

**Minutes of the
Oahu Metropolitan Planning Organization**

**POLICY BOARD
Friday, May 27, 2016, 1:00 p.m.
Hawaii State Capitol, Room 423
415 Beretania Street, Honolulu, Hawaii**

Members Present:

Representative Ryan Yamane, Chair	HART Deputy Executive Director Brennon Morioka
Councilmember Brandon Elefante, Vice Chair	DPP Director George Atta
Senator Michelle Kidani	FHWA Asst. Division Administrator Ralph Rizzo (Non-Voting)
DOT Deputy Director Ed Sniffen	OP Leo Asuncion (Non-Voting)
DTS Director Michael Formby	DOH Heidi Hansen-Smith (Non-Voting)

Member(s) Absent: Senator Will Espero, Representative Henry Aquino, Councilmember Joey Manahan, and Councilmember Ann Kobayashi

Guests Present:

Joe Magaldi (CAC Chair)	Dinna Schwiering (Clmbr Manahan's office)
Jesse Souki (TAC Chair)	Dion Mesta (HNL CCL District 8)
Tom Dinnell (CAC Vice Chair)	Marian Yasuda (DTS)
Ryan Tam (HART)	Whitney Birch (HART)
Lori Arakaki (DPP)	Rodney Funikoshi (OP)
Nicola Szibbo (DPP)	Steven Melendrez

OahuMPO Staff Present: Brian Gibson, Chris Clark, Veronica Schack, Amy Ford-Wagner and Mike Galizio

Meeting was properly noticed in accordance with State law.

I. CALL TO ORDER BY CHAIR

Chair Ryan Yamane called the meeting to order at 1:02p.

II. INTRODUCTIONS

Members introduced themselves.

III. APPROVAL OF THE APRIL 13, 2016 POLICY BOARD MEETING MINUTES

Director Atta made a motion and Councilmember Elefante seconded to approve the minutes as circulated. All members voted in favor. There being no discussion, objections, or reservations the minutes were approved as circulated.

IV. REPORTS

A. EXECUTIVE DIRECTOR

Executive Director Gibson discussed his written report which was distributed to members prior to the start of the meeting. The report included a summary of what was discussed at the May 13th

Technical Advisory Committee (TAC) and the April 20th and May 18th Citizen Advisory Committee (CAC) meetings. He also presented a listing of the TAC's June 3rd agenda items.

Executive Director Gibson mentioned that OahuMPO has selected and submitted the application of a candidate for the Planning Analyst position. He also indicated that his last day as Executive Director will be June 15th and recommended Chris Clark be appointed as an Interim Executive Director during the search process.

Executive Director Gibson pointed out the attached financial reports which are for the period October 1, 2015 – March 31, 2016, noting that OahuMPO's funding is sufficient for the remainder of the fiscal year. He also stated that the solicitation for Professional Service Statements of Qualifications has been completed and a scope-of-work has begun for a contract to develop and document OahuMPO's accounting processes and procedures.

A listing of potential Policy Board agenda items was also included in the Executive Director's report.

B. TECHNICAL ADVISORY COMMITTEE (TAC)

TAC Chair Jesse Souki noted TAC's interest in climate change and the development of a policy to address resiliency and how programs are evaluated. He added that TAC requested that Brian compile a document of his accomplishments and of lessons learned which would be helpful to the Policy Board and TAC. Chair Souki also endorsed Chris Clark as Interim Executive Director.

To the Chair Yamane's inquiry on what the TAC's intent will be regarding climate change, Chair Souki indicated that the issue will be on the TAC agenda at which time TAC will discuss what direction they will pursue.

TAC Chair Souki also discussed the TAC's consideration of the planning process review for OahuMPO and that the TAC will have a workshop to address this issue. Ryan Tam of HART is working on the workshop framework.

C. CITIZEN ADVISORY COMMITTEE (CAC)

CAC Chair Joe Magaldi reiterated the CAC's desire to serve as a non-voting member on the Policy Board.

V. OLD BUSINESS

There was no Old Business to address.

VI. NEW BUSINESS

A. Final Draft FY 2017 Overall Work Program (OWP)

Executive Director Gibson noted the final draft 2017 OWP is the OahuMPO budget, outlined the timeline that lead to the document being presented to the Policy Board, and explained the breakdown of funding for the OWP 2017. He pointed out the \$3.0M FHWA PL estimated unobligated funds would be reduced by the approximately \$800K in FHWA PL programming that exceeds the anticipated FHWA PL revenue for 2017, noting that a large excess of unobligated FHWA PL funds could result in having to return the unobligated funds to FHWA.

Slides were presented detailing allocation of staff hours and funding for each work element. It was noted that dollar amounts could change after June 30, 2016 because excess unencumbered funds from the prior fiscal year are credited to dues billed to agencies for the following fiscal year. Executive Director Gibson also discussed the comments received from the public and other government agencies. The comments are included in Appendix B of the document presented to the Policy Board at this meeting.

A motion was made by Director Formby to approval the FY 2017 OWP as presented and seconded by Senator Kidani. There being no discussion, oppositions or abstentions, the motion was approved unanimously.

B. FY 2016 Overall Work Program Revision #2

Director Gibson presented details on the Transit Fares Scenario Modeling Study which has been proposed to be added to the OWP FY 2016. He discussed the reason for adding the study and the comments received regarding the addition of this project.

There was discussion regarding how OahuMPO staff time is budgeted and tracked and how having the number of estimated staff hours required for studies and projects provided to the Policy Board would benefit members in their decision making process.

To Chair Yamane's question on whether the Policy Board will see the finalized study, Executive Director Gibson indicated all completed OWP studies are expected to be presented to the Policy Board. There was discussion that normally the sponsoring agency finalizes the document before it is presented to the Policy Board. However, it was not clear if the studies are presented to the Board before or after submission to FHWA.

A motion was made by Director Formby and seconded by Senator Kidani to approve Revision #2 to the FY2016 OWP as presented. There was no further discussion, oppositions or abstentions, and the motion was approved unanimously by a voice vote.

C. Complete Streets Project Checklist and Process & Procedures

Director Gibson presented historical background on the CAC Complete Street Checklist (Checklist), noting since CAC is an advisory body only, the Checklist is voluntary and OahuMPO cannot require its use. He also noted that the City has their own Complete Street Checklist and the State is developing one as well. The CAC is recommending that the TIP and ORTP process and procedures document be amended to require the use of the Complete Streets Checklist by the implementing agencies.

CAC Vice Chair Tom Dinnell explained the Checklist would provide data that would be helpful to the CAC in their determination in making recommendations to the Policy Board.

There were concerns raised about approving the Checklist while the State is still in the process of completing their Complete Streets Checklist and the City is in the process of rewriting their Complete Streets policy, that the TIP includes projects that are not related to streets, and that ORTP includes projects 25 to 30 years in the future of which the implementing agencies have not yet done the design work making it unrealistic to require the Checklist, that factors such as project-specific community sentiment and environmental rules are also considerations that would be impacted by the requirement of the Checklist.

A motion was made to refer this issue to the Technical Advisory Committee to explore the pros and cons of having a Checklist and to present their findings at the Policy Board's July meeting. The motion was made by Director Atta and seconded by Deputy Director Sniffen. There was no further discussion, opposition or abstentions and the motion was approved unanimously.

D. Policy Board Non-Voting Membership for a CAC Representative

Director Gibson noted CAC unanimously voted at their last meeting that this agenda item be presented to the Policy Board. Such a change would require an amendment to the Policy Board Bylaws and all that would entail.

There was discussion on the CAC's reason for requesting a non-voting member seat on the Policy Board; the current role of the CAC; the value of the CAC's input; how for parity's sake, the TAC should also be given representation if the CAC is given a non-voting seat on the Policy Board; the recommendation to determine how CACs operate at other MPOs; and the concerns that were raised during previous discussions of this topic. Director Formby would like to have stronger testimony from the CAC and TAC as well as more preparation for Policy Board members to consider CAC requests; Chair Yamane mentioned that Policy Board members may only discuss items on the agenda and do not provide testimony, whereas guests may address any topic and he appreciates the value of CAC (and TAC) point of view from outside of the board.

The motion was made by Deputy Director Sniffen and seconded by Councilmember Elefante to have OahuMPO research how CACs in other jurisdictions provide recommendations to the MPO Policy Boards and present that information to the Policy Board at the August meeting. There was no further discussion, oppositions or abstentions. All members voted in favor and the motion was approved unanimously.

Chair Yamane indicated to CAC Chair Magaldi that all Policy Board members appreciate and value the CAC's input.

E. Form a Permitted Interaction Group to Conduct a Search for and Evaluation of Candidates for Executive Director

Because the current Executive Director Brian Gibson will be leaving OahuMPO and the Executive Director position is appointed by the Policy Board, the formation of a Permitted Interaction Group (PIG) to evaluate resumes, interview candidates, and make a recommendation to the full Policy Board was addressed.

Chair Yamane detailed the process used when last a search was conducted and proposed to members that the same process be followed for this current search. There was discussion on the process, what would be the composition of the PIG, and the expected timeline.

At Chair Yamane's invitation, Executive Director Gibson recommended OahuMPO's Senior Transportation Planner Chris Clark to act as Interim Executive Director while the search is progressing, pointing out that Mr. Clark has served as Acting Director during Executive Director Gibson's absences, is very capable and familiar with OahuMPO's processes, and is respected by staff.

Chair Yamane turned the floor over to Mr. Clark who indicated he appreciates the opportunity and is happy to serve. He commended Brian's leadership especially during the recent difficult

transitional period, noting the staff's disappointment at Brian's departure; and indicated the staff looks forward to the Policy Board's recommendation for the next OahuMPO Executive Director.

On behalf of the Policy Board, Chair Yamane expressed appreciation for the efforts of Executive Director Gibson and his staff.

Executive Director Gibson expressed his appreciation to the Policy Board for their leadership and support and to OahuMPO staff for their support of him. Brian Gibson also expressed his thanks to Executive Deputy Director Morioka and Senator Espero who were on the 2010 hiring committee.

A motion was made by Councilmember Elefante and seconded by Deputy Executive Director Morioka to establish a Permitted Interaction Group (PIG) to search for and investigate candidates for the Executive Director position; make recommendations to the Policy Board; and whose three members would consist of the Policy Board Chair, the Directors or Director Designees of HDOT and DTS. There was no further discussion, oppositions or abstentions and the motion was approved unanimously.

It was noted by Director Formby that should Mr. Clark change his position and apply for the Executive Director's opening that Mr. Clark give written notice to the Policy Board Chair to insure the integrity of the search process.

A motion was made by Deputy Director Sniffen to designate Chris Clark as Interim Executive Director of OahuMPO and seconded by Director Formby. All members voted in favor. There was no further discussion, oppositions or abstentions and the motion was approved unanimously.

VII. INVITATION TO INTERESTED MEMBERS OF THE PUBLIC TO BE HEARD ON MATTERS NOT INCLUDED ON THE AGENDA

There was no additional public testimony.

VIII. ANNOUNCEMENTS

Next meeting is scheduled for June 24, 2016 at 1:00p.

IX. ADJOURNMENT

There being no further business, the meeting was adjourned at 2:14 pm.

Written by: Roni Schack

Reviewed by: Brian Gibson, Chris Clark, Amy Ford-Wagner, Mike Galizio