



OahuMPO Policy Board Meeting

March 29, 2022



- I. Call to order by Chair
- II. Introductions/Roll Call



III. Approval of the Policy Board Meeting Minutes for January 25 and February 22, 2022



IV. Reports

A. Executive Director

B. Technical Advisory Committee

C. Citizen Advisory Committee



V. Old Business

None



VI. New Business

A. Public Participation Plan Final Draft

Presented by Samantha Lara

PUBLIC PARTICIPATION PLAN



March 2022

TIMELINE

2016- 2017

- OahuMPO Public Participation Plan Review-- Meetings with CAC and TAC
- Public outreach
 - Stakeholders representing comprehensive range of geographic, demographic, and interest groups
 - Environmental Justice and Title VI population groups
 - Current OahuMPO stakeholders (online survey)
- Material assessment - website, social media, traditional media
- Best practice review - MPOs reviewed included Nashville and Minneapolis-St Paul

2019-2020

- OahuMPO staff convenes working group
- OahuMPO staff drafts PPP document for review based on working group's feedback and 2018 certification review recommendations
- OahuMPO staff presents drafts to CAC, TAC, and PB for comments; consults with FHWA community planner
 - OahuMPO staff takes into account comments received and finalized draft for 45 days of public and intergovernmental review

2018

- OahuMPO staff complete PPP draft
- OahuMPO staff forms a working group
- OahuMPO staff also review the 2018 Federal Certification Review Report

2021

- OahuMPO staff redrafts the PPP to reflect all comments received
- OahuMPO requests review and feedback from the working group
- OahuMPO consults with FHWA
- OahuMPO staff present the revised draft to the CAC, TAC, and PB
- OahuMPO releases the draft for intergovernmental and public review due to substantial changes being made

2022

- OahuMPO presents the final draft to the PB for approval

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- OahuMPO presents the final draft to the PB for approval March 2022

INTERGOVERNMENTAL AND PUBLIC REVIEW: COMMENTS RECEIVED

OahuMPO Public Participation Plan Summary Comments

The following information is a compilation of comments received on the OahuMPO Public Participation plan from August 2019-October 2021. The PPP has been in circulation for comments for this lengthy time period due to setbacks caused by COVID-19 and staff turnover, along with revisions. Although major revisions were not made, the time lapse in the PPP discussion has warranted the need for the document to be reviewed and comments solicited.

2022 Intergovernmental and Public Review

OahuMPO solicited feedback from government agencies and the public between December 9, 2021 and January 14, 2022.

Comment No.	Page Number & Section	Comment	OahuMPO Staff Response
1	Throughout	DTS: Suggest following general rules for acronyms. Acronyms are usually only written out when first mentioned, i.e. Page 1-- MPO is not written out, Page 2-- MPO is written out and HDOT is written out twice, etc.	Thank you for this suggestion. The change has been made.
2	Throughout	DTS: Consistent use of acronyms. Although "Policy Board" is listed as "PB" under abbreviations and acronyms, throughout the document it is spelled out (whereas CAC, and TAC are abbreviated throughout)	Thank you for this suggestion. The change has been made.
3	9- TIP	DTS: Suggest replacing "TIP for Federal Fiscal Years 2019-2022" with "...2022- 2025"	Thank you for this suggestion. The change has been made.
4	10- Chart 4.1	DTS: #6 Governor Designee Approval. Replace "Statewide TIP" with "STIP"	Thank you for this suggestion. The change has been made.
5	25- Chapter V, Step 4	DTS: Suggest adding to sentence, "...OahuMPO will consider the plethora of options from the following comprehensive resources which includes but not limited to.."	Thank you for this suggestion. The change has been made.
6	General	DHHL: recommends that Hawaiian Homestead community associations and other (N)ative Hawaiian organizations be included in the public participation process.	Thank you for this recommendation.

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ALL COMMENTS RECEIVED
pertain to grammar corrections.

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ALL COMMENTS RECEIVED
have been addressed.

MAHALO

Contact me if there are any questions:
Samantha.lara@oahumpo.org





*Requested Action:
Approve the OahuMPO
Public Participation Plan as presented*



VI. New Business

B. OahuMPO Overall Work Program (OWP) SFY 2022 Revision #2

Presented by Nicki Smith



OWP Overview

- OahuMPO Operations: Staff time, overhead, consultant support necessary to meet federal requirements
- Planning studies by subrecipients

Funding Sources

- Metropolitan planning (PL) funds from FHWA/FTA – 80% federal / 20% local funds
- Local match from partner agency annual dues
- Local match for planning studies provided by subrecipients



Overall Work Program FY2022 as of Revision #1

OWP FY2022 as of Revision #1	Federal	Local	Total
OahuMPO Regular Operations	\$ 1,500,000	\$ 375,000	\$ 1,875,000
OahuMPO Special Budget Item - Modeling Data Purchase	\$ 240,000	\$ 60,000	\$ 300,000
Subrecipient Studies- New in FY2022	\$ 432,915	\$ 108,229	\$ 541,144
	\$ 2,172,915	\$ 543,229	\$ 2,716,144



Revisions to the OWP

Administrative Modification (minor changes)

- Funding transfers do not exceed \$100,000
- Tasks/objective are unchanged
- No public, CAC, intergovernmental TAC or PB reviews are required

Amendment (major changes)

- Funding transfer exceeds \$100,000
- Objective and/or tasks have changed
- A work element is added or deleted
- Must go out for review by the CAC, general public, intergovernmental review and TAC. Must be approved by the PB and sent to FHWA/FTA

Revision #2 is an amendment because it changes the objectives and tasks of OahuMPO work elements, deletes programmed subrecipient planning studies, and one funding transfer exceeds \$100,000.



Changes Proposed in Revision #2

Staff time budget adjustments – no net increase to overall staff time budget of \$1,230,000

Transfer of funds into Travel Demand Forecasting Model (TDFM) budget– net increase of \$154,927 to the total OWP FY2022 budget

Deletion of programmed studies



Staff Time Budget Adjustments

- Adjustments to accommodate changes to salary ranges
- Transfer of funds into PTO work element to cover anticipated vacation payouts
- Small adjustments to move funds between existing staff time work elements



Transfer of funds into TDFM Data Purchase

- TDFM Data Purchase Funds are budgeted both in OahuMPO's operations budget of \$1.875 million and in a special budget item
- Funds transferred from closed or expired consultant contracts with balances remaining - \$154,927
- Funds transferred from ORTP dashboard budget - \$120,000
- Transfers increase the cumulative TDFM Data Purchase from \$440,000 to \$714,927.
- Data purchase funds will be expended in April 2022 as a contribution to the National Household Travel Survey pooled fund



Deletion of programmed studies

- **Congestion & Mobility Pricing Study**
 - Deletion formally requested by DTS

- **Dillingham Corridor Mobility Data Planning Study**
 - Deletion formally requested by HART



Table 7: OWP FY2022 Revision #2 Budget Summary by Cost Category

Cost Category	OWP FY2022 As of Rev #2				Revision #2 Changes
	FHWA-PL	FTA 5303(d)	Local Match	Total	
OahuMPO - Regular Operations Budget					
Staff Time	\$827,773	\$156,227	\$246,000	\$1,230,000	\$0
Consultant	\$312,000 \$208,500	-	\$78,000 \$52,125	\$390,000 \$260,625	-\$129,375
Overhead		\$132,000 \$139,500	\$33,000 \$34,875	\$165,000 \$174,375	\$9,375
Prof Development	\$0	-	\$0	\$0	\$0
TDFM Data Purchase	\$72,000 \$168,000		\$18,000 \$42,000	\$90,000 \$210,000	\$120,000
SUBTOTAL	\$1,204,273	\$295,727	\$375,000	\$1,875,000	\$0
OahuMPO - Special Budget					
TDFM Data Purchase	\$240,000 \$363,942		\$60,000 \$90,985	\$300,000 \$454,927	\$154,927
Subrecipient					
Active Transportation Monitoring I (DTS)	\$28,000		\$7,000	\$35,000	\$0
Active Transportation Monitoring II (DTS)	\$168,000		\$42,000	\$210,000	\$0
Active Transportation Monitoring III (DTS)	\$160,000		\$40,000	\$200,000	\$0
OWP FY2022 Rev 1 Amendments	\$76,915		\$19,229	\$96,144	\$0
SUBTOTAL	\$432,915		\$108,229	\$541,144	
As of Revision #1 TOTAL	\$1,877,188	\$295,727	\$543,229	\$2,716,144	
Revision #2 TOTAL	\$2,001,130	\$295,727	\$574,214	\$2,871,071	\$154,927



Table 8: Summary of Funding and Programmed Expenditures

Description	FHWA-PL	FTA 5305(d)	Member Agency Dues	Subrecipient Match	Total
FUNDING SOURCES					
FY2022 Expected Funding Sources	\$1,418,108	\$295,727	\$375,000	\$52,729	\$2,141,564
Available funds from prior OWP - Table 5	\$691,582	\$0	\$90,985	\$55,500	\$838,067
Total Available Funding	\$2,109,690	\$295,727	\$465,985	\$108,229	\$2,979,632
FUNDING REQUEST					
OWP FY2022 Revision #2	\$2,001,130	\$295,727	\$465,985	\$108,229	\$2,871,071
Difference	\$108,560	\$0	\$0	\$0	\$108,561

← This amount increased by \$154,927



Public & Intergovernmental Review

Public & Intergovernmental
Review Period:

January 19th – February 11, 2022

No public comments received

“No comment” responses from
DBEDT, DAGS and State
Department of Budget & Finance

Comment received from the City
and County of Honolulu
Department of Planning and
Permitting



Department of Planning & Permitting

The Department of Planning and Permitting (DPP) supports including funding for the **Congestion and Mobility Pricing Study** in a future Overall Work Program.

OahuMPO Response

OahuMPO is de-programming this study upon written request by DTS based on local match availability and staff capacity.

A congestion pricing study may be proposed again in the future.



Revision #2 Actions Taken by Advisory Committees

Citizen Advisory Committee Action

- Unanimously recommended PB approval of Revision #2 with the annotation that the CAC supports doing a congestion pricing study in the future

Technical Advisory Committee Action

- Unanimously passed a motion to recommend PB approval of Revision #2



Requested Action: Recommend Policy Board Approval of Revision #2 to the OWP FY2022, as presented.



VI. New Business

C. Oahu Regional Transportation Plan (ORTP) 2050
Public Engagement Plan
Presented by Samantha Lara



Oahu Regional Transportation Plan 2050: Public Engagement Plan

Purpose

Educate and inform the general public on ORTP planning and development processes, including the purpose of the discussion along with the areas in which the public can have the most impact;

Reach out to groups that have traditionally been underrepresented in transportation planning, and who bear the consequences of transportation investments, e.g., minorities, youth, poor, elderly, non-native English speakers, etc.; and

Build a collaborative and accountable relationship between the OahuMPO and the general public.



Oahu Regional Transportation Plan 2050: Public Engagement Plan

Goals

- GOAL 1: The public will be involved early and continuously in the decision-making process. OahuMPO staff will work with the public to manage their expectations of the impact their input may have on the final outcome of a work product.
- GOAL 2: All residents and mandated stakeholders will be given the opportunity to participate.
- GOAL 3: The public will be provided with educational opportunities to build capacity for meaningful participation.
- GOAL 4: Selected public participation techniques will match the purpose.
- GOAL 5: Progress in achieving the above goals will be measured and results reported.
- GOAL 6: Outcomes of public participation will be communicated and managed in realistic and pragmatic ways.



Public Engagement Strategies

Stakeholder outreach

Public presentations

Open houses

Incentives

Newsletters

Brochures, fact sheets, and other dispersible materials

Social media

Informational videos

Public meetings

Pop-up/partnering events



Feedback & Evaluation

How Feedback Will Be Used

- Consideration and response to all comments
- Coordination with agencies for responses
- Consideration of feedback when evaluating proposed projects

Evaluating our effectiveness

- Questionnaires
- Surveys
- Polls
- Assessment of outreach tools
- Staff debriefings



How you can help!

Participate
in outreach
efforts

Help get the
word/surveys
out to your
community

Provide the
MPO feedback
along the way
(How are we
doing with
outreach?)



VI. New Business

D. Strategic Plan Survey

Presented by Mark Garrity



OahuMPO Strategic Plan Survey of Policy Board Members

A Strategic Plan was a recommendation of the 2018 Federal Certification Review (an outstanding recommendation from the 2014 Review)

“Prepare 5-year Strategic Plan - outlining upcoming product deadlines; training interests and needs; technical capacity and professional service needs; administrative procedures, processes and deadlines; and new product and planning opportunities and timelines.”

To gauge current Policy Board sentiment, a survey was sent to PB members and alternates

- Sent to 25 people on 2/7/2022 (14 board members and 11 alternates)
- 11 responses received to date

A summary of responses is provided in the following slides.



OahuMPO Strategic Plan - Summary of Survey Results

MPO activities, purpose, federal requirements

Q: Do you feel you understand the activities and purpose of OahuMPO?

A1. I understand most of the activities and purpose (6 votes)

A2. I fully understand the activities and purpose (5)

Q: Do you feel that OahuMPO is fulfilling its purpose and meeting its federal requirements?

A1. OahuMPO is meeting all of its purpose and all of its federal requirements (6)

A2. OahuMPO is meeting most of its purpose and most of its federal requirements (4)

A3. OahuMPO is meeting some of its purpose and most of its federal requirements (1)



OahuMPO Strategic Plan – Summary of Survey Results

Federal funding process and requirements

Q: Do you understand the Federal funding process for transportation projects?

A1. I understand the Federal funding process (5)

A2. I understand most of the Federal funding process (3)

A3. I understand some of the Federal funding process (3)

Q: Do you understand the Federal requirements for transportation projects?

A1. I understand the Federal requirements (6)

A2. I understand some of the Federal requirements (3)

A3. I understand most of the Federal requirements (2)



OahuMPO Strategic Plan – Summary of Survey Results Time Commitment

Q: What are your thoughts regarding the monthly time commitment required of OahuMPO Policy Board members, including reviewing materials and time spent in the Policy Board meeting?

A1. The time allocated is adequate (7)

A2. There isn't enough time to fully understand the materials to make informed decisions (3)

Nobody thought there was too much time allocated to the meetings

There was also one comment received:

“One hour is sufficient for most items as they have been vetted by TAC and CAC; but there are times when more time is needed. There should be a way to plan for these.”



OahuMPO Strategic Plan – Summary of Survey Results

Making Informed Decisions

Q: Which of the following would help you make more informed decisions regarding long-range transportation investments on Oahu?

A1. Workshops with HDOT, DTS, and HART staff to discuss the costs, benefits, and details of proposed projects (5)

A2. Training about Federal Funding and Requirements (4)

A3. Quarterly presentations by OahuMPO staff on best practices used by other MPOs (4)

A4. More detailed project descriptions and evaluations (3)

There were also several comments and suggestions (shown on next slide)



OahuMPO Strategic Plan – Summary of Survey Results Making Informed Decisions

Q: Which of the following would help you make more informed decisions regarding long-range transportation investments on Oahu?

Comments Received:

“Possibly hold an annual board retreat to have time for all of the above and more. If a strategic plan is developed it would be good to have an implementation plan and spell (out) how board members and their agencies can/should be involved.”

“Regular project status reports and metrics”

“More detailed baseline data from the MPO. Data should include all metrics necessary to inform of problems, establish system needs, and measure effectiveness of projects or initiatives. The data should illustrate fatality and major accident locations, connectivity and capacity needs for all modes of transportation based on origin-destination mapping, future demand for all modes, condition of infrastructure, areas requiring mitigation for present and future climate impacts, and volumes of all transportation modes.”

“Regular planning meetings between PB, TAC, and CAC to go over recommendations in the OWP”



OahuMPO Strategic Plan – Summary of Survey Results

How to Help

Q: Which of the following would be most helpful for you as a Policy Board member?

A1. Invite FHWA/FTA officials to discuss requirements and opportunities under the new infrastructure law (9)

A2. Attend MPO-related conferences or meetings with my peers in other cities and regions (7)

A3. Visit places that are similar to Oahu and speak directly to my peers (6)

A4. Invite peers to Hawaii to meet and discuss their challenges and successes (4)

There were also several comments and suggestions (shown on next slide)



OahuMPO Strategic Plan – Summary of Survey Results

How to Help

Q: Which of the following would be most helpful for you as a Policy Board member?

Comments Received:

“Not necessarily visit (other cities) as this might be cost-prohibitive in our budget but with zoom capability we can zoom them in on various topics.”

“Bring in (in-person or virtually) speakers that can talk about innovative work, practices, and policies that other MPOs are doing. Or updates/trainings on best practices from experts.”

“Training Sessions or a Video Describing the Role of the OahuMPO”

“Data must be available for the board to make informed decisions”



OahuMPO Strategic Plan – Summary of Survey Results Other Thoughts and Ideas

Q: Do you have any other thoughts or ideas regarding the development of a Strategic Plan?

Comments Received:

“Provide the parameters, the environmental landscape, the fiscal constraints and opportunities so we can agree on clear goals and pathways forward.”

“Involve as many stakeholders in the process as possible.”

“I believe the OahuMPO can do more by sending out press releases and doing Resolution writing to assist Policy Board members.”

“Determine your strategic position. Prioritize your objectives. Develop a strategic plan. Execute and manage your plan. Review and revise the plan.”

“Have the data available to ensure the strategic plan has a technical nexus and takes the Hawaii user, the need to fix land use, and the need to preserve the infrastructure into account when considering how we reduce VMT, improve resiliency, and reset the system for sustainable fuel vehicles.”

“Seems duplicative to the OWP”



OahuMPO Strategic Plan Next Steps

1. Review current status of the specific recommendations from the 2014/2018 Federal Certification Review:

“Prepare a 5-year Strategic Plan that addresses...

- Upcoming product deadlines;
- Training interests and needs;
- Technical capacity and professional service needs;
- Administrative procedures, processes and deadlines; and
- New product and planning opportunities and timelines.”

2. Consider past work products and efforts: e.g., 2015 OahuMPO Planning Process Review by Tindale Oliver

- Look for opportunities to apply lessons-learned from that exercise
- Were there recommendations made that are still relevant, but weren't applied?
- Check in with people involved in previous exercises

3. MPO Director and Staff will review past efforts, consider the above items, and provide an update at the next Policy Board meeting.

Also... we currently have a small amount of funds proposed in FY23 budget to support development of a Strategic Plan. Potentially could be used for facilitation, report preparation, research, or other needs.

Mahalo!



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



VIII. Announcements

IX. Adjournment