



## Memorandum

To: Policy Board Members  
From: Alvin Au, Executive Director  
Date: November 30, 2021

### Executive Director's Report

#### *Accomplishments and Progress*

The Public Participation Plan working group comment period commenced on September 10, 2021. All comments received have been addressed by OahuMPO staff. The Public Participation Plan was presented to the Citizen Advisory Committee (CAC) in October which allowed the members a months' time to review the document before being presented to the Technical Advisory Committee (TAC) and the Policy Board (PB) this month. The draft plan is tentatively scheduled to be distributed for intergovernmental and public review in December 2021.

OahuMPO is seeking input for its land management consultation as part of the Oahu Regional Transportation Plan (ORTP). This consultation is required by the Federal Highway Administration and must include a discussion of the types of potential environmental mitigation activities and potential areas to carry out these activities, including activities that may have the greatest potential to restore and maintain the environmental functions affected by the projects and programs in the ORTP (23 CFR § 450.324). The discussion may focus on policies, programs, strategies, or project level mitigation activities. Please help us identify any concerns, policies, programs, strategies, and recommended environmental mitigation activities, for the proposed projects and programs in the 2045 ORTP, using this survey:

<https://www.surveymonkey.com/r/2050ORTPLandManagementConsultation>

For additional questions and inquiries, including to set up a meeting with OahuMPO, please contact Senior Transportation Planner, Zakari Mumuni at [Zakari.Mumuni@OahuMPO.org](mailto:Zakari.Mumuni@OahuMPO.org).

OahuMPO staff solicited early input on the FY2023 Overall Work Program (OWP) from October 6-22, 2021. Three responses were received from CAC members. These responses were shared with partner agencies during the Overall Work Program's Call for Work Elements FY2023 for their consideration when

submitting their proposals to the OahuMPO. The deadline to submit proposals for planning studies is Wednesday, December 1, 2021.

Regarding the upcoming FFY 2022-2025 TIP revision, the OahuMPO staff attended the City and State Over-the-Shoulder meetings held October 21st and 27th. At these meetings, anticipated amendments and modifications to existing TIP projects were discussed.

The OahuMPO's Quarterly Financial Report FY22 Q1 is attached to this report for your information.

### ***Technical Advisory Committee (TAC)***

The Technical Advisory Committee met on November 12, 2021. They received a presentation on the overview of the recently completed Review and Update of Right of Way (ROW) Widths for Planned Street Improvements, funded by the FY2018 Overall Work Program (OWP). The TAC recommended that the PB accept the report as evidence that the work was carried out. The TAC also received presentations on the 2022 highway safety targets for which they had detailed OahuMPO Executive Director's Report for November 30, 2021 discussion, the Public Participation Plan, and the Sunshine Law Requirements for Remote Meetings. The TAC's next meeting is scheduled for January 14, 2022.

### ***Citizens Advisory Committee (CAC)***

The CAC met on November 3, 2021 and received a presentation on the Overall Work Program's (OWP) study Review and Update of Planned Right of Way (ROW) Widths for Planned Street Improvements. They recommended the PB accept the report as evidence that the work was carried out. The OahuMPO staff also presented the summary of comments received regarding the Public Participation Plan (PPP) and a review of the timeline of next steps for the PPP which includes upcoming presentations, the public and intergovernmental review, and presentation to the Policy Board for approval.

In anticipation of upcoming CAC elections in January 2022, an informational presentation was given to the CAC describing the role, responsibilities, and time commitments required of the CAC Chair and Vice Chair, the timeline for agenda development, and the importance of timely review and response.

The CAC's next meeting is scheduled for January 5, 2022

### OWP Staff Time Expenditures By Hour

2022 OWP 7/01/2021 to 09/30/2021 (3 of 12 mos, 25%)		PROPOSED HOURS (as of 7/01/2021)	EXPENDED HOURS	BALANCE OF HOURS (09/30/2021)	% Expended
		OahuMPO Staff	OahuMPO Staff	OahuMPO Staff	
Staff Hours - Proposed, Expended & Ending					
2022 Work Elements					
301.01-22	Program Admin & Support	7,274	2,111	5,164	29%
301.02-22	Gen Tech Assistance	2,376	373	2,003	16%
301.10-22	Computer & Network Maintenance	123	5	117	4%
301.09-22	Professional Development	335	18	317	5%
301.03-22	Overall Work Program	1,357	265	1,092	20%
301.11-22	Subrecipient Monitoring & Support	394	111	283	28%
301.05-22	Single Audit	718	232	486	32%
301.06-22	Public Participation Plan	561	234	327	42%
201.04-22	Title VI/EJ	388	207	181	53%
301.15-22	Computer Model Operations and Support	664	50	615	7%
301.17-22	Transportation Improvement Program	510	295	215	58%
301.18-22	Transportation Alternatives Set-Aside	132	2	130	2%
201.05-22	Congestion Management Process Update	866	243	623	28%
301.16-22	Oahu Regional Transportation Plan	1,543	406	1,137	26%
303.03-22	PTO (Holiday, Vacation, Sick)	2,910	300	2,610	10%
Total 2022 WE		20,152	4,552.00	15,300	23%

OWP Staff Time Expenditures by Dollar

2022 OWP 7/01/2021 to 09/30/2021 (3 of 12 mos, 25%)		BEGINNING BALANCE (as of 7/01/2021)						EXPENDITURES (7/01/2021 to 9/30/2021)						BALANCE (as of 09/30/2021)						% Expended			
		Federal Funds			Local Share			Total	Federal Funds			Local Share			Total	Federal Funds			Local Share			Total	
		Total	FHWA	FTA	Total	OahuMPO Held	Subrecipient Held		Total	FHWA	FTA	Total	OahuMPO Held	Subrecipient Held		Total	FHWA	FTA	Total		OahuMPO Held		Subrecipient Held
301.01-22	Program Admin & Support	\$ 372,754	\$ 209,027	\$ 163,727	\$ 93,189	\$ 93,189	\$ 465,943	\$ 95,717	-	95,717	\$ 23,929	\$ 23,929	\$ 119,646	\$ 277,038	\$ 209,027	\$ 68,010	\$ 69,259	\$ 69,259	\$ 346,297	26%			
301.02-22	Gen Tech Assistance	\$ 81,478	\$ 81,478		\$ 20,369	\$ 20,369	\$ 101,847	\$ 8,378	\$ 8,378		\$ 2,095	\$ 2,095	\$ 10,473	\$ 73,099	\$ 73,099		\$ 18,275	\$ 18,275	\$ 91,374	10%			
301.10-22	Computer & Network Maintenance	\$ 6,124	\$ 6,124		\$ 1,531	\$ 1,531	\$ 7,655	\$ 233	\$ 233		\$ 58	\$ 58	\$ 291	\$ 5,891	\$ 5,891		\$ 1,473	\$ 1,473	\$ 7,364	4%			
301.09-22	Professional Development	\$ 16,737	\$ 16,737		\$ 4,184	\$ 4,184	\$ 20,921	\$ 787	\$ 787		\$ 197	\$ 197	\$ 984	\$ 15,950	\$ 15,950		\$ 3,987	\$ 3,987	\$ 19,937	5%			
301.03-22	Overall Work Program	\$ 72,151	\$ 72,151		\$ 18,038	\$ 18,038	\$ 90,189	\$ 13,068	\$ 13,068		\$ 3,267	\$ 3,267	\$ 16,335	\$ 59,083	\$ 59,083		\$ 14,771	\$ 14,771	\$ 73,854	18%			
301.11-22	Subrecipient Monitoring & Support	\$ 21,398	\$ 21,398		\$ 5,349	\$ 5,349	\$ 26,747	\$ 5,481	\$ 5,481		\$ 1,370	\$ 1,370	\$ 6,851	\$ 15,917	\$ 15,917		\$ 3,979	\$ 3,979	\$ 19,896	26%			
301.05-22	Single Audit	\$ 35,927	\$ 35,927		\$ 8,982	\$ 8,982	\$ 44,909	\$ 10,929	\$ 10,929		\$ 2,732	\$ 2,732	\$ 13,661	\$ 24,998	\$ 24,998		\$ 6,250	\$ 6,250	\$ 31,248	30%			
301.06-22	Public Participation	\$ 24,786	\$ 24,786		\$ 6,197	\$ 6,197	\$ 30,983	\$ 8,268	\$ 8,268		\$ 2,067	\$ 2,067	\$ 10,336	\$ 16,518	\$ 16,518		\$ 4,129	\$ 4,129	\$ 20,647	33%			
201.04-22	Title VI(E)	\$ 20,150	\$ 20,150		\$ 5,038	\$ 5,038	\$ 25,188	\$ 1,893	\$ 1,893		\$ 473	\$ 473	\$ 2,367	\$ 18,257	\$ 18,257		\$ 4,564	\$ 4,564	\$ 22,821	9%			
301.15-22	Computer Model Operations and Support	\$ 30,754	\$ 30,754		\$ 7,688	\$ 7,688	\$ 38,442	\$ 9,553	\$ 9,553		\$ 2,388	\$ 2,388	\$ 11,941	\$ 21,201	\$ 21,201		\$ 5,300	\$ 5,300	\$ 26,501	31%			
301.17-22	Transportation Improvement Program	\$ 22,439	\$ 22,439		\$ 5,610	\$ 5,610	\$ 28,049	\$ 14,055	\$ 14,055		\$ 3,514	\$ 3,514	\$ 17,569	\$ 8,384	\$ 8,384		\$ 2,096	\$ 2,096	\$ 10,480	63%			
301.18-22	Transportation Alternatives Set-Aside	\$ 5,961	\$ 5,961		\$ 1,490	\$ 1,490	\$ 7,451	\$ 106	\$ 106		\$ 27	\$ 27	\$ 133	\$ 5,854	\$ 5,854		\$ 1,464	\$ 1,464	\$ 7,318	2%			
201.05-22	Congestion Management Process Update	\$ 50,382	\$ 50,382		\$ 12,596	\$ 12,596	\$ 62,978	\$ 11,108	\$ 11,108		\$ 2,777	\$ 2,777	\$ 13,886	\$ 39,274	\$ 39,274		\$ 9,818	\$ 9,818	\$ 49,092	22%			
301.16-22	Oahu Regional Transportation Plan	\$ 76,011	\$ 76,011		\$ 19,003	\$ 19,003	\$ 95,014	\$ 21,257	\$ 21,257		\$ 5,314	\$ 5,314	\$ 26,571	\$ 54,755	\$ 54,755		\$ 13,689	\$ 13,689	\$ 68,443	28%			
303.03-22	PTO (Holiday, Vacation, Sick)	\$ 146,947	\$ 146,947		\$ 36,737	\$ 36,737	\$ 183,684	\$ 13,816	\$ 13,816		\$ 3,454	\$ 3,454	\$ 17,270	\$ 133,131	\$ 133,131		\$ 33,283	\$ 33,283	\$ 166,414	9%			
Total 2022 WE		\$ 984,000			\$ 246,000		\$ 1,230,000	\$ 214,650			\$ 53,662		\$ 268,312	\$ 769,350			\$ 192,338		\$ 961,688	22%			

### OWP Subrecipient Study Expenditures

2022 OWP - Subrecipients 7/01/2021 to 09/30/2021 (3 of 12 mos, 25%)		POP End Date	Subrecipient	BEGINNING BALANCE (All time)			EXPENDITURES (All time)			EXPENDITURES (July 2021 - September 2021)			BALANCE (as of 09/30/2021)			% Expended All Time
				Federal (FHWA - PL)	Local Share (Subrecipient)	Total	Federal (FHWA - PL)	Local Share (Subrecipient)	Total	Federal (FHWA - PL)	Local Share (Subrecipient)	Total	Federal (FHWA - PL)	Local Share (Subrecipient)	Total	
<b>Stand Alone Work Elements - Obligated in separate federal project #</b>																
204.06-21	Multi-Modal Transit Asset Management Plan Phase 2	7/29/2025	DTS	\$ 760,000	\$ 190,000	\$ 950,000	\$ 5,633	\$ 1,408	\$ 7,041	\$ 5,633	\$ 1,408	\$ 7,041	\$ 754,367	\$ 188,592	\$ 942,959	1%
203.22-21	Work Where You Live	6/30/2023	DTS	\$ 80,000	\$ 20,000	\$ 100,000	\$ 67,676	\$ 16,919	\$ 84,595	\$ 62,368	\$ 15,592	\$ 77,960	\$ 12,324	\$ 3,081	\$ 15,405	85%
204.08-22	Active Transportation Monitoring Data Phase II	12/30/2023	DTS	\$ 168,000	\$ 42,000	\$ 210,000							\$ 168,000	\$ 42,000	\$ 210,000	0%
204.10-22	Active Transportation Monitoring Data Phase III	12/30/2023	DTS	\$ 160,000	\$ 40,000	\$ 200,000							\$ 160,000	\$ 40,000	\$ 200,000	0%
<b>2021 Active Work Elements</b>																
203.19-20	Vision Zero Action Plan	6/30/2023	DTS	\$ 1,008,000	\$ 252,000	\$ 1,260,000	\$ 37,850	\$ 9,463	\$ 47,313				\$ 970,150	\$ 242,537	\$ 1,212,687	4%
203.20-20	AV Planning Study	6/30/2023	HART	\$ 40,000	\$ 10,000	\$ 50,000							\$ 40,000	\$ 10,000	\$ 50,000	0%
204.07-21	Active Transportation Monitoring Data Phase I	6/30/2024	DTS	\$ 188,000	\$ 47,000	\$ 235,000	\$ 18,912	\$ 4,728	\$ 23,640	\$ 18,912	\$ 4,728	\$ 23,640	\$ 169,088	\$ 42,272	\$ 211,360	10%
	Total 2021 WE			\$ 1,236,000	\$ 309,000	\$ 1,545,000	\$ 56,762	\$ 14,191	\$ 70,953	\$ 18,912	\$ 4,728	\$ 23,640	\$ 1,179,238	\$ 294,809	\$ 1,474,047	
<b>2020 Active Work Elements</b>																
203.21-20	TDM Plan	6/30/2023	DTS	\$ 386,718	\$ 96,680	\$ 483,398	\$ 63,874	\$ 15,969	\$ 79,843	\$ 41,781	\$ 10,445	\$ 52,226	\$ 322,844	\$ 80,711	\$ 403,555	17%
	Total 2020 WE															
<b>2019 Active Work Elements</b>																
203.07-18	Review and Update of Planned Rights-of-Way for Existing Streets	12/31/2021	DTS	\$ 400,000	\$ 100,000	\$ 500,000	\$ 253,902	\$ 63,475	\$ 317,377	\$ 242,183	\$ 60,546	\$ 302,729	\$ 146,098	\$ 36,525	\$ 182,623	63%
203.09-18	2019 Transit Rider Survey	6/30/2022	DTS	\$ 1,120,000	\$ 280,000	\$ 1,400,000	\$ 249,269	\$ 62,317	\$ 311,586	\$ 128,019	\$ 32,005	\$ 160,024	\$ 870,731	\$ 217,683	\$ 1,088,414	22%
203.12-19	Multi-Modal Transit Asset Management Plan Phase 1	6/30/2022	DTS	\$ 200,000	\$ 50,000	\$ 250,000	\$ 104,465	\$ 26,116	\$ 130,581	\$ 25,989	\$ 6,497	\$ 32,487	\$ 95,535	\$ 23,884	\$ 119,419	52%
203.14-19	Ala Moana Transit Plaza Alternatives Analysis	6/30/2022	DTS	\$ 400,000	\$ 100,000	\$ 500,000	\$ 254,790	\$ 63,698	\$ 318,488	\$ 79,940	\$ 19,985	\$ 99,925	\$ 145,210	\$ 36,302	\$ 181,512	64%
203.17-19	Kapolei Maintenance Facility & Transit Center Alternatives Analysis	6/30/2022	DTS	\$ 400,000	\$ 100,000	\$ 500,000	\$ 230,427	\$ 57,607	\$ 288,034	\$ 106,724	\$ 26,681	\$ 133,405	\$ 169,573	\$ 42,393	\$ 211,966	58%
203.03-18	PM Peak Period Tow Away Zone Time Modifications	6/30/2022	DTS	\$ 184,000	\$ 46,000	\$ 230,000	\$ 184,000	\$ 46,000	\$ 230,000	\$ 4,000	\$ 1,000	\$ 5,000	\$ -	\$ -	\$ -	100%
	Total 2019 WE			\$ 2,704,000	\$ 676,000	\$ 3,380,000	\$ 1,276,853	\$ 319,213	\$ 1,596,066	\$ 586,855	\$ 146,714	\$ 733,569	\$ 1,427,147	\$ 356,787	\$ 1,783,934	47%

2019 Transit Rider Survey PoP to be extended due to impacts of COVID-19.

OWP Non-Staff Time Expenditures

2022 OWP 7/01/2021 to 09/30/2021 (3 of 12 mos, 25%)				BEGINNING BALANCE (as of 7/01/2021)				EXPENDITURES (7/01/2021 to 9/30/2021)					BALANCE (as of 09/30/2021)					% Expended	
				Federal Funds			Local Share	Total	Federal Funds			Local Share	Total	Federal Funds			Local Share		Total
Work Element #	Description	Category	Status/Notes	FHWA	FTA	Total	OahuMPO- Held	Total	FHWA	FTA	Total	OahuMPO Held	Total	FHWA	FTA	Total	OahuMPO Held	Total	
302.01-22	Overhead (Lease, utilities, p-card, etc)	Overhead			\$ 132,000	\$ 132,000	\$ 33,000	\$ 165,000	\$ -	\$ 36,134	\$ 36,134	\$ 9,033	\$ 45,167	\$ -	\$ 95,866	\$ 95,866	\$ 23,967	\$ 119,833	27%
301.05-22	Single Audit	Consultant	Expenditure expected in November 2021.	\$ 36,000		\$ 36,000	\$ 9,000	\$ 45,000					\$ -	\$ 36,000		\$ 36,000	\$ 9,000	\$ 45,000	0%
301.10-22	Computer & Network Maintenance	Consultant	Beginning procurement.	\$ 16,000		\$ 16,000	\$ 4,000	\$ 20,000					\$ -	\$ 16,000		\$ 16,000	\$ 4,000	\$ 20,000	0%
301.09-22	Professional Development - Travel/Misc Training Expenses	Training	Minimal funds to be transferred in through admin mod for staff trainings	\$ -		\$ -	\$ -	\$ -					\$ -	\$ -		\$ -	\$ -	\$ -	#DIV/0!
301.15-22	Computer Model Operations & Support	Consultant	Must encumber by June 2022	\$ 160,000		\$ 160,000	\$ 40,000	\$ 200,000					\$ -	\$ 160,000		\$ 160,000	\$ 40,000	\$ 200,000	0%
303.04-22	TDFM Data Purchase	Data	Must expend by June 2022	\$ 312,000		\$ 312,000	\$ 78,000	\$ 390,000					\$ -	\$ 312,000		\$ 312,000	\$ 78,000	\$ 390,000	0%
301.16-22	ORTP 2050	Consultant	To be transferred to TDFM Data Purchase in OWP Revision	\$ 100,000		\$ 100,000	\$ 25,000	\$ 125,000					\$ -	\$ 100,000		\$ 100,000	\$ 25,000	\$ 125,000	0%
<b>2021 OWP AND PRIOR</b>																			
301.05-20	Accounting System	Consultant	SWK, LLC. Will expend balance in FY22	\$ 63,424		\$ 63,424	\$ 15,856	\$ 79,280					\$ -	\$ 63,424		\$ 63,424	\$ 15,856	\$ 79,280	0%
301.02-21	Gen Tech Assistance - Training (NHI Courses)	Training	Unexpended due to COVID. Balance will be deobligated.	\$ 27,206		\$ 27,206	\$ -	\$ 27,206					\$ -	\$ 21,765		\$ 21,765	\$ 5,441	\$ 27,206	0%
303.04-21	TDFM Data Purchase	Data	Federal portion (\$40,000) transferred June 2021				\$ 10,000	\$ 10,000				\$ 10,000	\$ 10,000	\$ -		\$ -	\$ -	\$ -	100%
301.15-21	Computer Model	Consultant	WSP. Expected to roll over some of this balance to FY22 budget	\$ 44,458		\$ 44,458	\$ 11,114	\$ 55,572					\$ -	\$ 44,458		\$ 44,458	\$ 11,114	\$ 55,572	0%
301.15-18	Computer Model	Consultant	WSP. Expected to expend by June	\$ 33,839		\$ 33,839	\$ 8,460	\$ 42,299					\$ -	\$ 33,839		\$ 33,839	\$ 8,460	\$ 42,299	0%
301.16-21	ORTP 2045 Technical Support	Consultant	Contract expired. Funds to be rolled over to FY2023 OWP.	\$ 100,042		\$ 100,042	\$ 25,011	\$ 125,053					\$ -	\$ 100,042		\$ 100,042	\$ 25,011	\$ 125,053	0%
301.16-18	ORTP 2045 Graphic Design	Consultant	DTL	\$ 65,374		\$ 65,374	\$ 16,344	\$ 81,718	\$ 48,794		\$ 48,794	\$ 12,198	\$ 60,992	\$ 16,581		\$ 16,581	\$ 4,145	\$ 20,726	75%