

# Meeting Notes

## Policy Committee

Monday, July 13, 2009

1:30-2:30 PM

Fasi Municipal Building, 3<sup>rd</sup> Floor Conference Room, Honolulu

## Attendance

Wayne Yoshioka, Honolulu Department of Transportation Services  
Debbie Kim Morikawa, Honolulu Department of Community Services  
James Burke, Honolulu Department of Transportation Services  
Eileen Mark, Honolulu Department of Transportation Services  
Scott Ishiyama, Honolulu Department of Transportation Services  
Faith Trimble, FLT Consulting, Inc.  
Meagan Eliot, FLT Consulting, Inc.  
Phil McGuire, Innovative Paradigms

## Welcome and Introductions

Faith Trimble opened the meeting.

## Updates

- Coordinated Transportation Plan – The plan will be before the City Council for adoption later this week.
- Grant applications – The consultant team is working with DTS staff to prepare FTA grant applications for JARC and New Freedom funds. The grant submittal deadline is August 2009.
- Demonstration Projects – DTS will be placing a call for project concepts in the Honolulu Star Bulletin for the three priority projects (Mobility Management Center, agency-provided trips, and the Kalaeloa Shuttle). Policy Committee members inquired about the job opportunities in Campbell Industrial Park. The consultant team reported that BESSD had identified the area as a good place for their clients to find work.
- Mobility Management Center – The consultant team and DTS staff discussed the different activities of a mobility management center including grant management, information and referral services, performance evaluation, process improvements and coordination facilitation. Under the current FLT contract some of the initial projects, such as the travel directory, can be incorporated into the current scope of work. Innovative Paradigms expressed interest in contracting with the City to build the initial framework for the mobility management center. Policy Committee members inquired about the specific roles and responsibilities of the mobility management center, level of staffing and job descriptions. The consultant team noted that various governance and funding scenarios would be developed, and staffing details will be designed after a preferred governance and funding scenario is selected.
- Travel Directory – The consultant team is updating and validating information collected from the transportation service provider inventory developed from the

public outreach planning process. They are developing an online travel directory that will be tested in the Fall with plans to launch in early 2010.

**Decisions**

- Preparation for 2008 FTA Funds/Approval of Timeline – The consultant team and DTS staff requested the Policy Committee’s approval to pursue FFY2008 FTA funds for second year projects. It was recommended to pursue these projects as soon as possible, so that grant applications would not be developed and submitted at the last minute again. The Policy Committee directed staff and the consultant team to work with the CTSO Committee to prepare a list of potential projects for FFY2008 funding in preparation for the October schedule for submitting a new TIP.

**Next Milestones**

Meet in September to review the second year project list for approval.