



## Memorandum

To: Policy Board Members  
From: Mark Garrity, Executive Director  
Date: May 31, 2022

### Executive Director's Report

#### *Overall Work Program (OWP)*

Revision #2 of the FY2022 OWP was approved by the Federal Highway Administration (FHWA) on April 7, 2022.

#### *Transportation Improvement Program (TIP)*

The Statewide TIP (STIP) revision #2, which includes the OahuMPO TIP revisions #2 and #3, was jointly approved by FHWA and FTA on April 16. TIP Revision #4 includes pre-approved administrative modifications and was requested to be incorporated into the STIP on May 11. TIP Revision #4 can be viewed here: [https://www.oahumpo.org/?wpfb\\_dl=2626](https://www.oahumpo.org/?wpfb_dl=2626).

TIP Revision #5 contains Expedited Administrative Modifications which do not require public or governmental comments nor review by the TAC. This revision will go directly to the Policy Board for approval and will be presented to the Policy Board along with Revision #6 in June.

The next cycle of TIP revisions began in April and a draft TIP revision document went out for public comment and intergovernmental review on May 10<sup>th</sup>. Comments were due on May 24<sup>th</sup>.

#### *Procurement*

A consultant has been selected for the Travel Demand Forecasting Model (TDFM) contract procurement. The Attorney General's office completed their review and cleared the document to move forward. It was signed by the HDOT Director and is in process at HDOT's Statewide Transportation Planning Office. The Notice to Proceed will be issued soon.

OahuMPO submitted the final payment in April for the purchase of the NextGen National Household Travel Survey data required for the update of the regional travel demand model.

A Request for Qualifications (RFQ) for the Oahu Regional Transportation Plan (ORTP) 2050 consultant procurement was issued in March, but the minimum number of proposals was not obtained. The RFQ was revised to be more attractive to smaller firms and has been re-posted with a new deadline of June 3, 2022.

### ***Quarterly Financial Report***

The OahuMPO 3<sup>rd</sup> Quarterly Financial Report is attached to this report.

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

The TAC met on May 13. They received a presentation on the final draft of the FY2023 Overall Work Program (OWP) and voted to recommend the Policy Board endorse the document. They also received a briefing from the Hawaii Department of Transportation (HDOT) on newly developed tools to help enhance the Statewide Transportation Planning Process. The next TAC meeting is scheduled for June 10.

### ***Citizen Advisory Committee (CAC)***

The CAC met on April 6 and discussed possible revisions to their bylaws and procedures for receiving public comments on OahuMPO work products. No other business was conducted.

At their May 4 meeting, the CAC received a presentation on the final draft of the FY2023 Overall Work Program (OWP) and voted to recommend the Policy Board endorse the document. They also received a presentation by the Department of Transportation Services (DTS) on the Multi-Modal Transit Asset Management Plan. The next CAC meeting is scheduled for June 01.

### ***Personnel and Training***

Congratulations to Samantha Lara who was promoted to Transportation Planner effective May 1. Also, OahuMPO welcomed Dallas Ige, our new Assistant Transportation Planner. Dallas started at OahuMPO on May 16.

The OahuMPO Executive Director attended the Association of Metropolitan Planning Organizations (AMPO) Planning Tools and Training Symposium in Fort Lauderdale, Florida, held May 16-19. The in-person symposium brought together MPO staff and practitioners to share information on a variety of MPO technical issues and provided peer-to-peer training for the MPO community to discuss challenges, opportunities, and implementation strategies.

### ***Strategic Plan***

Here is a summary of actions taken place to date related to development of an OahuMPO strategic plan:

1. A poll of Policy Board Members and Alternates was completed in March, asking for their views on the OahuMPO and regarding their understanding of federal transportation policies and procedures.  
Lessons learned: look for workshops or peer exchange opportunities for Board members; focus on individual needs for training and provide tailored solutions.
2. MPO Strategic Plans from other locations were reviewed, including plans from Florida, Massachusetts, Pennsylvania, Iowa, and Idaho.  
Lessons learned: Focus on near-term and mid-term actions that have the most impact; tailor the strategic plan for the specific location, needs, and opportunities.

3. Past work products such as the 2015 OahuMPO Planning Process Review by Tindale Oliver were examined. We reviewed the Plan and Implementation Spreadsheet, and now considering the applicability and status of items.  
Lesson learned: Some ideas and suggestions from past efforts are still relevant and should still be addressed; adapt the strategic plan to current needs; use a flexible approach, taking new information and conditions into account.
4. Reviewed drafts of a strategic plan and other work products completed in-house by OahuMPO staff.  
Lesson learned: Existing draft is a good starting point for new Strategic Plan; the Plan could be completed in-house.

#### Proposed Next Steps:

We will prepare a draft Strategic Plan in-house, using past efforts as a starting point. The Plan will cover a five-year period including FY2023 to FY2027. We are proposing to include, at a minimum:

- Recommendations from 2018 Federal Certification Review
- MPO Key Work Products and Deadlines
- MPO Staffing, Retention, and Workforce Development
- Administrative Procedures, Processes, and Deadlines
- New Work Product and Planning Opportunities

A small amount of funds is proposed to be included in FY23 OWP to support the Strategic Plan and would be used only if needed.

#### *Federal Grant Application*

OahuMPO staff is working with City staff on a potential federal grant application for the Safe Streets and Roads for All program. We will add this topic to the agenda for next month's Policy Board meeting and provide a more detailed explanation of the grant proposal at that time.