

# Mat-Su Pre-MPO Steering Committee Meeting

**Tuesday, September 14, 2021**  
**2:00 - 3:30 pm**

## Microsoft Teams meeting

**Join on your computer or mobile app**

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Phone Conference ID: 766 082 664#

1. Call to Order
2. Introduction of Pre-MPO Steering Committee Members and other Attendees
3. Approval of the September 14, 2021 Agenda **(Action Item)**
4. Approval of the August 10, 2021 Minutes **(Action Item)**
5. Committee/Working Group Reports (Including the Staff Report)
  - a. Staff Report
  - b. Public Participation Plan Subcommittee Report
6. Voices of the Visitors (Non-Action Items)
7. Old Business
  - a. Mat-Su Area MPO Proposed Naming Report and Recommendation **(Action Item)**
  - b. 2022 UPWP Draft Revised
8. New Business
  - a. Metropolitan Transportation Plan Comments and Responses
  - b. Boundary Development Strategy Discussion
9. Other Issues
10. Informational Items
  - a. Pre-MPO Policy Board Member List and First Meeting tentatively September 15, 2021 at 11:30 AM
  - b. Pre-MPO Steering Committee Member List
11. Steering Committee Comments
12. Adjournment

Next Scheduled Pre-MPO Steering Committee Meeting – Tuesday, October 12, 2021, 2:00 pm, via TEAMS Meeting

# Mat-Su Pre-MPO Steering Committee Meeting

## Meeting Minutes

Tuesday, August 10, 2021

2:00 - 3:30 pm

1. **Call to Order**
2. **Introduction of Pre-MPO Steering Committee Members and other Attendees**

### **Voting Members Present:**

Terry Dolan, Mat-Su Borough (MSB) Director of Public Works  
Archie Giddings, Wasilla Public Works  
Todd VanHove, DOT&PF Central Region  
Jennifer Busch, Valley Transit  
Bob Charles, Knik Tribe  
Lisa Wade, Chickaloon Native Village (proxy)  
Wes Hoskins, Mat-Su Trails and Parks Foundation  
Jim Beck, Mat-Su Health Foundation  
Kim Sollien, MSB Planning Services Manager

### **Ex-officio and Other Attendees Present:**

Craig Lyon, AMATS  
Jackson Fox, FAST Planning  
Cindy Heil, ADEC  
Josh Cross, Mat-Su TAB  
Adam Moser, DOT&PF  
Allen Kemplen, DOT&PF  
Kelsey Anderson, MSB Planning  
Therese Dolan, MSB Port Mackenzie  
Natalie Lyon, PDC Engineers  
Donna Gardino, Gardino Consulting Services  
Jewelz Barker, Catalyst Alaska

### **Voting Members Absent:**

Brad Sworts, MSB Pre-Design & Engineering Manager  
Brad Hanson, City of Palmer Community Development Director  
Brian Winnestaffer, Chickaloon Native Village  
LaQuita Chiemelowski, MSB TAB  
Brian Lindamood, Alaska Railroad

3. **Approval of the August 10, 2021 Agenda**

Motion to approve by **Todd VanHove**. Seconded. Approved.

## Mat-Su Pre-MPO Steering Committee Meeting

### 4. Approval of the July 13, 2021 Minutes (Action Item)

Motion to approve by **Bob Charles**. Seconded. Approved.

### 5. Committee/Working Group Reports (Including the Staff Report)

#### a. Staff Report including Election of a Vice Chair (Action Item)

**Kim Sollien** recommended appointing a Vice Chair for the Pre-MPO Steering Committee. Indicated that the Committee will circle back to do so at the end of the meeting.

**Staff Report (Kim Sollien):** Indicated that she has had two (2) meetings with DOT&PF. The Draft UPWP was shared at the July Steering Committee meeting. The budget has changed since that last meeting and the Draft UPWP has been updated.

**Bob Charles** asked whether DOT&PF is reviewing details about the new infrastructure bill to see where funds could be drawn from it to support the new Mat-Su MPO.

**Todd Vanhove** explained that the new transportation bill is expected to have a 30-40% increase in total formula funding.

**Donna Gardino** cautioned patience as there are no assurances that the bill, as it stands now, will make it through the House.

**Jackson Fox** agreed that nothing is certain yet, but that if funding is increased in the new infrastructure bill by the expected amount, then this could certainly help the new Mat-Su MPO get established. However, Jackson cautioned that the house has its sights set on integrating “human infrastructure” into the bill as well, which could impact the outcome. He indicated that there is still a long way to go. Jackson noted that there is a parallel bill in the House, called the INVEST Act. The House passed this in early July and sent it on to the Senate. However, there has been no movement on this yet from the Senate. Jackson indicated that he thinks a continuing resolution is also possible, and that there is a high chance that the MPOs will be receiving the same amount of funding next year as they received this year. However, the new bill(s) do look promising.

**Kim Sollien** stated that because of these dynamics, the Mat-Su Pre-MPO planning team and Steering Committee should continue to consider two alternate “futures” for the new MPO, based on best guesses about how funding could be disbursed.

#### b. Public Participation Plan Subcommittee Report

**Jewelz Barker** stated that there is an upcoming Public Participation Plan Subcommittee meeting this coming Monday, 08/16/2021 at 3pm.

### 6. Voices of the Visitors (Non-Action Items)

N/A

### 7. Old Business

#### a. Pre-MPO Policy Board Make-up (Action Item)

**Kim Sollien** briefly recapped what was discussed at the July meeting regarding the Pre-MPO Policy Board make-up (*See July meeting minutes*).

## Mat-Su Pre-MPO Steering Committee Meeting

**Donna Gardino** walked the Steering Committee through a brief review of Steering Committee, Pre-MPO Policy Board, Technical Committee, and Policy Board roles and responsibilities (*See August meeting slides*).

**Kim Sollien** explained and apologized that she and the project team did not provide the Steering Committee with all the relevant information to make an informed decision about Pre-MPO Policy Board membership, and number of seats. The planning team held a meeting with Knik Tribe and Chickaloon Native Village regarding a “Tribal” seat on the Pre-MPO Policy Board. The two tribes indicated to the team that it would be appropriate to each have a separate seat on the Pre-MPO Policy Board.

**Kim Sollien** explained that federal consultation requirements for tribal governments describe that tribal governments get to define what “meaningful consultation” means to them and how it should be conducted. Since Knik Tribe and Chickaloon Native Village indicated that meaningful consultation for both of them means, as a first step, each having a seat on the Pre-MPO Policy Board, we will move forward with this assumption going forward. Thus, both Knik and Chickaloon Native Village will have a seat on the Pre-MPO Policy Board.

**Kim Sollien** reiterated that the Steering Committee was not provided with this vital information before making the vote at the last meeting to keep the Pre-MPO Policy Board number of seats at 9, instead of increasing it to 10, to maintain the previous assumptions about membership, while also facilitating each tribe to having their own seat. Thus, it is on the agenda again this meeting. Now that the Steering Committee has all the information, hopefully the number of seats can be discussed again. Kim asked whether anyone had any questions on any of this, or comments to make at this time.

**Terry Dolan** asked whether Kim could share the Mat-Su tribal jurisdiction map with the group. Terry said that he felt the need to jump in here since he was the one who brought the motion last meeting to keep the Pre-MPO Policy Board seats at nine (9). Terry indicated that he would like to explain the assumptions that he was working under last meeting, and how that has changed now, with the new information provided. Terry (*referring to the Alaska Native Village Statistical Areas map of the Mat-Su*) explained that he has worked on a lot of road projects with the tribes in the past, and that he was not aware of the tribal land areas of both tribes being immediately in the core area of the future MPO, as the map shows. Terry apologized to the tribes for making the motion under false assumptions. He stated that he thinks it would be prudent now to increase the number of seats on the Pre-MPO Policy Board to ten (10). In picking a number for the number of seats for the Pre-MPO Policy Board, Terry explained that his rationale for keeping it on the smaller size, was to keep it manageable and not unwieldy. He stated that the original vote for a “medium” size Pre-MPO Policy Board with nine (9) seats was made with incomplete information, as we saw today as we went through the CFRs and tribal consultation requirements. He reiterated increasing the number of seats on the Pre-MPO Policy Board to ten (10).

**Terry Dolan** made a motion to increase the number of seats on the Pre-MPO Policy Board to ten (10).

**Kim Sollien** asked for a second.

**Wes Hoskins** seconded.

**Kim Sollien** asked if anyone wanted to add to the discussion.

## Mat-Su Pre-MPO Steering Committee Meeting

**Lisa Wade** stated that she wanted to say thank you to Terry for his words, and that she does not want it to feel like this is being forced or thrust upon the Steering Committee. Lisa stated that she prefers to think of it as the tribe having some great contributions to offer up to the MPO effort. Lisa indicated that she understands the desire for a smaller board, as she has served on many large boards and understands the difficulties. Lisa stated that she would like to say thank you for inclusion of their tribe in the decision-making process, because she feels that the tribe has the best interest of creating better services for the entire community, just like Knik and everyone else here.

**Todd Vanhove** stated that he has no objections to adding the tribal seats to the Pre-MPO Policy Board but that he does have a concern about having an even number of seats on the Pre-MPO Policy Board, for voting purposes. Todd suggested adding the two tribal seats but removing one Borough seat to maintain an odd number of nine (9) total seats.

**Allen Kemplen** asked the tribes whether participation in the MPO at the Policy Board level would constitute complying with the consultation requirements for the tribes?

**Donna Gardino** clarified that currently the Steering Committee is talking about a Pre-MPO Policy Board. The Pre-MPO Policy Board will be finalizing the Policy Board and developing intergovernmental agreements with the state and the other MPOs regarding performance measures and target setting. The federal statutes state that we must document a process about how we are going to consult with the tribal governments on the development of the MTP and TIP. Donna stated that she sees that as a great opportunity to formalize the consultation process through a cooperative process next year as all of the intergovernmental agreements are finalized. But for now, we are carrying the tribes with us at the Steering Committee and Pre-MPO Policy Board levels. That's a recommendation.

**Lisa Wade** stated that consultation is many things. She explained that [Chickaloon] prefers to think of it as relationship. This is the start to building good relationships, which is always the end goal of consultation. Consultation for [Chickaloon] is actually a pretty formal process, which means if I come to the MPO meetings as a council member (which right now I am on sabbatical), I cannot speak or consult as one person. So it is a multi-layered process for us. But you can begin building that in as was mentioned into the policy. Working towards that, that is always the goal, working towards better consultation and better relationship. This is the start of that.

**Terry Dolan** stated that he wanted to register an opinion on Allen's question. Having a seat on the Policy Board or Pre-MPO Policy Board is not adequate to complete your consultation requirements. I was involved in a consultation program for the DoD for many years. It is much more extensive than just seating a member on the board. It is going to involve discussions with tribal entities over the many plans and programs and projects that we will develop. Just in the same way that we have those discussions between the borough and the state or the borough and the cities. I think the bottom line is, that just a seat does not complete our requirement to consult, it is much more extensive than that.

**Allen Kemplen** stated that it may be prudent then to follow Donna's recommendation to move forward on development of intergovernmental agreements, to add greater clarity to the consultation process.

**Kim Sollien** stated that developing the intergovernmental agreements is planned in the work plan for the Steering Committee and Pre-MPO Policy Board to complete next year.

## Mat-Su Pre-MPO Steering Committee Meeting

**Bob Charles** stated that if he understands it correctly with the MPO process, then the Steering Committee and Pre-MPO Policy Board will be working on developing a public participation plan and consultation process that shows how the governments—the tribes, cities, states, and borough—are going to be consulted together and adopting the MTP Plan. I expect that that will be a product that we complete well into next year.

**Kim Sollien** said yes, maybe not the MTP, but next year we will be working on those agreements. And a big part of the PPP will speak to talking to the whole community and making sure that we are inclusive and equitable with the decisions that we are making.

**Kim Sollien** asked whether anyone had any objections to increasing the Pre-MPO Policy Board to ten (10).

**Todd Vanhove** raised his hand to object, prompting a vote.

**Donna Gardino** suggested that the Steering Committee should vote first on whether the Pre-MPO Policy Board should be ten (10) seats, and then ask a separate question as to whether it should be the ten (10) seats as shown on the slide (*See August presentation slides*).

**Kim Sollien** took the vote.

*The vote passed, 8 Yes, 1 No..*

**Donna Gardino** clarified that the next motion should be to adopt the ten (10) Pre-MPO Policy Board seats as depicted as the graphic (*See August slides*). After that, each entity should submit an official letter on their organization's letter head indicating the Official Title of the representative that they wish to fill their organization's seat.

**Terry Dolan** made a motion to adopt the ten (10) seat board as proposed and depicted on the screen.

**Lisa Wade** seconded.

*No discussion. None opposed. Motion passed.*

**Kim Sollien** asked all Steering Committee members to send Kim or Natalie a letter on official letter head indicating the official title of their representative to the Pre-MPO Policy Board.

**Jewelz Barker** clarified that if any members of the Steering Committee are moving up into the Policy Board, the Steering Committee seat can be "back-filled" by someone else or the person can serve a dual role on both Steering Committee and Pre-MPO Policy Board, but this just needs to be made known to the planning team.

### **b. 2022 UPWP Draft Revised (Action Item)**

## Mat-Su Pre-MPO Steering Committee Meeting

**Donna Gardino** reiterated that Kim has had several conversations with the DOT about the amount of funding being requested and originally it was about \$695,000 in federal funds. They are telling us now that that is probably not going to be available. What we've been asked to do is pare it down. The big item is the Metropolitan Transportation Plan (MTP). If we don't begin the MTP process October 1<sup>st</sup> of this year, 2021, and we wait a year, the end product will be delayed a year. Federal law states that when you are designated as an MPO, which we believe we will be in April 2023. If we delay an MTP a year, we will not be done with the MTP. Federal law states that we do not have to be done with the MTP. What we do have to have done, is a plan in the UPWP to complete the MTP and the TIP. That is why we have revised the UPWP to move the MTP to the contingency projects. We want to keep that as a contingency project, because if there is a new highway bill and 30% more funding, or other funding, then it could go to the MTP. There are other options, including a discretionary urban planning program that the state takes 20% of the PL funds that are supposed to go to the MPOs and uses it for other planning purposes in urbanized areas, or August redistribution or offsets, are all options. Maybe Jackson could explain what these are and the opportunities that may arise.

**Jackson Fox** stated that in Fairbanks, there are many contingency projects listed in the FAST-Planning UPWP. We have a baseline amount of funding each year, and the contingency projects are completed as funding becomes available. If we don't use all of the funds on a planning or construction after it closes out, we can receive that offset funding and use it before the end of the federal fiscal year. It is "use it or lose it" funding. Same thing with the August redistribution funds for the state. You can receive a win-fall in your lap. In addition to the new infrastructure bill going through, and potential for 30% increase in planning funds and surface transportation funds, you don't know exactly when it's going to hit. It could be as early as December, or next fall October 2022. That's why it's good to have a healthy list of contingency projects ready to go, since you cannot initiate a project unless it is already included in your plans. That's a tool that we use. We bulk up our UPWP with contingency projects and surprisingly they get knocked out faster than we expect with this additional funding that comes through.

**Donna Gardino** stated that the project team does recognize that the Mat-SU MPO isn't officially designated yet, so they are not receiving offset funding now. However, there is a lot of flexibility in the offset funding that the state receives and in the discretionary planning program, so if there is funding available maybe sometime soon the state can see to it that the Mat-Su MPO does get funding for this MTP. It is preferred to start in October and not wait a year. The bottom line is we don't know for sure what funds the state has available for us, and what other funds are available yet. This isn't the end of the story. But what I want to do is show you what has changed in the UPWP.

**Donna Gardino** referred to Task 100 in the revised UPWP to explain that the Support Services role is split down into five (5) main tasks. The recommendation is to hire an Interim Coordinator to carry out these tasks (MPO Structure, Public Participation, Research, Office Operations and Reporting, and Training).

**Donna Gardino** proceeded to give an overview of each of these tasks to the Steering Committee, as well as the Schedule for Fiscal Year 2022 and revised budget.

**Kim Sollien** reiterated the need to hire an Interim Coordinator to carry out all the tasks in the UPWP, and thanked Donna for her presentation of the revised UPWP.

### c. Update on the Public Participation Plan

## Mat-Su Pre-MPO Steering Committee Meeting

### 8. New Business

N/A

### 9. Other Issues

**Jewelz Barker** asked whether there were any volunteers or nominations for the Vice Chair position.

**Kim Sollien** nominated Josh Cross to serve as Vice Chair.

**Josh Cross** stated that he would accept the nomination if no one else was interested in serving.

**Bob Charles** moved to nominate Josh Cross. **Terry Dolan** seconded.

*No discussion. No objections. Motion passed.*

### 10. Informational Items

#### a. Metropolitan Transportation Plan – Draft Scope of Work

**Donna Gardino** explained that the planning team will send out the Draft MTP Scope of Work today or tomorrow for Steering Committee comment. Next, the Boundary Development Strategy will be sent out for comment.

#### b. Boundary Development Strategy

### 11. Steering Committee Comments

**Kim Sollien** thanked the Steering Committee for being engaged in this process doing things we haven't done before, and for their flexibility and willingness in realizing that we aren't always going to get it right the first time and pivoting to make corrections and keep it moving in a good way. Kim thanked Lisa Wade for her point that we are all starting to build new relationships through this process, and for everyone for committing to showing up.

**Bob Charles** thanked everyone for their participation and work on this and stated that he is very much looking forward to working with this group.

**Lisa Wade** thanked everyone for their participation and hard work and that she looks forward to working with everyone going forward. We will figure out who we will send to visit with you all in the coming week.

**Wes Hoskins** stated that he wanted to echo Lisa's comments and thanked Donna Gardino for her expertise.

**Jim Beck** stated that Wes stole his comment. Keep up the good work!



## Mat-Su Pre-MPO Steering Committee Meeting

**Kim Sollien** noted that **LaQuita Chmielowski** is stepping down from the TAB because she is moving to Anchorage. A new TAB representative will be nominated and that person will also represent the TAB on the Mat-Su Pre-MPO Steering Committee.

### 12. Adjournment

*Meeting Adjourned at 3:31pm.*

# Mat-Su Pre-MPO Steering Committee Meeting

August 10<sup>th</sup>, 2021

# Pre-MPO Roles & Responsibilities (pre-approval)

## Pre-MPO Steering Committee

1. August 2020-April 2023 (or Designation)
  2. Interim Staff level
  3. Proxy voting allowable
- ✓ Make recommendations to the Pre-MPO Policy Board regarding the draft documents
  - ✓ Make recommendations regarding number of seats and membership on the Pre-MPO Policy Board
  - ✓ Make recommendations regarding future MPO name, branding, and strategy

## Pre-MPO Policy Board

1. Fall 2021-April 2023 (or Designation)
  2. Interim Leadership level
  3. No proxy voting allowed
- ✓ Approve and implement the **Boundary Development Strategy**
  - ✓ Approve and implement the **Public Participation Plan**
  - ✓ Approve the Metropolitan Transportation Plan (**MTP**) Scope of Services and oversee the development of the plan until designation
  - ✓ Approve the Package to be sent to the **Governor for Designation** including the Operating Agreement, Boundary, and Bylaws (contains the positions that will make up the Policy Board and Technical Committee, at a minimum)
  - ✓ Approve the **structure** for the MPO Policy Board and the **housing and hosting arrangements**, if applicable.
  - ✓ Approve and implement the **UPWP**
  - ✓ Develop **Policy and Procedures**
  - ✓ Develop **Interagency and Intergovernmental Agreements**

# MPO Roles & Responsibilities (post-approval)

## Technical Committee

1. Post-April 2023
  2. Staff level
  3. No proxy voting allowed
- ✓ Offer technical expertise to inform transportation plans, programs, and studies
  - ✓ Provide technical recommendations to the Policy Board on transportation issues and analysis within the Metropolitan Planning Area

## Policy Board

1. April 2023-onward
  2. Leadership level
  3. No proxy voting allowed
- ✓ Establish the needs and priorities of transportation within the Metropolitan Planning Area
  - ✓ Direct the preparation and implementation of transportation plans, programs, and studies
  - ✓ Provide overall direction to the Technical Committee and Staff
  - ✓ Ensure public involvement throughout the planning process

# Pre-Policy Board

(9 seats)

**April 2021** Steering Committee  
Presentation (slide 1)

MSB Wasilla DOT Palmer



MSB MSB Tribal Trails Valley  
Transit



# Federally recognized Tribes discussions regarding independent seats on the Pre-MPO Policy Board



1. Tribal Consultation Requirements for MPOs Metropolitan Transportation Planning and Programming - Interested parties, participation, and consultation is listed in 23 CFR 450.316(c)(e)
2. Alaska DOT&PF Tribal Consultation Policy: [Policy and Procedure 01.03.010 Government-to-Government Relations with the Federally-Recognized Tribes of Alaska](#)
3. Executive Order 13175: Consultation and Coordination with Indian Tribal Governments
4. Millennium Agreement between the Federally Recognized Sovereign Tribes of Alaska and the State of Alaska

# Pre-MPO Policy Board Membership

- ✓ Minimum required per federal code “23 CFR 450.310(b)”:
  - Mat-Su Borough (1), City of Wasilla (2), AK DOT&PF (3)
- ✓ Required per federal and state government-to-government consultation requirements & best practices:
  - Chickaloon Native Village (4) and Knik Tribe (5)



# Pre-MPO Policy Board

(10 seats)

July 2021 recommendations

MSB

Wasilla

DOT

Chickaloon

Knik



Palmer

Trails

Transit

MSB

MSB





# Pre-MPO Policy Board 9-Seat Membership

- ✓ Minimum required per federal code
  - Mat-Su Borough (1), City of Wasilla (2), AK DOT&PF (3)
- ✓ Required per federal and state government-to-government consultation requirements & best practices:
  - Chickaloon Native Village (4) and Knik Tribe (5)
- ✓ Highly Recommended by project team:
  - Valley Transit (6)

Three other members:

- City of Palmer (7), Mat-Su Trails & Parks Foundation (8), Mat-Su Borough #2 (9)

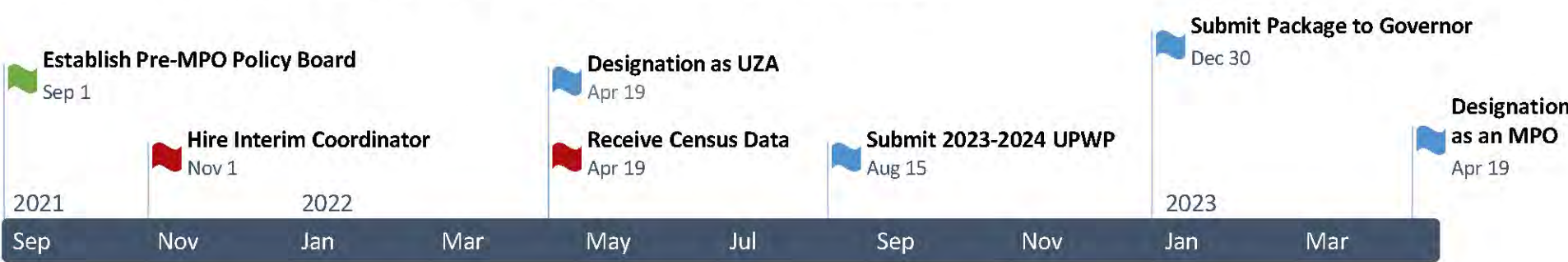
# Pre-MPO Policy Board Kick-off Meeting

Wednesday, August 25 from 3:30pm - 5:00pm

# 2022 Revised UPWP draft

- FY22 budget October 2021 - September 2022
- Dual Scenario budgets
  - July's robust UPWP included MTP
  - August reduced UPWP to only support services
- Steering Committee recommends to Pre-MPO Policy Board
- Next steps: public engagement

DRAFT Mat-Su Pre-MPO Schedule for FFY 2022



**Mat-Su Pre-MPO Steering Committee**  
**Action Items**  
**08.10.21**

Approve the August 10, 2021 agenda. **(VanHove)**. No objections.

Approve the July 13, 2021 minutes. **(Charles)**. No objections.

To increase the number of seats on the Pre-MPO Policy Board to ten. **(Dolan)**. Eight in favor, one opposed. Motion passed.

To adopt the ten (10) seat board as proposed and depicted on the screen. No objections.

NOTE: The 10-seat board as depicted on the screen is shown for informational purposes.

## Summary of Naming the Mat-Su Area Metropolitan Planning Organization 09.08.2021

**Public Participation Planning Subcommittee** reviewed 22 combinations of potential acronyms based on Location + MPO function:

MSTP	Mat-Su	Transportation Planning
MSTPO	Mat-Su	Transportation Planning Organization
MTPO	Mat-Su	Transportation Planning Organization
VTPO	Valley	Transportation Planning Organization
VAMPO	Valley Area	Metropolitan Planning Organization
MAMPO	Mat-Su Area	Metropolitan Planning Organization
MAPO	Mat-Su Area	Planning Organization
MATPO	Mat-Su Area	Transportation Planning Organization
MAST Planning	Mat-Su Area	Surface Transportation Planning
MATP	Mat-Su Area	Transportation Planning
MMATS	Mat-Su	Metropolitan Area Transportation System
MSMATS	Mat-Su	Metropolitan Area Transportation System
MSMATO	Mat-Su	Metropolitan Area Transportation Organization
MSCAT	Mat-Su Valley Core Area	Transportation
MSCATPO	Mat-Su Valley Core Area	Transportation Planning Organization
MVCAT	Mat-Su Valley Core Area	Transportation
VMPO	Valley	Metropolitan Planning Organization
VCAT	Valley Core Area	Transportation
MSCAMPO	Mat-Su Core Area	Metropolitan Planning Organization
MVP Transportation	Mat-Su Valley	Planning for Transportation
MUTS	Mat-Su	Urban Transportation Systems
MUPAT	Mat-Su	Urban Planning Area Transportation

**Subcommittee narrowed to 12 to bring forward to the Steering Committee for a vote:**

Email sent 6/8/2021 Please visit: <https://www.matsumpo.com/ppp> to vote on names for the future MPO and provide your own ideas to the MPO naming effort. **Please do so by 5pm on this Friday, June 11<sup>th</sup>.**

## **Summary of Naming the Mat-Su Area Metropolitan Planning Organization**

**09.08.2021**

Select all you prefer:

MSTP Mat-Su Transportation Planning  
VAMPO Valley Area Metropolitan Planning Organization  
MATPO Mat-Su Area Transportation Planning Organization  
MAST Planning Mat-Su Area Surface Transportation Planning  
MATP Mat-Su Area Transportation Planning  
MMATS Mat-Su Metropolitan Area Transportation System  
MSMATO Mat-Su Metropolitan Area Transportation Organization  
MS MATS Mat-Su Metropolitan Area Transportation System  
MSCAT Mat-Su Valley Core Area Transportation  
VCAT Valley Core Area Transportation  
MS CAMPO Mat-Su Core Area Metropolitan Planning Organization  
MVP Transportation Mat-Su Valley Planning for Transportation

### **The three finalists were:**

MAST Planning Mat-Su Area Surface Transportation Planning (5 votes)  
MVP Transportation Mat-Su Valley Planning for Transportation (5 votes)  
MMATS Mat-Su Metropolitan Area Transportation System (4 votes)

# MAT-SU PRE-MPO

## Federal Fiscal Year 2022

### Unified Planning Work Program (UPWP)



**Draft 06.08.21**  
**Revised 7.08.2021**  
**Revised 08.08.2021**  
**Revised 09.07.2021**



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**MAT-SU MPO FEDERAL FISCAL YEAR 2022**

**DRAFT 08.08.2021**

**Estimated Costs by Task**

**October 1, 2021 - September 30, 2022**

Task	Description	FFY22	Federal Fund Code	Non-Federal Share	In-Kind (State, MSB, MPO) *
<b>100</b>	<b>MPO Planning Process</b>				
100(A)	Support Services	\$225,000	Fed TBD		\$12,100
	<b>Total Task 100</b>	<b>\$225,000</b>			
	9.03% match (cash)	\$10,234	MSB		
	(In-kind)	\$12,100			
	<b>Subtotal</b>	<b>\$247,334</b>			
	ICAP (4.64%)	\$12,035			
	<b>Total Task 100</b>	<b>\$259,369</b>			
<b>200</b>	<b>Public Transit System Planning</b>	<b>\$50,000</b>	<b>Fed TBD</b>		
<b>300</b>	<b>Contingency Projects</b>				
300(A)	Metropolitan Transportation Plan	\$450,000			\$17,000
300(B)	Transportation Improvement Program	\$0			
	<b>Total Task 300</b>	<b>\$450,000</b>			
	9.03% match (cash)	\$27,669			
	(in-kind)	\$17,000			
	<b>Subtotal</b>	<b>\$477,669</b>		494668	
	ICAP (4.64%)	\$23,242		44668.5	
	<b>Total Task 300</b>	<b>\$500,911</b>			

**Assumptions:**

The State and Borough will provide all necessary GIS services for the development of the MPA boundary, in kind.

Support Services includes wages for an Interim Executive Director/Coordinator and management and operation of the Pre-MPO. This also includes consulting services regarding MPO formation and consultation, as needed.

**FED TBD** = Federal Funding Type to Be Determined by the State

**ICAP** = Indirect Cost Allocation Plan for FFY22 per DOT&PF memo dated 06.21.2021

## Purpose of the UPWP

The Unified Planning Work Program (UPWP) for the Matanuska-Susitna Pre-MPO (MPO) documents the MPO's transportation planning activities. It is a planning document that identifies and describes the MPO's budget, planning activities, studies, and technical support expected to be undertaken in a one- or two-year period (23 CFR 450.104). The purpose of the UPWP is to ensure that a continuing, cooperative, and comprehensive (3C) approach to planning for transportation needs is maintained and properly coordinated between the MPO, Alaska Department of Transportation & Public Facilities (DOT&PF), Matanuska-Susitna Borough, the Cities of Palmer and Wasilla and other jurisdictions. It is a statement of work identifying the planning priorities and activities to be carried out within a metropolitan planning area (MPA). At a minimum, a UPWP includes a description of the planning work and resulting products, deadlines, who will perform the work, time frames for completing the work, and the source of funds.

This document covers only one year to sync the MPO with the other two in the State when PL funds are expected to be allocated in FFY2023 and the desire to take a more measured approach in the pre-MPO planning effort.

The UPWP is required for the MPO to receive metropolitan planning funds from the Federal Highway Administration (FHWA) and Federal Transit Administration (FTA), through the DOT&PF. It is a fiscally constrained document based on the amount of programmed planning grants and match contributions and may be revised as needed after adoption by Administrative Modification or Amendment.

In addition to the UPWP, the MPO must develop and implement the following plans as part of the transportation planning process (23 USC 134 & 23 CFR 450):

- **Metropolitan Transportation Plan (MTP)** – a multimodal transportation plan that addresses a 20- year planning horizon that the MPO develops, adopts, and updates every four years.
- **Transportation Improvement Program (TIP)** – a prioritized listing/program of transportation projects covering a period of four years that is developed, adopted, and implemented by the MPO in coordination with the MTP.
- **Public Participation Plan (PPP)** – a guiding document that outlines the goals, strategies, and implementation plan for involvement of the public in the development of MPO plans, programs, and policies, including the MTP and TIP.

With the prior approval of the DOT&PF, Federal Highways Administration (FHWA), and Federal Transit Administration (FTA), an area not designated as a Transportation Management Area (TMA) may prepare a simplified statement of work in cooperation with the DOT&PF and the public transportation operator(s) in lieu of a UPWP. The simplified statement of work must include a description of the major activities to be performed during the next one- or two-year period, who will perform the work, the resulting products, and a summary of the total amounts and sources of federal and matching funds. If a simplified statement of work is used, it may be submitted as part of the DOT&PF's planning work program, in accordance with 23 CFR 420. The MPO may elect to

use a simplified statement of work in the future with direction from and using the desired format as proposed by the DOT&PF. A newly designated MPO does not need to develop an MTP or TIP within the first 12 months. However, the initial MPO work plan should include tasks and a schedule to develop a TIP and MTP (23 CFR 450.308). Administrative requirements for UPWPs and simplified statements of work are contained in 23 CFR 420 and FTA Circular C8100, as amended (Program Guidance for Metropolitan Planning and State Planning and Research Program Grants).

## **MPO Formation**

All Urbanized Areas over 50,000 in population must have an MPO to carry out a 3C transportation planning process, as stipulated in the Federal Highway Act of 1962. It is expected that in the spring of 2022, the U.S. Census Bureau will publish a notice in the Federal Register identifying an area within the Borough as a Qualifying Urbanized Area for Census 2020. Designation of a new MPO consists of a formal agreement between the governor and units of general-purpose local government that together represent at least 75 percent of the population to be included in the MPA. The agreement should, at minimum, identify the membership structure of the policy board and establish the metropolitan planning area boundaries (23 USC 134 (b) and 49 USC 5303 (c)). Each UZA listed in the relevant Federal Register notice must be represented by an MPO within 12 months of the official Census Bureau listing.

The MPA boundary must be examined by the MPO, in cooperation with the state and public transportation operator(s) to determine if existing MPA boundaries meet the minimum statutory requirements for new urbanized areas and shall adjust them as necessary. The MPA boundaries shall encompass the entire urbanized area (as defined by the Bureau of the Census) plus the contiguous area expected to become urbanized within a 20-year forecast period for the metropolitan transportation plan. As appropriate, additional adjustments should be made to reflect the most comprehensive boundary to foster an effective planning process that ensures connectivity between modes, improves access to modal systems, and promotes efficient overall transportation investment strategies. Following the MPA boundary approval by the MPO and the governor, the MPA boundary descriptions shall be provided to the FHWA and the FTA for informational purposes.

The MPO and its eventual structure and boundary are currently being discussed by a Pre-MPO Steering Committee (Steering Committee) that represents general purpose local governments that together represent at least 75 percent of the expected affected population including the largest incorporated city, based on population, as named by the Bureau of the Census. Also on the Steering Committee, is a representative of a provider of public transportation, DOT&PF, the Alaska Department of Environmental Conservation (DEC), the Alaska Railroad (ARRC), the City of Wasilla, the City of Palmer, the Borough, the Borough Transportation Advisory Board, the Native Village of Knik, Chickaloon Native Village, Mat-Su Trails and Parks Foundation, Mat-Su Health Foundation, and members of peer MPOs in Anchorage and Fairbanks.

Under the review and guidance of the Steering Committee, a Boundary Development Strategy is being developed in FFY21. Facilitated by the Consultant team (Team), meetings have taken place between the Borough and the DOT&PF to determine if the necessary data and GIS resources are

available to prepare the necessary mapping and background information for the development of boundary alternatives. At this time, development of the MPA boundary will likely be conducted by staff of the jurisdictional agencies with assistance from subject matter experts in areas such as forecasting, real estate and several planning specialties. This effort will begin in earnest in the new federal fiscal year in preparation for the release of the list of new UZA's noticed in the Federal Register in Spring 2022.

All work to date has been conducted under a Pre-MPO Steering Committee. It is expected that a Pre-MPO Policy Board will be in place in the Summer of 2021. The Pre-MPO Policy Board will begin to make decisions, based on recommendations by the Pre-MPO Steering Committee, on this UPWP, the structure of the future MPO, its membership and boundaries in anticipation of completing the Operating Agreement package that will be forwarded to the Governor in late 2022. It is the goal to have the official MPO be designated by the Governor in accordance with the regulations by Spring of 2023.

## Operation of the MPO

The MPO means the Policy Board of an organization created and designated to carry out the metropolitan transportation planning process. It is expected that the Pre-MPO Policy Board will be formed early in the summer of 2021 and the Technical Committee will be formed shortly thereafter. The make-up of both the official Policy Board and the Technical Committee will be defined in the MPO Bylaws and the Inter-Governmental Operating Agreement for Transportation Planning (Operating Agreement).

Under a current consultant agreement, the Team conducted a literature analysis and review of peer MPOs to present to the Steering Committee to discuss alternative structures for this new MPO. The Steering Committee is playing a vital role in providing a recommended structure for the MPO to the Pre-MPO Policy Board. These alternative structures range from a Freestanding, Independent organization through an All-In-One Agency. Currently, the Fairbanks MPO, FAST Planning, is on one end of the spectrum and the Anchorage MPO, Anchorage Metropolitan Area Transportation Solutions (AMATS), is on the other end of the spectrum. After several meetings with the Steering Committee, the tentative recommendation is to create a Leaning Independent/Independent structure for the new MPO. Further discussions will take place to recommend a final structure after the finalization of the Pre-MPO Policy Board. The recommendation will include where the MPO will be physically located and how it will be administrated (hosted or independent).

Throughout this process, the Team has been currently developing the following draft documents which will be submitted to the Steering Committee throughout calendar year 2021 for review, comment, and recommendation:

- Public Participation Plan including Branding and educational materials
- MPO Boundary Development Strategy
- Scope of Work for the Metropolitan Transportation Plan (MTP)
- Report on the Team's work on FFY2021 Tasks

- This 2022 Unified Planning Work Program (UPWP)
- Updates to Intergovernmental Operating Agreement & Memorandum of Understanding for Transportation Planning in the Mat-Su Metropolitan Planning Area, as required
- MPO Staff Roles and Responsibilities

The Steering Committee will continue to meet monthly in 2021 and will begin to make recommendations to the Pre-MPO Policy Board in the summer of 2021. Monthly meetings from September 2020 through May 2021 were in a presentation format. Beginning in June 2021, meetings will be conducted by a Chair that is elected by the Steering Committee complete with an agenda that is developed by the Team in consultation with the Steering Committee and Project Manager. The Steering Committee will make recommendations (proposed action items) to the Pre-MPO Policy Board and all meetings will follow Robert's Rules of Order. All meetings will be advertised beginning in July 2021 to ensure public participation in the Pre-MPO process.

## **Federal Planning Factors and Performance-Based Planning**

The Fixing America's Surface Transportation (FAST) Act was signed into law on December 4, 2015. In 23 CFR 450.306, it states that the metropolitan planning process shall be continuous, cooperative and comprehensive, and provide for consideration and implementation of projects, strategies, and services that will address the following factors:

1. Support the economic vitality of the metropolitan area, especially by enabling global competitiveness, productivity, and efficiency
2. Increase the safety of the transportation system for motorized and non-motorized users
3. Increase the security of the transportation system for motorized and non-motorized users
4. Increase the accessibility and mobility of people and for freight
5. Protect and enhance the environment, promote energy conservation, improve the quality of life, and promote consistency between transportation improvements and State and local planned growth and economic development patterns
6. Enhance the integration and connectivity of the transportation system, across and between modes, for people and freight
7. Promote efficient system management and operation
8. Improve the resiliency and reliability of the transportation system and reduce or mitigate stormwater impacts of surface transportation
9. Enhance travel and tourism
10. Emphasize the preservation of the existing transportation system

In addition to the planning factors noted above, previous legislation (Moving Ahead for Progress in the 21st Century Act [MAP-21]) required that state Departments of Transportation (DOTs) and MPOs conduct performance-based planning by tracking performance measures and setting data-driven targets to improve those measures.

Performance-based planning ensures the efficient investment of federal transportation funds by increasing accountability of local agencies receiving the funds, prioritizing transparency to the public, and providing insight for better investment decisions that focus on key outcomes which

relate to the seven national goals of:

1. Improving Safety
2. Maintaining Infrastructure Condition
3. Reducing Traffic Congestion
4. Improving System Reliability
5. Improving Freight Movement & Supporting Regional Economic Development
6. Protecting the Environment
7. Reducing Delays in Project Delivery

The current Borough LRTP 2035 addresses the planning factors above and addresses performance-based planning. This LRTP provides a good base to develop the MTP which will likely encompass a much smaller area than the entire Mat-Su Borough, which is over 25,000 square miles.

The FAST Act supplemented the MAP-21 legislation by establishing timelines for state DOTs and MPOs to comply with the requirements of MAP-21. State DOTs are required to establish statewide targets and MPOs have the option to support the statewide targets or adopt their own. The MPO will need to develop a Memorandum of Understanding between the DOT&PF, AMATS, and FAST Planning to cooperatively support a performance-based approach to the metropolitan transportation planning and programming process and to develop and share information related to transportation performance data. The table on the following page shows how UPWP work tasks relate to these seven national performance goals.

The FAST Act expired on September 30, 2020. Through a Continuing Resolution, it has been extended through federal fiscal year 2021. However, current draft highway reauthorization lists additional planning factors and other requirements that may need to be addressed in the MTP upon passage of the new highway bill. For example, the draft Surface Transportation Reauthorization Act of 2021 contains provisions that would:

- Establish a performance measure for greenhouse gas emissions from transportation projects
- Direct the U.S. Department of Transportation and the Environmental Protection Agency to develop the data to be used in implementing such standards; and
- Provide dedicated funding to build out electric vehicle charging systems and expand current programs eligibility to support climate mitigation activities and emphasize resiliency to natural disasters.

Team is currently monitoring the federal highway bill reauthorization and informing Project Management as changes occur.

Table 1 FFY2022 UPWP Work Tasks &amp; National Performance Goals

FFY2021 Work Tasks	Safety	Infrastructure Condition	Congestion Reduction	System Reliability	Freight Movement and Economic Vitality	Environmental Sustainability	Reduce Project Delivery Delays
<b>100 Plans &amp; Programs</b>							
100(A) Support Services	X	X	X	X	X	X	X
<b>200 Borough Public Transit System Planning</b>							
200 PUBLIC TRANSIT SYSTEM PLANNING	X		X	X		X	X
<b>300 Contingency Projects</b>							
300(A) METROPOLITAN TRANSPORTATION PLAN	X	X	X	X	X	X	X
300(B) TRANSPORTATION IMPROVEMENT PROGRAM	X	X	X	X	X	X	X



## Task 100 MPO Planning Process

### Task 100(A) Support Services

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This task encompasses all planning and program needs for the operation of the MPO. It is recommended that the MPO hire an Interim Coordinator to manage the critical tasks listed below. These include work regarding **the MPO Structure, Public Participation, Research, and Operations and Reporting** and include but are not limited to the following:

#### 1. MPO Structure

- Finalize all coordination and work necessary to implement the MPO structure including the following work products:
  - ***Mat-Su MPO Intergovernmental Operating Agreement and Memorandum of Understanding for Transportation Planning within the Metropolitan Area of the Metropolitan Planning Organization (Operating Agreement) and Boundary Development:*** This agreement details the agreed upon structure and process for the continuing, cooperative and comprehensive consideration, development and implementation of transportation plans and programs for intermodal transportation in the MPA. MPO designation shall be made by agreement between the Governor and units of general-purpose local government that together represent at least 75 percent of the affected population (including the largest incorporated city, based on population, as named by the Bureau of the Census) or in accordance with procedures established by applicable or local law. It defines the membership of the Policy Board by Title and voting rights of its members. It also defines the members of the Technical Committee by Title. Federal and state law are silent on the size, composition and voting rights of a Policy Board under in a non-Transportation Management Area (under 200,000 persons). This agreement defines the key plans and programs of the MPO, rules for consultant contracts, reporting requirements, planning reports, division of cost and payment, audit procedures as well as other standard required contractual elements.

The metropolitan planning area boundary, conforming to the requirements of 23 USC 134(e), is included as an attachment to the Operating Agreement. The Interim Coordinator will be responsible for the managing the implementation of the Boundary Development Strategy, but the DOT and Borough will provide the GIS services required for this effort. The development of the boundary must utilize the latest planning assumptions, and these must include the information from the 2020 Census regarding the designation of urbanized areas, expected to be available in April 2022.

The MPO may utilize the Mat-Su MPA Boundary Development Strategy developed in FFY21 to guide the development of the MPO boundary. The MPO will develop alternatives to be examined in a public process to determine the final Metropolitan Planning Area of the MPO to be included in the Operating Agreement. The boundary

of an MPA shall be determined by agreement between the MPO and the Governor in accordance with 23 CFR 450.312. At a minimum, the MPA boundaries shall encompass the entire urbanized area (as defined by the Bureau of the Census) plus the contiguous area expected to become urbanized within a 20-year forecast period for the metropolitan transportation plan. The MPA boundaries may be further expanded to encompass the entire metropolitan statistical area, as defined by the Office of Management and Budget. MPA boundaries may be established to coincide with the geography of regional economic development and growth forecasting areas. Additional adjustments should be made to reflect the most comprehensive boundary to foster an effective planning process that ensures connectivity between modes, improves access to modal systems, and promotes efficient overall transportation investment strategies.

The Operating Agreement and Metropolitan Planning Area Boundary will have to be presented to the various member agency councils and assemblies for review and to obtain a resolution of support for the package to be presented to the Governor. The package will also need to be reviewed and approved by their respective attorneys prior to submission to the Governor for designation. It is the responsibility, with Staff oversight and assistance, of the Pre-MPO Steering Committee members to champion this package through their respective organizational processes to ensure the timely designation of the Mat-Su MPO by the Governor. This can take time and may be a reiterative process. This includes the review by the State's Attorney General office as well. Staff, which is limited due to the current part-time Project Manager's status, may be available to present information regarding the MPO to each council/assembly, but it may be that the Pre-MPO Steering Committee member of each respective organization will have to take the lead. Documentation on the time spent on this process may serve as in-kind match so each person participating in this effort should document their time, by the quarter hour, and present this monthly to the Project Manager. This includes all time by all involved in obtaining the resolutions of support. Format and information necessary to document the time will be provided by the DOT.

After the boundary is approved, DOT&PF or the FHWA Division Office should provide the boundary files electronically to the FHWA Office of Planning (HEPP-30) for inclusion into the FHWA Office of Planning Executive Geographic Information System (HEPGIS) database. The preferred submission formats are ArcGIS or TransCAD GIS file formats, the GIS software packages most commonly used by State DOTs and MPOs.

- ***Memorandum of Understanding for the Implementation of the Mat-Su MPO Office (MOU):*** The MPO, DOT and providers of public transportation shall cooperatively determine their mutual responsibilities in carrying out the metropolitan transportation

planning process. These responsibilities shall be clearly identified in written agreements with the MPO. The purpose of the MOU is to outline the responsibilities of each of the parties to the Operating Agreement regarding operation of the MPO. The responsibilities will vary based on the structure of the MPO. For example, if the MPO is housed at one of the participating agencies or organizations, the responsibilities will be very different than if it is a free standing MPO. Items that may need to be addressed include membership dues, project development, financial reporting, audits, GIS services, land use planning, project planning, programming, human resources, risk management, office space, telephone services, IT services, accounting services, procurement services and the like. A stand-alone MPO needs to file Articles of Incorporation, obtain EIN and DUNS numbers, complete IRS Form 1023 to obtain tax-exempt status, complete a DOT&PF internal review audit to establish an indirect cost rate for billing in order to receive federal reimbursement, lease office space, consider outsourcing payroll and IT services, and the like.

- **Bylaws of the Mat-Su MPO (Bylaws):** The Bylaws spell out the members and officers of the organization, how the Chair and Vice Chair are chosen and who will serve as Secretary of the organization and what those responsibilities entail. The Bylaws define when meetings will occur, at a minimum, and line out the standard order of business. The Bylaws define committee structures and the purpose and duties of the Technical Committee. The Bylaws also address ethics, conflict of interest, and other miscellaneous standards of conduct. The Bylaws should be submitted with the Operating Agreement.
- **Policies and Procedures** Finalize the Policies and Procedures of the Mat-Su MPO to ensure operations are in accordance with the Operating Agreement, MOU and Bylaws. Some policies to be developed include, administrative policies, amendment and administrative modification policies, personnel policies, social media policies, human resources, employment practices and the like.
- **Title VI Implementation Plan Development:** Once recognized as the MPO through an *Inter-Governmental Operating Agreement and Memorandum of Understanding for Transportation Planning*, the MPO has the responsibility to ensure, for all people, that its programs, plans and policies are carried out in a manner that is not discriminatory, regardless of race, color, national origin, or sex (gender). Title VI of the Civil Rights Act of 1964, as amended, prohibits discrimination based upon race, color, and national origin. Specifically, 42 USC 2000d states that “No person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.” *The Federal Aid Highway Act of 1973 (23 USC 324), and related federal regulations (23 CFR 200.5 (p)), prohibit discrimination on the basis of sex (gender).*
  - Later Executive Orders placed further emphasis upon the Title VI protections of race and national origin, added low-income populations to the list of protected groups, and clarified that minority and limited

English proficient populations are included under national origin. The Civil Rights Restoration Act of 1987 broadened the scope of Title VI coverage by expanding the definition of terms “programs or activities” to include all programs or activities of Federal Aid recipients, sub-recipients and contractors, whether such programs and activities are federally assisted or not (Public Law 100259 [S.557], March 22, 1988).

Together these requirements form the legal basis for the Federal Highway Administration (FHWA) Title VI Program. According to 49 CFR 21.7 (b), recipients of federal financial assistance are required to provide for such methods of administration, as determined by the Secretary of Transportation, for a program to give reasonable guarantee that it, and other participants under the program including contractors and subcontractors, will comply with all requirements imposed or pursuant to Title VI related federal regulations. Guidance provided by FHWA, Public Funds for Public Benefit: Subrecipient’s Guide to Implement Title VI, outlines additional information to be addressed in a Title VI Nondiscrimination Plan. The State of Alaska has long recognized the importance of ensuring non-discrimination in the way they conduct business and provide services to the public. This Title VI Non-Discrimination Implementation Plan will document a process specifically for ensuring non-discrimination by the MPO and should be consistent with non-discrimination policies of both the DOT&PF and FHWA Title VI requirements.

The Title VI Plan is integral to the PPP and provides specific goals, objectives, and strategies for reaching low-income, minority, and Limited English Proficiency populations to help mitigate barriers to public participation in the transportation planning process. As a Federal Aid recipient, the MPO has the responsibility to ensure that its programs, plans, and policies are carried out in a manner that is not discriminatory, regardless of race, color, national origin, or sex (gender) in accordance with Title VI of the Civil Rights Act of 1964, as amended. Measures to include are listed but are not limited to:

- Hosting all meetings open to the public and broad advertising of meetings, events, and public comment opportunities
- Opportunities in accordance with the PPP to reach different demographics of the population
- Holding meetings in a location familiar and comfortable to the public, accessible by non-motorized travel and transit, and in ADA-accessible buildings
- Providing contact information on all public notices and advertisements for individuals to request special accommodations for translation (language barriers) and hearing and sight impairments
- Preparing Title VI Reports for the DOT&PF Civil Rights Office for every meeting and event held open to the public and public comment periods

- Advertisement of Title VI complaint procedures and complaint form for any person who believes they have been excluded from or denied the benefits of, or subjected to discrimination on the basis of race, color, national origin, or sex (gender) under any MPO plan, program, or activity
  - Annual participation by all MPO staff in Title VI training
- **Other Agreements:**
- Develop an agreement to coordinate with the DOT&PF, Anchorage Metropolitan Transportation Solutions (AMATS) and FAST Planning on PL and STPBG funding, target setting and other transportation issues of common interest. Set performance targets in coordination with the State and other MPOs in accordance with a to-be established memorandum of understanding for a performance-based approach to the metropolitan transportation planning and programming process.
  - Consider a coordination agreement with AMATS, and others, as appropriate and necessary
  - Consider an agreement with the local tribal governments regarding future consultation processes and to address the government - government relationship with the MPO

## 2. *Public Participation*

- The PPP will assist in defining the minimum standards for public involvement in developing the MPO's plans and programs and amend the PPP, as necessary. It will also assist in developing the proper public involvement necessary for the development of the MPO structure and associated documents. The Interim Coordinator will implement the Public Participation Plan (PPP).
- Throughout FFY21, it is expected that the Interim Coordinator will conduct monthly meetings of the Pre-MPO Steering Committee and Pre-MPO Policy Board until the MPO is designated. They will also be responsible to educate the public and other stakeholders on the MPO and its function and value. The Interim Coordinator will attend project status meetings, open house events, stakeholder group consultations, and other governmental planning meetings. The Interim Coordinator will ensure that all meetings are properly advertised in accordance with the PPP.
- The Interim Coordinator will provide guest presentations to the Borough, cities, tribal governments, committees, commissions, local organizations and chapters, and other interest groups
- Serve on the Statewide Transportation Innovation Council and Statewide Connected & Autonomous Team and participate in other statewide or regional planning efforts, as requested.

### 3. *Research*

- The Interim Coordinator will monitor the Federal Highway Bill Reauthorization and modify the development of the final MPO structure and documents in accordance with the latest planning assumptions. They will study the Federal Regulations for Metropolitan Transportation Planning and research other available grant opportunities.

### 4. *Office Operations and Reporting*

- **FFY2022 UPWP Reporting:** The DOT&PF is responsible for providing the management oversight of the UPWP. The MPO and any of its partners that receive Federal PL funding will prepare and submit quarterly reports through FFY2022 to the DOT&PF. The quarterly reports will document the planning activities performed and expenditures by the MPO in accordance with the tasks listed in the Unified Planning Work Program (UPWP). The DOT&PF will review and compile the quarterly reports into annual reports at the end of each fiscal year. The MPO will initiate Administrative Modifications and Amendments to the UPWP as needed in accordance with the provisions of the MPO's Intergovernmental Operating Agreement, when executed. This work is currently be done by the Borough Staff.
- **Develop the 2023 – 2024 UPWP:** The 2023 - 2024 UPWP will be developed to include a description of the planning work and resulting products, who will perform the work, time frames for completing the work, the cost of the work, and the sources of funds. It shall identify work proposed for the next two-year period by major activity and task, including activities that address the planning factors in 23 CFR 450.306(b), in sufficient detail to indicate the proposed funding by task/activity and a summary of the total amounts and sources of federal and matching funds. This may be submitted as part of the state's planning work program if a simplified statement of work is used in accordance with 23 CFR 420. This work will be coordinated with the DOT&PF and the Pre-MPO staff and will include the consultation process to determine the Federal PL and Section 5303 Distribution Formulas to be used by the state in determining the MPO's share of the funding distribution. The DOT&PF is currently planning to issue a Request for Proposal (RFP) to assist in the development of the new PL Distribution Formula and the Pre-MPO Project Manager/Coordinator will be involved in this process.

It is recommended that the new draft 2023 – 2024 UPWP be completed and released for a 30-day Public Comment period by the Pre-MPO Policy Board in mid-June. This UPWP must provide a plan for the development of the Metropolitan Transportation Plan (MTP) and the Transportation Improvement Program (TIP) to become an MPO in good-standing.

- The Interim Coordinator will obtain all the necessary items for the formation of the MPO office. They will supply or cause to arrange supplies, information technology, website development, social media presence, office administration, utilities, payroll, and benefits, and the like. They will procure services as necessary to bring the MPO office to an operational status based on the agreed upon structure.

- The Interim Coordinator will track the budget and conduct all necessary reporting and make amendments, as needed.
- Respond to and fulfill all data requests
- Obtain GIS mapping services for the development of the MPO boundary from the DOT and the Borough.
- Conduct general communication, correspondence and presentations to members of the public, organizations, agencies, elected/appointed officials, and other interested parties
- Coordinate with the DOT and other MPOs, as requested

### **5. Training**

- Attend annual AMPO Conference and Alaska American Planning Association Conference and trainings
- Professional development for staff (attending online and in-person trainings and conferences)
- Attend and participate in local, regional, and state committee and commission meetings

**Completion Date:** September 30, 2022

**Responsible Party:** Pre-MPO Staff, Interim Coordinator and/or Borough Staff or DOT managed Consultant(s)

## **Task 200 Public Transit System Planning**

**Non-urbanized** Formula Program grants provide transit capital, operating assistance, and program administration to non-urbanized areas for public transportation. State agencies, local public bodies and agencies thereof, private-non-profit and private for-profit (inter-city only) organizations and operators of public transportation services are eligible to apply. These program grants are detailed in 49 USC 5311.

In order to be eligible for Federal Transit Administration (FTA) or Alaska Mental Health Trust funds through the Alaska DOT&PF Alaska Community Transit (ACT) office, projects must be derived from a locally developed, coordinated plan that is updated at least every five (5) years. These funding sources substantially support transit operations in the Borough. The Borough's previous plan update was in 2011 and required significant changes to reflect current community needs and opportunities, in addition to meeting federal and state requirements. The 2018-2022 Coordinated Human Services Transportation Plan (CHSTP) serves this purpose. It documented community efforts to coordinate public and human service transportation for the Borough's residents—especially older adults and individuals with disabilities. FTA 5310 grants through the Fixing America's Surface Transportation (FAST) Act and Alaska Mental Health Trust funding each focus on the transportation needs of disadvantaged persons and those with special transportation needs that cannot be met through traditional personal automobile or public transportation means. Valley Transit and Sunshine Transit Coalition are prepared to receive Alaska Community Transit State Fiscal Year 2021 Public Transit Grants for Administration, Operating and Preventive

Maintenance. Sunshine Transit Coalition was awarded \$729,663 and Valley Transit was awarded \$1,100,000. Sunshine Transit Coalition and Valley Transit are also to receive Public Transit Capital Grants of \$737,692 and \$1,350,207, respectively.

The Federal Transit Administration (FTA) has defined the goals of the 5311 Program to:

- Enhance the access of people in non-urbanized areas to health care, shopping, education, employment, public services, and recreation.
- Assist in the maintenance, development, improvement, and use of public transportation systems in rural and small urban areas.
- Encourage and facilitate the most efficient use of all rural transportation funds used to provide passenger transportation in non-urbanized areas through the coordination of programs and services.
- Assist the development and support of intercity bus transportation.
- Provide for the participation of private transportation providers to the extent feasible.

Due to the operational changes in FFY2020 related to the COVID-19 pandemic, these planning funds will be critical to planning the future of the public transit system within the MPA. Beginning in FFY21, and continuing through FFY2022 and FFY2023, the transit providers will need to develop, implement, and continually update Public Transportation Agency Safety Plan (PTASP) to include the processes and procedures to implement Safety Management Systems (SMS). This may result in significant changes to operation and ridership of the system and may affect the transit routes, frequency, and timing, as well as staff employment, facilities and equipment, and fare collection.

The transit services within an MPA, once designated, are eligible to receive **FTA Section 5303, 5304 and 5305 planning funds** through a Metropolitan Planning Grant Agreement between the DOT&PF and FTA. Metropolitan & Statewide Transportation Planning Section 5303, 5304 and 5305 provide funding and procedural requirements for multimodal transportation planning in metropolitan areas and states.

Planning needs to be cooperative, continuous and comprehensive, resulting in long-range plans and short-range programs reflecting transportation investment priorities. Federal planning funds are first apportioned to State DOTs. State DOTs then allocate planning funding to MPOs. One meeting has been conducted between the local transportation provider, DOT&PF, Alaska Railroad and FTA and more coordination will take place to determine the necessary work tasks for this UPWP.

Funds are available for planning activities that:

- support the economic vitality of the metropolitan area, especially by enabling global competitiveness, productivity, and efficiency
- increase the safety of the transportation system for motorized and nonmotorized users;
- increase the security of the transportation system for motorized and nonmotorized users;
- increase the accessibility and mobility of people and for freight;
- protect and enhance the environment, promote energy conservation, improve the quality of life, and promote consistency between



transportation improvements and State and local planned growth and economic development patterns;

- enhance the integration and connectivity of the transportation system, across and between modes, for people and freight; and
- promote efficient system management and operation; and (H) emphasize the preservation of the existing transportation system.

This funding is used to conduct planning activities related to the operation and improvement of the public transit system, including data collection, studies, system performance management, capital planning and asset management, preparation of reports and plans, and training and technical assistance for staff. Example plans include:

- Coordinated Transportation Plan
- Short- and Long-Range Transit Plan
- Mobility Management Plan
- Bus Stop Amenity & Design Development Plan
- ITS Improvement Plan
- Comprehensive Fixed Route Analysis & Improvement Plan
- Traffic Signal Prioritization Impact Study



Upon designation as an MPO, the Mat-Su MPO transit providers will be eligible to apply for the urbanized FTA 5303 formula grants and other competitive grant programs.

**Completion Date:** Upon designation as an MPO

**Responsible Party:** Valley Transit, Sunshine Transit Coalition

### Task 300 Contingency Projects

The following projects are Contingency Projects, which are, by definition, a future event or circumstance which is possible but cannot be predicted with certainty. That is, these are projects listed that could occur in FFY22 if funding becomes available.

#### Task 300(A) Develop the Metropolitan Transportation Plan

The MTP is the official multimodal transportation plan addressing no less than a 20-year planning horizon that the MPO develops, adopts and updates through the metropolitan transportation planning process. The MPO will develop its first MTP using the 2017 MSB LRTP 2035 as its base. The MTP is not due within 12 months of being designated as an urbanized area but must be planned for within the UPWP. The UPWP will provide the work plan that will include the tasks and a schedule to complete the MTP. It must be updated every five years. A draft Scope of Work for the consultant development of the MTP will be presented to the Steering Committee for review and comment in the summer of 2021. The MTP planning process shall include the development of a transportation plan addressing no less than a 20-year planning horizon as of the effective date. The MPO shall consider factors described in CFR 450.306 as the factors relate to a minimum 20-year forecast period.

The MTP effort will involve the following:

**TransCad Modeling:** The development of the MTP will require updates to the TransCad Travel Model currently being managed and updated by the DOT&PF. This will be necessary to model the proposed projects to be included in the MTP and to perform any requested scenario planning analyses. Borough staff will provide a demographic analysis to update and recalibrate the travel demand model for existing and future conditions, travel patterns, and utilization of the transportation network with updated population, employment, and household data using the latest planning assumptions. Coordination on the horizon year of the MTP should occur between the MPO, DOT&PF and AMATS.



**Development of the MTP:** The planned schedule is to release an RFP for consulting services in early Winter 2022-2023 to develop the MTP. The DOT, or its consultants, will provide for all required and desired TransCad modeling. The plan will focus on the MPA boundary and will address all transportation planning within those boundaries, regardless of ownership. In updating the transportation plan, the MPO shall base the update on the latest available estimates and assumptions for population, land use, travel, employment, congestion, and economic activity. The update will include collection of existing traffic data, analysis of the existing transportation network, evaluation of land use and supporting transportation scenarios for travel demand model forecasts, outreach to local agencies and the public to confirm project needs outlined in the 2035 MSB L RTP and new project needs not yet identified. The Public Participation Plan will define the minimum public involvement efforts but those used may be more robust. The draft MTP will be released for public comment, and after resolution of public comments, the final MTP will then be presented to the Technical Committee and Policy Board for consideration of adoption. Following adoption, the final MTP will be transmitted to FHWA and FTA for approval.

**Advanced Project Definition and Financial Estimates:** The MTP must be fiscally constrained. The DOT&PF will be responsible for providing Scope, Schedule, and Estimate (SSEs) for all projects to be included in the MTP. This will be an ongoing project as estimates may need to be updated as new projects are nominated. The SSEs are completed by DOT&PF staff at the MPO's request at the time projects are nominated by local agencies, DOT&PF and the public for funding and inclusion in the MTP. The local agencies may be able to reach an agreement with the State to participate in the development of SSEs, but the work must be done under the federal project development regulations.

The DOT&PF will also be responsible for developing financial projections for all funding anticipated to be received by the MPO for the period covered by the MTP. This will include all reasonably anticipated funding sources. This will be provided by the DOT&PF in-kind.

**Completion Date:** July 31, 2023

**Responsible Party:** Pre-MPO Staff, Interim Coordinator or Borough Staff managed Consultant(s) and DOT&PF Staff

### Task 300(B) Transportation Improvement Program (TIP)

The TIP is a prioritized listing/program of transportation projects covering a four-year period that is developed and formally adopted by an MPO as part of the metropolitan transportation planning process, consistent with the MTP and required for projects to be eligible for funding under 23 USC and 49 USC Chapter 53. Currently, the federally funded transportation projects for the area can be found in the 2020–2023 Alaska Statewide Transportation Improvement Program (STIP). Upon official designation as an MPO, projects funded by federal transportation funds on locally or state-owned (non-NHS) roadways and transit projects will be found in the MPO's TIP. Federally funded projects within the MPO boundaries that are located on the State-owned National Highway System (NHS) or are owned by the Alaska Railroad Corporation will generally be shown in the TIP for informational purposes. This will require careful coordination with the state and transit providers.

For all MPAs, concurrent with the submittal of the entire proposed TIP to the FHWA and FTA as part of the STIP approval, the State and the MPO shall certify at least every four years that the metropolitan transportation planning process is being carried out in accordance with all applicable requirements as set forth in 23 CFR 450.336.


Development of a new TIP will begin concurrently with development of the MTP, which is anticipated to be completed in September 2024. The initial effort will involve development of project scoring criteria, development of nomination forms followed by a call for project nominations. Projects included in the TIP must be prioritized in the MTP. The project nominations often, but are not all required to, come from the short-range list of projects included in the updated MTP. A workshop will be held for local agencies and the public to learn about the nomination process, scoring criteria, and project selection process for funding. At the close of the nomination period, the Technical Committee members will score and rank the projects in order of priority for consideration of funding in the new TIP.

Concurrently, DOT&PF staff will prepare a scope, schedule, and estimate (SSE) for each project nominated. Once the SSEs and project rankings are complete, the MPO will develop a fiscally constrained draft TIP providing a funding plan for the top ranked projects for release for public

**2020-2023 Alaska Statewide Transportation Improvement Program**  
2020-2023 Original STIP, Approved April 28, 2020

**Need ID:** 00911  
**Title:** Vial Road Improvement from Gonsky Road to  
Hollywood Blvd  
**Region:** Central  
**State Name:** Central Region  
**Highway:** 146

**Project Description:**  
Project will rehabilitate the existing two-lane rural road from the Hollywood Boulevard to Vial Gonsky Road. The road will be designed to accommodate ongoing traffic growth. Scope includes repaving roadbed, drainage improvements, repaving, pedestrian accommodations and provide RSP safety improvements.



Phase	Fund	FFY20	FFY21	FFY22	FFY23	Adm2023
Design	SM	10,000	0	0	0	0
Design	STP	104,500	0	0	0	0
Right of Way	AC	0	3,200,750	0	0	0
Right of Way	ACC	0	0	3,200,750	0	0
Right of Way	SM	0	277,247	0	0	0
Right of Way	STP	0	0	3,200,750	0	0
Construction	AC	0	0	0	5,640,140	0
Construction	SM	0	0	0	529,000	0
Utilities	SM	0	0	0	707,600	0
Utilities	STP	0	0	0	2,082,510	0
<b>Totals:</b>		<b>445,000</b>	<b>3,624,000</b>	<b>0</b>	<b>8,500,000</b>	<b>5,640,140</b>

**Program:** Alaska Highway System  
**Primary Work:** System Preservation  
**2018 Election District:** 0 Big Lake/Paleo/Meadeville  
**Borough/Census Area:** Matanuska - Susitna Borough  
**Municipal Planning Org. (MPO):** JRM MPO  
**Performance Measures:** Safety, Travel Time

**Sponsor:**  
**PER Score:**  
**Costs:**  
**Functional Class:** MAJOR ARTERIAL

comment. After public comments are addresses and/or resolved, the final TIP will then be presented to the Technical Committee and Policy Board for consideration and adoption. Following adoption, the final TIP will be transmitted to FHWA and FTA for approval and to DOT&PF for inclusion into the STIP.

The MPO Staff will work in cooperation with the DOT&PF in the development of an E-TIP that is compatible with the state's Statewide Transportation Improvement Program (STIP).

**Completion Date:** September 30, 2024

**Responsible Party:** Pre-MPO Staff with DOT&PF providing Advanced Project Definition (estimates and schedules) and financial constraint limits and technical support for E-TIP, as necessary

## Budget

### MAT-SU MPO FEDERAL FISCAL YEAR 2022

DRAFT 08.08.2021

#### Estimated Costs by Task

October 1, 2021 - September 30, 2022

Task	Description	FFY22	Federal Fund Code	Non-Federal Share	In-Kind (State, MSB, MPO) *
<b>100</b>	<b>MPO Planning Process</b>				
100(A)	Support Services	\$225,000	Fed TBD		\$12,100
	<b>Total Task 100</b>	<b>\$225,000</b>			
	9.03% match (cash)	\$10,234	MSB		
	(In-kind)	\$12,100			
	<b>Subtotal</b>	<b>\$247,334</b>			
	ICAP (4.64%)	\$12,035			
	<b>Total Task 100</b>	<b>\$259,369</b>			
<b>200</b>	<b>Public Transit System Planning</b>	<b>\$50,000</b>	<b>Fed TBD</b>		
<b>300</b>	<b>Contingency Projects</b>				
300(A)	Metropolitan Transportation Plan	\$450,000			\$17,000
300(B)	Transportation Improvement Program	\$0			
	<b>Total Task 300</b>	<b>\$450,000</b>			
	9.03% match (cash)	\$27,669			
	(in-kind)	\$17,000			
	<b>Subtotal</b>	<b>\$477,669</b>		494668	
	ICAP (4.64%)	\$23,242		44668.5	
	<b>Total Task 300</b>	<b>\$500,911</b>			

#### Assumptions:

The State and Borough will provide all necessary GIS services for the development of the MPA boundary, in kind.

Support Services includes wages for an Interim Executive Director/Coordinator and management and operation of the Pre-MPO. This also includes consulting services regarding MPO formation and consultation, as needed.

FED TBD = Federal Funding Type to Be Determined by the State

ICAP = Indirect Cost Allocation Plan for FFY22 per DOT&PF memo dated 06.21.2021

The Matanuska-Susitna Borough (MSB) on behalf of the Mat-Su Pre-Metropolitan Planning Organization (MPO), is seeking professional services to prepare the first Metropolitan Transportation Plan (MTP) for the pending MPO. It is anticipated that some portion of the Matanuska-Susitna Borough will be designated as Urbanized by the U. S. Census Bureau in April 2022. The area will have one year from that date to form a Metropolitan Planning Organization. The MTP and associated Transportation Improvement Program (TIP) must be complete by September 1, 2024.

The MTP is a long-range transportation plan for a metropolitan area and is a statement of the ways the region plans to invest in the transportation system over no less than a 20- year planning horizon as of the effective date. It is updated every five (5) years in air quality attainment areas. It shall include both long-range and short-range strategies, policies and actions that provide for the development of an integrated multimodal transportation system to facilitate the safe and efficient movement of people and goods in addressing current and future transportation demand. A multi-modal transportation system includes transit, rail, automobile, non-motorized modes, port access and possibly airport access. The MTP provides an opportunity to communicate the priorities, critical choices, and general directions for the region to a broad audience, including planning partners, other stakeholders, elected officials, tribes and the public. The Transportation Improvement Program (TIP) will be developed as part of the metropolitan planning process consistent with and, subsequent to, the approved MTP. It shall be developed in coordination with the State of Alaska and compatible with an electronically-available system used by the State of Alaska in developing their Statewide Transportation Improvement Program (STIP), if available.

The work will build on the Matanuska-Susitna Borough Long Range Transportation Plan 2035 (LRTP) but will only address the area designated as the Metropolitan Planning Area (MPA) Boundary as developed and approved by the Pre-MPO Policy Board in 2022. It will address planning requirements found in the FAST Act, and proceeding reauthorizations, including the requirements for a performance-driven, outcome-based approach to the planning effort and mitigation activities and other requirements as outlined in 23 CFR 450. It may also address any new requirements of any highway bill re-authorization that occurs prior to or during the development of this MTP, according to the required timelines issued in the updated regulations and guidance. The MTP will focus on a review and refinement of existing documents and address priorities and planning elements while considering any new corridor, access management, arterial, sub-area, transit or other planning efforts since the development of the 2017 LRTP. It will include innovative and emerging policy areas that will further shape the goals, programs and emphasis areas of the plan. One of the policy changes that may need to be considered is the state's desire to allow off-road vehicles on roadways with speeds of 45 mph or less. Current statewide performance measures will be reviewed so that appropriate MPO

targets may be developed. Consultation with the State and other Alaska MPOs and finalization of a Memorandum of Understanding between the parties to support a performance-based approach to metropolitan transportation and programming is a deliverable of this effort.

Development and content of the MTP must include all requirements of 23 CFR 450.324 listed here, in part:

- Current and projected demand of persons and goods in the MPA over the period of the plan;
- Existing and proposed transportation facilities that function as an integrated metropolitan transportation system;
- A description of the performance measures and targets used in assessing the performance of the transportation system;
- A system performance report;
- Operational and management strategies to improve the performance of the existing transportation facilities to relieve vehicular congestion and maximize the safety and mobility of people and goods;
- Assessment of capital investment and other strategies to preserve the existing and projected infrastructure; provide for multimodal capacity increases based on regional priorities and needs and reduce the vulnerability of the existing infrastructure to natural disasters;
- Transportation and transit enhancement activities;
- Design concept and scope descriptions of all existing and proposed transportation facilities;
- Potential mitigation activities and potential areas to carry out these activities;
- A fiscally constrained financial plan with system-level estimates of costs and revenue sources **to be provided by the State in consultation with the MPO's other member agencies**; and,
- Pedestrian walkway and bicycle facilities.

The final deliverable will include the MTP, an Executive Summary, and Technical Appendices. Plan sections include:

- Introduction
- Public Involvement including implementation of the recommendations in the 2017 LRTP and the Pre-MPO's Public Participation Plan, updated to reflect any new innovative and/or interactive outreach efforts
- Goals and Objectives and Performance Based Planning
- Existing Conditions and completed projects since the completion of the 2017 LRTP (MPA projects only) and status of the Rural Service Area Framework within the MPA
- Future Network including corridor and access management analysis, challenges, risks and scenario planning
- Financial Plan

- Recommendations (both project and policy)
- Implementation Strategies

Technical Reports will include, but are not limited to the following:

- Policy Board adoption of the Goals, Objectives and Performance Measures
- Policy Board adoption of the Latest Planning Assumptions used in the TransCad Model
- Policy Assessment and Gap Analysis
- Alternatives Analysis Process
- Status of the Current Transportation System
- Future Transportation System Deficiencies Analysis
- Project Needs List
- Public Involvement Summary to fulfill all requirements under 23 CFR 450, the Public Participation Plan, Environmental Justice and Title VI Implementation Plan

### **Phase I—Requirements Analysis**

The development of the MTP shall use **the latest available estimates and assumptions for population, land use, travel, employment, congestion and economic activity**. The latest planning assumptions will be developed under a separate but integral project when the TransCad Model is updated for use in the development of the MTP. The Consultant will work with the TransCad Model consultant to conduct the traffic and systems analysis and other elements under this MTP development. At a minimum, it must include:

#### *Task I.1 Traffic & Systems Analysis*

The Consultant will compile an inventory of existing transportation facilities within the study area, for all modes, as well as pertinent information such as Annual Average Daily Traffic (AADT), functional classification, Level of Service (LOS), crash data and ownership and maintenance responsibilities. Should additional data collection be necessary, the State, MPO and the Consultant will negotiate any additional data needs. There currently exist numerous data gaps and inconsistencies, as identified in the LRTP, including bicycle and pedestrian counts, sidewalk and trail locations, building footprints and easements. Programmatic and plan development suggestions will be developed as a result of this analysis. The Consultant shall incorporate the Traffic Demand Model in all planning assumptions and forecast to the horizon year of the plan. The Consultant will review past and the current Regional Travel Demand Modeling projects regarding the Mat-Su area, concentrating specifically on the MPA to determine the level of modeling required to satisfactorily complete the MTP. The model update will include scenario planning. The underlying assumptions in the model regarding population, employment, trip generation and other factors should be updated to reflect existing conditions.

Anticipated land use and economic development patterns shall also be researched and considered. Future demographics including population,



employment and jobs/housing balance shall be developed with input from local governments, agencies and subject matter experts. TransCAD will be the model used to ease coordination on a regional level.

*Task 1.2 Research*

The Consultant will identify the accomplishments of the current LRTP as related to the area within the MPA boundary.

The Consultant will research existing plans and studies pertaining to the MPA boundary with particular attention to comprehensive and land use plans and any performance based plans that have been generated since the development of the LRTP including, but not limited to:

- Alaska Statewide Long Range Transportation Policy Plan
- Alaska Statewide Active Transportation Plan
- Alaska State Rail Plan, Alaska Aviation System Plan
- Alaska Statewide Asset Management Plan
- Alaska Highway Safety Improvement Program including the Strategic Highway Safety Plan
- Applicable regional port studies
- Alaska State Freight Plan
- Relevant Arterial Access Management, Corridor and Sub-area Plans and Studies
- The Official Streets and Highway Plan
- Transit Short Range Plan
- Safe Routes to School Plan
- Long-Range Transit Vision
- MSB Recreational Trails Plan
- MSB Capital Improvement Program
- Tribal Transportation Improvement Programs
- Local transportation plans and Capital Improvement Programs (Wasilla, Palmer, MSB)
- MSB Coordinated Human Services Transportation Plan.

The Consultant will also be responsible for ensuring that the MTP meets all metropolitan planning requirements of the FAST Act and subsequent highway authorizations by developing a gap analysis of the existing LRTP as it relates to the MPA against the federal law, particularly sensitive to the requirements of Metropolitan Planning Organizations. Other federal requirements should also be incorporated such as any new planning factors, freight program opportunities, the planning emphasis areas and potential mitigation activities as well as the identification of the projects completed since the development of the last LRTP. The Consultant will also identify deficiencies that prevent access to essential services such as access/egress issues for emergency events as well as other

deficiencies. The status of maintenance and operations of the system, both in service and funding, will also be addressed.

**Task I.3**      *Develop and refine existing Goals, Objectives, Performance Measures, Targets and establish Project Evaluation Criteria*

The metropolitan transportation planning process will provide for the establishment and use of a performance-based approach to transportation decision-making to support the national goals described in 23 U.S.C. 150(b) and in the general purposes described in 49 U.S.C. 5301(c). The plan will establish goals, objectives and performance targets that address the performance measures or standards established by the State to be used in tracking progress toward attainment of critical outcomes for the MPO. The goals, objectives and performance measures will be developed to address any known performance targets and planning factors. This will involve coordination with the State and the Metropolitan Planning Organizations within the State: Anchorage Metropolitan Area Transportation Solutions (AMATS) and FAST Planning, Inc. (FAST). A *Performance Planning Target Setting Procedure Agreement* must be established with the State and with public transportation providers to ensure consistency with the performance targets that public transportation providers have established. It is recommended that this effort be coordinated with AMATS and possibly, FAST.

The consultant will use this performance-based approach to assist the MPO in the development of specific Evaluation Criteria for projects to be scored for inclusion in the TIP. A system performance report is also required.

**Phase II—Alternatives Analysis**

**Task II.1**      *Identification of Alternatives*

Through identification of future needs and existing deficiencies, the Consultant will develop alternatives for consideration. An interactive, web-based approach in obtaining community input is highly desired in addition to other approaches.

Emerging concepts to be addressed include sustainability, climate change and energy, transportation and environmental impacts and interregional planning.

Specific proposals should, at a minimum, include an analysis of the following:

- a Seasonal Commuter Rail from train stations in the Mat-Su to work sites within Anchorage;
- Bus-only lanes along the Glenn Highway for commuters in order to reduce the need for widening and impacts of a Park and Ride within the AMATS MPA that would potentially serve residents of the new Mat-Su MPO.

- Any alternatives that sufficiently address the deficiencies.

These types of projects will require a framework for coordination as to STIP/TIP priorities, local match, construction funding and maintenance.

*Task II.2      Scenario Analysis*

The Consultant will also identify and propose alternative growth scenarios that include both infrastructure and non-infrastructure approaches to managing transportation demand including land use and growth/density management development scenarios. The Consultant will identify the methods by which these alternatives will be developed in their response. The consultant will employ visualization techniques and broad-based participation to develop long-range regional visions with the MTP.

Some scenarios that are to be looked at include a Park and Ride Facility at the Old Glenn Highway and the New Glenn Highway Interchange. The location is within the AMATS boundary.

*Task II.2      Analysis of Alternatives*

An evaluation process will be developed for all modes to analyze the alternatives. Significant corridor improvements and transportation demand management approaches will be incorporated.

*Task II.3      Recommended Alternatives and fiscally constrained financial plan*

The Consultant will develop a short, medium and long-term implementation plan including planning-level estimates for all priorities. Sources of funding, funding projections and project-level estimates will be developed in consultation with the State and the MPO. The Consultant will prepare a transparent explanation of assumptions, risks and priorities involved in financial decisions, developed collaboratively with regional partners. The Consultant will identify the performance measure(s) and planning factor(s) each alternative satisfies.

Recommendations for non-infrastructure improvements will also be presented including, but not limited to travel demand and congestion management solutions, educational campaigns, policies and necessary studies or programs to address data gaps.

Examine FHWA Innovative Financing techniques in developing the fiscally constrained plan and develop possible uses in the MPA as well as ways to leverage funding with other sources (bonds, tribal funding, other grants).

The results of the update of the MSB Coordinated Human Services Transportation Plan and Safety Plan will be incorporated into this MTP as it pertains to the MPA.

*Task II.4 Operations and Maintenance*

Alternatives will also include an emphasis on the maintenance of existing transportation infrastructure and include transportation projects and programs focused on operations and maintenance. The status of maintenance and the funding of its operations by all stakeholders will be included in the analysis.

**Phase III—Implementation**

*Task III.1 Preparation of Appropriate Draft Implementation Plan*

The Consultant will develop a draft report for State and MPO review. Appropriate edits will be made prior to release for comment by the MPO and its committees, local governments and public.

*Task III.2 Preparation of the Initial Draft Transportation Improvement Program (TIP)*

The consultant will develop a draft TIP for State and MPO review. This will entail the development of a process to evaluate projects to include in the TIP. The Consultant will develop an electronic TIP with all projects geo-referenced.

**Phase IV—Coordination and Documentation**

*Task IV.1 Administration and Coordination*

The Consultant will administer and coordinate this project. Project open houses will be coordinated around the meetings of the Technical Committee and Policy Board. The Consultant will be required to coordinate with those responsible for the travel model update. Draft technical memorandums and plans are required at least fifteen days prior to release at a Policy Board or Technical Committee meeting in order for staff to incorporate their comments.

*Task IV.2 Public Coordination and Participation*

This task will begin early and will be ongoing. The Consultant will follow the newly adopted Public Participation Plan (PPP) and develop an amendment to the PPP to update the MTP Public Involvement Plan subject to the approval of the Policy Board and meeting all requirements of 23 CFR 450.324. The amendment will reflect how the MTP process will successfully include robust and interactive participation and garner support from transportation agencies, the business community, the general public, environmental justice communities and other stakeholders. It will employ a diversity of means to solicit and consider public input at multiple points in the planning process. It will incorporate steps to ensure access of the plan and planning process to Limited English Proficiency populations and address any observed inequalities. The amendment will also

demonstrate how public input is coordinated with the goals, objectives and implementation of the MTP.

There will be at least two open houses for this project. Also required will be at least two meetings with each entity listed below to provide information and gather feedback from the following entities:

- Technical Committee
- Transportation Advisory Board
- Policy Board
- MSB Planning Commission (one work-sessions and one public hearing)
- MSB Assembly (one work-session and one public hearing)
- City of Palmer
- City of Wasilla
- Mat-Su Transportation Advisory Board
- Joint Tribal Meeting with the Knik, Eklutna and Chickaloon Tribes.

Some of these work-sessions can be supported by or performed by the existing staff. The Consultant will work with the MPO to identify, obtain agreement and document the tribal governments' involvement in the development of the MTP. Outlining factors applied in shaping scenarios, incorporating feedback into the analysis and informing the Planning Commission and Assembly on progress and findings are core activities and will ensure consistency with the MSB Comprehensive Plan, the latest Official Streets and Highways Plan (OSHP) and the relevant portions of the Capital Improvement Program.

*Task IV.3 Final Study Documentation and Production*

The Consultant will produce a final report and a plan for public distribution. The final plan will contain infographics using text to tell the story where the images are not specific enough. There should be a balance between text and graphics yet easy to comprehend. The Consultant will distribute the final plan.

**Draft MTP Scope of Services**  
**Comments and Response Summary**  
**09.02.2021**

#	Comment	Response
1	My only comment is regarding Alternatives Analysis on page 5. The first sentence is broad in scope, alternatives for <u>all</u> future needs and deficiencies, or only the ones listed in this section for commuters?	The intent is to include analysis of any alternatives that are developed through the process. Changed this section to state that at a minimum, the two bulleted items will be included. Also, added a new bullet: Any alternatives that sufficiently address the deficiencies.
2	Page 2, after "Pedestrian walkway and bicycle facilities" bullet: Do we need to mention any ORV use as well? There are many parallel trails along roadways for ORVs and there is the possibility of ORVs/snowmachines being allowed on state roads from the current administration.	This is a list out of the federal regulations. Allowing ORVs on roadways will add additional transportation challenges that will need to be addressed. Amended the discussion on the first page to include ORV use on roadways as an emerging policy shift that will need to be considered in the development of the MTP.
3	Page 3, after "Project Needs List" bullet: How about a ranked list based on cost? Low hanging fruit projects can give us some early wins but we must also include bigger projects in the mix to maintain a good balance.	Task II.3 will include the Project Needs List with costs broken down in the short-term, medium-term and long-term. The Technical Committee will score the projects that are to be included in the TIP.
4	Under Task I.1 referring to "AADT": Do we need to spell out the acronym?	Done
5	Page 4, at end of list of existing plans: MSB rec trails plan would be good to have on here.	Included
6	Page 4, at end of final paragraph in Task 1.2 section: Do we want to point out access/egress issues for Emergency events? There are many places in the valley that only have one way in/one way out.	Included a note regarding access/egress issues
7	Page 4: Ensure Task numbering is consistent (Task I.2 vs. Task 1.3)	Done
8	Page 5, after Task II.2 first paragraph: I agree - this is a good idea! (referring to the web-based interactive approach)	No changes
9	Page 7, after last bullet: How about a local tribal meeting to include the three Tribes of the area - Knik, Eklutna and Chickaloon?	Done

**Draft MTP Scope of Services**  
**Comments and Response Summary**  
**09.02.2021**

- |   |  |
|---|--|
| 10 Page 8, referring to "appropriate involvement": Sounds like we are being called out. Appropriate involvement? Tribal Governments should be consulted and included just like other government entities and not excluded like some have tried in the past...   | Deleted the word appropriate. Want to clearly state the need for a consultation agreement for the development of the MTP as a task.  |
| 11 Paragraph two, third line: Not sure why we would talk about the standard in air quality attainment areas unless we have one.   | The MTP must be updated every 4 years if the MPO is in a non-attainment or maintenance area.   |
| 12 Looks like this is pretty well developed. Might want to put some dates on the tasks where they are sequential. If you don't the contractor will be setting the timeline and that is not always good. They may have other priorities and without deadlines your work will come last.  | Put a due date on in the first paragraph.  |
| 13 Page 1, last paragraph, fourth sentence – "previous" is out of context. The MTP will be the first one. Clarification is needed.  | deleted the reference to the MSB's LRTP.   |
| 14 Page 2, 10th bullet – A financial plan for the MPO MTP will be a collaborative affair and not solely the responsibility of the State. For example, the State would require the MSB to provide estimates of future local transportation bonds. Please insert "financially constrained" between "a" and "financial plan..."  | Added "in consultation with the MPO's other member agencies."<br>Added "fiscally constrained:."  |
| 15 Page 3, First Sentence, Task 1.1 Traffic and Systems Analysis – a. Insert "major" between "existing" and "transportation". MTP typically do not include subdivision roads or local roads below Collector. The MTP also does not typically include an evaluation of sidewalks or bike infrastructure. b. It might be more appropriate to state "The Consultant shall incorporate the Traffic Demand Model..." | The FHWA allows use of federal funds on local roads. A program such as Preventive Maintenance can go a long way in preserving the existing system. A general review of the non-motorized system is essential in understanding the movement of people and is a critical part of the MTP. Changed "should" to "shall". |

**Draft MTP Scope of Services**  
**Comments and Response Summary**  
**09.02.2021**

- 16 Page 4, Task 1.2 Research – a. Probably should add new bullets for: MSB CIP, COW CIP, COP CIP and perhaps the Tribal Transportation CIP. Added the local CIP and transportation plans. Added a clarification of the use of the LRTP as it pertains to the MPA.
- b. Transit Long Range Plan should probably be Transit Short Range Plan. c. Might want to add a bullet for “Relevant Wasilla and Palmer transportation plans.” D. The words “developing a gap analysis of the existing LRTP against the federal law,..” seems out of context. We are talking about the MTP versus the Borough wide LRTP. Clarification is needed.
- 17 Page 5, first paragraph – The new MPO is not constrained to the State Performance Measures and Targets. It has the authority to develop supplemental ones that better reflect the unique circumstances of the MPO should it so desire. Might want to note this. The agreement will establish whether the MPO will accept the state targets or develop their own. Either way, they have to be consistent with one another.
- 18 Page 5, Phase II-Alternatives Analysis, second bullet – Consider inserting “new Mat-Su” between “the” and “MPA.” Might want to also check the spelling. MPO? Modified.
- 19 Page 7, last paragraph – That is a lot of meetings. Not sure such specificity is required to be in the document. Might want to be a bit more generic. Specificity is important when it comes to cost of the MTP. The consultant and the MPO will determine who will be responsible for coordination at each meeting.



# Mat-Su Pre-MPO Policy Board

## **Representatives:**

### **ADOT&PF**

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# Mat-Su Pre-MPO Steering Committee

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Vacant

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