

Minutes of the
Oahu Metropolitan Planning Organization

POLICY BOARD

Tuesday, September 28, 2021
via Microsoft Teams

Members Present:

Senator Sharon Moriwaki, Chair	HDOT Deputy Director Edwin Sniffen
Councilmember Brandon Elefante, Vice Chair	DTS Director Roger Morton
Senator Chris Lee	DPP Director Dean Uchida
Representative Henry Aquino	FHWA Division Administrator Ralph Rizzo
Councilmember Augie Tulba	DOH Administrator Lola Irvin
HART Govt Relations & Public Involvement Director Joey Manahan	OP Planning Program Administrator Rodney Funakoshi
Councilmember Radiant Cordero	

Member(s) Absent: Representative Ryan Yamane

Known Guests Present:

Marian Yasuda (DTS)	Amy Ford Wagner (FHWA)
Mark Garrity	Ken Farm (CAC Vice Chair)
Ken Tatsuguchi (TAC Chair)	Laurie Manutai (CM Tulba's Office)
Yoko Tomita (DTS)	Robert Sato (CM Cordero's Office)
Heidi Hansen-Smith (DOH)	Richelle Takara (FHWA)
Kelly Watts (Stantec)	Marcia Linville
Elise Carmody (NB# 25)	Marcel Honore (Civil Beat)
Kari Benes (DOH)	Sharon Brooks (OCS)
Faith Rex (SMS)	Mark Au (DTS)
Heidi Hansen Smith (DOH)	

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

I. CALL TO ORDER

Chair Moriwaki called the meeting to order at 1:00 p.m.

II. ROLL CALL

Roll call was taken of Policy Board members present and quorum was established.

III. APPROVAL OF AUGUST 31, 2021 MEETING MINUTES

The Policy Board members reviewed the meeting minutes for August 31, 2021 which were emailed to them in advance of the meeting.

A motion was made by Councilmember Brandon Elefante and seconded by Councilmember Radiant Cordero to accept the August 31, 2021 meeting minutes as presented. There were no further discussion, objections, or abstentions and the minutes were accepted as presented.

IV. Reports

A. Executive Director's Report

Executive Director Alvin Au reported on OahuMPO activities, including the status of the Public Participation Plan, the Oahu Regional Transportation Plan Safety working group, and the UrbanSIM training held on September 24, 2021. He also noted that OahuMPO staff, Maui MPO, and the Hawaii Department of Transportation participated in FHWA's *Advancing Data-Driven Decision Making: Kick-off and Overview of Analysis and Strategic Decision Making* event of September 15 and provided a summary of business undertaken at the Technical Advisory and Citizen Advisory Committees' September meetings.

A copy of the Executive Director's Report can be viewed at https://www.oahumpo.org/?wpfb_dl=2471.

B. Technical Advisory Committee (TAC)

TAC Chair Ken Tatsuguchi remarked that he had nothing to report but noted he did not see the TAC draft minutes attached to the PB materials mailing. OahuMPO's Roni Schack indicated the draft TAC draft minutes were emailed to the PB members in their regularly scheduled handout mailing on August 30, 2021.

C. Citizen Advisory Committee (CAC)

CAC Vice Chair Ken Farm reported that the CAC had voted upon and approved a resolution regarding broadband and plans to pursue this issue. Ed Sniffen expressed his appreciation that the CAC is addressing this issue. He stated that broadband is a huge priority for both the State and the City who is doing significant amounts of work in this area. He specifically noted this is the case as they revise the definition of infrastructure. He commented on how the pandemic has revealed Hawaii's unpreparedness, the need to push for improvement, the importance of doing so in support of the communities we all serve, and the increased demand to go virtual. Mr. Sniffen added that the Governor had asked the University of Hawaii (UH) to coordinate efforts for broadband to ensure there is no overlap, and the City's Managing Director Mike Fornby had asked UH and HDOT to discuss this topic with the City to be certain all efforts are coordinated.

Councilmember Cordero remarked that the Policy Board would like to see the CAC provide the same type of reports that the TAC provides to the Policy Board. Chair Moriwaki added that the Policy Board did receive the CAC's resolution but it would be helpful to the Policy Board to receive a CAC report which includes what the CAC discussed and recommended. She thanked Mr. Farm for his oral report.

Mr. Farm added that the importance of computer literacy is also an important component not just the expansion of broadband.

Chair Moriwaki welcomed Councilmember Tulba to the meeting.

V. Old Business

None

VI. New Business

A. Overall Work Program (OWP) FY2022 Revision #1

OahuMPO’s Planning Program Manager Nicki Smith provided an overview; the differences between Administrative Modifications and Amendments, noting that Revision #1 is an Amendment; and the differences between Programmed (Approved) versus Obligated (Funded) Work Elements. She discussed the specific changes which included the cancellation of the Mass Transit Joint Feasibility Study (FY18), the reduction of funding for the Transportation Demand Management Plan (FY20), the amount of funds these changes releases, and the funds to be obligated for the Energy Conservation Emissions Reduction Plan (DTS), the Multi-Modal Mobility Hub Planning (DLNR), and the Planning for Improved Resilience to Coastal Hazards through Green Infrastructure (DLNR). She presented the comments received during the intergovernmental and public review held from July 27 to August 25, 2021; noted that at the October TAC meeting, DTS had requested keeping the Waikiki Loading Zone Study in the OWP; and summarized the actions taken on this item at the CAC and TAC meetings.

A motion was made by Senator Lee and seconded by Roger Morton to approve Revision #1 to the OWP FY2022, as distributed.

A roll call vote was taken:

Senator Sharon Moriwaki	Aye	HDOT Deputy Dir Edwin Sniffen	Aye
Senator Chris Lee	Aye	Councilmember Augie Tulba	Aye
Representative Henry Aquino	Aye	Councilmember Radiant Cordero	Aye
DPP Director Dean Uchida	Aye	Councilmember Brandon Elefante	Aye
DTS Director Roger Morton	Aye	HART Director Joey Manahan	Aye

There were no further discussions, abstentions, reservations, or objections and the motion passed.

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

OahuMPO’s Planning Program Manager Nicki Smith presented background information, discussed the timeline, the purpose of the agreement, the applicable federal regulations, the four performance measures, and the actions taken by the TAC at their meeting.

To Senator Lee’s question if the Policy Board would be given the same reports that the PBPP document notes are submitted to the federal government and stakeholders, Ms. Smith responded that the reports on performance measures are included in the ORTP and the TIP but that OahuMPO staff can provide reports to the Policy Board on the statuses of the performance measures and if they are being met.

Ed Sniffen asked if there were any gaps in the data that HDOT collects and provides to OahuMPO. Ms. Smith explained that the development of this document was to gather the agencies to determine how to coordinate the sharing and development of data. However,

specifics on what kind of additional data could be gathered and coordinated with the agencies is an effort that can be pursued.

Mr. Sniffen noted that HDOT reports their data online and wondered if OahuMPO will be doing something similar. OahuMPO's Kiana Otsuka indicated that a Dashboard of these performance metrics is currently in the works and expected to be launched next calendar year. Mr. Sniffen mentioned that HDOT has an open-ended contract with a platform provider whose services HDOT can extend to OahuMPO to help expedite the procurement process. He will send the vendor's contact information to OahuMPO's staff.

Roger Morton suggested using the well-defined FHWA and FTA performance measures, data, and definitions as comparison to the locally compiled data.

Senator Lee inquired if it was possible to ask State and City partner agencies to report on whether there is a gap in the data, if benchmarks are being met or exceeded, and to provide an explanation describing the efforts each State or City agency is doing in these areas.

Mr. Sniffen stated that HDOT submits an annual report and updates progress monthly to ensure that the public can see if HDOT is meeting its targets and expressed hope the same can be done with the OahuMPO report.

Roger Morton noted that the County recently did a refresh of all their goals and objectives to make them relevant, such as goals for climate action plans and electrification.

A motion was made by Senator Lee and seconded by Roger Morton to approve the Performance-Based Planning & Programming Implementation Policies & Procedures, as distributed.

A roll call vote was taken:

Senator Sharon Moriwaki	Aye	HDOT Deputy Dir Edwin Sniffen	Aye
Senator Chris Lee	Aye	Councilmember Augie Tulba	Aye
Representative Henry Aquino	Aye	Councilmember Radiant Cordero	Aye
DPP Director Dean Uchida	Aye	Councilmember Brandon Elefante	Aye
DTS Director Roger Morton	Aye	HART Director Joey Manahan	Aye

There were no further discussions, abstentions, reservations, or objections and the motion passed unanimously.

C. Director Search Permitted Interaction Group (PIG)

Chair Moriwaki reported on the efforts of the Permitted Interaction Group which was established at the May Policy Board meeting. Chair Moriwaki thanked the PIG members. PIG members were Chair Moriwaki, Councilmember Elefante, Representative Aquino, Deputy Director Ed Sniffen, and Director Morton.

Vice Chair Elefante read the recommendations included in the PIG report. He disclosed that prior to the final recommendation in the PIG report he notified the PIG that Mr. Garrity has contributed to the Friends of Brandon Elefante and when Garrity became a finalist Councilmember Elefante consulted with the City and State Ethics Commissions who advised he

did not have to recuse himself nor is he obligated to share this disclosure since financial contributions are public record.

Chair Moriwaki added that all PIG members were objective and the minimum qualifications screening was done by the HDOT's Personnel Officer. She instructed the members to review the report for discussion at the next meeting.

D. OWP W/E Presentation: Work Where You Live

OahuMPO's Planning Program Manager Nicki Smith noted that this study was added to the FY2021 OWP through a revision. There was urgency to begin the study so the survey could be completed while people were still teleworking. She added that this presentation is a typical part of the closeout for studies funded in the OWP.

Faith Rex of SMS Consulting discussed the objectives of the study, the methodologies used, the deliverables, and survey feedback received from State and City and County employee on their satisfaction and preference for their telework experience. Ms. Rex discussed the effect teleworking had on transportation modes, the miles and hours saved by teleworking, and the resulting best practices.

Dean Uchida asked if this type of survey is being done in the private sector and if the data will be extrapolated to include data from the private sector and how this will impact traffic. Ms. Rex responded that this study included only public sector data and noted they have not seen anything similar in the private sector at this time.

Chair Moriwaki noted that this study was funded by the public sector, and she is not certain if there will be any studies on the private sector.

Roger Morton commented that he is sure there are similar national private sector studies since this is a global issue but is not sure how or if those studies could be applied to Hawaii.

Ken Farm expressed gratitude for the study and asked if the survey included non-supervisory workers. Ms. Rex responded that non-supervisory, supervisory, and exempt workers were included in the survey. Mr. Farm commented on the impact that an increase of remote work will have on broadband and bandwidth.

Ed Sniffen expressed appreciation to the State and County for doing this study. He noted that telework should become a policy decision for the future; that prior to COVID, HDOT had pushed for telework allowances but there were policies and procedures that did not allow for remote working; and that HDOT had electronic processes in place that allowed Highways to immediately put workers on remote status during the pandemic. He noted efficiencies will increase when work is properly set up for telework because unnecessary processes disappear and commented on the increased productivity HDOT experienced. He added that teleworking's effect goes beyond transportation, noting how office spaces could be minimized, redesigned and consolidated, and buildings could be sold for mixed use.

In response to Dean Uchida's comment, Mr. Sniffen indicated the reason the public sector was focused upon, was to take the lead in this area and to demonstrate to the private section what

can be done. He noted that teleworking could be a perk to attract talent from the private sector to government work and added that another consideration is the Union agreements noting there had been discussions with DHRD on allowing department to set internal policies.

Chair Moriwaki inquired what questions arose such as what would make it easier for someone to telework, including questions on workspaces at home or what setup would be conducive to ensure the work is done and which positions are conducive to teleworking.

Ed Sniffen noted emphasis on goals and responsibilities with a focus on performance are given to individuals who will be teleworking rather than going into an individual's home to see what they do or do not have. Parameters are instituted such as on the acceptable response times for emails, etc. and prohibitions emphasized regarding uploading or downloading of any items into the State system for security and legal reasons. He added that it is performance that matters and noted that productivity increased in part because of the change in the managerial mindset that resulted.

Chair Moriwaki noted having those recommendations in the study would be helpful rather than just whether workers are satisfied or not.

Chair Elefante agreed with Mr. Sniffen and noted productivity has gone up with and service level has increased in his own office. He commented that he personally likes coming to the office sometimes because of air conditioning in the office, which is not available at home, and added that he doesn't need to drive in traffic.

Chair Moriwaki thanked Ms. Rex and SMS Consulting for the report and presentation.

Ms. Rex noted there are more details in the report.

Ms. Smith noted that OahuMPO has not yet received the draft deliverable of this study so only the presentation could be provided to the Policy Board and discussed the annotations from the TAC.

To Chair Moriwaki's invitation to expand on the annotations, TAC Chair Ken Tatsuguchi commented that the TAC had questions regarding the possible use of this study's information for the future and that the TAC comments are primarily that it would be ideal to have the additional information which were detailed in the TAC's annotations. He added that the TAC's vote was to accept the presentation as is, and added the TAC is looking forward to the report.

Ms. Smith reported on the voting results by the CAC. Chair Moriwaki asked Vice Chair Ken Farm if he had any further comments. He commented on the pre-pandemic commute modes item listed on the TAC Annotation slide. He suggested that pedestrian traffic be allowed to cross before motorized traffic is allowed to move, commented on public transportation routes, and concluded that the CAC is fine with the telework study.

A motion was made by Councilmember Elefante and seconded by Roger Morton to accept this report as evidence that the work was carried out.

A roll call vote was taken:

Senator Sharon Moriwaki	Aye	HDOT Deputy Dir Edwin Sniffen	Aye
Senator Chris Lee	Aye	Councilmember Radiant Cordero	Aye
DPP Director Dean Uchida	Aye	Councilmember Brandon Elefante	Aye
DTS Director Roger Morton	Aye	HART Director Joey Manahan	Aye

It was noted that Councilmember Augie Tulba and Representative Henry Aquino had departed the meeting so no vote was received from them.

There were no further discussions, abstentions, reservations, or objections and the motion was passed.

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

There were no comments.

VIII. Announcements

There were no announcements.

IX. Adjournment

A motion was made by Ed Sniffen and seconded by Senator Lee to adjourn the meeting. There were no further discussion or objections, and Chair Moriwaki adjourned the meeting at 2:24 p.m.

The PowerPoint for this meeting may be viewed at: https://www.oahumpo.org/?wpfb_dl=2470