



REVISED

NOTICE OF MEETING

Notice is hereby given that a meeting of the
OAHU METROPOLITAN PLANNING ORGANIZATION

POLICY BOARD

will be held on

Monday, July 20, 2015 at 1:00 p.m.

Council Committee Meeting Room 205

Honolulu Hale, 530 South King Street, Honolulu, Hawaii

AGENDA

FOR DELIBERATION AND ACTION:

- I. **June 30, 2015 Policy Committee Meeting Minutes**
- II. **Election of Chair and Vice-Chair**

The Chair and Vice-Chair shall serve until December 31, 2015. The OahuMPO Designation Agreement stipulates that the Chair and Vice-Chair shall be elected from among those OahuMPO Policy Board members who are elected officials of either the State or City. The duly-elected Chair shall be authorized to sign agreements on behalf of OahuMPO. In anticipation of the consideration of the Draft Policy Board Bylaws, if the Chair is a City Council member, the Vice-Chair shall be a member of the State Legislature, and vice-versa. The Chair shall be responsible for establishing the meeting agenda of the Policy Board. The Vice-Chair shall serve in the Chair's absence or in case of the Chair vacating elected office.
- III. **Consider Approval of the OahuMPO Comprehensive Agreement**

The Comprehensive Agreement shall rescind and replace the Comprehensive Agreement dated October 23, 2008. It establishes the structure and some of the operations of the OahuMPO, including Policy Board membership, non-voting members, the delegation of membership for ex-officio members, alternate members, advisory committees, funding, the powers and duties of the Policy Board, OahuMPO products, etc. The Comprehensive Agreement was developed through extensive coordination and collaboration with the OahuMPO participating agencies. Approval of the Comprehensive Agreement by the Policy Board is the final step in the approval process, and is necessary to meet the deadline for a federal corrective action. By the terms of the Designation Agreement, approval of the Comprehensive Agreement by the Policy Board will authorize the Policy Board Chair to sign the agreement on behalf of OahuMPO.
- IV. **Consider Approval of the Policy Board Bylaws**

The Policy Board Bylaws summarize the procedures by which the Policy Board will establish,

Oahu Metropolitan Planning Organization

organize, and guide the proper functioning of the OahuMPO transportation planning process. Approval of the Policy Board Bylaws is necessary to meet the deadline for a federal corrective action.

V. Consider Approval of the Financial Supplemental Agreement

The Financial Supplemental Agreement sets the local funding allocation amount that will be paid by the OahuMPO participating agencies for the purposes of supporting the functions of OahuMPO. The agreement was developed through extensive coordination and collaboration with the OahuMPO participating agencies. Approval of the Financial Supplemental Agreement by the Policy Board is the final step in the approval process and is necessary to meet the deadline for federal corrective action. By terms of the Designation Agreement, approval of the Financial Supplemental Agreement by the Policy Board will authorize the Policy Board Chair to sign the agreement on behalf of OahuMPO.

VI. Consider Approval of the Data Sharing Supplemental Agreement

The purpose of the Data Sharing Supplemental Agreement is to establish the procedures for the collection, maintenance, and sharing of regional data and information necessary to carry out the 3-C transportation planning process. The agreement was developed through extensive coordination and collaboration with the OahuMPO participating agencies. Approval of the Data Sharing Supplemental Agreement by the Policy Board is the final step in the approval process and is necessary to meet the deadline for federal corrective action. By terms of the Designation Agreement, approval of the Financial Supplemental Agreement by the Policy Board will authorize the Policy Board Chair to sign the agreement on behalf of OahuMPO.

VII. Consider Approval of Letter Requesting More Time to Complete the Administrative Supplemental Agreement

A federal corrective action requires that OahuMPO have in place an Administrative Supplemental Agreement with the Hawaii Department of Transportation (HDOT) no later than July 25, 2015. OahuMPO staff provided the first draft Administrative Supplemental Agreement to HDOT in early March; however, we received their revised draft late on July 9th and are still in the process of reviewing and understanding it. Staff recommends that we formally seek additional time from USDOT to complete this task.

VIII. Consider Approval of the Technical Advisory Committee Bylaws

The Technical Advisory Committee (TAC) Bylaws govern the proceedings, role, and functions of the TAC. Approval of the Policy Board Bylaws is necessary to meet the deadline for a federal corrective action.

IX. Consider Approval of Revision #5 to the Transportation Improvement Program (TIP)

The TIP obligates federal funding for surface transportation projects on Oahu. Revision #5 is an expedited administrative modification consisting of relatively minor adjustments to the TIP, some of which impact the regular formula FHWA funds programmed for Oahu. The details of the proposed changes can be found at: <http://www.oahumpo.org/plans-and-programs/transportation-improvement-program-tip/>.

X. Consider Approval of Revision #6 to the TIP

Revision #6 to the TIP is a major amendment which proposes to add two new projects, delete a project, and significantly revise three other projects. The details of the proposed changes can

be found at: <http://www.oahumpo.org/plans-and-programs/transportation-improvement-program-tip/>. The proposed changes were released for public review and comment. A summary of those comments will be provided to the Policy Board before action is taken.

- XI. Consider Approval of OahuMPO Staff Ethics and Code of Conduct Policy**
As part of OahuMPO's FY 2014 audit report, the auditor recommended the approval of an ethics and code of conduct policy for OahuMPO staff and the Policy Board. The proposed staff policy will be presented for consideration by the Policy Board.

- XII. Consider Approval of Executive Committee Bylaws**
Part of OahuMPO's federal corrective actions is the approval of bylaws for the Executive Committee. A set of basic bylaws were developed by OahuMPO staff; however, it is anticipated that, once the Executive Committee is elected and meets, the bylaws will be reviewed and may be adjusted.

FOR DISCUSSION:

- XIII. Semi-Annual Financial Report**
OahuMPO staff has assembled a status report of the agency's financial position, and will provide a summary of that report for the Policy Board's information.
- XIV. Citizen Advisory Committee Report**
A representative of the Citizen Advisory Committee will provide a brief report to the members.
- XV. Other Business (Announcements Only)**

PUBLIC TESTIMONY will be accepted on any Policy Committee agenda item. Testimony will be accepted as follows:

Oral Testimony

Oral testimony is limited to three (3) minutes per person, per agenda item.

- Written documentation of oral testimony is requested (submit 1 original to OahuMPO staff).
- Any person wishing to speak on an agenda item may register by:
 - Calling 587-2015 at least two (2) hours prior to the start of the meeting (calls to testify at meetings starting before 10:00 a.m. must reach the OahuMPO office prior to the close of the preceding business day); or
 - Signing up in person at the meeting prior to the start of the meeting.
- **Note:** Submittal of written testimony does not automatically place you on the list for oral testimony. Those wishing to testify orally, must still register to testify.

Written Testimony

- One (1) original and fifteen (15) copies of each written testimony is required.
- Written testimony must reach the OahuMPO office at least 24 hours prior to the start of the meeting (for Monday meetings, written testimony must reach the OahuMPO office by the prior Friday morning).
- Written testimony sent to OahuMPO via e-mail (OahuMPOTestimony@oahumpo.org) or fax (587-2018) will be accepted under the following conditions:
 - E-mailed and faxed testimony must reach the OahuMPO office at least 24 hours prior to the start of the meeting (for Monday meetings, e-mailed and faxed testimony must reach the OahuMPO

- office by the prior Friday morning). To confirm receipt of your testimony, you may call the OahuMPO office at 587-2015.
- E-mailed and faxed testimony should be limited to the equivalent of 4 single-sided 8-1/2" x 11" pages, including attachments and other supplemental information.
 - If testimony exceeds this requirement, OahuMPO will only copy and distribute the allowable number of pages.
 - OahuMPO staff will not be responsible for copying and/or distributing written testimony received after the deadline or brought to the meeting. Written testimony received after the deadline will not be copied or distributed to the Policy Committee members prior to the start of or during the meeting; late submittals will be sent to the Policy Committee members at a later date.
 - Any written testimony brought to the meeting by a testifier may be distributed to the Policy Committee members by said testifier. The original of the written testimony should be given to OahuMPO staff for OahuMPO's records.
 - Note: Submittal of written testimony does not automatically place you on the list for oral testimony. Those wishing to testify orally, must still register to testify.
 - Note: Any personal information (such as home addresses, home phone numbers, cell phone numbers) included on the written testimony will become public information.

To request language interpretation, an auxiliary aid or service (i.e., sign language interpreter, accessible parking, or materials in alternative format), contact OahuMPO at 587-2015 (voice only) six (6) days prior to the meeting date. TTY users may use TRS to contact our office.

<< OahuMPO is a government agency responsible for coordinating transportation planning on Oahu >>