reading out the list of attendees in the meeting as noted in the Teams program.

**III. APPROVAL OF THE JULY 9TH MEETING MINUTES**

Chair Tatsuguchi requested members review the minutes which were emailed to the members in advance of the meeting.

The TAC Chair inquired as to the status of the TIP timeline agenda item. Nicki Smith responded that this item will be on the TAC agenda in November at the earliest.

A motion was made by Ryan Tam and seconded by Marian Yasuda to approve the minutes, as presented. Voting proceeded with a roll call vote. Results of the voting are noted in the table below. There were no further discussions or objections and the minutes were approved, as presented.

Member	Roll Call Vote
Ken Tatsuguchi	Aye
Masatomo Murata	Aye
Adele Balderston	Aye
Ryan Tam	Aye
Noelle Cole	Aye
Andy Yamaguchi	Abstain
Marian Yasuda	Aye
Eileen Mark	Aye
Wayne Liou	Aye
Ruby Edwards	Abstain

**IV. REPORTS**

**A. Executive Director**

Under accomplishments and progress, Executive Director Au provided updates on a meeting of the travel demand forecasting model working group, the public and intergovernmental review of the OWP FY2022 Revision #1, the Performance-Based Planning & Programming Policies and Procedures, highway safety target setting coordination, the Public Participation Plan, and coordination of the eSTIP (electronic Statewide Transportation Improvement Plan) platform.

Director Au summarized the agenda items in the meetings of the Policy Board on July 15th, July 27th, and August 31st and the meetings of the Citizen Advisory Committee on August 19th and September 1st.

The TAC Chair asked a question about discussions regarding the safety targets. The TAC Chair requested updates for the TAC on the methodologies being used by OahuMPO staff and the working group.

The Executive Director's Report can be viewed at: [https://www.oahumpo.org/?wpfb\\_dl=2462](https://www.oahumpo.org/?wpfb_dl=2462)

## **V. OLD BUSINESS**

There was no old business to conduct.

## **VI. NEW BUSINESS**

### **A. Overall Work Program (OWP) Work Element Presentation: Work Where You Live**

Faith Rex with SMS Consulting, the consultant for the Work Where You Live study, summarized the study objectives, methodology and deliverables.

Ms. Rex then presented the telework survey results for the City and County of Honolulu and Oahu-based State of Hawaii employees. The results included responses on telework experience during the COVID-19 pandemic, preference for telework in the future, and a visual representation of how employees travel modes shift from pre-pandemic to preferred in the future. Ms. Rex noted the miles and hours saved by teleworking by both groups and shared a list of telework best practices.

Andy Yamaguchi asked about frequency of telework during the pandemic and prior, and whether the survey collected commute origin information. Ms. Rex responded that this information will be available in the final report.

Wayne Liou questioned whether the hours and miles saved from teleworking were from actual responses or were projected. Ms. Rex responded that the data was expanded to reflect the population of City & County of Honolulu employees and Oahu-based State of Hawaii employees.

The TAC Chair asked if the pre-pandemic commute modes included bike/ped and Ms. Rex confirmed that it did. The TAC Chair also asked if the pandemic impacted survey responses, and Ms. Rex responded that it impacted the number of people teleworking over the past year. For the information displayed in Slide 13, survey respondents were asked about their pre-pandemic commute mode.

Kathleen Rooney with Ulupono Initiative asked if this study considered that telework can increase other types of trips. Ms. Rex responded that the survey did ask about other kinds of trips taken by the respondent pre-pandemic.

Susan Uejo asked about the inconsistency of the commute mode colors used for the State and the City in the charts on Slide 14. Ms. Rex responded that the colors were set by the

program used to generate the charts. The TAC Chair clarified with Ms. Rex that the final report will be made available to the TAC following review by the State and the City.

The TAC discussed and determined that the annotation for the Policy Board will be:

The TAC supports this effort and requests that the colors in slide 14 be adjusted for consistency. The TAC raised questions about the following:

- Frequency of telework during the pandemic
- Commute origin/telework location information
- The calculation of hours and miles saved from teleworking
- The impact of the pandemic on survey responses (increased telework frequency by necessity)
- Pre-pandemic commute modes: included bike/ped?
- Study consideration that telework can increase other kinds of trips

It is the TAC's understanding that these details will be provided in the final report currently under review by the State and the City.

A motion was made by Marian Yasuda and seconded by Andy Yamaguchi to recommend the Policy Board accept this report as evidence that the work was carried out. Voting proceeded with a roll call vote. Results of the voting are noted in the table below. There were no further discussions or objections and the motion passed.

Member	Roll Call Vote
Ken Tatsuguchi	Aye
Masatomo Murata	Aye
Adele Balderston	Aye
Ryan Tam	Aye
Noelle Cole	Aye
Andy Yamaguchi	Aye
Marian Yasuda	Aye
Eileen Mark	Aye
Wayne Liou	Aye
Ruby Edwards	Aye

## **B. Performance Based Planning and Programming (PBPP) Implementation Policies and Procedures**

Nicki Smith, Planning Program Manager introduced the PBPP Policies and Procedures with a summary of how transportation performance measures were established by various FHWA and FTA Final Planning Rules that updated the Code of Federal Regulations. Ms. Smith noted that 23 CFR 450.314 requires joint agreement between MPOs, States, and providers of public transportation on procedures for performance-based planning and programming.

Ms. Smith noted that this final draft was developed in collaboration with DTS and the HDOT with all parties given an opportunity to provide feedback. Early in the process of developing this document, OahuMPO, DTS, and the HDOT determined that this document would be jointly agreed to through Policy Board action.

Ms. Smith described the main sections of the document, including a summary of all performance measures, the procedures for (1) the development and sharing of data, (2) the selection and reporting of targets, (3) the reporting of progress toward targets, and the target setting and progress reporting schedule for each performance measure.

The TAC Chair asked for more information on the lack of signatures in the document. Ms. Smith provided clarification on the decision to have the HDOT, DTS and OahuMPO jointly agree to the document through Policy Board action.

The TAC Chair decided on the following annotation: Approval by the Policy Board is putting the OahuMPO, the HDOT, and DTS in agreement with these procedures.

A motion was made by Masatomo Murata and seconded by Marian Yasuda to recommend Policy Board approval of the PBPP Implementation Policies and Procedures final draft, as distributed. Voting proceeded with a roll call vote. Results of the voting are noted in the table below. There were no further discussions or objections and the motion passed.

Member	Roll Call Vote
Ken Tatsuguchi	Aye
Masatomo Murata	Aye
Adele Balderston	Aye
Ryan Tam	Aye
Noelle Cole	Aye
Andy Yamaguchi	Aye
Marian Yasuda	Aye
Eileen Mark	Aye
Wayne Liou	Aye
Ruby Edwards	Aye

### **C. Overall Work Program (OWP) FY2022 Revision #1**

Nicki Smith provided a brief introduction of the Overall Work Program as being composed of the OahuMPO operations budget and regionally significant planning studies by dues-paying participating agencies and other eligible government agencies.

Ms. Smith noted that Revision #1 is an amendment because it proposes the deletion of a work element. OWP amendments must go out for public and intergovernmental review and receive Policy Board approval.

Revision #1 proposed changes include the deletion of three programmed (approved but not yet funded) work elements. These changes were requested by DTS and have no impact on funding. Revision #1 also proposes the following changes to studies with obligated funds: the cancellation of the Mass Transit Joint Feasibility Study and the reduction of funds for the Transportation Demand Management Plan. The changes to obligated studies make \$354,000 in funds available.

Ms. Smith noted that the amendments in the original OWP together with those proposed in Revision #1 make \$778,000 in funds available. OahuMPO plans to obligate these funds to three studies that are ready to proceed. An additional \$96,144 is needed for these obligations. The table shown on page 9 of Revision #1 draft shows that sufficient funds are available to support the obligation of the three studies ready to proceed.

Ms. Smith stated that Revision #1 was out for public and intergovernmental review from July 27 – August 25, 2021. OahuMPO received four “no comment” responses, and one from the HDOT stating that the revision should demonstrate fiscal constraint and show where the funds that have become available are going. OahuMPO received a late comment from the Waikiki Transportation Management Association regarding the proposed cancellation of the Waikiki Loading Zone Management Study.

Marian Yasuda shared that she was just notified that DTS would like to withdraw the request to cancel the Waikiki Loading Zone Management Study. Ms. Yasuda asked for confirmation that DLNR is providing their own local match and Ms. Smith confirmed that they are. Ms. Smith also stated that DTS’s decision to keep the Waikiki Loading Zone Management Study in the OWP does not impact any funding changes in Revision #1.

Ms. Smith confirmed that the revision will be edited per this change from DTS for the final draft presented to the Policy Board for approval.

The TAC developed the following annotation for the Policy Board:

Note that the match for the studies to be obligated is not coming from member dues. It will be provided by the sub-recipients. DTS has decided to keep the Waikiki Loading Zone Management Study in the OWP.

A motion was made by Marian Yasuda and seconded by Ken Tatsuguchi to recommend Policy Board approval of Revision #1 to the OWP FY2022, as amended. Voting proceeded with a roll call vote. Results of the voting are noted in the table below. There were no further discussions or objections and the motion passed.

Member	Roll Call Vote
Ken Tatsuguchi	Aye
Masatomo Murata	Aye
Adele Balderston	Aye
Ryan Tam	Aye
Noelle Cole	Aye

Andy Yamaguchi	Aye
Marian Yasuda	Aye
Eileen Mark	Aye
Wayne Liou	Aye
Ruby Edwards	Aye

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

None.

**VIII. ANNOUNCEMENTS**

None.

**IX. ADJOURNMENT**

Chair Tatsuguchi adjourned the meeting at 10:21 am.

The meeting's presentation may be viewed at: [https://www.oahumpo.org/?wpfb\\_dl=2463](https://www.oahumpo.org/?wpfb_dl=2463)