

# 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**

Join on your computer or mobile app

[Click here to join the meeting](#)

Meeting ID: 222 096 770 956

Passcode: 2zqCur

Or call in (audio only)

+1 605-937-6140

Phone Conference ID: 941 504 809#

## **Location**

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

## **Agenda**

**Tuesday, September 19<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 September 19, 2023, Agenda – **(Action Item)**
4. Approval of the July 18, 2023, Minutes – **(Action Item)**
5. Committee/Working Group Reports (Including the Staff Report)
  - a. Staff Report
    1. General Funding Update and MVP for Transportation Planning Priorities
6. Voices of the Visitors (Non-Action Items)
7. Old Business
  - a. Policy Board Makeup **(Action Item)**
    1. Mission and Tasks
    2. September 21<sup>st</sup>, 2022 Policy Board Meeting action items and memo
  - b. Boundary Map **(Action Item)**
  - c. Operating Agreement **(Action Item)**
  - d. Bylaws **(Action Item)**
  - e. Membership Dues **(Action Item)**
  - f. MOU for Operations of the MVP for Transportation Office **(Action Item)**
8. New Business
  - a. DOT STIP comments out for review <https://publicinput.com/stip/#0> **(Action Item)**
  - b. Confirm signatories to Non-Profit Corporation **(Action Item)**
  - c. Designation of Corporation President **(Action Item)**
  - d. Temporary Position for MVP Coordinator – Jackson Fox **(Action Item)**
9. Other Issues

## MVP for Transportation Pre-MPO Policy Board Meeting

### 10. Informational Items

- a. PL Funding Allocation
- b. Transit Continuity Plan Update
- c. Updated Timeline

### 11. Policy Board Comments

### 12. Adjournment

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

# MVP for Transportation Pre-MPO Policy Board Meeting

## **Representatives:**

John Binder - ADOT&PF  
John Moosey, 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



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Meeting ID: 210 631 949 028

Passcode: GTf2ZY

Or call in (audio only)

+1 605-937-6140

Phone Conference ID: 408 560 611#

## **Minutes**

**Tuesday, July 18<sup>th</sup>, 2023**

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

### 1. Call to Order

*Meeting called to order at 2:00pm with quorum.*

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

#### **Members present:**

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

#### **Members absent:**

Jennifer Busch, Valley Transit  
Rob Yundt, MSB Assembly

#### **Guests present:**

Donna Gardino, Gardino Consulting Services  
Natalie Lyon, RESPEC  
Elise Blocker, RESPEC  
Adam, Bradway, DOT&PF  
Clint Adler, DOT&PF  
Kim Sollien, MSB  
Maija DiSalvo, MSB  
Brian Lindamood, ARRC  
Jackson Fox, FAST Planning  
Aaron Jongenelen, AMATS  
John Linnell, DOT&PF  
Brian Winnestaffer, Chickaloon Native Village  
Adeyemi Alimi, ADEC

### 3. Approval of the July 18, 2023, Agenda – (Action Item)

*Motion to approve the July 18, 2023 agenda (**Ledford**), seconded. Approved unanimously.*

## MVP for Transportation Pre-MPO Policy Board Meeting

### 4. Approval of the March 21, 2023, Minutes – (Action Item)

*Motion to approve the March 21, 2023 minutes (Ledford), seconded. A typo was corrected on the agenda. The minutes year was changed from 2022 to 2023. Approved unanimously.*

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

#### a. Staff Report

The City of Wasilla and Knik Tribe have submitted their resolutions of support as well as appointed their signatories. The resolution of support of the MSB assembly is on the agenda for their meeting tonight.

Kim Sollien: Will the state appoint a board member for the non-profit?

Adam Bradway: The state has not finalized its decision.

Donna Gardino: During next month's meeting, we plan to designate who the board of directors will be for the incorporation of MVP. We have three right now.

Kim Sollien: We plan to have the next pre-policy board meeting in person since there may be documents to sign.

MVP for Transportation did receive a line item in the budget of \$ 1 million that will come through the MSB. A scope of work has been drafted that will describe how funding will be distributed. A large part of the funding will be used to support DOT&PF's membership fee and annual dues for ten years. If the City of Palmer decides they are not participating, the budget items might change. It will also be used to set up the organization for rent and staff.

Mike Brown: How did DOT come up with the federal match for the MPO in Fairbanks?

Donna Gardino: When Fairbanks became an MPO a state appropriation was received in 2008. There was still funding available when they transitioned from a hosted agency to a non-profit, so they were able to use that as their membership dues.

Jackson Fox: There is a balance of roughly \$400,000. They are using that to pay their dues to us.

Mike Brown: It sounds like the state needs to come up with a more sustainable approach.

Donna Gardino: They don't have to do that with AMATS because they are a hosted MPO. Under the non-profit scenario, once the membership is received, the costs are relatively small.

Aaron Jongenelen: The Municipality of Anchorage provides in-kind match that covers all federal funding in UPWP. For the TIP, coming up with funding is more of a challenge.

## MVP for Transportation Pre-MPO Policy Board Meeting

The draft budget that has been developed shows more than what is currently allocated. The Policy Board will have a chance to approve spending before the funding is passed to MVP officially. The funding draft document will be finalized and sent to the MSB grant department which will then produce a grant agreement to meet the state's and borough's reporting requirements.

Bob Charles: Where will the grant be administered through while the MPO is being set up?

Kim Sollien: Through the borough in Planning for the first initial costs until MVP is set up.

The State sent its changes to the Operating Agreement. The Department of Law wants the operating agreement to be between the State and MVP for Transportation, so we are going to change the title page and hold off on signatures. Once the chair is designated after the formation of the MVP, the chair will sign. There were other suggested changes.

Donna Gardino presented the comments and changes to the Operating Agreement.

Jackson: For example, for reimbursements, each employee will be billed at 110% to cover the indirect costs. After a year, the MPO will coordinate with the State what the indirect cost rate will be.

It is intended to finalize the Operating Agreement, the Bylaws, and the boundary map by the next meeting in August. Once finalized, they will be included in the packet and then sent to the governor.

Maija DiSalvo provided a summary of transit funding changes with the urban designation.

Kim Sollien: If the Assembly decides they don't want to be a direct recipient of the funds, we are looking into other eligible entities that could provide that service.

Brian Lindamood: Doesn't DOT act as the direct recipient for FAST?

Jackson Fox: No, that's the Fairbanks North Star Borough.

Donna Gardino: Once MVP receives planning funds from the state, MVP will also receive transit funds from FTA.

If the Assembly chooses not to be the recipient, hopefully, another eligible entity volunteers. As a last resort, the state could do it but it's not something that it does right now.

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

None

### **7. Old Business**

#### **a. Policy Board Membership & Dues Structure discussion**

## MVP for Transportation Pre-MPO Policy Board Meeting

It is in the packet, and it is currently on hold until we know whether the City of Palmer is involved.

Donna Gardino provided a summary of a discussion with the City of Palmer about how the MPO will affect the City of Palmer.

### **1. MPO Development Timeline – updated**

The resolutions of support should be received this month. The operating agreement, the bylaws, and the boundary map should be ready next month and then sent off to the governor. The non-profit documentation is being created for incorporation in September.

Donna Gardino: There is a statewide MPO meeting this Thursday, once we get the final allocation for planning funds, the UPWP will have to be amended. It will go out for a 30-day comment period after the amendment is complete.

### **b. Boundary development update**

Gerrit Verbeek presented the Boundary Development Report located in the packet.

The deadline for the comments on the boundary map is Friday July 21<sup>st</sup>.

Bob Charles: Please have a placeholder for Schrock Road and the Seldon extension for review in the future.

Donna Gardino: At a minimum, the map will be reviewed and reevaluated every 10 years.

Kim Sollien: Just to clarify we received comments about including Schrock and the Seldon extension, but it did not meet the threshold.

Gerrit Verbeek: To keep more in line with the general population's desire for less regulation, we decided to keep the boundary small and defensible.

### **c. MPO funding update**

Adam Bradway provided a summary of PL funding and other funding for the MPO.

Donna Gardino: A list of priorities has been developed for the MPO. These priorities will be forwarded to the State.

Kim Sollien: Donna created a memo that outlines the Metropolitan Transportation Plan with a budget and the travel demand model with a budget, as well as a scope for a household survey. We're going to add scope to look at transit development.

## **8. New Business**

### **a. MOU for Operations of the MVP for Transportation Office**

## MVP for Transportation Pre-MPO Policy Board Meeting

Donna Gardino provided an overview of the MOU for Operations of the MVP Office document in the packet.

Comments on the draft document are due by the end of July 2023.

Kim Sollien: MSB will need more staff to continue supporting the MPO once the MPO is formed.

Bob Charles: We will be reliant on the support of FAST Planning.

### 9. Other Issues

### 10. Informational Items

The August meeting will be hybrid in-person/virtual meeting. The location to be determined.

### 11. Policy Board Comments

None

### 12. Adjournment

*Motion to adjourn (**Ledford**), seconded. Meeting adjourned at 3:15 pm*

Next Scheduled Pre-MPO Policy Board Meeting – **August 15th**, to be held via Microsoft TEAMS Meeting

**MVP For Transportation Pre-MPO Steering  
Committee Action Items  
August 8, 2023**

**Motion:** To approve the August 8, 2023 Agenda. **Motion by Hanson.** Passed unanimously.

**Motion:** To approve the July 11, 2023 minutes. **Motion by Hanson.** Passed unanimously.

**Motion:** To recommend approval of the Metropolitan Planning Area Boundary Map as presented. **Motion by Hanson.** Passed unanimously.

**Motion:** To recommend approval of the Operating Agreement as presented. **Motion by Charles.** Passed unanimously.

**Motion:** To recommend approval of the Bylaws as presented except in Article II, Section I, delete the following: "the Central Region Director of". **Motion by White.** Passed unanimously.

**Motion:** To recommend approval of the MOU for the Operation of the Matsu Valley Planning for Transportation Office with inclusion of the membership fees and annual dues as illustrated in Proposal A. **Motion by Adams.** Passed unanimously.

**Motion:** To recommend approval of the STIP comments as presented. **Motion by Charles.** Passed unanimously. One abstention.

**Motion:** To recommend approval of the initial MVP for Transportation Board Members as follows: Alfred Tellman, Mayor Glenda Ledford, and Brian Winnestaffer. **Motion by Shaver.** Passed unanimously.

**Motion:** To recommend hiring a temporary full-time employee





## MVP for Transportation

August 23, 2023

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

Dear Adam:

### **RE: MVP MPO Federal Funding Request**

On behalf of MVP for Transportation (MVP) and because we are nearing the execution of the Operating Agreement that will designate MVP as the Metropolitan Planning Organization for the Matsu area, we are requesting federal Metropolitan Planning (PL) or Surface Transportation Program (STP) funding for the following tasks.

### **DEVELOPMENT OF THE METROPOLITAN TRANSPORTATION PLAN**

The Metropolitan Transportation Plan (MTP) is the official multimodal transportation plan addressing no less than a 20-year planning horizon that the Metropolitan Planning Organization (MPO) develops, adopts, and updates through the metropolitan transportation planning process. The MPO will develop its first MTP using the *2017 Matanuska-Susitna Borough Long Range Transportation Plan 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 Unified Planning Work Program (UPWP). The UPWP will provide the work plan, including the tasks and a schedule to complete the MTP. The MTP planning process shall include developing 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.

Additional elements included in this effort will be to update the Public Participation Plan to reflect the selected consultant's robust public involvement effort in developing the MTP. We expect the use of social media, interactive web-based outreach, and more traditional outreach methods. The MTP will also include developing project evaluation criteria to score projects for inclusion in the Transportation Improvement Program. The MTP will also include developing a Complete Streets Policy and assist in participating in developing performance targets and measures.

**Estimated Cost: \$600,000**



## **TRANSCAD MODELLING EFFORT IN SUPPORT OF THE MTP DEVELOPMENT**

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 the Alaska Department of Transportation and Public Facilities (DOT&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.

**Estimated Cost: \$250,000**

## **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:

- 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. We could assist as a partner in developing and implementing the household travel survey.

**Estimated Cost: \$550,000**



## MVP for Transportation

### **ADVANCED PROJECT DEFINITION AND FINANCIAL ESTIMATES**

The MTP must be fiscally constrained. The Alaska DOT&PF will provide Scope, Schedule, and Estimate (SSEs) for all projects included in the MTP. This will be an ongoing project because estimates may need to be updated as new projects are nominated. The SSEs are completed by Alaska DOT&PF staff at the MPO's request when projects are nominated by local agencies, DOT&PF, and the public for funding and inclusion in the MTP. Local agencies may agree with the State to participate in developing SSEs, but the work must be done under federal project development regulations.

The Alaska DOT&PF will also assist in developing financial projections for funding anticipated to be received by the MPO for the period covered by the MTP, including all reasonably expected funding sources.

**Estimated Cost: \$50,000**

MVP's Unified Planning Work Program will need updating to include updated funding sources and identify where the non-federal share will originate, the responsible parties for completing the work, and the resulting products. Thank you for your consideration of this request.

Sincerely,

Kim Sollien

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

Grant No. 24-DC-022 METROPOLITAN PLANNING ORGANIZATION SUPPORT \$1,000,000

Project Manager: Kim Sollien

**Project Description**

Funding will be used to support the formation of MatSu Valley Planning for Transportation (MVP) as the MPO for the Mat-Su Area. Funding will provide start-up membership fees and annual dues for the State of Alaska ADOT&PF. Funding will also be used to support the hiring an Executive Director to manage the organization in anticipation of receipt of annual federal planning funds. Lastly, funds will provide the non-federal share of the Metropolitan Transportation Plan (MTP) and the short-term Transportation Improvement Program (TIP). Remaining funding may be used to support the operation of the organization and the completion of its required planning documents.

**Proposed Timeline** – 10 years

**Budget Narrative**

Project Funds \$ 950,000

Administration \$ 50,000

<b>Estimated Project Budget</b>		
1. ADOT&PF membership fee	\$281,000	
2. ADOT&PF annual dues for 10 years @ \$25,300 per	\$253,000	
3. 9.03% Non-Federal match for the MTP and TIP for three cycles. \$70,000 x 3=	\$210,000	
4. Initial hiring and office expenses \$50,000 prior to PL fund distribution	\$50,000	
<b>Subtotal</b>		<b>\$744,050.00</b>
<b>Additional Expenses</b>		
5. Discretionary Grant Match 9.03%		
6. Match for additional Plans non-motorized plan, road/rail plan, transit plans, safety plans, and freight plans	\$100,000	
7. Insurance D&O Insurance, liability insurance, payroll services, IT services, CPA audit, and tax return for year one	\$30,000	
8. Legal consultation for non-profit corporation setup, agreements, and MOU/MOA review	\$10,000	
9. Match reserve for special TIP projects nominated example Visitor Center Walkway	\$100,000	
<b>Subtotal</b>		<b>\$240,000</b>
<b>Total draft budget \$984,050</b>		

**Estimated budget costs:**

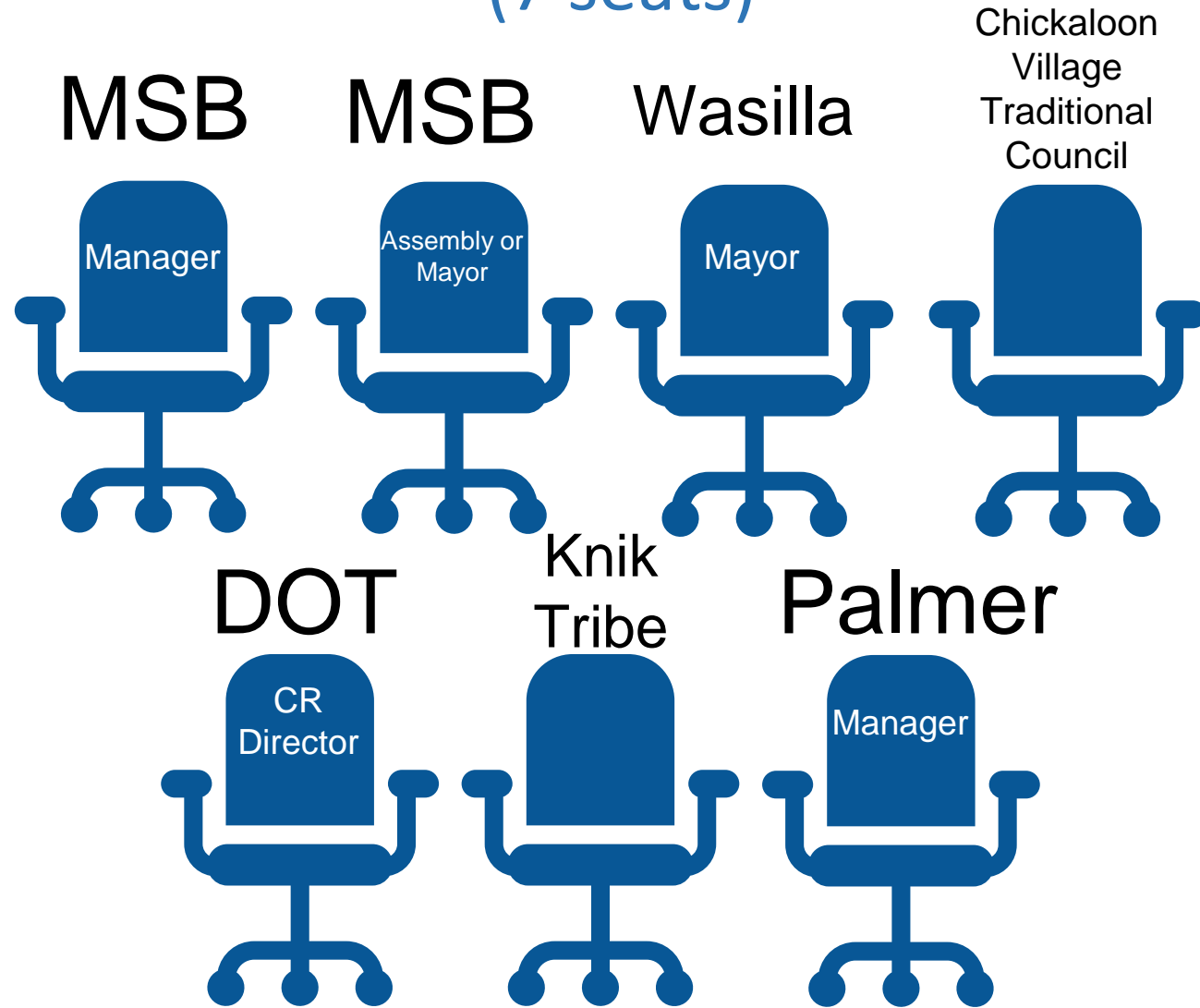
1. ADOT&PF's share of the Membership Fee currently estimated at \$281,000
2. ADOT&PF's share of the annual dues for ten years is estimated at \$25,300/annually, totaling \$253,000
3. Initial non-federal share of the development of the MTP and the TIP is estimated at \$70,000 plus the following two cycles. These plans are required to be updated every five years- total estimate \$210,000.
4. Initial hiring of the Executive Director and establishing an office (recruitment of the ED, office rental, office supplies, advertising, outreach, meeting supplies, insurance, legal fees etc...)

**Commented [KS1]:** Based on the dues and membership fee calculations approved by the PB. Will attached for back up documentation. If the MPO membership changes this fee could go up or down.

**Other items that may be covered with this funding include:**

5. Operations of the MPO, including the non-federal share for discretionary grant programs
6. Match for supplemental planning efforts such as a non-motorized plan, road/rail plan, transit plans, safety plans, and freight plans. Reserve \$100,000 for these efforts.
7. First year's payment of the D&O Insurance, liability insurance, payroll services, IT services, CPA audit, and tax return: \$30,000
8. Legal consultation fees, as needed, for non-profit corporation setup, agreements, and MOU/MOA review: \$10,000
9. \$100,000 match reserve for special TIP projects nominated by the public that local governments can't or won't pay for due to budget limitations. Or projects that serve a non-profit, like a Visitor's Center or community park that has no fund reserve to pay the match.

# Policy Board (7 seats)



**MVP for Transportation  
Policy Board  
Approved  
Purpose and Tasks  
09.21.22**

**Purpose**

To carry out the metropolitan transportation planning process through intergovernmental and stakeholder collaboration, rational analysis, and consensus-based decision-making for the metropolitan planning area, to allocate scarce federal and other transportation funding resources, and to serve as the responsible party for all structural, administrative, and operational decisions of the metropolitan planning organization.

**Tasks**

- Serve as a key decision maker for the Metropolitan Planning Organization (MPO)
- Conduct adequate yet comprehensive transportation planning in examining the region's future and investment alternatives
- Supervise the Executive Director
- Conduct public meetings in accordance with Roberts Rules of Order, the Bylaws, and the Public Participation Plan
- Attend all meetings of the Policy Board
- Communicate with MPO staff and your staff member(s) on the Technical Committee on a regular basis to obtain answers to any questions you may have regarding matters before the Policy Board
- Vet, approve and oversee the implementation of the:
  - Public Participation Plan (PPP)
  - Title VI Implementation Plan
  - Unified Planning Work Program (UPWP)
  - Metropolitan Transportation Plan (MTP)
  - Transportation Improvement Program (TIP)
  - Policy and Procedures of the MPO
  - Interagency and Intergovernmental Agreements, as applicable
  - Other plans, as desired
- Serve as the Board of Directors for the MVP for Transportation Corporation and fulfill the required fiduciary duties
- Participate in Technical Committee meetings as time allows
- Represent the MPO at local, regional and National Transportation Planning Events
- Other tasks, as required

**Rule of Engagement**

- No proxy voting will be allowed as it is expected that the leaders selected for the Policy Board are fully involved in the process to make the best decisions regarding the future of transportation infrastructure, policy, and organizational structure. While a Proxy member can attend in case of an absence by a Policy Board member, that individual will not have the ability to vote.

## Mat-Su Pre-MPO Policy Board Meeting

### Action Items

09.21.2022

**Motion:** Approve the September 21, 2022 agenda. **(Ledford)**. Passed unanimously.

**Motion:** Approve the June 15, 2022 minutes. **(Ledford)**. Passed unanimously.

**Motion:** To approve the 2023-2024 UPWP for public review for 30 days to include an introductory letter to the governments. **(Moosey)**. Passed unanimously.

**Motion:** To approve the Policy Board Purpose and Tasks moving forward. **Motion by (Ledford)**. Passed unanimously.

**Motion:** To approve the Policy Board member recommendations of the Steering Committee with a 7-seat government only representation. **Motion by (Junge)**. Passed unanimously.

**Motion:** To approve the Technical Committee Purpose and Tasks. **Motion by (DeVries)**. Passed unanimously.

**Motion:** To approve the Technical Committee member recommendation as listed, with the caveat under #16 removed. **Motion by (Ledford)**. Passed unanimously.



# EXTERNAL MEMORANDUM

**To:** Kim Sollien  
Planning Services Manager  
Mat-Su Borough  
350 East Dahlia Avenue  
Palmer, AK 99645

**From:** Patrick Cotter, AICP  
Project Manager  
RESPEC  
1028 Aurora Drive  
Fairbanks, AK 99709

**Date:** September 1, 2022

**Subject:** MVP for Transportation Policy Board Composition

Kim:

The RESPEC team has identified four potential configurations for the Policy Board.

9-seat board with broad representation:

1. MSB Manager
2. MSB Assembly
3. City of Wasilla Mayor
4. City of Palmer Manager
5. DOT&PF Central Region Director
6. Knik Tribe
7. Chickaloon Village Traditional Council
8. Multi-modal advocate
9. Health & safety advocate

9-seat board second alternative:

1. MSB Manager
2. MSB Assembly
3. MSB Mayor
4. City of Wasilla Mayor
5. City of Palmer Manager
6. DOT&PF Central Region Director
7. Knik Tribe
8. Chickaloon Village Traditional Council
9. Multi-modal advocate

7-seat board with broad representation:

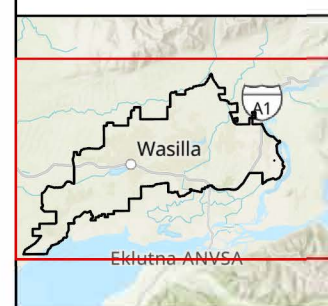
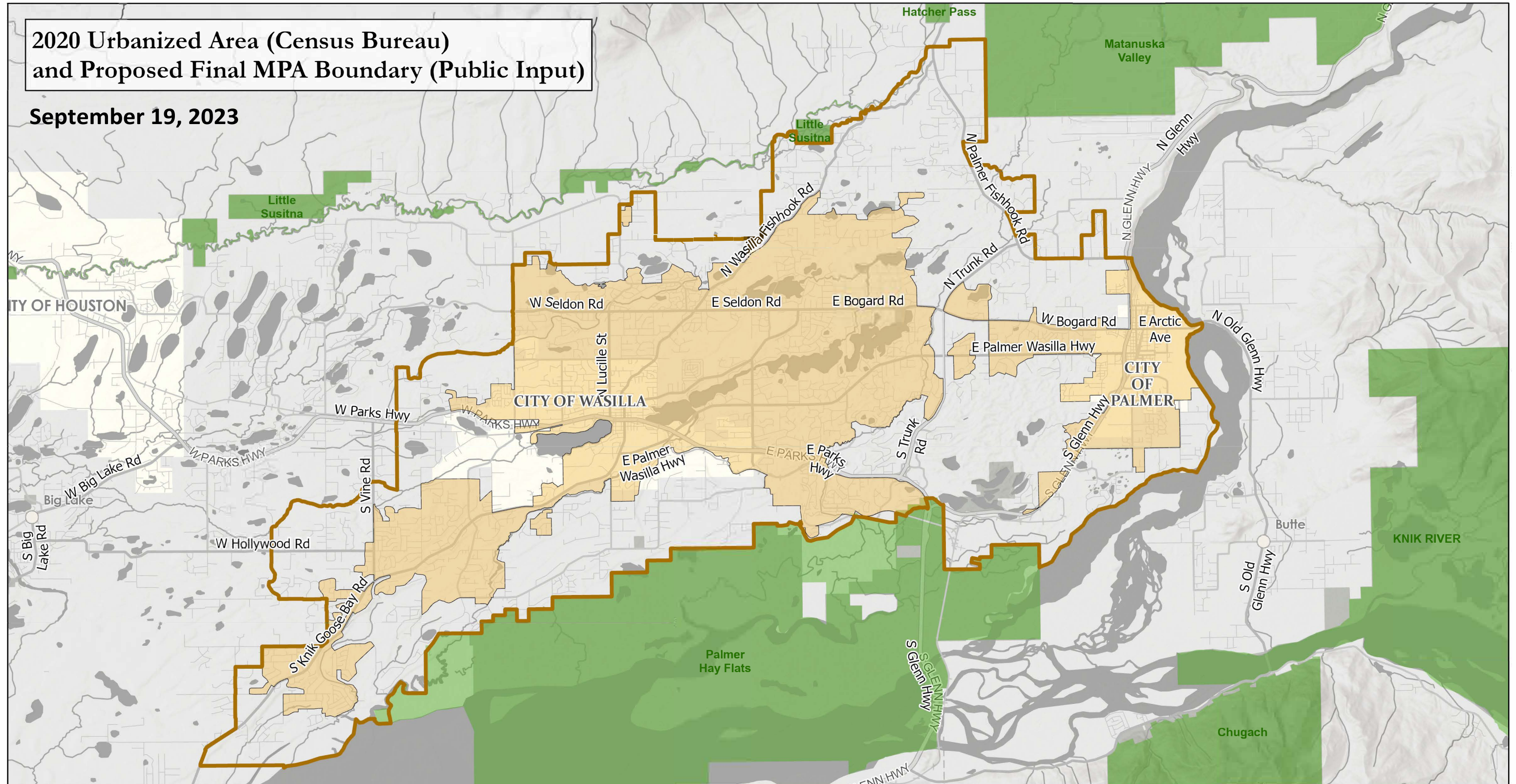
1. MSB (Manager or Assembly)
2. City of Wasilla Mayor
3. City of Palmer Manager
4. DOT&PF Central Region Director
5. Knik Tribe
6. Chickaloon Village Traditional Council
7. Multi-modal advocate

7-seat board with government-only representation:

1. MSB Manager
2. MSB (Assembly or Mayor)
3. City of Wasilla Mayor
4. City of Palmer Manager
5. DOT&PF Central Region Director
6. Knik Tribe
7. Chickaloon Village Traditional Council

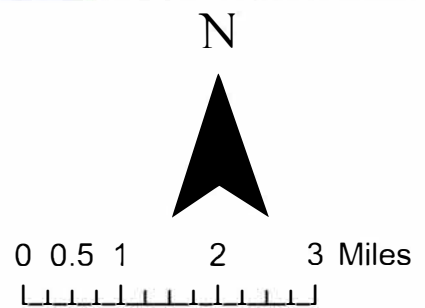
**2020 Urbanized Area (Census Bureau)  
and Proposed Final MPA Boundary (Public Input)**

**September 19, 2023**



- Urbanized Area (2020 Census)
- Legislative Designated Area
- MPA Proposed Final 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)*





**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

August 2023

This Matsu Valley Planning for Transportation Intergovernmental Operating Agreement and Memorandum of Understanding is entered into this \_\_\_\_\_ day of \_\_\_\_\_, 2023, by and between the State of Alaska and the incorporated entity Matsu Valley Planning for Transportation (MVP for Transportation).

WITNESSED, THAT:

Whereas, the Matanuska-Susitna Borough, the City of Palmer, the City of Wasilla, the State of Alaska, the Knik Tribe, Chickaloon Village Traditional Council have been working with the State of Alaska on developing the new Metropolitan Planning Organization since July 2020; and

Whereas, the Pre-MPO Policy Board was formed and met for the first time on September 15, 2021 and is made up of representatives of transportation stakeholders from the Mat-Su Valley including the Matanuska-Susitna Borough, the City of Palmer, the City of Wasilla, the State of Alaska, the Knik Tribe, Chickaloon Village Traditional Council, and Valley Transit; and

Whereas, the Pre-MPO Policy Board agreed to name the Metropolitan Planning Organization for the Matanuska Susitna Valley, the Matsu Valley Planning for Transportation (MVP for Transportation) on October 20, 2021; and

Whereas, on October 20, 2021, the Pre-MPO Policy Board agreed to oversee the development of all federally required documents necessary to be designated by the Governor as the MPO of the Matsu Valley urbanized area and act as the interim leadership of the MPO in making decisions that will bind the new MPO; and

Whereas, on October 20, 2021, the Pre-MPO Policy Board approved a Metropolitan Planning Area (MPA) Boundary Development Strategy that was subsequently implemented to determine the MPA Boundary which is attached to this document; and

Whereas, the Infrastructure Investment and Jobs Act (IIJA) was passed into law on November 15, 2021 and requires, in designating MPO officials or representatives for the first time, subject to the bylaws or enabling statute of the metropolitan planning organization, the MPO shall consider the equitable and proportional representation of the population of the MPA; and

Whereas, the Pre-MPO Policy Board unanimously passed the MVP for Transportation Public Participation Plan and the 2022 Addendum for Pre-MPO Formation and used it as a guide to define the public participation efforts in forming the MPO; and

Whereas, the MVP for Transportation Pre-MPO Policy Board passed a motion to form a 501(c)(3) nonprofit corporation on March 16, 2022; and

Whereas, the MVP for Transportation Pre-MPO Policy Board approved the membership of the Policy Board and Technical Committee on September 13, 2022; and

Whereas, the Matanuska-Susitna Borough, City of Palmer, City of Wasilla, Knik Tribe and Chickaloon Village Traditional Council all passed resolutions of support for MVP for Transportation as the future MPO and a request to the Governor for state funds for the startup of the MPO in September 2022; and

Whereas, the U.S. Department of Commerce, U.S. Census Bureau, announced the list of 2020 urbanized areas on December 29, 2022, and a portion of the Matanuska-Susitna Borough is now considered urbanized; and

[Whereas, the Matanuska Susitna Borough was awarded \\$1,000,000 through the State of Alaska Department of Commerce and Economic Development in SCS CSHB39 am S enacted on June 19, 2023 to initiate the development of the Metropolitan Transportation Plan and Transportation Improvement Program and to operate the MPO; and](#)

Whereas, the MVP Transportation Pre-MPO Policy Board passed a motion to adopt Articles of Incorporation, and adopted their Bylaws on xxxxxx; and

Whereas, the Pre-MPO Policy Board passed a resolution to initiate operation of MVP Transportation as an independent organization on xxxxxx; and

Whereas, the Pre-MPO Policy Board filed the Articles of Incorporation with the State of Alaska's Department of Commerce, Community, and Economic Development Division of Corporations, Business, and Professional Licensing to become a nonprofit corporation on xxxxxx.

Now, therefore, the established and incorporated MPO and the Alaska DOT&PF agree to the Inter-Governmental Operating Agreement and Memorandum of Understanding for Transportation Planning, as follows:

**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

**1. 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)

**2. 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).

**3. 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.

## **4. 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, trollies 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.

## **5. 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).

## **6. 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.

## **7. 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.

## **8. 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.

## **9. 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.

## **10. 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.

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.

# 11. 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.

## **12. 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.

## **13. 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.

## **14. 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.

## **15. 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.

## **16. 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.

## **17. 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.

## **18. 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.

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

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

**20. 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.

**21. SIGNATURES**

\_\_\_\_\_  
Board President  
MVP for Transportation

\_\_\_\_\_  
Date

\_\_\_\_\_  
Governor  
State of Alaska

\_\_\_\_\_  
Date

**APPENDIX A**

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





**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 ~~Central Region Director of 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 City Manager 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 scrivener 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 \_\_\_\_\_.

\_\_\_\_\_  
Board President

ATTEST:

\_\_\_\_\_  
, Secretary

PASSED  
Yes:  
No:  
Absent:

**MVP for Transportation Dues Proposal A**  
**March 16, 2023**

<b>MVP for Transportation Proposal</b>			
<b>Government</b>	<b>Population</b>	<b>Membership Fee (\$5/person)</b>	<b>Annuals Dues (\$.45/person)</b>
State of Alaska	56,194	\$ 280,970	\$ 25,287
MatSu Borough	32,696	\$ 163,480	\$ 14,713
City of Wasilla	9,098	\$ 45,490	\$ 4,094
City of Palmer	5,978	\$ 29,890	\$ 2,690
Chickaloon	3,078	\$ 15,390	\$ 1,385
Knik Tribe	5,344	\$ 26,720	\$ 2,405
	<b>112,388</b>	<b>\$ 561,940</b>	<b>\$ 50,575</b>

\$5.00	0.45
--------	------

\* MPA population minus City populations

[Under 23 USC § 134 – Metropolitan Transportation Planning, Section 11201, requires:](#)

(a) Policy (3) “In designating official or representatives under paragraph (2) **for the first time**, subject to the bylaws or enabling statute of the metropolitan planning organization, the MPO shall consider the equitable and proportional representation of the population of the MPA.”

**Additional Considerations:**

<b>First Year</b>	<b>Estimates</b>	<b>Match Required If Federally funded</b>
Obligate MTP	\$500,000+	\$49,632
Transcad Modeling	\$200,000	\$19,853
		<b>\$69,485</b>

Will not be full staffed in FFY24

Transit Planning may not be by the MPO, which may lessen match burden

State funding: will it be available for some of the startup expenses and MTP/Modeling

<b>FAST Planning Comparison</b>		
<b>FAST Planning (\$4.85/person)</b>	<b>Government</b>	<b>Annual Dues (\$.25/person/annually)</b>
\$348,300	State	\$17,956
\$178,700	FNSB	\$9,210
\$158,800	Fairbanks	\$8,188
\$10,800	North Pole	\$558
<b>\$ 696,600</b>		<b>\$ 35,912</b>

Additional Considerations:

Population based on 143,648 persons

4 governments and Fairbanks has significantly more population

MTP and modeling needs were updates to existing plan

**FY2023 Current Federal Funding for Transportation Planning**

<b>Fund Source</b>	<b>Total</b>	<b>9.03% Match</b>
PL Funds	\$ 529,344	\$ 52,545
STP Funds	\$ 50,000	\$ 4,963
FTA 5303	\$ 140,318	\$ 13,928
<b>Total*</b>	<b>\$ 719,662</b>	<b>\$ 71,436</b>

Data source: FAST Planning FFY23 UPWP

\*does not include supplemental amounts

**Example Calculation to Determine Match Requirement**

(\$529,344/.9097)-\$529,344=\$52,545

**MVP for Transportation Dues Proposal B**  
**March 16, 2023**

<b>MVP for Transportation Proposal</b>			
<b>Government</b>	<b>Population</b>	<b>Membership Fee (\$4.85/person)</b>	<b>Annuals Dues (\$.35/person)</b>
State of Alaska	56,194	\$ 272,541	\$ 19,668
MatSu Borough	32,696	\$ 158,576	\$ 11,444
City of Wasilla	9,098	\$ 44,125	\$ 3,184
City of Palmer	5,978	\$ 28,993	\$ 2,092
Chickaloon	3,078	\$ 14,928	\$ 1,077
Knik Tribe	5,344	\$ 25,918	\$ 1,870
	<b>112,388</b>	<b>\$ 545,082</b>	<b>\$ 39,336</b>

\$4.85	0.35
--------	------

\* MPA population minus City populations

[Under 23 USC § 134 – Metropolitan Transportation Planning, Section 11201, requires:](#)

(a) Policy (3) “In designating official or representatives under paragraph (2) **for the first time**, subject to the bylaws or enabling statute of the metropolitan planning organization, the MPO shall consider the equitable and proportional representation of the population of the MPA.”

**Additional Considerations:**

<b>First Year</b>	<b>Estimates</b>	<b>Match Required If Federally funded</b>
Obligate MTP	\$500,000+	\$49,632
Transcad Modeling	\$200,000	\$19,853
		<b>\$69,485</b>

Will not be full staffed in FFY24

Transit Planning may not be by the MPO, which may lessen match burden

State funding: will it be available for some of the startup expenses and MTP/Modeling

<b>FAST Planning Comparison</b>		
<b>FAST Planning (\$4.85/person)</b>	<b>Government</b>	<b>Annual Dues (\$.25/person/annually)</b>
\$348,300	State	\$17,956
\$178,700	FNSB	\$9,210
\$158,800	Fairbanks	\$8,188
\$10,800	North Pole	\$558
<b>\$ 696,600</b>		<b>\$ 35,912</b>

**Additional Considerations:**

Population based on 143,648 persons

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<b>Total*</b>	<b>\$ 719,662</b>	<b>\$ 71,436</b>

Data source: FAST Planning FFY23 UPWP

\*does not include supplemental amounts

**Example Calculation to Determine Match Requirement**

(\$529,344/.9097)-\$529,344=\$52,545

**MVP for Transportation Dues Proposal C**  
**March 16, 2023**

<b>MVP for Transportation Proposal</b>			
<b>Government</b>	<b>Population</b>	<b>Membership Fee (\$6/person)</b>	<b>Annuals Dues (\$.5/person)</b>
State of Alaska	56,194	\$ 337,164	\$ 28,097
MatSu Borough	32,696	\$ 196,176	\$ 16,348
City of Wasilla	9,098	\$ 54,588	\$ 4,549
City of Palmer	5,978	\$ 35,868	\$ 2,989
Chickaloon	3,078	\$ 18,468	\$ 1,539
Knik Tribe	5,344	\$ 32,064	\$ 2,672
	<b>112,388</b>	<b>\$ 674,328</b>	<b>\$ 56,194</b>

<b>FAST Planning Comparison</b>		
<b>FAST Planning (\$4.85/person)</b>	<b>Government</b>	<b>Annual Dues (\$.25/person/annually)</b>
\$348,300	State	\$17,956
\$178,700	FNSB	\$9,210
\$158,800	Fairbanks	\$8,188
\$10,800	North Pole	\$558
<b>\$ 696,600</b>		<b>\$ 35,912</b>

\$6.00      0.5

\* MPA population minus City populations

[Under 23 USC § 134 – Metropolitan Transportation Planning, Section 11201, requires:](#)

(a) Policy (3) “In designating official or representatives under paragraph (2) **for the first time**, subject to the bylaws or enabling statute of the metropolitan planning organization, the MPO shall consider the equitable and proportional representation of the population of the MPA.”

**Additional Considerations:**

<b>First Year</b>	<b>Estimates</b>	<b>Match Required If Federally funded</b>
Obligate MTP	\$500,000+	\$49,632
Transcad Modeling	\$200,000	\$19,853
		<b>\$69,485</b>

Will not be full staffed in FFY24

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Data source: FAST Planning FFY23 UPWP

\*does not include supplemental amounts

**Example Calculation to Determine Match Requirement**

(\$529,344/.9097)-\$529,344=\$52,545

**MEMORANDUM OF  
UNDERSTANDING FOR THE  
OPERATION OF THE  
MATSU VALLEY PLANNING FOR TRANSPORTATION OFFICE**

1. **PARTIES.** The parties to this Memorandum of Understanding (MOU) are the Alaska Department of Transportation & Public Facilities (DOT&PF), Matanuska-Susitna Borough (MSB), City of Wasilla, City of Palmer, Knik Tribe and Chickaloon Village Traditional Council.
2. **PURPOSE.** The purpose of this MOU is to outline the responsibilities of each of the parties for the operation of the Matsu Valley Planning for Transportation (MVP for Transportation) office as the Metropolitan Planning Organization (MPO) in the MSB.
3. **BACKGROUND.** The MVP for Transportation Pre-MPO Policy Board passed a motion on October 16, 2021, to be established as an independent, non-profit organization and seek funding from the State of Alaska, MSB, City of Wasilla, City of Palmer, Knik Tribe, and Chickaloon Village Traditional Council. This MOU formalizes the Pre-MPO Policy Board's action by outlining the responsibilities of each party to successfully operate the MVP for Transportation office, including payment of a one-time Membership Fee and Annual Dues to cover operating and other costs associated with the MVP for Transportation Office.
4. **INTENTION.** That MVP for Transportation will:
  - a. Maintain a continuing, cooperative and comprehensive transportation planning process as defined in Title 23 USC Section 134 that explicitly regards the current surface transportation act's planning factors and focus areas and results in plans and programs consistent with comprehensively planned development of the urbanized area.
  - b. Be the forum for cooperative decision-making by elected and appointed officials of general purpose local government and intermodal transportation providers. The MVP for Transportation Policy Board will have final authority in the matters of policy and plan adoption for the MPO.
  - c. Develop and update the 20-year multimodal Metropolitan Transportation Plan (MTP), to create a fiscally feasible transportation system that integrates thoroughfare development, public transportation, air facilities, port facilities, rail systems, intermodal facilities, bicycle and pedestrian facilities and transportation enhancements; and reflects consideration of the area's comprehensive land-use plan and overall social, economic, environmental, and energy conservation plans, goals and objectives.
  - d. Produce all documents and studies that are necessary to maintain a federally certified transportation planning process, including the MTP, the Transportation Improvement

Program (TIP), Unified Planning Work Program (UPWP) and the Public Participation Plan (PPP).

- e. Develop other modal transportation plans.
- f. Develop and Operate within the Metropolitan Planning Area (MPA) boundary established by the MVP Policy Board and the Governor of Alaska. The MPA boundary map is shown in Exhibit A.
- g. Participate on the Technical Committee: See the Technical Committee Approved Purpose and Tasks in Exhibit B.
- h. Participate on the Policy Board. See the Policy Board Approved Purpose and Tasks in Exhibit C.
- g. Be coordinated by an Executive Director. Additional staff resources may be hired under the direction of the MVP for Transportation Policy Board.

## 5. RESPONSIBILITIES.

### A. State of Alaska

- i. **Membership Fee & Annual Dues.** Subject to a specific appropriation by the Legislature, the DOT&PF shall make payment of the one-time Membership Fee (~~(\$xxx,xxx280,970~~ starting in Federal Fiscal Year 2024) and Annual Dues (~~(\$xx,xxx25,287~~ starting in Federal Fiscal Year 2025) to MVP for Transportation in accordance with the “Metropolitan Planning Organization (MPO) Membership Fee & Dues Structure” approved by the Policy Board on ~~September 19, 2023xxxxxx~~.
- ii. **DOT&PF.** As outlined in the Unified Planning Work Program (UPWP), will provide the following services:
  - 1. **Project Planning & Programming.** Participate in the development and implementation of the short-range Transportation Improvement Program (TIP), long range Metropolitan Transportation Plan (MTP), Public Participation Plan (PPP), and UPWP in accordance with the requirements of 23 CFR 420, 23 CFR 450, and 23 USC 134.
  - 2. UPWP Oversight and Reporting: Responsible for providing management oversight of the UPWP and compiling the annual report.
  - 2.3. **Fiscal Planning.** Provide funding availability estimates for use in MTP and TIP development.
  - 3.4. **Project Development.** Develop scopes of work, schedules, and estimates for all MVP for Transportation projects for use in the MTP and TIP. Manage and monitor the design and construction of the projects as outlined in the current version of the Federal Highway Administration (FHWA) and DOT&PF’s Stewardship and Oversight Agreement.
  - 4.5. **Incorporation of the TIP:** Incorporate MVP for Transportation’s TIP into the Statewide Transportation Improvement Program (STIP).
  - 5.6. **Staff.** Provide staff support to MVP for Transportation for daily operations of the MPO as outlined in the UPWP.

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- ~~6-7.~~ **Policy Board.** Participate as a member of the Policy Board.
- ~~7-8.~~ **Technical Committee:** Participate as a member of the Technical Committee.
- ~~8-9.~~ **Maps and Data.** Provide available maps, aerial photographs, charts, data, traffic counts, GIS data and records as necessary to maintain the MVP for Transportation planning process.
- ~~10.~~ **Contract Administration.** Prepare all procurement documents and negotiate and administer contracts for professional services and contractor work on MVP for Transportation plans and projects as detailed in the Intergovernmental Operating Agreement and Memorandum of Understanding for Transportation Planning.
- ~~9.~~ ~~valued over \$50,000.~~
- ~~10-11.~~ **Match & Maintenance Agreements.** Prepare and execute Agreements (Match-/Maintenance) as appropriate for MVP for Transportation projects.
- ~~11-12.~~ **State & Federal Compliance.** Review and analyze MVP for Transportation’s planning activities for conformance to state and federal laws, regulations, and guidance.
- ~~13.~~ **Travel Demand Modeling.** ~~Provide travel demand modeling on an as-available basis.~~
- ~~12-14.~~ **Performance Targets:** Provide a description of performance measures and targets used in assessing the transportation system that MVP for Transportation can consider adopting or modifying.
- ~~13-15.~~ **Office Budget, Financial Reporting, & Audits.** Participate in the development of the UPWP Annual Budget for MVP for Transportation and conduct a compliance audit of MVP for Transportation revenues and expenditures as required.
- ~~14.~~ **Reimbursements.** Provide reimbursement for monthly Expense Reports with necessary documentation from the
- ~~16.~~ MVP for Transportation office within 60 days of receipt.

**B. MSB**

- i. **Membership Fee & Annual Dues.** Subject to a specific appropriation by the Assembly, the FNSB shall make payment of the one-time Membership Fee (~~\$xxx,xxx~~163,480 starting in Federal Fiscal Year 2024) and Annual Dues (~~\$14,713,xxx~~ starting in Federal Fiscal Year 2025) to MVP for Transportation in accordance with the “MPO Membership Fee & Dues Structure” approved by the Policy Board on ~~xxxxx~~ September 19, 2023.
- ii. **Policy Board.** Participate as a member of the Policy Board.
- iii. **Technical Committee.** Participate as a member of the Technical Committee.
- iv. **Geographic Information System (GIS).** Provide MVP for Transportation with GIS services on an agreed upon basis ~~on an as-needed basis~~ for plans and projects, including mapping support.
- v. **Land Use Planning.** Provide MVP for Transportation with existing, planned, and projected land use information on an as-needed basis for plans and projects.

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- vi. **Transportation Planning.** Provide MVP for Transportation with transportation planning expertise on projects and plans for the Metropolitan Planning Area (MPA).
- vii. **Local Planning Authority.** Provide coordination of MVP for Transportation plans with the Comprehensive Plan, ensuring that transportation and land use planning are consistent.
- viii. **Staff.** Provide staff support to MVP for Transportation for daily operations of the MPO as outlined in the UPWP.
- ~~viii~~.ix. **Funding.** Pursue funding opportunities to support transportation planning, projects and services.
- ~~ix~~.x. **Transit.** T B D
- ~~x~~.xi. **Project Planning & Programming.** Participate in the development of the short-range TIP, MTP, PPP, and UPWP.
- ~~x~~.xii. **Coordination:** Coordinate with MVP for Transportation on an as-needed basis for shared responsibilities with the TIP, MTP, and Performance Measures target setting and reporting.



**C. City of Wasilla**

- i. **Membership Fee & Annual Dues.** Subject to a specific appropriation by the Council, the City of Wasilla shall make payment of the one-time Membership Fee (~~\$xx,xxx~~45,490 starting in Federal Fiscal Year 2024) and Annual Dues (~~\$4,094,xxx~~ starting in Federal Fiscal Year 2025) to MVP for Transportation in accordance with the "MPO Membership Fee & Dues Structure" approved by the Policy Board on September 19, 2023~~xxxxx~~.
- ii. **Policy Board.** Participate as a member of the Policy Board.
- iii. **Technical Committee.** Participate as a member of the Technical Committee.
- iv. **Funding.** Pursue funding opportunities to support transportation planning, projects and services.
- ~~iii-v.~~ **Local Planning Authority.** Provide coordination of MVP for Transportation plans with the Comprehensive Plan, ensuring that transportation and land use planning are consistent.
- ~~iv-vi.~~ **Project Planning & Programming.** Participate in the development and implementation of the TIP, MTP, PPP, and UPWP.

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**D. City of Palmer**

- i. **Membership Fee & Annual Dues.** Subject to a specific appropriation by the Council, the City of Palmer shall make payment of the one-time Membership Fee (~~\$29,890,xxx~~ starting in Federal Fiscal Year 2024) and Annual Dues (~~\$2,690,xxx~~ starting in Federal Fiscal Year 2025) to MVP for Transportation in accordance with the "MPO Membership Fee & Dues Structure" approved by the Policy Board on September 19, 2023~~xxxxx~~.
- ii. **Policy Board.** Participate as a member of the Policy Board.
- iii. **Technical Committee.** Participate as a member of the Technical Committee.
- iv. **Funding.** Pursue funding opportunities to support transportation planning, projects and services.
- ~~iii-v.~~ **Local Planning Authority.** Provide coordination of MVP for Transportation plans with the Comprehensive Plan, ensuring that transportation and land use planning are consistent.
- ~~iv-vi.~~ **Project Planning & Programming.** Participate in the development and implementation of the TIP, MTP, PPP, and UPWP.

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**E. Knik Tribe**

- i. **Membership Fee & Annual Dues. Membership Fee & Annual Dues.** Subject to a specific appropriation by the Council, the Knik Tribe shall make payment of the one-time Membership Fee (~~\$26,720,xxx~~ starting in Federal Fiscal Year 2024) and Annual Dues (~~\$2,405,xxx~~ starting in Federal Fiscal Year 2025) to MVP for Transportation in accordance with the "MPO Membership Fee & Dues Structure" approved by the Policy Board on September 19, 2023~~xxxxx~~.
- ii. **Policy Board.** Participate as a member of the Policy Board.
- iii. **Technical Committee.** Participate as a member of the Technical Committee.
- ~~iii-iv.~~ **Funding.** Pursue funding opportunities to support transportation planning, projects

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and services.

iv-v. **Project Planning & Programming.** Participate in the development and implementation of the TIP, MTP, PPP, and UPWP.

**F. Chickaloon Village Traditional Council**

i. **Membership Fee & Annual Dues. Membership Fee & Annual Dues.** Subject to a specific appropriation by the Council, the Chickaloon Village Traditional Council shall make payment of the one-time Membership Fee (~~\$xx,xx15,390xx~~ starting in Federal Fiscal Year 2024) and Annual Dues (~~\$1,385x,xxx~~ starting in Federal Fiscal Year 2025) to MVP for Transportation in accordance with the "MPO Membership Fee & Dues Structure" approved by the Policy Board on ~~xxxxx~~ September 19, 2023.

ii. **Policy Board.** Participate as a member of the Policy Board.

iii. **Technical Committee.** Participate as a member of the Technical Committee.

##-iv. **Funding. Pursue funding opportunities to support transportation planning, projects and services.**

iv-v. **Project Planning & Programming.** Participate in the development and implementation of the TIP, MTP, PPP, and UPWP.

6. **EFFECTIVE DATE.** This MOU shall be effective when (1) all parties have signed the MOU, and (2) the Governor has provided approval for MVP for Transportation to operate as the MPO for the Matsu Valley- Wasilla-Knik-Fairview-North Lake, AK urbanized area.

7. **MODIFICATION.** Any amendments to this MOU must be done through action of the Policy Board. Any party may, upon written notice, request an amendment to the MOU by giving 30 days written notice to each of the other parties.

8. **TERMINATION.** This MOU may be terminated at any time by an action of the Policy Board given 30 days written notice to each party prior to the action. This MOU will remain in effect until terminated as provided in this clause, or until amended or replaced by a new MOU. In the case of dissolution of MVP for Transportation, Membership Fees will be reimbursed to each party within 60 days of the MOU termination date established by the Policy Board.

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**John Binder, Acting Central Region Director**  
Alaska Department of Transportation and Public Facilities

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**Date**

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**Edna DeVries, Mayor**  
Matanuska Susitna Borough

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**Date**

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**Glenda Ledford, Mayor**  
City of Wasilla

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**Date**

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**Steve Carrington, Mayor**  
City of Palmer

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**Date**

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**Alfred Teillman, President**  
Knik Tribe

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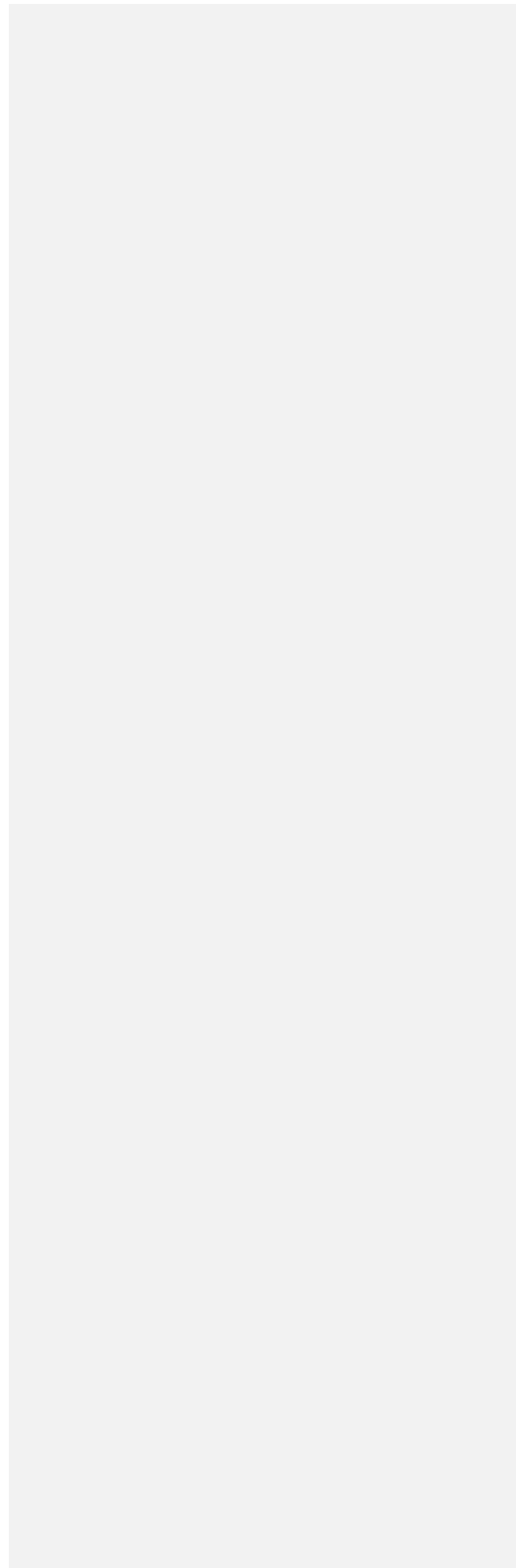
**Date**

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**Gary Harrison, Traditional Chief and Chairman**  
Chickaloon Village Traditional Council

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**Date**





August 15, 2023

Alaska Department of Transportation & Public Facilities  
Division of Program Development  
P.O. Box 112500  
Juneau, Alaska 99811-2500

Subject: Draft FFY 2024-2027 Statewide Transportation Improvement Program (STIP) Comments

To whom it may concern:

Thank you for the opportunity to comment on the Draft FFY 2024-2027 Statewide Transportation Improvement Program. These comments were approved by the Pre-MPO Policy Board on August 15, 2023.

MVP for Transportation understands that, in FFY 24-27 we will receive some portion of funds from the following:

<b>STIP NEED ID</b>	<b>Program</b>	<b>*Total Estimated FFY 2024</b>
17662	Community Transportation Program: Non-AMATS MPOs	\$8,414,128
33864	Transportation Alternatives Program: Non-AMATS MPOs	\$532,104
33863	Carbon Reduction Program: Non-AMATS MPOs	\$966,476

*\*FFY 2024 only shown for discussion purposes*

The funding listed in the tables for these programs reflect the apportionment for one MPO in Alaska in the 50,000 to 200,000 population category under the 2010 Census. With the designation of MVP for Transportation as the MPO to serve the newly Census-designated Urbanized Area expected by year-end, the Federal formula used in the FHWA apportionment table will need to include the MatSu urbanized area population in the 50,000 – 200,000 population category.

In general, MVP for Transportation would prefer to have its funding for the three programs listed above in a separate STIP Need ID instead of combined with FAST Planning's allocation. MVP for Transportation will be using the STIP to confirm its Transportation Improvement Program (TIP) allocations to ensure fiscal constraint when programming the TIP. We would appreciate the ability to clearly verify the funding in all relevant TIP years.

Sincerely,

The MVP Pre-MPO Policy Board

<b>M/V Mainliner Replacement Vessel</b>							STIP ID #:	33976	DOT Region	DOT: Marine Highways	<b>DRAFT</b>
Project Costs	2023	2024	2025	2026	2027	2028	2029	2030	Location	Alaska Marine Highway	
	\$10,739,520	\$26,760,480	\$0	\$0				\$350,000,000	Borough or Census Area	Alaska-wide	
Construction Year(s)	2030			Total Project Estimate '23-'30		\$387,500,000	Primary Funding	OFF- Other Federal Funds			

<b>M/V Matanuska Safety Improvement Project</b>							STIP ID #:	34209	DOT Region	DOT: Marine Highways	<b>DRAFT</b>
Project Costs	2023	2024	2025	2026	2027	2028	2029	2030	Location	Alaska Marine Highway	
	\$2,000,000	\$35,950,000	\$0	\$0					Borough or Census Area	Alaska-wide	
Construction Year(s)	2024			Total Project Estimate '23-'30		\$37,950,000	Primary Funding	OFF- Other Federal Funds			

<b>M/V Tazlina Crew Quarters</b>							STIP ID #:	33978	DOT Region	DOT: Marine Highways	<b>DRAFT</b>
Project Costs	2023	2024	2025	2026	2027	2028	2029	2030	Location	Alaska Marine Highway	
		\$25,000,000	\$0	\$0					Borough or Census Area	Alaska-wide	
Construction Year(s)	2024			Total Project Estimate '23-'30		\$25,000,000	Primary Funding	OFF- Other Federal Funds			

<b>M/V Tustumena Replacement Vessel</b>							STIP ID #:	30189	DOT Region	DOT: Marine Highways	<b>DRAFT</b>
Project Costs	2023	2024	2025	2026	2027	2028	2029	2030	Location	Alaska Marine Highway	
	\$0	\$70,000,000	\$280,000,000	\$0					Borough or Census Area	Alaska-wide	
Construction Year(s)	2025			Total Project Estimate '23-'30		\$350,000,000	Primary Funding	OFF- Other Federal Funds			

<b>Manley Bridge Replacement Milepost 150</b>							STIP ID #:	34262	DOT Region	DOT: Northern	<b>DRAFT</b>
Project Costs	2023	2024	2025	2026	2027	2028	2029	2030	Location	Manley	
	\$0		\$7,500,000						Borough or Census Area	Interior Region	
Construction Year(s)				Total Project Estimate '23-'30		\$7,500,000	Primary Funding	OFF- Other Federal Funds			

<b>Metropolitan Planning Organization (MPO) Planning</b>							STIP ID #:	6448	DOT Region	DOT: Alaska-wide	<b>DRAFT</b>
Project Costs	2023	2024	2025	2026	2027	2028	2029	2030	Location	Alaska-wide	
	\$3,677,382	\$3,500,000	\$3,500,000	\$3,500,000	\$3,500,000	\$3,900,000	\$3,900,000	\$3,900,000	Borough or Census Area	Alaska-wide	
Construction Year(s)				Total Project Estimate '23-'30		\$29,377,382	Primary Funding	PLNG - Statewide Planning Funds			

<b>Mooring System Improvements</b>							STIP ID #:	33967	DOT Region	DOT: Marine Highways	<b>DRAFT</b>
Project Costs	2023	2024	2025	2026	2027	2028	2029	2030	Location	Alaska Marine Highway	
	\$1,600,000	\$1,200,000	\$1,200,000	\$1,200,000	\$1,200,000	\$1,200,000	\$1,200,000	\$1,200,000	Borough or Census Area	Alaska-wide	
Construction Year(s)				Total Project Estimate '23-'30		\$10,000,000	Primary Funding	STBG - Surface Transportation Block Grant			

## Community Transportation Program: non-AMATS MPOs

The Community Transportation Program is a state-wide initiative and this specific program awards projects to Metropolitan Planning Organizations (MPOs) with populations under 200,000. Review individual MPO Transportation Improvement Program (TIP) for projects.

STIP #	17662
Location	Alaska-wide
System	Alaska-wide
Region	Community Transportation

	2023*	2024	2025	2026	2027	2028*	2029*	2030*
Federal	\$7,196,075	\$7,109,729	\$7,109,729	\$7,109,729	\$7,109,729	\$7,109,729	\$7,109,729	\$7,109,729
Match	\$714,307	\$705,737	\$705,737	\$705,737	\$705,737	\$705,737	\$705,737	\$705,737
TOTAL	\$7,910,382	\$7,815,466	\$7,815,466	\$7,815,466	\$7,815,466	\$7,815,466	\$7,815,466	\$7,815,466

\*The STIP is fiscally constrained over the years '24 -'27. For reference, '23 is included and the years '28 -'30 are illustrative.

	2023*	2024	2025	2026	2027	2028-2030*
Multiple	\$7,910,382	\$7,815,466	\$7,815,466	\$7,815,466	\$7,815,466	
Planning	\$0	\$0	\$0	\$0		\$0
Misc	\$0	\$0	\$0	\$0		

Geographic Area
Alaska-wide
Strategic Investment Area
Economic Vitality

Program Estimate '23-'30	\$62,618,644
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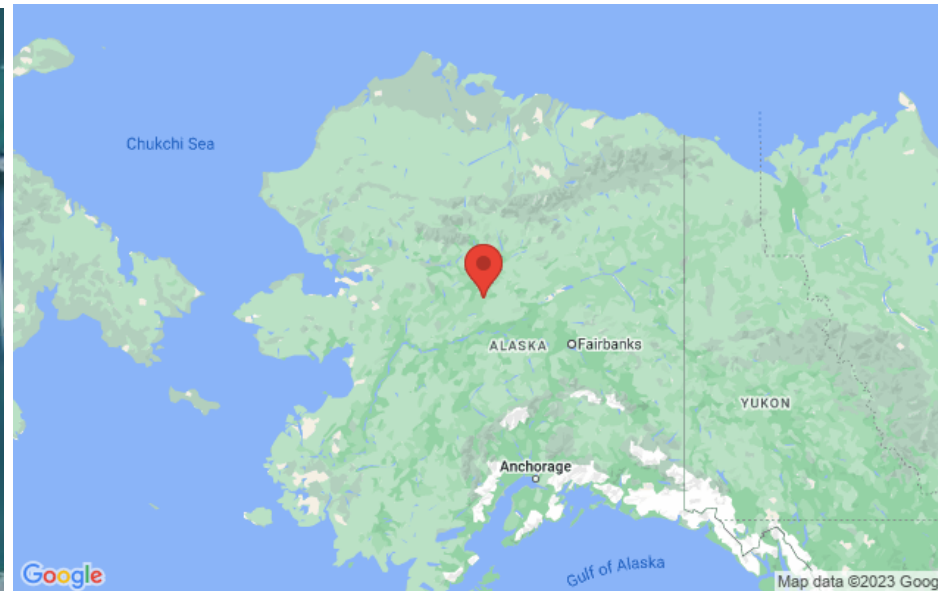
## STIP 2024-2027: PROGRAMS

Sources of Funding			
Primary Funding	STBG - Surface Transportation Block Grant		
Sub Funding	STBG 50-200		
% Federal	90.97%	% Match	9.03%
State Match	\$1,411,473	Local Match	\$1,411,473
NHPP	\$0	Toll Credits	\$0
STBG >200k	\$0	HIP-22	\$0
STBG 50-200K	\$28,438,918	HIP-23	\$0
STBG 5-50k	\$0	SA	\$0
STBG <5k	\$0	S154	\$0
STBG Flex	\$0	S164	\$0
TAP >200K	\$0	SPR	\$0
TAP 50-200K	\$0	URPL	\$0
TAP 5-50K	\$0	RES	\$0
TAP <5K	\$0	RTP	\$0
TAP Flex	\$0	PROTECT	\$0
CRP >200K	\$0	NEVI	\$0
CRP 50-200K	\$0	FBF	\$0
CRP 5-50K	\$0	CMAQ-M	\$0
CRP <5K	\$0	VRU	\$0
CRP Flex	\$0	S&A-SPR	\$0
DBE	\$0	S&A-Metro	\$0
OJT	\$0	RAIL	\$0
OSF	\$0	CMAQ-F	\$0
ILLU	\$0	NHFP	\$0
AC	\$0	5310	\$0
OFF	\$0	5311	\$0
		5339	\$0

2024-2027 Statewide Transportation Improvement Program (STIP)

**3 ways to comment on the STIP:**

- ONLINE** at [dot.alaska.gov/stip](https://dot.alaska.gov/stip) or scan this QR code:
- TEXT** STIP to 855-925-2801
- CALL** 855-925-2801 & use PIN 2191 to leave a message



**DRAFT for Public Comment**





## **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>
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<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)

	<b>\$ 27,113</b>
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**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.*

## FFY2024 Metropolitan Planning Funds Distribution

### Part A Formula Distribution\*

			<i>Projected</i>				
			FFY2024				
			Federal	Match	Sub-Total	Less ICAP^	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>Estimated 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

			<i>Projected</i>				
			FFY2024				
			Federal	Match	Sub-Total	Less ICAP	Total
<b>Estimated Section 5303 Funds, at 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>

			<i>Projected</i>				
			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>	-\$158,692	<b>\$2,340,391</b>
FAST Planning Total		19.09%	<b>\$651,351</b>	<b>\$64,655</b>	<b>\$716,006</b>	-\$45,466	<b>\$670,540</b>
MVP Total		14.29%	<b>\$487,575</b>	<b>\$48,398</b>	<b>\$535,973</b>	-\$34,034	<b>\$501,939</b>

### Part B Unobligated PL Funds Balance

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

#### Footnotes

\*This Formula Distribution replaces the previously used formula adopted in 2014.

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

^The Federal Highways ICAP rate has been established at 6.35% for SFY2024.



## MVP For Transportation 2023 Adjusted Timeline

ACTION	DUE DATE	REVISED DATE	COMMENTS
Resolutions of support for MVP Board of Directors	May 2023	August 2023	Received from Knik Tribe, City of Wasilla, and Chickaloon Native Village. Awaiting from other entities.
Finalize Operating Agreement Document	May 2023	<del>July</del> August 2023	Still being reviewed by the State DOT&PF.
Finalize MVP Bylaws	May 2023	<del>July</del> August 2023	Still being reviewed by the State DOT&PF.
Finalize Boundary Map	May 2023	<del>July</del> August 2023	Final boundary packet sent to SC/PB on 6/30/23 for review and comment. Expected approval in August.
Submit Operating Agreement Packet to the Governor	June 2023	September 2023	Must include completed Resolutions of support, approved Operating Agreement, Bylaws, and final MPA Boundary Map.
MVP for Transportation Designation by Governor	August 2023	December 2023	Funds originally expected to be appropriated October 2023.
File Non-Profit Articles of Incorporation with the State, complete IRS Form SS-4 for EIN, obtain city and state business licenses, open bank account	September 2023	<del>TBD</del> October 2023	Needs to be completed before funds are received.
MVP for Transportation Ready to Receive Federal Operations Funding	October 2023	<del>October 2023</del> TBD	Needs to occur after articles of incorporation are filed with state, EIN is received, business licenses obtained, and bank account opened.
<u>Hire MPO Coordinator</u>	<u>November 2023</u>	<u>November 2023</u>	<u>Hire temporary full-time coordinator through FAST Planning</u>
<u>Adopt personnel and fiscal policies</u>	<u>Spring 2024</u>	<u>Spring 2024</u>	<u>Needs to be completed before advertising for staff.</u>
Hire Staff and open the MVP office	Winter 2023	<del>TBD</del> Summer 2024	Need to be approved/officially designated by Governor and have funds first.

## MVP For Transportation 2023 Adjusted Timeline

File IRS Form 1023 for tax exempt status	Within 27 months of official formation (assumed Sept 2023) December 2025	<del>TBD</del> <u>Must be completed by December 2025</u>	In general, an organization must file its exemption application within 27 months from the end of the month in which it was formed. If it does so, it may be recognized as exempt back to the date of formation.
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