

MVP for Transportation Pre-MPO Policy Board Meeting

Representatives:

John Binder – ADOT&PF
Steve Carrington, Mayor – City of Palmer
Glenda Ledford, Mayor – City of Wasilla
Kaylan Wade – Chickaloon Native Village
Bob Charles – Knik Tribe
Edna DeVries, Mayor – MSB
Mike Brown – MSB
Rob Yundt, Assembly Member – MSB
Jennifer Busch – Valley Transit
Vacant – Multi-Mobility Advocate



Hybrid Meeting Microsoft Teams meeting

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Phone Conference ID: 941 504 809#

Location

350 E. Dahlia Ave., Palmer, AK 99645 back half of Assembly Chambers.

Minutes

Tuesday, September 19th, 2023

2:00-3:30pm

1. Call to Order

The meeting was called to order with quorum at 2:00 pm.

2. Introduction of Pre-MPO Policy Board Members and other Attendees

Members in Attendance:

Steve Carrington, City of Palmer
Kaylan Wade, Chickaloon Native Village
Mike Brown, MSB
John Binder, DOT&PF
Bob Charles, Knik Tribe
Edna DeVries, MSB Mayor
Glenda Ledford, Wasilla Mayor

Members Absent:

Rob Yundt, MSB Assembly
Jennifer Busch, Valley Transit

Visitors Present:

Elise Blocker, RESPEC
Kim Sollien, MSB
Adam Bradway, DOT&PF
John Moosey, City of Palmer
Maija DiSalvo, MSB
Todd Smolden, Governor's Office
Ben White, DOT&PF
Clint Adler, DOT&PF
Tom Adams, MSB
Jackson Fox, FAST Planning
Aaron Jongenelen, AMATS

3. Approval of the September 19, 2023, Agenda – (Action Item)

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*Motion to approve the September 19, 2023, Agenda (**Binder**), seconded. No edits Passed unanimously.*

4. Approval of the July 18, 2023, Minutes – (Action Item)

*Motion to approve the July 18, 2023, Minutes (**Ledford**), seconded. No edits. Passed unanimously.*

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

a. Staff Report

Located within the packet is a memo to MVP from Adam Moser with DOT&PF. DOT&PF has funds available. The UPWP will be edited to include the items outlined in the memo.

1. General Funding Update and MVP for Transportation Planning Priorities

A request for funding was submitted to the legislature for MVP formation in the amount of \$1 million, some of which would also assist DOT&PF with their dues. The grant agreement is in negotiations right now. The funding will be used for the non-federal match, MTP, TIP, to hire an interim MPO coordinator, and other planning projects. The timeline within the grant agreement will need to be adjusted from 10 years to 5 years. At this point, the MPO does not have a bank account and MVP is not fully formed so the money cannot be utilized yet.

Donna Gardino: The grant agreement will be amended to a 5-year plan and will be sent out as soon as it is ready.

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

John Moosey: I would like to thank the MPO Policy Board for allowing the City Council to work through the issues. Thank you for your patience and grace.

7. Old Business

a. Policy Board Makeup (Action Item)

The 7-seat Policy Board Graphic was presented.

Steve Carrington: Please change the title for the Palmer seat from Manager to Mayor.

There were no other changes. The Operating Agreement remained the same.

No changes were made to the Policy Board composition that was approved in September 2022. No additional action was taken.

1. Mission and Tasks

Donna Gardino provided an overview of the Policy Board mission and tasks document located in the packet.

2. September 21st, 2022 Policy Board Meeting action items and memo

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The Policy Board meeting action items and memo are located in the meeting packet.

b. **Boundary Map (Action Item)**

Kim Sollien provided an overview of the Boundary Map and the process through which it was developed.

Donna Gardino: The Steering Committee recommended approval of the boundary map as presented in August 2023.

*Motion to approve the MVP Boundary Map as presented (**Binder**), seconded. No edits. Passed unanimously.*

c. **Operating Agreement (Action Item)**

Donna Gardino provided an overview of the Operating Agreement in the packet. The blue text on page three is a new “Whereas” statement which addresses the \$1 million funding allocation from the state. The Steering Committee has recommended approval of this document. The state recommended one change on the signature page which clarifies the Board President as the person to execute this agreement along with the Governor of the State of Alaska. Appendix A will include the boundary map that was just approved. The operating agreement, bylaws, and the resolutions will be sent to DOT&PF and then to the Governor for consideration.

Steve Carrington: In section 10.2, it talks about publications, can all final reports be posted on the MVP website?

Donna Gardino: The MPO has been posting all their final documents on the MVPMPO.com website.

Adam Bradway: Is it in the Public Participation Plan (PPP)?

Donna Gardino: It likely is. This document (Operating Agreement) is the overarching agreement between MVP and the State. We have a PPP, which outlines our public engagement process, and if it doesn't say it already, we can add text to direct that all final publications be posted on the website.

Bob Charles: I would like to request that draft documents that are subject to the Steering Committee and Policy Board be set up in some sort of clearing house on the website so we can log in and review those documents.

Donna Gardino: Our current PPP that was approved December 15, 2021, states that all meeting materials and approved planning documents can be found on the MVP website.

Mike Brown: Going back to Mayor Carrington's comment, there is transparency in having it written in the Operating Agreement. In Section 10.1, the text states the MPO *may* publish reports. I think that needs to be changed to *shall*.

Donna Gardino: Is that a motion?

*Motion to edit the first line of Section 10.1 in the Operating Agreement to replace “may” with “shall”, (**Carrington**). Motion withdrawn for further discussion.*

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Kim Sollien: That sentence addresses what DOT will do, not only the MPO. Do we need to further amend it to reflect just the MPO?

Mike Brown: I support that. We can just say, "The MPO".

Adam Bradway: I think this paragraph was supposed to initially be talking about the process for federal funding and reporting. I don't think this was the original intent of what was written.

Steve Carrington: My original comment was to change 10.2.

John Binder: I'd have to go back and look at the federal regulations. Changing this to "shall", could mean publishing everything that has to do with everything on every planning element. I think indicating final documents is appropriate.

Mike Brown: It states, "the Technical Committee with final approval of the Policy Board". This infers that the approval or milestone has been reached and is no longer in draft form.

Kaylan Wade: If we are going to change 'may' to 'shall', we should add a deadline.

Mike Brown: I agree with that. I am more concerned that it gets added to the website.

Kim Sollien: As a point of clarification, this section refers to our annual report that is submitted to the federal government. It's not our Metropolitan Transportation Plan (MTP) or our PPP, those will added to the website. This is for annual or quarterly reports.

Adam Bradway: This is related to the UPWP. It's related to publishing reports and being reimbursed by the Feds.

Steve Carrington: How about if we went to section 10.3 and at the end of the paragraph added final reports will be posted on the MVP website?

Adam Bradway: Theoretically, a completed planning document would be completely finished and passed by the Policy Board. It would essentially be available to post on the website immediately.

Kim Sollien: Point of order, is there any other discussion to change section 10.1 from "may" to "shall"?

Adam Moser (chat): Section 10.1 is about federal reimbursements and the best way to address this is to add a separate item that speaks to publishing.

Josh Cross (chat): Why don't we add a section at the end of 10.1 that all publications will be per 10.2 and then add a section in 10.2 to address the "may" or "shall"?

Motion to add sentence at the end of section 10.3 "Final Reports will be added to the MVP website". (Carrington), seconded. Passed unanimously.

Motion to approve the Operating Agreement as amended (Ledford), seconded. Passed unanimously.

d. Bylaws (Action Item)

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The Bylaws are the last piece needed as part of the packet to be sent to the Governor. There was a modification to naming a specific DOT&PF representative. That change is on the first page. The only other change is the title of the Board President. That person will be nominated later.

Steve Carrington: Article 2, Section 1, says City Manager for Palmer. That needs to be changed to City Mayor.

Motion to approve the Bylaws as amended (Binder), seconded. Passed unanimously.

e. Membership Dues (Action Item)

Because MVP for Transportation is going to be a non-profit corporation, there needs to be an operating funds reserve. All the money that will pass through the state from the federal government will be reimbursable. The Steering Committee recommended Proposal A for a membership fee and annual dues structure.

Donna Gardino provided an overview of the MVP for Transportation Due Proposal A and how funding will operate.

John Moosey: For budgeting, when do you anticipate requesting the membership fee, in 2023 or 2024?

Donna Gardino: The federal fiscal year begins in October. I would expect it to be in October after designation by the Governor.

John Moosey: So, in the calendar year 2024, thank you.

Motion to approve the MVP for Transportation Membership Fee and Annual Dues Structure, Proposal A, as presented. (Charles). Passed unanimously.

f. MOU for Operations of the MVP for Transportation Office (Action Item)

Donna Gardino provided a summary overview of the MOU for Operations of the MVP for Transportation Office.

Motion to approve the Memorandum of Understanding for the Operations of the MVP for Transportation Office, as presented. (Ledford). Passed unanimously.

8. New Business

a. DOT STIP comments out for review <https://publicinput.com/stip/#0> (Action Item)

Adam Bradway: The STIP comment period is closed. This is just an overview of the comments that were submitted on behalf of MVP, correct?

Kim Sollien: The Steering Committee recommended the comments for approval by the Policy Board but the Policy Board did not have a meeting in August. The comments needed to be submitted before the deadline and were submitted by the project team.

Donna Gardino provided an overview of the STIP comments to DOT.

Motion to confirm the STIP comment letter, as presented. (Carrington). Passed unanimously.

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b. Confirm signatories to Non-Profit Corporation (Action Item)

Resolutions of support received from the City of Wasilla, Knik Tribe, and Chickaloon Native Village Traditional Council designated their signatories for the Board of Directors.

Motion to approve the following as the non-profit corporation Board Signatories of MVP for Transportation: Mayor Glenda Ledford, President Alfred Tellman, and Chief Gary Harrison. (Binder). Passed unanimously.

c. Designation of Corporation President (Action Item)

Motion to nominate Mayor Ledford as Corporation President, (Brown). Seconded. Passed unanimously. Mayor Ledford agrees to serve as Corporation President.

d. Temporary Position for MVP Coordinator – Jackson Fox (Action Item)

Jackson Fox provided an overview of the hiring process and paperwork for FAST Planning to host an interim MVP Coordinator. The FAST Planning Policy Board voted in favor of a partnership with MVP to provide assistance in hiring the MVP Coordinator.

John Moosey: Does this include mentorship and guidance throughout this process?

Jackson Fox: Yes.

John Moosey: Jackson could advertise the position tomorrow. How would that work if dues won't be provided until 2024?

Kim Sollien: Based on my previous experience, we would likely not find someone soon. We are likely a couple of months away from selecting someone.

Donna Gardino: The awarded 1 million dollars of state funds is readily available to reimburse Jackson. The UPWP still needs to be amended, approved, and then go out for public comment and that is expected to be completed around the end of the year. The funds would likely come from the allocation that we discussed earlier.

Kim Sollien: The Borough will also need another agreement with FAST since the Borough has the grant.

Adam Bradway: We would rather not use state funds if we don't have to since they are less restricted than federal funds. We are working this out as we go.

Mike Brown: When are we expecting the Governor to designate the MPO? This seems preemptive to hire staff prior to designation.

Adam Bradway: The federal guidelines require the designation in December so the worst-case scenario would be the end of this year.

Todd Smolden: Unless Commissioner Anderson brings some major concern forward to the Governor, he wants to honor the work that has been done and move this forward as quickly as possible.

Mike Brown: The Borough is willing to provide some of the administrative support such as computers and a space to work out of.

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Kim Sollien: If we are ready now, it gives us more time to advertise the position.

Mike Brown: I would like more time with this. It makes sense to wait until the packet is sent out.

The action was tabled until next month.

9. Other Issues

10. Informational Items

a. PL Funding Allocation

Adam Bradway provided a summary of PL Funding Allocation.

b. Transit Continuity Plan Update

Maija DiSalvo provided an update on the Transit Continuity Plan.

c. Updated Timeline

Kim Sollien provided an overview of the updated timeline.

11. Policy Board Comments

Mayor Carrington: Thank you everyone for your patience.

Mike Brown: If we post the position, do we prefer to use federal funds?

Kim Sollien: We prefer to use the PL funds if we can.

John Binder: The end of next week will be my last with DOT.

12. Adjournment

Motion to adjourn (DeVries), seconded. The meeting adjourned at 3:41 pm.

Next Scheduled Pre-MPO Policy Board Meeting – **October 17th**, to be held via Microsoft TEAMS Meeting