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# Maui MPO

December 30, 2016

Council Chair Mike White and  
Members of the Maui County Council  
200 South High Street  
Wailuku, HI 96793

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Dear Councilmembers:

## 2016 Maui MPO Annual Report to the Maui County Council

For your information and consideration, and in accordance with HRS 279D, I am transmitting a copy of Maui MPO's annual report on activities conducted during calendar year 2016.

Sincerely,

Lauren Armstrong  
Executive Director

GENERAL COMMUNICATION NO. 17-2

Maui Metropolitan Planning Organization

Annual Report for Calendar Year 2016

December 2016

Report to the Legislature of the State of Hawaii  
*(Hawaii Revised Statutes § 279D)*

**Maui**  
**MPO**

Maui Metropolitan Planning Organization  
200 S. High Street  
Wailuku, HI 96793  
(808) 270-8216

# **Maui Metropolitan Planning Organization**

## **Annual Progress Report**

### **2016**

## **Introduction and Authority**

The Federal Surface Transportation Assistance Act of 1973 (see Code of Federal Regulations Chapter 23 Part 450) required the formation of a metropolitan planning organization (MPO) for any urbanized area with a population greater than 50,000. Maui MPO was designated by the Governor effective June 18, 2013. The Designation Agreement was signed by the Governor of the State of Hawaii, Director of the State of Hawaii Department of Transportation, and the Mayor of Maui County.

Act 132, Session Laws of Hawaii 2015 repealed Section 279E of the Hawaii Revised Statutes (HRS) and conforms to and is consistent with the requirements of Title 23 United States Code Section 134, Title 49 United States Code Section 5303, and 23 Code of Federal Regulations Subpart C. The Act was signed by the Governor on June 19, 2015 and became effective on July 1, 2015. Act 132, Session Laws of Hawaii 2015, which has since been codified as HRS § 279D, requires the Maui Metropolitan Planning Organization (Maui MPO) to “submit an annual report to the legislature of all activities conducted by the organization during the year immediately preceding the submission of the report.”<sup>1</sup>

Maui MPO is responsible for coordinating a comprehensive, cooperative, and continuing (3-C) transportation planning process. By federal statute<sup>2</sup> the Maui MPO is its Policy Board, which is served by an appointed Executive Director and staff as well as a Technical Advisory Committee. The Policy Board is the decision-maker on the use of federal-aid transportation funds on Maui. Participating agencies include the County of Maui and the State of Hawaii. The MPO leverages 80% of its annual budget through Federal planning grants from the Federal Highway Administration (FHWA) and Federal Transit Administration (FTA) to support its operation and planning program. The remaining 20% of funds come from the State of Hawaii Department of Transportation (HDOT) and County of Maui Department of Transportation (MDOT).

This progress report details the activities conducted by the Maui Metropolitan Planning Organization (Maui MPO) from January – December 2016.

## **Policy Board**

The Maui MPO Policy Board consists of the HDOT Director, three Maui County Council members, and the County Planning, Transportation, and Public Works Directors. The Policy Board meets monthly to consider approval of key documents and processes for coordinated transportation planning. The Policy Board met seven times beginning in May 2016, accomplishing several start-up tasks and agreements for the Maui MPO. These include:

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<sup>1</sup> See HRS 279D-5(c)

<sup>2</sup> See 23 CFR 450.104 / 23 U.S.C. 134(d)

- **Interim Finance Supplemental Agreement and Agreement on Hawaii's Planning Funds Distribution Formula to the MPO's** between the Maui MPO, HDOT, O'ahu MPO, and County of Maui on behalf of its Director of Transportation (Fiscal Year 2016-2018)
- **Data Sharing Supplemental Agreement** between the Maui MPO, HDOT, Department of Business Economic Development and Tourism Research and Analysis Division, Office of Planning, State of Hawaii Department of Health, and the County of Maui on behalf of its Department of Transportation, Department of Public Works, Dept. of Planning, and Mayor's Budget Office.
- **Policy Board Bylaws** describing regulations and operating procedures of the Board.
- **Unified Planning Work Program (UPWP)** describing MPO tasks to be completed in FY 2017

## Technical Advisory Committee

The Technical Advisory Committee (TAC) provides technical advice to the Maui MPO Policy Board and Executive Director. The TAC includes representatives from HDOT, County Department of Planning, County Department of Public Works, and County Department of Transportation. The TAC typically meets two weeks prior to the Policy Board, and recommends documents for their consideration and approval. The TAC formed in September 2016 and met twice this year.

## Unified Planning Work Program

The Maui MPO's annually-updated Unified Planning Work Program (UPWP) includes the following tasks: develop and implement a Public Participation Plan to engage interested parties and the general public; develop the Long Range Transportation Plan (LRTP) to include new data and performance measures; and develop a multi-year Transportation Improvement Program (TIP) with a prioritized list of regionally-significant transportation projects for Maui. Based on recommendations from the TAC and public, the Maui MPO Policy Board will provide Maui's TIP projects to HDOT for inclusion in the Statewide Transportation Improvement Program (STIP). The MPO complies with State and Federal regulations to ensure accessibility for disadvantaged populations and promote a performance-based approach to transportation planning.

### Task 1 - Program Administration

The purpose of this task is to administer the MPO in a manner that provides a continuous, cooperative, and comprehensive transportation planning and programming process for the region and maintains its eligibility to receive federal transportation funds.

Task	Status	Notes
Develop and oversee the implementation of tasks in the Unified Planning Work Program.	<i>ongoing</i>	UPWP approved by FHWA and FTA 9/16/16.
Develop and adopt the Maui MPO Bylaws.	<i>complete</i>	Bylaws adopted 9/19/16.
Provide an orientation workshop for the Maui MPO TAC and Policy Board regarding the role of the MPO, functions of the TAC and Policy Committee, federal	<i>complete</i>	Executive Director MPO orientation presentation 12/7/16 to TAC.

Task	Status	Notes
requirements, and a continuing, cooperative, and comprehensive planning process.		
Maintain current membership list; prepare and distribute agenda and supporting materials for meetings of the Technical Advisory Committee, Policy Board, and other special meetings; and record meeting minutes.	<b>complete</b>	All meetings audio recorded and agendas/ minutes posted to MDOT website.
Respond to periodic requests from HDOT and other agencies for transportation information relating to the MPO planning area.	<i>ongoing</i>	Hosted Sustainable Transportation Forum 12/7/16.
Participate in transportation conferences, workshops and training to remain informed of MPO requirements, emerging trends and technical methods.	<i>ongoing</i>	Participated in Hawaii Congress of Planning Officials, Sustainable Transportation Forum and 2CFR200 training.
Prepare regular progress reports and reimbursement requests for submittal to HDOT.	<b>complete</b>	State matching funds of \$50,000 received from HDOT 10/24/16.
Ensure the agency's compliance with all federal and state requirements, including Title VI, and maintain appropriate documentation.	<i>ongoing</i>	Attended 2 CFR 200 training and met with State Title VI specialist
Identify transportation training and other resources from the State of Hawaii Local Technical Assistance Program (LTAP) and other organizations that would be of benefit to MPO members.	<i>ongoing</i>	
Hire an executive director and administrative officer.	<i>ongoing</i>	Lauren Armstrong hired as ED 8/28/16.
Setup office, email, phone, and purchase computer equipment.	<b>complete</b>	MPO office located in County-owned facility. County computer.

#### **Task 1 Work Completed:**

- Prepared for and attended 2 Policy Board meetings, including developing agendas with the Chair, preparing agenda packet materials and handouts and meeting presentations as needed.
- Prepared for and attended 2 TAC meetings, including developing agendas with the Chair, preparing agenda packet materials and handouts and meeting presentations as needed.
- Posted all meeting agendas and minutes to meeting location and MDOT website <http://www.co.maui.hi.us/125/Department-of-Transportation>
- Established membership list for Policy Board and Technical Advisory Committee, maintained email communication on matters related to the MPO.
- Attended FHWA 2 CFR 200 Training to ensure compliance with federal regulations.
- Attended Hawaii Congress of Planning Officials and Sustainable Transportation Forum to learn and connect with transportation planning professionals throughout the state of Hawaii.
- Worked with Maui County to set up office, email, and phone.

## Task 2 – Public Participation Plan

The purpose of this task is to ensure participation by interested parties and the general public in the development of the MPO's Long Range Transportation Plan (LRTP), Transportation Improvement Program (TIP), and various planning studies. The Public Participation Plan (PPP) is developed to ensure the involvement of citizen interest groups, freight industry, commerce associations, major economic developments, educational institutions, public transit providers, and other interested persons or groups, including the public at large.

Task	Status	Notes
Develop and adopt a Public Participation Plan.	<i>ongoing</i>	Public review draft Jan 2017.
Hold community meetings	<i>ongoing</i>	Presentations to Maui Nui Marine Resource Protection Council and Pa'ia Community Action Committee.
Establish an MPO website	<i>ongoing</i>	Agendas and minutes currently hosted on MDOT website. MPO website will be live Feb 2017.
Create an MPO logo	<i>ongoing</i>	Graphic designer hired Nov 2016.

### Task 2 Work Completed:

- Spoke to Maui Nui Marine Resource Protection Council and other groups about the MPO.
- Spoke on KAOI radio about the MPO, received phone calls and recording of the show.
- Met with coordinator of Healthy Eating, Active Living HEAL (formerly NPAC) to discuss integration of public health goals with MPO activities.
- Prepared a preliminary draft Public Participation Plan based on best practices from other MPOs and input from Hawaii agencies and stakeholders.
- Selected Glick Design to create Maui MPO logo.

## Task 3 – Long Range Transportation Plan (LRTP)

The purpose of this task is to prepare and maintain a multimodal Long Range Transportation Plan which addresses regional issues relative to highways, transit (public transportation and human services transportation), bicycle/pedestrian, safety, freight, and homeland security issues and other transportation enhancements that meet the basic requirements of Federal rules and regulations.

Task	Status	Notes
Review the existing HDOT Maui Long Range Transportation Plan (2014) to ensure compliance with MPO requirements and to provide necessary updates.	<b>complete</b>	HDOT's <i>Federal Aid Highways 2035 Transportation Plan for the District of Maui</i> reviewed to identify needed updates.
Amend the LRTP as necessary to incorporate performance measurement.	<i>ongoing</i>	Plan to scope LRTP update in early 2017.
Map and analyze data for injury crashes and fatal crashes reported by law enforcement agencies in the MPO area.	<i>ongoing</i>	Coordinate with HDOT and State Department of Health.

Task	Status	Notes
Track development changes within the MPO area that significantly affect population or the number of employees in a traffic analysis zone.	<i>ongoing</i>	Coordinate with County of Maui Planning Department.
Coordinate with State DOT to establish targets for the transportation performance measures required by the Moving Ahead for Progress in the 21 <sup>st</sup> Century (MAP 21) Act.	<i>ongoing</i>	MPO to attend Dec 7 workshop on performance measures.

### Task 3 Work Completed:

- Reviewed HDOT's *Federal Aid Highways 2035 Transportation Plan for the District of Maui*, presented highlights to TAC and Policy Board to initiate update process.
- Attended "Performance Measures" lunch hosted by Transportation 4 America and HDOT.

### Task 4 –Transportation Improvement Program (TIP)

The purpose of this task is to develop and maintain a fiscally constrained program that directs federal, state, and local funds toward the projects and services outlined in adopted transportation plans.

Task	Status	Notes
Follow simplified process whereby MPO reviews proposed projects and revisions to the STIP for informational purposes only, until adoption of Maui MPO TIP in 2018. Then, coordinate review and approval of the consolidated multi-year projects proposed in the Statewide Transportation Improvement Program by HDOT and other members of the Maui MPO.	<i>ongoing</i>	Projects will be reviewed at TAC and Policy Board meetings.
Review the projects submitted by the State DOT, the County of Maui, and transit providers for consistency with the Long Range Transportation Plan, as well as any short range planning objectives.	<i>ongoing</i>	
Propose and review amendments to the TIP for consistency with regional and local community plans. Where inconsistencies are identified, efforts will be made to revise the scope, location or design of the proposed improvements to better fit existing community plans.	<i>ongoing</i>	"TIP Policies and Procedures" document specifying MPO review process will be considered at 2017 TAC and Policy Board meetings.

### Task 4 Work Completed:

- Reviewed O'ahu MPO "TIP Policies and Procedures" document.
- Presented current STIP revision process and changes to the process that will occur as a result of the MPO forming.

Table 1. Maui MPO Unified Planning Work Program FY 17 Budget 12/22/16 Snapshot

Tasks	Budget	Spent	Remaining
<b>Task 1 - Program Administration</b>			
Personnel	\$ 150,000.00	\$ 7,455.53	\$ 142,544.47
Fringe Benefits	\$ 94,440.00	\$ 6,099.38	\$ 88,340.62
Travel	\$ 5,000.00	\$ 1,435.60	\$ 3,564.40
Equipment/Software	\$ 10,000.00		\$ 10,000.00
Utility	\$ 1,200.00		\$ 1,200.00
Consultant Services	\$ -		\$ -
Other Costs*	\$ 15,000.00	\$ 305.00	\$ 14,695.00
<b>Task 1 Subtotal</b>	<b>\$ 275,640.00</b>	<b>\$ 15,295.51</b>	<b>\$ 260,344.49</b>
<b>Task 2 - Public Participation Plan</b>			
Travel	\$ 500.00	\$ -	\$ 500.00
Equipment/Software	\$ -	\$ -	\$ -
Utility	\$ -	\$ -	\$ -
Consultant Services	\$ 10,000.00	\$ 988.00	\$ 9,012.00
Other Costs		\$ -	\$ -
<b>Task 2 Subtotal</b>	<b>\$ 10,500.00</b>	<b>\$ 988.00</b>	<b>\$ 9,512.00</b>
<b>Task 3 - Maui Long Range Transportation Plan (LRTP)</b>			
Travel	\$ 300.00	\$ -	\$ 300.00
Equipment/Software	\$ 250.00	\$ -	\$ 250.00
Utility	\$ 100.00	\$ -	\$ 100.00
Consultant Services	\$ 195,000.00	\$ -	\$ 195,000.00
Other Costs	\$ -	\$ -	\$ -
<b>Task 3 Subtotal</b>	<b>\$ 195,650.00</b>	<b>\$ -</b>	<b>\$ 195,650.00</b>
<b>Task 4 - Transportation Improvement Program (TIP)</b>			
Travel	\$ 300.00	\$ -	\$ 300.00
Equipment/Software	\$ 250.00	\$ -	\$ 250.00
Utility	\$ 100.00	\$ -	\$ 100.00
Consultant Services	\$ -	\$ -	\$ -
Other Costs	\$ 2,956.00	\$ -	\$ 2,956.00
<b>Task 4 Subtotal</b>	<b>\$ 3,606.00</b>	<b>\$ -</b>	<b>\$ 3,606.00</b>
<b>MMPO UPWP TOTAL</b>	<b>\$ 485,396.00</b>	<b>\$ 16,283.51</b>	<b>\$ 469,112.49</b>

\* Other costs include recruitment ad for Executive Director position and annual APA membership.



### ***Certification of This Report***

By signing this report, I certify to the best of my knowledge and belief that the report is true, complete, and accurate, and the expenditures, disbursements, and cash receipts are for the purposes and objectives set forth in the terms and conditions of the Federal award. I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil, or administrative penalties for fraud, false statements, false claims, or otherwise (*U.S. Code Title 18, Section 100 1 and Title 31, Sections 3729-3730 and 3801-3812*).



Lauren Armstrong, Executive Director  
Maui Metropolitan Planning Organization  
[lauren.armstrong@mauicounty.gov](mailto:lauren.armstrong@mauicounty.gov)  
(808) 270-8216

12/22/16