Minutes of the
Oahu Metropolitan Planning Organization

TECHNICAL ADVISORY COMMITTEE

Wednesday, September 8, 2010, 1:30 p.m.
Department of Transportation 5th Floor Conference Room
869 Punchbowl Street, Honolulu, Hawaii

Members Present:

Mark Au, Chair	DTS	Steve Young	DPP
Eugene Tian	DBEDT	Kathy Sokugawa	DPP
Abe Mitsuda	DBEDT-OP	James Burke	DTS
Ryan Fujii	DOT	A. Ricardo Archilla (ex officio)	UH
Ed Sniffen	DOT		

Members Absent:
Steve Wong (FAA, ex officio), Elizabeth Fischer (FHWA, ex officio), (vacant, FTA, ex officio), Gareth Sakakida (HTA, ex officio)

Guests Present:
Kevin Killeen Resident

OahuMPO Staff Present: Brian Gibson, Randolph Sykes, and Pamela Toyooka

The meeting was called to order at 1:36 p.m. by Chair Mark Au. A quorum was present. Everyone introduced themselves.

I. APPROVAL OF THE JUNE 29, 2010 MEETING MINUTES

Ed Sniffen moved and Kathy Sokugawa seconded that the minutes of June 29, 2010 be approved as circulated. The motion was unanimously carried.

II. FY 2011 OVERALL WORK PROGRAM (OWP) REVISION #2

OahuMPO Executive Director Brian Gibson gave a presentation on the draft FY 2011 OWP Revision #2. The proposed revision included the addition of a work element to assess the relative vulnerability of key transportation assets to the impacts of global climate change. The Federal Highway Administration (FHWA) provided grants to five metropolitan planning organizations or departments of transportation to conduct pilot studies using FHWA's proposed methodology. Mr. Gibson spoke of his ongoing efforts to obtain the matching local funds for this project.

Ms. Sokugawa moved and Mr. Sniffen seconded that the TAC recommend approval of the FY 2011 OWP Revision #2. The motion was unanimously carried.

III. DISCUSS PROPOSED OWP PROCEDURES DOCUMENT

Handout: Draft OWP Process & Procedures

Randolph Sykes gave a presentation on the proposed changes to the OWP Process and Procedures. The goal of the changes is to help improve the overall OWP process and the products that come out as a result of it – to make sure that everybody is on the same page regarding the federal requirements that need to be met, the responsibilities of the various project managers and players, and the priorities that are used by the MPO in evaluating the proposed projects that come in.

Mr. Sykes stated that the procedures and forms for introducing new proposed projects, invoicing, and closing out projects have been added to the document.

Mr. Sykes stated that, per Elizabeth Fischer, FHWA is requiring the following:

- Quarterly interim reports must be submitted.
- The OWP forms and the State Planning and Research (SPR) forms for the quarterly reports need to be similar to each other.
- The OWP process and the SPR process need to have a greater amount of consistency between them.
- There will be quarterly meetings between OahuMPO and each project manager. These meetings will be to clarify what the project is, where it stands, and how it is going; and to find out if there is anything OahuMPO, FHWA, or any other agency can do to help.
- When the agencies submit their annual reports to OahuMPO, OahuMPO would then submit all the reports, as is, under one cover executive summary, to FHWA and Federal Transit Administration (FTA).
- The agencies must include their Disadvantaged Business Enterprise reports with their annual reports.
- The agencies must, during the public review process of each project, provide copies of the draft document to the OahuMPO, FHWA, and FTA for their review. They want to be able to participate in the review of the documents prior to them being finalized. The FHWA & FTA letter notifying the OahuMPO and the participating agencies of the approval of the OWP will be more like a contract which includes notification of this requirement.
- The projects in the OWP must begin during the year in which they are approved. The projects must be completed within three years.
- No federal reimbursements will be made for work done after a contract has expired.
- If there is a change in the scope of work or in the dollar amount of the project that is more than 10%, the project needs to be re-approved by the Policy Committee.
- Agencies must submit complete project descriptions or details and realistic schedules.

Per Mr. Sykes, Ms. Fischer also had specific issues with:

- Spelling and English grammar;
- The use of acronyms that are not defined; and
- The lack of insights into the projects' progress and outcomes.

Mr. Sniffen stated that, part of Hawaii Department of Transportation's (HDOT) dealings with FHWA is to make sure that FHWA understands that HDOT directs their program, not FHWA. According to what was presented, the proposed changes were made because Ms. Fischer wants them. What authority does she have to impose her wants and dislikes upon the agencies? What is a regulation and what is an opinion? HDOT is all for best business practices. However, FHWA has to understand that they have no authority to say, "I don't like this, so I'm not going to pay you." The program is HDOT's; HDOT will fulfill the regulations. FHWA can make sure that HDOT fulfills those regulations. However, FHWA has to know where the regulations end and where their opinions begin.

Mr. Sykes responded that OahuMPO is exactly on the same page. Mr. Sykes added that, actually, in using Ms. Fischer's name in vain, it was sort of tongue-in-cheek.

Mr. Sniffen responded that he appreciated OahuMPO's sentiments, as he wanted to make sure that they are on the same page. He stated that this has been an ongoing thing. It is not all FHWA's fault; it is partly HDOT's fault. HDOT has been deferring to FHWA quite a bit in the past. Mr. Sniffen added that he wanted to make sure that it is clear that this has to end.

Chair Au requested that, for the record, HDOT's and all other comments and discussion be reflected in the TAC minutes, as he echoed Mr. Sniffen's concerns as well.

Mr. Sniffen added that he has nothing against FHWA; it is just that FHWA needs to be aware of where the program ends and where HDOT's responsibilities begin.

Chair Au requested to see where the changes to the OWP Process and Procedures document were made. Mr. Sykes replied that he would e-mail the previous version of the document to the members.

Ms. Sokugawa stated that the inclusion of invoicing procedures and forms are helpful. She felt that the quarterly meetings should be dialogues rather than a one-way report on a project.

In response to Chair Au's request for a timeline following the members' submissions of their comments by the end of September, Mr. Sykes stated that the document will be finalized and distributed to the participating agencies.

IV. OTHER BUSINESS (Announcements Only)

There being no other business, the meeting was adjourned at 2:30 p.m.