

MVP for Transportation MPO Policy Board Meeting

Representatives:

Bob Charles – Knik Tribe
Edna DeVries, Mayor - MSB
Glenda Ledford, Mayor – City of Wasilla
Brian Winnestaffer - Chickaloon Native Village
Mike Brown - MSB
Sean Holland - ADOT&PF
Steve Carrington – Mayor, City of Palmer



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+1 605-937-6140 (U.S. Sioux Falls)

(844) 594-6237 (toll-free)

Phone Conference ID: 959 952 654#

Agenda

Tuesday, June 18th, 2024

2:00-3:30pm

- A. Meeting called to order
- B. Introduction of Members and Attendees
- C. Approval of the June 18th, 2024, Agenda – **(Action Item)**
- D. Approval of the May 21st, 2024, Minutes – **(Action Item)**
- E. Approval of the May 22nd, 2024 Special Meeting Minutes **(Action Item)**
- F. Committee/Working Group Reports (Including the Staff Report)
 - 1. Staff Report
- G. Voices of the Visitors (Non-Action Items)
 - 1. North Lakes Community Council Resolution for the Bogard Corridor
- H. Old Business
 - 1. Statewide Transportation Improvement Program Update
 - 2. Social Media Policy
 - i. MSB Social Media Policy Review
 - 3. Unified Planning Work Program **(Action Item)**
 - 4. Program of Projects **(Action Item)**
 - 5. Fiscal Policy
- I. New Business
 - 1. Policy Board Proxy Voting Discussion **(Action Item)**
 - 2. Policy and Procedure: Alaska DOT&PF Comprehensive, Continuing, and Cooperative (3C) **(Action Item)**
 - 3. Improvement Program Policy **(Action Item)**
 - 4. Jennifer Busch Technical Committee Application for Public Transit **(Action Item)**
- J. Other Issues
- K. Informational Items
 - 1. Transit Update – presented by Maija DiSalvo, Mat-Su Borough
 - 2. Articles of Incorporation/Non-Profit Organization Paperwork Update
- L. Policy Board Comments

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M. Adjournment

Next Scheduled MPO Policy Board Meeting – **July 16th**, to be held via Microsoft TEAMS Meeting

MVP for Transportation MPO Policy Board Meeting

Representatives:

Bob Charles – Knik Tribe
Edna DeVries, Mayor - MSB
Glenda Ledford, Mayor – City of Wasilla
Brian Winnestaffer - Chickaloon Native Village
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Minutes

Tuesday, May 21st, 2024

2:00-3:30pm

A. Meeting called to order

The meeting was called to order at 2:04 pm with a quorum.

B. Introduction of Members and Attendees

Members Present

Sean Holland, Alaska DOT&PF
Steve Carrington, City of Palmer
Edna DeVries, MSB
Mike Brown, MSB
Brian Winnestaffer, Chickaloon Native Village
Bob Charles, Knik Tribe
Glenda Ledford, City of Wasilla

Members Absent

None

Visitors Present

Elise Blocker, RESPEC
Erich Schaal, City of Wasilla
Alex Strawn, MSB
Kim Sollien, MVP MPO Coordinator
Kaylan Wade, Chickaloon Native Village
Megan Flory, RESPEC
Donna Gardino, Gardino Consulting Services
Clint Adler, Alaska DOT&PF
Sharon Johnson, Senator Wilson's office
Ben White, Alaska DOT&PF
Brian Lindamood, ARRC
Jackson Fox, FAST Planning
Luke Bowland, Alaska DOT&PF
Adam Bradway, Alaska DOT&PF
Katherine Keith, Alaska DOT&PF
Julie Jenkins, FHWA

C. Approval of the May 21st, 2024, Agenda – (Action Item)

MVP for Transportation MPO Policy Board Meeting

*Motion to approve the May 21st, 2024 agenda (Winnestaffer), seconded. No edits.
Passed unanimously.*

D. Approval of the April 16th, 2024, Minutes – (Action Item)

*Motion to approve the April 16th, 2024 minutes (Winnestaffer), seconded. No edits.
Passed unanimously.*

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

1. Staff Report

The Staff report is in the packet. Kim Sollien provided a summary of what is included in the staff report and discussed the Meeting Schedule of topics. Kim Sollien went to the AMPO conference and attended workshops. The MPO is currently looking for office space and space to host regular meetings. Tomorrow, there is a special meeting at the Mat-Su Health Foundation office. The MPO would like to have all meetings there until September 2024. The bylaws are currently being updated. Kim will be meeting with MSB GIS staff to create a GIS map viewer for the MPO. Kim reached out to Adam Moser for a letter, to request match funding.

Bob Charles: Can you give us an idea of when we should plan to discuss preventative maintenance?

Kim Sollien: We met with Alaska DOT&PF and went through the process of generating some projects. We will be going over that in more detail tomorrow.

Donna Gardino: The reason why we are having the special meeting tomorrow is Alaska DOT&PF wanted to get the STIP amendment out in two weeks. We want to provide information to you and go over what is being proposed.

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

None

G. Old Business

a. Statewide Transportation Improvement Program Update

Adam Bradway provided an update on the status of the STIP. Alaska DOT&PF is working on a list of projects for MVP. The STIP amendment is planned to go out on June 1st, 2024. The sooner MVP can get projects to Alaska DOT&PF the sooner the projects can get programmed. The meeting tomorrow will have a rough map.

Bob Charles: I wonder if Alaska DOT&PF could create a web link for MVP MPO that would lead to a dashboard in the STIP?

Adam Bradway: We had talked about that.

Katherine Keith: We didn't do that in the last round. We can provide a link. Great idea.

Donna Gardino: MVP provided extensive comments on the Alaska DOT&PF's 3C procedures. The general desire is to have something shorter. She expressed concern as to whether funds will be obligated for 2024 in the STIP amendment.

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Katherine Keith: It is a 30-day comment period. Alaska DOT&PF is also concerned about the timeline for the August redistribution. We can strategize projects tomorrow.

H. New Business

a. Amended and Restated Articles of Incorporation (**Action Item**)

*Motion to approve the Amended and Restated Articles of Incorporation (**DeVries**) seconded. All in favor. The motion passed unanimously.*

Kim Sollien provided a summary of the changes.

Sean Holland: We named the person and not the position, so we have to change it every time someone changes?

Kim Sollien: We will be updating the bylaws.

Donna Gardino: All you have to do is submit a notice of change to the state.

Sean Holland: What is the general timeline?

Kim Sollien: We need to submit paperwork to be a non-profit and we expect it will be a couple of days for formal determination. At that point, we could hire staff but we need to go through the policies. By the end of September, we will have staff and a transportation planner.

b. Metropolitan Transportation Plan Scope of Services (**Action Item**)

*Motion to approve the Metropolitan Transportation Plan Scope of Services (**Winnestaffer**), seconded. All in favor. The motion passed unanimously.*

Mike Brown: What is the next step for Scope of Services?

Kim Sollien: Adam Bradway can begin an RFP; Adam will manage finding a consultant. We still need to obtain the match.

Adam Bradway: Alaska DOT&PF is shown as the contract manager. We will set up the federal project, accounting, and setup.

c. Title VI Plan draft public comment release (**Action Item**)

*Motion to approve the Title VI Plan draft for public comment (**Winnestaffer**), seconded. All in favor. Passed unanimously.*

Mike Brown: Was this modeled from FAST

Kim Sollien: Several examples were used and coordinated with the Alaska Civil Rights Office.

d. Review Fiscal Policy and discuss Finance Committee

Kim Sollien provided an overview of the Fiscal Policy and a discussion on creating a Fiscal Committee.

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Mike Brown: I prefer for the whole board to be fiscally involved, and then establish a committee later.

Bob Charles: This looks like an abbreviated fiscal policy. It might be worthwhile to have a 3rd party CPA review it.

Glenda Ledford: The board needs to be the finance committee. The public will want to know about the money.

Steve Carrington: I agree, we need consistency with finance. We need to get a sense of what we are doing before we create a finance committee.

e. Adopt Social Media Policy (Action Item)

Motion to adopt the Social Media Policy (DeVries), seconded. MVP doesn't have social media yet. A social media policy will help reach the public. Motion to postpone adoption of the Social Media Policy (DeVries), seconded. The motion was postponed to the June meeting.

Edna DeVries: Either McCabe or his staff member blocked someone. I am not sure if he has been sued.

Glenda Ledford: McCabe has been sued.

Erich Schaal: We can elevate issues to the social media platform. The correct action is to post correct information.

Brian Winnestaffer: Can we disable comments but open debate publicly?

Steve Carrington: Agreed. Not having comments available at first would be a good way to start.

Glenda Ledford: Can we direct people to public meetings?

Mike Brown: I defer to being more transparent. Can we include not commenting on member organizations? We need to have an archiving service with social media.

Edna DeVries: Do we want an amendment or come back?

Kim Sollien: There will be many opportunities for the public comment. Kim wants to rework the policy and bring it back at next meeting.

I. Other Issues

MVP needs to update the bylaws. Propose to have an executive committee. The Open Meetings Act does not apply to non-profits. Propose spelling out notices in the bylaws.

Mike Brown: I would like to discuss proxy voting since some of us have scheduling issues with this time slot. We could designate a specific proxy.

Kim Sollien: We can pick a different day to have meetings.

Glenda Ledford: Can we do it earlier?

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Kim Sollien: Yes.

Steve Carrington: The option to have a proxy would be handy in the future.

Edna DeVries: The only challenge going earlier is the Wasilla chamber. Could we move it to the second Tuesday?

Kim Sollien: Do we want individual items on the next agenda? Tomorrow we are having a special meeting. We need a quorum of the PB.

J. Informational Items

a. Transit Update – presented by Maija DiSalvo, Mat-Su Borough

Maija DiSalvo could not attend the meeting.

Kim Sollien provided a summary of transit funding and an extension. DOT is currently working on the request. Tribes have more access to federal funding.

K. Policy Board Comments

Bob Charles: I won't be available for the meeting tomorrow.

L. Adjournment

Motion to adjourn (Holland), seconded. The meeting was adjourned at 3:35 pm.

Next Scheduled MPO Policy Board Meeting – **June 18th**, to be held via Microsoft TEAMS Meeting

MVP for Transportation MPO Special Policy Board Meeting and STIP Project Work Session

Representatives:

Bob Charles – Knik Tribe
Edna DeVries, Mayor - MSB
Glenda Ledford, Mayor – City of Wasilla
Brian Winnestaffer - Chickaloon Native Village
Mike Brown - MSB
Sean Holland - DOT&PF
Steve Carrington – Mayor - City of Palmer



Microsoft Teams

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Meeting ID: 277 878 282 042
Passcode: JSKEVU

Meeting Location

Mat-Su Health Foundation Office
777 N Crusey Street, Wasilla AK 99654
Prevention Room

Minutes

Wednesday, May 22nd, 2024
1:00-2:30pm

A. Meeting called to order at 1:10pm

B. Introduction of Members and Attendees

Policy Board Members Present

Edna DeVries, MSB
Glenda Ledford, City of Wasilla
Brian Winnestaffer, Chickaloon Native Village
Mike Brown, MSB
Sean Holland, DOT&PF
Steve Carrington, City of Palmer

Technical Committee Members Present

Stuart Leidner, Mobility Advocate
Tom Adams, MSB
Ben White, DOT&PF
Brian Winnestaffer, Chickaloon Native Village
Lawerence Smith, Trucking Advocate
Brian Lindamood, ARRC
Crystal Smith, MSBSD
Yemi Alimi, ADEC
Dan Tucker, RSA Representative
Erich Schaal, City of Wasilla
Jude Bilafer, City of Palmer
Clint Adler, DOT&PF

Members Absent

Bob Charles, Knik Tribe (Policy Board and Technical Committee)
Alex Strawn, MSB (Technical Committee)
Randy Durham, MSB TAB (Technical Committee)

Guests Present

Kim Sollien, MVP Coordinator
Chris Bentz, DOT&PF
Katherine Keith, DOT&PF

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Adam Bradway, DOT&PF
John Linnell, DOT&PF
Elise Blocker, RESPEC
Donna Gardino, Gardino Consulting Services
Natalie Lyon, RESPEC

C. Approval of the May 22nd, 2024, Agenda – (Action Item)

Moved by Devries, none opposed.

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

None

E. New Business

1. Work Session Presentation

- I. Policy and Procedure: Local Match for Capital Improvement Projects
- II. Memorandum of Agreement for Local Match Contribution

2. Program of Projects (Action Item)

Donna Gardino presented “MVP for Transportation FFY 24 and 25 Sub-Allocation Proposal: Special Meeting,” located in the meeting packet. Because MVP is a new MPO, it does not yet have a TIP that can be included by reference in the STIP. The STIP contains a ledger with information about the MVP sub-allocations (Surface Transportation Block Grant Program, Transportation Alternative Program, Carbon Reduction Program for FFY24-FFY27).

Member Questions

Adam Bradway clarified that the information presented in this meeting regarding sub-allocation funding is not what the TIP will look like when it is developed. The TIP will include all funding sources for all planned funding years.

Brian Lindamood stated ARRC submitted information in April regarding the railroad projects for the MVP TIP, which is not shown in the meeting packet. Kim Sollien stated the information was not received and requested it be resent. Adam Bradway reiterated that MVP does not have a TIP, so the sub-allocation information will not include every project. Lindamood confirmed understanding.

Tom Adams requested confirmation that since MVP does not have a TIP, the MPO cannot directly receive the funding being discussed, but MVP is collaborating with DOT&PF to direct programming of the equivalent funds that the organization would receive if it had a TIP. Donna Gardino and Adam Bradway confirmed.

Brian Winnestaffer asked if MVP would be taking funds from other MPOs or if additional funds were coming into the state for the new MPO. Katherine Keith answered that funding was shifted based on the 2020 Census data, so no group is losing funding.

Donna Gardino explained that the draft Program of Projects spreadsheet was updated, and the most recent version was not included in the packet. The

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updated draft Program of Projects was shared on the meeting screen. Gardino explained the proposed programming.

Brian Lindamood and Adam Bradway clarified that since MVP does not have a TIP yet, MVP's projects are included in the STIP to be programmed by DOT&PF.

Stuart Leidner asked about the project for a roundabout at Bogard and what plans were in place to address that area and the increased congestion, and how those plans could tie into the draft Program of Projects. There is increased traffic near Finger Lake and Leidner anticipates increased crashes. Adam Bradway stated that this is a complicated project and that the Program includes a project for a "piecemeal" solution in that area, which does have a history of crashes. Multiple funding sources are being used to address concerns in the Bogard Road area. Leidner reiterated that line of sight issues needs to be addressed and thanked Bradway for the clarification.

Crystal Smith stated that the school board is supportive of most of the proposed projects, especially the pedestrian-focused ones, and suggested adding something for winter maintenance. Donna Gardino explained that federal funding can only be used for capital improvements and all projects need to establish a maintenance agreement with the state. An example agreement is included in the meeting packet.

Steve Carrington asked if paving gravel roads would count as a capital improvement project for the Improvement Program. Donna Gardino answered yes, if the road is just going from gravel to paved. A local sponsor would have to pay a 9.03% match with a 15% contingency. Gardino requested City of Palmer send any projects they want included in the improvement project.

Tom Adams stated concern that the projects proposed by MSB were taking MVP funding when they would have been funded by the state otherwise and that the borough may be taking too large a share of the MVP funding. MSB submitted an initial list of projects and then provided more when the Policy Board was informed that there was still funding left to be allocated. Adams asked for clarification about funding sources and allocations, given that the STPG funds are serving as MVP funds and the MSB already pursued TAP and CTP grants separately from MVP. Donna Gardino stated that it is correct that the state was planning on funding some of the projects, such as the Bogard Road project, from statewide funding rather than MPO funding. Gardino explained that because of the deadline to add projects to the STIP, it is not clear if any new projects will be approved in the amendment, so including projects that are already in the STIP provides greater assurance that the projects will receive the funding. Gardino stated that MVP cannot create projects for FFY24 given the timeline to submit projects, so the Policy Board stakeholders were asked to submit projects that were ready to receive funding in FFY24 and the following three years.

Tom Adams suggested that MVP funds should go to projects proposed by MVP stakeholders, and that the Fishhook project proposed by DOT&PF should be funded with by a different source available to DOT&PF. Adams also asked for clarification as to why the Fishhook project was programmed

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for FFY25 and not FFY24 if it is shovel ready. Adams proposed moving the Fishhook project to FFY24 and shifting the projects currently programmed for FFY24 to FFY25 to avoid possible expiration of funds before the projects are ready. Donna Gardino stated that MVP was told the Fishhook project would not be ready for obligation by August and could not be programmed for FFY24. Adams reiterated that the projects currently programmed for FFY24 have been described as heavy lifts and difficult to get started by the end of the fiscal year. Gardino agreed. Clint Adler clarified that DOT&PF suggested that project because they were not sure DOT&PF would be able to fund it otherwise. Adams reiterated that MVP is going to waste a year of funding if the FFY24 projects cannot be started within the next few months. Adler said yes, but that MVP should also not leave money on the table. Adams asked if the Fishhook project could be programmed for FFY24 if it is shovel ready. Adler stated it could not be done. Adam Bradway clarified that money cannot be requested for obligation before the project is ready for those funds.

Tom Adams requested clarification regarding whether the funds currently programmed for FFY24 could be obligated in time. Another member stated that design funds for projects could be obligated for FFY24. Adams reiterated that MVP needs to clarify whether funds programmed for FFY24 can be obligated by October or transfer those dollars to FFY25. Donna Gardino said MVP needs clarification on what happens to funds if the STIP amendment does not get approved. Gardino explained MVP originally proposed moving FFY24 funds to FFY25 to allow for a more thoughtful process.

Someone asked for clarification regarding whether the \$2.5 million programmed for the Bogard Road Reconstruction project needed to be spent by October. Donna Gardino clarified it only needed to be obligated, meaning MVP would request authority to proceed. Tom Adams said that the borough needs to complete maintenance and match agreements prior to obligating funds, which are already being discussed. MSB will also need to provide the matching funds for the Seldon project. Gardino asked whether the match agreement would need to go through assembly again. Adams said yes it would. Gardino asked if that would take two months. Adam Bradway stated that the timeline should work, and it will be challenging to get everything out in FFY24, but MVP should fill up the FFY24 bucket so the organization has the ability to go after the projects if they can. MVP may need to go through this process again to move funds around, but DOT&PF is requesting a proposal for what the organization wants to spend money on for the next few years.

Dan Tucker asked for clarification about RSA contracts in relation to pedestrian improvements and maintenance and whether there is example language for RSA contracts to include for contractors to meet the requirements of the grant to ensure there is maintenance to the specification required. Tucker also stated RSAs will need to figure out how to budget for these requirements. Donna Gardino referred to the maintenance agreement in the packet and stated that if DOT&PF Central Region uses a different maintenance or match agreement, MVP will need to get it. Tucker said the current maintenance agreement with the borough does not include anything that would specifically address the requirements imposed by the acceptance of STIP funds. Tom Adams responded that the current agreement between the borough and DOT&PF states that the borough is responsible for

MVP for Transportation MPO Special Policy Board Meeting and STIP Project Work Session

maintenance and DOT&PF is not obligated to provide maintenance. Adams stated that the improvement projects should reduce maintenance costs in the long run. Tucker clarified that recent contracts had specific details that would impact thousands of dollars in annual contracts.

Kim Sollien announced that the room was only reserved until 3pm and the group would need to vacate as there was another reservation following the meeting. Sollien asked whether anyone on the Policy Board would like to hear more information about the proposed projects from Adam Bradway or Tom Adams.

Erich Schaal requested that the MVP Improvement Program budget be increased if possible and the cities would submit projects they did not realize would be eligible. Schaal asked for clarification on how detailed the project descriptions need to be. Sean Holland stated that project selection for the Improvement Program should be data driven. Donna Gardino stated that MVP would need a facility name, termini, description, anticipated work to be done, and ideally a map. There was discussion about the need for identifying termini. Gardino explained that MVP staff would be presenting a policy for the Improvement Program and that the projects are not required to go through a scoring process. Gardino stated that the Fairbanks MPO has used the process of discussing priorities as a group and then submitting those priorities to DOT&PF once the Policy Board has made a decision and that that has worked well for that MPO. Tom Adams asked why the Improvement Program does not have funds programmed for FFY25. Gardino explained that DOT&PF will need to review all of the proposed projects to determine which ones are eligible, and then the Policy Board will review the eligible projects to prioritize them. The second and third tier priority projects would be programmed for FFY25 and FFY26, respectively. Adams reiterated that no funds are programmed after FFY24 and Gardino responded that the \$1 million for design in FFY24 is sufficient at this time. Adams stated that the borough has half a dozen projects that would absorb all of that funding and other stakeholders will be submitting projects, as well. Adams said at least \$1 million should be programmed every year for the Improvement Program. Gardino stated there is \$1.4 million left in FFY25 that can be programmed for design.

Gardino explained that FFY25 was not the priority because DOT&PF has stated they will do a STIP amendment every quarter, so FFY25 funds can be programmed in a later amendment. Steve Carrington suggested another meeting should be scheduled to continue this conversation. Gardino recommended the current meeting should not be adjourned so it can be continued later. Holland agreed with Gardino that FFY24 should be sorted out and there will be another opportunity for programming later years, but the Program of Projects should be sent to the STIP team as soon as possible. Holland suggested voting on the Program of Projects today. Jude Bilafer asked for clarification because it had been stated that the stakeholders had until June 1 to nominate projects and that the cities had projects, they did not realize were eligible because they had received guidance that said otherwise because the allocation of funding was not there yet. Neither city submitted their shovel ready projects because of this guidance. Bilafer said the Policy Board should not vote today because the cities have projects they can submit. Gardino clarified that for projects that have already been designed, if the

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design was not done in accordance with Title 23 then DOT&PF will need to do a NEPA document and follow Title 23 to utilize STIP funds. Clint Adler confirmed that yes, if the projects are becoming federal, they need to follow federal rules.

Jude Bilafer said that eliminated most of the projects from the cities. Adler said the Improvement Program concept was developed in the Northern Region and that Central Region does not have experience with it and would need to put things in place for the program to work. Bilafer said the city would put the projects back in for design allocation. Adams stated the cities might need to only submit names of projects at this time and that the details for the Improvement Program projects could possibly come later. Adams clarified that the MSB projects have not been designed. Sean Holland stated that would be too optimistic for 2025 but if we did, we would need to obligate the funds by the end of September to start in October.

Stuart Leidner asked if it was possible to state “including but not limited to” within the Improvement Program description to allow for future addition of projects. A DOT&PF representative said that was likely possible and advised that MVP should not rush into a planning process and should develop a process to select projects. Sollien asked if all of the details need to be included for each project in the Improvement Project or if projects could just include a street name and details would be established later. Gardino explained that some of the Tier 2 findings from FHWA/FTA on the previously submitted STIP were flagged as being too generic and requested clarification from DOT&PF on Sollien’s question. Gardino also asked whether the Improvement Program could be couched under the DOT&PF pavement preservation and bridge program that is already included in the STIP or if MVP needs its own program. Adam Bradway stated that it was a question for FHWA more than DOT&PF, but that it would be better to include names and termini. Bradway reiterated that eligible projects need to be very basic, fully within existing right-of-way, not include utilities, and not include curb or drainage components. Bradway reiterated there will likely be another STIP amendment in FFY25 and projects could be added then. Gardino requested that DOT&PF clarify requirements for the representatives from the cities. Adler said that Northern Region has these things defined but it is not a mature program from the perspective of Central Region. Gardino suggested cross-regional training and explained that Northern Region has been doing this since 2014 and has dedicated project managers to oversee projects. Gardino expressed appreciation for Adam Bradway and stated that equivalents are needed at the pre-construction and construction levels.

Stuart Leidner suggested a motion to approve the Program of Projects with amendments:

The MVP Improvement Program will be revised to include projects from the City of Palmer and the City of Wasilla.

The Palmer-Fishhook Separated Pathway terminus must be adjusted to the Government Peak Recreation Area because the Mother Lode Area and Hatcher Pass are outside the MVP boundary.

Someone clarified that the Palmer-Fishhook Separated Pathway TAP award is from Trunk Road to Edgerton Park Road. Adam Bradway stated that it

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would be corrected in the STIP amendment. Donna Gardino stated the descriptions were taken out of the previous STIP.

Mike Brown asked when DOT&PF needs this information for the STIP amendment. Adam Bradway responded they were originally planning on June 1, but more time is being given because each MPO wants DOT&PF to be present at meetings. Information as soon as possible would be ideal, as DOT&PF is trying to submit the draft amendment by mid-June at the latest. Brown stated it is important for CTP/TAP projects to move forward as fast as possible because they benefit the whole area. Brown stated that MVP does not need to be perfect in its first year and MVP should not complicate the STIP process any further. Brown said the Technical Committee and Policy Board should meet separately to focus on the near-term projects that need to be included in the upcoming STIP amendment.

Motion to adjourn and hold a Technical Committee meeting to make recommendations and a subsequent Policy Board meeting to make a decision (Brown / Carrington). Passed unanimously.

F. Member Comments

None

G. Adjournment

Meeting was adjourned at 2:52pm

MVP For Transportation Technical Committee
Action Items
June 11, 2024

Motion: To approve the June 11, 2024 Agenda. **Motion by Winnestaffer.** Passed unanimously.

Motion: To approve the May 14, 2024 minutes. **Motion by Winnestaffer.** Passed unanimously.

Motion: To recommend releasing the 2025-2026 UPWP for public comment with the inclusion of the modifications made in the next couple days. **Motion by Schaal.** Passed unanimously.

Motion: To extend the meeting to 4 pm. **Motion by Adler.** Passed unanimously.

Motion: To recommend approval of the Program of Projects as amended. **Motion by Adler.** Passed unanimously.

Amendment: Make the following modifications: move the three planning projects from FFY24 to FFY25. Advanced Project Definition, Sign Management Plan, and Streetlight Intersection Management Plan to FFY25. **Motion by White.** Passed unanimously.

Amendment: Add the Pavement Management Plan to FFY25 for \$200,000 and reduce the Sign Management Plan and Streetlight Intersection Management Plan to \$300,000 each. **Motion by Adler.** Passed unanimously.

Motion: To recommend to the Policy Board to approve the MVP Improvement Program Policy. **Motion by Adler.** Passed unanimously.

Motion: To recommend to the Policy Board to approve the letter regarding the 3C process. **Motion by Winnestaffer.** Passed unanimously.

MVP MPO Meeting Schedule Topics

May 2024

- Articles of Incorporation Restated PB approved and signed
- STIP Program of Projects Work Session
- MVP Project Approval for STIP amendment Including PB action defining projects for funding in FF24 and FFY25
- Ready to receive Federal Operation Funding – Spring 2024
- Recommend the updated Title VI plan for Public Comment
- Approve Metropolitan Transportation Plan scope of work
- Review and Adopt Fiscal Policy
- Review and Adopt Social Media Policy
- Elect TC officers
- ADOT request match Funds from MSB for the MTP, Travel Model, Household Survey and Transit Development Plan

June 2024

- TC Recommend and PB Approval of MVP program of projects STIP amendment for funding in FF24 and FFY25
- Review and Approve 3C's comments memo
- 2nd Review Fiscal Policy
- 2nd Review Social Media Policy
- Review Proxy Voting
- Recommend FY25 & FY26 UPWP for 30-day public comment June 19 to July 19
- Draft SS-4 to IRS for EIN
- Review and Adopt PM program policy for the P&P
- Review Personnel and Administrative Policies
- Review and Approve Updated Bylaws
- TIP Funding Policy to Technical Committee and Policy Board

July 2024

- Review FY 25 & 26 PL award letter, make necessary amendments to the budget
- Review and Adopt Annual Budget
- Review and Approve Title VI plan
- Obtain office space
- select insurance policies
- Request Membership fee and dues from Policy Board Members
- Open Bank account with \$1
- Approve job descriptions for staff positions
- Apply for State and City Business Licenses
- Policy Board adopts Corporate Resolution to open a bank account

Draft MVP TC & PB meeting
topics schedule May 2024

-

August 2024

- Review and Adopt Public Participation Plan
- Hire Staff and Open MVP Office
- Review and Adopt FFY 25 and 26 UPWP, send to DOT to forward to FHWA for approval
- Hire a bookkeeper
- Draft scope of services for the Audit and 990 filing

September 2024

- Finalize Contract for Metropolitan Transportation Plan
- Grandfather Agreement with Alaska DOT&PF

October 2024

- Recommend the Public Participation Plan Update for Public Comment 45-day June 19 to August 2nd

November 2024

December 2024

January 2025

- Update the PPP

February 2025

March 2025

- Household travel Survey

December 2025

- File IRS Form 1023 for Tax Exempt Status
- Travel Demand Model

January 2026

- Performance measures

July 2026

- MTP and Complete Streets Completion

October 2026

- TIP Completion

Draft MVP TC & PB meeting
topics schedule May 2024

December 2026

- New MPOs should have a formally adopted MTP and TIP by **December 29, 2026**



Staff Report May 2024

Meetings

- 5/2/2024 Attended an ADOT&PF hosted Tribal Coordination meeting with Federal partners from FHWA, BIA, Knik Tribe and Chickaloon Native Village. Current projects including the Glenn Highway Arctic to Fishhook, the Palmer Fishhook Separated Pathway, Inner and Outer Springer Road Separated Pathway were discussed.
- 5/3/2024 attended an ADOT&PF safety performance target meeting with FAST and AMATS.
- 5/3/2024 met with Adam Bradway and the project team to review MVP's draft project list for FY24 and 25 finding and to correct project costs estimates.
- 5/7/2024 met with the project team to review the agenda and packet for the TC meeting
- 5/7/2024 listened to the Transit update given to the MSB Assembly
- 5/13/2024 Met with the project team and Jackson Fox to review a draft ADOT three c's process document and made comments for the ADOT to consider.
- 5/13/2024 meeting with Northern Region and Central Region ADOT to review how the Northern Region manages their Preventative Maintenance Program and to clarify the types of projects that can be proposed.
- 5/13/2024 City of Palmer Assembly Meeting- Transit Presentation
- 5/14/2024 Onboarding session with Dan Tucker the MSB RSA rep for the TC
- Hosted the Technical Committee meeting on 5/14/2024
- 5/15/2024 Met with the Federal Transit Administration, the MSB Planning Division and ADOT to discuss 5307 and 5311 funding options for FY 24 & 25
- 5/21/2024 hosted Policy Board meeting
- 5/22/2024 hosted a special Policy Board meeting and work session for the STIP
- 5/29/2024 attended the statewide MPO meeting to discuss the STIP amendment, funding, coordination and capacity.

Correspondence



Staff Report May 2024

- As a follow-up to MVP's special meeting, sent Ben White and Adam Bradway a long list of questions about the STIP process and our funding requesting clarification on carry over funds, STIP amendment timing, and MVP's improvement plan specifics.
- Worked with the city of Palmer and Wasilla to help them understand the preventative maintenance program and submit projects for review.
-

Filing

Organization

- Continue to work in the fiscal and social media policies, personnel policies
- Reviewed and approved the scope of work for the MTP
- Continued to update the Public Participation Plan
- Review and edit FY25 &26 UPWP
- Developed a draft FFY25 &26 annual budget
- Met with ADOT staff, MPO staff, FHWA and FTA to discuss ADOT's proposed corrective action to address better coordination with the MPO's on STIP development and Amendments.
- Met with MSB GIS team to talk about developing a viewer for MVP projects
- Reached out to Foraker Group for a quote to support the review of our fiscal policy and social media policy.

Public Outreach

Agency Relationships

- 5/2/2024 reached out to Net Conroy about 5307 funding and match waivers for tribes.
- 5/15/2024 Met with FTA and the MSB to discuss flexibility in the transit funding and better understand FTA's timelines for funding obligation

Requests from the Policy Board and Technical Committee directed to staff



Staff Report May 2024

- Bob Charles asked that staff document requests from the policy boards and technical committee including the follow-up and outcome of the request. This will now be a standing item in staff reports.
- Bob Charles requested that we document Knik Tribes' offer to utilize their standing as a tribal government in our MTP review and documentation of funding opportunities.
- The Policy Board requested additional information in the fiscal and social media policy. I reached out to Foraker Group to see if they had a consultant who could support us in providing professional review.

Strategic Planning

Short-Range and Tactical Planning

- Worked with RESPEC to draft a monthly TC and PC action items calendar- as requested by a Policy Board member

Funding

- Met with Ben White to discuss the STIP timeline and develop a plan that FHWA would accept for MVP projects selection
- Communicated with the TC and PB about the STIP timeline and suggested we work through our priorities at our upcoming TC and PB meeting
- Worked on the UPWP budget to include additional staff but we are awaiting final numbers from ADOT to confirm our allocations for FY25&26
- Requested ADOT send a match request to the MSB for the MTP, Travel Model and Household Travel Survey

Legislation

Training

- AMPO training May 6th-9th in Albuquerque NM
 - o Attended sessions on
 - o MPO 101 and Federal Regulations



Staff Report May 2024

- o Economic development, GIS and Census data and transportation planning
- o Federal Funding Opportunities
- o Public Engagement and Best Practices for the Public Participation Plan
- o Survey Tools and Tips



Staff Report June 2024

Meetings

- Met with Ben White and Adam Bradway to discuss the UPWP and FFY 25&26 Budget
- Met with Adam Bradway to go over edits and changes to the UPWP and Budget
- Met with Adam Bradway and Donna Gardino to discuss MVP's program of projects and the draft improvement program policy

Correspondence

- Sent MSB the signed Memorandum of Understanding for the Operations of the MVP office and the approved membership and dues calculations
- Sent draft IPWP to ADOT to provide review and feedback
- Sent follow-up emails to Foraker to scheduled meetings to review and discuss policies based on PB questions.

Filing

- Restated articles of Incorporation have been sent to the State of Alaska

Organization

- Worked on the draft UPWP and FFY2025 and FFY2026 budget
- Review Draft Program of Projects for the STIP amendment
- Draft response to ADOT&PF on their 3C's policy document
- Delivered the amended Articles of Incorporation (AOI) for signatures
- Researched fiscal and social media policies guidelines for nonprofits, added a glossary of terms and chart of accounts definitions to the fiscal policy
- Researched nonprofits and proxy voting
- Drafted a Proxy Voting process for PB consideration
- Researched fiscal sponsorship for MVP during the interim between when MVP is an official organization and now to allow us to hire staff and rent and office space.



Staff Report June 2024

Public Outreach

Agency Relationships

Requests from the Policy Board and Technical Committee directed to staff

Strategic Planning

Short-Range and Tactical Planning

Funding

Legislation

Training

- **Attended final Triple Impact Leadership Training on June 10th.**

**NORTH LAKES COMMUNITY COUNCIL RESOLUTION OF RECOMMENDATIONS TO MAT-SU
BOROUGH AND STATE OF ALASKA FOR BOGARD-SELDON ROAD CORRIDOR UPGRADES**

RESOLUTION DATED MAY 30, 2024

The undersigned Chair and Secretary on behalf of the **NORTH LAKES COMMUNITY COUNCIL** hereby sign the following resolutions:

WHEREAS, the Matanuska-Susitna Borough population has experienced exponential growth;

WHEREAS, the North Lakes Community Council area in the Matanuska-Susitna Borough has experienced an increase in residential subdivisions and corresponding increase in traffic;

WHEREAS, Bogard road and the roads adjacent to Bogard road have experienced an increase in traffic as a result of the increase in population and homes;

WHEREAS, the North Lakes Community Council area residents have experienced an increase in road accidents, speeding in residential neighborhoods, and difficulty safely accessing and egressing Bogard road;

WHEREAS, there is additional pedestrian traffic on Bogard and on adjacent roads as a result of the increase in population and adjacent schools;

WHEREAS the MSB 2035 Long Range Transportation Plan (LRTP), completed in 2017, recommended that the section of Bogard Road between the new Trunk Road and Seldon be widened to four lanes to accommodate increased traffic and provide pedestrian facilities;

WHEREAS the Matanuska-Susitna Borough Sub Area Solution Studies (SASS) and, in particular, the Bogard-Seldon Existing Conditions Report, dated November 2022 identified many of the same concerns as expressed by the North Lakes Community Council above;

WHEREAS the November 2022 Bogard-Seldon Existing Conditions Report also pointed out that there has been no activity on the MSB 2035 LRTP recommendation described above;

WHEREAS the residents of the North Lakes Community Council have simply seen these concerns grow in magnitude since the November 2022 SASS report;

And **WHEREAS**, the North Lakes Community Council area residents deserve safe roads and neighborhoods to raise our families, drive to work & school, and access area resources;

Now therefore, be it **RESOLVED** that the **NORTH LAKES COMMUNITY COUNCIL** make the following recommendations to the Matanuska-Susitna Borough and State of Alaska for Bogard Road and adjacent roads and subdivisions:

1. Avoid exacerbating existing road and traffic issues by updating codes for new construction projects / subdivisions, even if the construction occurs outside North Lakes

Community Council boundaries, for safe access and egress onto existing roads this includes, and is not limited to:

- Require contractors to upgrade existing roads, to accommodate the expected increase of utilization. I.e. new subdivisions should be constructed by upgrading roads to accommodate additional traffic;
 - require contractors to upgrade intersections;
 - disallow new roads to access major roads, such as Bogard, directly, instead build frontage roads and/or improve connector streets to direct new traffic to existing intersections;
 - upgrade existing residential roads and intersections;
 - include traffic calming measures into the codes in residential roads; and
 - require pedestrian access in neighborhoods, especially on major auxiliary roads;
2. Work with the state of Alaska Department of Transportation and Public Facilities to designate the Bogard corridor between Trunk Road and Seldon a Safety Corridor to provide additional funding and support and reduce fatal collision and major injury rates with both vehicles and pedestrians on this stretch of the road;
 3. Connect the bike path from Colony High to Wasilla High and along Seldon to Teeland Middle School;
 4. Create dedicated turn only lanes from Bogard into subdivisions / major intersections;
 5. Plan dedicated turn lanes out of subdivisions, especially Earl Drive, Tait Road, and Caribou;
 6. Recognize Caribou / Charley / Mariah as a connector road between Bogard and Wasilla Fishhook and upgrade those roads and intersections as needed to handle the existing and forecasted increase in traffic;
 7. Stop any further consideration of N. Travelair Drive as a collector street between Charley and Bogard. N. Travelair is a residential cul-de-sac / taxiway that runs through the existing Anderson Lake Airpark and crosses the approach end of the Anderson Lake (OAK1) airport;
 8. The planned roundabout upgrade at Bogard – Seldon intersection should include dedicated turn lanes to Bogard Eastbound and to Bogard Westbound;
 9. Remove the proposed road connecting Serendipity / Ron Larson Elementary to Bogard road from the long term transportation plan;
 10. Include rumble strips on the yellow center line and at the white right hand lines;

11. Plan for public transit and create bus stop areas;
12. Plan for a “park and ride” somewhere along the Bogard-Seldon corridor between Trunk Road and Wasilla Fishhook;
13. Request ditches to be graded to accommodate more snow (the snow berms accessing subdivisions in 2023 were very high and in order to get out of neighborhoods, cars needed to get onto Bogard to see around them);
14. Plan for motorized ATV’s and snow machines along Bogard;
15. Repair frost heaves on westbound Bogard near Williwaw and ruts on westbound Bogard near Barry’s Resort;
16. Remove dangerous trees that were damaged due to severe weather that are in close proximity or leaning toward roadways, pedestrian trails (including nature trails and sidewalks), MSBSD school properties, overhead utilities, and other critical infrastructure located within the Northlakes Community Council boundaries.

WE, THE UNDERSIGNED CHAIR AND SECRETARY DO CERTIFY THROUGH BOARD MOTION, ON BEHALF OF THE NORTH LAKES COMMUNITY COUNCIL AND RESIDENTS HEREIN, THIS RESOLUTION IS APPROVED.

Signed this 2nd day of June, 2024.


Rod Hanson (Jun 2, 2024 12:20 AKDT)

Rod Hanson, Chair


Pat Purcell (Jun 2, 2024 12:57 AKDT)

Patricia Purcell, Secretary

Resolution for Bogard

Final Audit Report

2024-06-02

Created:	2024-06-02
By:	Rachel Greenberg (randp@mtaonline.net)
Status:	Signed
Transaction ID:	CBJCHBCAABAA7z-M9hD5Ls70ueZZ6Q70eAGpg6ZBAZqh

"Resolution for Bogard" History

-  Document created by Rachel Greenberg (randp@mtaonline.net)
2024-06-02 - 8:13:28 PM GMT
-  Document emailed to Rod Hanson (rod@nlakes.cc) for signature
2024-06-02 - 8:13:31 PM GMT
-  Document emailed to Pat Purcell (sunnyinak@gmail.com) for signature
2024-06-02 - 8:13:32 PM GMT
-  Email viewed by Rod Hanson (rod@nlakes.cc)
2024-06-02 - 8:17:20 PM GMT
-  Document e-signed by Rod Hanson (rod@nlakes.cc)
Signature Date: 2024-06-02 - 8:20:18 PM GMT - Time Source: server
-  Email viewed by Pat Purcell (sunnyinak@gmail.com)
2024-06-02 - 9:56:26 PM GMT
-  Document e-signed by Pat Purcell (sunnyinak@gmail.com)
Signature Date: 2024-06-02 - 9:57:16 PM GMT - Time Source: server
-  Agreement completed.
2024-06-02 - 9:57:16 PM GMT



MATANUSKA-SUSITNA BOROUGH SOCIAL MEDIA POLICY

I. PURPOSE

This policy defines the social networking and social media policy for the Matanuska-Susitna Borough (Borough). To address the fast-changing landscape of the Internet and the way residents communicate and obtain information online, Borough departments may consider using social media tools to reach a broader audience.

The Borough has an overriding interest and expectation in deciding what statements are made on its behalf on social media sites. This policy establishes guidelines for the use of social media on behalf of the Borough to outline procedures for comment moderation, and archiving.

II. SCOPE

This policy applies to all Borough employees.

III. POLICY

As it pertains to social media presence, the Public Affairs office houses the official spokespeople for the Borough. Individual department, division, or site location pages may be managed by their respective department/divisions, but permanent administrative access must be provided to the Public Affairs office for executive oversight and records retention.

Posts on Borough social media pages that do not conform to Borough policy and objectives are subject to removal. Any content removed based on these guidelines are still subject to records retention.

While social media is convenient and may offer instant feedback, the Borough recognizes that not all citizens use any one specific platform, and many do not use social media at all. **Social media** pages are not constantly monitored and therefore should not be used as the primary way that the Borough interfaces with the public. Borough response to requests/reports made via social media will be made in a best effort capacity and are not considered to be a primary responsibility of individual account holders.

The Borough's website at <https://www.matsugov.us> should be used to access Borough services, find contact information, or submit comments, questions or concerns. Contact information can be found at <https://www.matsugov.us/contacts>.

Personal Use

All Borough employees that have personal social networking and social media sites must remain personal in nature and all employees retain the right to share personal opinions or non-work related information. Unless approved in accordance with this policy, no employee has authorization or permission to represent official positions, policies, or

information of the Borough. Following this principle helps ensure a distinction between sharing personal and Borough views.

Borough employees must never use their Borough e-mail account or password in conjunction with a personal social networking or personal social media site. The following guidance is for Borough employees who decide to have a personal social media or social networking site, or who decide to comment on posts about official Borough business:

- State your name and, if relevant, role, when discussing Borough business;
- Use a disclaimer such as: “The postings on this site are my own and don’t reflect or represent the opinions of the Borough for which I work.”

Professional Use

All official Borough-related communication through social media should remain professional in nature and should always be conducted in accordance with the Borough policy, practices and expectations. Employees must not use official Borough social media sites for political purposes, to conduct private commercial transactions, or to engage in private business activities.

Borough employees should be mindful that inappropriate usage of Borough social media and social networking sites can be grounds for disciplinary action. Only individuals authorized by the Borough may publish content on behalf of the Borough to a social media site.

Approval

All department/division social media sites shall be (1) approved by the Public Affairs Office; (2) published using approved social networking platforms and tools; and (3) administered by the department/division contact or their designee.

Oversight and Enforcement

Employees representing the Borough through social media outlets or participating in social media features on Borough websites must maintain a high level of ethical conduct and professional decorum. Failure to do so is grounds for revoking the privilege to participate in Borough social media sites, blogs, or other social media features.

Information must be presented following professional standards for good grammar, spelling, brevity, clarity and accuracy, and avoid jargon, obscure terminology, or acronyms. Borough employees must recognize that the content and messages they post on social media websites are public and may be cited as official Borough statements. Social media should not be used to circumvent other Borough communication policies, including news media policy requirements.

Borough employees may not publish information on Borough social media sites that includes:

- Confidential information

- Copyright violations
- Profanity, racist, sexist, or derogatory content or comments
- Partisan political views
- Commercial endorsements or SPAM

External Policy

The Borough welcomes discussion and questions, and seeks to maintain an environment that is civil and appropriate for all ages.

The Borough is not responsible for, and neither endorses nor opposes, comments made by visitors. Any comments submitted to a Borough page is a public record subject to disclosure, as are their list of followers.

Moderation of Third Party Content

The Borough's social media site serves as a limited public forum and all content published is subject to monitoring. User-generated posts and/or comments will be rejected or removed (if possible) when the content:

- is off-subject or out of context
- contains obscenities or indecent material
- contains personal identifying information or sensitive personal information without consent of the person affected
- contains offensive terms that target protected classes
- contains profane, obscene, or defamatory language
- is threatening, harassing or discriminatory
- incites or promotes violence or illegal activities
- contains information that reasonably could compromise individual or public safety
- contains commercial solicitations, advertisements, promotions, or endorsements of any financial, commercial or non-governmental entity
- contains copyrighted or trademarked images or graphics
- is in support of, or in opposition to, any political campaign or ballot measure
- promotes or endorses political campaigns or candidates

Anyone who repeatedly posts content that violates this policy may be subject to being blocked from the page. The Borough Manager reserves the right to remove content, edit content, remove a page, or withdraw authorizations or permissions of an employee to administer a page and/or make postings on behalf of the Borough, for any reason or for no reason.

Public Records Law

Borough social media sites are subject to applicable public records laws. Any content maintained in a social media format related to Borough business, including communication posted by the Borough and communication received from citizens, is a public record. The department maintaining the site is responsible for responding completely and accurately to any public records request for social media content.

Records Retention

Social media sites contain communications sent to or received by the Borough and its employees, and such communications are therefore public records subject to [MSB 1.50](#), and the Alaska Public Records Act ([Alaska Statute 44.25.110 et seq.](#)). For Public Records requests, please visit: <https://www.matsugov.us/publicrecords>

All Borough social media accounts need to be approved by the Public Affairs office and utilize an archiving media retention service. Retention requirements apply regardless of the form of the record (for example, digital text, photos, audio, and video). Posts and/or comments that are removed are still subject to archiving and must be retained, including the time, date and identity of the poster when available.

IV. SUPERSEDES

This policy supersedes social media Policy P&P No. 14-SOC, dated November 17, 2014.

V. DEFINITIONS

Social media terminology is constantly changing and differs from platform to platform. For the purposes of this policy, we are using standardized terminology. A complete glossary of social media terms and how they map to terms in this policy is available in the [Social Media Portfolio](#) on the Borough intranet site.

Tiered Structure

Primary, Department and Facility/Subsidiary social media pages will operate under a tiered structure.

(For a list of all known Borough social media accounts and their tier status, see the [Social Media Portfolio](#))

Tier I- Primary Borough Pages

Encompasses all primary Borough pages which are under the direct authority of the Public Affairs Director. Only Public Affairs and Public Information Officer (PIO) staff are allowed to post directly to Tier 1 pages.

Tier II - Departmental Pages

Approved departmental accounts with limited admin/editorial rights allowing these pages to operate independently to post and comment to questions of their department, as approved by the Director of their department. Additionally, specific posts from these pages can be shared, with the Public Affairs Director's approval, directly to appropriate Tier I pages. *(Events such as a wind closure event at the landfill or trail closures where expediency is critical would be two examples.)*

Tier III – Facility/Subsidiary Pages

Approved social media sites that are accountable to and monitored by their respective departments. Administrators of these pages may post semi-independently but are limited

to facility targeted purposes, such as services, schedules, projects and events. Continued operation is contingent on metrics being met.

VI. REFERENCES

[Social Media Portfolio](#) on the Borough intranet page.

VII. APPENDIX





MatSu Valley Planning for Transportation

Unified Planning Work Program (UPWP)

Federal Fiscal Year

2 0 2 5 - 2 0 2 6

Draft June 2024

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Acronyms & Definitions

ADA – Americans with Disabilities Act is a 1990 civil rights law that prohibits discrimination against individuals with disabilities in all areas of public life, including jobs, schools, transportation, and all public and private places that are open to the public.

Administrative modification means a minor revision to a long-range statewide or metropolitan transportation plan, Transportation Improvement Program (TIP), or Statewide Transportation Improvement Program (STIP) 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. An administrative modification is a revision that does not require public review and comment, a redemonstration of fiscal constraint, or a conformity determination (in nonattainment and maintenance areas).

ACS – American Community Survey is an ongoing survey carried out by the U.S. Census Bureau that provides vital information on a yearly basis about the U.S. and its population. The survey helps to determine how federal and state funds are distributed each year.

Amendment means a revision to a long-range statewide or metropolitan transportation plan, TIP, or STIP that involves a major change to a project included in a metropolitan transportation plan, TIP, or STIP, including the addition or deletion of a project or a major change in project cost, project/project phase initiation dates, or a major change in design concept or design scope (e.g., changing project termini or the number of through traffic lanes or changing the number of stations in the case of fixed guideway transit projects). Changes to projects that are included only for illustrative purposes do not require an amendment. An amendment is a revision that requires public review and comment and a redemonstration of fiscal constraint.

CFR – Code of Federal Regulations is the codification of the general and permanent regulations published in the Federal Register by the executive departments and agencies of the federal government of the United States.

DOT&PF – Alaska Department of Transportation and Public Facilities is a department within the government of Alaska focused on the state's transportation and public infrastructure.

FHWA – Federal Highway Administration is a division of the United States Department of Transportation that specializes in highway transportation. The agency's major activities are grouped into two programs, the Federal-aid Highway Program, and the Federal Lands Highway Program.

FTA – Federal Transit Administration is division of the United States Department of Transportation that provides financial and technical assistance to local public transportation systems. The FTA is one of ten modal administrations within the DOT.

GIS – Geographic Information Systems. Computerized mapping programs are helpful in visualizing existing conditions and proposed transportation planning interventions.

LEP – Limited English Proficiency refers to a person who is not fully fluent in the English language, often because it is not their native language.

LRTP - Long-range statewide transportation plan means the official, statewide, multimodal, transportation plan covering a period of no less than 20 years developed through the statewide transportation planning process.

MPA – Metropolitan Planning Area means the geographic area determined by agreement between the MPO for the area and the Governor, in which the metropolitan transportation planning process is carried out. The MPA must be comprised of, at minimum, the "urbanized area" as defined by the U.S. Census Bureau plus the contiguous area expected to become urbanized within the next 20 years.

MPO – Metropolitan Planning Organization means the policy board of an organization created and designated to carry out the metropolitan transportation planning process.

MSB – Matanuska-Susitna Borough is the ‘county-level’ government for the Mat-Su Valley region.

MTP – 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 metropolitan transportation planning process.

MVP – MatSu Valley Planning for Transportation is the metropolitan planning organization for the Mat-Su Valley region.

PPP – Public Participation Plan is the blueprint outlining an MPO’s public participation strategies and activities.

TBD – to be developed or to be determined. Means that the document, process, or item being referred to has yet to be developed, finalized, and/or approved by MVP Transportation.

TIP – Transportation Improvement Program means a prioritized listing/program of transportation projects covering a period of 4 years that is developed and formally adopted by an MPO as part of the metropolitan transportation planning process, consistent with the metropolitan transportation plan, and required for projects to be eligible for funding under title 23 U.S.C. and title 49 U.S.C. chapter 53.

STIP – Statewide Transportation Improvement Program means a statewide prioritized listing/program of transportation projects covering a period of 4 years that is consistent with the long-range statewide transportation plan, metropolitan transportation plans, and TIPs, and required for projects to be eligible for funding under title 23 U.S.C. and title 49 U.S.C. Chapter 53.

UPWP – Unified Planning Work Program means a statement of work identifying the planning priorities and activities to be carried out within a metropolitan planning area. 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.

UA – Urban Area means a geographic area with a population of 50,000 or more, as designated by the Bureau of the Census.

Purpose of the UPWP

The Unified Planning Work Program (UPWP) for Matsu Valley Planning for Transportation (MVP) outlines the Metropolitan Planning Organization's (MPO) transportation planning activities. It is a planning document that identifies and describes the MPO's budget, planning activities, projects, studies, and technical support expected to be undertaken in a two-year period (23 CFR 450.104). The purpose of the UPWP is to ensure that a **comprehensive, cooperative, and continuing (3C)** approach to transportation planning is maintained and coordinated between the MPO, Alaska Department of Transportation & Public Facilities (Alaska DOT&PF), Matanuska-Susitna Borough (Borough), the Cities of Palmer and Wasilla, Knik Tribe, and Chickaloon Native Village.

The 3C approach is defined as:

- **Comprehensive:** Consideration of a wide range of strategies and investments;
- **Cooperative:** Participation by all relevant agencies, organizations, and the public; and
- **Continuing:** Including an ongoing performance-based monitoring, evaluation, and update process.

The UPWP is a statement of work identifying the planning priorities and activities to be carried out within a metropolitan planning area (MPA). At a minimum, a UPWP includes a description of the planning work and resulting products, deadlines, who will perform the work, time frames for completing the work, and the source of funds.

The UPWP is required for the MPO to receive metropolitan planning funds (PL Funds) from the Federal Highway Administration (FHWA) and 5303 Federal Transit Administration (FTA) funds through the Alaska DOT&PF. It is a fiscally constrained document based on the amount of programmed planning grants and match contributions and may be revised as needed after adoption by Administrative Modification or Amendment, as defined in MVP's Operating Agreement. Fiscal constraint in long-range transportation planning is intended to ensure plans are based on a reasonable expectation of sufficient revenues to support the costs of maintaining the existing metropolitan area transportation system and any planned expansion of the system over at least a 20-year period.

In addition to the UPWP, the MPO must develop and implement the following plans as part of the transportation planning process (23 USC 134 & 23 CFR 450):

- **Metropolitan Transportation Plan (MTP)** – a multimodal transportation plan that addresses a 20-year planning horizon that the MPO develops, adopts, and updates every four years.
- **Transportation Improvement Program (TIP)** – a prioritized listing/program of transportation projects covering a four-year period that is developed, adopted, and implemented by the MPO in coordination with the MTP.
- **Public Participation Plan (PPP)** – a guiding document that outlines the goals, strategies, and implementation plan for public involvement in the development of MPO plans, programs, and policies, including the MTP and TIP.

The planning activities for FFY2025 and FFY2026 supporting development and implementation of these plans by MVP and Alaska DOT&PF staff are addressed within the tasks identified in this UPWP.

MPO Formation

All Urbanized Areas over 50,000 in population must have an MPO to carry out a 3C transportation planning process, as stipulated in the Federal Highway Act of 1962. On December 29, 2022, the U.S. Census Bureau published a notice in the Federal Register identifying the Wasilla, Knik-Fairview, North Lakes Urban Area. In anticipation of the Urban Area designation, the regional governments and transportation planning advocates within the Urban Area formed a Pre-MPO Steering Committee and Pre-Policy Board to guide the decision-making process in forming an MPO for the region before designation as an MPO. On December 19, 2024, MatSu Valley Planning for Transportation (MVP) was designated as the MPO for the region.

Designation of MVP was completed by a formal agreement between the Governor of Alaska, the Matanuska-Susitna Borough, the Cities of Palmer and Wasilla, Kink Tribe, and Chickaloon Native Village. The designation and signing of the Operating Agreement identified the membership of the Policy Board and the structure of the organization and establish the metropolitan planning area (MPA) boundaries (23 USC 134 (b) and 49 USC 5303 (c)).

The Metropolitan Planning Area Boundary map is displayed in Exhibit 1.

The MPA boundary encompasses the entire urbanized area (as defined by the Bureau of the Census) plus the contiguous area expected to become urbanized within a 20-year forecast period for the metropolitan transportation plan. The yellow shaded area on the map is the Urban Area as defined by the Census, and the brown line encompasses the area expected to become urbanized within the next 20-years.

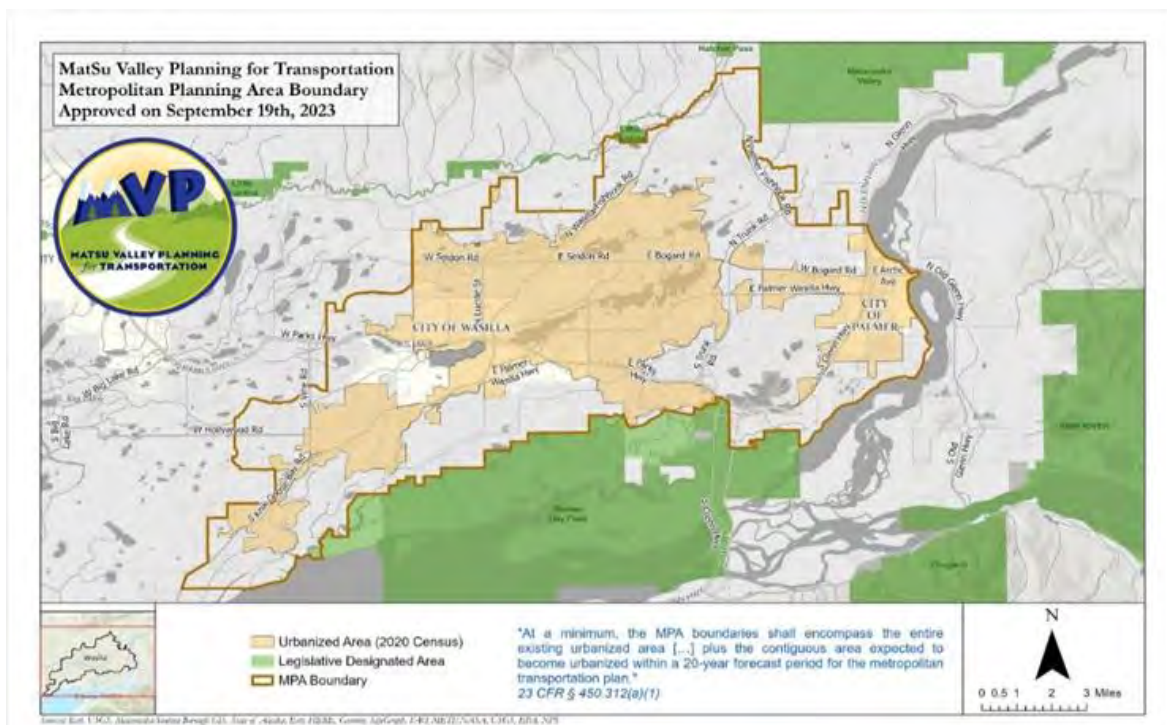


Exhibit 1

Prior to formation, MVP was managed as a project by the Matanuska-Susitna Planning Division with support from the Alaska DOT&PF. On October 17th, 2023, the Pre-MPO Policy Board approved hiring an independent coordinator to manage the development of the nonprofit corporation and to establish MVP as an independent organization. Through a collaborative agreement between FAST Planning, the MPO for the

Fairbanks Urban Area, a coordinator for MVP was hired on April 1st of 2024. Once MVP is formally established and a 501c (3) corporation and the Policy Board has approved the financial, personal, and operations policies for the organization, the coordinator will transition to staff of MVP. It is anticipated that this transition will occur in the Federal Fiscal Year 2025. At that time MVP intends to hire additional staff and open an office within the urban area. The development of MVP as the MPO for the region has been supported by Alaska DOT&PF. We anticipate continued support from them, and MVP will continue to share a portion of its allocation of Metropolitan Planning (PL) funds with them to support the respective planning activities.

MPO Structure

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

Operation of the MPO

The Pre-MPO Policy Board and Policy Board have already approved the following documents toward becoming an operational MPO:

- Intergovernmental Operating Agreement for Transportation Planning signed (December 2023)
- Bylaws (approved September 2023) (anticipated update July 2024)
- Articles of Incorporation approved (September 2023) amended (May 2024)
- Memorandum of Understanding for the Operations of the Office of MVP for Transportation and associated Membership Fees and Annual Dues approved (February 2024)
- Title VI Civil Rights Plan (anticipated approval July 2024)
- MVP Policies and Procedures (anticipated approval August 2024)
- Public Participation Plan (PPP) approved (December 2021) (anticipated update/approval November 2024)

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

- Metropolitan Transportation Plan (MTP)
- Household Travel Survey
- Travel Demand Model

- Transportation Improvement Program (TIP)
- Implementation of the 2025-2026 UPWP and all future UPWPs
- MVP organizational Policy and Procedures
- Development of the legal entity of the MPO
- Grandfather agreements with the DOT&PF regarding current Community Transportation Program (CTP) projects in the Statewide Improvement Program (STIP)
- Title VI Plan

In accordance with the Bylaws and Intergovernmental Operating Agreement, MVP has a Technical Committee and Policy Board that hold regularly scheduled meetings each month to guide the MPO's transportation planning process and make decisions for plans, programs, and policies. The Technical Committee consists of representatives, such as engineers, planners, and other specialists from the cities of Palmer and Wasilla, the Matanuska-Susitna Borough, the Alaska Railroad, Matanuska-Susitna Borough School District, Alaska Department of Environmental Conservation, transit providers, local freight operators, and tribal entities. The Policy Board consists of elected/appointed officials including a designated representative of the Alaska DOT&PF Central Region, Matanuska-Susitna Borough Mayor and Manager, city of Palmer Mayor, city of Wasilla Mayor, and designated representatives of Knik Tribe and Chickaloon Native Village. The Technical Committee is an advisory body to the Policy Board, which is the decision-making body of MVP.

Federal and Regional Planning Priorities

Federal Planning Factors and Performance-Based Planning: The Fixing America's Surface Transportation (FAST) Act was signed into law on December 4, 2015. In 23 CFR 450.306, it states that the metropolitan planning process shall be continuous, cooperative, and comprehensive, and provide for consideration and implementation of projects, strategies, and services that will address the following factors:

1. Support the economic vitality of the metropolitan area, especially by enabling global competitiveness, productivity, and efficiency
2. Increase the safety of the transportation system for motorized and non-motorized users
3. Increase the security of the transportation system for motorized and non-motorized users
4. Increase the accessibility and mobility of people and freight
5. Protect and enhance the environment, promote energy conservation, improve the quality of life, and promote consistency between transportation improvements and State and local planned growth and economic development patterns
6. Enhance the integration and connectivity of the transportation system, across and between modes, for people and freight
7. Promote efficient system management and operation
8. Improve the resiliency and reliability of the transportation system and reduce or mitigate stormwater impacts of surface transportation
9. Enhance travel and tourism
10. Emphasize the preservation of the existing transportation system

In addition to the planning factors noted above, previous legislation (Moving Ahead for Progress in the 21st Century Act [MAP-21]) required that state Departments of Transportation (DOTs) and MPOs conduct performance-based planning by tracking performance measures and setting data-driven targets to improve those measures.

Performance-based planning ensures the efficient investment of federal transportation funds by increasing accountability of local agencies receiving the funds, prioritizing transparency to the public, and providing insight for better investment decisions that focus on key outcomes which relate to the seven national goals of:

1. Improving Safety
2. Maintaining Infrastructure Condition
3. Reducing Traffic Congestion
4. Improving System Reliability
5. Improving Freight Movement & Supporting Regional Economic Development
6. Protecting the Environment
7. Reducing Delays in Project Delivery

In the development of MVP's policies and procedures and in the development of the MTP and TIP, MVP will have the option to has accept all the statewide targets for safety, pavement condition, bridge condition, on-road mobile source emissions, and travel time reliability and to offer additional measures if they choose.

The current Matanuska-Susitna Borough Long Range Transportation Plan (LRTP) 2035 addresses the planning factors above and addresses performance-based planning. This LRTP provides a good base to develop MVP's MTP which encompasses a much smaller area than the entire Mat-Su Borough, which is over 25,000 square miles. See Table 1 for more information.

Regional priorities identified in the MSB 2035 LRTP include:

- Improving Congestion
- Safety
- Accessibility
- Mobility

The LRTP is a fiscally constrained document that sets priorities for both Alaska DOT&PF and the Borough to be completed by 2035. Funded Alaska DOT&PF projects of regional significance include upgrades to the Glenn Highway, Parks Highway, Knik Goose Bay Road, and Seward Meridian Parkway. The Borough has funded and constructed most of its priority list, including projects such as Hemmer Road Extension and South Trunk Road Extension. The MSB Assembly adopted its first ever Bike and Pedestrian Plan on September 26th, 2023, that includes a prioritized list of projects and code changes. The MSB intends to develop a Public Transit Development Plan in partnership with the MVP and Alaska DOT&PF to support transit operations and infrastructure needs in the rural and urban area. Once adopted the Transit Development Plan and the Bike and Pedestrian Plans will become new chapters in the LRTP and will inform MVP's TIP development.

Table 1 FFY2024 UPWP Work Tasks & National Performance Goals

FFY2025/2026 UPWP WORK TASKS	National Performance Goals							New Federal Planning Emphasis Area							
	Safety	Infrastructure Condition	Congestion Reduction	System Reliability	Freight Movement & Economic Vitality	Environmental Sustainability	Reduce Project Delivery Delays	Climate Change/ Resilience	Equity/ Justice40	Complete Streets	Public Involvement	STRAHNET/ DOD Coord	Federal Land Mgmt Agency Coordination	Planning & Environmental Linkages	Data in Transportation Planning
Required Plans & Programs															
100(a) Unified Planning Work Program	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
100(b) Metropolitan Transportation Plan	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
100(c) Transportation Improvement Program	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
100 (d) TransCad Model															
100(E) Household Travel Survey	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
100(f) Public Participation Plan															
100(g) Support Services	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Public Transit System Planning															
200(a) Transit Development Plan	X	X	X	X		X		X	X	X	X	X	X	X	X
200(b) MSB Planning Support	X	X	X			X		X	X	X	X	X	X	X	X
Supplemental Plans & Projects															
300 (a) Sign Management Plan STBG	X	X	X	X		X	x	X	X	X	X		X	X	X
300 (b) Advanced Project Definition STBG	X	X	X		X	X	X	X	X			X			X
300 (c) Lighting and Intersection Management Plan STBG	X	X		X	X	X	x	X	X	X	X				X
300 (d) Pavement Asset Management Plan	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x

FFY 2025/2025 Unified Planning Work Program Elements

Required Plans and Programs

Task 100 (A) UPWP

The Alaska DOT&PF is responsible for providing the management oversight of the UPWP. MVP will prepare and submit monthly reports through FFY2025 and FFY2026 to the Alaska DOT&PF in accordance with Section 9.1.1 of the Inter-Governmental Operating Agreement and Memorandum of Understanding for Transportation Planning. The reports will document the planning activities performed and expenditures by MVP in accordance with the tasks listed in the UPWP. The Alaska DOT&PF will review and compile the quarterly reports into annual reports at the end of each fiscal year. MVP will initiate Administrative Modifications and Amendments to the UPWP as needed in accordance with the provisions of the MPO's December 19, 2023, Intergovernmental Operating Agreement. MVP will also initiate development of the next UPWP in April 2026, six months in advance of the expiration of this UPWP.

Participation by MVP and Alaska DOT&PF staff in FFY2025-26 is anticipated to include:

Completion Date: Preparation and submittal the FFY2026 annual report (October 2026)

Responsible Party: MPO Staff and ADOT&PF

Resulting Product: Preparation and submittal of FFY25-FFY26 monthly (MVP) and quarterly reports (ADOT&PF) (January, April, July, October). Preparation of the next FFY27-FFY28 UPWP will be presented to the TC and PB for review in April of 2026

Task 100(B) Metropolitan Transportation Plan

The MTP is the official multimodal transportation plan addressing no less than a 20-year planning horizon that the MPO develops, adopts, and updates through the metropolitan transportation planning process. In FY2025/2026 MVP will develop its first MTP using the 2017 MSB LRTP 2035 as its base. The MTP is expected to be completed by June/July 2026. The MTP must be updated every five years. The MTP planning process shall include the development of a transportation plan addressing no less than a 20-year planning horizon as of the effective date as described in CFR 450.306. On May 21, 2024, the MVP Policy Board approved the MTP scope of services and transmitted



the scope to ADOT&PF. The State of Alaska DOT&PF will release the MTP for bid via a consultant contract in October 2024.

Development of the MTP: The planned schedule is to release an RFP for consulting services after October 1st to develop the MTP. The plan will focus on the MPA boundary and address all transportation planning needs within those boundaries, regardless of ownership. In developing MVP's first metropolitan transportation plan, the latest available estimates and assumptions for population, land use, travel, employment, congestion, and economic activity will be used to provide the most accurate transportation solutions for the MPA. The update will include the collection of traffic data, analysis of the transportation network, evaluation of land use and supporting transportation scenarios for travel demand model forecasts, and outreach to local agencies and the public to confirm project needs. The Public Participation Plan will define the minimum public involvement efforts, but the efforts may be more robust, and the PPP will be updated accordingly. The draft MTP will be released for public comment, and after the resolution of public comments, the final MTP will then be presented to the Technical Committee and Policy Board for consideration of adoption. Following adoption, the final MTP will be transmitted to FHWA and FTA for approval. Transportation Improvement Program Scoring Criteria

The development of the MTP will also include the development of MVP's first Transportation Improvement Program (TIP) scoring criteria. The FAST Act supplemented the MAP-21 legislation by establishing timelines for state DOTs and MPOs to comply with the requirements of MAP-21. State DOTs are required to establish statewide targets and MPOs have the option to support the statewide targets or adopt their own. MVP will need to develop a Memorandum of Understanding between the Alaska DOT&PF, AMATS, and FAST Planning to cooperatively support a performance-based approach to the metropolitan transportation planning and programming process and to develop and share information related to transportation performance data. Table 1 illustrates how UPWP work tasks relate to these national performance goals.

The IIJA was signed into law in November 2021. New considerations for the metropolitan transportation planning process include:

- **Dedicated funding to build out electric vehicle charging systems** and expand current programs eligibility to support climate mitigation activities and emphasize resiliency to natural disasters.
- **Complete Streets standards and policies**
- Many competitive grant opportunities outside of the program funds such as grants to support **local initiatives to prevent deaths and serious injuries on roads**, demonstration projects focused on community technologies and systems to improve transportation efficiency and safety, and rail crossing elimination programs (list not inclusive)

Development of a Complete Streets Policy

Complete Streets Policy: Section 11206 of the IIJA outlines the federal definition of a Complete Street and establishes that MPOs must adopt a complete streets policy and incorporate the application of said policy into the development of its transportation plan to receive federally apportioned funds. This work will be done concurrently with the development of the MTP by the MTP consultant team. The term "Complete Street" standards or policies means standards or policies that ensure the safe and adequate accommodation

of all users of the transportation system, including pedestrians, bicyclists, public transportation users, children, older individuals, individuals with disabilities, motorists, and freight vehicles (see IIJA, Section 11206(a)). Not less than 2.5 percent of the amounts made available to the MPO under section 23 USC 104(d) shall be used for complete streets activities. To comply with 23 USC 104(d) MVP will develop a policy that determines an annual percentage of funding that will be allocated toward complete streets projects. Any project developed with federally apportioned funds must use the federal guidelines in the design and construction of capital projects, not regional or local standards. The capital projects must be developed using the Design and Construction Standards found at <https://dot.alaska.gov/stwddes/dcsaboutus/>.

Completion Date: July 31, 2026

Responsible Party: MPO Staff, Consultant(s), and Alaska DOT&PF

- The draft MTP will be presented to the MVP Technical Committee and Policy Board (March 2026)
- The MTP will be released interagency consultation, and released for 30-day public comment period (April 2026)
- Review and response to comments received during public comment period (June 2026)
- Presentation of final MTP, TIP scoring criteria, and Complete Streets policy to MVP Technical Committee and Policy Board for consideration of adoption (July / August 2026)
- Transmittal of adopted MTP to FHWA and FTA for approval/ concurrence and Alaska DOT&PF (September 2026)

Resulting Product: Metropolitan Transportation Plan, a Complete Streets Policy, Updated Public Participation Plan, and TIP Scoring Criteria

Task 100 (C) TransCad Modeling

TransCad Modeling: The MTP will focus on the Metropolitan Planning Area (MPA) boundary and address all transportation planning and infrastructure needs within those boundaries, regardless of ownership. In updating the metropolitan transportation plan, MVP 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 TransCad Model is a comprehensive travel demand model. It supports sketch planning methods, four-step demand models, activity models and has an extensive set of traffic assignment models. It provides the ability to facilitate the implementation of best practices for travel forecasting and transportation modeling. It is GIS-based which makes it more accurate. 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 documented in the 2035 MSB LRTP and new project needs not yet identified. MVP will consult with Alaska 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. Coordination on the horizon year of the MTP should occur between the MPO, DOT&PF and AMATS.

Completion Date: July 2026 MTP update will use an existing model for the region, but MVP will begin a travel demand model update and household travel survey concurrent with the MTP that will be ready in time for the next MTP update.

Responsible Party: The DOT&PF will manage the Transcad Model update.

Resulting Product: An accurate TransCad model for the MVP MPA that can be used to inform projects outlined in the MTP and TIP.

Task 100 (D) Household Travel Survey

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. It gives planners and engineers the data necessary to improve the outcomes of the modeling efforts as it grounds assumptions made in the decision-making process. This effort would ideally take place prior to the development of the travel model. However, there are some elements of the travel model that can occur concurrent with the household travel survey. 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 staff on how to use the data

It may be in the State's interest to manage this project and extend it beyond the MPA boundary. MVP could assist as a partner in developing and implementing the household travel survey.

Completion Timeline: Fall 2026

Responsible Party: MVP staff and ADOT&PF staff will be responsible for the work product and contract management.

Resulting Product: A household travel survey report that will be used to inform the MTP and travel demand model.

Task 100 (E) Transportation Improvement Program (TIP)

The TIP is a prioritized listing/program of transportation projects covering four years developed and formally adopted by an MPO as part of the metropolitan transportation planning process, consistent with the MTP and required for projects to be eligible for funding under 23 USC and 49 USC Chapter 53. Currently, the federally funded transportation projects for the area can be found in the 2020–2023 Alaska Statewide Transportation Improvement Program (STIP). Once complete, all MVP projects funded by federal transportation funds on locally or state-owned (non-NHS) roadways and transit projects will be found in MVP's TIP and incorporated by reference into the STIP. Federally funded projects within the MPO boundaries that are located on the State-owned National Highway System (NHS) or facilities owned by the Alaska Railroad Corporation will generally be shown in MVP's TIP for informational purposes. Including all these

projects will require careful coordination with the state and transit providers in the TIP development. TIP development is the actualization of the 3C process. To have an accurate TIP, a wide range of strategies and investments need to be documented by all relevant agencies within the MPA, organizations and the public need to have the opportunity to inform the projects listed, and an annual review need to happen to ensure performance-based monitoring, project evaluation and project updates match needs and project timelines.

For all MPAs, concurrent with the submittal of the entire proposed TIP to the FHWA and FTA as part of the STIP approval, the State and the MPO shall certify at least every four years that the metropolitan transportation planning process is being carried out in accordance with all applicable requirements as set forth in 23 CFR 450.336. The self-certification shall be drafted and included as the cover letter in the transmittal of the TIP to FHWA and FTA.

Development of a new TIP will begin concurrently with the development of the MTP, which is anticipated to be completed in July 2026. The initial effort will be consultant-led and will involve development of project scoring criteria and nomination forms, followed by a call for project nominations. Projects included in the TIP must be prioritized in the MTP. Example scoring criteria that may be used include safety, public support, maintenance and operations, system preservation, connectivity, environmental mitigation, project readiness and land use. Non-motorized projects have slightly different criteria such as how much of the population is impacted by the project, how the facility will be used, and if it provides more mobility for more users in a safer environment. The project nominations often, but are not all required to, come from the short-range list of projects included in the updated MTP. A workshop will be held for local agencies and the public to learn about the nomination process, scoring criteria, and project selection process for funding. At the close of the nomination period, the Technical Committee members will score and rank the projects in order of priority for consideration of funding in the new TIP.

Concurrently, Alaska DOT&PF staff will prepare a scope, schedule, and estimate (SSE) for each project nominated. Once the SSEs and project rankings are complete, the MPO will develop a fiscally constrained draft TIP providing a funding plan for the top-ranked projects for release for public comment. After public comments are addressed and/or resolved, the final TIP will then be presented to the Technical Committee and Policy Board for consideration and adoption. Following adoption, the final TIP will be transmitted to FHWA and FTA for approval and to Alaska DOT&PF for inclusion into the STIP.

The MPO Staff will work in cooperation with the Alaska DOT&PF and the MSB GIS department, and the MTP consultant team in the development of an E-TIP that is compatible with the State's Statewide Transportation Improvement Program (STIP), if available.

Participation by MVP and Alaska DOT&PF FFY2025-26 is anticipated to include:

- Prior to MVP's TIP, MVP has been allowed to propose projects in the STIP for FFY 24/25/26. Monthly tracking of obligated funds will continue through FFY25 and FFY26.
- MVPs motorized and multi-modal project scoring criteria and nomination form will be published for the public and agency partners to nominate projects once the MTP consultant team has completed it (March 2026)
- Call for project nominations, project scoring and ranking, and SSE development (March - May 2026)

- Development of FFY27-30 TIP, interagency consultation, and released for 30-day public comment period (June 2026)
- Review and response to comments received during public comment period (August 2026)
- Presentation of final FFY27-30 TIP to MVP Technical Committee and Policy Board for consideration of adoption (September 2026)
- Transmittal of adopted TIP to FHWA and FTA for approval/ concurrence and Alaska DOT&PF for inclusion by reference into the STIP (September-October 2026)

Completion Date: August 2026

Responsible Party: MVP staff, with Alaska DOT&PF, MSB GIS staff, and the MTP consultant team providing Advanced Project Definition (estimates and schedules) and financial constraint limits and technical support for E-TIP, as necessary.

Resulting Product: 2027 – 2030 Transportation Improvement Program

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

A first task for MVP and the Consultant team responsible for the MTP development, is the update of the PPP to reflect the planned public involvement for the MTP. The use of social media and earned media will be incorporated into the PPP as well as any web-based/map based interactive techniques.

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

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

Completion Timeline: prior to initiation of the MTP. Estimate November 2024

Responsible Party: MVP staff and MTP contractor

Resulting Product: Updated and implemented PPP and Title VI Plan

Task 100(G) Support Services

Support Services: this task encompasses all planning and program needs for the operation of the MPO, including but not limited to:

- Development and management and operation of the MVP 501(c)(3) nonprofit Corporation (human resources, payroll, accounts payable/receivable, office space leasing, asset management, insurance coverages, audits, business licensing, and tax filings)
- All the necessary activities and items for the formation of the MPO office including the hiring and managing a Transportation Planner, and Office Manager
- Procurement of office space
- Host and attend weekly Staff meetings
- Host and attend weekly project management meetings with consultant team
- Supply or cause to arrange supplies, information technology, website development, social media presence, office administration, utilities, payroll, and benefits, and the like
- Procure professional services as necessary to bring the MPO office to an operational status based on the agreed-upon structure
- MVP budget preparation, tracking, and amendment
- Review of agreements, policies, and procedures as needed
- Professional development for staff (online and in-person training and conferences)
- Attending and participating in local, regional, and State committee and commission meetings
- Providing guest presentations to committees, commissions, local organizations and chapters, and other interest groups
- Serving on the Statewide Transportation Innovation Council, Statewide Connected & Autonomous Team or other regional transportation focused committees
- Attending project status meetings, open house events, stakeholder groups, and other Alaska DOT&PF, City and Borough planning meetings
- Procure, perform, or manage GIS mapping of the transportation network, including preparation of areawide and project-specific maps
- Review and submit comments on local, state, and federal legislation and planning documents
- Monitor the Federal Highway Bill guidance and modify the development of the final MPO structure and documents in accordance with the latest planning assumptions
- Review the Federal Regulations for Metropolitan Transportation Planning and research and apply for other available grant opportunities

- Conduct general communication, correspondence, and presentations to members of the public, organizations, agencies, elected/appointed officials, and other interested parties
- Coordinate with ADOT&PF, agency partners, Tribal organizations and other MPOs
- Attend annual conferences and trainings such as Association for Metropolitan Planning Organizations Conference and Alaska American Planning Association Conference and other relevant trainings
- Manage and host monthly/special Technical Committee and Policy Board Meetings

Completion Date: September 30, 2026

Responsible Party: MVP Executive Director and staff, ADOT&PF, consultant team

Resulting Product: Operations of the MPO

Task 200 Public Transit System Planning

The transit services within the census-designated urban area are eligible to receive **FTA Section 5303 planning funding** through a Metropolitan Planning Grant Agreement between the DOT&PF and FTA. Metropolitan & Statewide Transportation Planning Section 5303 provides funding and procedural requirements for multimodal transportation planning in metropolitan areas and states. Eligible activities include the development of transportation plans and programs, plan, design and evaluate a public transportation project and conduct technical studies related to public transportation.

Alaska DOT&PF will execute a Coordinated Planning Agreement with the MVP to conduct future transit plans in the urban area in collaboration with the Borough will be developed. Funds are apportioned to states by formula that includes each state's urbanized area population in proportion to the total urbanized area population for the nation, as well as other factors.

Funds available to MVP for transit planning activities must address:

- support the economic vitality of the metropolitan area, especially by enabling global competitiveness, productivity, and efficiency
- increase the safety of the transportation system for motorized and non-motorized users;
- increase the security of the transportation system for motorized and non-motorized users;
- increase the accessibility and mobility of people and for freight;
- protect and enhance the environment, promote energy conservation, improve the quality of life, and promote consistency between transportation improvements and State and local planned growth and economic development patterns;
- enhance the integration and connectivity of the transportation system, across and between modes, for people and freight; and
- promote efficient system management and operation; and emphasize the preservation of the existing transportation system.

This funding will be used to conduct planning activities related to the operation and improvement of the public transit system within the MPA, including data collection, studies, system performance management, capital planning, and asset management, preparation of reports and plans, and training and technical assistance for staff once the Borough has a program in place. Example plans include:

- Coordinated Transportation Development Plan
- Short- and Long-Range Transit Plan
- Mobility Management Plan
- Public Transportation Agency Safety Plan
- Bus Stop Amenity & Design Development Plan
- ITS Improvement Plan
- Comprehensive Fixed Route Analysis & Improvement Plan
- Traffic Signal Prioritization Impact Study



Task 200 (A) MSB Transit Planning Support

MSB transit planning support: As the MSB works to develop their own transit program, they may need additional support from MVP related to transit route and infrastructure planning. Ongoing planning support for the MSB Planning Department including but not limited to support for website modernization, route maps/schedules/brochures, social media messaging to the public, and coordination of transit planning efforts with the MTP, TIP, and Active Transportation Plan.

Timeline: Fall 2026

Responsible Party: MVP staff and ADOT&PF

Resulting Product: Technical support for the MSB in building their transit program.

Task 200 (B) Transit Development Plan

A Transit Development Plan for the Mat-Su Borough is necessary to plan for the evolving transportation needs of our rural and urban communities. Transit throughout the Borough is currently operated by several non-profit transit and health and human services organizations, all working to provide transportation services for the community without an overarching plan in place. **Providers and residents have identified differing needs in rural communities versus the recently census-designated urban area, though the need for safe and adequate transportation still exists for both. With a region the size of West Virginia, an analysis of how to best provide transportation to, from, and between different areas of the borough is essential.** A Borough-wide Transit Development Plan (TDP) would provide a research and data-driven approach to sustaining and improving transit throughout the region by connecting communities and increasing access to jobs, shopping areas, medical appointments, and other essential services. A TDP would involve a complete analysis of the MSB's transit services, recognizing needs and gaps in the current system, prioritizing goals, creating implementable strategies, and identifying funding opportunities. The result of the TDP will be a guiding strategy document that anticipates the future transportation demands of rapid growth and ensures adequate and efficient transit options for all residents.

Completion Date: Fall 2026

Responsible Party: MVP, and Borough staff in partnership with a consultant, Valley Transit, Sunshine Transit Coalition, Chickaloon Area Transit (CAT), Alaska DOT&PF

Resulting Product: Transit Development Plan

Task 300 Supplemental Plans Projects

The following projects are Supplemental Projects that will be programmed in the Alaska STIP. MVP for Transportation does not have an MTP or TIP that would outline its own projects and be listed by reference in the STIP. However, MVP is eligible for funding starting in FFY2024. The following projects were proposed and approved by MVP's Policy Board. The Projects listed below are considered Planning projects and STBG funding will be used.

Task 300(A) MVP Sign Management Plan

Devise and implement a system to assess all traffic signs within the Metropolitan Area Boundary on a regular basis and ensure they are maintained and replaced as needed to improve visibility and increase road safety. Use the sign assessment to track sign data and to maintain a minimum retroreflectivity level of all signs to increase their visibility at night.

Completion Date: TBD

Responsible Party: MVP and MSB staff

Resulting Product: A sign management plan of all the signs within the MPA including the MSB, cities and the ADOT and a prioritized list of projects in need of replacement and or installation.

Task 300 (B) MVP Advanced Project Definition

MVP programmatically sets aside \$181,940 in STBG funds for development of scope, schedule and estimates (SSE') for projects nominated by MVP to the MTP and TIP, and for the interim program of MVP projects being included in the STIP. The SSEs will be completed by Alaska DOT&PF staff at the request of MVP at the time projects are nominated by local agencies and the public for funding.

Completion Date: TBD

Responsible Party: MVP and ADOT&PF staff

Resulting Product: Scope, Schedule and Estimates for projects MVP capital projects listed in the STIP, MTP and TIP

Task 300 (C) MVP Streetlight and Intersection Management Plan

Conduct an inventory of all the streetlights within the Metropolitan Planning Area boundary and develop a plan for converting the lights to LED. Examine each intersection to determine any additional lighting system work as required for electrical code compliance and proper operation of the LED fixtures. Additional work may include replacement of frayed wiring, grounding of light pole bases, repair of electrical connections, troubleshooting of lighting or load center circuitry and other repairs.

Completion Date: TBD

Responsible Party: MVP and MSB staff

Resulting Product: Streetlight management plan and a prioritized list of projects

Task 300 (D) Pavement Asset Management Plan

As part of MVP's MPA network planning efforts understanding the improvement projects that would extend the life of the region's road network is important. MVP is proposing to develop a Pavement Asset Management Plan for the network. This would include automated collection of pavement condition (smoothness, rutting, and cracking) on within the MPA. The data collection will be performed by a consultant. The consultant will use Road Surface Profiling (RSP) equipment consisting of distance measuring instruments, accelerometers, and a Laser Crack Measurement System (LCMS) to provide high-definition 3D profiles and 2D images of the road surface. Data collected will be documented in GIS format and in a written report that will prioritize improvement projects. The data and plan will be shared with MVP member agencies. MVP will use the data to inform development of the MTP, TIP and other MVP plans. This information is necessary to forecast condition deterioration and perform cost/benefit analysis to optimize network-level budgets and work scenarios.

Completion Date: TBD

Responsible Party: MVP and MSB staff

Resulting Product: An assessment of the pavement conditions and a prioritization of pavement improvement projects for the MSB, and Cities

Budget

Table 2. Funding Sources for Metropolitan Planning Activities		
Metropolitan Planning (PL) Funds		
Description	FFY2025	FFY2026
FFY2025 PL Distribution	\$ 446,606	
FFY2026 PL Distribution		\$ 460,004
PL Funds	\$ 446,606	\$ 460,004
9.03% Match	\$ 44,332	\$ 45,662
Subtotal	\$ 490,938	\$ 505,666
Less 6.35% ICAP	\$ (31,175)	\$ (32,110)
Subtotal	\$ 459,763	\$ 473,556
DOT & PF Planning Support	\$ (66,000)	\$ (66,000)
Total	\$ 393,763	\$ 407,556
Supplemental Federal Funds		
Description	FFY2025	FFY2026
MVP Planning Office (STBG)	\$ 181,940	\$ 181,940
Metropolitan Transportation Plan (Unobligated PL)	\$ 600,000	\$ -
TansCad Travel Model (Unobligated PL)	\$ 250,000	\$ -
Household Travel Survey (Unobligated PL)	\$ 550,000	\$ -
MVP Sign Management Plan (STBG)	\$ 363,900	\$ -
MVP Streetlight Intersection Management Plan (STBG)	\$ 363,900	\$ -
MVP Advanced Project Definition (STBG)	\$ 181,940	\$ 181,940
MVP Pavement Management Plan (STBG)	\$ 181,940	\$ 181,940
Supplemental Federal Funds	\$ 2,673,620	\$ 545,820
9.03% match	\$ 265,393	\$ 54,180
Subtotal	\$ 2,939,013	\$ 600,000
Less 6.35% ICAP	\$ (186,627)	\$ (38,100)
Total	\$ 2,752,386	\$ 561,900
Metropolitan Planning Total	\$ 3,146,149	\$ 969,456
Table 3. Funding Sources for Transit Planning Activities		
Transit Planning (FTA 5303) Funds		
Description	FFY2025	FFY2026
FFY2024 Apportionment	\$ 91,001	\$ -
FFY2025 Apportionment Estimate	\$ -	\$ 92,715
FTA 5303 Funds	\$ 91,001	\$ 92,715
9.03% Match	\$ 9,033	\$ 9,203
Subtotal	\$ 100,034	\$ 101,918
Less 6.35% ICAP	\$ (6,352)	\$ (6,472)
TOTAL	\$ 93,682	\$ 95,446
Supplemental Federal Funds		
Transit Development Plan (Unobligated PL)	\$ -	\$ 500,000
Supplemental Federal Funds	\$ -	\$ 500,000
9.03% match	\$ -	\$ 49,632
Subtotal	\$ -	\$ 549,632
Less 6.35% ICAP	\$ -	\$ (34,902)
Total	\$ -	\$ 514,730
Transit Planning Total	\$ 93,682	\$ 610,177
Note: Until the organization is formed and has the proper fiscal policies in place, the non-federal share will be funded with legislative grant funds identified on page 9 of the UPWP. Once formed MVP membership dues will cover the PL match		
Match for the additional funding for the MVP office will be funded by membership dues		
Match for the streetlight intersection and sign management project will be paid for by the MSB		

Table 4. Estimated Costs by Task

Task	Description	Fund Source	FFY25	FFY2026
Required Plans & Programs				
100 (A)	Unified Planning Work Program	MVP PL/STBG	\$ 10,000	\$ 10,000
100 (B)	Metropolitan Transportation Plan*	unobligated PL/PL MVP PL/STBG	\$ 700,000	\$ 100,000
100 (C)	TransCad Modeling	unobligated PL/PL MVP PL/STBG	\$ 300,000	\$ 50,000
100(D)	Household Travel Survey	unobligated PL/PL MVP PL/STBG	\$ 600,000	\$ 50,000
100 (E)	Transportation Improvement Program Development	MVP PL/STBG	\$ 80,000	\$ 80,000
100 (F)	Public Participation Plan	MVP PL/STBG	\$ 100,000	\$ 100,000
100(G)	Support Services	MVP PL/STBG	\$ 191,063	\$ 204,856
		Subtotal	\$ 1,981,063	\$ 594,856
Public Transit System Planning				
200(a)	Transit Development Plan	Unobligated PL		\$ 500,000
200 (b)	MSB Transit Planning Support	FTA 5303	\$ 95,446	\$ 98,310
		TOTAL	\$ 95,446	\$ 598,310
Supplemental Plans and Programs				
300 (a)	MVP Sign Management Plan	STBG	\$ 370,000	\$ -
300 (b)	MVP Advanced Project Definition	STBG	\$ 185,000	\$ 185,000
300 (c)	MVP Lighting and intersection Management Plan STBG	STBG	\$ 370,000	\$ -
300 (d)	MVP Pavement Management Plan	STBG	\$ 185,000	\$ 185,000
		TOTAL	\$ 1,110,000	\$ 370,000

Table 5. Funding Source & Estimated Cost Comparison		
Metropolitan Planning Activities	FFY2025	FFY2026
Available Funding (Table 2)	\$ 3,146,149	\$ 969,456
Estimated Costs (Table 4)		
Task 100 Required Plans & Programs	\$ 1,981,063	\$ 594,856
Task 300 Supplemental Plans and Projects	\$ 1,110,000	\$ 370,000
Total	\$ 3,091,063	\$ 964,856
Transit Planning Activities		
Available Funding (Table 3)	\$ 95,446	\$ 613,040
Estimated Costs (Table 4)		
Task 200(a) Transit Development Plan	\$ -	\$ 500,000
Task 200(b) MSB Transit Planning Support	\$ 95,446	\$ 98,310
Total	\$ 95,446	\$ 598,310

¹ Cash match paid by receiving agency. MVP's match comes from state legislative appropriation until MVP s formed then it will come from the membership dues

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

Table 6. Proposed UPWP (FFY2025 & FFY2026) Annual Office Budget for MVP

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

Expenditures	Amount	FFY2025	FFY2026
Personnel		\$ 300,000	\$ 340,000
Fringe Benefits: health insurance and 401k		\$ 84,852	\$ 87,398
Payroll taxes		\$ 9,502	\$ 9,787
Office & Administrative		\$ 150,000	\$ 150,000
Information Technology		\$ 22,000	\$ 14,000
Meetings		\$ 5,000	\$ 5,000
Training		\$ 20,000	\$ 20,000
Membership fees AMPO/APA/ Foraker		\$ 5,000	\$ 5,000
Advertising		\$ 26,000	\$ 26,000
Supplies		\$ 30,000	\$ 15,000
	TOTAL	\$ 652,354	\$ 672,185
Revenue	Amount	FFY2025	FFY2026
PL Fund Distribution		\$ 446,606	\$ 460,004
9.03% Match		\$ 44,332	\$ 45,662
5303 Apportionment		\$ 95,446	\$ 98,310
9.03% Match		\$ 9,203	\$ 9,479
Supplemental Federal Planning STBG Funds for MVP office		\$ 181,940	\$ 181,940
9.03% Match		\$ 18,060	\$ 18,060
	Subtotal	\$ 795,587	\$ 813,455
	Less 6.35% ICAP	\$ (31,175)	\$ (32,110)
	Subtotal	\$ 764,413	\$ 781,346
	Less DOT&PF Planning Support	\$ (66,000)	\$ (66,000)
	TOTAL	\$ 698,413	\$ 715,346
Note: the MVP budget is based on three FTE with full benefits, a large office space in Palmer or Wasilla that can accommodate the full PB and TC. Additional funding was added for consulting services that may be required as MVP establishes all its systems and norms.			



MatSu Valley Planning *for* Transportation **Metropolitan Planning Organization**

Date: June 11, 2024
To: MVP Policy Board
RE: Program of Projects

Attached is a draft Program of Projects that was developed in consultation with the State of Alaska Department of Transportation and Public Facilities' MVP Transportation Planner and with advisement of the Technical Committee on June 11, 2024.

The following are the assumptions that were made during the development of the Program of Projects:

1. The MVP sub-allocations are as follows:
2. Surface Transportation Block Grant Program (STBG)
 - a. FFY24 \$7,208,849 Carryover from FFY24 to FFY25: \$2,488,184
FFY25 \$7,425,115
3. Transportation Alternative Program (TAP)
 - a. FFY24 \$426,760
 - b. FFY25 \$439,563
4. Carbon Reduction Program (CRP)
 - a. FFY 24 \$775,163: Transferred to STBG
 - b. FFY25 \$798,418: Transferred to STBG
5. Congestion Mitigation Air Quality Program (CMAQ)
 - a. FFY24 \$727,800: Transferred to STBG
 - b. FFY25 \$749,364: Transferred to STBG
6. Some obligations for FFY24 are particularly dependent on the ability to execute the necessary match and maintenance agreements and to forward the Authority to Proceed to FHWA by mid-August 2024.
7. To expedite the obligation of the FFY 24 – 26 MVP Improvement Program, the State will pay the non-federal share for the design phase only.
8. The State will fund the non-federal share of the Advance Project Definition project.
9. Transit funding breakdown between Valley Transit and ARRC is currently unknown; awaiting split letter from the state.
10. Commitment to fund additional phases of any of the capital projects is solely dependent on the development of the TIP and the priorities established by the Policy Board. Nothing in this program commits the Policy Board to future funding on the projects included herein.

**MVP for Transportation
Draft Program of Projects**

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NID	IRIS	Project Description	Fund Code	Phase	FFY24	FFY25	FFY26	FFY27	Beyond
34531		MVP Advance Project Definition	STBG	Planning		\$ 181,940.00			
		Provide funding to the State and City to develop new estimates for TIP projects.	SM			\$ 18,060.00			
Project Total					\$ -	\$ 200,000.00	\$ -	\$ -	\$ -
34251		Inner and Outer Springer Loop Separated Path (TAP Award 2023)	TAP	Design		\$ 187,744.00			
		This project will construct a paved non-motorized pathway adjacent to one side of Inner Spring Road and Outer Springer Road extending from the Glenn Highway to Cope Industrial Way for a length of 6,000 feet. This project was selected in the 2023 DOT&PF Transportation Alternatives Program solicitation.	3PF			\$ 18,636.10			
			3PF	Right-of-Way					
			3PF						
			3PF	Utilities					
			3PF						
			3PF	Construction					
	3PF								
Project Total					\$ -	\$ 206,380.10	\$ -	\$ -	\$ -
34342		Bogard Road Reconstruction: North Earl Drive to North Engstrom Road (Parent) (CTP Award	STBG	Design	\$ 2,274,250.00	\$ 727,760.00			
		This project will upgrade Bogard Road, between North Earl Drive and North Greentree Street to an arterial highway standard to address safety and capacity issues. The project will construct a pathway, provide widened shoulders, construct turn lanes, address access management issues, improve intersections, as necessary, provide an improved clear zone,, drainage and signage.	SM		\$ 225,750.00	\$ 72,240.00			
			3PF	Right-of-Way					
			3PF						
			3PF	Utilities					
			3PF						
			3PF	Construction					
	3PF								
Project Total					\$ 2,500,000.00	\$ 800,000.00	\$ -	\$ -	\$ -

**MVP for Transportation
Draft Program of Projects**

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NID	IRIS	Project Description	Fund Code	Phase	FFY24	FFY25	FFY26	FFY27	Beyond
34532		FFY24 - 26 MVP Improvement Program	STBG	Design	\$ 909,700.00				
		Perform gravel or asphalt surface maintenance and preservation activities on roads, sidewalks, and pathways. Work may also include new or upgraded illumination, signing, striping, storm drains, and intersection improvements including nonmotorized crossings, as well as ADA upgrades to sidewalks and curb ramps. State pays the design match and local governments pay construction match, per agreement.	SM		\$ 90,300.00				
		SM							
		STBG	Construction						
		3PF							
Project Total					\$ 1,000,000.00	\$ -	\$ -	\$ -	
6234		Palmer-Fishhook Separated Pathway: Trunk Road to Edgertonb Parks Road (TAP Award Construct a pedestrian/bike pathway from the Glenn Highway to Hatcher Pass (Mother Lode Area), a distance of 14 miles in conjunction with a highway upgrade.	STBG	Design	\$ 168,678.00	\$ 8,551.00			
			3PF		\$ 312,970.00	\$ 134,130.00			
			TAP		\$ 426,760.00	\$ 251,819.00			
			STBG	Right-of-Way					
			3PF						
			STBG	Utilities					
			3PF						
			STBG	Construction					
			3PF						
Project Total					\$ 908,408.00	\$ 394,500.00	\$ -	\$ -	
34243		Seldon Road Reconstruction: Wasilla-Fishhook Road to Snowgoose Drive (Parent) (CTP Award 2023) This project will upgrade Seldon Road, between Wasilla-Fishhook and Snowgoose Drive, to an arterial highway with a separate pathway to address geometry, safety and capacity issues.	STBG	Design	\$ 2,871,000.00	\$ 1,230,750.00			
			3PF		\$ 319,000.00	\$ 136,750.00			
			STBG	Utilities					
			SM						
			STBG	Construction					
			SM						
			3PF						
Project Total					\$ 3,190,000.00	\$ 1,367,500.00	\$ -	\$ -	\$ -
34595		MVP Pavement Management Plan	STBG	Planning		\$ 181,940.00			
		Collect automated pavement condition (smoothness, rutting, and cracking) data within the MPA using Road Surface Profiling (RSP) equipment consisting of distance measuring instruments, accelerometers and a Laser Crack Measurement System (LCMS) to provide high definition 3D profiles and 2D images of the road surface. Data collected will be documented in GIS format and in a written report that will prioritize improvement projects.	3PF			\$ 18,060.00			
		Project Total				\$ 200,000.00	\$ -	\$ -	\$ -
34404		MVP Planning Office	STBG	Planning		\$ 181,940.00			
		Funding for the MVP Planning Office which supports delivery of the MVP's Unified Planning Work Program.	3PF			\$ 18,060.00			
		Project Total				\$ 200,000.00	\$ -	\$ -	\$ -

**MVP for Transportation
Draft Program of Projects**

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NID	IRIS	Project Description	Fund Code	Phase	FFY24	FFY25	FFY26	FFY27	Beyond
34533		MVP Sign Management Plan	STBG	Planning		\$ 363,900.00			
		Devise and implement a system to assess all traffic signs within the Metropolitan Area Boundary on a regular basis and ensure they are maintained and replaced as needed to improve visibility and increase road safety. Use the sign assessment to track sign data and to maintain a minimum retroreflectivity level of all signs to increase their visibility at night.	3PF			\$ 36,100.00			
Project Total					\$ -	\$ 400,000.00	\$ -	\$ -	
34534		MVP Streetlight Intersection Management Plan	STBG	Planning		\$ 363,900.00			
		Conduct an inventory of all the streetlights within the Metropolitan Planning Area boundary and develop a plan for converting the lights to LED. Examine each intersection to determine any additional lighting system work as required for electrical code compliance and proper operation of the LED fixtures. Additional work may include replacement of frayed wiring, grounding of light pole bases, repair of electrical connections, troubleshooting of lighting or load center circuitry and other repairs.	3PF			\$ 36,100.00			
Project Total					\$ -	\$ 400,000.00	\$ -	\$ -	
34302	CFHWY00622	Wasilla-Fishhook Road E Seldon to Tex-Al Drive	STBG	Construction		\$ 7,641,480.00			
		The proposed project will reclaim the existing pavement structure in place, overlay with new pavement, and apply pavement markings to the roadway. Guardrail, roadway shoulder repairs, drainage improvements, sign replacements, and grubbing will be included as necessary. The project is working to extend the service life of Wasilla Fishhook Road, reduce ongoing maintenance costs, and adjust ditch grading and culverts such that the roadway will have	SM			\$ 758,520.00			
Project Total					\$ -	\$ 8,400,000.00	\$ -	\$ -	\$

**MVP for Transportation
Draft Program of Projects**

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NID	IRIS	Project Description	Fund Code	Phase	FFY24	FFY25	FFY26	FFY27	Beyond
Funding (Revenue) Summary									
Surface Transportation Program Block Grant Program (includes CRP and CMAQ Flex) Transportation Alternative Program			STBG		\$ 8,711,812.00	\$ 8,973,167.00	\$ -	\$ -	
			TAP		\$ 426,760.00	\$ 439,563.00	\$ -	\$ -	
			Subtotal		\$ 9,138,572.00	\$ 9,412,730.00	\$ -	\$ -	
			Carryover		\$ (2,488,184.00)	\$ 2,488,184.00			
CRP funds transferred to STBG, \$775,163 and \$798,418 in FFY 24 and 25, respectively. CMAQ Flex funds transferred to STBG, \$727,800 and \$749,634 in FFY 24 and 25, respectively. STBG funds \$7,208,849 and \$7,425,115 in FFY 24 and 25 STBG funds of \$2,488,184 carryover from FFY24 to FFY25							\$ -	\$ -	
							\$ -	\$ -	
							\$ -	\$ -	
							\$ -	\$ -	
							\$ -	\$ -	
			Match Total	\$ -	\$ -	\$ -	\$ -		
			Available Funding (Revenue) Total	\$ 6,650,388.00	\$ 11,900,914.00	\$ -	\$ -		
Projected Obligations Summary									
Fund Code Description			Fund Code		2024	2025	2026	2027	
Federal Summary									
Surface Transportation Program Block Grant Program (includes CRP and CMAQ Flex) Transportation Alternative Program			STBG		\$ 6,223,628.00	\$ 10,882,161.00	\$ -	\$ -	
			TAP		\$ 426,760.00	\$ 439,563.00	\$ -	\$ -	
					\$ -	\$ -	\$ -	\$ -	
					\$ -	\$ -	\$ -	\$ -	
					\$ -	\$ -	\$ -	\$ -	
			Federal Subtotal	\$ 6,650,388.00	\$ 11,321,724.00	\$ -	\$ -		
Federal Match Summary									
State Match Local Government Match (currently all MSB)			SM		\$ 316,050.00	\$ 848,820.00	\$ -	\$ -	
			3PF		\$ 631,970.00	\$ 397,836.10	\$ -	\$ -	
					\$ 948,020.00	\$ 1,246,656.10	\$ -	\$ -	
					\$ -	\$ -	\$ -	\$ -	
					\$ -	\$ -	\$ -	\$ -	
			Match Subtotal	\$ 948,020.00	\$ 1,246,656.10	\$ -	\$ -		
			Grand Total	\$ 7,598,408.00	\$ 12,568,380.10	\$ -	\$ -		

**MVP for Transportation
Draft Program of Projects**

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NID	IRIS	Project Description	Fund Code	Phase	FFY24	FFY25	FFY26	FFY27	Beyond
FTA Projects within MSB MPO Planning Boundary									
Need ID	Project Description		Fund Code	Fund Type	FFY24	FFY25	FFY26	FFY27	Beyond
	Urbanized Area Formula Grant - Valley Transit		FTA	5307	\$ 1,845,938.00	\$ 1,282,162.00			
	Transit operating assistance		Match		\$ 1,845,938.00	\$ 1,282,162.00			
	Project Total				\$ 3,691,876.00	\$ 2,564,324.00	\$ -	\$ -	
	Urbanized Area Formula - ARRC		FTA	5307	\$ -	\$ -	\$ -	\$ -	
	State of Good Repair rehabilitation and replacement activities		Match	ARRC	\$ -	\$ -	\$ -	\$ -	
	Project Total				\$ -	\$ -	\$ -	\$ -	
	Enhanced Mobility for Seniors & Individuals with Disabilities		FTA	5310	\$ 128,944.99	\$ 54,136.00			
			Match		\$ 128,944.99	\$ 54,136.00			
	Project Total				\$ 257,889.99	\$ 108,272.00	\$ -	\$ -	
	State of Good Repair		FTA	5337	\$ 1,325,232.00	\$ 245,589.00			
	Provides capital assistance for maintenance, replacement and rehabilitation projects of high-intensity fixed guideway and motorbus systems to help transit agencies maintain assets in a state of good repair. Eligible for Transit Asset Management Plans.		Match		\$ 1,325,232.00	\$ 245,589.00			
	Project Total				\$ 2,650,464.00	\$ 491,178.00	\$ -	\$ -	
	Bus and Bus Facilities		FTA	5339	\$ 70,423.73	\$ 40,502.00			
	Provides funding to states and transit agencies through a statutory formula to replace, rehabilitate and purchase buses and related equipment and to construct bus-related facilities.		Match		\$ 70,423.73	\$ 40,502.00			
	Project Total				\$ 140,847.46	\$ 81,004.00	\$ -	\$ -	

Proxy Voting Proposal

[Alaska nonprofit handbook](https://www.commerce.alaska.gov/web/Portals/5/pub/COR_NonProfit_Community_Assoc_Handbook.pdf)

https://www.commerce.alaska.gov/web/Portals/5/pub/COR_NonProfit_Community_Assoc_Handbook.pdf

Proxy Voting reference in the Alaska Nonprofit Handbook

Section 6. Voting and Voting by Proxy. All members are entitled to vote and shall have the right to do so in person or by an agent authorized by a written proxy executed by the member filed with the secretary of the corporation.

Proposed MVP Bylaw change to add Proxy Voting

Proxy Voting is allowed under these conditions:

- 1) If a member cannot attend the regularly scheduled meeting, they may send their written vote, on all action items, to the Secretary and the MVP Director 24-hours in advance of the meeting.
- 2) The Technical Committee (TC) member of the representing organization can serve as proxy voter for the Policy Board member. The TC member will count toward quorum. The TC member's vote is procedural and based on the written preference of the Policy Board member. The proxy voter cannot participate in the discussion/debate. If an amendment is made that enhances clarity and does not change the intent of the action, the proxy voter may offer the Policy Board members vote. If an amendment is made that changes the intent of the action, the proxy voter will abstain.

Federal Planning Finding Tier 2, 1a Corrective Action

The DOT&PF must develop and implement processes and procedures for a continuing, cooperative, and comprehensive planning process that meets the requirements of 23 CFR 450.208. These documented procedures should also include the DOT&PF's role and responsibility for oversight of MPOs, and procedures for air quality conformity, Unified Planning Work Program development, MPO Certifications, STIP development, and other joint planning processes.

DOT&PF Response

To ensure DOT&PF meets the requirements of 23 CFR 450.208 as it relates to continuing, cooperative, and comprehensive planning with the State's MPOs, the following procedures have been developed. The actions described for each planning process are based in the guidance provided by federal and state regulations which are noted throughout.

MPO Oversight

- For each MPO in Alaska, a formal Operating Agreement as required by 23 CFR 450.314(a) exists that serves to provide the structure and process for continuing, cooperative, and comprehensive development and implementation of transportation plans and programs within the metropolitan planning areas. All existing MPO operating agreements provide DOT&PF with membership on their Policy and Technical Committees, as well as additional seats on advisory committees. This representation ensures that DOT&PF policies are developed and implemented in tandem with the MPOs, and a feedback mechanism exists in perpetuity. Within these operating agreements, clear statements of cooperation and assistance between the MPOs and DOT&PF in development of planning documents are made throughout, and the procedures through which this collaboration occurs are described in the following sections.

MPO TMA Certification

- Transportation Management Area (TMA) certification reviews occur between the MPOs and FHWA/FTA. ~~DOT&PF does not have a formal role or responsibility in the process but does consistently participate in the federal partners' field review process.~~
- The DOT&PF participates via Technical Committee (TC) and Policy Board (PB) committees, actively participating in the field review process, attending the certification meeting, and assisting with corrective actions and development of a plan of action.

MPO Self-Certification

- The MPO self-certification is done via the TIP submission and is addressed in the operating agreements. The DOT&PF is responsible for signing the self-certification after ensuring the requirements are met. This is done through participation in the TC and PB committees.

MPO Air Quality Conformity

- Two of Alaska's MPOs operate under Limited Maintenance Plans related to Alaska's Statewide Implementation Plan (SIP). This requires the MPOs to confirm the continued eligibility of their Limited Maintenance Area status and affirm that Transportation Control Measures required by the Alaska SIP continue to be implemented with each version of their TIP. To do so, with each TIP submission, MPOs include an air quality conformity report to establish a regional air quality conformity demonstration (if necessary). This air quality conformity demonstration follows methodologies approved by the MPO's Interagency Consultation Team (ICT). The ICTs consist of several agencies from the state and federal level, including DOT&PF. The DOT&PF's involvement

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in ICTs and conformity demonstrations is an example of the cooperative process agreed to in the MPO operating agreements.

- One MPO operates under the Serious Non-Attainment Area designation related to the SIP. In addition to the requirements under Limited Maintenance Plans, the MPO must engage in project level conformity determinations through the ICT. The DOT&PF participates in the ICT process similar to the Limited Maintenance Plans. DOT&PF typically assists with travel demand modeling in support of air quality modeling.
- Details and specific roles of the DOT&PF in ICT are documented in the MPO operating agreements.

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MPO Metropolitan Transportation Plan, TIP, and Unified Planning Work Program

- MPOs are responsible for developing and managing develop and manage the MTP, TIP, and UPWP documents. DOT&PF's role in supporting the supports development of these work products is described in each MPO's operating agreement, and includes including development of project lists, providing financial data to ensure fiscal constraint, assisting in the application of scoring criteria, and other actions requested by the MPOs. These operating agreements incorporate development requirements outlined in 23 CFR 450.324 & 450.326.
 - Through the actions prescribed in the operating agreements and its membership in MPO committees, DOT&PF ensures that MPOs receive continuous support in creating and maintaining these fundamental documents.
- DOT&PF's role in the approval of MTPs, TIPs, and UPWPs differs for each MPO and is described in the operating agreements.
 - For MTPs, MPOs submit these directly to FHWA and FTA for approval. DOT&PF participates in the MTP development through the Technical and Policy Committees.
 - UPWP documents are routed through DOT&PF to FHWA and FTA to verify urban planning funding details per the state's responsibility under 23 USC § 104(d). UPWPs do not require DOT&PF approval.
 - Federal guidelines outline DOT&PF's role in approving TIPs and any associated modifications or amendments.
 - The following section describes DOT&PF's procedures for TIP and amendment approvals, annotated with the appropriate regulations.
 - Per 23 CFR 450.328(b): "After approval by the MPO and the Governor, the State shall include the TIP without change, directly or by reference, in the STIP...". The State is responsible for ensuring the sufficiency of the technical processes that MPOs utilize to execute the TIP revision elements described in 23 CFR 450.328(a). These elements are:
 - The MPO, FHWA, and FTA have made a conformity determination for a TIP amendment including any non-exempt projects, or for a replacement TIP (if necessary),
 - Fiscal constraint within the TIP has been sufficiently demonstrated, and,
 - In revising the TIP, the MPO has used public participation procedures consistent with 23 CFR 450.316(a).
 - When DOT&PF confirms that the three criteria have been met, the TIP will be forwarded to the Governor or their designee with a recommendation to approve the TIP. DOT&PF then informs the MPO of this action in writing. If any issues are found, or further information is needed to verify the TIP's adherence to federal regulations, DOT&PF will

contact the MPO in writing for clarification. In either case, DOT&PF will formally respond to the MPO in a timely manner within a reasonable time. In the event the Governor cannot approve an MPO's TIP, a letter outlining the cause will be sent to the MPO to ensure clarity and provide the MPO with direction to achieve approval.

Performance Based Planning Measures & Target Setting

- DOT&PF is committed to supporting MPO performance-based approaches to planning as required in 23 CFR 450.306(d) ~~and has a long-standing process to do so~~. DOT&PF and MPO coordination is documented in a Memorandum of Understanding for two of the MPO's at this time.
 - Coordination between DOT&PF and MPOs begins when DOT&PF initiates an internal process of setting statewide performance targets as required in 23 CFR 490.105.
 - Initial consultation meetings are held that include the MPOs, FHWA (and FTA when applicable), and other interested parties. During these meetings, DOT&PF provides an overview of the federal requirements, associated data, external factors, policy implications, and other critical information to inform the process. DOT&PF facilitates a discussion as to what appropriate targets would be and memorializes the process in notes, which are later distributed to all parties.
 - A second meeting is held to finalize the targets ~~as well~~.
 - After approval by the DOT&PF Commissioner, the performance measures are submitted to the MPOs for their consideration of inclusion in their planning documents as described in 23 CFR 450.306(d)(2) & (d)(4).

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STIP Development

The following section describes the DOT&PF's STIP Development process and delineates the Department's DOT&PF's procedures to satisfy the requirements for MPO cooperation as described in 23 CFR 450.218.

- **Data Collection and Initial Planning**
 - Establish criteria for prioritizing projects as needed.
 - ~~DOT&PF will solicit nominations of projects for inclusion into the STIP from MPOs in accordance with the direction given in 17 AAC 05.160. MPOs will be given 30 days to submit nominations and any comments regarding evaluation criteria.~~
 - Provide the MPOs with a list of DOT&PF prioritized projects within the MPO boundary.
 - Collect and review transportation projects and programs from all MPOs.
 - Evaluate project proposals for alignment with statewide transportation goals, planning priorities, and federal and state strategic objectives.
- **Project Prioritization and Selection**
 - Prioritize projects through a collaborative process involving DOT&PF, MPOs, and other stakeholders.
 - When a project evaluation board (PEB) meeting takes place, MPOs will be given notification at least 14 days prior to the meeting per 17 AAC 05.175(k).
- **Financial Plan Development**
 - Develop a comprehensive financial plan that details funding sources, projections, and allocations for the prioritized projects over the period of the STIP.
 - Ensure fiscal constraint, meaning that the STIP includes only those projects that can be implemented with current or reasonably anticipated funding.
 - ~~the Commissioner will consult with MPOs regarding the level of federal financing allocated under the CTP and TRAAK Program to MPOs per 17 AAC 05.155(b).~~

~~DOT&PF will also provide a summary of existing/ongoing project funding obligations in the current STIP that will result in expenditures in the new STIP on a statewide basis, as well as projections for funding availability over the next four years in the new STIP on a statewide basis. When a determination of financing is made, the Commissioner will notify the MPOs of their allocation, along with an explanation of how the criteria described in 17 AAC 05.155(b) was used to reach the determination.~~

- **Revenue Forecast**

- o ~~The Commissioner will consult with MPOs and then provide written determination regarding the level of federal financing allocated under available programs to MPOs per 17 AAC 05.160 and provide an explanation of how the criteria described in 17 AAC 05.155(b) was used to reach the determination. The target for this is within 30 days of an apportionment memo.~~
- o ~~DOT&PF will also provide a summary of projections for funding availability over the next four years in the new STIP on a statewide basis.~~
- o ~~The DOT&PF will engage with the MPOs annually to discuss revenue forecast.~~

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- **Draft STIP Preparation**

- o Compile all prioritized projects along with their funding and scheduling details into a draft STIP document.
- o Include all necessary funding details, scopes, schedules, and Year of Expenditure (YOE) cost estimates.
 - DOT&PF staff will collaborate with MPOs to ensure all State-sponsored projects included in the Draft STIP are consistent with the MPO's MTP and TIP. Sufficient time will be provided to each MPO to consider amending their MTP and TIP to include any newly identified projects (not currently in MTP) selected by ~~the Project Evaluation Board~~ DOT&PF for inclusion into the new STIP.
- o The MPO's TIPs are incorporated by reference.

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- **Interagency and Public Review**

- o During the 45-day public comment period, circulate the draft STIP among federal, state, and local agencies for technical review.
 - MPOs will be notified of all public meetings soliciting comments on the STIP as described in 17 AAC 05.160(e)&(g).
- o Conduct public outreach sessions, workshops, and leverage online engagement platforms to solicit feedback from community members, stakeholders, and interest groups.

- **Incorporation of Feedback and Revisions**

- o Analyze feedback received during the review period to identify necessary changes or adjustments to projects and programs in the STIP.
- o Revise the draft STIP accordingly, addressing concerns raised and improving the plan's alignment with community and stakeholder expectations.
 - The ~~final~~ draft STIP will be presented to the MPOs, detailing relevant comment adjudications and changes from the original draft.

- **Final Approval and Adoption**

- o The DOT&PF Commissioner on behalf of the Governor of Alaska will submit the revised STIP for approval by FHWA and FTA.
- o Upon receiving all necessary approvals, formally adopt the STIP and announce its adoption through official channels.

- Within 10 days of USDOT approval of a final STIP, MPOs will be given notice of its adoption per 17 AAC 05.180(b).
- **Amendment and Modification**
 - Regularly review the STIP to assess the need for amendments or modifications due to changes in project scopes, funding levels, or unforeseen circumstances.
 - Follow the approved amendment and administrative modification process, including public and interagency review, for any significant changes to the projects listed in the STIP.
 - Notification of MPOs regarding the amendment of the State's STIP will occur as directed in 17 AAC 05.195(d). DOT&PF will provide notice of a proposed major amendment to the STIP to any MPO affected by the amendment of the STIP. In the notice, DOT&PF will describe the amendment and the impact of the amendment upon the STIP, will solicit comments regarding the amendment, and will provide for a comment period on the proposed amendment of the STIP of not less than 30 days after the publication of the notice.
 - Within five days of USDOT approval of a STIP amendment, MPOs will be given notice of its adoption per 17 AAC 05.195(e).

Other Joint Planning Efforts (e.g. LRTP)

- The actions delineated below serve as DOT&PF's procedure for MPO coordination as described in 23 CFR 450.216.
 - Before substantial efforts to update joint planning elements such as the LRTP occur, MPOs will receive a formal notice of DOT&PF's intent to update the plan as required under 17 AAC 05.135(a)(2) that includes an invitation to participate in a public review group as described in 17 AAC 05.140. This notice will include a request and provide a means for feedback in accordance with 17 AAC 05.135(c)(2).
 - MPOs will be notified of all public meetings soliciting comments on the plan as described in 17 AAC 05.140(d) and 17 AAC 05.145(b).
 - To meet the requirements of 17 AAC 05.145, MPOs will receive a notice of the public comment period along with a means to access the draft plan three days before the beginning of the 45-day public review and comment period.
 - Once the plan is officially adopted by the DOT&PF Commissioner, MPOs will receive a notice of the action within 15 days per 17 AAC 05.150(b).
 - All notifications described in this section will be instigated by the plan update project manager and routed through the appropriate DOT&PF MPO Coordinator.



MatSu Valley Planning for Transportation
Metropolitan Planning Organization

June 13, 2024

RE: MVP's response to the 3C's documented shared by ADOT&PF on the STIP Tier II planning findings from FHWA.

The purpose of MatSu Valley for Transportation Planning (MVP) is to coordinate transportation planning among regional governments within the urban area and to program annual federal funding in a way that best serves the community. Having ADOT staff serve on MVP's Policy Board and on the Technical Committee is part of the coordination. Having a full time ADOT Planner, and contributing to their salary, who is dedicated to supporting the MVP in all of our plans, programs, and projects, is also another way coordination between the MPO and ADOT is ensured.

As a new MPO, MVP is working through many of our initial plans, programs, and projects. Our Operating Agreement and Memorandum of Understanding for the Operations of the Office for MVP, signed by the Governor of Alaska and the Alaska DOT&PF Central Region Director, as well as the Matanuska-Susitna Borough, cities of Palmer and Wasilla, Knik Tribe, and Chickaloon Native Village, spell out and how we will collaboratively work together to manage the MVP office and our plans including the development and implementation of our UPWP.

Clarifying expectations for how MVP's Policy Board and the ADOT staff and leadership will work together in the development of the Statewide Transportation Improvement Program (STIP) is also important.

MVP requests the following coordination and commitment from Alaska DOT&PF to ensure transparency and accountability in new STIP development and future STIP amendments.

- 1) Prior to development of a new STIP, and prior to a STIP amendment if the Alaska ADOT&PF moves to a rolling STIP, MVP expects Alaska DOT&PF will present to the MVP's Technical Committee and Policy Board a formal summary of existing/ongoing project funding obligations in the current STIP within the MPA that will result in expenditures in the new STIP, as well as projections for funding availability over the next four years in the new STIP.**
- 2) Ensuring that the STIP is consistent with the MPO's MTP and TIP, Alaska DOT&PF notify the MPO within a sufficient time window to allow the Policy Board to consider amending their MTP and TIP to include any newly identified projects (not currently in MTP). MTP and TIP Amendments require 30-day public comment periods and at minimum an additional 30 days to be reviewed and approved by MVP's Policy Board. Only after the MTP and TIP Amendments are approved by MVP's Policy Board, should Alaska DOT&PF include those new projects in the Draft STIP to be released for the STIP's public comment period.**
- 3) On an annual basis, before June 1st, MVP expects the ADOT&PF to share a formal memo with the**



Policy Board that outlines the upcoming FFY suballocation, the formula used to calculate suballocation, as well as information on project delays, cost changes, and any new project proposals within the MPA that are not already identified in MVP's MTP and TIP that may require an Amendment.

Though MVP does not have an MTP or TIP, MVP was eligible for FFY2024 funding. This round of coordination for the STIP did not meet MVP's needs. MVP's suballocations in the approved STIP are not valid and changed over several iterations. This required MVP to re-do our Program of Projects. The lack of accurate funding allocations and lack of clarity on how the Alaska ADOT&PF was proposing to use MVP's suballocations, led to confusion and frustration on part of MVP's Technical Committee and Policy Board. Situations like this can be prevented if MVP is involved in the STIP development and amendment process well before the draft is released for its public comment period and if MVP receives a formal annual memo from Alaska ADOT&PF documenting funding and projects needs and changes. Any additional change requests should be made as soon as they are known.

As MVP begins the development of our first Metropolitan Transportation Plan (MTP) we look forward to working closely with Alaska DOT&PF planning and preconstruction staff to ensure that the input into the MTP and projects listed in the TIP are accurate and reflect current priorities and needs of the region.

Sincerely,

Kim Sollien
MVP Coordinator

MVP Improvement Program

1. The MVP Improvement Program projects will not be scored.
2. The scope of the MVP Improvement Program is to “Perform gravel or asphalt surface maintenance and preservation activities on roads, sidewalks, pathways. Work may also include new or upgraded illumination, signing, striping, storm drains, and intersection improvements including nonmotorized crossings, as well as ADA upgrades to sidewalks and curb ramps.
3. Projects nominated to the Program shall meet the following criteria:
 - a. Limited design effort in order for projects to be delivered for construction within a 1-2 timeframe;
 - b. No right-of-way impacts;
 - c. Limited/no utility impacts; and
 - d. All projects fall within the NEPA process under a Categorical Exclusion.
4. A subcommittee will meet annually to develop a list of projects to include in the following year’s program. The subcommittee will be made up of representatives of the Policy Board stakeholders responsible for maintaining transportation infrastructure or familiarity of the infrastructure needs within their jurisdiction.
5. ADOT&PF will develop estimates for the projects nominated based on the scope of work.
6. Efforts will be made to package similar projects in one bid document to achieve economies of scale and to simplify the construction management efforts.
7. After Scope, Schedule’s, and Estimate’s (SSE’s) are developed, the subcommittee will make recommendations as to the project priorities to the Technical Committee who will review the list and make the final recommended priorities to bring forth to the Policy Board for approval. All projects will be brought forth with priority recommendations clearly identified.



MatSu Valley Planning (MVP) for Transportation

Technical Committee Membership Application for a Seat

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

Name: Jennifer Busch
Address: 225 W Riley Ave, Wasilla AK 99654
Phone: 907-232-2226
Email: jbusch@valleytransitak.org

Seat of Interest: Select one of the following:

☐ **Trucking Industry Advocate** ☐ **Mobility Advocate** ☒ **Public Transit Provider**

1. Would you be able to attend a meeting on the second Tuesday of each month from 2:00 – 3:30 p.m.? Yes ☒ No ☐ beginning Septemeber
2. Would you be able to attend occasional other daytime meetings as required? Yes ☒ No ☐ Please elaborate. _____

3. What is your knowledge of the function of a Metropolitan Planning Organization? I am familiar

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

I am the ED of Valley Transit. I have worked there for 13 years. I have an MPA providing a formal education dealing with planning, public finance and policy, etc. In addition I continue public transit education through conferences and trainings nation wide.

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

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

JENNIFER BUSCH
(907)232-2226
jennifer.rae.busch@gmail.com

Experience

Executive Director • Valley Transit • April 2017 – Present

Duties: Overall responsible for Valley Transit's service, planning, budgeting, compliance, personnel, and capital.

Service: Valley Transit is a non-profit with a mission to provide accessible, sustainable, reliable, efficient, and quality public transportation. Based in the Mat-Su Valley, a geographical area the size of West Virginia with a local government that does not provide or support public transportation it is up to Valley Transit, and the Executive Director to fill that critical gap. Service area includes not only the area within the Mat-Su but to provide a connection to Anchorage, approximately 45 miles away where much of the Mat-Su's workforce commutes to.

Planning: The Executive Director is responsible for creation and implementation of both short and long term plans for Valley Transit including service, budgeting and finance, personnel, and capital.

Budgeting: Valley Transit is a non-profit with federal, state, and local governmental grant funding as well as partnerships with businesses, education institutions, and other nonprofits. The Executive Director is responsible for retaining and growing Valley Transit's funding sources and partnerships income as well budgeting expenses to include yearly operations and long term capital maintenance and replacement.

Compliance: Valley Transit is subject to annual federal single audits as well as many federal and state compliance and laws. The Executive Director must ensure Valley Transit is compliant and following law at all times.

Personnel: The Executive Director is responsible for hiring, firing, human resource, and pay scale of staffing to meet the needs of Valley Transit.

Capital: The Executive Director is responsible for the capital maintenance and replacement for Valley Transit to include facilities, rolling stock, and equipment. This includes but is not limited to federal transit administration compliance of preventative maintenance is met as well funding compliance is met with the procurement of capital.

Interim Executive Director • Valley Transit • January 2017 – April 2017

Achievements:

- Consolidated Valley Mover & MASCOT
- Rebranding
- Cut overhead cost by more than 10% with financial and operational analysis.

Executive Director • Valley Mover • January 2015 – January 2017

Transit Manager • Valley Mover • July 2011 – January 2015

Achievements:

- First transit agency on Google Transit

Education

Master of Public Administration • 2016 • University of Alaska Southeast

Bachelor of Marketing and Management • 2012 • University of Alaska Anchorage

**AMENDED AND RESTATED ARTICLES OF INCORPORATION
OF
MATSU VALLEY PLANNING (MVP) FOR TRANSPORTATION
AN ALASKAN NONPROFIT CORPORATION**

In compliance with the requirements of the Alaska Nonprofit Corporation Act (the “Act”), MatSu Valley Planning (MVP) for Transportation (the “Corporation”) hereby adopts the following Amended and Restated Articles of Incorporation (the “Articles”).

**ARTICLE I
Name**

The name of the Corporation shall be MatSu Valley Planning (MVP) for Transportation.

**ARTICLE II
Registered Agent and Registered Office**

The registered agent of the Corporation, who is a resident of Alaska, shall be Glenda Ledford. The registered office and mailing address of the Corporation shall be 290 East Herning Avenue, Wasilla, Alaska 99654-7030.

**ARTICLE III
Purpose**

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

**ARTICLE IV
Board of Directors**

All the corporate powers of the Corporation shall be vested in and exercised by, and the property, funds, business, and affairs of the Corporation shall be managed by the Corporation’s board of directors (the “Board”). The initial members of the Board shall be:

Glenda Ledford
290 East Herning Avenue
Wasilla, Alaska 99654

Nicholas R. Charles
1744 Prospect Drive
Palmer, Alaska 99654

Brian Winnestaffer
21117 East Meyers Avenue
Sutton-Alpine, Alaska 99674

ARTICLE V

Tax Exempt Status & Private Inurement

The Corporation shall be a non-profit, non-stock Corporation. It shall be operated and maintained by membership fees and annual dues from units of government; charitable grants; institutional donations; and state and federal allocations. No part of the net earnings of the Corporation shall inure to the benefit of, or be distributable to, its members, trustees, officers, or other private persons, except that the Corporation shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in Article II of these Articles.

No substantial part of the activities of the Corporation shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the Corporation shall not participate in, or intervene, in any political campaign (including the publishing or distribution of statements) on behalf of or in opposition to any candidate for public office. Notwithstanding any other provision of these Articles, the Corporation shall not carry on any other activities not permitted to be carried on (a) by a corporation exempt from federal income tax under section 501(c)(3) of the Code, or the corresponding section of any future federal tax code, or (b) by a corporation, contributions to which are deductible under section 170(c)(2) of the Code, or the corresponding section of any future federal tax code.

ARTICLE VI

Dissolution

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

ARTICLE VII

Duration

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

ARTICLE VIII Membership

The authorized members of the Corporation, the different classes of membership, if any, the property, voting, and other rights and privileges of members, and their liability for membership fees and annual dues and the method of collection thereof, shall be set forth in the Corporation's bylaws and the Memorandum of Understanding for the Operation of the Matsu Valley Planning For Transportation Office.

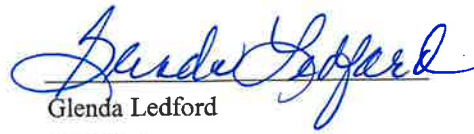
ARTICLE IX Personal Liability

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

ARTICLE X Amendment

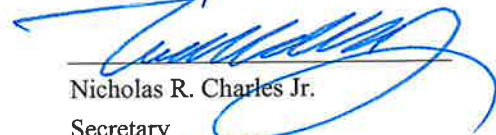
The Articles may be amended only by an affirmative vote of at least two-thirds of the Board of Directors at any regular board meeting or special board meeting called for that purpose, the notice of which specifies consideration of such action as to be made at the meeting. These Articles may not be amended in any manner that would permit the Corporation to be operated other than for purposes set forth in 501(c)(3) of the Code.

The undersigned, being the President and Secretary of the Corporation, do make, file, and record this document, and hereby certify that the facts in this document are true:


Glenda Ledford

President

Date: 5/28/24


Nicholas R. Charles Jr.

Secretary

Date: 6/6/2024