

# MVP for Transportation Pre-MPO Policy Board Meeting

## **Representatives:**

John Binder - 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**

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Passcode: 2zqCur

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Phone Conference ID: 941 504 809#

## **Agenda**

**Tuesday, October 17<sup>th</sup>, 2023**

**2:00-3:30pm**

1. Call to Order
2. Introduction of Pre-MPO Policy Board Members and other Attendees
3. Approval of the October 17, 2023, Agenda – **(Action Item)**
4. Approval of the September 19, 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
  - a. Designation of MPO: Transmittal
  - b. Founding Board of Directors **(Action Item)**
8. New Business
  - a. FFY24 UPWP Amendment – **(Action Item)**
  - b. Letter of Support for PL Allocation – **(Action Item)**
  - c. Non-Profit Articles of Incorporation – **(Action Item)**
  - d. FAST Planning Hiring Temporary Coordinator – **(Action Item)**
9. Other Issues
10. Informational Items
11. Policy Board Comments
12. Adjournment

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

# MVP for Transportation Pre-MPO Policy Board Meeting

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## **Location**

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

## **Minutes**

**Tuesday, September 19<sup>th</sup>, 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)**

## MVP for Transportation Pre-MPO Policy Board Meeting

*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 21<sup>st</sup>, 2022 Policy Board Meeting action items and memo**

## MVP for Transportation Pre-MPO Policy Board Meeting

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.*

## MVP for Transportation Pre-MPO Policy Board Meeting

**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)

## MVP for Transportation Pre-MPO Policy Board Meeting

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.*

## MVP for Transportation Pre-MPO Policy Board Meeting

### 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.

# MVP for Transportation Pre-MPO Policy Board Meeting

**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



**MVP For Transportation Pre-MPO Steering  
Committee Action Items  
October 10, 2023**

**Motion:** To approve the October 10, 2023 Agenda. **Motion by White.** Passed unanimously.

**Motion:** To approve the August 8, 2023 minutes. **Motion by Winnestaffer.** Passed unanimously.

## MVP for Transportation Pre-MPO Policy Board Meeting

### Action Items

09.19.2023

**Motion:** Approve the September 19, 2023 agenda. **(Binder)**. Passed unanimously.

**Motion:** Approve the July 18, 2023 minutes. **(Ledford)**. Passed unanimously.

**Motion:** Approve the Metropolitan Planning Area Boundary for Matsu Valley for Transportation, as presented. **(Binder)**. Passed unanimously.

**Motion:** In Section 10.1, modify the first sentence by changing “may” to “shall”. **(Carrington)**. Motion withdrawn.

**Motion:** In section 10.3 of the Intergovernmental Operating Agreement, add a sentence: Final Reports will be added to the MVP website. **(Carrington)**. Pass unanimously.

**Motion:** Approve the Intergovernmental Operating Agreement and Memorandum of Understanding for Transportation Planning in the Metropolitan area of the Mat-Su Metropolitan Planning Organization, as amended. **(Ledford)**. Passed unanimously.

**Motion:** Approve the Matsu Valley Planning for Transportation Policy Board Bylaws as edited and presented. **(Binder)**. Passed unanimously.

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

**Motion:** Approve the Memorandum of Understanding for the Operations of the MVP for Transportation Office, as presented. **(Ledford)**. Passed unanimously.

**Motion:** Confirm the STIP comment letter, as presented. **(Carrington)**. Passed unanimously.

**Motion:** Approve the following as the Board Signatories of MVP for Transportation: Mayor Glenda Ledford, Alfred Tellman and Chief Gary Harrison. **(Binder)**. Passed unanimously.

**Motion:** Approve Mayor Glenda Ledford as MVP for Transportation Board. **(Brown)**. Passed unanimously.

# MEMORANDUM

State of Alaska

Department of Transportation & Public Facilities  
Division Name

**TO:** Governor Mike Dunleavy  
P.O. Box 11001  
Juneau, AK 99811-0001

**DATE:** October 9, 2023

**THRU:** Ryan Anderson, P.E.  
Alaska DOT&PF Commissioner

**FROM:** Christopher Goins P.E.  
ADOT&PF, Acting Central Region  
Director

**SUBJECT:** Matanuska-Susitna Valley  
Metropolitan Planning  
Organization (MPO)  
Designation

The planned Metropolitan Planning Organization (MPO) for the Matanuska-Susitna Valley area, also known as MatSu Valley Planning for Transportation (MVP), is seeking signature of the Governor on the attached Intergovernmental Operating Agreement and Memorandum of Understanding for Transportation Planning. These documents will designate an MPO for the Wasilla-Knik-North Lakes, AK urbanized area.

## **Background:**

The United States Census Bureau designated a portion of the Matanuska-Susitna Borough as an urbanized area on December 29, 2022. In accordance with 23 CFR § 450.310 an agreement shall be made between the Governor and the units of general purpose local government to designate a MPO for this urbanized area. At a minimum, the Metropolitan Planning Area (MPA) boundary shall encompass the existing urbanized area {...} plus the contiguous area expected to become urbanized with-in a 20-year forecast period, as required by 23 CFR § 450.312(a)(1).

## **Current Status:**

MVP is seeking signature of the Governor on the attached Intergovernmental Operating Agreement and Memorandum of Understanding for Transportation Planning. These documents will designate the MPO for the Wasilla-Knik-North Lakes, AK urbanized area. The MPO is a federally- mandated and federally-funded transportation planning organization made up of local governments and transportation authorities. MVP has been working for three years toward becoming the MPO for the urbanized area. Through the efforts of a Pre-MPO Steering Committee and Pre-MPO Policy Board, it was decided that the MPO will become an independent, non-profit corporation.

MVP for Transportation is in the process of hiring a temporary Coordinator to facilitate the operations of the MPO office, establishing the corporation and conducting the necessary planning activities to become an MPO in good standing. On September 19, 2023 the MVP Pre-MPO Policy Board approved, an Intergovernmental Operating Agreement and Memorandum of

Understanding for Transportation Planning, a Metropolitan Planning Area Boundary Map and Bylaws of the new corporation for consideration by the Governor.

The MPO's Policy Board will consist of representatives from the State of Alaska Department of Transportation and Public Facilities, Matanuska Susitna Borough, City of Wasilla, City of Palmer, the Knik Tribe, and Chickaloon Village Traditional Council.

Alaska DOT&PF has advised MVP, on September 12, 2023, that the MPO will be receiving \$410,437 in federal urban planning funds for Federal Fiscal Year 2024 and \$91,502 in 5303 funds for use in the operations of the organization. MVP, through the Matanuska Susitna Borough, has also secured \$1,000,000 in the State of Alaska Capital Budget to assist in the development of the federal planning requirements and to fund the state's portion of its MPO membership dues and annual fee.

DOT&PF Central Region supports the designation of MVP for Transportation as the MPO for the Mat-Su area and has coordinated full review of the Intergovernmental Operating Agreement with the State Department of Law.

**Attachments:**

State of Alaska and MatSu Valley Planning for Transportation Inter-Governmental Operating Agreement and Memorandum of Understanding for Transportation Planning with approved Metropolitan Planning Area (MPA) Boundary

MatSu Valley for Transportation Policy Board Bylaws

Resolutions of Support from the Matanuska Susitna Borough, City of Wasilla, City of Palmer, Knik Tribe, and Chickaloon Village Traditional Council

**STATE OF ALASKA AND  
MATSU VALLEY PLANNING FOR TRANSPORTATION  
  
INTER-GOVERNMENTAL OPERATING AGREEMENT  
AND MEMORANDUM OF UNDERSTANDING  
FOR TRANSPORTATION PLANNING**

In the Metropolitan Area of the  
Mat-Su Metropolitan Planning Organization

**SECTION 1 — PARTIES TO THIS AGREEMENT**

The Parties to this Agreement are the State of Alaska (State) and the incorporated entity Matsu Valley Planning for Transportation (MVP for Transportation)

**SECTION 2 — PURPOSE**

This Agreement is entered into in accordance with 23 USC § 134–135, 49 USC § 5303–5306, and 23 CFR 450.300 to provide the structure and process for the continuing, cooperative, and comprehensive consideration, consultation, development and implementation of transportation plans and programs for intermodal transportation in the metropolitan planning area (MPA).

Metropolitan Planning Organizations (MPOs) are required to develop long-range transportation plans and Transportation Improvement Programs through a performance-driven, outcome-based approach to planning. The MPO will conduct the transportation planning process and provide for consideration and implementation of projects, strategies, and services that will address the planning factors outlined in 23 CFR 450.306 (b) and (c).

## SECTION 3 — LEGAL AUTHORITY

### 3.1 FEDERAL TRANSPORTATION PLANNING STATUTES

23 USC § 104(f), 23 USC § 134 and 49 USC § 5303–5306 provide funding and require designation of a metropolitan planning organization (MPO) for urbanized areas of at least 50,000 population to carry out a transportation planning process and receive federal funding. Those Statutes require the State and the local governments to coordinate the planning and construction of all urban transportation facilities with a continuing, cooperative, and comprehensive transportation planning process.

### 3.2 MPO DESIGNATION

On **insert month and day**, 2023, the Governor of the State of Alaska designated the MPO and identified the Matsu Valley Planning for Transportation (MVP) Policy Board as the body providing the direction of transportation planning in the MPA in accordance with Federal law.

## SECTION 4 — DEFINED TERMS

“ADEC” means the State of Alaska Department of Environmental Conservation.

“Alaska DOT&PF” or “ADOT&PF” means the State of Alaska Department of Transportation and Public Facilities.

“ARRC” means the Alaska Railroad Corporation

“AOR” means the Annual Obligation Report which includes all projects and strategies listed in the Transportation Improvement Program (TIP) for which Federal funds were obligated during the immediately preceding program year.

“ASSEMBLY” means the MSB Assembly, the legislative governing body of the MSB.

“CHICKALOON VILLAGE TRADITIONAL COUNCIL” is the governing body for Na’Kayax (Chickaloon Native Village), a federally recognized Tribal Government with citizens and lands located within the MPA.

“CITY OF PALMER” means the home rule city, a political subdivision of the State of Alaska within the MPA.

“CITY OF WASILLA” means a first-class city, a political subdivision of the State of Alaska, and the most populated city located within the MPA.

“CONSULTATION” means that one or more parties confer with other identified parties in accordance with an established process and, prior to taking action(s), considers the views of the other parties and periodically informs them about action(s) taken. This definition does not apply to the “consultation”

performed by the States and the MPOs in comparing the long-range statewide transportation plan and the MTP, respectively, to State and tribal conservation plans or maps or inventories of natural or historic resources.

“COOPERATION” means that the parties involved in carrying out the transportation planning and programming processes work together to achieve a common goal or objective.

“COORDINATION” means the cooperative development of plans, programs, and schedules among agencies and entities with legal standing and adjustment of such plans, programs, and schedules to achieve general consistency, as appropriate.

“DBE” or “Disadvantaged Business Enterprise” means a for-profit small business concern (1) that is at least 51-percent owned by one or more individuals who are both socially and economically disadvantaged or, in the case of a corporation, in which 51 percent of the stock is owned by one or more such individuals; and (2) whose management and daily business operations are controlled by one or more of the socially and economically disadvantaged individuals who own it.

“DESIGNATED RECIPIENT” means : (i) an entity designated, in accordance with the planning process under Sections 5303 and 5304, by the governor of a state, responsible local officials, and publicly owned operators of public transportation, to receive and apportion amounts under Section 5336 to urbanized areas of 200,000 or more in population; or (ii) a state or regional authority, if the authority is responsible under the laws of a state for a capital project and for financing and directly providing public transportation.

“DIRECT RECIPIENT” means an eligible entity authorized by a designated recipient or state to receive Urbanized Area Formula Program funds directly from FTA. A state or designated recipient may authorize another public entity to be a “direct recipient” for Section 5307 funds. A direct recipient is a public entity that is legally eligible under federal transit law to apply for and receive grants directly from FTA. The designated recipient may make this authorization one time or at the time of each application submission, at the option of the designated recipient.

“FHWA” means the Federal Highway Administration, an operating agency of the United States Department of Transportation (USDOT).

“FINANCIAL PLAN” means documentation required to be included with a metropolitan transportation plan and TIP that demonstrates the consistency between reasonably available and projected sources of Federal, State, local and private revenues and the costs of implementing proposed transportation system improvements.

“FRA” means the Federal Railroad Administration, created by the Department of Transportation Act of 1966.

“FTA” means the Federal Transit Administration, an operating agency of the USDOT.

“KNIK TRIBE” means a federally recognized tribe with members and land located in the MPA.

“MATSU VALLEY PLANNING FOR TRANSPORTATION (MVP)” means the Matanuska-Susitna area Metropolitan Planning Organization, also known as MVP for Transportation

“METROPOLITAN PLANNING AGREEMENT” means a written agreement between the MPO, the State(s), and the providers of public transportation serving the metropolitan planning area that describes how they will work cooperatively to meet their mutual responsibilities in carrying out the metropolitan transportation planning process.

“MPA” or “METROPOLITAN PLANNING AREA” means the geographic area in which the MPO carries on metropolitan transportation planning process as described in Section 5.4 of this Agreement.

“MPO” or “METROPOLITAN PLANNING ORGANIZATION” means the policy board created by Section 5.2 of this Agreement to carry out the metropolitan transportation planning process.

“MSB” means the Matanuska-Susitna Borough, a second-class borough, a political subdivision of the State of Alaska that includes the City of Palmer, City of Wasilla, and MPA within its boundaries.

“MTP” or “METROPOLITAN TRANSPORTATION PLAN” means the official multimodal transportation plan addressing no less than a 20-year planning horizon that the MPO develops, adopts, and updates through the MTP process.

“PALMER CITY COUNCIL” means the legislative governing body of the City of Palmer.

“PERFORMANCE-BASED APPROACH” means the application of performance management within the planning and programming process to achieve desired performance outcomes for the multimodal transportation system.

“PERFORMANCE MEASURE” means an expression on a metric that is used to establish targets and to assess progress toward achieving the established targets.

“PERFORMANCE METRIC” refers to “Metric” as defined in 23 CFR 490.101 and means a quantifiable indicator of performance or condition.

“PERFORMANCE TARGET” refers to “Target” as defined in 23 CFR 490.101 and means a quantifiable level of performance or condition, expressed as a value for the measure, to be achieved within a time period.

“PL FUNDS” means the Federal Highway Administration Metropolitan Transportation Planning funds authorized under 23 USC 104 to carry out the requirements of 23 USC 134.



“POLICY BOARD” means the board established under Section 5.2 of the Agreement for cooperative decision-making in accordance with this Agreement.

“PUBLIC PARTICIPATION PLAN” means a documented process for providing citizens, affected public agencies, representatives of public transportation employees, freight shippers, providers of freight transportation services, private providers of transportation, representative of users of public transportation, representatives of users of pedestrian walkways and bicycle transportation facilities, representatives of the disabled, and other interested parties with reasonable opportunities to be involved in the metropolitan transportation planning process.

“SECTION 5303 FUNDS” means the FTA funds made available under 49 USC 5305(g) to carry out the requirements of 49 USC 5303.

“SSOW” OR “SIMPLIFIED STATEMENT OF WORK” means a statement of work documenting metropolitan transportation planning activities performed with funds provided under title 23 U.S.C. and title 49 U.S.C. Chapter 53 in accordance with the provisions of 23 CFR 450.308 and 23 CFR part 420.

“STATE” means the State of Alaska.

“TECHNICAL COMMITTEE” means the Mat-Su MPO committee established in Section 5.3 of this Agreement for the cooperative decision-making in accordance with this Agreement.

“TIP” or the “TRANSPORTATION IMPROVEMENT PROGRAM” means a prioritized listing/program of transportation projects covering a period of four years that is developed and formally adopted by an MPO as part of the MTP process, consistent with the MTP, and required for projects to be eligible for funding under title 23 USC and title 49 USC chapter 53.

“TRANSIT” means public transportation systems, including buses, vans, rail, trolleys and ferries and other rubber-tired public transportation vehicles.

“UPWP” or “UNIFIED PLANNING WORK PROGRAM” means a statement of work identifying the planning priorities and activities to be carried out within an MPA. At a minimum, a UPWP includes 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 source(s) of funds.

“URBANIZED AREA” means a geographic area with a population of 50,000 or more, as determined by the Bureau of the Census also known as an UZA.

“USDOT” means the United States Department of Transportation.

“WASILLA CITY COUNCIL” means the legislative governing body of the City of Wasilla.

## **SECTION 5 — ORGANIZATION AND RESPONSIBILITIES**

### **5.1 MVP FOR TRANSPORTATION**

MVP for Transportation is the MPO's staffed organization, which works in cooperation with the State, units of local government and public transportation operators. In order to receive and expend federal funding for transportation in urbanized areas with a population of more than 50,000 individuals, there must be coordination between the State and the MPO as required by federal regulation. Therefore, the purpose of the MVP for Transportation is to provide the framework and mechanism for the MPO and the State to jointly develop and implement transportation plans and programs, which will assure compliance with State and Federal transportation planning.

### **5.2 POLICY BOARD**

The MVP for Transportation Policy Board (Policy Board) shall have as members a representative of the Alaska DOT&PF, a Knik Tribe Representative, a Chickaloon Village Traditional Council Representative, MSB Mayor or member of the Assembly, MSB Manager, City of Palmer Mayor, and the City of Wasilla Mayor. Each member of the Policy Board shall have one vote. MVP for Transportation's Executive Director will serve as Secretary to the Policy Board.

#### **5.2.1 Powers and Duties of the Policy Board**

The Policy Board shall have overall responsibility for the implementation of this Agreement, coordination of MVP for Transportation's efforts and responsibilities of MVP for Transportation's Technical Committee, and the ultimate development and adoption of the UPWP, TIP, and MTP.

### **5.3 TECHNICAL COMMITTEE**

MVP for Transportation shall have a Technical Committee, which consists of representatives, such as planners, engineers, and other specialists from the City of Palmer, City of Wasilla, MSB Planning and Public Works, Alaska DOT&PF Planning and Pre-construction, ADEC Air Quality division, Alaska Railroad Corporation, trucking industry advocate, Mat-Su Road Service Area Advisory Board Chair, MSB Transportation Advisory Board Chair, Public Transit Provider, Mat-Su School District Operations, Knik Tribe, Chickaloon Native Village, and a non-motorized advocate. Each member of the MVP for Transportation's Technical Committee (Technical Committee) shall have one vote and all actions of the Technical Committee, including recommendations to the Policy Board, shall be by a majority vote of the members present, once a quorum is established.

### **5.4 METROPOLITAN PLANNING AREA (MPA)**

The MPA specified by 23 USC § 134(e) shall be the geographical area shown on Appendix A to the Agreement incorporated herein by reference. Provided such boundaries conform to the requirements of 23 USC § 134(e), the MPO and the Governor may mutually agree to change the boundaries of the MPA.

## **5.5 MPO SELF-CERTIFICATION**

Every four years, the MPO will, in coordination with the Alaska DOT&PF, self-certify to the FHWA and the FTA that the planning process is addressing the major issues facing the area and is being conducted in accordance with all applicable requirements of 23 CFR 450.336(a).

## **SECTION 6 — KEY PLANS AND PROGRAMS**

### **6.1 PRIMARY PLANNING AND PROGRAMMING ACTIVITIES**

There are three primary planning or programming activities that the MPO is responsible for developing. This section summarizes these key plans and programs, which include the MTP, TIP, and UPWP.

#### **6.1.1 Metropolitan Transportation Plan (MTP)**

The MPO, in cooperation with the State, is responsible for developing or updating an MTP. The MPO shall follow the latest federal planning requirements, as prescribed in 23 CFR 450.324. The MPO shall update the MTP every five (5) years as prescribed by 23 USC § 134(i)(1).

#### **6.1.2 Transportation Improvement Program (TIP)**

The MPO, with full assistance from the State and all other cooperating agencies, is responsible for developing or updating the TIP. The MPO shall follow the latest federal planning requirements, as prescribed in 23 CFR 450.326 and 23 USC § 134(j).

#### **6.1.3 Unified Planning Work Program (UPWP) or Simplified Scope of Work (SSOW)**

1. The MPO, with full assistance from the State and all other cooperating agencies, is responsible for developing or adjusting the UPWP or SSOW, as prescribed by 23 CFR 450.308. The MPO shall:
  - a. Describe all the transportation activities to be completed in a fiscal year.
  - b. Ensure early coordination with FHWA and FTA.
    - i. No later than June 1 of each year, the Alaska DOT&PF, in consultation with the MPO, will provide to the Policy Board in writing the amount of estimated Federal PL and Section 5303 funds, and required match ratios, to be made available to MVP for Transportation for the next fiscal year of October 1 through September 30. MVP for Transportation staff, working with member organizations, shall recommend work tasks with budgets for tasks in which it participates. MVP for Transportation staff shall develop and implement a UPWP or SSOW public involvement program, within a Public Participation Plan, and prepare a UPWP or SSOW with the full cooperation of all members and the MPO. Discussions between Alaska DOT&PF and the MPO shall take place to determine how the proposed tasks can be accomplished in the most efficient and effective manner. The UPWP or SSOW shall be reviewed by the Technical Committee, approved

by the Policy Board, and forwarded to Alaska DOT&PF for concurrent approval by FHWA and FTA prior to any work being performed.

## **6.2 CHANGES/AMENDMENTS TO KEY PLANS AND PROGRAMS**

### **6.2.1 Amendments to the MTP and TIP**

The MPO, with its responsibility to maintain existing plans and programs, shall approve amendments, in accordance with its Public Participation Plan. An Amendment is triggered by the addition or deletion of a project or a major change in the project cost, project/project phase initiation dates, or a major change in design concept or design scope. An amendment is a revision that requires public review and comment periods consistent with the MPO public involvement policy and re-demonstration of fiscal constraint. Amendments require the concurrence of the MPO, Alaska DOT&PF, FHWA, and FTA before becoming effective.

### **6.2.2 Administrative Modifications to the MTP and TIP**

The MPO, with its responsibility to maintain existing plans and programs, shall approve Administrative Modifications in accordance with the Public Participation Plan. An Administrative Modification is triggered by a minor revision to a metropolitan transportation plan or TIP that includes minor changes to project/project phase costs, minor changes to funding sources of previously included projects, and minor changes to project/project phase initiation dates. It is a revision that does not require public review and comment, or re-demonstration of fiscal constraint. Administrative Modifications require the concurrence of the MPO and the Alaska DOT&PF before becoming effective. The FHWA and FTA will be notified as soon as possible of these changes.

### **6.2.3 Amendments/Changes to the UPWP or SSOW**

Changes in work assignments and studies to be performed to meet transportation planning requirements may be made by the MPO at such times and to such extent as deemed necessary. Total funds to be made available for the performance of said work and services shall not exceed the amount specified in the UPWP or SSOW. Reimbursement will be made by Alaska DOT&PF in accordance with procedures stated herein and shall be expended only on the UPWP or SSOW approved by the MPO, Alaska DOT&PF, FHWA, and FTA.

1. Changes in funding levels for tasks, or changes in tasks, shall be requested as soon as possible after the need for such change is recognized.
  - a. Amendment to the UPWP or SSOW (No additional funding required)

An Amendment to the UPWP or SSOW is triggered when task budget amounts exceed 20 percent of the original approved program budget, when there are individual changes of \$35,000 or more to task budgets, or when there are significant scope changes. Amendments require the concurrence of the MPO, Alaska DOT&PF, FHWA, and FTA before becoming effective. Amendments to the UPWP or SSOW require public review.
  - b. Administrative Modifications to the UPWP or SSOW (No additional funding required or no significant change to scope)

An Administrative Modification is triggered when task budget amounts do not exceed 20 percent of the approved program budget or when individual changes are for \$35,000 or less of a task budget. Administrative Modifications require the concurrence of the MPO and the Alaska DOT&PF before becoming effective. The FHWA and FTA will be notified as soon as possible of these changes.

## **SECTION 7 — CONSULTANT CONTRACTS**

### **7.1 FHWA AND FTA APPROVAL**

For all federally funded work to be done under a consultant contract, prior FHWA and/or FTA approval of a Project Development Authorization including the scope of work is required before a Request for Proposal (RFP) is issued. Early coordination is essential. The contracting agency will be the Alaska DOT&PF which will coordinate review and approvals directly with FHWA and FTA.

### **7.2 ALASKA DOT&PF APPROVAL**

Unless specified as a procurement pursuant to Section 7.3 of this Agreement, the Alaska DOT&PF will be the contracting agency for review of the final RFP, scope of services and project budget federally-funded MPO solicitations. The MPO will perform the project management duties. Alaska DOT&PF shall also reserve the right to select members for the Selection Committees for all consultant contracts. Alaska DOT&PF may provide opportunity to the MPO, as appropriate, to serve on the Selection Committees.

### **7.3 MPO-APPROVED PROCUREMENTS**

In conformance with Alaska's Stewardship and Oversight Agreement (April 2015, Section VII), and approved by FHWA Office of Infrastructure and the Office of Chief Counsel, The MPO will be the contracting agency for all solicitations under \$50,000 and will follow the MPO-approved procurement policies consistent with the State Procurement Code (AS 36.30) and any FHWA or FTA contract requirements for the use of federal-aid funds. All procurements by the MPO must comply with all requirements of this Agreement (e.g., reporting, reimbursement procedures, and auditing) and comply with the requirements of 23 CFR 420, Subpart A (Administration of FHWA Planning and Research Funds).

### **7.4 WORK PRODUCTS**

Alaska DOT&PF and the MPO will have an opportunity to review draft work products prior to review by the Technical Committee and Policy Board.

### **7.5 INSPECTION OF WORK**

Alaska DOT&PF and the owner of the facility shall always be accorded review and inspection of the work performed by consultants and shall at all reasonable times have access to the premises, to all data, notes, records, correspondence, and instruction memoranda or description which pertain to the work involved.

## **SECTION 8 — ADDITIONAL AND SEPARATE WORK PROJECTS**

From time to time, Alaska DOT&PF or the MPO may desire one of the other parties to perform additional work projects for services separate and apart from those set forth in the UPWP. At such times, the requesting party will notify the other party of the intention, including a request for the specific work and/or services desired. If the other party is willing and able to do the work or perform the services requested, written acceptance by the requesting party of the terms accepted shall constitute authority to proceed with the work and/or services requested. The requesting party shall pay for such work or services within a reasonable time after billing. Such billing shall be made pursuant to the terms agreed upon for each particular work project.

## **SECTION 9 — PROGRAM REPORTING REQUIREMENTS**

### **9.1 REPORTING: UPWP OR SSOW**

In accordance with 23 CFR 420.117, the Alaska DOT&PF is responsible for monitoring the UPWP or SSOW supported activities to assure compliance with applicable federal requirements and assure performance goals are being achieved. Monitoring must cover each program, function, or activity. The reporting procedures shall include, but are not limited to, the following:

#### **9.1.1 Monthly Reports**

The parties receiving federal planning funds pursuant to this Agreement shall prepare a monthly financial statement and a narrative progress report, in a format provided by the Alaska DOT&PF, for all tasks identified in the UPWP or SSOW for which they are responsible and submit to the Alaska DOT&PF office no later than 15 days following the last day of each UPWP or SSOW month. The monthly reports shall serve as the basis for monthly reimbursements.

Within 15 days of receipt of monthly report, Alaska DOT&PF will compile all reports and shall either, review and approve the reports, or request modifications. Upon approval, the Alaska DOT&PF staff will forward the reports to the MPO and submit the invoices for reimbursement.

If Alaska DOT&PF requests modifications, the report will be forwarded to the MPO as a draft report. Within 15 days following the request for modifications, all requested report modifications shall be submitted to Alaska DOT&PF. Upon approval, the Alaska DOT&PF will re-submit the report to the MPO no later than 60 days following the last day of each UPWP month.

The final UPWP or SSOW Monthly Report shall consist of the following:

1. A financial statement which shall include task and program summary of the following data:
  - a. Current monthly expenditures
  - b. UPWP fiscal year to date expenditures
  - c. PL, Sec. 5303, and local funds / in-kind expended to date
  - d. PL, Sec. 5303, and local funds / in-kind remaining

2. A narrative progress report which shall include:
  - a. A description of work accomplished during the month
  - b. Significant events (i.e. travel, training, conferences)
  - c. Milestones reached in sufficient detail to justify the monthly expenditures

For tasks consisting of a scheduled completion date, the progress report shall include each task's percentage complete, explanatory information on the progress, and any issues relating to the task such as schedule delays.

### **9.1.2 Annual Report**

Upon receipt of the final twelfth month) UPWP or SSOW Monthly Report, the Alaska DOT&PF will draft the UPWP or SSOW Annual Report. The Alaska DOT&PF will forward the UPWP or SSOW Annual Report to the MPO no later than 60 days following the last day of the UPWP or SSOW fiscal year. The Alaska DOT&PF will submit the UPWP or SSOW Annual Report to FHWA and FTA to meet the reporting requirements of 23 CFR 420.117, as currently adopted or hereafter amended. A DOT&PF may combine the UPWP or SSOW Annual Report with similar reports from other subrecipients of federal planning funds into a single report.

The Annual Performance and Expenditure Report for the UPWP or SSOW fiscal year will contain all information required by 23 C.F.R. 420.117.

### **9.1.3 Significant Events**

Events that have significant impact on UPWP or SSOW work elements must be reported by the Parties to this Agreement to Alaska DOT&PF as soon as they become known. The types of events or conditions that require reporting include: problems, delays, or adverse conditions that will materially affect the ability to attain program objectives. This disclosure must be accompanied by a statement of action taken, or contemplated, and any Federal assistance required resolving the situation.

### **9.1.4 Other Reports**

Copies of formal reports, informal reports, and material emerging out of a task specified in the UPWP or SSOW shall be governed by Section 10 of this Agreement.

## **SECTION 10 — PLANNING REPORTS**

### **10.1 PLANNING REPORTS**

From time to time, Alaska DOT&PF and the MPO may publish reports, documents, etc., upon completion of a portion and/or a phase of a particular planning element in the continuing transportation planning process. In order for the preparation and publishing of such reports to be eligible for participation of Federal funds, the Technical Committee shall review the reports with final approval by the MPO Policy Board, as appropriate.

## **10.2 PUBLICATION**

Publication, whether in hard copy or through the use of digital technologies such as via the World Wide Web, by any party to the Agreement shall give credit to other parties, FTA, and FHWA. However, if any party, FTA, or FHWA does not wish to subscribe to the findings or conclusions in the reports, the following statement shall be added:

“This report was funded in part through grant(s) from the Federal Highway Administration and/or the Federal Transit Administration, U.S. Department of Transportation. The views and opinions of MVP for Transportation expressed herein do not necessarily state or reflect those of the U.S. Department of Transportation.”

Furthermore, consultant logos are prohibited from the cover of all reports, documents, etc. that are approved by FTA and FHWA.

## **10.3 COPIES**

Copies of draft and final reports, documents, etc., will be provided as required to Federal and State Agencies. Parties to this Agreement will be provided copies as requested. Final reports will be added to the MVP for Transportation website.

The FHWA reserves a royalty-free, non-exclusive, and irrevocable right to reproduce, publish, or otherwise use, and authorize others to use, the work for Government purposes.

## **SECTION 11 — DIVISION OF COST AND PAYMENT**

### **11.1 REIMBURSEMENT**

The maximum amount of Metropolitan Planning Funds available each year for reimbursement to the Parties shall not exceed the budget approved in the UPWP or as amended. Alaska DOT&PF will make reimbursement in accordance with the following procedures:

1. The Parties shall submit to Alaska DOT&PF monthly narrative progress reports and financial statements, as defined in Section 9 of this Agreement.
2. Reimbursement will be made within 30 days after Alaska DOT&PF receives and approves the monthly narrative progress reports and financial statements, subject to Federal planning funds being made available and received for the allowable cost.
3. Within 60 days of Alaska DOT&PF's approval of the last monthly narrative progress report and financial statement for the fiscal year, Alaska DOT&PF will close the UPWP or SSOW account and request that an audit be performed.
4. The audit will be completed, and final payment adjustments made within 120 days of the last quarter or as soon thereafter as reasonably possible.



## **11.2 ALASKA DOT&PF TASKS**

The Parties may agree that Alaska DOT&PF can most efficiently and effectively perform a task or a portion of a task to be funded with PL funds in the approved UPWP. In such cases, Alaska DOT&PF shall:

1. Provide the MPO with all necessary documentation in order to permit the preparation of the reports required in Section 9 of this Agreement.
2. Upon Alaska DOT&PF approval of the quarterly, Alaska DOT&PF shall submit a billing to FHWA for direct payment to Alaska DOT&PF for approved UPWP or SSOW costs.
3. Alaska DOT&PF shall be reimbursed at the rate contained in the applicable UPWP or SSOW.
4. Alaska DOT&PF shall promptly provide the MPO with copies of its billings and statements.

## **11.3 OVERRUNS**

When expenditures are anticipated to overrun in any UPWP or SSOW work element, the procedures for budget changes as outlined in Section 6.2 must be followed.

## **11.4 COST LIMITATIONS**

Reimbursement of administrative and operational costs will be made without profit or markup. These costs shall be limited to:

1. Direct salaries and wages, with payroll taxes and fringe benefits at actual costs, or if prorated to be allocated on an equitable basis;
2. Telephone charges and necessary travel limited to program specific charges;
3. Overhead or indirect costs as approved annually in the respective UPWP or SSOW line item budget and verified by audit. Eligibility shall conform to the provisions of 23 CFR 420.113;
4. Training as approved specifically in the UPWP or SSOW or otherwise specifically approved by Alaska DOT&PF, FHWA or FTA.

## **11.5 RATE OF REIMBURSEMENT**

Reimbursement shall be at the rate specified and contained in the applicable UPWP.

## **11.6 FINANCIAL ACCOUNTING LEVEL**

The expended funds will be accounted for at the task level (100, 200, 300 etc.).

## **11.7 FISCAL YEAR**

The UPWP or SSOW fiscal year will be October 1 to September 30.

## **SECTION 12 — PROCUREMENT, MANAGEMENT, AND DISPOSITION OF PROPERTY**

Procurement and management of property acquired for the program, including disposition of property if the program is discontinued, will be in accordance with 23 C.F.R. 420.121(f) and any other regulatory requirements applicable to the expenditure of federal funds made available for the implementation of this Agreement.

## **SECTION 13 — AUDIT PROCEDURES**

### **13.1 FEDERAL GUIDELINES**

In addition to the requirements stated in this section, requirements for audit as defined in 23 CFR 420 will be used as guidelines.

### **13.2 RECORDS**

Each participating party will maintain complete records of all manpower, materials, and out-of-pocket expenses, and will accomplish all record keeping in accordance with the following procedures:

#### **13.2.1 Certified Payrolls**

Each participating party will furnish Alaska DOT&PF copies of all certified payrolls which shall include the hourly rate for each employee working on the project during the reporting period. In addition, a loaded rate factor will be shown in a manner compatible with existing approved local procedures. The load rate factor is subject to adjustment based upon audits occurring during the life of this Agreement.

#### **13.2.2 Time Sheets**

Individual time sheets will be maintained reflecting the daily total amount of hours worked and amount of time spent on each task within the program. It is imperative that the hours be traceable to the task.

#### **13.2.3 Materials**

Copies of invoices shall support costs of any purchased materials utilized on this project.

#### **13.2.4 Out-of-Pocket Expenses**

Copies of receipts shall support all expenses.

### **13.2.5 Record System**

The record system will be such that all costs can be easily traceable from all billings through the ledgers to the source document. Each expenditure must be identified with the task within the current approved UPWP or SSOW.

### **13.3 CONSULTANT CONTRACTS AND PROFESSIONAL SERVICES AGREEMENTS**

Each consultant contract or professional services agreement, in which any party engages, may require a specific audit for that project or agreement. The award of any such construction related engineering design services contract must be made in conformity with applicable Federal and Alaska DOT&PF contracting procedures including Alaska DOT&PF Procedure 10.02.010, and related Professional Services Agreement Handbook, or based on acceptable alternative contracting procedures approved by Alaska DOT&PF and FHWA. This requirement is in addition to any agency-wide audit conducted pursuant to OMB Circular A-133 (Single Audit Requirements).

### **13.4 ANNUAL AUDIT**

MVP for Transportation may be audited every year by Alaska DOT&PF Internal Review auditors for compliance and to insure adequate coverage. MVP for Transportation will additionally hire an independent Certified Public Accountant (CPA) to conduct an annual audit of all revenues and expenditures, as well as participate in a state and/or federal single audit as requested. Both Parties and/or their subcontractors under this Agreement shall maintain all records and accounts relating to their costs and expenditures for the work during any fiscal year for a minimum of three (3) years following receipt of the final payment and shall make them available for audit by representatives of Alaska DOT&PF, FHWA, and FTA at reasonable times. Both parties shall maintain records in a form approved by Alaska DOT&PF. Final payment is defined as the final voucher paid by FHWA to Alaska DOT&PF based on an audit. A request to close out a fiscal year or project account does not constitute final payment.

### **13.5 RESOLUTION AND CLOSURE**

Any review, which does not meet Federal requirements, will be resolved between Alaska DOT&PF and the other party. The financial records relating to a UPWP or SSOW year may be closed out once FHWA accepts the audit and final payment adjustments have been made.

## **SECTION 14 — COMPLIANCE WITH TITLE VI, CIVIL RIGHTS ACT OF 1964**

Both hereby agree as a condition to receiving any Federal financial assistance from USDOT, to comply with Title VI of the Civil Rights Act of 1964 and all requirements imposed by or pursuant to Title 49 CFR, Part 21, Nondiscrimination in Federally Assisted Programs of the USDOT, Effectuation of Title VI of the Civil Rights Act of 1964.

## **SECTION 15 — DBE PROGRAM REQUIREMENTS**

### **15.1 COMPLIANCE**

The Parties, their agents and employees shall comply with the provisions of 49 CFR 26 and Title VI of the Civil Rights Act of 1964. 49 CFR 26 requires that both parties shall agree to abide by the statements in paragraphs 15.2 and 15.3 and shall include these statements in their USDOT financial assistance agreements and in all subsequent agreements between any party and any sub-grantees and any contractor.

### **15.2 POLICY**

It is the policy of the USDOT that DBEs, as defined in 49 CFR 26.5, shall have an equal opportunity to participate in the performance of contracts financed in whole or part with Federal funds under this Agreement. Consequently, the DBE requirements of 49 CFR 26 apply to this Agreement.

### **15.3 DBE OBLIGATION**

The Parties to this Agreement agree to ensure that DBEs, as defined in 49 CFR 26.5, have an equal opportunity to participate in the performance of contracts and sub-contracts financed in whole or part with Federal funds provided under this Agreement. In this regard the Parties to this Agreement and/or their contractors shall not discriminate on the basis of race, color, national origin, or in the award and performance of USDOT assisted contracts.

## **SECTION 16 — AMENDMENTS**

This Agreement may be amended only in writing and must be done prior to undertaking changes or work resulting therefrom or incurring additional costs or any extension of time. Said amendments are subject to approval by the MPO and the State.

## **SECTION 17 — LIMITATION OF LIABILITY**

No liability shall be attached to any party to this Agreement by reason of entering into this Agreement, except as expressly provided herein.

## **SECTION 18 — COMPLIANCE WITH LAWS**

In addition to the laws, statutes, regulations and requirements stated herein, the Parties to this Agreement shall be knowledgeable of and comply with all Federal, State and local laws and ordinances applicable to the work to be done under this Agreement.

## **SECTION 19 — TERMINATION OF AGREEMENT**

This Agreement will continue in force until or unless the Parties terminate the Agreement in writing.

## SECTION 20 — NON-APPROPRIATION CLAUSE

Nothing in this agreement shall obligate any party to expend monies if there are insufficient or other lack of funds lawfully appropriated by their respective legislative bodies for performance under this Agreement.

### SIGNATURES

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Board President  
MVP for Transportation

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Date

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Governor  
State of Alaska

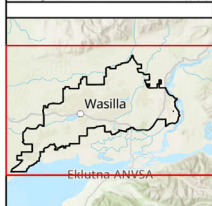
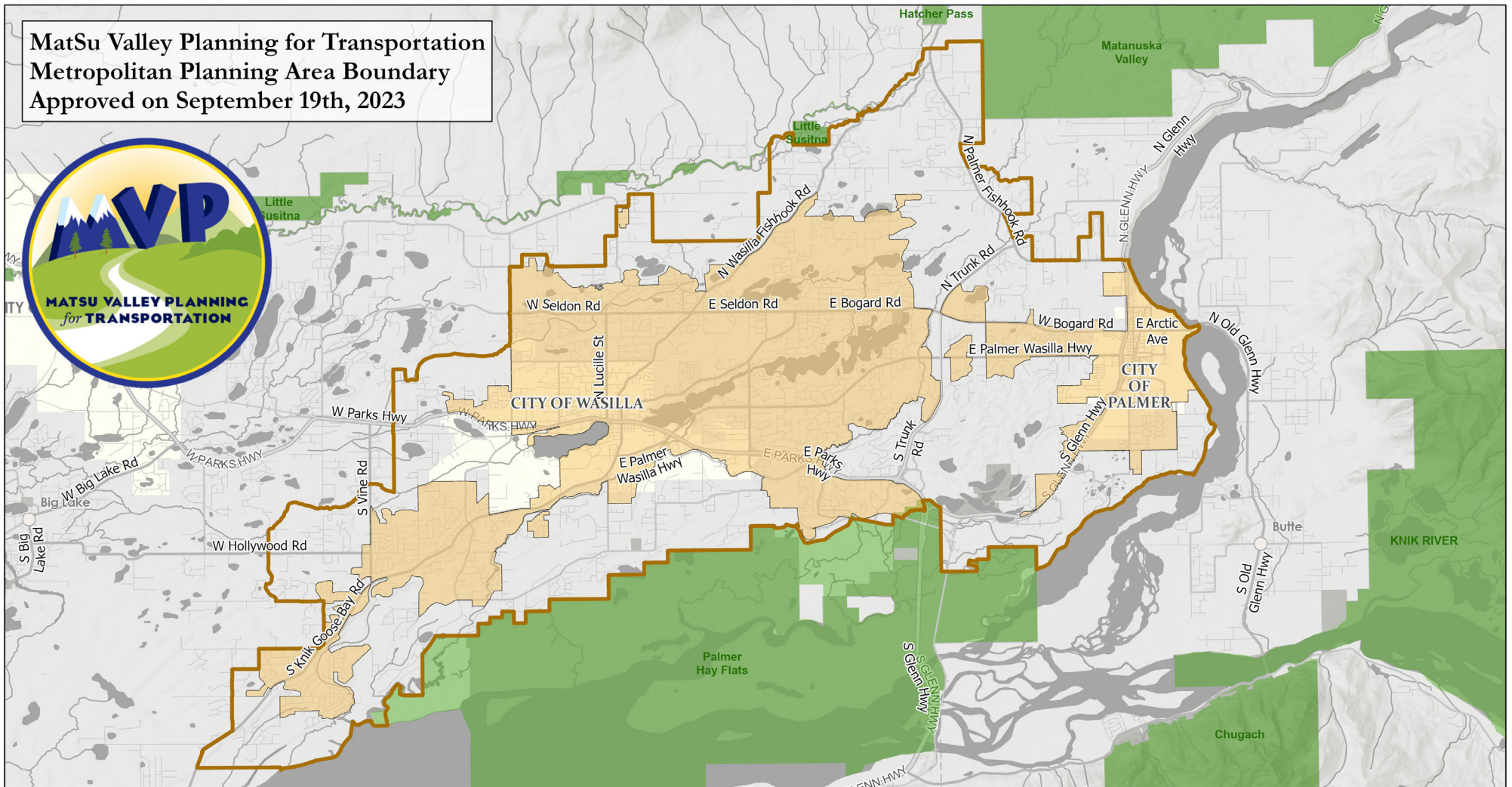
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Date

**APPENDIX A**

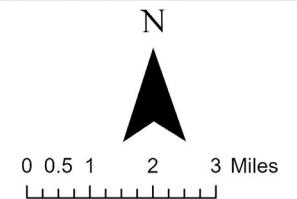
**MATSU VALLEY FOR TRANSPORTATION  
METROPOLITAN PLANNING AREA BOUNDARY MAP**

**MatSu Valley Planning for Transportation  
Metropolitan Planning Area Boundary  
Approved on September 19th, 2023**



- Urbanized Area (2020 Census)
- Legislative Designated Area
- MPA Boundary

"At a minimum, the MPA boundaries shall encompass the entire existing urbanized area [...] plus the contiguous area expected to become urbanized within a 20-year forecast period for the metropolitan transportation plan."  
23 CFR § 450.312(a)(1)



Sources: Esri, USGS, Matanuska-Susitna Borough GIS, State of Alaska, Esri, HERE, Garmin, SafeGraph, E4O, METI/NASA, USGS, EPA, NPS

**Matsu Valley Planning for Transportation (MVP for Transportation)  
POLICY BOARD  
BYLAWS**

**ARTICLE I**

Metropolitan Planning Organization

- SECTION 1      The Matsu Valley for Transportation (MVP for Transportation) Policy Board is designated to be the Metropolitan Planning Organization (MPO) for the Matanuska-Susitna Metropolitan Planning Area (MPA) by the Governor of the State of Alaska. As the MPO, the Policy Board is responsible for carrying out the transportation planning process in the metropolitan planning area and to serve as the Board of Directors for the MVP for Transportation MPO. The MPO Coordinator shall serve as the Executive Director of the MPO.
- SECTION 2      The MVP for Transportation Policy Board and committee meetings are subject to AS 44.62.310, Government Meetings Public.

**ARTICLE II**

Members and Officers

- SECTION 1      In accordance with Section 5 of the MVP for Transportation Inter-Governmental Operating Agreement and Memorandum of Understanding for Transportation, the MPO Policy Board, hereafter referred to as the "Policy Board", shall have as voting members the State of Alaska Department of Transportation and Public Facilities (DOT&PF) Representative, the Matanuska-Susitna Borough (MSB) Mayor or Assembly Representative, the MSB Manager, the Mayor of the City of Palmer, the Mayor of the City of Wasilla, appointed representative of the Knik Tribe and, a representative of the Chickaloon Village Traditional Council. Each member is authorized one vote.
- SECTION 2      The Policy Board shall elect a board Chair and Vice-Chair from its members annually at its regularly scheduled meeting no later than the end of December.
- SECTION 3      The Policy Board shall appoint an Executive Director, who shall serve as Secretary of the Policy Board and perform other duties as described by these Bylaws or directed by the Policy Board. The Secretary shall provide all administrative support for the Policy Board. The Transportation Planner/Assistant of the MPO shall be designated as Assistant Secretary to serve in the absence of the Executive Director and to provide additional support to the Policy Board and Technical Committee.



- SECTION 4 The Chair, or in their absence or disability, the Vice-Chair, shall preside at all meetings and hearings of the Policy Board. In the absence or disability of both the board Chair and Vice-Chair, an acting Chair shall be selected by the members present for the meeting.
- SECTION 5 The Chair shall decide on all points of order and procedure in accordance with Robert's Rules of Order, Newly Revised, unless changed and adopted by the rules agreed upon by the Policy Board.
- SECTION 6 The Chair shall nominate, except for the Technical Committee, which is established by the Bylaws, all committee members and their respective chairs found necessary for the purpose of expediting the work of the Policy Board. All members nominated shall be confirmed by a majority vote of the Policy Board.
- SECTION 7 The Chair shall report on activities taking place that have not come to the attention of the Policy Board at the next regularly scheduled or special meetings of the Policy Board.
- SECTION 8 When required, the Chair shall execute on behalf of the Policy Board all documents it authorizes or approves.

### **ARTICLE III**

#### **Policy Board Meetings**

- SECTION 1 All Meetings must be noticed according to A.S. 44.62.310 Government Meetings Public, which shall be strictly adhered to in conduct of the meeting and agenda schedule.
- SECTION 2 Regular meetings of the Policy Board shall be held monthly at a time to be determined by the Policy Board.
- SECTION 3 All regular or special meetings shall be open to the public. An agenda schedule for each meeting of the Policy Board shall be prepared by the Secretary to ensure Policy Board business is conducted in an efficient manner.
- SECTION 4 Special meetings shall be held at the call of the Chair issued upon his/her own initiative or at the request of one (1) or more members of the Policy Board, when necessary, to act upon matters before the Policy Board, providing notice is given in accordance with all applicable open meeting laws.
- SECTION 5 A quorum shall consist of four (4) members of the Policy Board. Four supporting votes are required to approve any action. Proxy voting is not allowed.
- SECTION 6 In the absence of a quorum no meeting shall be held.
- SECTION 7 A roll-call vote will be called for on all matters being voted on by the Policy Board unless it passes without objection.

### **ARTICLE IV**

## Agenda

- SECTION 1 The Secretary shall prepare for each meeting of the Policy Board or its Committees, when appointed, an agenda of the items to be considered.
- SECTION 2 Any member of the Policy Board may instruct the Secretary to add any matter to the agenda for discussion or action by the Policy Board.
- SECTION 3 All agenda items to be considered by the Policy Board must be submitted no later than the close of business one week before the meeting.
- SECTION 4 Informational items not on the agenda may be presented to the board, so long as no action is taken until the next meeting of the Policy Board.

## ARTICLE V

### Order of Business

- SECTION 1 The order of business of meetings shall be as follows:
- A. Meeting called to order
  - B. Introduction of Members and Attendees
  - C. Approval of the Agenda
  - D. Approval of the Minutes of the previous meeting
  - E. Staff/Committee/Workgroup Reports (including the Chair's report)
  - F. Voices of the Visitors (items not on the agenda)
  - G. Old Business
  - H. New Business
  - I. Other Issues
  - J. Informational Items
  - K. Committee Comments
  - L. Adjournment
- SECTION 2 Public Comment shall be accepted for all old business and new business items.
- SECTION 3 The length of the public comment period, per speaker, may be determined at the discretion of the Chair at the beginning of any public meeting. The public comment period will be closed when all speakers have had an opportunity to comment on the item before the Policy Board.

## ARTICLE VI

### Records

SECTION 1 The minutes of all Board and Committee meetings shall be recorded by the MPO staff and maintained as a public record in the MPO office and shall be accessible to the public during regular office hours.

## **ARTICLE VII**

### **Committees**

SECTION 1 All Committees shall consist of at least three (3) members each.

SECTION 2 Members of the Policy Board shall be a non-voting member of each Committee.

SECTION 3 Committee meetings may be called at the request of the Committee Chair or at the request of two (2) members. A written or verbal report of Committee business shall be made at the next meeting of the Policy Board by any Committee member or the Executive Director.

SECTION 4 All Committee meetings must be noticed according to AS 44.62.310, which shall be strictly adhered to in conduct of the meeting.

## **ARTICLE VIII**

### **Technical Committee Purpose and Duties**

SECTION 1 The MPO shall have a standing Technical Committee to review items of a technical nature and act as an advisory body to assist the Policy Board.

SECTION 2 The purpose of the Technical Committee shall be to evaluate the technical feasibility of proposed plans and projects, provide technical data and information, and make recommendations to the Policy Board.

SECTION 3 The Technical Committee shall have approval authority during construction of projects as outlined in the Policies and Procedures.

SECTION 4 Membership of the Technical Committee shall consist of representatives, such as engineer, planner, or other specialist, from the following agencies or transportation organizations and groups:

- Mat-Su Borough Transportation Advisory Board Chair
- Mat-Su Borough School District Operations
- Public Transportation provider
- City of Palmer
- City of Wasilla
- Mat-Su Borough Planning
- Mat-Su Borough Public Works

- Nonmotorized Advocate
- State of Alaska Department of Transportation & Public Facilities Planning Chief
- State of Alaska Department of Transportation & Public Facilities Preconstruction Engineer
- Road Service Area Advisory Board Chair
- Alaska Railroad Corporation
- Knik Tribe
- Chickaloon Village Traditional Council
- Trucking Industry Advocate
- State of Alaska Department of Environmental Conservation Air Quality

SECTION 5 The Technical Committee shall elect a Chair and Vice-Chair from its regular members or Staff, including the Executive Director, annually at its regularly scheduled meeting no later than the end of November.

SECTION 6 The Chair shall decide on all points of order and procedure in accordance with Robert's Rules of Order, Newly Revised, unless changed and adopted by the rules agreed upon by the Committee.

SECTION 7 The Chair, or in their absence or disability the Vice-Chair, shall preside at all meetings and hearings of the Policy Board. In the absence or disability of both the Chair and Vice-Chair, an acting Chair shall be selected by the members present for the meeting.

SECTION 8 The Executive Director shall serve as Secretary of the Technical Committee. The Secretary shall provide all administrative support for the Technical Committee. The Transportation Planner of MVP for Transportation is designated as Assistant Secretary to serve in the absence of the Executive Director and to provide additional support to the Technical Committee.

SECTION 9 All committee members shall be entitled to one vote each. The Executive Director and Transportation Planner will not be considered as members and will not get a vote. Proxy voting is allowed if written notification identifying the proxy is received from the Technical Committee member by the Executive Director prior to the meeting.

SECTION 10 A quorum of voting members must be present for a vote to take place. A quorum will consist of nine (9) or more voting members of the Technical Committee. A majority of the voting members present at a meeting are required for an affirmative vote.

SECTION 11 Voting members of the Technical Committee will comply with Article IX and X of the Policy Board Bylaws regarding conflict of interest and ethics decisions.

SECTION 12 The Technical Committee may adopt the use of appointed workgroups, if deemed necessary for the continuing transportation planning process. The workgroups will be appointed by the Technical Committee Chair and ratified by the Technical Committee. Workgroup appointments will usually be temporary in nature and will be terminated at the conclusion of the specific project concerned.

- SECTION 13 Regular meetings of the Technical Committee shall be held monthly. The Committee Chair may call special meetings provided public notice is given as provided by AS 44.62.310. Roberts Rules of Order, Newly Revised shall govern the conduct of all meetings of the Committee, except for rules set forth or adopted by the Technical Committee.
- SECTION 14 The Technical Committee shall have the following duties and all additional duties assigned by the Policy Board:
- A. Develop the Draft Unified Planning Work Program (UPWP) for the Policy Board. This includes recommendation of tasks and task priority.
  - B. Develop and prioritize transportation projects for inclusion in the Metropolitan Transportation Plan (MTP) and the Transportation Improvement Program (TIP).
  - C. Monitor the development of projects included in the TIP. This includes reporting on the status of projects and recommendations if a project is delayed.
  - D. Approve changes during construction in accordance with the Matsu for Transportation Policies and Procedures.

## ARTICLE IX

### Conflict of Interest

Section 1 Declaration of policy. The Policy Board declares that members operate as a State and Federally mandated Policy Board; and any effort to realize personal gain through official conduct is a violation of that trust. Policy Board and committee members shall not only be impartial and devoted to the best interests of the Policy Board's jurisdiction but also shall act and conduct themselves both inside and outside the Policy Board and committee's service as not to give occasion for distrust of their impartiality or of their devotion to the best interests of the citizens they represent.

Section 2 Definitions. As used in this article:

**Conflict of Interest** shall mean every member shall vote on all questions unless he has a direct or substantial indirect financial or personal interest in the matter being discussed.

**Financial Interest** shall mean any interest that shall yield, directly or indirectly, a monetary or other material benefit for services to the Policy Board and committee's jurisdiction to the member or other person retaining the services of the member.

**Personal Interest** shall mean any direct or substantial indirect interest arising from blood or marriage relationships or from close business or political associations, whether any financial interest is involved.

**Confidential Information** shall mean all information pertaining to City, Borough or State interests that is not available to the public in general including but not limited to information pertaining to any claims or lawsuits pending against the Board and personnel matters.

Section 3 Disclosure of interest. No member who has a direct or indirect financial or personal interest in any matter before the Policy Board or assigned Committees shall use his/her office or position to exert influence on such matter.

If known by the member, a member who participates in the discussion or expresses an opinion to the Policy Board on any matter before it shall disclose the nature and extent of any direct or indirect financial or other personal interest, he/she has in such matter to the Policy Board. The Chair will determine whether the member has a conflict of interest and whether the member must recuse him/herself from the discussion and vote on the matter.

If a member has reasonable cause to believe another member has failed to disclose actual or possible conflicts of interest, the member shall inform the Policy Board of the basis for such belief and afford the other member an opportunity to explain the alleged failure to disclose. If, after hearing the member's response and after making further investigation as warranted by the circumstances, the Policy Board determines the member has failed to disclose an actual or possible conflict of interest, the Policy Board shall take appropriate disciplinary and corrective action.

Section 4 Disclosure of information. No member shall disclose any confidential information acquired by him/her in the course of his/her official duties or use such information to further his/her or others' financial, personal, or political interests. This section shall not prohibit any such member from acquiring and utilizing any information which is available to the public in general so long as such information is obtained in the same manner as it would be obtained by an ordinary citizen.

Section 5 Compensation. No member of the Policy Board or assigned Committees whose jurisdiction includes compensation matters and who personally receives compensation, directly or indirectly, receives compensation, individually or collectively, from <insert name> MPO for services may provide information or vote on matters pertaining to that member's compensation.

Section 6 Securing special privileges. No member shall use or attempt to use the member's position to secure privileges, financial gain or exemption for him/herself or others.

No member shall grant any special consideration, treatment, or advantage to any citizen beyond that which is available to every other citizen.

Section 7 Post-Membership Activities. No member, after the termination of service with the Policy Board, shall appear before the Policy Board in relation to any case, proceeding or application in which he personally participated during the period of his service, or which was under his active consideration.

Section 8 Annual statements. Each active member of the Policy Board shall annually sign a statement which affirms he/she has read and understands the conflicts of interest policy within this Article, agrees to comply with the policy, and understands that the Matsu Valley for Transportation MPO is a charitable organization and in order to maintain its federal non-profit tax exemption it must engage primarily in activities which accomplish one or more of its tax-exempt purposes.

## **ARTICLE X**

### **Policy Board Code of Ethics**

Section 1 The Policy Board shall adopt the “American Planning Association (APA) Ethical Principles in Planning” dated May 1992 as broad, general guidelines for the ethical conduct of its members. The guidelines, while directed to AICP and APA members, reflect the ethics of MVP for Transportation and its members will use to guide their efforts. This statement is attached and hereby made a part of these bylaws (Attachment #1).

## **ARTICLE XI**

### **Miscellaneous**

Section 1 Minor Changes to Documents. In instances when documents are approved by the Policy Board and signed by the Chair which are subsequently discovered to contain unintended or incorrect information or language, and when, in the opinion of the Chair, the document submitted to accomplish their correction will not alter the intent of the Policy Board in its original approval, the Chair is authorized to sign such a document, provided that the Secretary provides written concurrence with this action. The Secretary documents, which have been approved by a legislative body (i.e. City Council or the Borough Assembly), must be corrected by amended documents or in accordance with applicable State statutes regarding scriveners errors.

Section 2 Standards of Conduct. The Policy Board shall adopt and maintain a written policy prescribing a standard of conduct for its involvement in litigation or potential litigation.

Section 3 Attendance. Attendance shall be in person or telephonically. If any member, except ex-officio members, has three consecutive unexcused absences, it shall be cause for an alternative representative to be designated from their organization. If for any reason an alternative representative is not designated, the Policy Board shall instruct the Chair of the Policy Board to inform the proper legislative body of the requirements of this section of the by-laws.

The only exception to the above procedures and requirements shall be in cases of illness or conditions beyond the control of the individual member, as judged by the majority of the Policy Board members. Any member seeking an exception should request an item be placed on the agenda. Said judgment or ruling on the condition beyond the control of a

member shall be voted on at a regular meeting or special called meeting for this particular purpose.

Section 5 Legislative Policy Board Member Appointment. Upon appointment to the Policy Board and confirmation by the respective Council or Assembly, the members so confirmed will be seated at the next regular or special meeting.

**ARTICLE XII**

Amendments

Section 1 In accordance with Article II, Section 5, these rules may be amended, rescinded or supplemented by the Policy Board provided such amendments are presented in writing at a regular meeting or special meeting called for this particular purpose and action taken thereon at a subsequent regular meeting.

These Bylaws were passed and approved by a duly constituted quorum of the MVP for Transportation Policy Board on September 19, 2023.

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Mayor Glenda Ledford, Board President  
MVP for Transportation

ATTEST:

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Secretary

Passed unanimously.



## **Attachment 1: Ethical Principles in Planning (As Adopted May 1992)**

This statement is a guide to ethical conduct for all who participate in the process of planning as advisors, advocates, and decision-makers. It presents a set of principles to be held in common by certified planners, other practicing planners, appointed and elected officials, and others who participate in the process of planning.

The planning process exists to serve the public interest. While the public interest is a question of continuous debate, both in its general principles and in its case-by-case application, it requires a conscientiously held view of the policies and actions that best serve the entire community.

Planning issues commonly involve a conflict of values and, often, there are large private interests at stake. These accentuate the necessity for the highest standards of fairness and honesty among all participants.

Those who practice planning need to adhere to a special set of ethical requirements that must guide all who aspire to professionalism.

The Code is formally subscribed to by each certified planner. It includes an enforcement procedure that is administered by AICP. The Code, however, provides for more than the minimum threshold of enforceable acceptability. It also sets aspirational standards that require conscious striving to attain.

The ethical principles derive both from the general values of society and from the planner's special responsibility to serve the public interest. As the basic values of society are often in competition with each other, so do these principles sometimes compete. For example, the need to provide full public information may compete with the need to respect confidences. Plans and programs often result from a balancing among divergent interests. An ethical judgment often also requires a conscientious balancing, based on the facts and context of a particular situation and on the entire set of ethical principles.

This statement also aims to inform the public generally. It is also the basis for continuing systematic discussion of the application of its principles that is itself essential behavior to give them daily meaning.

**The planning process must continuously pursue and faithfully serve the public interest.**

Planning Process Participants should:

1. Recognize the rights of citizens to participate in planning decisions;
2. Strive to give citizens (including those who lack formal organization or influence) full, clear and accurate information on planning issues and the opportunity to have a meaningful role in the development of plans and programs;

3. Strive to expand choice and opportunity for all person, recognizing a special responsibility to plan for the needs of disadvantaged groups and person;
4. Assist in the clarification of community goals, objectives and policies in plan-making;
5. Ensure that reports, records and any other non-confidential information which is, or will be, available to decision makers is made available to the public in a convenient format and sufficiently in advance of any decision;
6. Strive to protect the integrity of the natural environment and the heritage of the built environment;
7. Pay special attention to the interrelatedness of decision and the long range consequences of present actions.

**Planning process participants continuously strive to achieve high standards of integrity and proficiency so that public respect for the planning process will be maintained.**

Planning Process Participants should:

1. Exercise fair, honest and independent judgment in their roles as decision makers and advisors;
2. Make public disclosure of all personal interests: they may have regarding any decision to be made in the planning process in which they serve, or are requested to serve, as advisor or decision maker (see also Advisory Ruling “Conflicts of Interest when a Public Planner Has a Stake in Private Development”);
3. Define “personal interest” broadly to include any actual or potential benefits or advantages that they, a spouse, family member or person living in their household might directly or indirectly obtain from a planning decision;
4. Abstain completely from direct or indirect participation as an advisor or decision maker in any matter in which they have a personal interest, and leave any chamber in which such a matter is under deliberation, unless their personal interest has been made a matter of public record; their employer, if any, has given approval; and the public official, public agency or court with jurisdiction to rule on ethics matters has expressly authorized their participation;
5. Seek no gifts or favors, nor offer any, under circumstances in which it might reasonably be inferred that the gifts or favors were intended or expected to influence a participant’s objectivity as an advisor or decision maker in the planning process;
6. Not participate as an advisor or decision maker on any plan or project in which they have previously participated as an advocate;
7. Serve as advocates only when the client’s objectives are legal and consistent with the public interest.
8. Not participate as an advocate on any aspect of plan or program on which they have previously served as advisor or decision maker unless their role as advocate is authorized by applicable law, agency regulation, or ruling of an ethics officer or agency; such participation as an advocate should be allowed only after proper disclosure to, and approval by, their affected client or employer; under no circumstance should such participation commence earlier than on year following termination of the role as advisor or decision maker;
9. Not use confidential information acquired in the course of their duties to further a personal interest;
10. Not disclose confidential information acquired in the course of their duties except when required by law, to prevent a clear violation of law or to prevent substantial injury to third persons; provided that disclosure in the latter two situations may not be made until after

verification of the facts and issues involved and consultation with other planning process participants to obtain their separate opinions’

11. Not misrepresent facts or distort information for the purpose of achieving a desired outcome (see also Advisory ruling “Honesty in the Use of Information”);
12. Not participate in any matter unless adequately prepared and sufficiently capacitated to render thorough and diligent service;
13. Respect the rights of all persons and not improperly discriminate against or harass other based on characteristics which are protected under civil rights laws and regulation (see also Advisory “Sexual Harassment”).

**APA members who are practicing planner continuously pursue improvement in their planning competence as well as in the development of peers and aspiring planners. They recognize that enhancement of planning as a profession leads to greater public respect for the planning process and thus serves the public interest.**

APA Members who are practicing planners:

1. Strive to achieve high standards of professionalism, including certification, integrity, knowledge, and professional development consistent with the AICP Code of Ethics;
2. Do not commit a deliberately wrongful act which reflects adversely on planning as a profession or seek business by stating or implying that they are prepared, willing or able to influence decisions by improper means;
3. Participate in continuing professional education;
4. Contribute time and effort to groups lacking adequate planning resources and to voluntary professional activities;
5. Accurately represent their qualification to practice planning as well as their education and affiliations;
6. Accurately represent the qualifications, views, and findings of colleagues;
7. Treat fairly and comment responsibly on the professional view of colleagues and members of other professions;
8. Share the results of experience and research which contribute to the body of planning knowledge;
9. Examine the applicability of planning theories, methods and standards to the facts and analysis of each particular situation and do not accept the applicability of a customary solution without first establishing its appropriateness to the situation;
10. Contribute time and information to the development of students, interns, beginning practitioners and other colleagues;
11. Strive to increase the opportunities for women and members of recognized minorities to become professional planners;
12. Systematically and critically analyze ethical issues in the practice of planning. (See also Advisory Ruling “Outside Employment or Moonlighting”).

Amended: 07/18/23

Adopted: 07/18/23

**MATANUSKA-SUSITNA BOROUGH  
RESOLUTION SERIAL NO. 23-081**

A RESOLUTION IN SUPPORT OF THE STATE DESIGNATING THE ENTITY, MAT-SU VALLEY PLANNING FOR TRANSPORTATION, AS THE METROPOLITAN PLANNING ORGANIZATION FOR THE BOROUGH; AND IN SUPPORT OF THEM BEING DESIGNATED AS AN INDEPENDENT 501C3 NON-GOVERNMENTAL ORGANIZATION.

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WHEREAS, 49 U.S.C. § 5303 as amended by the Infrastructure and Investment Jobs Act, which section is identical to 23 U.S.C. § 134 of the Federal Aid Highway Act, requires the designation of a metropolitan planning organization (MPO) for each urbanized area within the country of at least 50,000 population; and

WHEREAS, 23 USC § 104(f), 23 USC § 134, and 49 USC § 5303 - 5306 are the Federal Transportation Planning Statutes that provide funding and require designation of a metropolitan planning organization for urbanized areas of at least 50,000 population to carry out a transportation planning process and receive federal funding; and

WHEREAS, those Statutes require the State and the local governments to coordinate the planning and construction of all urban transportation facilities with a continuing, cooperative, and comprehensive transportation planning process; and

WHEREAS, an MPO is generally comprised of representatives from local government, transportation stakeholders, and

governmental transportation authorities with the purpose of ensuring regional cooperation in transportation planning and providing a conduit for the federal funding of transportation projects and programs; and

WHEREAS, designation or selection of officials or representatives to serve on the MPO Board is not set by federal law or regulation, and the State of Alaska is silent on who is to serve on small MPO (less than 200,000 persons) Boards; and

WHEREAS, the Wasilla/Knik-Fairview/North Lakes, AK area was designated in the list of 2020 urban areas by the Department of Commerce Census Bureau in a Federal Register notice dated December 29, 2022; and

WHEREAS, under 23 U.S.C. § 134, via an agreement with the Governor of the State of Alaska and units of general purpose local government that together represent at least 75 percent of the affected population, an MPO shall be designated by the Governor of the State of Alaska within one year of the release of the Federal Register Notice announcing the qualifying urban areas; and

WHEREAS, this agreement must contain a map of the new Metropolitan Planning Area (MPA) which delineates the area of responsibility of the MPO and is defined by the U.S. Census, and that area that is anticipated to be considered urban in the next 20 years; and

WHEREAS, in July 2020, a consultant team was retained by the Borough to coordinate the planning for a new MPO funded by federal transportation Planning funds; and

WHEREAS, in October 2020, a steering committee was established, made up of transportation stakeholders of the region, whose mission is to guide the MPO formation process; and

WHEREAS, in September 2021, a Pre-MPO Policy Board was established, made up of local government officials, the Alaska State Department of Transportation and Public Facilities, and multi-modal advocates to oversee the development of all federally required documents necessary to be designated by the Governor as the MPO of the Borough's urbanized area; and

WHEREAS, the planning effort for the establishment of the new MPO has progressed in earnest since July 2020, conducting monthly public meetings, developing a website, annual work plans, Public Participation Plan, Public Participation Plan for Pre-MPO designation efforts, MPO Boundary Development Strategy and subsequent Metropolitan Planning Area boundary development, Metropolitan Transportation Plan Scope of Work, membership dues structure, organizational Bylaws and Operating Agreement; and

WHEREAS, the Pre-MPO Policy Board, in October 2021, approved the name of the new MPO to be Matsu Valley Planning for

Transportation (MVP for Transportation); and

WHEREAS, the Pre-MPO Policy Board, in March 2022, unanimously voted to adopt the formation of an independent, 501(c)(3) organization for MVP for Transportation; and

WHEREAS, MVP for Transportation is submitting the Pre-MPO Policy Board approved Operating Agreement, Bylaws, and Metropolitan Planning Area Boundary to the Governor for designation as the new MPO for the Wasilla/Knik-Fairview/North Lakes, AK urbanized area and needs to establish its office, hire staff, establish a bank account, file Articles of Incorporation with the Alaska State Department of Commerce, Community and Economic Development, obtain Business and Professional Licensing to become a non-profit corporation, negotiate intergovernmental agreements to establish participation by member agencies and associated dues, so that transportation planning work can begin on behalf of the MPO; and

WHEREAS, the Governor of the state of Alaska is the official with authority to designate MVP for Transportation as the MPO for the region.

WHEREAS, that the Assembly supports the designation of MVP for Transportation by the Governor as the MPO of the Mat-Su metropolitan planning area; and

WHEREAS, the Assembly supports an MVP for Transportation policy board composition of the following: four Borough officials and one official each from the following governmental entities: the Alaska State Department of Transportation, City of Wasilla, City of Palmer, Knik Tribe and Chickaloon Native Village.

WHEREAS, the Assembly supports the Metropolitan Planning Area boundary as attached. This boundary encompasses the census-designated urbanized area and creates a contiguous boundary that projects growth over the next 20 years.

WHEREAS, the Borough Assembly supports the formation, organization, and operation of the MPO as an independent 501c3 organization.

THEREFORE, BE IT RESOLVED, the Assembly authorizes the Manager to be the signatory on the Memorandum of Understanding for the operations of the MatSu Valley Planning for Transportation office.

BE IT FURTHER RESOLVED, that the Borough Mayor will appoint and the Assembly will confirm Borough officials to serve as members of the Policy Board of MVP for Transportation.



ADOPTED by the Matanuska-Susitna Borough Assembly this 18 day  
of July, 2023.

  
EDNA DeVRIES, Borough Mayor

ATTEST:

   
LONNIE R. McKECHNIE, CMC, Borough Clerk

(SEAL)



PASSED UNANIMOUSLY: Nowers, McKee, Yundt, Tew, Fonov, and  
Bernier

By: Public Works  
Adopted: June 12, 2023  
Yes: Brown, Graham, Johnson, Rubeo, Sullivan-Leonard, Velock  
No: None  
Absent: None

**City of Wasilla  
Resolution Serial No. 23-21**

**A Resolution Of The Wasilla City Council Supporting The Designation Of The Matsu Valley Planning (MPV) For Transportation (MVP For Transportation) As The Metropolitan Planning Organization (MPO) Of The Mat-Su Metropolitan Planning Area; Supporting The Formation, Organization, And Operation Of The MVP For Transportation As An Independent Organization; Authorizing The Mayor To Serve As A Member Of The Policy Board Of The MVP For Transportation; Authorizing The Mayor To Serve As A Member Of The Board Of Directors For The MVP For Transportation; And Authorizing The Mayor To Execute All Related Organizational And Administrative Documents On Behalf Of The MVP For Transportation.**

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WHEREAS, 49 United States Code (USC) § 5303 as amended by the Infrastructure and Investment Jobs Act, which section is identical to 23 USC § 134 of the Federal Aid Highway Act, requires the designation of a metropolitan planning organization (“MPO”) for each urbanized area within the country of at least 50,000 population; and

WHEREAS, USC § 104(f), 23 USC § 134 and 49 USC § 5303 – 5306 are the Federal Transportation Planning Statutes that provide funding and require the designation of an MPO for urbanized areas of at least 50,000 population to carry out a transportation planning process and receive federal funding; and

WHEREAS, those Federal Statutes require state and local governments to coordinate the planning and construction of all urban transportation facilities with a continuing, cooperative, and comprehensive transportation planning process; and

WHEREAS, an MPO, is generally comprised of representatives from local governments, transportation stakeholders, and governmental transportation authorities with the purpose of ensuring regional cooperation in transportation planning and providing a conduit for the federal funding of transportation projects and programs; and

WHEREAS, designation or selection of officials or representatives to serve on the MPO Board is not set by federal law or regulation, and the State of Alaska is silent on who is to serve on small MPO (less than 200,000 persons) boards; and

WHEREAS, the Wasilla/Knik-Fairview/North Lakes, Alaska, area was designated in the list of 2020 urban areas by the Department of Commerce Census Bureau in a Federal Register Notice dated December 29, 2022; and

WHEREAS, under 23 USC § 134, via an agreement with the Governor of the State of Alaska and units of general-purpose local governments that together represent at least 75 percent of the affected population, an MPO shall be designated within one-year of the release of the Federal Register Notice announcing the qualifying urban areas; and

WHEREAS, this agreement must contain a map of the new Metropolitan Planning Area (MPA) which delineates the area of responsibility of the MPO and is defined by the U.S. Census, and that area that is anticipated to be considered urban in the next 20 years; and

WHEREAS, in July 2020, a consultant team was retained by the Matanuska-Susitna Borough to coordinate the planning for a new MPO funded by federal transportation planning funds; and

WHEREAS, in October 2020, a Steering Committee was established, made up of transportation stakeholders of the region, whose mission is to guide the MPO formation process as it relates to presenting recommendations to the Pre-MPO Policy Board regarding organizational and operational structure and the Mayor is represented on this Committee; and

WHEREAS, in September 2021, a Pre-MPO Policy Board was established, made up of local government officials, the Alaska Department of Transportation and Public Facilities, and multi-modal advocates to oversee the development of all federally required documents necessary to be designated by the Governor as the MPO of the Mat-Su urbanized area and the Mayor is represented on this Board; and

WHEREAS, the planning effort for the establishment of the new MPO has progressed in earnest since July 2020, conducting monthly public meetings; developing a website; annual work plans; Public Participation Plan; Public Participation Plan for Pre-MPO designation efforts; MPO Boundary Development Strategy and subsequent Metropolitan Planning Area boundary development; Metropolitan Transportation Plan Scope of Work; membership dues structure; organizational Bylaws; and Operating Agreement; and

WHEREAS, the Pre-MPO Policy Board, in October 2021, approved the name of the new MPO to be Matsu Valley Planning for Transportation (MVP for Transportation); and

WHEREAS, the Pre-MPO Policy Board, in March 2022, unanimously voted to adopt the formation of an independent, 501(c)(3) organization for the MVP for Transportation; and

WHEREAS, the MVP for Transportation is submitting the Pre-MPO Policy Board approved Operating Agreement, Bylaws, and Metropolitan Planning Area Boundary to the Governor for designation as the new MPO for the Wasilla/Knik-Fairview/North Lakes, Alaska, urbanized area and needs to establish its office; hire staff; establish a bank account; file Articles of Incorporation with the Alaska Department of Commerce, Community and Economic Development, Division of Corporations; obtain business and professional licensing to become a non-profit corporation; and negotiate intergovernmental agreements to establish participation by member agencies and associated dues, so that transportation planning work can begin on behalf of the MPO.

NOW, THEREFORE, BE IT RESOLVED, that the Wasilla City Council:

1. Supports the designation of MVP for Transportation by the Governor of Alaska as the MPO of the Mat-Su Metropolitan Planning Area.
2. Supports the formation, organization, and operation of the MPO as an independent organization.
3. Authorizes the Mayor to serve as a member of the Policy Board of the MVP for Transportation.

4. Authorizes the Mayor to serve as a member of the Board of Directors of the MVP for Transportation.
5. Authorizes the Mayor to execute all related organizational and administrative documents on behalf of the MVP for Transportation.

Effective Date. This resolution takes effect upon adoption.

ADOPTED by the Wasilla City Council on June 12, 2023.

  
\_\_\_\_\_  
Glenda D. Ledford, Mayor

ATTEST:

  
\_\_\_\_\_  
Jamie Newman, MMC, City Clerk

[SEAL]

**City of Wasilla  
Legislative Staff Report  
Resolution Serial No. 23-21**

**Supporting The Designation Of The Matsu Valley Planning (MVP) For Transportation (MVP For Transportation) As The Metropolitan Planning Organization (MPO) Of The Mat-Su Metropolitan Planning Area; Supporting The Formation, Organization, And Operation Of The MVP For Transportation As An Independent Organization; Authorizing The Mayor To Serve As A Member Of The Policy Board Of The MVP For Transportation; Authorizing The Mayor To Serve As A Member Of The Board Of Directors For The MVP For Transportation; And Authorizing The Mayor To Execute All Related Organizational And Administrative Documents On Behalf Of The MVP For Transportation.**

Originator: Erich Schaal, P.E. Public Works Director  
Date: 5/26/2023

Agenda of: 6/12/2023

Route to:	Department Head	Signature	Date
X	Public Works Director	<i>Erich Schaal</i>	5/31/2023
X	Finance Director	<i>Frank Lilla</i>	6/11/2023
X	Deputy Administrator	<i>Suhavakshi</i>	
X	City Clerk	<i>Aimee</i>	5/31/2023
X	Mayor	<i>Erich Schaal for</i>	5/31/2023

**Attachments:** Resolution Serial No. 23-21 (4 pages)

**Summary Statement:** As the Council was recently updated at its May 8, 2023, regular meeting, the 2020 Census has designated a broad section of the central core of the Mat-Su Borough as urban. This new designation requires the creation of a Metropolitan Planning Organization (MPO) for Transportation by the Governor. The proposed MPO is called the Mat-Su Valley Planning (MVP) for Transportation (MVP for Transportation).

The MVP for Transportation's seven-member policy Board includes representatives from the cities of Wasilla and Palmer, the Knik and Chickaloon Tribes, the Mat-Su Borough, and the Alaska Department of Transportation and Public Facilities. The Board will make transportation project decisions to allocate approximately \$10 million per year to the Mat-Su Valley's most important transportation projects.

This Resolution of support identifies Mayor Ledford as the MPO Policy Board member for the City of Wasilla and will be part of the MPO operating agreement that will be submitted to the Governor in June 2023.

**Proposed Action:** Adopt the Resolution.

**City of Palmer  
Resolution No. 23-013-A**

**Subject:** Support of The Designation of The Mat-Su Valley Planning for Transportation (MVP For Transportation) as the Metropolitan Planning Organization (MPO) of the Mat-Su Area

**Agenda of:** April 25, 2023, May 9, 2023, July 25, August 7, August 22

**Council Action:**     **Approved**                       **Amended:** June 13, 2023  
                                   **Defeated**

**Originator Information:**

**Originator:** John Moosey, City Manager

**Department Review:**

Route to:	Department Director:	Signature:	Date:
_____	Community Development	_____	_____
_____	Finance	_____	_____
_____	Fire	_____	_____
_____	Police	_____	_____
_____	Public Works	_____	_____

**Certification of Funds:**

Total amount of funds listed in this legislation: \$ \_\_\_\_\_

This legislation (√):


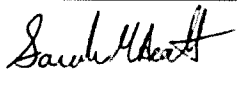
- Creates revenue in the amount of: \$ \_\_\_\_\_
- Creates expenditure in the amount of: \$ \_\_\_\_\_
- Creates a saving in the amount of: \$ \_\_\_\_\_
- Has no fiscal impact

Funds are (√):

- Budgeted                      Line item(s): \_\_\_\_\_
- Not budgeted

Director of Finance Signature: \_\_\_\_\_

**Approved for Presentation By:**

	Signature:	Remarks:
City Manager		_____
City Attorney		_____
City Clerk	_____	_____

**Attachment(s):**

1. Resolution No. 23-013-A

**Summary Statement/Background:**

The Wasilla/Knik-Fairview/North Lakes area was designated in the list of 202 urban areas by the Department of Commerce Census Bureau in a Federal Register notice dated December 29,2022.

49 U.S.C. § 5303 as amended by the Infrastructure and Investment Jobs Act, which section is identical to 23 U.S.C. § 134 of the Federal Aid Highway Act, requires the designation of a metropolitan planning organization ("MPO") for each urbanized area within the country of at least 50,000 population.

USC § 104(f), 23 USC § 134 and 49 USC § 5303 – 5306 are the Federal Transportation Planning Statutes that provide funding and require designation of a metropolitan planning organization for urbanized areas of at least 50,000 population to carry out a transportation planning process and receive federal funding.

Those Statutes require the State and the local governments-to coordinate the planning and construction of all urban transportation facilities with a continuing, cooperative, and comprehensive transportation planning process.

**Administration's Recommendation:**

Approve Resolution No. 23-013-A



**LEGISLATIVE HISTORY**

Introduced by: Manager Moosey  
Date: April 25, 2023  
Public Hearing: April 25, 2023  
Second Public Hearing: May 9, 2023  
Amended: June 13, 2023  
Action: Adopted  
Vote: 6 to 1

Yes:	No:
Best	Melin
Ojala	
Alcantra	
Anzilotti	
Carrington	
Tudor	

**CITY OF PALMER, ALASKA  
Resolution No. 23-013-A**

**A Resolution of the Palmer City Council in Support of Mat-Su Valley Planning for Transportation (MVP for Transportation) as the Metropolitan Planning Organization (MPO) of the Mat-Su Area, Formation of the MVP as an Independent Organization and Provide for Membership in the MPO and as a Member of the Board of Directors**

**WHEREAS**, 49 U.S.C. § 5303 as amended by the Infrastructure and Investment Jobs Act, which section is identical to 23 U.S.C. § 134 of the Federal Aid Highway Act, requires the designation of a metropolitan planning organization (“MPO”) for each urbanized area within the country of at least 50,000 population; and

**WHEREAS**, USC § 104(f), 23 USC § 134 and 49 USC § 5303 – 5306 are the Federal Transportation Planning Statutes that provide funding and require designation of a metropolitan planning organization for urbanized areas of at least 50,000 population to carry out a transportation planning process and receive federal funding;

**WHEREAS**, those Statutes require the State and the local governments to coordinate the planning and construction of all urban transportation facilities with a continuing, cooperative, and comprehensive transportation planning process; and

**WHEREAS**, an MPO, is generally comprised of representative from local government, transportation stakeholders and governmental transportation authorities with the purpose of ensuring regional cooperation in transportation planning and providing a conduit for the federal funding of transportation projects and programs; and

**WHEREAS**, designation or selection of officials or representatives to serve on the MPO Board is not set by federal law or regulation and the State of Alaska is silent on who is to serve on small MPO (less than 200,000 persons) Boards; and

**WHEREAS**, the Wasilla/Knik-Fairview/North Lakes, AK area was designated in the list of 2020 urban areas by the Department of Commerce Census Bureau in a Federal Register notice dated December 29, 2022; and

**WHEREAS**, under 23 U.S.C. § 134, via an agreement with the Governor of the State of Alaska and units of general-purpose local government that together represent at least 75 percent of the affected population, an MPO shall be designated within one-year of the release of the Federal Register Notice announcing the qualifying urban areas; and

**WHEREAS**, this agreement must contain a map of the new Metropolitan Planning Area (MPA) which delineates the area of responsibility of the MPO and is defined by the U.S. Census, and that area that is anticipated to be considered urban in the next 20 years; and

**WHEREAS**, in July 2020, a consultant team was retained by the Matanuska-Susitna Borough (“MSB”) to coordinate the planning for a new MPO funded by federal transportation Planning funds; and

**WHEREAS**, in October 2020, a Steering Committee was established, made up of transportation stakeholders of the region, whose mission is to guide the MPO formation process as it relates to presenting recommendations to the Pre-MPO Policy Board regarding organizational and operational structure and the City of Palmer is represented on this committee; and

**WHEREAS**, in September 2021, a Pre-MPO Policy Board was established, made up of local government officials, the State of Alaska Department of Transportation and Public Facilities, and multi-modal advocates to oversee the development of all federally required documents necessary to be designated by the Governor as the MPO of the Mat-Su urbanized area and the City of Palmer is represented on this board; and

**WHEREAS**, the planning effort for the establishment of the new MPO has progressed in earnest since July 2020, conducting monthly public meetings, developing a website, annual work plans, Public Participation Plan, Public Participation Plan for Pre-MPO designation efforts, MPO Boundary Development Strategy and subsequent Metropolitan Planning Area boundary development, Metropolitan Transportation Plan Scope of Work, membership dues structure, organizational Bylaws and Operating Agreement; and

**WHEREAS**, the Pre-MPO Policy Board, in March 2022, unanimously voted to adopt the formation of an independent, 501(c)(3) organization for MVP for Transportation; and

**WHEREAS**, MVP for Transportation is submitting the Pre-MPO Policy Board approved Operating Agreement, Bylaws and Metropolitan Planning Area Boundary to the Governor for designation as the new MPO for the Wasilla/Kink-Fairview/North Lakes, AK urbanized area and needs to establish its office, hire staff, establish a bank account, file Articles of Incorporation with the State of Alaska Department of Commerce, Community and Economic Development Division of Corporations, obtain Business and Professional Licensing to become a non-profit corporation, negotiate intergovernmental agreements to establish participation by member agencies and associated dues, so that transportation planning work can begin on behalf of the MPO; and

**WHEREAS**, the City of Palmer supports an MVP for Transportation policy board composition of the following:

- (3) Mat-Su Borough officials**
- (2) City of Palmer officials**
- (2) City of Wasilla officials**
- (1) Department of Transportation official**
- (1) Knik Tribe official**
- (1) Chickaloon Native Village official**

**NOW, THEREFORE, BE IT RESOLVED** that the City of Palmer supports the designation of MVP for Transportation by the Governor as the MPO of the Mat-Su metropolitan planning area.

**BE IT FURTHER RESOLVED** that the City of Palmer supports the formation, organization, and operation of the MPO as an independent organization.

**BE IT FURTHER RESOLVED** that the City of Palmer Mayor will serve as a member of the policy board of MVP for transportation.

**BE IT FURTHER RESOLVED** that the City of Palmer Mayor will serve as a member of the board of directors of MVP for transportation and execute all related organizational and administrative documents on behalf of MVP for transportation.

**Approved** by the Palmer City Council this 22nd day of August, 2023.

  
Shelly Acteson, CMC, City Clerk

  
Steven J. Carrington, Mayor





# KNIK TRIBAL COUNCIL

KNIK, THE OLDEST VILLAGE IN COOK INLET

## RESOLUTION 23-51

**A RESOLUTION IN SUPPORT OF THE DESIGNATION OF MATSU VALLEY PLANNING FOR TRANSPORTATION (MVP FOR TRANSPORTATION) AS THE METROPOLITAN PLANNING ORGANIZATION (MPO) OF THE MAT-SU AREA, FORMATION OF MVP AS AN INDEPENDENT ORGANIZATION AND PROVIDE FOR MEMBERSHIP IN THE MPO AND AS A MEMBER OF THE BOARD OF DIRECTORS**

- WHEREAS,** 49 U.S.C. § 5303 as amended by the Infrastructure and Investment Jobs Act, which section is identical to 23 U.S.C. § 134 of the Federal Aid Highway Act, requires the designation of a metropolitan planning organization (“MPO”) for each urbanized area within the country of at least 50,000 population; and
- WHEREAS,** USC § 104(f), 23 USC § 134 and 49 USC § 5303 – 5306 are the Federal Transportation Planning Statutes that provide funding and require designation of a metropolitan planning organization for urbanized areas of at least 50,000 population to carry out a transportation planning process and receive federal funding;
- WHEREAS,** those Statutes require the State and the local governments to coordinate the planning and construction of all urban transportation facilities with a continuing, cooperative, and comprehensive transportation planning process; and
- WHEREAS,** an MPO, is generally comprised of representative from local government, transportation stakeholders and governmental transportation authorities with the purpose of ensuring regional cooperation in transportation planning and providing a conduit for the federal funding of transportation projects and programs; and
- WHEREAS,** designation or selection of officials or representatives to serve on the MPO Board is not set by federal law or regulation and the State of Alaska is silent on who is to serve on small MPO (less than 200,000 persons) Boards; and
- WHEREAS,** the Wasilla/Knik-Fairview/North Lakes, AK area was designated in the list of 2020 urban areas by the Department of Commerce Census Bureau in a Federal Register notice dated December 29, 2022; and

- WHEREAS,** under 23 U.S.C. § 134, via an agreement with the Governor of the State of Alaska and units of general purpose local government that together represent at least 75 percent of the affected population, an MPO shall be designated within **one-year** of the release of the Federal Register Notice announcing the qualifying urban areas; and
- WHEREAS,** this agreement must contain a map of the new Metropolitan Planning Area (MPA) which delineates the area of responsibility of the MPO and is defined by the U.S. Census, and that area that is anticipated to be considered urban in the next 20 years; and
- WHEREAS,** in July 2020, a consultant team was retained by the Matanuska-Susitna Borough (“MSB”) to coordinate the planning for a new MPO funded by federal transportation Planning funds; and
- WHEREAS,** in October 2020, a Steering Committee was established, made up of transportation stakeholders of the region, whose mission is to guide the MPO formation process as it relates to presenting recommendations to the Pre-MPO Policy Board regarding organizational and operational structure and Knik Tribe is represented on this committee; and
- WHEREAS,** in September 2021, a Pre-MPO Policy Board was established, made up of local government officials, the State of Alaska Department of Transportation and Public Facilities, and multi-modal advocates to oversee the development of all federally required documents necessary to be designated by the Governor as the MPO of the Mat-Su urbanized area and Knik Tribe is represented on this board; and
- WHEREAS,** the planning effort for the establishment of the new MPO has progressed in earnest since July 2020, conducting monthly public meetings, developing a website, annual work plans, Public Participation Plan, Public Participation Plan for Pre-MPO designation efforts, MPO Boundary Development Strategy and subsequent Metropolitan Planning Area boundary development, Metropolitan Transportation Plan Scope of Work, membership dues structure, organizational Bylaws and Operating Agreement; and
- WHEREAS,** the Pre-MPO Policy Board, in October 2021, approved the name of the new MPO to be Matsu Valley Planning for Transportation (MVP for Transportation); and
- WHEREAS,** the Pre-MPO Policy Board, in March 2022, unanimously voted to adopt the formation of an independent, 501(c)(3) organization for MVP for Transportation; and
- WHEREAS,** MVP for Transportation is submitting the Pre-MPO Policy Board approved Operating Agreement, Bylaws and Metropolitan Planning Area Boundary to the Governor for designation as the new MPO for the Wasilla/Knik-Fairview/North

Lakes, AK urbanized area and needs to establish its office, hire staff, establish a bank account, file Articles of Incorporation with the State of Alaska Department of Commerce, Community and Economic Development Division of Corporations, obtain Business and Professional Licensing to become a non-profit corporation, negotiate intergovernmental agreements to establish participation by member agencies and associated dues, so that transportation planning work can begin on behalf of the MPO.

**NOW, THEREFORE, BE IT RESOLVED** that the Knik Tribe supports the designation of MVP for Transportation by the Governor as the MPO of the Mat-Su metropolitan planning area.

**BE IT FURTHER RESOLVED** that the Knik Tribe supports the formation, organization, and operation of the MPO as an independent organization.

**BE IT FURTHER RESOLVED** that the Knik Tribe allows an appointed representative by the Knik Tribal Council, Nicholas R. Charles, Jr. known as Bob Charles, Knik Tribe I.R.R. Program Manager to serve as a member of the Policy Board of MVP for Transportation.

**BE IT FURTHER RESOLVED** that the Knik Tribe allows an appointed representative by the Knik Tribal Council, Nicholas R. Charles, Jr. known as Bob Charles, Knik Tribe I.R.R. Program Manager to serve as a member of the Board of Directors of MVP for Transportation and authorizes the Knik Tribe appointed representative to execute all related organizational and administrative documents on behalf of MVP for Transportation.

#### CERTIFICATION

This certifies that the foregoing resolution of the Knik Tribal Council was adopted by the Knik Tribe. The Council is made up of 5 members with a quorum of 5 established. The foregoing resolution was adopted on this 15<sup>th</sup> day of April, 2023, by a vote of 5 in favor, 0 opposed, and 0 abstaining.

ATTEST



Knik Tribe President



Knik Tribe Secretary



**NAY'DINI'AA NA' KAYAX  
(CHICKALOON NATIVE VILLAGE)  
TRADITIONAL COUNCIL**

**RESOLUTION IN SUPPORT OF THE DESIGNATION OF MATSU VALLEY  
PLANNING FOR TRANSPORTATION (MVP FOR TRANSPORTATION) AS  
THE METROPOLITAN PLANNING ORGANIZATION (MPO) OF THE  
MAT-SU AREA, FORMATION OF MVP AS AN INDEPENDENT  
ORGANIZATION AND PROVIDE FOR MEMBERSHIP IN THE MPO AND AS  
A MEMBER OF THE BOARD OF DIRECTORS**

**Gary Harrison,**  
*Traditional Chief/  
Chairman*

**Philip Ling,**  
*Vice-Chair*

**Cheryl Sherman,**  
*Secretary*

**Doug Wade,**  
*Treasurer/Elder*

**Emily Ling,**  
*Member*

**RESOLUTION 230628-01**

**WHEREAS, Nay'dini'aa Na' Kayax (Chickaloon Native Village) is a distinct, independent Indigenous political community, and as such is qualified to exercise powers of self-government by reason of original Tribal sovereignty as passed down from Nay'dini'aa Na' Kayax ancestors since time immemorial;**

**WHEREAS, Chickaloon Native Village is a federally recognized Tribal Government in Alaska (Federal Register, Volume 47, Number 227, November 24, 1982 and reaffirmed in Federal Register, Volume 58, Number 202, October 21, 1993), with the full power and authority to consult and enter into agreements with local, state, and Federal Governments at their discretion;**

**WHEREAS, Chickaloon Village Traditional Council is the governing body of Nay'dini'aa Na' Kayax as recognized by Nay'dini'aa Na' Kayax Tribal citizens with the full power and authority to act for Nay'dini'aa Na' Kayax;**

**WHEREAS, Chickaloon Native Village and/or Chickaloon Village Traditional Council has not ceded, terminated, extinguished, or relinquished their original, possessory, and Indigenous rights or their ancestral jurisdiction to any individual person or entity;**

**WHEREAS, 49 U.S.C. § 5303 as amended by the Infrastructure and Investment Jobs Act, which section is identical to 23 U.S.C. § 134 of the Federal Aid Highway Act, requires the designation of a metropolitan planning organization ("MPO") for each urbanized area within the country of at least 50,000 population; and**

**WHEREAS, USC § 104(f), 23 USC § 134 and 49 USC § 5303 – 5306 are the Federal Transportation Planning Statutes that provide funding and require designation of a metropolitan planning organization for urbanized areas of at least 50,000 population to carry out a transportation planning process and receive federal funding;**

**WHEREAS, those Statutes require the State and the local governments to coordinate the planning and construction of all urban transportation facilities with a continuing, cooperative, and comprehensive transportation planning process; and**

**Lisa Wade,**  
*Executive Director*

**Serena Martino,**  
*Executive Assistant*

**WHEREAS, an MPO, is generally comprised of representative from local government, transportation stakeholders and governmental transportation authorities with the purpose of ensuring regional cooperation in transportation planning and providing a conduit for the federal funding of transportation projects and programs; and**

**WHEREAS, designation or selection of officials or representatives to serve on the MPO Board is not set by federal law or regulation and the State of Alaska is silent on who is to serve on small MPO (less than 200,000 persons) Boards; and**

**WHEREAS, the Wasilla/Knik-Fairview/North Lakes, AK area was designated in the list of 2020 urban areas by the Department of Commerce Census Bureau in a Federal Register notice dated December 29, 2022; and**

**WHEREAS, under 23 U.S.C. § 134, via an agreement with the Governor of the State of Alaska and units of general-purpose local government that together represent at least 75 percent of the affected population, an MPO shall be designated within one-year of the release of the Federal Register Notice announcing the qualifying urban areas; and**

**WHEREAS, this agreement must contain a map of the new Metropolitan Planning Area (MPA) which delineates the area of responsibility of the MPO and is defined by the U.S. Census, and that area that is anticipated to be considered urban in the next 20 years; and**

**WHEREAS, in July 2020, a consultant team was retained by the Matanuska-Susitna Borough (“MSB”) to coordinate the planning for a new MPO funded by federal transportation Planning funds; and**

**WHEREAS, in October 2020, a Steering Committee was established, made up of transportation stakeholders of the region, whose mission is to guide the MPO formation process as it relates to presenting recommendations to the Pre-MPO Policy Board regarding organizational and operational structure and <insert name> is represented on this committee; and**

**WHEREAS, in September 2021, a Pre-MPO Policy Board was established, made up of local government officials, the State of Alaska Department of Transportation and Public Facilities, and multi-modal advocates to oversee the development of all federally required documents necessary to be designated by the Governor as the MPO of the Mat-Su urbanized area and <insert name> is represented on this board; and**

**WHEREAS, the planning effort for the establishment of the new MPO has progressed in earnest since July 2020, conducting monthly public meetings, developing a website, annual work plans, Public Participation Plan, Public Participation Plan for Pre-MPO designation efforts, MPO Boundary Development**



**Strategy and subsequent Metropolitan Planning Area boundary development, Metropolitan Transportation Plan Scope of Work, membership dues structure, organizational Bylaws and Operating Agreement; and**

**WHEREAS, the Pre-MPO Policy Board, in October 2021, approved the name of the new MPO to be Matsu Valley Planning for Transportation (MVP for Transportation); and**

**WHEREAS, the Pre-MPO Policy Board, in March 2022, unanimously voted to adopt the formation of an independent, 501(c)(3) organization for MVP for Transportation; and**

**WHEREAS, MVP for Transportation is submitting the Pre-MPO Policy Board approved Operating Agreement, Bylaws and Metropolitan Planning Area Boundary to the Governor for designation as the new MPO for the Wasilla/Kink-Fairview/North Lakes, AK urbanized area and needs to establish its office, hire staff, establish a bank account, file Articles of Incorporation with the State of Alaska Department of Commerce, Community and Economic Development Division of Corporations, obtain Business and Professional Licensing to become a non-profit corporation, negotiate intergovernmental agreements to establish participation by member agencies and associated dues, so that transportation planning work can begin on behalf of the MPO.**

**NOW, THEREFORE, BE IT RESOLVED that the Chickaloon Village Traditional Council supports the designation of MVP for Transportation by the Governor as the MPO of the Mat-Su metropolitan planning area.**

**BE IT FURTHER RESOLVED that the Chickaloon Village Traditional Council supports the formation, organization, and operation of the MPO as an independent organization.**

**BE IT FURTHER RESOLVED that the Chickaloon Village Traditional Council allows the Transportation Director to serve as a member of the Policy Board of MVP for Transportation.**

**BE IT FURTHER RESOLVED that the Chickaloon Village Traditional Council allows the Transportation Director to serve as a member of the Board of Directors of MVP for Transportation and authorizes the Transportation Director to execute all related organizational and administrative documents on behalf of MVP for Transportation.**

**THEREFORE, BE IT FURTHER RESOLVED, that Chickaloon Village Traditional Council authorizes and delegates authority to the Traditional Council Chairman, Vice-Chair, and/or the Executive Director to act on behalf of the Chickaloon Village Traditional Council for these projects/programs.**

**It is hereby certified that this resolution was duly considered and unanimously approved this 28th day of June 2023.**

*Chief Gary Harrison*  
Chief Gary Harrison (Jul 17, 2023 19:20 AKDT)

**Chief Gary Harrison,  
Traditional Chief/Chairman**

*Cheryl Sherman*

**Cheryl Sherman,  
Secretary**




# 230628-01 Resolution in Support of MVP for Transportation as the MPO

Final Audit Report

2023-07-18

Created:	2023-07-18
By:	Serena Martino (sdmartino@chickaloon-nsn.gov)
Status:	Signed
Transaction ID:	CBJCHBCAABAAh3Ifir8WSPciZWkuhtygwU5m4_UOIkwI

## "230628-01 Resolution in Support of MVP for Transportation as the MPO" History

-  Document created by Serena Martino (sdmartino@chickaloon-nsn.gov)  
2023-07-18 - 0:35:35 AM GMT - IP address: 216.137.250.25
-  Document emailed to chiefgaryharrison@chickaloon-nsn.gov for signature  
2023-07-18 - 0:37:06 AM GMT
-  Document emailed to Cheryl Sherman (casherman@chickaloon-nsn.gov) for signature  
2023-07-18 - 0:37:06 AM GMT
-  Email viewed by Cheryl Sherman (casherman@chickaloon-nsn.gov)  
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Signature Date: 2023-07-18 - 0:39:08 AM GMT - Time Source: server- IP address: 166.198.252.53
-  Email viewed by chiefgaryharrison@chickaloon-nsn.gov  
2023-07-18 - 3:17:59 AM GMT - IP address: 72.35.124.108
-  Signer chiefgaryharrison@chickaloon-nsn.gov entered name at signing as Chief Gary Harrison  
2023-07-18 - 3:20:45 AM GMT - IP address: 72.35.124.108
-  Document e-signed by Chief Gary Harrison (chiefgaryharrison@chickaloon-nsn.gov)  
Signature Date: 2023-07-18 - 3:20:47 AM GMT - Time Source: server- IP address: 72.35.124.108
-  Agreement completed.  
2023-07-18 - 3:20:47 AM GMT



Adobe Acrobat Sign



# **MATSU VALLEY PLANNING (MVP) FOR**

## **TRANSPORTATION**

Federal Fiscal Year

2024

### **Unified Planning Work Program (UPWP)**



**Draft**

**10.03.2023**

## Contents

<b>Purpose of the UPWP</b> .....	1
<b>MPO Formation</b> .....	2
MPO Structure.....	4
<b>Operation of the MPO</b> .....	4
<b>Task 100 MPO Planning Process</b> .....	8
Task 100(A) Metropolitan Transportation Plan.....	8
Task 100(B) Update and Execution of the Public Participation Plan (PPP) and Title VI Implementation Plan .....	11
Task 100(C) Transportation Improvement Program (TIP).....	13
Task 100(D) 2024 UPWP Reporting and 2025-2026 UPWP Development.....	14
Task 100(E) Support Services .....	15
Task 100(F) Administration .....	16
MVP for Transportation Intergovernmental Operating Agreement and Memorandum of Understanding for Transportation Planning within the Metropolitan Area of the Metropolitan Planning Organization (Operating Agreement) and Boundary Development.....	16
MVP Bylaws .....	16
MVP Policies and Procedures.....	17
Other Agreements:.....	17
<b>Task 200 Public Transit System Planning</b> .....	17
Transit Continuity Planning .....	20
Transit Development Plan .....	20
<b>Task 300 Contingency Projects</b> .....	21
Task 300(A) Develop an Active Transportation Plan .....	21
<b>Budget</b> .....	22

## Purpose of the UPWP

The Unified Planning Work Program (UPWP) for Matsu Valley Planning for Transportation (MVP) outlines the Metropolitan Planning Organization's (MPO) 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 two-year period (23 CFR 450.104). The purpose of the UPWP is to ensure that a continuing, cooperative, and comprehensive (3C) approach to transportation planning is maintained and coordinated between the MPO, Alaska Department of Transportation & Public Facilities (ADOT&PF), Matanuska-Susitna Borough (Borough), the Cities of Palmer and Wasilla, Knik Tribe and Chickaloon Village Traditional Council. 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.

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 ADOT&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. Fiscal constraint in long-range transportation planning is intended to ensure plans are based on a reasonable expectation of sufficient revenues to support the costs of maintaining the existing metropolitan area transportation system and any planned expansion of the system over at least a 20-year time frame.

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 four-year period 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 public involvement in the development of MPO plans, programs, and policies, including the MTP and TIP.

With the prior approval of the ADOT&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 place 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, per 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). This is the initial official UPWP for MVP as designation as an urbanized area occurred on December 29, 2022 and designation by the Governor as the MPO of the Matsu Valley urbanized area is anticipated to occur by December 28, 2023.

MVP has taken the opportunity to utilize the UPWP process to outline the pre-MPO planning activities for Federal Fiscal Years (FFY) 2020 -2023 leading up to designation.

## 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. MVP has utilized a Pre-MPO Steering Committee and Policy Board in its decision-making process before designation as an MPO. The Pre-MPO Steering Committee (Steering Committee) 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 (Valley Transit), ADOT&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 Village Traditional Council, Mat-Su Trails and Parks Foundation, Mat-Su Health Foundation. Members of the peer MPOs in Anchorage and Fairbanks serve in an advisory, non-voting capacity.

The Pre-MPO Policy Board is made up of representatives from the Borough, State of Alaska Department of Transportation and Public Facilities, the City of Wasilla, the City of Palmer, Knik Tribe, Valley Transit, and Chickaloon Village Traditional Council. The Steering Committee meets monthly and makes recommendations to the Pre-MPO Policy Board, who are making decisions on behalf of the stakeholders within the urbanized area of the Borough.

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 (MPA) boundaries** (23 USC 134 (b) and 49 USC 5303 (c)). An MPO must represent each UZA listed in the relevant Federal Register<sup>1</sup> notice within 12 months of the official Census Bureau listing. The membership of the Policy Board is outlined in the Operating Agreement. The MPA boundary must be examined by the MPO, in

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<sup>1</sup> Federal Register/Vol. 87, No. 249/Thursday, December 29, 2022, Department of Commerce, Census Bureau, Docket Number: 221130-0255, *2020 Census Qualifying Urban Areas and Final Criteria Clarifications*, Page 80149.



cooperation with the State and public transportation operator(s) to determine if 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 (in GIS format) shall be provided to the FHWA and the FTA for informational purposes. A GIS file format is a standard of encoding geographical information into a computer file used for mapping and map analysis.

Under the review and guidance of the Steering Committee, a Boundary Development Strategy was developed and approved by the Policy Board in October 2021. The boundary development task was conducted by the Borough Planning and GIS team with assistance from subject matter experts in areas such as forecasting, real estate and several planning specialties. The GIS team had the ability to overlay various assumptions regarding population, growth forecasting, housing forecasts, building restrictions, wetlands and the like over the urbanized area boundary to predict where growth may occur. This effort began in early 2022 and started with determining the population forecast to be used in the next 20 years and reexamining the developable and undevelopable lands within the Borough. The Pre-MPO Policy Board recommended, in April 2022, that MVP use the 2019 Department of Labor forecast in projecting the population of the MPA out twenty years. The MSB conducted a robust boundary development process and followed the guidance in the approved Public Participation Plan (PPP) in obtaining public and agency comments on the proposed MPA boundary. The Operating Agreement and MPA boundary map were approved by the Pre-MPO Policy Board on September 19, 2023 and were submitted to the Governor for consideration on October xx, 2023. The Metropolitan Planning Area map is displayed in Exhibit 1.

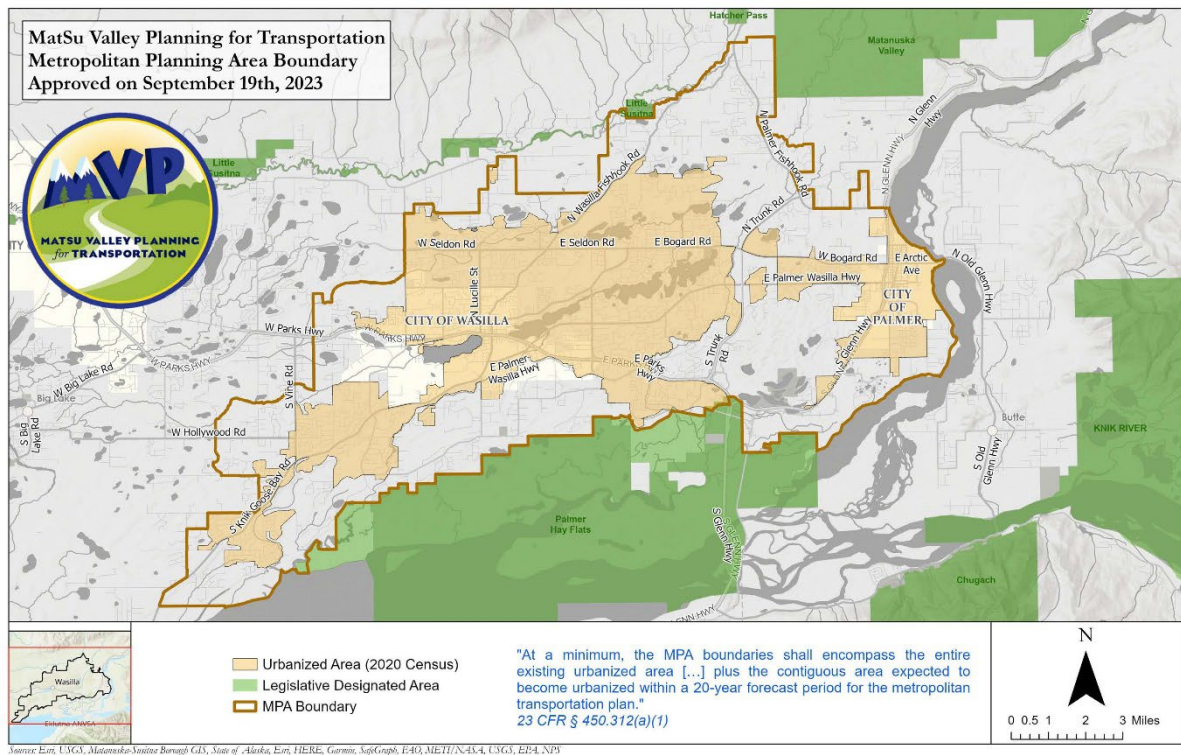


Exhibit 1

## MPO Structure

The MPO structure has been discussed at length by the Pre-MPO Steering Committee and Policy Board. The Policy Board recommended, in March 2022, that the MPO form an independent 501(c)3 organization. The final members of the official Policy Board are identified in the Operating Agreement as follows: A representative of the DOT&PF, a Knik Tribe representative, A Chickaloon Village Traditional Council representative, the Borough Mayor and Manager, the City of Palmer Mayor and the City of Wasilla Mayor. The Infrastructure Investment and Jobs Act (IIJA) of November 2021 requires, under Section 11201, Transportation Planning, that when designating MPO officials or representatives for the first time, subject to the bylaws or enabling statute of the MPO, the MPO shall consider the equitable and proportional representation of the population of the MPA. It was decided that each Policy Board member shall have one vote.

## Operation of the MPO

The Pre-MPO Policy Board plans to hire a Temporary Coordinator with the assistance of the

Executive Director of FAST Planning to steer the MPO, complete all necessary documents to become an MPO in good standing, and establish itself as a 501(c)(3) corporation. After the Policies and Procedures have been approved, the Policy Board plans to hire a permanent Executive Director to operate the office and hire other employees as authorized.

The approved PPP will be consulted and followed as MVP develops the following documents:

- Update the Metropolitan Transportation Plan (MTP) scope of work to include new requirements under the Infrastructure Investment and Jobs Act (IIJA) and develop the MTP
- Scope of work for the Household Travel Survey
- Scope of work for the Travel Demand Model work
- Development of the Transportation Improvement Program (TIP) Scoring criteria
- 2024 UPWP and all future UPWPs
- MVP Policy and Procedures
- Development of the legal entity of the MPO
- Grandfather agreements with the DOT&PF regarding current Community Transportation Program (CTP) projects in the Statewide Improvement Program (STIP)

**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 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 21<sup>st</sup> 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 encompasses a much smaller area than the entire Mat-Su Borough, which is over 25,000 square miles. See Table 1 for more information.

Regional priorities identified in the 2035 LRTP include improving congestion, safety, accessibility, and mobility. The LRTP is a fiscally constrained document that set priorities for both ADOT&PF and the Borough to be completed by 2035. Funded ADOT&PF projects of regional significance include upgrades to the Glenn Highway, Parks Highway, Knik Goose Bay Road, and Seward Meridian Parkway. The Borough has funded and constructed most of its priority list, including projects such as Hemmer Road Extension and South Trunk Road Extension. The Borough is currently working on an update to the LRTP that will include a new list of regionally significant road, bike and pedestrian infrastructure, and transit facilities and scoring criteria to evaluate and prioritize short, mid, and long-term project timelines. The MSB Assembly adopted its first ever Bike and Pedestrian Plan on September 26<sup>th</sup> 2023 that includes a prioritized list of projects and code changes. The MSB intends to develop a Public Transit Development Plan in partnership with the MVP for Transportation and ADOT&PF to support transit operations and infrastructure needs in the rural and urban area. Once adopted the Transit Development Plan will become the new chapter on transit in the LRTP. The complete LRTP update should be finalized by the winter of 2024.

Table 1 FFY2024 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) Metropolitan Transportation Plan	X	X	X	X	X	X	X
100(B) Update and Execution of the PPP	X	X	X	X	X	X	X
100(C) Transportation Improvement Program	X	X	X	X	X	X	X
100(D) UPWP	X	X	X	X	X	X	X
100(E) Support Services	X	X	X	X	X	X	X
100(F) Administration	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) Active Transportation Plan	X	X	X	X	X	X	X

## Task 100 MPO Planning Process

### Task 100(A) 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. 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 MTP will focus on the Metropolitan Planning Area boundary and address all transportation planning within those boundaries, regardless of ownership. In updating the transportation plan, the MPO will base the model update or new model on the latest available estimates and assumptions for population, land use, travel, employment, congestion, and economic activity. The update will include collecting traffic data, analyzing the transportation network, evaluating land use, supporting transportation scenarios for travel demand model forecasts, and providing outreach to local agencies and the public to confirm project needs as outlined in the 2035 MSB LRTP and new project needs not yet identified. MVP will consult with ADOT&PF to determine the most efficient route to a usable and lasting travel model that can meet the needs of all stakeholders for the years to come. Coordination on the horizon year of the MTP should occur between the MPO, DOT&PF and AMATS. The estimated cost of the TransCad Modeling effort is \$250,000 and will be funded with supplemental Planning Funds which will be managed through a supplemental grant agreement between ADOT&PF and MVP. MVP will be responsible for the non-federal share and will fund it through the \$1,000,000 appropriation of state funds received by the Borough in the Fiscal Year 2024 capital budget.<sup>2</sup>

**Household Travel Survey:** The goal of conducting the household travel survey is to sample a representative number of households across different demographic categories and geographic areas to understand the travel behavior choices of the region thoroughly. This effort would run concurrently with the travel model update. This effort aims to design and pretest a survey instrument and conduct a household travel survey for the MPA. The following tasks will be performed:

<sup>2</sup> State of Alaska 2023, SCS CSHB 39 (FIN) am S, page 86.

- Performing project administration and coordination
- Reviewing specifications, survey plan and survey design
- Coordinating public outreach, communications plan, and project website
- Conducting and analyzing the pilot survey
- Refining survey methods, instruments, and procedures for the main survey
- Conducting the survey
- Data weighting
- Preparing the final survey report and data files
- Training agency staff

It may be in the State's interest to manage this project and extend it beyond the MPA boundary. MVP could assist as a partner in developing and implementing the household travel survey. The estimated cost of the Household Travel Survey effort is \$550,000 and will be funded with supplemental Planning Funds which will be managed through a supplemental grant agreement between ADOT&PF and MVP. MVP will be responsible for the non-federal share and will fund it through the \$1,000,000 appropriation of state funds received by the Borough in the Fiscal Year 2024 capital budget.

**Development of the MTP:** The planned schedule is to release an RFP for consulting services in late 2023 or early 2024 to develop the MTP. ADOT&PF, or its consultants, will provide for all required and desired TransCad modeling. The plan will focus on the MPA boundary and 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 the collection of traffic data, analysis of the transportation network, evaluation of land use and supporting transportation scenarios for travel demand model forecasts, and outreach to local agencies and the public to confirm project needs outlined in the 2035 MSB LRTP and new project needs not yet identified. The Public Participation Plan will define the minimum public involvement efforts, but the efforts may be more robust and the PPP will be updated accordingly. The draft MTP will be released for public comment, and after the 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.

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 ADOT&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 IIJA was signed into law in November 2021. New considerations for the metropolitan

transportation planning process include:

- 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
- Complete Streets standards and policies
- Many competitive grant opportunities outside of the program funds such as grants to support local initiatives to prevent deaths and serious injuries on roads, demonstration projects focused on community technologies and systems to improve transportation efficiency and safety, and rail crossing elimination programs (list not inclusive)

**Advanced Project Definition and Financial Estimates:** The MTP must be fiscally constrained. ADOT&PF will provide Scope, Schedule, and Estimate (SSEs) for all projects 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 ADOT&PF staff at the MPO's request when projects are nominated by local agencies, ADOT&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.

ADOT&PF will also assist in the development of financial projections for funding anticipated to be received by the MPO for the period covered by the MTP. This will include all reasonably expected funding sources. This will be provided by the DOT&PF in-kind.

**Development of a Complete Streets Policy:** Section 11206 of the IIJA outlines the federal definition of a Complete Street and establishes that MPOs must adopt a complete streets policy and incorporate the application of said policy into the development of its transportation plan to receive federally apportioned funds. This work can be done concurrently with the development of the MTP by the MTP consultant team. The term "Complete Street" standards or policies means standards or policies that ensure the safe and adequate accommodation of all users of the transportation system, including pedestrians, bicyclists, public transportation users, children, older individuals, individuals with disabilities, motorists, and freight vehicles (see IIJA, Section 11206(a)). Not less than 2.5 percent of the amounts made available to the MPO under section 23 USC 104(d) shall be used for complete streets activities. Any project developed with federally apportioned funds must use the federal guidelines in the design and construction of capital projects, not regional or local standards. The capital projects must be developed using the Design and Construction Standards found at <https://dot.alaska.gov/stwddes/dcsaboutus/>.

**Completion Date:** July 31, 2026

**Responsible Party:** MPO Staff, Borough Staff, Consultant(s), and ADOT&PF

**Resulting Product:** Metropolitan Transportation Plan and associated Travel Model, Household Travel Survey, Complete Streets Policy, Updated Public Participation Plan, TIP Scoring Criteria

**Cost:** The estimated cost of the development of the MTP effort is \$600,000 and will be funded with supplemental Planning Funds which will be managed through a supplemental grant agreement between ADOT&PF and MVP. MVP will be responsible for the non-federal share and will fund it through the \$1,000,000 appropriation of state funds received by the Borough in the Fiscal Year 2024 capital budget.



## Task 100(B) Update and Execution of the Public Participation Plan (PPP) and Title VI Implementation Plan

Before the development of the MTP, the PPP should be updated to reflect the planned public involvement for the MTP. The PPP will be updated by the MTP consulting team relevant to how the MTP will be developed and the public involvement process that will be utilized. The use of social media will be incorporated into the PPP as well as any web-based interactive techniques.

The PPP will also assist in outlining the proper public involvement necessary for the development and operation of the MPO. The Project Manager and, subsequently, the MPO Executive Director will implement the Public Participation Plan (PPP). Staff will be responsible for:

- Maintaining the MVP website complete with staff and committee member contact information, operating documents, plans and policies, meeting calendar, meeting agendas, meeting packets and minutes, calendar, project information, and a method for interaction with the public such as a comment form
- Hosting all MPO meetings in an accessible manner with proper public notice
- Preparing all meeting materials
- Providing public comment periods, open house events, workshops, surveys, interactive maps, and other opportunities for the public to be involved in the transportation planning process
- Maintaining a presence on social media (Facebook, Instagram, Twitter, and LinkedIn) to provide additional opportunities for the general public to engage in the transportation planning process
- Hosting local events that introduce the public to the MPO
- Advertising all meetings, events, and public comment opportunities in the newspaper, on the website and social media accounts, local bulletin boards, radio, television, and the Alaska DOT&PF public notice website
- Development and execution of the ***Title VI Implementation Plan***: 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 on 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 the 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).

Recent new Executive Orders to be considered include EO 13985, 13988, 14008 and the US DOT Equity Action Plan.

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 a 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. The 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 how 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 based on race, color, national origin, or sex (gender) under any MPO plan, program, or activity
- Annual participation by all MPO staff in Title VI training

**Completion Date:** March 2024

**Responsible Party:** MPO Staff, Borough Staff, and ADOT&PF Staff

**Resulting Product:** Updated Public Participation and Title VI Implementation Plan and on-going

implementation of the plans

**Cost:** The cost for the updates of these two plans is included in the development of the MTP.


### Task 100(C) Transportation Improvement Program (TIP)

The TIP is a prioritized listing/program of transportation projects covering four years 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. Including these projects will require careful coordination with the state and transit providers.

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

**Need ID:** 25911  
**Title:** Vine Road Improvements Knik: Goosebay Road to Hollywood Blvd.  
**Region:** Central  
**Place Name:** Central Region  
**Highway:** N/A

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



Phase	Fund	FFY20	FFY21	FFY22	FFY23	After2023
Design	SM	40,184	0	0	0	0
Design	STP	404,818	0	0	0	0
Right of Way	AC	0	3,298,753	0	0	0
Right of Way	ACC	0	0	-3,298,753	0	0
Right of Way	SM	0	327,247	0	0	0
Right of Way	STP	0	0	3,298,753	0	0
Construction	AC	0	0	0	5,840,140	
Construction	SM	0	0	0	569,880	
Utilities	SM	0	0	0	207,800	
Utilities	STP	0	0	0	2,082,310	
<b>Totals</b>		<b>445,000</b>	<b>3,624,000</b>	<b>0</b>	<b>8,500,000</b>	<b>5,840,140</b>

**Program:** Alaska Highway System  
**Primary Work:** System Preservation  
**2013 Election District:** B Big Lake/Point Mackenzie  
**Borough/Census Area:** Matanuska - Susitna Borough  
**Municipal Planning Org. (MPO):** non-MPO  
**Performance Measures:** Safety, Travel Time

**Sponsor:**  
**PEB Score:**  
**Criteria:**  
**Functional Class:** MINOR ARTERIAL

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. The self-certification shall be drafted and included as the cover letter in the transmittal of the TIP to FHWA and FTA.

Development of a new TIP will begin concurrently with the development of the MTP, which is anticipated to be completed in July 2026. The initial effort will be consultant-led and will involve development of project scoring criteria and 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, ADOT&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 comment. After public comments are addressed 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 ADOT&PF for inclusion into the STIP.

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

The MPO Staff, with DOT&PF assistance, will be responsible for:

- Project scoring and ranking by the MVP Technical Committee and preparation of Scope, Schedules, and Estimates (SSEs)
- Development of draft TIP for advertisement for public comment
- Review and respond to comments received during the public comment period
- Presentation of final TIP to the Technical Committee and Policy Board for consideration of adoption, and transmittal of the adopted TIP to FHWA and FTA for approval
- Monthly tracking of obligated funds in the TIP and receipt of offsets from project closures, reductions to bid award, and other de-obligations through FFY2024
- Administrative Modifications and Amendments to current TIP on an as-needed basis through FFY2024

**Completion Date:** August 2026

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

**Resulting Product:** 2026 – 2029 Transportation Improvement Program

**Cost:** The TIP will be developed by staff.

### Task 100(D) 2024 UPWP Reporting and 2025-2026 UPWP Development

The ADOT&PF is responsible for providing the management oversight of the UPWP. The MPO and its partners that receive Federal PL funding will prepare and submit quarterly reports through FFY2024 to the ADOT&PF. The quarterly reports will document the planning activities performed and expenditures by the MPO per the tasks listed in the UPWP. The ADOT&PF will review and compile the quarterly reports into annual reports at the end of each federal fiscal year. The MPO will initiate Administrative Modifications and Amendments to the UPWP as needed following the provisions of the MPO's Intergovernmental Operating Agreement, when executed.

**FFY2025-2026 UPWP:** Beginning in spring 2024, the MPO staff will develop the draft 2025-2026 UPWP. This will involve consultation with the State and other MPOs regarding the Planning fund allocation.

**Completion Date of the new UPWP:** August 15, 2024

**Quarterly reports for the current UPWP.**

**Responsible Party:** MPO Staff, new MPO Executive Director with DOT&PF assistance

**Resulting Product:** Quarterly UPWP Reports and 2025 – 2026 UPWP

### Task 100(E) Support Services

This task encompasses all planning and program needs for the operation of the MPO. It is recommended that the MPO hire an Executive Director as soon as possible after designation by the Governor, anticipated to be fourth quarter of FFY2023, to manage the critical tasks listed below.

- Development and management and operation of the MVP 501(c)(3) Non-profit Corporation (human resources, payroll, accounts payable/receivable, office space leasing, asset management, insurance coverages, audits, business licensing, and tax filings) (May 2024)
- The MPO Coordinator will obtain all the necessary items for the formation of the MPO office including the hiring of an Executive Director and Transportation Planner (May 2024)
- Procurement of office space. (May 2024)
- Supply or cause to arrange supplies, information technology, website development, social media presence, office administration, utilities, payroll, and benefits, and the like. (May 2024)
- Procure services as necessary to bring the MPO office to an operational status based on the agreed-upon structure. (May 2023)
- MVP budget preparation, tracking, and amendment (ongoing)
- Review of agreements and policies and procedures as needed (ongoing)
- Professional development for staff (online and in-person training and conferences) (ongoing)
- Attending and participating in local, regional, and State committee and commission meetings (ongoing)
- Providing guest presentations to committees, commissions, local organizations and chapters, and other interest groups (ongoing)
- Serving on the Statewide Transportation Innovation Council, Statewide Connected & Autonomous Team (ongoing)
- Attending project status meetings, open house events, stakeholder groups, and other ADOT&PF and Borough planning meetings (ongoing)
- GIS mapping of the transportation network, including preparation of areawide and project-specific maps (ongoing)
- Review and submit comments on local, state, and federal legislation and planning documents (ongoing)
- Monitor the Federal Highway Bill guidance and modify the development of the final MPO structure and documents in accordance with the latest planning assumptions (ongoing)
- Review the Federal Regulations for Metropolitan Transportation Planning and research and apply for other available grant opportunities (ongoing)
- Conduct general communication, correspondence, and presentations to members of the public, organizations, agencies, elected/appointed officials, and other interested parties (ongoing)
- Coordinate with the DOT and other MPOs, as requested (ongoing)
- Attend annual AMPO Conference and Alaska American Planning Association Conference and trainings (ongoing)

**Completion Date:** September 30, 2024

**Responsible Party:** MPO Staff, new MPO Executive Director, DOT&PF, Borough Staff, consultant staff

## Task 100(F) Administration

### MVP for Transportation 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 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 in a non-Transportation Management Area (under 200,000 persons). The Pre-MPO will define the committee, board, and boundary in FFY2022. 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. Staff will be responsible for any updates to this agreement and boundary map.

After the boundary is approved, ADOT&PF or the FHWA Division Office should provide the boundary files electronically to the FHWA Office of Planning (HEPP-30) for inclusion in 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 used by State DOTs and MPOs.

**Completion Date:** December 2023

**Responsible Party:** Pre-MPO Staff, ADOT & PF, Borough Staff

**Resulting Product:** Operating Agreement and Memorandum of Understanding for Transportation within the Metropolitan Planning Organization

### MVP 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 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. If not completed in FFY22, they will be done in

early FFY23.

**Completion Date:** April 2023

**Responsible Party:** Pre-MPO Staff, DOT & PF, Borough Staff

**Resulting Product:** MVP for Transportation Bylaws

### MVP Policies and Procedures

Finalize the Policies and Procedures of MVP 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.

**Completion Date:** May 024

**Responsible Party:** Pre-MPO Staff, DOT & PF, Borough Staff

**Resulting Product:** MVP for Transportation Policies and Procedures

### Other Agreements:

- Develop an agreement(s) 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

**Completion Date:** July

**Responsible Party:** MPO Staff, ADOT & PF, Borough Staff

**Resulting Product:** Coordination Agreement with AMATS, Consultation agreements with Knik Tribe and Chickaloon Traditional Village Council, Memorandum of Understanding with the State and other MPOs regarding performance-based planning

## 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.

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.

In addition, 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. To be eligible for FTA 5310 or Alaska Mental Health Trust funds through the ADOT&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 updated the MSB Coordinated Human Services Transportation Plan in 2023 to reflect current community needs and opportunities, in addition to meeting federal and State requirements. The plan documented community efforts to coordinate public and human service transportation for the Borough's residents—especially older adults and individuals with disabilities. In addition to updating the plan to reflect current demographics and needs, it also outlines a clear list of goals and prioritized strategies to carry the work of the plan forward into fruition. The next steps will be to identify lead agencies and funding sources to begin implementing high priority strategies.

Valley Transit and Sunshine Transit are prepared to receive Alaska Community Transit State Fiscal Year 2021 Public Transit Grants for Administration, Operating and Preventive Maintenance. Sunshine Transit was awarded \$729,663, and Valley Transit was awarded \$1,100,000. Sunshine Transit and Valley Transit are also to receive Public Transit Capital Grants of \$737,692 and \$1,350,207, respectively.

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).

**Urbanized** The transit services within the census-designated urban area 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. Eligible activities include the development of transportation plans and programs, plan, design and evaluate a public transportation project and conduct technical studies related to public transportation.

The Borough is currently working on a short-term Transit Continuity Plan to support transit operations in the newly designated urban area. The 2023 MSB Coordinated Human Services



Transportation Plan also identified the need for a more extensive Transit Development Plan. The project was ranked by providers as a high priority project intended to assess public transportation services throughout the borough and ensure community transportation needs are being met efficiently and effectively. It is likely that the ADOT&PF will execute a Coordinated Planning Agreement with the MPO to conduct future plans with the Borough. Funds are apportioned to states by formula that includes each state's urbanized area population in proportion to the total urbanized area population for the nation, as well as other factors.

- FTA Section 5303: Metropolitan Planning
- FTA Section 5304: Statewide Planning
- FTA Section 5305: Planning Programs

FTA Section 5307 funds also provide transit capital and operating assistance in urbanized areas.

- The State Is the Designated Recipient for all small, urbanized areas, but most grantees are Direct Recipients\*
- Private Non-Profits Can't Be Direct Recipients or Subrecipients\*\* to the Urban Formula Program
- The Borough and DOT&PF are currently working to execute a supplemental agreement naming the Borough as a Direct Recipient for the distribution of Section 5307
- As a Direct Recipient, the Borough will be able to contract for services, allowing non-profit transit providers to apply for and receive FTA 5307 funding through a competitive bid process
- Non-profit organizations can only be subrecipients under the Job Access Reverse Commute (JARC) program

*\*Direct Recipient: An entity that is approved by the Designated Recipient to apply for and receive FTA funding directly, and through a supplemental agreement takes on all responsibilities of compliance and grant management*

*\*\*Sub-Recipient: An entity that receives FTA funds via a pass-through agreement with a Direct Recipient or Designated Recipient, whereby the original recipient remains responsible for compliance with all terms, conditions, and requirements associated with the grant*

***Designation as an urbanized area will result in significant changes to ownership, operation and ridership of the system and may affect the transit routes, frequency, and timing, as well as staff employment, facilities, equipment, and fare collection.***

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. Several meetings have been conducted between the local transportation provider, DOT&PF, Alaska Railroad and FTA and more coordination will take place in the future.

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 non-motorized users;
- increase the security of the transportation system for motorized and non-motorized 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 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
- Public Transportation Agency Safety Plan
- Bus Stop Amenity & Design Development Plan
- ITS Improvement Plan
- Comprehensive Fixed Route Analysis & Improvement Plan
- Traffic Signal Prioritization Impact Study



### Transit Continuity Planning

Upon designation as an urban area, transit providers will lose access to FTA 5311 rural funding within the urban area and will not be able to directly apply for FTA 5307, as non-profit organizations are not eligible to be Direct Recipients of this program. The Borough has requested Direct Recipient status from the State of Alaska. Once approved, the Borough intends to apply for funding directly and will contract for transit services within the urban area through a competitive bid process, allowing non-profit transit providers access to the FTA 5307 urban transit funding. With a 50/50 match requirement, local match will still need to be determined.

### Transit Development Plan

A Transit Development Plan for the Mat-Su Borough is necessary to plan for the evolving transportation needs of our rural and urban communities. Transit throughout the Borough is currently operated by several non-profit transit and health and human services organizations, all working to provide transportation services for the community without an overarching plan in place. **Providers and residents**

have identified differing needs in rural communities versus the recently census-designated urban area, though the need for safe and adequate transportation still exists for both. With a region the size of West Virginia, an analysis of how to best provide transportation to, from, and between different areas of the borough is essential. A Borough-wide Transit Development Plan (TDP) would provide a research and data-driven approach to sustaining and improving transit throughout the region by connecting communities and increasing access to jobs, shopping areas, medical appointments, and other essential services. A TDP would involve a complete analysis of the MSB's transit services, recognizing needs and gaps in the current system, prioritizing goals, creating implementable strategies, and identifying funding opportunities. The result of the TDP will be a guiding strategy document that anticipates the future transportation demands of rapid growth and ensures adequate and efficient transit options for all residents.

**Completion Date:** Fall 2024

**Responsible Party:** Valley Transit, Sunshine Transit Coalition, Chickaloon Area Transit (CAT), Borough Staff, ADOT&PF

**Resulting Product:** Transit Development Plan

### 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. These are projects that could occur in FFY2023 -\* 2024 if funding becomes available.

#### Task 300(A) Develop an Active Transportation Plan

Hire a consultant to complete an Active Transportation Plan (ATP). This plan will address local interest in non-motorized travel and the desire for better transportation options, quality of life, and access to the area's natural surroundings. It will outline policy, programmatic, and infrastructure improvements to help achieve a vision for a more pedestrian and bicycle-friendly community with a non-motorized network that provides safe and comfortable transportation options to many area residents and visitors.

**Completion Date:** TBD

**Responsible Party:** MPO Staff, Borough Staff, DOT&PF

**Resulting Product:** Active Transportation Plan

## Budget

## Table 2. Funding Sources for Metropolitan Planning Activities

### Metropolitan Planning (PL) Funds

Description	FFY2024
FFY2024 PL Distribution	\$ 410,437
<hr/>	
<b>PL Funds</b>	\$ 410,437
9.03% Match	\$ 40,741
<hr/>	
Subtotal	\$ 451,178
Less 6.35% ICAP	\$ (28,650)
<hr/>	
<b>TOTAL</b>	<b>\$ 422,529</b>

## Table 3. Funding Sources for Transit Planning Activities

### Transit Planning (FTA 5303) Funds

Description	FFY2024
FFY2024 Apportionment	\$ 91,502
<hr/>	
<b>FTA 5303 Funds</b>	\$ 91,502
9.03% Match	\$ 9,083
<hr/>	
Subtotal	\$ 100,585
Less 6.35% ICAP	\$ (6,387)
<hr/>	
<b>TOTAL</b>	<b>\$ 94,198</b>

Note: Until the organization is formed and has the proper fiscal policies in place, the non-federal share will be funded with legislative grant funds identified on page 8.

**Table 4. Estimated Costs by Task**

Task	Description	Fund Source	FFY2024	Activity Type		
				Metro Planning	Transit Planning	TIP Project/Grant
<b>Required Plans &amp; Programs</b>						
100(a)	Metropolitan Transportation Plan*	PL	\$ 120,000	X		
100(c)	Transportation Improvement Program	PL	\$ 30,000	X		
100(d)	2024 UPWP Reporting and 2025-2026 UPWP	PL	\$ 25,000	X		
100(e)	Support Services	PL	\$ 172,000	X		
100(e)	Administration	PL	\$ 50,000	X		
			Subtotal \$ 397,000			
			Less 6.35% ICAP \$ (25,210)			
			<b>TOTAL \$ 422,210</b>			
<b>Public Transit System Planning</b>						
200(a)	Transit Development Plan	FTA 5303	\$ 91,000		X	
			Subtotal \$ 91,000			
			Less 6.35% ICAP \$ (5,779)			
			<b>TOTAL \$ 85,222</b>			
<b>Contingency Projects</b>						
300(a)	Active Transportation Plan	PL	\$ 50,000			X
			Subtotal \$ 50,000	X		
			Less 6.35% ICAP \$ (3,175)	X		
			<b>TOTAL \$ 46,825</b>			
			<b>TOTAL</b>			

\*Includes MTP development, TransCad Model, Household Travel Survey, Complete Streets Plan, PPP and Title VI Plans

**Table 5. Funding Source & Estimated Cost Comparison**

Metropolitan Planning (PL+STP) Funds	FFY2024
Available Funding (Table 2)	\$ 422,529
Estimated Costs (Table 4)	
Task 100 Requires Plans & Programs	\$ 422,210
<b>Total</b>	<b>\$ 422,210</b>

**Transit Planning (FTA 5303) Funds**

Available Funding (Table 3)	\$ 94,198
Estimated Costs (Table 4)	
Task 200 Public Transit System Planning	

**Additional Funding needed for Contingency Plans & Projects (from TIP/Grants)**

Task 300 Contingency Plans & Projects (Table 4)	\$ 150,000
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**Table 6. Metropolitan & Transit Planning Fund Distribution**

Metropolitan Planning (PL) Funds	FFY2023
MVP for Transportation	\$ 356,529
ADOT&PF Planning	\$ 66,000
Subtotal	\$ 422,529
9.03% Match <sup>1</sup>	\$ 41,942
Subtotal	\$ 464,470
Less 6.35% ICAP	\$ (29,494)
<b>TOTAL</b>	<b>\$ 434,976</b>

**Transit Planning (FTA 5303) Funds**

MVP for Transportation	\$ 91,502
9.03% Match <sup>2</sup>	\$ 9,083
Subtotal	\$ 100,585
Less 6.35% ICAP	\$ (6,387)
<b>TOTAL</b>	<b>\$ 94,198</b>

<sup>1</sup>Cash match paid by receiving agency. MVP's match comes from state legislative appropriation

<sup>2</sup>Cash and/or in-kind match provided by the Borough.

### Table 7. Proposed UPWP (FFY2024) Annual Office Budget for MVP

(For comparison purposes with Table 6 - Metropolitan Planning [PL] Fund Distribution to MVP)

<b>Expenditures</b>	<b>Amount</b>
Personnel	\$ 230,000
Office & Administrative	\$ 55,500
Information Technology	\$ 26,230
Meetings	\$ 3,100
Training	\$ 12,000
Advertising	\$ 20,500
Supplies	\$ 9,200
	<hr/>
	<b>TOTAL \$ 356,530</b>

<b>Revenue</b>	<b>Amount</b>
PL Fund Distribution	\$ 410,437
9.03% Match	\$ 40,741
Supplemental STP Funds	\$ -
9.03% Match	\$ -
	<hr/>
	Subtotal \$ 451,178
	Less 4.75% ICAP \$ (21,431)
	<hr/>
	<b>TOTAL \$ 429,747</b>





THE STATE  
of **ALASKA**  
GOVERNOR MICHAEL J. DUNLEAVY

## Department of Transportation and Public Facilities

DIVISION of PROGRAM DEVELOPMENT and STATEWIDE PLANNING

3132 Channel, Suite 200  
P.O. Box 112500  
Juneau, Alaska 99811-2500  
Main: (907) 465-4070  
Fax number: (907) 465-6984  
dot.alaska.gov

September 12, 2023

Ms. Kim Sollien, Planning Services Manager  
Matanuska-Susitna Borough  
350 E. Dahlia Ave.  
Palmer, AK 996450

RE: Metropolitan Planning (PL) estimated funding distribution for FFY 2024

Dear Ms. Sollien,

This letter serves to advise you of the State of Alaska's Department of Transportation & Public Facilities (DOT&PF) estimated distribution of Metropolitan/Urban Planning (PL) funds for Federal Fiscal Year 2024 (FFY24). The Federal Highways Administration (FHWA) releases apportionment notices each year, from which the State estimates expected apportionment availability. Obligation limitation is not provided as part of this notice and the State estimates 90% of apportionment to become available as limitation. Both the final apportionments and obligation limit are subject to the United States Congress passing an appropriations bill for FFY24.

Under the state's newly revised 2023 Alaska Metropolitan Planning (PL) distribution formula, and based on the estimated highway apportionments under the continuation of funding at IIJA, a.k.a. BIL levels, the Mat-Su Valley Planning pre-MPO may plan on \$410,437 in federal urban PL funds for FFY24. Of that, a portion is allocated to DOT&PF Anchorage Field Office Planning in the amount of \$66,000 for work on the Unified Planning Work Program (UPWP). Additionally, the DOT&PF requested that FTA transfer FFY23 Section 5303 urban transit PL funds to FHWA and estimates that the pre-MPO will receive \$91,502 in 5303 funds to be made available in FFY24. The total of all planning funds for FFY24 is estimated to be \$501,939.

The State continues the application of an Indirect Cost Allocation Program (ICAP) rate. The current Federal Highways ICAP rate is 6.35%, which should be factored into future UPWP budgets.

Sincerely,

A handwritten signature in black ink that reads "Adam Moser".

Adam Moser  
Program Development Chief

*"Keep Alaska Moving through service and infrastructure."*

## FFY2024 Metropolitan Planning Funds Distribution

### Part A Formula Distribution\*

			Projected FFY2024				
			Federal	Match	Sub-Total	Less ICAP <sup>^</sup>	Total
<b>Estimated FFY24 FHWA PL Apportionment**</b>			\$3,100,000	\$307,717	<b>\$3,407,717</b>	-\$216,390	<b>\$3,191,327</b>
<b>Obligation Limitation (OL)</b>			90%	90%		6.35%	
<b>FHWA PL Funds Apportionment, Less 10% OL</b>			\$2,790,000	\$276,945	\$3,066,945	-\$194,751	\$2,872,194
MPO Distribution	100.00%		<b>\$2,790,000</b>	<b>\$276,945</b>	<b>\$3,066,945</b>	<b>-\$194,751</b>	<b>\$2,872,194</b>
AMATS Distribution	66.63%		\$1,858,977	\$184,529	<b>\$2,043,506</b>	-\$129,763	<b>\$1,913,743</b>
FAST Planning Distribution	19.09%		\$532,611	\$52,869	<b>\$585,480</b>	-\$37,178	<b>\$548,302</b>
MVP Distribution	14.29%		\$398,691	\$39,575	<b>\$438,266</b>	-\$27,830	<b>\$410,437</b>
Part B OL Retained Contract Authority	10.00%		\$310,000				\$310,000

			Projected FFY2024				
			Federal	Match	Sub-Total	Less ICAP	Total
<b>Estimated Section 5303 Funds, @ 100% OL</b>							
MPO Distribution	100%		<b>\$622,000</b>	\$61,742	<b>\$683,742</b>	-\$43,418	<b>\$640,324</b>
AMATS Distribution	66.63%		\$414,439	\$41,139	<b>\$455,577</b>	-\$28,929	<b>\$426,648</b>
FAST Planning Distribution	19.09%		\$118,740	\$11,787	<b>\$130,526</b>	-\$8,288	<b>\$122,238</b>
MVP Distribution	14.29%		\$88,884	\$8,823	<b>\$97,707</b>	-\$6,204	<b>\$91,502</b>

			Projected FFY2024				
			Total Distribution	Match	Sub-Total	Less ICAP	Total
<b>MPO Total Estimated Distributions</b>							
AMATS Total	66.63%		<b>\$2,273,416</b>	<b>\$225,667</b>	<b>\$2,499,083</b>	<b>-\$158,692</b>	<b>\$2,340,391</b>
FAST Planning Total	19.09%		<b>\$651,351</b>	<b>\$64,655</b>	<b>\$716,006</b>	<b>-\$45,466</b>	<b>\$670,540</b>
MVP Total	14.29%		<b>\$487,575</b>	<b>\$48,398</b>	<b>\$535,973</b>	<b>-\$34,034</b>	<b>\$501,939</b>

### Part B Unobligated PL Funds Balance

		End of FFY2023	
		Federal	Total
<b>FFY23 End of Year Balance of Unobligated PL Funds</b>		<b>\$3,817,086</b>	<b>\$0</b>

#### Footnotes

\*The Formula Distribution

\*\*Inclusive of the IJJA Safe and Accessible Transportation Options Set-Aside, i.e., 2.5% of Metropolitan Planning Funds.

<sup>^</sup>The Federal Highways ICAP rate has been established at 6.35% for SFY2024.





## MVP for Transportation

October 12, 2023

Adam Moser  
Program Development Chief  
Alaska Department of Transportation and Public Facilities  
PO Box 112500  
Juneau, AK 99811-2500

Dear Mr. Moser,

RE: PL Distribution Formula

The MVP For Transportation Pre-Policy Board met on October 17, 2023 to discuss the Metropolitan Planning (PL) estimated Funding Distribution for FFY 2024. The meeting included a review of the new Planning (PL) funding distribution formula and the process developed for sharing the unobligated funding developed in coordination with DOT&PF Program Development, AMATS, FAST, and the MVP.

The MVP Pre-MPO Policy Board approved the funding distribution as outlined in the letter dated September 12, 2023. MVP also appreciates the willingness of ADOT&PF to share a portion of the unobligated PL funds to ensure that the necessary plans, like the MTP and associated model and survey, are funded so that we can become an MPO in good standing in a timely manner.

Additionally, we would like to thank DOT&PF Program Development for their efforts on this and for working so closely with the MVP project Team, FAST Planning, and AMATS to develop a distribution formula that was equitable and mutually beneficial.

Sincerely,

Kim Sollien  
MVP for Transportation Formation  
Project Manager  
Matanuska- Susitna Borough, Planning Department

CC: Adam Bradway, ADOT&PF  
Ben White, ADOT&PF  
Judy Chapman, ADOT&PF  
Pre-MPO Policy Board

## **ARTICLES OF INCORPORATION**

### **MatSu Valley Planning (MVP) for Transportation An Alaska Nonprofit Corporation**

The undersigned, desiring to form a Nonprofit Corporation under the Alaska Nonprofit Corporation Act, AS 10.20, do hereby certify:

#### **ARTICLE I – Name**

The name of the Corporation is the MatSu Valley Planning (MVP) for Transportation (hereinafter “Corporation”).

#### **ARTICLE II – Purpose**

The Corporation is organized exclusively for purposes compatible with Section 501(c)(3) of the Internal Revenue Code. The purposes of the Corporation include, without limitation, (a) coordinating transportation planning, programs, and projects among governmental units, educational institutions, and private organizations; (b) serving as a state designated Metropolitan Planning Organization pursuant to the Federal Aid Highway Act, 23 U.S.C. § 134(d) and (e) and the Intermodal Surface Transportation Efficiency Act, 49 U.S.C. § 5303, 5304, and 5305; and (c) undertaking any other lawful acts or activities for which nonprofit corporations may engage under the Alaska Nonprofit Corporation Act, in effect today and as hereinafter amended. Notwithstanding any other provision of these Articles, the Corporation shall not, except to an insubstantial degree, engage in any other activities or exercise of power that do not further the purpose of the Corporation.

#### **ARTICLE III – Registered Agent & Office**

The registered agent of the Corporation, who is a resident of Alaska, is Glenda Ledford, Board President. The physical office and mailing address of the Corporation are as follows:

290 E Herning Ave,  
Wasilla, AK 99654  
Attn: Glenda Ledford

#### **ARTICLE IV – Board of Directors**

All the corporate powers of the Corporation shall be vested in and exercised by, and the property, funds, business, and affairs of the Corporation shall be managed by, a Board of Directors. The Board of Directors shall comprise three members as follows:

- City of Wasilla Mayor
- Knik Tribe
- Chickaloon Village Traditional Council

Alaska Department of Transportation & Public Facilities Central Region Director, or such other person as the Commissioner of the Department of Transportation & Public Facilities may designate. Any change to the representative designation must be sent to MVP for Transportation at least one month before the change takes place; and

The Board of Directors may make, amend, and repeal the bylaws, rules, and regulations of the Corporation at any regular or special meeting by majority vote. Such bylaws may provide for the conduct of the Corporation's business and the regulation and management of the affairs of the Corporation. The initial Board of Directors is comprised of the following individuals:

Glenda Ledford, Mayor  
City of Wasilla  
290 E Herning Ave  
Wasilla, Alaska 99654

Nicholas R. Charles, I.R.R. Program Manager  
Knik Tribe  
1744 Prospect Dr  
Palmer, Alaska 99645

Brian Winnestaffer, Transportation Director  
Chickaloon Traditional Council  
21117 E Meyers Ave  
Sutton-Alpine, Alaska 99674

#### **ARTICLE V – Tax Exempt Status & Private Inurement**

The Corporation shall be a non-profit, non-stock Corporation. It shall be operated and maintained by membership fees and annual dues from units of government; charitable grants; institutional donations; and state and federal allocations. No part of the net earnings of the Corporation shall inure to the benefit of, or be distributable to, its members, trustees, officers, or other private persons, except that the Corporation shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in Article II of these Articles of Incorporation. No substantial part of the activities of the Corporation shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the Corporation shall not participate in, or intervene, in any political campaign (including the publishing or distribution of statements) on behalf of or in opposition to any candidate for public office. Notwithstanding any other provision of these Articles, the Corporation shall not carry on any other activities not permitted to be carried on (a) by a corporation exempt from federal income tax under section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code, or (b) by a corporation, contributions to which are deductible under section 170(c)(2) of the Internal Revenue Code, or the corresponding section of any future federal tax code.

#### **ARTICLE VI – Dissolution**

Upon the dissolution of the Corporation, assets shall be distributed in a manner that complies with the requirements of Alaska law and for one or more exempt purposes within the meaning of section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose. Any such assets not so distributed shall be disposed by a court of competent jurisdiction located within the Fourth Judicial District, State of Alaska, exclusively for such purpose or purposes or to such organization or organizations, as said court shall determine, which are organized and operated exclusively for such purpose or purposes.

#### **ARTICLE VII – Duration**

The Corporation shall have perpetual corporate existence unless dissolved in accordance with the requirements of Alaska law.

#### **ARTICLE VIII – Membership**

The authorized members of the Corporation, the different classes of membership, if any, the property, voting, and other rights and privileges of members, and their liability for membership fees and annual dues and the method of collection thereof, shall be set forth in the Corporation’s bylaws.

#### **ARTICLE IX – Personal Liability**

In accordance with the provisions of AS 10.20.151(d), no person serving as a director of the Corporation shall be personally liable for monetary damages for the breach of fiduciary duty as a director, excluding liability for (a) breach of a director’s duty of loyalty to the corporation, (b) acts or omissions not in good faith or that involve intentional misconduct or a knowing violation of law, or (c) a transaction from which the director derives an improper personal benefit.

#### **ARTICLE X – Amendment**

These Articles of Incorporation may be amended only by an affirmative vote of at least two of the three members of the initial Board of Directors at any regular board meeting or special board meeting called for that purpose, the notice of which specifies consideration of such action as to be made at the meeting. These Articles may not be amended in any manner that would permit the Corporation to be operated other than exclusively for nonprofit purposes.

#### **EXECUTION**

The undersigned, for the purpose of forming a corporation under the Alaska Nonprofit Corporation Act, do make, file, and record this document, and hereby certify that the facts in this document are true:

---

Glenda Ledford, Mayor  
**City of Wasilla**

---

Date

---

Nicholas R. Charles, I.R.R. Program Manager  
**Knik Tribe**

---

Date

---

Brian Winnestaffer, Transportation Director  
**Chickaloon Village Traditional Council**

---

Date



**REGISTERED AGENT'S AFFIDAVIT & ACKNOWLEDGMENT OF ACCEPTANCE**

The undersigned hereby acknowledges and accepts the appointment as the registered agent for and on behalf of MVP for Transportation.

By: \_\_\_\_\_

Name: **Glenda Ledford, Board President**

SWORN TO AND SUBSCRIBED BEFORE ME THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2023.

\_\_\_\_\_

NOTARY PUBLIC

My Commission Expires: \_\_\_\_\_



## **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 1<sup>st</sup> 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	
					<b>\$ 132,546</b>	

#### 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	
					<b>\$ 159,876</b>	

## Indirect/Other Costs of New Employee

<b>OFFICE &amp; ADMINISTRATIVE</b>	<b>FFY24</b>
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
	<b>\$ 6,000</b>
<hr/>	
<b>INFORMATION TECHNOLOGY</b>	
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)	\$ -
	<b>\$ 4,600</b>
<hr/>	
<b>TRAINING/TRAVEL</b>	
Online Courses & Trainings	\$ 1,500
National APA/AMPO Conference	\$ 5,000
Travel to Juneau, Anchorage, & Fairbanks	\$ 5,000
	<b>\$ 11,500</b>
<hr/>	
<b>ADVERTISING</b>	
Technical, Policy, & Other Committee Meetings	\$ 12,000
Plan advertisements for public comment	\$ 1,000
	<b>\$ 13,000</b>
<hr/>	
<b>SUPPLIES</b>	
Paper (provided by MVP member agency)	\$ -
Toner (provided by MVP member agency)	\$ -
Misc Office Supplies	\$ 800
Office Furniture	\$ 2,500
	<b>\$ 3,300</b>
<hr/>	
<b>TOTAL</b>	<b>\$ 38,400</b>

### Direct vs. Indirect Costs

Direct Costs					FFY24	Notes
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>
					<b>\$ 90,700</b>	
Indirect Costs					FFY24	
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	
					<b>\$ 107,576</b>	

### Billing/Cost Recovery from Grant

#### Actual Costs

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

#### Estimated Revenue

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

#### 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](mailto:jackson.fox@fastplanning.us).

*FAST Planning is an Equal Opportunity Employer.*