

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 - DOT&PF
Steve Carrington, Mayor – City of Palmer



Microsoft Teams meeting

Join on your computer or mobile app.

[Click here to join the meeting](#)

Meeting ID: 239 571 842 83

Passcode: Sgf2im

Or call in (audio only)

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

(844) 594-6237 (toll-free)

Phone Conference ID: 959 952 654#

Minutes

Tuesday, September 17th, 2024

2:00-3:30pm

Meeting Location

Musk Ox Farm
12850 E Archie Road, Palmer Alaska 99645
Hayloft / Classroom

A. Meeting called to order

The meeting was called to order with a quorum at 2:00pm.

B. Introduction of Members and Attendees

Members Present

Brian Winnestaffer, Chickaloon Native Village
Glenda Ledford, City of Wasilla
Alex Strawn for Edna DeVries, MSB
Steve Carrington, City of Palmer
Sean Holland, Alaska DOT&PF

Members Absent

Edna DeVries, MSB
Mike Brown, MSB
Bob Charles, Knik Tribe

Visitors Present

Kim Sollien, MPO Coordinator
Elise Blocker, RESPEC
Adam Bradway, Alaska DOT&PF
LaMarr Anderson, Resident Observer
Donna Gardino, Gardino Consulting Services
Megan Flory, RESPEC
Sheena Fort, Resident Observer
Sharon Johnson, AK Legislature
Clint Adler, Alaska DOT&PF
Kaylan Wade, Chickaloon Native Village
Ben White, Alaska DOT&PF
Luke Bowland, Alaska DOT&PF
Marie Heidemann, FHWA
Jennifer Busch, Public Transit
John Linnell, Alaska DOT&PF
Erich Schaal, City of Wasilla
Julie Jenkins, FHWA

MVP for Transportation MPO Policy Board Meeting

C. Approval of the September 17th, 2024, Agenda – (Action Item)

Motion to approve the September 17th, 2024, Agenda (Winnestaffer), seconded. Motion passes.

D. Approval of the August 20th, 2024, Minutes – (Action Item)

Motion to approve the August 20th, 2024, Minutes (Winnestaffer), seconded. Motion passes.

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

1. Staff Report

i. Schedule of Topics

Kim Sollien provided a staff report. The meeting packet includes staff reports and potential motions for all action items, as well as written staff reports for August and September. Kim Sollien attended the quarterly MPO meeting, which was focused on the Alaska DOT&PF 3C Policy and STIP development process. Kim Sollien and Donna Gardino met with Marie Heidemann and Sandra Garcia-Aline from FHWA to discuss MVP's development.

Kim Sollien informed the Policy Board that the bylaws can be changed at any meeting so long as there is public notice prior to the meeting. Kim Sollien shared concerns that Policy Board members had raised regarding the proxy voting policy and suggested that the policy should be reviewed at a future meeting.

The UPWP was submitted to FHWA via Alaska DOT&PF. It was approved by FHWA. Kim Sollien made an administrative change to the UPWP prior to submission.

Kim Sollien has been researching personnel policies to prepare for MVP to hire staff.

MVP will soon be an independent organization, rather than reliant on FAST Planning as a fiscal sponsor. The Policy Board will need to hire an executive director. Kim Sollien requested a performance evaluation from the Policy Board in preparation for this transition.

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

None

G. Old Business

1. Alaska DOT&PF Commissioner Letter to FHWA and FTA and Continuing, Cooperative, and Comprehensive (3C) Policy

Kim Sollien provided a short staff report. The MPO directors and Alaska DOT&PF staff discussed the 3C Policy at the quarterly MPO meeting. Alaska DOT&PF submitted the 3C Policy with STIP Amendment #1 to address a corrective action from FHWA and FTA. The Policy is still in draft form and there are outstanding comments from MVP related to the submitted draft. The Policy is still in development and communication between MPOs and DOT&PF is ongoing.

2. Statewide Transportation Improvement Plan (STIP) MVP Comments and Responses

Kim Sollien provided a staff report. MVP staff reviewed the STIP Amendment #1 submission and letter from Commissioner Anderson and created a table documenting whether corrections from MVP were addressed in STIP Amendment #1. There are several issues remaining in STIP Amendment #1 regarding MVP's funding and projects. Kim Sollien and Donna Gardino summarized the table included in the packet.

MVP for Transportation MPO Policy Board Meeting

Sean Holland asked Adam Bradway whether changes to the Program of Projects need to be reflected in the STIP, given that the Program is included in the STIP by reference. Adam Bradway said that the Program is an interim solution to include MVP's projects. It is not required to be included in the STIP but Alaska DOT&PF should be using the most recent approved Program to inform the STIP. Sean Holland stated he is concerned about the "stacking processes" that are needed to deliver projects. This should be resolved when MVP develops a TIP.

3. **Statewide Transportation Improvement Plan (STIP) Amendment #1 Update**
 - **Alaska DOT&PF STIP Website**
<https://dot.alaska.gov/stwdplng/cip/stip/>

Ben White gave a staff report. The STIP Amendment #1 was submitted to FHWA and FTA on August 28, 2024, for approval. The federal agencies have 30 days to review and provide comments. Once the approval process is completed, Alaska DOT&PF can begin the process to move projects forward. The STIP is constantly being revised and STIP Amendment #2 is likely already underway.

H. New Business

1. **Membership Dues Overview and Request**

Kim Sollien summarized the Memorandum of Understanding for the Operation of the MatSu Valley Planning for Transportation Office, which is included in the packet. Kim Sollien specifically reviewed the proposed dues calculations that were approved September 19, 2023. Invoices will be sent to membership organizations once MVP is fully formed and has a bank account. Kim Sollien suggested revising the dues calculations for FY26 to provide sufficient funding to the organization.

2. **Planning Requirements for Road Miles and Match Percentages – Pavement Management Plan, Sign Management Plan, and Streetlight Intersection Management Plan.**

Adam Bradway described the draft proposal for funding the asset management plans included in the UPWP. Adam Bradway used GIS to calculate the miles of roads managed by each MVP member organization. This mileage could be used to calculate how much each member organization contributes to match funding for the asset management plans.

3. **Personnel Policies review**

Kim Sollien provided a staff report on the Personnel Policies, which covers all the policies related to MVP staff. The Technical Committee has not reviewed the Personnel Policies as it is not a technical document. Kim Sollien will share the draft with the Policy Board as a Word document for review.

4. **3-Year Annual Budget (Action Item)**

Motion to approve the 3-Year Annual Budget as presented (Winnestaffer), seconded. Motion passes.

Kim Sollien presented a staff report. Kim Sollien has been consulting with Toby Smith, a CPA Controller Consultant with Foraker Group, to develop this budget. The presented budget is a more detailed version of the UPWP budget. Kim Sollien reviewed FAST Planning's recently approved budget for reference. The budget reflects increases of roughly 4% in FY26 and FY27 to accommodate inflation, cost of living increases, and so on. The budget and revenue tables are included in the packet.

MVP for Transportation MPO Policy Board Meeting

5. **Administrative Policy review**

Kim Sollien provided a summary of the Record Retention, Public Records Request, and Website Policy, which is included in the packet. Kim Sollien invited the Policy Board to provide comments on the Policy before the next meeting.

6. **Letter of Support for Knik Tribe for the Talkeetna Spur Road Culvert Replacement grant proposal (Action Item)**

*Motion to recommend the Policy Board approve and send the letter of support included in the packet (**Winnestaffer**), seconded.*

Kim Sollien provided a staff report. Knik Tribe is partnering with Alaska DOT&PF to apply for a federal grant for a culvert replacement along Talkeetna Spur Road to protect salmon habitat. The Tribe has requested a letter of support from MVP. A draft letter is included in the packet.

I. **Other Issues**

None.

J. **Informational Items**

1. **Articles Of Incorporation/Non-Profit Organization Paperwork Update**

The paperwork will be filed with the State of Alaska in the next few days.

2. **FHWA – UPWP Letter of Approval**

The UPWP was approved by FHWA. The letter of approval is included in the packet.

K. **Policy Board Comments**

Sean Holland noted that MVP has hit several milestones this month and praised Kim Sollien for her work to move MVP in the right direction.

Glenda Ledford said that the Policy Board is a good, cohesive working group and that Kim Sollien does an excellent job.

L. **Adjournment**

Meeting adjourned at 2:59pm.

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