

MVP for Transportation Pre-MPO Policy Board Meeting Joint Meeting

Representatives:

Sean Holland - ADOT&PF
Steve Carrington, 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

Join on your computer or mobile app.

[Click here to join the meeting](#)

Meeting ID: 279 380 386 766

Passcode: uT7R87

Or call in (audio only)

+1 605-937-6140

Phone Conference ID: 907 077 229#

Agenda

**Tuesday, November 14th, 2023
2:00-3:30pm**

1. Call to Order
2. Introduction of Pre-MPO Policy Board Members and other Attendees
3. Approval of the November 14, 2023, Agenda – **(Action Item)**
4. Approval of the October 17, 2023, Minutes – **(Action Item)**
5. Committee/Working Group Reports (Including the Staff Report)
 - a. Staff Report
6. Voices of the Visitors (Non-Action Items)
7. Old Business
8. New Business
 - a. Title VI Overview
 - b. Coordinator Hiring Committee and Process **(Action Item)**
 - c. Authorizing RESPEC to submit of Articles of Incorporation **(Action Item)**
 - d. Technical Committee Makeup & Application
9. Other Issues
10. Informational Items
 - a. FAST Planning Invoicing
11. Policy Board Comments
12. Adjournment

Next Scheduled Pre-MPO Policy Board Meeting – **December 19th**, to be held via Microsoft TEAMS Meeting

MVP for Transportation Pre-MPO Policy Board Meeting

Representatives:

Vacant - 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



Minutes

**Tuesday, October 17th, 2023
2:00-3:30 pm**

1. Call to Order

The meeting was called to at 2:14 p.m. with a quorum.

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

Members Present:

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

Members Absent:

Rob Yundt, Assembly Member – MSB
Jennifer Busch, Valley Transit

Visitors Present:

Donna Gardino, Gardino Consulting Services
Clint Adler, DOT&PF
Adam Bradway, DOT&PF
Jackson Fox, FAST Planning
Natalie Lyon, RESPEC
Kim Sollien, MSB
Ben White, DOT&PF
Brad Hanson, City of Palmer
Brian Winnestaffer, Chickaloon Native Village
Brad Sworts, MSB
Gerrit Verbeek, MSB
John Linnell, DOT&PF
Aaron Jongenelen, AMATS
Erich Schaal, City of Palmer
Adam Moser, DOT&PF
Adeyemi Alimi, ADEC

MVP for Transportation Pre-MPO Policy Board Meeting

3. Approval of the October 17, 2023, Agenda – (Action Item)

Motion to approve the October 17, 2023, Agenda (Ledford), seconded. No edits. Approved unanimously.

4. Approval of the September 19, 2023, Minutes – (Action Item)

Motion to approve the September 19, 2023 Minutes (Ledford), seconded. No edits. Approved unanimously.

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

a. Staff Report

Located in the meeting packet, the Operating Agreement packet was routed through DOT to the Commissioner's office on October 9th.

Kim Sollien and Donna Gardino attended the Quarterly MPO Update meeting last week in Anchorage. Kim discussed the next steps for forming the non-profit MPO organization and the possibility of FAST Planning hiring an interim MVP coordinator. Some of the main topics discussed during the meeting were funding the TransCAD Travel Model, the Metropolitan Transportation Plan, and the Household Travel Survey and the steps needed to become an MPO in good standing by 2026. ADOT decided it wanted to provide a supplemental grant to the MPO which will be used to fund the required MTP, model and survey, hire staff, and get the organization up and running in addition to the PL fund allocation. ADOT received 1400 comments on the STIP during the comment period and they are working their way through the comments. One of the issues is that several projects in the STIP are not contained within the MTPs of the MPOs, which is required. This illustrates the importance of the development of the MTP and consultation with the MPOs. FHWA has given DOT a 180-day extension to finalize the STIP which is a rare occurrence.

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

None

7. Old Business

a. Designation of MPO: Transmittal

The MVP Operating Agreement, Boundary, Bylaws, and resolutions of support have been transmitted to the Commissioner's Office with a request to be designated as the MPO for the Mat-Su urbanized area.

b. Founding Board of Directors (Action Item)

Mayor Ledford was named as the Board President during the last Policy Board meeting, but the other founding members need to be reaffirmed. The resolutions of support named Bob Charles and Brian Winnestaffer as signatories. The operating agreement has been changed to reflect those names. Formal approval is needed to allow the founding members to sign the Articles of Incorporation and any other documentation.

Motion to approve Mayor Glenda Ledford, Nicholas R. Charles Jr., and Brian Winnestaffer as the MVP for Transportation founding board members (DeVries), seconded. Passed unanimously.

MVP for Transportation Pre-MPO Policy Board Meeting

8. New Business

a. FFY24 UPWP Amendment – (Action Item)

Donna Gardino provided a summary of the changes to the UPWP starting on page 69 of the meeting packet. Also within the meeting packet on page 97 is a letter from ADOT that outlines the amount of federal funds MVP for Transportation is expected to receive. The Steering Committee requested more detail to be added to the TransCAD Model and project criteria sections. These additional changes will be made once the comment period is completed. The UPWP will be released for public comment for 30 days until November 15th.

Motion to approve the FFY24 UPWP for public comment. (Ledford), seconded. Passed unanimously.

b. Letter of Support for PL Allocation – (Action Item)

Donna Gardino provided a summary of the Letter of Support for PL Allocation.

Motion to approve the Letter of Support to the DOT&PF for the PL Fund Allocation (DeVries), seconded. Passed unanimously.

Steve Carrington: Just for clarification, the PL funding is which amount?

Donna Gardino: The letter approves that MVP for Transportation is going to receive \$410,000 and \$91,000 and allows ADOT to use \$66,000 of the \$410,000, referencing the October 12, 2023 letter from ADOT.

c. Non-Profit Articles of Incorporation – (Action Item)

Natalie Lyon provided a summary of the Articles of Incorporation. Once the Articles of Incorporation are filed, the business license can be procured.

Motion to approve the Articles of Incorporation for MatSu Valley for Transportation, as presented. (Carrington), seconded. Passed unanimously.

d. FAST Planning Hiring Temporary Coordinator – (Action Item)

Jackson Fox with FAST Planning offered to host a remote employee on behalf of MVP for Transportation. In the packet is a draft job description and a draft agreement between FAST and MVP. This arrangement would be for no longer than one year. The Policy Board in Fairbanks voted unanimously in favor of extending this offer to MVP.

Motion to accept FAST Planning's offer to host a temporary Coordinator on behalf of MVP for Transportation (Ledford), seconded. Passed unanimously.

On the Mat-Su Borough Assembly agenda for November 21st, is an action item for them to accept and appropriate the \$1,000,000 from the State of Alaska. Those funds will be used to support hiring and match costs for MVP for Transportation.

Adam Bradway: DOT has worked out how to get the funding to Jackson. How is the hiring process going to work and who would be doing the interviews?

MVP for Transportation Pre-MPO Policy Board Meeting

Jackson Fox: The hope is to get at least two Pre-Policy Board Members on the interview committee.

9. Other Issues

None

10. Informational Items

None

11. Policy Board Comments

Steve Carrington: When is the public comment period on the UPWP?

Donna Gardino: The UPWP will be on the website later today and will be up for 30 days.

12. Adjournment

Motion to adjourn (**Ledford**). The meeting adjourned at 3:02 p.m.

Next Scheduled Pre-MPO Policy Board Meeting – **November 21st**, to be held via Microsoft TEAMS Meeting



Proposed Scenario of FAST Planning hiring MPO Coordinator for MatSu Valley Planning for Transportation

Prepared by Jackson Fox – August 16, 2023

The MatSu Borough, City of Wasilla, City of Palmer, Knik Tribe, Chickaloon Native Village, and Alaska DOT&PF have been working collaboratively the past three years on the formation of the new MPO for the MatSu Valley. This new MPO will have a similar makeup to the Fairbanks MPO in serving three local governments – one Borough and two Cities – with a similar urbanized area population size. FAST Planning staff regularly attend their Pre-MPO Steering Committee and Policy Board meetings to assist with providing information on how the Fairbanks MPO is organized and operated. Their Steering Committee and Policy Board have decided to use the independent, non-profit organization model that Fairbanks uses for the organizational structure of their new MPO, which has been named “MatSu Valley Planning for Transportation.”

In late August or September, the Pre-MPO Policy Board will advance their signed Operating Agreement, Bylaws, and Boundary Map to the Governor’s Office for official State designation of new MPO in the MatSu Valley. Concurrently, the Alaska DOT&PF will be opening a Consolidated Planning Grant on October 1st for the new MPO’s use to begin completing the work tasks outlined in their FFY24-25 Unified Planning Work Program (UPWP). Using the new Planning Fund distribution formula the new MPO will be allocated approximately \$500,000 in Planning Funds annually for this work.

The next critical step in this process is to hire a fulltime MPO Coordinator/Director to complete the formation of their Non-Profit Corporation and develop that organization’s policies and procedures while concurrently completing the MPO’s Federally required planning work outlined in the UPWP. Provided the Non-Profit Corporation has not yet been formed and Fiscal and Personnel Policies have not yet been adopted by the Corporation’s Board of Directors, however, the new MPO cannot hire an employee at this time for the MPO Coordinator/Director position. Therefore, assistance from an outside organization is needed to hire and host this employee during the transition process, which may take six months to a year to complete.

The Pre-MPO Steering Committee and Policy Board explored options of hiring a temporary employee with each of the local governments that will be member agencies of the new MPO, but identified challenges with each option. Challenges include the length of time it takes to advertise and fill positions, need for a municipal budget amendment to add a fulltime equivalent (FTE) position, involvement of collective bargaining agreements and provisions for non-permanent employees that limits length of employment and benefit offerings, and the fact the employee would technically not be working for the

local government but rather the MPO. Another option discussed and unanimously supported by the Pre-MPO Steering Committee would be for FAST Planning to hire this employee for the transition process. The benefit of this arrangement would be the ease and expediency of the position advertising and hiring process, lack of municipal budget and bargaining agreement involvement with hosting the employee at a local government, flexibility in compensation and benefit options, and use of an established billing process at FAST Planning to recover the direct and indirect cost of that employee through MatSu Valley's Consolidated Planning Grant with Alaska DOT&PF. The tables below outline the proposed scenario of FAST Planning hiring a "remote employee" in partnership with MatSu Valley Planning for Transportation.

Employer Cost by Category of Employee

Option A – Temporary, Fulltime (<90 days, no health/dental/vision insurance)

MPO Coordinator					FFY24	Notes
Wages (including Leave & Holidays)	\$	50.00	2080	hours	\$ 104,000	
Leave Liability (Maximum Accrual)	\$	50.00	160	hours	\$ 8,000	Reserve for leave cashout
Overtime	\$	75.00	100	hours	\$ 7,500	
Retirement Contribution (3%)	\$	1.50	2340	hours	\$ 3,510	Employer 401k Plan contribution
Social Security (6.2%)	\$	3.10	2340	hours	\$ 7,254	
Medicare (1.45%)	\$	0.73	2340	hours	\$ 1,697	
Unemployment Insurance (0.5%)	\$	0.25	2340	hours	\$ 585	
					\$ 132,546	

Option B – Regular, Fulltime (>90 days, includes health/dental/vision insurance)

MPO Coordinator					FFY24	Notes
Wages (including Leave & Holidays)	\$	50.00	2080	hours	\$ 104,000	
Leave Liability (Maximum Accrual)	\$	50.00	160	hours	\$ 8,000	Reserve for leave cashout
Overtime	\$	75.00	100	hours	\$ 7,500	
Health Insurance	\$	2,187.62	12	months	\$ 26,251	Employer/Employee - 80/20 split
Dental Insurance	\$	78.16	12	months	\$ 938	Employer/Employee - 80/20 split
Vision Insurance	\$	11.78	12	months	\$ 141	Employer/Employee - 80/20 split
Retirement Contribution (3%)	\$	1.50	2340	hours	\$ 3,510	Employer 401k Plan contribution
Social Security (6.2%)	\$	3.10	2340	hours	\$ 7,254	
Medicare (1.45%)	\$	0.73	2340	hours	\$ 1,697	
Unemployment Insurance (0.5%)	\$	0.25	2340	hours	\$ 585	
					\$ 159,876	

Indirect/Other Costs of New Employee

OFFICE & ADMINISTRATIVE	FFY24
Office Space (provided by MVP member agency)	\$ -
Payroll Services	\$ 3,500
Worker's Compensation Insurance	\$ 500
General Liability Insurance	\$ 800
Commerical Auto Insurance (if elected)	\$ 1,200
	\$ 6,000
<hr/>	
INFORMATION TECHNOLOGY	
IT Services (Data Storage, Workstation Support, User Licensing, Private Connection, Office 365)	\$ 1,500
PC/Workstation	\$ 2,500
Software Licensing/Maintenance	\$ 600
Printer/Copier/Scanner (provided by MVP member agency)	\$ -
Internet Service (provided by MVP member agency)	\$ -
Telephone Service (provided by MVP member agency)	\$ -
	\$ 4,600
<hr/>	
TRAINING/TRAVEL	
Online Courses & Trainings	\$ 1,500
National APA/AMPO Conference	\$ 5,000
Travel to Juneau, Anchorage, & Fairbanks	\$ 5,000
	\$ 11,500
<hr/>	
ADVERTISING	
Technical, Policy, & Other Committee Meetings	\$ 12,000
Plan advertisements for public comment	\$ 1,000
	\$ 13,000
<hr/>	
SUPPLIES	
Paper (provided by MVP member agency)	\$ -
Toner (provided by MVP member agency)	\$ -
Misc Office Supplies	\$ 800
Office Furniture	\$ 2,500
	\$ 3,300
<hr/>	
TOTAL	\$ 38,400

Direct vs. Indirect Costs

Direct Costs					<u>FFY24</u>	<u>Notes</u>
Billable Hours to Grant	\$	50.00	1664	hours	\$ 83,200	<i>Assumes 80% billable hours</i>
Billable Hours to Grant - Overtime	\$	75.00	100	hours	\$ 7,500	<i>Assumes 100% of overtime is billable</i>
					\$ 90,700	
Indirect Costs					<u>FFY24</u>	
Admin/Overhead/Training Hours (includes leave & holidays)	\$	50.00	416	hours	\$ 20,800	<i>Assumes 20% non-billable hours</i>
Employer Costs of Employee (health/dental/vision insurance, leave liability, retirement, social security, medicare, unemployment)					\$ 48,376	
Other Indirect Costs (office space, payroll services, IT services, worker's comp, liability insurance, travel/training, advertising, office supplies)					\$ 38,400	
					\$ 107,576	

Billing/Cost Recovery from Grant

Actual Costs

Direct Costs	\$ 90,700
Indirect Costs	<u>\$ 107,576</u>
	\$ 198,276

Estimated Revenue

Billable Hours (regular + overtime)	\$ 90,700
Indirect Cost Rate (148.5%)	<u>\$ 134,690</u>
	\$ 225,390

Difference (profit/loss)

	\$ 27,113
--	------------------

MEMORANDUM OF UNDERSTANDING

FOR CO-EMPLOYMENT OF THE “MPO COORDINATOR” POSITION FOR THE

NEW METROPOLITAN PLANNING ORGANIZATION IN THE MATSU VALLEY

1. **PARTIES.** The parties to this Memorandum of Understanding (MOU) are the Policy Boards of Fairbanks Area Surface Transportation (FAST) Planning and MatSu Valley Planning (MVP) for Transportation.
2. **PURPOSE.** The purpose of this MOU is to outline the responsibilities of each of the aforementioned parties for co-employment of the MPO Coordinator position for the new Metropolitan Planning Organization (MPO) in the MatSu Valley.
3. **BACKGROUND.** The MatSu Borough, City of Wasilla, City of Palmer, Knik Tribe, Chickaloon Native Village, and Alaska DOT&PF have been working collaboratively the past three years on the formation of the new MPO for the MatSu Valley. The new MPO will be named MVP and operate as an independent, Non-Profit Corporation. Within the next month, the Pre-MPO Policy Board will advance their signed Operating Agreement, Bylaws, and Boundary Map to the Governor’s Office for official State designation of MVP as the MPO for the MatSu Valley. Concurrently, the Alaska DOT&PF will be opening a Consolidated Planning Grant on October 1, 2023, for MVP’s use to begin completing the work tasks outlined in their FFY24-25 Unified Planning Work Program (UPWP). Using the new Planning Fund distribution formula, MVP will be allocated approximately \$500,000 in Planning Funds annually for this work.

The next critical step in this process is to hire a fulltime MPO Coordinator to complete the formation of the Non-Profit Corporation and develop that organization’s policies and procedures while concurrently completing the MPO’s Federally required planning work outlined in the UPWP. Provided the Non-Profit Corporation has not yet been formed and Fiscal and Personnel Policies have not yet been adopted by the Corporation’s Board of Directors, however, the new MPO cannot hire an employee at this time for the MPO Coordinator position. Therefore, assistance from an outside organization is needed to hire and host this employee during the transition process, which may take six months to a year to complete.

Through this MOU, FAST Planning is offering to hire this employee on behalf of MVP during the transition process. The benefit of this arrangement to MVP would be the ease and expediency of the position advertising and hiring process, lack of municipal budget and bargaining agreement involvement with hosting the employee at a local government, flexibility in compensation and benefit options, and use of an established billing process at FAST Planning to recover the direct and indirect cost of that employee through MatSu Valley’s Consolidated Planning Grant with Alaska DOT&PF.

4. RESPONSIBILITIES.

FAST Planning

- a. Advertise MPO Coordinator position, accept employment applications, participate in interviews, and hire the individual mutually selected by MVP and FAST Planning for the position.
- b. Process payroll for the new employee including payment of Federal Income tax, Social Security, Medicare, Unemployment Insurance, and Worker's Compensation, and issue paychecks bimonthly using direct deposit.
- c. Administer employment benefits (health, dental, vision, retirement, leave, holidays) for the new employee in accordance with FAST Planning's Personnel Policy.
- d. Provide coverage under FAST Planning's General Liability Insurance Policy.
- e. Provide coverage under FAST Planning's Commercial Auto Insurance Policy, if desired by MVP, for employee's use of personal vehicle for work purposes.
- f. Provide a PC/work station, software licensing/maintenance, Cloud-based data storage, and remote work station support under FAST Planning's IT Support Services contract.
- g. Process all indirect expenditures (pre-approved by FAST Planning's Executive Director) needed to support the day-to-day work activities of the new employee in accordance with the approved FFY2024 Budget for that position and FAST Planning's Fiscal Policy.
- h. Invoice Alaska DOT&PF monthly with the employee's UPWP-billable hours to recover the direct and indirect cost of the employee utilizing FAST Planning's Indirect Cost Rate of 148.5% billed against the MatSu Valley's Consolidated Planning Grant.

MVP

- a. Prepare job description for MPO Coordinator position and participate in interviews and the hiring decision.
- b. Be in responsible charge of the day-to-day work activities of the new employee and approve timesheets submitted to FAST Planning for payroll processing.
- c. Prepare and submit monthly staff reports of work completed by new employee to include with FAST Planning's monthly invoice to Alaska DOT&PF for grant reimbursement.
- d. Provide office space, printing/copying/scanning support, and internet and telephone service for new employee.
- e. Provide conference room space for meetings, as requested.

5. **EFFECTIVE DATE & TERM.** This MOU shall be take effect the date both parties have signed the MOU, but is limited to remain in effect for only one year.

6. **MODIFICATION.** Any amendments to this MOU must be done through action of both FAST Planning and MVP's Policy Boards. Either party may, upon written notice, request an amendment to the MOU by giving 30 days written notice to the other party.

7. TERMINATION. This MOU may be terminated at any time by action of the either Policy Board given 30 days written notice to each party prior to the action.

Bryce Ward, Chair
FAST Planning Policy Board

Date

Kim Sollien, Chair
MVP Policy Board

Date



Metropolitan Planning Organization (MPO) Coordinator Job Description

Issue Date: September XX, 2023
 Closes: **September XX, 2022**
 Classification: Regular fulltime, non-exempt
 Location: Palmer/Wasilla, Alaska
 Pay Scale: DOE

Alaska currently has two State-designated MPOs in Anchorage and Fairbanks. A third MPO will soon be designated by the State in the MatSu Valley north of Anchorage as a result of the 2020 Census. Fairbanks Area Surface Transportation (FAST) Planning is the MPO in Fairbanks and has been assisting the local governments and tribal entities in MatSu Valley with developing an organizational structure for their new MPO, which is planned to be an independent, Non-Profit Corporation. The next critical step in this process is to hire a fulltime MPO Coordinator to complete the formation of their Non-Profit Corporation and develop that organization's policies and procedures while concurrently completing the MPO's Federally-required planning work outlined in their FFY24-25 Unified Planning Work Program (UPWP). Provided the Non-Profit Corporation has not yet been formed and Fiscal and Personnel Policies have not yet been adopted by the Corporation's Board of Directors, however, the new MPO cannot hire an employee at this time for the MPO Coordinator position. Therefore, assistance from an outside organization is needed to hire and host this employee during the transition process, which may take six months to a year to complete. Under a Memorandum of Understanding between the Policy Boards of FAST Planning and MatSu Valley Planning (MVP) for Transportation, FAST Planning is offering to hire this employee on behalf of MVP during the transition process. At the completion of the transition process, it is assumed the employee will transfer employment from FAST Planning to MVP to become the Executive Director of the MVP's new Non-Profit Corporation.

The new MPO will serve, as member entities, the MatSu Borough, City of Wasilla, City of Palmer, Knik Tribe, Chickaloon Native Village, and Alaska DOT&PF. The MPO Coordinator position will report to the Project Team (MatSu Borough Planning Manager, support staff, and consultants on contract) and Pre-MPO Policy Board of MVP. FAST Planning will serve as the co-employer of this position for purposes of processing payroll and expenditures and invoicing MatSu Valley's Consolidated Planning Grant with Alaska DOT&PF for reimbursement of all direct and indirect costs of the position.

ESSENTIAL JOB FUNCTIONS

- Execute the MPO's Federally-required planning work outlined in MVP's FFY24-25 UPWP; <https://www.mvmpo.com/unified-planning-work>.
- Finalize all necessary intergovernmental agreements with special attention to the agreements that will dictate the operation of the MPO, including collective of membership fees and annual dues with serves as the local match for the Consolidated Planning Grant with Alaska DOT&PF.
- Identify the location of the new MPO and establish the office once the Governor designates the MPO.
- Develop all necessary documents to support the formation of the MPO that address the organization's structure, personnel policies, human resources, risk management, benefits, payroll, IT support, utilities, etc.
- Review all applicable Federal laws, regulations, State statutes and other appropriate laws to ensure compliance with the intermodal transportation requirements and guidance, including the Federal Highway Administration, Federal Transit Administration, Alaska DOT&PF, and others as appropriate.
- Advertise all meetings in accordance with the Public Participation Plan.
- Provide technical and professional information and consultation on MPOs and metropolitan planning issues to elected officials, funding and regulatory agencies, general public, and others as appropriate.
- Conduct MPO 101 presentations to stakeholders, community groups and the public.
- Attend the annual Association of MPOs (AMPO) conference.
- Serve as Secretary to the Pre-MPO Policy Board.
- Serve as Secretary of the Pre-MPO Steering Committee
- Meet at least quarterly with the other Alaska MPOs.
- Facilitate the coordination of intermodal transportation requirements with the State and other MPOs within the State.
- Manage projects using intergovernmental resources and contractors to develop the administrative and planning functions of the MPO.
- Travel as needed to locations within and outside Alaska to perform MPO responsibilities.
- Navigate conversation using tact and discretion when disseminating information to various parties.
- Maintain a courteous and professional image of the MPO through example.
- Remain cognizant of factors which influence good and poor public relations in the community.
- Have a positive work attitude and ethic, strong organizational skills, and desire to learn.

KNOWLEDGE, SKILLS, & ABILITIES REQUIRED

- Knowledge of management principles and practices.
- Knowledge of principles and practices of budget preparation, administration, and control.
- Knowledge of principles of accounting, economics, and geography.
- Skill in public speaking and presentations.
- Skill in project management.
- Skill in employee management and supervision.
- Skill in the management of budgets.
- Skill in oral and written communication.
- Skill and advanced computer proficiency with the Microsoft Suite of programs (Outlook, Word, PowerPoint, and Excel).
- Ability to work with high-level officials, both elected and appointed, in a collaborative environment.
- Ability to work autonomously.
- Ability to define problems, collect data, establish facts, and draw valid conclusions and share information with decision-makers.
- Ability to understand pertinent Federal, State, and local laws, codes, and regulations.
- Strong attention to detail and a working knowledge of Robert's Rules of Order for public meetings and/or the willingness and ability to learn Robert's Rules.
- Ability to establish and maintain effective working relationships with governmental officials, employees, private groups, the press, and general public.
- Familiarity with the challenges faced by, and needs/desires/goals of, the MatSu Valley preferred.

MINIMUM QUALIFICATIONS

- Baccalaureate degree in transportation planning, urban planning, business administration, political science, communications, financial planning, geography, public administration, or other related field. Post-secondary education or experience, which provides the expertise required to effectively perform the functions of the position, may substitute for the degree on a year-for-year basis.
- Seven (7) years of progressively responsible experience within the occupational field, sufficient to successfully perform the duties, including three (3) years of professional experience dealing with the public and stakeholders and three (3) years of management experience. A Master's degree in a related field may be substituted for the required experience on a year-for-year basis.
- Experience with state and federal legislative and administrative funding processes.

APPLICATION PROCESS

Individuals interested in applying for this position should email cover letter, resume, employment application, and a sample of written work you have completed in a professional planning capacity to jackson.fox@fastplanning.us.

FAST Planning is an Equal Opportunity Employer.

Department of Commerce, Community, and Economic Development
DIVISION OF CORPORATIONS, BUSINESS AND
PROFESSIONAL LICENSING

[State of Alaska](#) / [Commerce](#) / [Corporations, Business, & Professional Licensing](#) / [Corporations](#) / [OnlineFilingInstructionsNonPArticles](#)

CORPORATIONS

DOMESTIC NONPROFIT CORPORATION CREATION

PROCEED TO ONLINE FILING

Important: Before filing online, please review the information below.

BEFORE YOU PROCEED:

- Gather all necessary information before you begin online filing. The system may time out if there are long interruptions or delays, which will require starting over.
- Be aware that auto-fill features enabled in your web browser can cause incorrect data entry in your application. We recommend disabling auto-fill if this causes issues.
- For additional resources and FAQs, such as *Biennial Report FAQs* or *Registered Agent FAQs*, go to www.corporations.alaska.gov

WHILE COMPLETING AND REVIEWING THE FILING:

- Do not use BACK or FORWARD buttons in your web browser. Only use the buttons provided within the application.
- REVIEW and RE-CHECK your data entry for spelling and accuracy before proceeding to payment. Once posted, this will become a permanent document, which may only be corrected with a subsequent form and may require an additional filing fee.

PAYMENT:

- Online filings are non-refundable. See: [Corporations Payment and Refund Policy](#).
- All major credit cards are accepted.

AFTER PAYMENT:

- Your filing and/or certificate will be filed for record and posted immediately. You can view, save, or print from the entity's record at [Search Corporations Database](#).
- Do not duplicate your filing or payment by submitting hard copy. Online filings are completed immediately.

ONLINE FILING MISTAKE?

- If you discover that you made a mistake (such as a spelling error) in your online filing, please contact the Corporations Section at corporations@alaska.gov to determine what filing will be needed to statutorily correct the information on record. A subsequent form and fee may be required to correct your filing.

WANT TO FILE HARDCOPY (INSTEAD OF ONLINE)?

- Go to: [Domestic Nonprofit Corporation Articles of Incorporation](#)
- Processing time for hardcopy (paper) filings:
 - **October-February:** Expect delays greater than 15 business days (3+ weeks).
 - **March-September:** Standard processing time of 10-15 business days (2-3 weeks).

For security reasons, do not email filings, payment, or other confidential information.

Mission Statement

Ensure that competent, professional and regulated commercial services are available to Alaska consumers.

Anchorage

Mailing/Physical Address

550 W 7th AVE, STE 1500
Anchorage, AK 99501-3567

Phone: (907) 269-8160

Fax: (907) 269-8156

Investigations Fax: (907) 269-8195

Office Hours

Monday-Friday

8:00am-11:30am

12:30pm-3:00pm

Juneau

USPS must use PO Box

Mailing Address

P.O. Box 110806
Juneau, AK 99811-0806

Physical Address

333 Willoughby AVE, 9th FL
State Office Building
Juneau, AK 99801-1770

Phone: (907) 465-2550

Fax: (907) 465-2974

Department of Commerce, Community, and Economic Development
**CORPORATIONS, BUSINESS & PROFESSIONAL
LICENSING**

[State of Alaska](#) / [Commerce](#) / Articles of Incorporation

[Instructions - click here to open in a new window](#)

EXIT APPLICATION

Articles of Incorporation

Domestic Nonprofit Corporation

AS 10.20.151 & .153

1 - Entity Name

The corporate name may not contain a word or phrase that indicates or implies that the corporation is organized for a purpose other than the purpose contained in its articles of incorporation.

Legal Name:

2 - Purpose

Indicate the purpose of the corporation (may include "any lawful").

3 - NAICS Code

Provide the six digit NAICS Code that most clearly describes the initial primary business activities of the entity.

[Click here for additional information regarding Alaska NAICS Codes](#)

4 - Registered Agent

The registered agent of the corporation must be an individual who is a resident of Alaska, or a corporation (excluding LLC, LP, LLP) registered with this office. A corporation may not act as its own registered agent.

Type:

First Name:

Last Name:

Suffix:

Mailing Address

Country

Address Line 1

Address Line 2

City/State ,

Zip Plus 4 -

Physical Address

Country

Address Line 1

Address Line 2

City/State ,

Zip Plus 4 -

5 - Entity Addresses

Mailing Address

Country ▼

Address Line 1

Address Line 2

City/State , ▼

Zip Plus 4 -

Physical Address

Country ▼

Address Line 1

Address Line 2

City/State , ▼

Zip Plus 4 -

6 - Initial Directors

The names and mailing addresses of three (3) or more natural persons who are at least nineteen (19) year of age who are to serve as the initial directors.

Initial Director

7 - Incorporators

The Articles of Incorporation of a Domestic Nonprofit Corporation must be electronically signed by three (3) or more incorporators at least nineteen (19) years of age. Note: In accordance with Alaska law, persons who sign documents filed with the commissioner that are known to the person to be false in material respects are guilty of a class A misdemeanor.

Incorporator

Optional Provisions

Insert any additional provision authorized by Alaska Statutes. Additional Articles should be a continuation of the numbering as it appears on this form. Note that filings with optional provisions require additional review by an Examiner, and standard processing of 10-15 business days will apply.

Have optional provisions

Name of person completing this online application

This form is for use by the named entity only. Only persons who are authorized by the above Incorporator(s) of the named entity may make changes to it. If you proceed to make changes to this form or any information on it, you will be certifying under penalty of perjury that you are authorized to make those changes, and that everything on the form is true and correct. In addition, persons who file documents with the commissioner that are known to the person to be false in material respects are guilty of a class A misdemeanor. Continuation means you have read this and understand it.

Name:

Contact Phone:

Proceed



Mat-Su Valley Planning for Transportation Technical Committee Membership

Approved: 9/21/22

1. MSB Transportation Advisory Board chair
2. Alaska Railroad Corporation
3. MSB School District operations
4. Public transit provider
5. Alaska Department of Transportation and Public Facilities – Planning
6. Alaska Department of Transportation and Public Facilities – Pre-Construction
7. MSB – Planning
8. MSB – Public Works
9. Mobility advocate
10. Road Service Area Advisory Board chair
11. City of Wasilla
12. City of Palmer
13. Knik Tribe
14. Chickaloon Village Traditional Council
15. Trucking Industry Advocate
16. State of Alaska Department of Environmental Conservation - Air Quality



MatSu Valley Planning (MVP) for Transportation

Technical Committee Membership Application for a Seat

The purpose of the Technical Committee is to assist the Policy Board in fulfilling its oversight responsibilities by acting as an advisory body for transportation issues that are primarily technical in nature.

Name: _____

Address: _____

Phone: _____

Email: _____

Seat of Interest: Select one of the following:

- Trucking Industry Advocate** **Mobility Advocate** **Public Transit Provider**

1. Would you be able to attend a meeting on the second Tuesday of each month from 2:00 – 3:30 p.m.? Yes No

2. Would you be able to attend occasional other daytime meetings as required? Yes No Please elaborate. _____

3. What is your knowledge of the function of a Metropolitan Planning Organization? _____

4. Please let us know why you are interested in becoming a member of the MVP for Transportation Technical Committee and describe your education/experience in planning, engineering, or any other technical field and how it relates to transportation planning. You may attach a **letter of interest** to this application.

5. Please attach a copy of your **resume** to this application.

Thank you for your interest in becoming a member of MVP's Technical Committee!