

Minutes of the
Oahu Metropolitan Planning Organization

POLICY BOARD

Monday, September 21, 2015, 1:30 p.m.
Honolulu City Council Committee Meeting Room, Room 205
530 South King Street, Honolulu, Hawaii

Members Present:

Councilmember Joey Manahan	DPP Director George Atta
Councilmember Ann Kobayashi	DOT Deputy Director Ed Sniffen [Alternate]
Councilmember Brandon Elefante	DTS Director Michael Formby
Senator Will Espero	FHWA Division Administrator Mayela Sosa (Non-Voting)
Senator Michelle Kidani	DOH Administrator Lola Irvin (Non-Voting)
Representative Ryan Yamane	OP Acting Director Leo Asuncion (Non-Voting)
HART Executive Director Dan Grabauskas	

Member(s) Absent: Representative Henry Aquino

Guests Present:

Kanani Iaea (Enterprise)	Doug Chun (Office of Council Services)
Rodney Boucher (Neighborhood Board #23)	Joe Magaldi (CAC Chair)
George Stewart	Andrea Anixt (Kaaawa Community Association)
Liz Fischer (FHWA)	Ryan Tam (HART)

OahuMPO Staff Present: Chris Clark, Randolph Sykes, Brian Gibson, Taylor Ellis

I. Call to Order by Chair

The Chair called the meeting to order at 1:33 p.m.

II. Roll Call

Members introduced themselves.

III. Approval of the July 20, 2015 Policy Board Meeting Minutes

Representative Yamane moved, seconded by Councilmember Kobayashi, to approve the minutes as circulated. There being no objections or reservations, the minutes were approved.

IV. Reports

a. Executive Director

i. FY 2014 Audit

Director Gibson noted that many details were provided in his written report. He stated that there was a balance of \$3.2 million in unobligated planning funds. The primary constraints to using the funds were local match and staff time. He noted that it was not yet an issue, but it could become an issue in that there was a time

limit to obligating the funds. If OahuMPO continues to under-obligate its available funds, a point will be reached when it will lose some of those unobligated monies.

The audit did also include a number of findings which he quickly summarized. He noted that staff was in various stages of addressing all of the findings. He reminded members that the staff Financial Specialist had recently retired, but when a new person was hired, they would begin addressing a number of the findings in earnest.

He also quickly summarized the auditor's procedural comments as well.

ii. Timeline for Completion of the Oahu Regional Transportation Plan 2040

Director Gibson noted that the Federal Highway Administration ("FHWA") remains firm that the plan deadline is April of 2016, despite the fact that staff had been preoccupied addressing Federal corrective actions for the past year. He also noted that staff had begun work on updating the plan prior to the corrective actions but the schedule for completion is aggressive. He said he hoped to have a draft for the Policy Board's review in January, and cautioned that it would be a minimal update.

iii. Call for Projects for the Transportation Alternatives Program ("TAP")

Director Gibson noted that staff will be releasing a call for TAP projects later this month and intended to incorporate the TAP projects into the Transportation Improvement Program ("TIP") in the first regularly scheduled TIP amendment in the spring of 2016.

iv. Staffing

Director Gibson noted that the agency was currently hiring a Financial Specialist, an Administrative Assistant, and a permanent Community Planner which was currently filled with an 89-day temporary employee. He cautioned members that work flow would slow down in the face of these staffing constraints. He also said that later in the year he would be presenting a staffing plan to help achieve the goals of the new Comprehensive Agreement.

In response to questions from the Board members, Director Gibson stated:

- He did not have a breakdown of the planning funds with him today, but he would get it and provide it to the Policy Board;
- The planning funds were not in immediate danger of lapsing as long as the Overall Work Program ("OWP") continues to be approved annually and the funds are obligated in a timely fashion;
- Only projects seeking TAP funding need to go through the TAP evaluation process before being added to the TIP;
- The unobligated balance of planning funds could only be used for planning projects or planning activities;
- The dollars used to match the Federal planning grant had to be local – you cannot match a Federal grant with a Federal grant – but outside of that there was no restriction on what money could be used as match;
- The matching requirement for the planning funds was 80/20;
- There is no maximum amount for a planning grant;

- The planning grant funds could maybe be used for Rideshare;
 - Administrator Sosa clarified that the funds could only be used for planning activities; not implementation

b. Technical Advisory Committee

A member of the TAC was not present to provide the report, so this item was deferred.

c. Citizen Advisory Committee

Chair Magaldi reiterated that the CAC would really like to be a non-voting member of the Policy Board and he wanted to raise that issue again.

V. Old Business

There was no Old Business to address.

VI. New Business

a. Consider Approval of the Overall Work Program Process & Procedures

Director Gibson explained that the deadline for addressing the Tier 2 Federal corrective actions was September 25th. He said that for some of the documents there were still some issues and concerns, but his recommendation was to get the documents approved and in place to meet the Federal deadline, and then continue to address the concerns later.

He summarized the draft OWP Process & Procedures as shown in the draft document.

He noted that the TAC did recommend approval but had some areas of concern that they wanted to continue to address, including:

- Period of performance requirements
- The policy discouraging the use of third-party in-kind services as match
- The policy of including OahuMPO staff as non-voting members of the selection and evaluation committees for OWP planning projects managed by a participating agency
- The requirement for a sub-award agreement
- The maintenance of records requirements

Ms. Anixt provided testimony regarding a North Shore Corridor Study, urging that the project as described to be completed as an OWP project or be completed by the Hawaii Department of Transportation.

Director Formby moved, seconded by Director Atta, to approve the OWP Process & Procedures as presented and direct staff to continue working with the Technical Advisory Committee to address any outstanding issues in the near future. There being no objections or reservations, the motion was approved.

b. Consider Approval of the Public Participation Plan Process & Procedures

Director Gibson summarized the draft Public Participation Plan process and procedures document.

Senator Espero asked about the performance metrics and targets and how the percentage of those affected by a project would be defined. Discussion ensued. Generally, there was concern that the targets were difficult to define.

Senator Espero moved, seconded by Brandon Elefante, to approve the Public Participation Plan Process & Procedures as presented, but remove the performance targets in metrics 1 through 4. There being no objections or reservations, the motion was approved.

c. Consider Approval of the Congestion Management Process & Procedures

Director Gibson summarized the draft Congestion Management (“CMP”) Process & Procedures document, and the public and intergovernmental comments received on the draft document.

Senator Espero asked about the timetable for the completing the updated CMP.

Senior Planner Clark explained that his hope was to release the Request for Proposals in the next 3 to 6 months and complete the update in the next 18 to 24 months.

Senator Espero stated his thoughts about using staff to do more work rather than using consultants.

Director Formby asked about the absence of rail in the document, and said he felt there needed to be a discussion of rail as a congestion management strategy.

Director Gibson agreed and said staff could add rail as a strategy.

Director Atta asked about the collection of data for performance measures and who would be responsible for that data.

Director Gibson said the process would use existing data to the extent possible, but staff was also looking at purchasing data sets from companies like INRIX. As a last resort, OahuMPO staff would collect the data.

Chair Manahan and Director Formby both suggested that the Joint Traffic Management Center be listed as a congestion management strategy. Director Formby noted that the report listed it as the Alapai Traffic Management Center, and the name should be corrected.

Senator Espero moved, seconded by Representative Yamane, approval of the Congestion Management Process and Procedures with the changes regarding the rail project and the Joint Traffic Management Center, as discussed.

Andrea Anixt provided public testimony regarding toll roads in the Koolauloa and North Shore areas to provide funding for projects.

There being no objections or reservations, the motion was approved.

d. Consider Approval of the Transportation Improvement Program Process & Procedures

Director Gibson summarized the draft process for developing the Transportation Improvement Program (TIP).

Director Grabauskas suggested changing the phrase on page 16 from “...gets HART Board approval...” to “...gets HART approval.”

Chairman Manahan asked how long a project typically stays on the TIP until it gets implemented.

Director Gibson explained that the TIP is rewritten every four years, but twice each year it gets amended.

There was discussion about how projects get put into the TIP and when they are removed or delayed.

Ms. Anixt provided public testimony regarding TIP projects in the Kaaawa area and suggested that some of the projects should be made more of a priority rather than putting them off.

Representative Yamane moved, seconded by Councilmember Kobayashi, to approve the TIP Process and Procedures with the following changes: 1) Replace the phrase “data-driven” with “performance-measure-driven”; 2) Include definitions of “Obligation” and “Ready-to-Go” in the appendices; 3) Fix the appendices so there are not two Appendix C’s; 4) to change the phrase “HART Board approval” to “HART approval”. There being no objections or reservations, the motion was approved.

h. Consider Approval of the Administrative Supplemental Agreement.

Director Gibson suggested, given the time, that the Board jump ahead in the agenda and address item h. on the agenda first, and then go back to address items e., f., and g.

Chair Manahan agreed and, there being no objection from the Board members, the order of agenda items was changed.

Director Gibson summarized the Draft Administrative Supplemental Agreement, expressing his appreciation for HDOT’s assistance.

Representative Yamane asked, regarding projects in which there is a State or City match, is there agreement on who shall lobby the legislature or City Council for that match.

Director Gibson responded that match for OahuMPO is now provided by dues through the Financial Supplemental Agreement which HDOT will submit as part of their budget request to the legislature. A similar process will occur on the City side with DTS submitting the dues request to the Council.

Deputy Director Sniffen moved, seconded by Director Formby, to approve the Administrative Supplemental Agreement as presented, subject to the review and approval of the Attorney General’s office, and to give the Chair the authority to sign the document. There being no objections or reservations, the motion was approved.

e. Consider Approval of the List of Planning Data Process & Procedures.

Director Gibson summarized the Draft List of Planning Data Process & Procedures.

Director Grabauskas moved, seconded by Senator Espero and Deputy Director Sniffen, to approve the List of Planning Data Process & Procedures, as presented. There being no objections or reservations, the motion was approved.

f. Consider Approval of the Oahu Regional Transportation Plan Process & Procedures.

Director Gibson summarized the Draft Oahu Regional Transportation Plan (ORTP) Process & Procedures.

In response to questions from the members, Director Gibson state:

- The Federal deadline for approval of the next ORTP is April 2016.
- The ORTP can be amended, though it’s not a simple matter.

- An illustrative list of projects would be shown in the ORTP.
- He was not aware of any minimum dollar amount for projects in regulation, but smaller projects do tend to be grouped together.
- OahuMPO staff could do some of the public relations work identified in the document for consultants if they have the skill set in-house.

Director Grabauskas noted, regarding page 12, that, again, references to “HART Board approval” should be changed to “HART approval”.

Director Atta said that he had staff comments that he would like to have addressed in the process.

Director Gibson said he would, and in response to a follow-up question from Senator Espero, clarified that if the DPP staff comments were technical and non-substantive, he was comfortable making the change, but if the comments were substantive, he would bring the comment back to the Policy Board in the future to consider.

Director Formby asked how short-term projects were included in a long-range plan.

Director Gibson said that it was done near the end of the process.

Director Formby said that it didn’t seem logical to him because the short-range projects may be different by the time we reach the end of the planning cycle. But, he understood why it was done.

Administrator Sosa agreed that the planning cycle seemed long to her.

Chair Manahan asked if a visual timeline could be added to help visualize the steps in the process.

Senator Espero moved, seconded by Senator Kidani, to approve the Oahu Regional Transportation Plan Process & Procedures, with the following changes as recommended by the Technical Advisory Committee: 1) Page 4 – change the sentence to read “...illustrative candidate projects” rather than “...other candidate projects that are illustrative”; 2) Page 15 – include the City’s complete streets policy; 3) Page 17 – change “Forecast Conditions” to “Forecast”; 4) throughout the document specify where we mean OahuMPO staff as opposed to the OahuMPO Policy Board; 5) change “evaluate” to “describe”; 6) Page 29 – change “public involvement” to “public participation”; 7) change “HART Board approval” to “HART approval”. There being no objections or reservations, the motion was approved.

g. Consider Approval of the Title VI & Environmental Justice Process & Procedures.

Director Gibson summarized the draft Title VI & Environmental Justice Process & Procedures.

Deputy Director Sniffen moved, seconded by Senator Kidani, to approve the Title VI & Environmental Justice Process & Procedures, as presented. There being no objections or reservations, the motion was approved.

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

No additional public testimony was given.

VIII. Announcements.

Director Gibson reminded members of the preference poll for when the Policy Board would establish regular meeting days and asked that, if they had any preferences, that the member return the poll to him within the next 48 hours. He would be providing the results of the poll to the Chair who would set the regular meeting date.

IX. Adjournment.

Meeting adjourned at 3:30 p.m.

Written by Brian Gibson, Executive Director