MVP for Transportation MPO Policy Board Meeting

Representatives:
Bob Charles – Knik Tribe **(Secretary)**
Edna DeVries, Mayor - MSB
Glenda Ledford, Mayor – City of Wasilla **(Chair)**
Brian Winnestaffer - Chickaloon Native Village
Mike Brown - MSB
Sean Holland - DOT&PF **(Treasurer)**
Steve Carrington, Mayor – City of Palmer **(Vice Chair)**

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Phone Conference ID: 568 381 409#

Minutes
Wednesday, July 23rd, 2025
1:30-3:00 pm

Meeting Location
Alaska DOT Mat Su District Office at 500 S Seward Meridian Pkwy, Wasilla, Alaska
There is limited parking at the building's main entrance; an overflow parking lot is adjacent to the south.

1. Meeting called to order and Roll Call

   The meeting was called to order at 1:30 pm by Chair Glenda Ledford.

   Members Present
   Bob Charles, Knik Tribe (joined after roll call)
   Edna DeVries, MSB
   Glenda Ledford, City of Wasilla
   Brian Winnestaffer, Chickaloon Native Village
   Mike Brown, MSB
   Sean Holland, Alaska DOT&PF
   Kolby Zerkel, City of Palmer (sitting in for Mayor Carrington)

   Members Absent
   Steve Carrington, City of Palmer (represented by Kolby Zerkel)

   Visitors Present
   Adam Bradway, Alaska DOT&PF
   Kelsey Anderson, RESPEC
   Kim Sollien, MVP Executive Director

2. Consent Agenda **(Action Item)**
   a. Approval of the July 23rd, 2025, Agenda
   b. Approval of the June 24th, 2025, Minutes

   *Motion to approve the consent agenda and meeting minutes (**Charles**), seconded. Approved unanimously.*

3. Committee/Working Group Reports
   i. Staff Report
      - Schedule of Topics

   Kim Sollien provided a comprehensive staff report highlighting:

- Staffing Update: Completed interviews for office manager and communications manager positions. Looking forward to making offers to increase capacity.
- Public Participation Plan: Worked closely with RESPEC on updating the public participation plan, with significant contributions from Angie, Elise, Kelsey, and Megan.
- Technical Committee Updates: Added Technical Committee action items to the agenda format so Policy Board can see what they reviewed and voted on.
- Metropolitan Transportation Plan (MTP): Significant time spent with RESPEC on technical work including reviewing existing conditions, crash data, pavement data, and travel time data. Meeting held with RSG (sub-consultant) regarding travel modeling.
- Business Operations: Applied for state business license; continuing search for office space as staff currently work remotely.
- Community Engagement: Met with Melissa Tofflin from Mat-Su Crisis Response Team regarding public transit and ride options for mental health services.
- STIP Amendment #2: Amendment was approved; received letters from Commissioner's office and Federal Highways/FTA approving the STIP.
- Website Updates: RESPEC and Anjie spent significant time updating MVP's website to make it more user-friendly in preparation for MTP public involvement.
- Audit Preparation: Drafted scope of services for the organizational audit.

ii. Financial Report

Kim Sollien presented financial report covering April through June 2025:

- Working with controller CPA from Foraker Group to organize budget and track expenses/revenue
- Report shows partial financial picture as FAST Planning served as fiscal sponsor for two quarters starting October 1st
- Current funding includes capital float from cities/borough/tribes, expected DOT membership fee, from the legislative grant funds (pending insurance resolution), and revenue above direct costs
- Billing structure: Direct personnel hours billed to DOT plus 115% indirect cost rate
- The balance sheet shows current assets and accounts receivable
- Organization has sufficient funds; hasn't opened an office or hired additional staff yet
- Future reports will be quarterly to align with the DOT reporting schedule
- CPA available to present a detailed financial review at future meetings if requested

No questions were raised about either report.

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

   None.

5. Technical Committee Action Items from the July 8th meeting
   a. Review and Recommend to the Policy Board Approval of the Public Participation Plan Update for 45-day Public Review Period (*Action Item*) Motion to approve with administrative edits by Adams, seconded, passed unanimously
   b. Request for Scoping Comments Engstrom Road North Extension to Tex-Al Drive (*Action Item*) Motion to approve by Tucker, seconded by, passed unanimously
   c. Sign, Lighting, and Intersection Asset Management Plan Timeline and Match. Request to use the Legislative Grant for nonfederal match (*Action Item*). Motion to approve by Tucker, seconded, passed unanimously

6. Action Items

a. Approval of the Public Participation Plan Update for 45-day Public Review Period (**Action Item**) **Recommended Motion:** *Motion to approve the Public Participation Plan Update be released for 45-day Public Review Period*

   *Motion to approve the Public Participation Plan Update be released for 45-day Public Review Period (**Winnestaffer**), seconded. Passed unanimously.*

b. Pavement, Sign, Lighting, and Intersection Asset Management Plan Match request to use the Legislative Grant to cover the match (**Action Item**). **Recommended Motion:** *Motion to approve $99,330 from the Legislative Grant to cover the nonfederal share of Pavement, Sign, Lighting, and Intersection Asset Management Plans.*

   *Motion to approve $99,330 from the Legislative Grant to cover the non-federal share of Pavement, Sign, Lighting, and Intersection Asset Management Plans (**Winnestaffer**), seconded. Passed unanimously.*

c. Statewide Transportation Improvement Program (STIP) Amendment #2 Memo to Commissioner Anderson. (**Action Item**) **Recommended Motion:** *Motion to approve sending additional comments and questions to Commissioner Anderson about Amendment #2*

   *Original motion was withdrawn. Motion to direct Kim to review STIP Amendment #2 with existing questions and bring formal comments back to August meeting for Policy Board approval (**Ledford**), seconded. Passed unanimously.*

d. Website and Social Media Design proposal for MVP **(Action Item) Recommended Motion**: *Motion to approve the professional services agreement with the staff recommended design firm to update the website and build design tools to support MVP's social media and public outreach.*

   Kim Sollien presented staff report on need for communications firm support:
   - Need to build website capacity and establish social media presence
   - Received four proposals: MSI Communications, Rising Tide Communication, Spruce Designs, and Element Agency
   - Staff recommendation: Element Agency at $23,600 (local firm, reasonable budget, familiar with Mat-Su area)
   - Funding available in professional services ($30,000 budgeted, ~$2,000 spent) and advertising ($26,000 budgeted, ~$1,000 spent) categories

   *Motion to approve professional services agreement with Element Agency (motion as amended), (**Holland**); seconded. **Passed unanimously.***

e. Metropolitan Transportation Plan (MTP) Scope and Budget Update **(Action Item) Recommended Motion:** Motion to approve the use of the Legislative Grant to cover the nonfederal share of the MTP scope and budget update.

   Kim Sollien explained need for travel demand model recalibration:
   - RSG identified 15% inflation in average daily trips data
   - Recalibration needed for accurate project assessment
   - Estimated additional $30,000 federal funds with ~$5,000 match required
   - Will request up to $50,000 from unobligated planning funds held by DOT

*Motion to approve the use of the Legislative Grant to cover the non-federal share of the MTP scope and budget update (**Charles**), seconded. **Passed unanimously.***

7. Possible Executive Session
    a. Staffing update
    b. Emerging issues

Executive session was held to discuss:
- Staffing update
- Emerging issues

*Motion to approve Kim hiring additional staff (**Winnestaffer**), seconded. **Passed unanimously.***

Mike Brown commented for the record: "I do support hiring additional staff, but I do want to keep an eye on the sustainability of that over time and ideally have staffing fit within the planning funds and that it not be augmented by funds coming from other categories to support transportation in the Mat-Su."

8. Old Business

None.

9. New Business

None.

10. Other Issues
    a. Title VI Training Schedule

    Kim Sollien reported that she and Anjie Goulding will attend Title VI training August 18th and 19th. Anti-discrimination training will be brought to Policy Board as required by Title VI plan.

    b. MTP Project Goals and Objectives Work Session Special Meeting

    Special meeting with Technical Committee planned for first week of August (not yet scheduled). Policy Board members welcome to attend.

11. Informational Items
    a. MVP Technical Committee Scoping Comments Engstrom Road North Extension to Tex-Al Drive submitted to HDL on July 9th
    b. Secretary of Transportation Letter: President Trump's agenda to end illegal discrimination, inefficient climate change policy, and other harmful initiatives in federal programs.

12. Policy Board Comments

Mike Brown reiterates his support for hiring additional staff while emphasizing the importance of long-term sustainability within planning funds.

13. Adjournment

*Motion to adjourn (**Winnestaffer**), seconded. Passed unanimously.*
The meeting was adjourned at 3:00 pm.

Next Scheduled MPO Policy Board Meeting – **August 27th**, from 1:30 pm to 3:00 p.m. to be held via Microsoft TEAMS and at the Alaska DOT MatSu District Office at 500 S Seward Meridian Pkwy, Wasilla, Alaska