

# MVP for Transportation MPO Policy Board Meeting

## Representatives:

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



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## Agenda

**Wednesday, January 22<sup>nd</sup>, 2025**

**1:30-3:00pm**

## Meeting Location

Musk Ox Farm

12850 E Archie Road, Palmer Alaska 99645

Hayloft / Classroom

1. Meeting called to order
2. Consent Agenda (**Action Item**)
  - a. Approval of the January 22<sup>nd</sup>, 2025, Agenda
  - b. Approval of the December 17<sup>th</sup>, 2024, Minutes
3. Committee/Working Group Reports (Including the Chair's Report)
  - i. Staff Report
    - Schedule of Topics
4. Voices of the Visitors (Non-Action Items)
5. Executive Session
  - a. Executive Director Hire Letter
6. Action Items
  - a. Tech Wise Systems IT proposal (**Action Item**)
  - b. MVP Bank Account
    - i. Corporate Resolution to open an account with MVFCU (**Action Item**)
    - ii. Authorize Check Signers (**Action Item**)
    - iii. Naming Kim Sollien as the account manager with signing authority (**Action Item**)
  - c. Ashburn and Mason Proposal (**Action Item**)
7. Old Business
  - a. STIP Amendment # 2 Update
  - b. Metropolitan Transportation Plan Cost Proposal Update
8. New Business
  - a. Vensure Employment Services Proposal: waiting for a quote
    - i. Payroll and Payroll Taxes
    - ii. Supplemental health insurance including vision, dental, and Aflac
    - iii. Workers Comp Insurance

## MVP for Transportation MPO Policy Board Meeting

- iv. A la cart services life insurance, legal support, identity theft insurance, mental health counseling etc.
  - b. Office Space – Sublet Agreement from RESPEC Eng. Palmer office
  - c. Diamond Legacy Insurance Broker, we are waiting for updated quotes for:
    - i. Directors Insurance
    - ii. General Liability Insurance
    - iii. Commercial Auto Insurance
    - iv. Personal Property
  - d. Job Description Review
    - i. Transportation Planner
    - ii. Office / Communications Manager
  - e. Association of Metropolitan Planning Organizations (AMPO) Membership
9. Other Issues
- a. MVP Request: a letter from Alaska DOT&PF granting MVP permission to apply the Safe Harbor Indirect cost rate to direct costs.
  - b. Conflict of Interest Form
10. Informational Items
- a. MPO Peer Review January 28th-30th, 2025, Location: Hilton Garden Inn, 4555 Union Square Dr, Anchorage, AK 99503
  - b. Mat-Su Transportation Fair January 30th, 2025 3:00 PM and 7:00 PM Location: Alaska State Fairgrounds, Raven Hall, 12878 E Rebarchek Ave, Palmer
  - c. Grant Agreement between – MVP and Matanuska-Susitna Borough
  - d. Foraker Group Accounting Support, QuickBooks, and adding detail to the annual budget as quotes come in
  - e. MSB Comprehensive Safety Action Plan (CSAP) Public Comment Period
  - f. Transit Roundtable Update
  - g. Membership Fee Update
11. Policy Board Comments
12. Adjournment

Next Scheduled MPO Policy Board Meeting – **February 26<sup>th</sup>**, from 1:30pm-3:00pm to be held at the Musk Ox Farm and via Microsoft TEAMS.



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MatSu Valley Planning (MVP) for Transportation  
Metropolitan Planning Organization

**MVP For Transportation Policy Board**

**Action Items**

**January 22<sup>nd</sup>**

**Action: Motion to approve the January 22<sup>nd</sup> Consent Agenda.**

**The consent agenda includes:**

- Agenda for the January 22<sup>nd</sup> Meeting
- Minutes from the December 17<sup>th</sup> Meeting

MOTION:

Yes

No

Abstain

**Action: Motion to enter Executive Session**

MOTION:

Yes

No

Abstain

**Action: Motion to approve Tech Wise Systems Proposal for IT support and system management**

MOTION:

Yes

No

Abstain

*Staff summary: Tech Wise Systems is an IT firm based in Fairbanks and Anchorage. They manage FAST Plannings IT and system security needs. They have been great to work with. The proposal in the packet is in two parts. The first is to set up the system up and network with only one staff member, the second budget would be to add two other staff members. The monthly fee when we are fully staffed would be \$811.45. This provides us full system support and regular hardware and software maintenance. The other charges are for one-time hardware and software purchases.*

**Action: Motion to Approve opening a bank account with Matanuska Valley Federal Credit Union and Authorizing the Chair, Vice Chair, and Secretary to serve as authorized check signers on the account**

MOTION:

Yes

No

Abstain



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**Action: Motion to Approve Kimberly Sollien as the MVFCU account manager and as an authorized check signer following the approved fiscal Policy**

MOTION:

Yes

No

Abstain

**Action: Motion to accept the fee agreement with Ashburn & Mason P.C. and form an attorney-client relationship to support MVP's operations.**

MOTION:

Yes

No

Abstain

*Staff Summary: At the request of the Policy Board, staff was directed to engage a law firm willing to provide MVP legal services. Ashburn & Mason P.C. is willing to provide legal services reasonably required to represent MVP in general corporate governance and management issues, including employment and federal funding. For avoidance of doubt, this Agreement does not create an attorney-client relationship between Ashburn & Mason and any of MVP's constituent entities.*

**Action: Motion to Adjourn**

MOTION:

Yes

No

Abstain

# MVP for Transportation MPO Policy Board Meeting

## **Representatives:**

Bob Charles – Knik Tribe (**Secretary**)  
Edna DeVries, Mayor - MSB  
Glenda Ledford, Mayor – City of Wasilla (**Chair**)  
Brian Winnestaffer - Chickaloon Native Village  
Mike Brown - MSB  
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## **Minutes**

**Tuesday, December 17<sup>th</sup>, 2024**

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

## **Meeting Location**

Musk Ox Farm

12850 E Archie Road, Palmer Alaska 99645

Hayloft / Classroom

### **1. Meeting called to order**

The meeting was called to order at 2:01 pm.

### **2. Introduction of Members and Attendees**

#### **Members Present:**

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

#### **Members Absent:**

Edna DeVries, Mayor - MSB

#### **Guests:**

Mike Brown - MSB  
Luke Bowland, Alaska DOT&PF  
Donna Gardino, Gardino Consulting Services  
Erich Schaal, City of Wasilla  
Marie Heidemann, FHWA  
Jason Ortiz, MSB  
Julie Jenkins, FHWA  
Kate Dueber, ARRC  
Kaylan Wade, Chickaloon Native Village  
Brett Nelson, DOT  
Rebecca Skjothaug, MSB  
Sharon Johnson, AK Legislature  
Adam Bradway, Alaska DOT&PF  
Clint Adler, Alaska DOT&PF  
Kim Sollien, MVP MPO Coordinator  
Megan Flory, RESPEC

# MVP for Transportation MPO Policy Board Meeting

Maija DiSalvo, RESPEC

## 3. Consent Agenda (Action Item)

- a. **Approval of the December 17<sup>th</sup>, 2024, Agenda**
- b. **Approval of the November 19<sup>th</sup>, 2024, Minutes**
- c. **Committee/Working Group Reports (Including the Chair's Report)**

*Motion to approve the consent agenda (Winnestaffer), seconded.*

*Amendment to remove staff report from consent agenda to be a standalone agenda item ahead of Voices of the Visitors (Winnestaffer), seconded. Amendment passed unanimously.*

*Main motion approved unanimously, as amended.*

## 4. Staff Report

Kim Sollien provided a staff report. At the request of Mike Brown at the last meeting, MVP contacted Ashburn & Mason regarding independent legal counsel. Internal discussions are ongoing to clarify the extent of local government representation. Ashburn & Mason has experience with MPOs, land use planning, and non-profit management. Kim will provide an update at the next meeting. MVP is pursuing additional support services: Employment services (Venture), insurance brokers, accounting (Foraker – contract in motion), and IT services (Tech Wise).

The Quarterly MPO meeting was held last week. Much of the discussion was focused on the FAST Planning boundary update; Alaska DOT would like to open the FAST Operating Agreement as a part of the boundary update. There was also discussion around the 3 C's document and STIP development processes. Kim continues to monitor conversations between Alaska DOT and FAST in preparation for any future updates required of MVP.

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

None.

## 6. Action Items

### a. Policy Board Meeting Schedule 2025 (Action Item)

Doodle poll confirmed Wednesdays from 1:30-3:00 worked best for respondents; moved to the fourth Wednesday instead of the third to allow staggering between Technical Committee and Policy Board meetings, ensuring adequate preparation time for Policy Board packets. Meetings will continue to be hybrid.

*Motion to approve the proposed 2025 Policy Board Meeting Schedule as presented (Winnestaffer), seconded.*

*Amendment (Carrington) to move the November meeting date to the following week to avoid conflict with the Thanksgiving holiday.*

*Motion approved unanimously, as amended.*

## 7. Executive Session

### a. Executive Director Discussion (Action Item)

*Motion to enter Executive Session (Winnestaffer), seconded.*

*Mayor Ledford left the meeting at 3:00 pm, Steve Carrington took over as chair.*

# MVP for Transportation MPO Policy Board Meeting

## 8. Old Business

### a. Membership Dues – Invoices

**Kim Sollien** – Membership dues will provide capital float for MVP to operate; letters and invoices have been sent out; W9s have been sent to approve agencies as new vendors.

### b. MVP Improvement Program

**Clint Adler, Alaska DOT&PF** – MVP Improvement Program is a small program of the MPO intended for small, quick repaving projects. Currently waiting for final approvals of scope, schedule, and estimates. Once approved, Alaska DOT will get their team working on the 15 candidates that have been received from MVP. Will submit projects back for MVP to evaluate and decide how to move forward. Alaska DOT will be asking sponsors for more information to ensure accuracy in estimates and scopes and anticipates having projects to evaluate 2-3 months from now.

**Kim Sollien** – MVP will host subcommittee meetings in the next couple of months.

**Brian Winnestaffer** – Once MVP finalizes the MTP, does that absorb the program or will it always be separate?

**Kim Sollien** – MVP will always have a pot of money set aside for improvements

**Donna Gardino** – All projects in TIP must appear in MTP but will also have programs that show up in the MTP. Specific projects from these programs do not have to be in MTP, only the overarching program. Once priorities are identified, they can be listed in TIP to share more information.

### c. Metropolitan Transportation Plan (MTP) Update

**Adam Bradway, Alaska DOT&PF** – Last month, were just finishing the RFP process and selecting a contractor. There were two proposals and currently in negotiations to clarify scope and budget. Contract should start Jan 2<sup>nd</sup> and are hoping to stick to that date. RESPEC is the winning bid and if awarded, should make the process smooth since they have already been supporting MPO development and operations.

## 9. New Business

None.

## 10. Other Issues

None.

## 11. Informational Items

### a. STIP Amendment #2 Update

**Ben White, Alaska DOT&PF** – Last week, Alaska DOT met with FHWA to discuss addressing findings and to avoid amendment # 1 issues. Amendment #2 will be out for public comment early January. Deputy Commissioner intends to meet with FHWA and MPOs to share overarching look and feel before it goes to the public, running out of 2024 dates. Anticipating approval in March/April, should not impact MPO projects.

**Adam Bradway** – Should ensure funding for the Wasilla Fishhook pavement preservation and MVP should ensure updates are completed for amendment #2.

**Kim Sollien** – Made notes from amendment #1 to ensure updates are made.

### b. FFY24 UPWP Annual Report

## MVP for Transportation MPO Policy Board Meeting

Kim Sollien wrote a narrative that was shared with Alaska DOT, received edits, and yesterday submitted a second draft to Alaska DOT. Waiting for a final response before it will be sent to FHWA. In future years, MVP will submit quarterly reports and Alaska DOT will submit annual report.

### c. **Title VI Annual Report**

MVP Policy Board approved Title VI plan in August 2024. This is part of MVP's commitment to avoid discrimination and ensure availability and access of information. MVP tracks meeting attendance and Kim Sollien presented a summary of meeting attendees. MVP will also provide training for Policy Board members during the year.

### d. **MPO Peer Exchange January 28<sup>th</sup>-30<sup>th</sup>, 2025**

Kim Sollien – Event agenda has been finalized and a formal invitation will be shared. Day one will be MPO-specific, including presentations from Alaska MPOs and peer MPOs. Day 2 will be DOT-specific and will include information regarding STIP development and MPO coordination. Day 3 will include lessons learned.

### e. **Mat-Su Transportation Fair January 30<sup>th</sup>, 2025**

MVP will have a table. Staff will be available to answer questions, share leave-behind information, and build an email list for future project engagement. The event is 3-7pm at Raven Hall.

### f. **Memorandum of Agreement (MOA) – MVP and MSB**

MSB wanted to develop an MOA for MPO funding currently being held by the MSB. MOA has been drafted and sent to MSB and is currently working through departments for approval. Final document will need to go before the MSB Assembly, and is on a January agenda. Hoping for a quick approval as these funds account for the bulk of funding needed for operations. Once approved by the MSB, final document will come back to MVP.

## 12. Policy Board Comments

Bob Charles – No Comment

Edna DeVries, Mayor – No Comment

Glenda Ledford, Mayor – No Comment

Brian Winnestaffer – No Comment

Mike Brown – No Comment

**Sean Holland** – Website appears up to date, but will we post personnel policies?

**Kim Sollien** – No. Once website is migrated from RESPEC to MVP, will develop a board member portal with login information; internal policies are not otherwise public, but can be shared upon request.

**Steve Carrington** – When will a web management switch happen?

**Kim Sollien** – Working with Tech Wise on developing a contract, should have a quote next month with the potential to begin development EO Jan/early Feb.

## 13. Adjournment

*Motion to adjourn (Winnestaffer), seconded.*

The meeting was adjourned at 3:25 pm.

Next Scheduled MPO Policy Board Meeting – **January 22**, from 1:30pm-3:00pm to be held at the Musk Ox Farm and Microsoft TEAMS.





# Staff Report January 2025

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## **FFY25/26 UPWP Tasks**

### **TASK 100 A UPWP**

- Started Drafting the FFY25 First Quarterly Report for October, November and December
- Submitted the Approved FFY24 UPWP, FFY24 Final Report, and the signed Operating Agreement to FAST Planning for their annual audit.

### **Task 100 B Metropolitan Transportation Plan**

- Met with Adam Bradway and RESPEC to review the cost proposal for the MTP contract. We asked for a budget and deliverable revision.

### **TIP Scoring Criteria**

#### **Complete Streets Policy**

### **Task 100 C TransCad Modeling**

### **TASK 100 D Household Travel Survey**

### **TASK 100 E Transportation Improvement Program**

### **TASK 100 F Update and Implementation of the Public Participation Plan and Title VI Plan**

- Purchased logo-branded items for the Mat-Su Transportation Fair
- Reserved a table at the Transportation Fair
- Requested MSB GIS Department assist MVP with a few maps of our boundary for the Transportation Fair and the Peer Exchange Presentation
- Drafted a presentation about MVP for the Peer Exchange

### **TASK 100 G Support Services**

#### **Budget Management**

- Received paperwork to open a bank account for MVP from MVFCU to review with the PB
- Drafted the Corporate resolution approving opening a bank account with MVFCU and authorizing check signers
- Began drafting the budget to actual table for FFY2025 as quotes and contracts for IT, HR/Payroll, Office and Meeting space and Accounting Services costs roll in.

#### **Meetings**



## Staff Report January 2025

- Met with the Project Team weekly to prep for the TC and PB meetings and develop packet materials
- Scheduled the first Mat-Su Transit Roundtable meeting for January 8<sup>th</sup>. This meeting was canceled because two of the Transit providers could not attend. The next meeting is in February.
- Attended the AMATS TC meeting
- Met with Julius Adolfsson to review the Transportation Alternatives Program guide and presentation being developed to present to the Technical Committee
- Met with Julius Adolfsson and Highstreet consulting to review the TAP presentation for the TC meeting
- Met with AMATS and FAST directors to discuss our MPO overview presentations for the Peer Review
- Attended FAST Planning's Policy Board Meeting

### **Staffing**

- Drafted a hire letter for the Executive Director Position and am waiting for the board to review, edit and or sign.
- Updated staff job descriptions for the Board to review

### **Office Management**

- Working with RESPEC Eng, Palmer office, to secure a sublet office lease
- Received the Sublease from RESPEC for Palmer office space and provided comments and questions
- Secured the Musk Ox farm Meeting Space for the year for the TC and PB meetings and paid the rental fee for six months.
- Reviewed the cost and equipment proposal from TechWise for IT services and scheduled a meeting for January 15<sup>th</sup> to review contract costs and the start date for data migration away from FAST to MVP. This will be presented to the PB for review

### **Correspondence**

- Emailed Vensure Payroll Services to see how much longer they need to develop our quote
- Emailed Diamond insurance brokers to see how much longer they need to develop our insurance quotes.

### **Nonprofit Filings and reports**

### **Organizational Documents**



## Staff Report January 2025

- Pulled together all the final approved MVP Policies to be signed and uploaded into the Organizational / Board Portal on the Website.

### **Agency Relationships**

### **Contract Management**

### **Requests from the Policy Board and Technical Committee directed to staff**

- The project team has developed a Board portal for the website that will contain all of our internal organization policies. The policies are formatted and ready to be signed by Mayor Ledford before being placed in the portal. This should be complete by the January PB meeting.

### **Strategic Planning**

### **Short-Range and Tactical Planning**

### **Long-Range Planning**

### **Funding**

- Received Chickaloon Natives Village Membership fee
- Received MSB Membership Fee
- Received City of Palmer Membership fee
- Met with Alex Strawn, Planning Director for the MSB, to discuss the MVP/MSB MOA, The MSB membership fee payment, and the contract updated for RESPEC
- Worked with Adam Bradway to begin the process of MVP receiving a letter from ADOT allowing us to use the FHWA safe harbor indirect cost rate of 110% for our FFY 25 funds. Once MVP has a year of actual costs, we will have the opportunity to negotiate a different rate if necessary.
- Reviewed the Grant Agreement from the MSB and proposed comments. Waiting for MVP's attorney to review before sending back to the MSB

### **Training**

**TASK 200 A MSB Public Transit Planning Support**

**TASK 200 B Transit Development Plan**

**TASK 300 A MVP Sign Management Plan**

**TASK 300 B MVP Advanced Project Definition**



# Staff Report January 2025

**TASK 300 C MVP Streetlight and Intersection Management Plan**

**TASK 300 D Pavement Asset Management Plan**



# Staff Report December 2024

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## **FFY25/26 UPWP Tasks**

### **TASK 100 A UPWP**

- Received comments from ADOT on our draft 2024 UPWP made changes, and resubmitted the report.
- ADOT approved the FFY24 UPWP final report and submitted it to FHWA.
- We requested guidance on when ADOT would like MVP's quarterly report for October, November, and December, and we are waiting to hear back.

### **Task 100 B Metropolitan Transportation Plan**

- After meeting with RESPEC and ADOT, we anticipate an MTP project team meet and greet sometime in January 2025.

### **TIP Scoring Criteria**

#### **Complete Streets Policy**

### **Task 100 C TransCad Modeling**

### **TASK 100 D Household Travel Survey**

### **TASK 100 E Transportation Improvement Program**

### **TASK 100 F Update and Implementation of the Public Participation Plan and Title VI Plan**

- Worked with the project team to develop ideas for the January 30<sup>th</sup> Mat-Su Transportation Fair
- I created an ad template for the TC and PB meeting notices in the Frontiersman and emailed the marketing manager to see if there is a more efficient way to coordinate meeting notices in the paper.
- Established an account with the Frontiersman to assist with public notices for our TC and PB meetings
- Worked on tabling ideas for the Mat-Su Transportation Fair

### **TASK 100 G Support Services**

#### **Budget Management**

- Drafted Membership fee letters for our partner organizations and updated the Invoice
- Filled out the MSB Vendor application packet



## Staff Report December 2024

- Sent membership fee invoices to member organizations
- Sent W-9's to the City of Palmer and Wasilla
- Requested and update from the MSB on the MOU for access to the Legislative Grant for ADOTs membership fees

### Meetings

- Met with the Project Team weekly to prep for the TC and PB meetings and develop packet materials
- Met with FHWA Peer Exchange Committee to review the agenda for the MPO / DOT peer exchange
- Attended a FAST Planning TC meeting to listen to their performance measures discussion and the STIP and Operating Agreement update
- Attended a AMATS TC meeting to listen in to their Title VI update and the Household Travel Survey
- Met with ADOT and RESPEC to discuss the MTP contract
- Attended a Transportation Alternatives Program meeting on the Annual report requirements.
- Attended the MPO Quarterly meeting on December 11<sup>th</sup>
- Met with Toby Smith at Foraker Group to discuss accounting needs. We determined I should open a bank account and purchase QuickBooks online so that we can build our system and I can get some training before things get too busy.

### Staffing

- Sent a proposal to the Board Chair for ED terms, received a salary and benefits proposal from the Board, and submitted a response to the Board Chair. I am waiting for their response.

### Office Management

- Submitted an office space/rent proposal for \$500.00 per month to Colin Faye the RESPEC office manager in Palmer. The space is a separate suite in their office with three or four workstations/cubicles and the use of a small conference room and shared kitchen and bathroom. A month-to-month lease may be required.
- Submitted conference room request for the year at the Musk Ox Farm. We will continue to host the TC and PB at this venue for 2025. The PB will meet via teams for June, July and August because of space conflicts at the farm. Staff will continue to look for office space that can accommodate all of our staff and meeting space needs.

### Correspondence



## Staff Report December 2024

- Submitted MVP's application/quote request for Vensure Employment Services. This firm will handle payroll, payroll taxes, workers comp, vision and dental insurance, and a few other employee-requested services such as Aflac, credit protection, and legal services
- Submitted a request for a quote from Diamond Legacy for all of our insurance needs.
- Received an email from Ashburn and Mason, and they are willing to represent MVP on our legal needs. After Christmas, we will likely receive a contract and request their retainer fee.
- Sent a proposal to the RESPEC office manager to sublet office space from them in Palmer

### **Nonprofit Filings and reports**

### **Organizational Documents**

### **Agency Relationships**

- Drafted a letter of recommendation for RESPEC based on working with them for the past four years.

### **Contract Management**

- Met with Mike Schechter, a Lawyer with Ashburn and Mason
- Met with insurance broker with Diamond Legacy Insurance for liability and director's insurance
- Scheduled an appointment with Tech-Wise to set up IT services for MVP
- Submitted contract services with Foraker Group for Accounting services
- Joined TechSoup for discount computer software: QuickBooks and Adobe Pro

### **Requests from the Policy Board and Technical Committee directed to staff**

- The PB requested MVP retain our own legal support. Ashburn & Mason have agreed to assist. We are waiting for a letter of engagement and retainer fee.
- The Project team I working on a Board Portal on the website so that they will have access to all of our internal organizational policies when they need them.

### **Strategic Planning**

### **Short-Range and Tactical Planning**

### **Long-Range Planning**

### **Funding**



## Staff Report December 2024

- Finalized membership fee request letters and invoices and prepped them for transmission

### Training

#### **TASK 200 A MSB Public Transit Planning Support**

- Sent an email to Transit Providers, including Sunshine Transit, Chickaloon Transit, Mat-Su Senior Services, and Valley Transit to discuss when to host the first transit stakeholder roundtable meetings
- Scheduled a meeting for Jan 8<sup>th</sup> to discuss transit issues

#### **TASK 200 B Transit Development Plan**

#### **TASK 300 A MVP Sign Management Plan**

#### **TASK 300 B MVP Advanced Project Definition**

#### **TASK 300 C MVP Streetlight and Intersection Management Plan**

#### **TASK 300 D Pavement Asset Management Plan**



## MVP MPO Meeting Schedule Topics

### May 2024

- Articles of Incorporation Restated PB approved and signed
- STIP Program of Projects Work Session
- Ready to receive Federal Operation Funding – Spring 2024
- Recommend the updated Title VI plan for Public Comment
- Approve Metropolitan Transportation Plan scope of work
- Elect TC officers

### 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
- Review and Approve Proxy Voting change to the bylaws
- Recommend FY25 & FY26 UPWP for 30-day public comment June 19 to July 19
- Review and Adopt PM program policy for the P&P

### July 2024

- 2<sup>nd</sup> Review Fiscal Policy
- 2<sup>nd</sup> Review social media Policy
- Review Bylaw changes
  - Proxy voting
  - Open Meetings Act
- Draft SS-4 to IRS for EIN
  - Conflict of interest
  - Officers & election minutes
  - Whistleblower Policy
- AOI resubmission
- STIP Amendment Update
- Program of Projects Update move everything to FFY2025
- Update the FFY25/26 UPWP
- Review FY 25 & 26 PL award letter, make necessary amendments to the budget

### August 2024

- ADOT request match Funds from MSB for the MTP and PL funding
- Review and Adopt Fiscal Policy
- Review and Adopt Social Media Policy
- Review and Approve Updated Bylaws
- Review and Adopt Whistleblower Policy
- Review and Adopt Conflict of interest Certification form

MVP TC & PB meeting topics  
schedule November 2024

- Review and Approve Title VI plan
- Review and Approve FFY 25 and 26 UPWP, send to DOT to forward to FHWA for approval
- Review and Approve Fiscal Policy

**September 2024**

- Review and Adopt Annual Budget
- Review Match requirements
- Secure Foraker CPA for Accounting support
- Research Health Plans
- Research payroll services
- Research liability insurance
- Update website with approved MVP organizational documents

**October 2024**

- MSB CAMP presentation Julie Spackman
- Finalize scope for Metropolitan Transportation Plan
- Call ADOT about the status of the MVP improvement program Scope, Schedule, and Budget Plus for project state and ask for match and maintenance agreements (create a presentation of the projects)
- Review and Submit SS-4 to IRS for EIN and submit with
  - Three-year annual budget
  - Officers' information and elections memo
  - Conflict of Interest policy
- IRS Letter received-

**November 2024**

- Review and Approve Personnel and Administrative Policies
- Send scope of work, schedule and estimate request to ADOT for Pavement, Streetlight, Intersection and Sign management plans
- Share Membership fee Invoice with TC and PB Members
- Complete descriptions for MVP staff positions Office and Communicaitons Manager, Transportation Planning Manager, Transit Planning Manager and GIS/Data Analyst (contractor)
- Attend ADOT Federal Funding Overview Work Session
- Draft and Submit final report for the FFY 2024 UPWP
- Update Proxy Voting Policy in the Bylaws
- Review and Approve Personnel Policies
- Review and Approve Records Retention, Public Records Request and Website Policy

**December 2024**

- Submit Final FFY24 UPWP Annual Report
- Hire Executive Director

MVP TC & PB meeting topics  
schedule November 2024

- Secure Accounting Consultant
- 
- Join TechSoup for discount computer software Quickbooks and Adobe Pro
- Finalize TC and PB meeting Calendar
- Rent Meeting Space for the next 6 months
- Send Invoices to PB members for Membership Fees

**January 2025**

- Hire Executive Director
- Secure Legal Support
- Secure IT support
- Secure Payroll Services
- Begin Update to the Public Participation Plan & Title VI related to MTP development
- FFY25-26 UPWP Q1 report
- Transportation Alternatives Program manual presentation
- STIP amendment #2 review
- Secure MTP consultant
- Begin MTP, Household Survey, and Travel Model
- Apply for State and City Business Licenses
- Check in with ADOT Civil Rights Office to discuss title VI training and reporting
- Open Bank account with \$1
- Advertise Staff positions
- Draft scope of services for the Audit and 990 filing
- Policy Board adopts Corporate Resolution to open a bank account
- Finalize Reporting Calendar UPWP, Title VI, Staff, Finance, Minutes, Public Notices
- Review and Approve MOA between MVP and the MSB for the States membership fees
- Advertise for Staff: Office/Communication Manager and Transportation Planner

**February 2025**

- CRP plan review the was developed outside of consultation with the MPOs/ MVP priorities
- CMAQ funding review
- TIP Funding Policy to Technical Committee and Policy Board
- Grandfather agreements with ADOT&PF
- Review and Approve the ADOT performance-based approaches criteria to incorporate into our planning as required in 23 CFR 450.306(d). ADOT&PF will provide the MOU to MVP about the targets that we can accept or choose to adopt our own.
- Review Recommend the Public Participation Plan Update for Public Comment 45-day
- 
- 

**March 2025**

MVP TC & PB meeting topics  
schedule November 2024

- Household travel Survey

**April 2025**

**May 2025**

**June 2025**

**July 2025**

**August 2025**

**September 2025**

**October 2025**

**November 2025**

**December 2025**

- Travel Demand Model

**January 2026**

- Performance measures

**July 2026**

- MTP and Complete Streets Completion

**October 2026**

- TIP Completion

**December 2026**

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



# MatSu Valley Planning *for* Transportation Metropolitan Planning Organization

January 22, 2025

## Single Source Memorandum for Tech Wise Systems IT service agreement

Following MVP's Fiscal Policy, this memorandum provides the rationale for not obtaining quotes from additional IT service providers for the specific IT services, e.g., managed IT services, network, cybersecurity, etc. The decision was based on an assessment of the provider's ability to meet our organizational needs, time constraints, cost efficiency, and MVP's prior experience working with Tech Wise Systems as an employee of FAST Planning.

### Justification for Single Source Selection

#### 1. **Proven Track Record with Our Organization**

Tech Wise has consistently delivered high-quality IT services to MVP over the past ten months. Their familiarity with our infrastructure, systems, and business processes has led to an efficient and seamless service delivery. This continuity has reduced the risk of service disruptions and operational inefficiencies that could arise from onboarding a new provider.

#### 2. **Specialized Expertise**

Tech Wise offers specialized knowledge and expertise and has a deep understanding of MVP's existing IT environment and our unique needs because they built and manage our current system. They will be able to migrate MVP's files and emails from FAST to MVP's own system with ease.

#### 3. **No Change in Service Level or Scope**

The services provided by Tech Wise are sufficient for MVP's needs and their fees are within our budget estimate. Given that the scope and level of service have been proven effective, there is no immediate need to solicit new quotes when continuity and stability in IT service provision are paramount.

#### 4. **Time and Resource Constraints**

Due to the time-sensitive nature of migrating MVP from FAST Planning to an independent operational structure, initiating a competitive bidding process would require substantial time and resources to review and evaluate potential providers, which could have delayed critical IT services that are essential for MVP's ongoing operations.

### Conclusion

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Visit [www.mvppmo.com](http://www.mvppmo.com)

#### Policy Board Members

Bob Charles, Knik Tribe • Mayor Edna DeVries, MSB • Mayor Glenda Ledford, City of Wasilla • Brian Winnestaffer, Chickaloon Native Village • Mike Brown, MSB • Sean Holland, DOT&PF • Mayor Steve Carrington, City of Palmer 21



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

In conclusion, the decision not to solicit quotes from other IT service providers was made to ensure the continuity of high-quality services, maintain cost efficiency, and avoid the risks associated with switching vendors. Given the provider's established track record, expertise with our organizational needs, and the critical nature of the services they provide, we determined that continuing with Tech Wise was in the best interest of MVP.

### **CERTIFICATE OF ADOPTION**

The Single Source Memorandum for Tech-Wise Systems was accepted by MatSu Valley Planning for Transportation Policy Board on January 22<sup>nd</sup>, 2025.

**Matsu Valley Planning (MVP) for Transportation**

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By: Mayor Glenda Ledford, Policy Board Chair

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Visit [www.mvpmo.com](http://www.mvpmo.com)

#### **Policy Board Members**

Bob Charles, Knik Tribe • Mayor Edna DeVries, MSB • Mayor Glenda Ledford, City of Wasilla • Brian Winnestaffer, Chickaloon Native Village • Mike Brown, MSB • Sean Holland, DOT&PF • Mayor Steve Carrington, City of Palmer 22

**TECH WISE SYSTEMS**

# **Business Smart. Tech Wise.**



## **Enterprise IT Adapted for the Small and Medium Business**

**Proposal Title: Onboarding and Initial Setup**  
**Prepared for: Matsu Valley Planning for Transportation**  
**Proposal Date: Wednesday, January 15, 2025**

# Our Services: **EXPLAINED**

No matter the mission, organizations need robust technical foundations in order to thrive. Tech Wise lays those foundations – with rigorously tested tools and meticulous design. We create IT environments that make organizations better at what they do.

We'll be breaking down the following:



**Service Desk Support**



**Cybersecurity & Compliance**



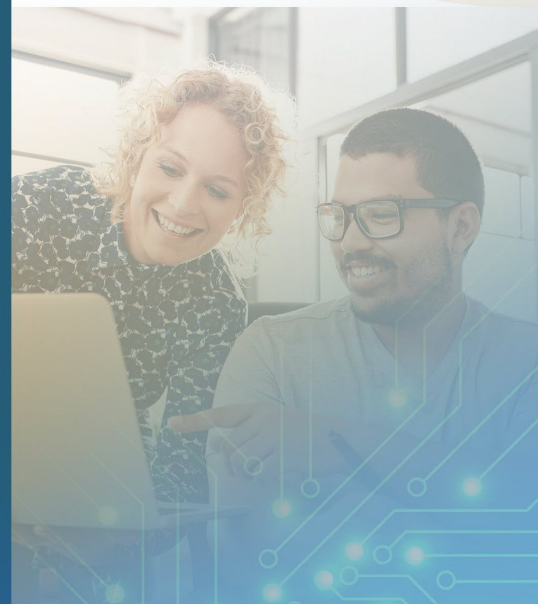
**Backup and Disaster Recovery**



**Edge Infrastructure & Cloud Services**



**IT Strategy & Professional Services**







## Service Desk Support

Our technicians work tirelessly behind the scenes to keep our clients' technology running smoothly. And whenever the need arises, we are dedicated to providing attentive and personalized one-on-one support to handle requests and solve issues quickly.

You would be amazed how many times an organization thinks they are low maintenance or don't have a lot of IT needs when what's really happening is that employees have just given up. Your employees hold onto issues without a responsive service desk. This slows down their work or prevents it entirely, wasting time and money.

It's fast and easy to reach out to us for help. You and your staff can email, call, text, or access our client portal – customized for your organization's unique needs. We're fast to respond and easy to work with.



## Cybersecurity and Compliance

Many organizations believe they are not a target for ransomware or other breaches, but bad actors know that small and medium sized businesses are often easier to infiltrate because they are the least likely to have proper cybersecurity protections in place.

Tech Wise's powerful security portfolio includes best in class endpoint protection, encryption, multi-factor authentication, spam filtering, firewalling, dark web monitoring and policy enforcement. Our tools use state of the art AI to protect against zero day threats and to alert us whenever manual intervention is required.

**You can put your mind at ease knowing Tech Wise is dedicated to protecting your business!**

Four considerations go into our cybersecurity strategy.

- 1. User impact** – We strive to implement cybersecurity practices that don't compromise staff productivity. Some necessities such as Multi Factor Authentication, but most layers of security will have no impact on end user experience.
- 2. Effectiveness** – We carefully vet our tools for value and effectiveness. We do not implement multiple layers doing the same thing and we've tested thoroughly to ensure they work as advertised.
- 3. Compliance** – As the risk of electronic data loss and theft increases, so too do the regulations created to address those risks. We create strategies and provide the tools and services your organization needs to address its compliance requirements including HIPAA, PCI, and CMMC.
- 4. Price** – We service small and medium sized businesses. Cybersecurity and compliance must be achieved at a cost point that our clients can manage. Price can't be the only consideration when it comes to protecting your organization from data loss, but it needs to be an important consideration.



## Backup and Disaster Recovery

While backup and disaster recovery may not be the most exciting topic, it is critical. If something happens to your data, whether it's user error, infrastructure failure, or a bad actor, your organization needs to be able to recover it quickly.

If you have onsite servers, they need to be replicated onsite and offsite with a backup appliance and cloud service. A server crash cannot result in prolonged downtime for your staff.

For cloud services, such as Microsoft 365 and Google Workspace, backing up is also critical. A user can easily delete their emails or a SharePoint site could be infiltrated. Having a third-party backup ensures that data is not lost.



## Edge Infrastructure and Cloud Services

Even though the need for an onsite server is diminishing every day, there is no one size fits all approach when it comes to the cloud. If an organization is able to leverage Microsoft 365 to fully transition to cloud based services and applications, it is usually cost effective and convenient to do so. But not every organization is able or willing to leave behind their on-premise (edge) infrastructure.

If a potential IT provider (or your current provider) creates a cloud proposal without first analyzing your current business needs, you may end up with a solution that does not ideally suit you. Before making any decisions about edge infrastructure or cloud services, Tech Wise fully reviews your organization's needs, preferences, and goals for future growth. Then we implement a solution that is the right fit for you.

The cloud is desirable for many organizations wanting to accommodate an increasingly mobile work force and decrease hardware overhead costs. But it takes proper planning. Working with Tech Wise ensures you are in the best hands when it comes to deciding what will work best for your organization.



# IT Strategy and Professional Services

## The Tech Wise System

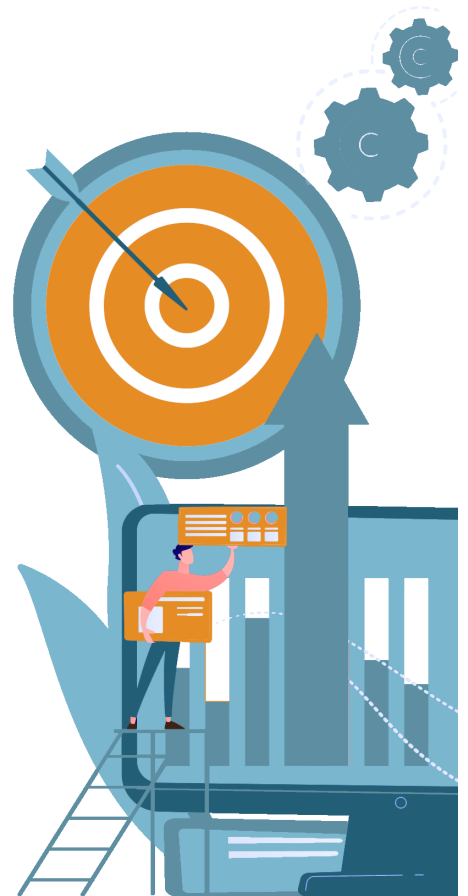
Having a great technology partner isn't just about fast response times, cybersecurity, and disaster recovery. Those things are critical to be sure, but they're also the least you can (or should) expect from a managed service provider. What makes Tech Wise different is the service we provide beyond the baseline.

For most of our clients, we are the IT department. We do it all. Here's what just some of that means in practice.

1. We fully document your technology infrastructure.
2. We evaluate and recommend vendors and third party solutions.
3. We meet with decision makers quarterly to check in and plan for the future.
4. We establish procedures for onboarding and offboarding staff members.
5. We stay on top of technology trends and make recommendations to help move your business forward.
6. We help you budget by planning hardware replacements and software upgrades.

Tech Wise establishes long-term partnerships to manage and wherever possible, improve the technology that our clients use. Our support is comprehensive and adaptive. We want to help your organization thrive however and where ever that journey takes us.

**Business Smart. Tech Wise.**



# What Our Clients Are Saying

“

We could not be more pleased with Tech Wise. They have assisted us with small projects, like setting up remote workstations to larger projects, like server upgrades and maintenance.

- John J. Tiemessen, **Clapp Peterson Tiemessen Thorsness Law Firm**  
*Anchorage and Fairbanks*

We have highly confidential records in our office and they provide us confidence in our online presence and keeping our in-office records secure. I have recommended Tech Wise to several of our village corporation clients, and they have been willing to travel to the villages and work with our Native people. I appreciate the portal to communicate with this company and the prompt professional responses from the staff at Tech Wise.

- Audrey George, Owner/CEO  
**ANC Accounting**, *Fairbanks*

Tech Wise has been Denakkanaaga's IT vendor for almost 10 years now. They have helped us with numerous projects and services, including our internet, website, and live feeds from our annual elders and youth conference. I highly recommend Tech Wise. They know Alaska, and the needs of Alaskan companies. They also know and respect Alaska Native people and our unique needs as Native organizations and businesses.

- Sharon McConnell, Executive Director,  
**Denakkanaaga**, *Fairbanks*

Tech Wise's personalized approach sets them apart. They have taken the time to understand our veterinary practice management software. Their team offers prompt, reliable support, ensuring our systems operate smoothly. Tech Wise's proactive problem-solving and commitment to staying current with technology trends have been invaluable.

- Barb Cole, DVM, **Aurora Animal Clinic**,  
*Fairbanks*

Tech Wise has grown with us from a small startup to a successful multi employee company. Through that time, they have overseen and managed all our software, hardware, computers, servers, IT services, and licensing and continue to this day. The service is excellent, attentive, professional, and affordable, which is something that we require of our vendors.

- Scott R. Dutton, CFO, **Doyon Associated**,  
*Anchorage and Fairbanks*

Jenn Peterson and her team have taken care of our needs for longer than ten years. They are 100% responsive, reliable and professional. Their help is not condescending for people like me who are not technology savvy. And they are innovative in their problem solving. They have modernized our building, iteration after iteration, because technology has advanced so much over the last ten to fifteen years.

Tech Wise has exhibited all the attributes we look for in a reliable vendor. They are excellent. We rate them A+ in our book.

- Jay Ramras, **Pikes Waterfront Lodge**,  
*Fairbanks*

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# Supported and Installed Environments

## The Tech Wise Supported and Tech Wise Installed Environments

### How Your Infrastructure is Covered Under IT Managed Services

When your organization establishes a partnership with Tech Wise, we immediately take responsibility for the maintenance of your existing infrastructure as part of your IT Managed Services agreement. This is the Tech Wise Supported environment.

When pieces of that existing infrastructure are replaced or when new projects are implemented, your organization is responsible for the labor, licensing, and hardware costs related to those replacements or implementations.

Once completed, the replaced or new infrastructure becomes part of the Tech Wise Installed environment. The Tech Wise Installed environment is maintained as part of your IT Managed Services agreement just as the Tech Wise Supported environment is. The difference is that replacement labor costs within the Tech Wise Installed environment are also included as part of IT Managed Services.

Regarding hardware, this means that when a Tech Wise Installed device needs to be replaced, the labor cost for that replacement is covered under IT Managed Services. Regarding services, such as the design of a website, any updates or revamps to an existing page are also covered under IT Managed Services.

The goal is for your organization's labor costs to decrease over time as your technology infrastructure transitions from being a Tech Wise Supported to a Tech Wise Installed environment.



## Proposal Narrative





















MatSu Valley Planning for Transportation (MVP) is an MPO that started operating under Fast Planning's purview and is now in the process of becoming an independent entity. As part of that transition, MVP will need a new IT infrastructure, including Microsoft productivity tools, centralized security protections, user policies, and device policies along with the networking infrastructure to support a new office space.


This proposal includes the following:


- **IT Managed Services** - A per user monthly fee to manage MVP's technology infrastructure as outlined in this proposal. The proposal assumes 3 total users, but the per monthly cost will reflect the actual number of users that MVP has on staff at any given time. For purposes of the agreement, a user is anybody who has a Microsoft Business Premium license.
- **Microsoft 365 Business Premium [NCE] - Monthly** - This product includes the Microsoft Office Suite, Teams, Email, OneDrive (personal file storage), SharePoint (shared file storage) and centralized management of users and devices
- **Backup - GSuite/M365 SaaS Email and Cloud Data - Datto SaaS Protection - Monthly** - This is the backup for the data stored in Microsoft 365 (Email, Teams, OneDrive, and SharePoint).
- **SentinelOne Core - Monthly** - This per device product provides centralized endpoint protection to computers.
- **Autoelevate - Monthly** - This per device product allows users to perform approved administrative actions on their computers without needing to be given local administrative control on their computers. Its purpose is to protect computers from unauthorized access without preventing users from perform routine actions on their computers.
- **Email Identity Protection - DMARCian - Monthly** - This product monitors email spoofing data at the domain level to help mitigate the hijacking of email and to protect the organization's email reputation and identity.
- **SMTP2Go - Monthly** - This product allows for the sending of scans to email from any multi-function printer with SMTP protocols.
- **M365 Teams Phone with USD/CAN Calling Plan - Monthly** - This is the licensing to use Microsoft Teams as MVP's centralized phone system.
- **Ubiquiti Dream Machine Special Edition UDM-SE Router/Firewall** - This product provides the firewall gateway to the office environment. It includes 8 ports. If this isn't sufficient, an additional switch will need to be purchased.
- **Ubiquiti U6+ Dual Band IEEE 802.11 a/b/g/n/ac/ax 3 Gbit/s Wireless Access Point** - This product provides WiFi connectivity to the office environment.
- **Dell Equipment** - Kim Sollien has a computer setup. The additional Dell equipment is for the two additional anticipated staff.

This equipment and services list is a best guess estimate of what will be needed to setup the new office infrastructure. Network and computer equipment needs may vary depending on the specific office layout, comm room resources, and the specific needs of new staff. If any staff member will be using GIS, Autocad, or InDesign RAM and CPU specs should be increased on their laptop.

With the exception of unknown wiring needs (mentioned below), if this list of products and services are used in the implementation, the labor costs are fixed.

Product	Quantity	Price	Amount
 IT Managed Services - Monthly <span>Monthly</span>	1	\$200.00	\$200.00
 Microsoft 365 Business Premium [NCE] - Monthly <span>Monthly</span>	1	\$26.40	\$26.40
 Backup - GSuite/M365 SaaS Email and Cloud Data - Datto SaaS Protection - Monthly <span>Monthly</span>	1	\$3.50	\$3.50
 SentinelOne Core - Monthly <span>Monthly</span>	1	\$4.75	\$4.75
 Autoelevate - Monthly <span>Monthly</span>	1	\$3.50	\$3.50
 Email Identity Protection - DMARCian - Monthly <span>Monthly</span>	1	\$18.00	\$18.00
 SMTP2Go - Monthly <span>Monthly</span>	1	\$5.00	\$5.00
 M365 Teams Phone with USD/CAN Calling Plan - Monthly <span>Monthly</span>	1	\$18.00	\$18.00
 Ubiquiti Dream Machine Special Edition UDM-SE Router	1	\$573.00	\$573.00
 Ubiquiti U6+ Dual Band IEEE 802.11 a/b/g/n/ac/ax 3 Gbit/s Wireless Access Point	1	\$148.00	\$148.00
 APCBVN650M1 APC Back-UPS 650 Battery Backup Surge Protector with USB smart charging port	1	\$106.00	\$106.00
 Eaton Tripp Lite Series SmartRack 6U Low-Profile Switch-Depth Wall-Mount Mini Rack Enclosure, Clear Acrylic Window, White	1	\$251.00	\$251.00
 New Client Onboarding (Onboarding fee of \$1890 waived with 3 year IT Managed Services commitment)	1	\$0.00	\$0.00
 Labor - Setup and Installation of Ubiquiti Networking Equipment and Wall Mount Rack (Additional wiring costs may apply dependent on office infrastructure)	1	\$1,350.00	\$1,350.00
 Labor - Setup and Configuration of Autoelevate	1	\$600.00	\$600.00
 Labor - Setup and Configuration of Datto SaaS Protection	1	\$350.00	\$350.00
 Labor - Setup and Configuration of Microsoft Tenant, Setup of Email, OneDrive, SharePoint, InTune, MFA, Conditional Access	1	\$2,100.00	\$2,100.00
 Labor - Migration of Domain Registration/DNS from Wix to Cloudflare (Does not include domain registration costs which will be about \$10-\$12 per year)	1	\$400.00	\$400.00
 Labor - Setup of DMARC services	1	\$150.00	\$150.00
 Labor - Setup of SMTP2Go	1	\$150.00	\$150.00

Product	Quantity	Price	Amount
 Labor - Setup and Configuration of Microsoft Teams Phone System (It's assumed that calls will be made and received on either a computer or cell phone with the Team app. If office phones are needed, additional equipment and labor charges will apply.)	1	\$1,200.00	\$1,200.00

One Off	\$7,378.00
Monthly 	\$279.15
Shipping	\$150.00
<hr/>	
Tax	\$0.00
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<b>Total</b>	<b>\$7,807.15</b>

















**Tech Wise Systems**  
714 4th Avenue, Suite 301  
Fairbanks, Alaska 99701  
907-456-1364  
**[techwise.systems](http://techwise.systems)**

Quote: New Organization and Office Infrastructure Implementation/Onboarding

\$6,268.30

Product	Quantity	Price	Amount
 IT Managed Services - Monthly <span style="float: right;">Monthly</span>	2	\$210.00	\$420.00
 Microsoft 365 Business Premium [NCE] - Monthly <span style="float: right;">Monthly</span>	2	\$26.40	\$52.80
 Backup - GSuite/M365 SaaS Email and Cloud Data - Datto SaaS Protection - Monthly <span style="float: right;">Monthly</span>	2	\$3.50	\$7.00
 SentinelOne Core - Monthly <span style="float: right;">Monthly</span>	2	\$4.75	\$9.50
 Autoelevate - Monthly <span style="float: right;">Monthly</span>	2	\$3.50	\$7.00
 M365 Teams Phone with USD/CAN Calling Plan - Monthly <span style="float: right;">Monthly</span>	2	\$18.00	\$36.00
 Dell Latitude 5550	2	\$1,826.00	\$3,652.00
 Dell WB3023 Webcam - 60 fps - USB Type A	2	\$67.00	\$134.00
 Dell Premier Multi-Device Wireless Keyboard And Mouse KM7321W	2	\$77.00	\$154.00
 Dell P2425H 24" Class Full HD LED Monitor - 169 - Black, Silver	4	\$199.00	\$796.00
 Computer Without Data Migration	2	\$500.00	\$1,000.00

One Off	\$5,736.00
Monthly 	\$532.30
Shipping	\$150.00
Tax	\$0.00
<b>Total</b>	<b>\$6,418.30</b>



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

### **Corporate Resolution for Matanuska Valley Federal Credit Union**

**January 22<sup>nd</sup> 2025**

Action: Motion to Approve opening a bank account with Matanuska Valley Federal Credit Union (MVFCU) for MatSu Valley Planning For Transportation and naming three Policy Board Officers as authorized check signers:

- MVP Board Chair: Glenda Ledford
- MVP Board Vice Chair: Steve Carrington
- MVP Board Secretary: Nicholas (Bob) R. Charles Jr.

Action: Motion to Approve Kimberly Sollien as the account manager with check signing authority following the approved Fiscal Policy.

This corporate resolution was passed and approved by a duly constituted quorum of the MatSu Valley Planning for Transportation MVP Policy Board on January 22<sup>nd</sup>, 2025.

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Mayor Glenda Ledford, Policy Board Chair

ATTEST:

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Nicholas R. Charles Jr., Policy Board Secretary  
Passed

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#### **Policy Board Members**

Bob Charles, Knik Tribe • Mayor Edna DeVries, MSB • Mayor Glenda Ledford, City of Wasilla • Brian Winnestaffer, Chickaloon Native Village • Mike Brown, MSB • Sean Holland, DOT&PF • Mayor Steve Carrington, City of Palmer 35

# ASHBURN & MASON P.C.

BENJAMIN J. FARKASH • MATTHEW T. FINDLEY • LAURA (DULIC) FISHER • DYLAN L. HITCHCOCK-LOPEZ • STEPHANIE HUANG  
REBECCA E. LIPSON • DONALD W. McCLINTOCK III • MICHAEL S. SCHECHTER • THOMAS V. WANG  
OF COUNSEL JULIAN L. MASON III • A. WILLIAM SAUPE

## ATTORNEY-CLIENT FEE AGREEMENT

We, Ashburn & Mason, a Professional Corporation, agree to provide legal services to you, MatSu Valley Planning for Transportation or MVP (“Client”), on the terms set forth below:

1. **Scope of Service.** We have been engaged to provide legal services reasonably required to represent you in general corporate governance and management issues, including employment and federal funding. For avoidance of doubt, this Agreement does not create an attorney-client relationship between Ashburn & Mason and any of MVP’s constituent entities.
2. **Client’s Duties.** You agree to be truthful, to cooperate, to keep us informed of developments, to abide by this Agreement, to pay our bills on time, and to keep us advised of your address, telephone number, and whereabouts. We strongly encourage you to keep our attorney-client communications confidential and consult with us before sharing our advice or correspondence with other individuals. This is for your protection because once a communication is shared with a third party, it is no longer attorney-client privileged.
3. **Hourly Rates.** The billing rate for services rendered by Michael S. Schechter and Rebecca E. Lipson in connection with your representation will be \$425.00 per hour. Other attorneys in the firm may occasionally work on your representation, which will be reflected on the statements you receive. Shareholders and of-counsel are billed at \$400.00 to \$550.00 per hour, associates at \$300.00 to \$350.00 per hour, and legal assistants at \$125.00 to \$200.00 per hour. Work is billed and recorded in tenths of an hour.

All time spent by our attorneys and legal assistants in connection with this matter is billable in accordance with this Agreement. In addition to meetings, research, and document preparation, such time would include time spent waiting in court, time spent in travel, time on the telephone, time spent reviewing and responding to email correspondence and time spent in office conferences among personnel handling this matter. When such personnel engage in office conferences, each person will charge for his or her time expended.

4. **Retainer.** We sometime require a retainer before beginning work. In your case the retainer requirement has been waived although we reserve the right to require a retainer if warranted as our representation progresses. The retainer is not an estimate of the total fees and costs you will be charged. Any retainer we receive will be placed in our client trust account for application against future billing for fees and costs. If you do not pay your bill within 10 days of the date of a monthly invoice, we may apply your retainer funds to the invoice. You are encouraged to

contact our office within 10 days of the date of an invoice if you have questions about an invoice or the manner in which trust funds may be applied. We require that you deposit additional funds into the client trust account as your initial retainer is expended so that your balance is always at or above the retainer amount. Therefore, if your retainer falls below the agreed retainer amount, you have the responsibility to pay any amounts outstanding on your last monthly bill and to deposit additional funds into the trust account. Ashburn & Mason's monthly statement will reflect your current retainer balance.

5. **Rate Increases.** From time to time our firm adjusts its rates to reflect increased costs, attorney experience, or market conditions. We do not notify you in advance of such adjustment. However, if you object to an increase, please notify us and we will discuss any specific accommodations for your work as may be necessary.
6. **Costs and Expenses.** Our hourly rates do not include various items of costs or any out-of-pocket expenses that we may incur, such as the costs of depositions, travel, retaining expert witnesses, photocopying (at the rate of \$.20 per copy), long distance telephone calls, postage, computerized legal research, messenger service, preparation of exhibits, fees or charges for filing instruments with or obtaining documents from courts and public agencies, and any other reasonable and appropriate costs.

You expressly acknowledge that we are not obliged to advance any costs that may be incurred in this representation, although we may at our discretion advance relatively minor costs such as telephone, postage, and copying. If, however, representation of you requires depositions, travel, or the hiring of expert witnesses, we will not be responsible for furnishing funds to procure such services on your behalf. You must provide the funds yourself.

7. **E-Discovery and Technology Fee.** Our firm utilizes certain e-discovery technologies to assist with the litigation and management of your matter, including but not limited to document management systems and software and document repository search and review applications. You will be charged a monthly e-discovery fee of \$20 per gigabyte of data, per matter, for these technologies and services (the "technology fee").

The technology fee does not include the fees or costs associated with attorney or staff time, or the fees or costs associated with subject matter experts or consultants. The technology fee also does not include the fees or costs of large-scale document or discovery projects that fall outside the scope of our ordinary and customary e-discovery services. In the event your matter requires such additional services, we will discuss these services and costs with you in advance.

8. **Billing Statements and E-Mail Delivery.** We will bill you for all work performed under this Agreement. Our statements for services and costs are typically provided on a monthly basis. The billing will usually include charges through the end of the preceding billing period. The bill shows the dates on which the work was performed, who performed it, and a description of the

work. You should be aware that there is occasionally a delay between the time that we incur a cost on your behalf, and the time that we are billed for this cost. Costs are billed to you only after we have been billed. Please note that flat-fee work may be billed in increments or at the completion of the work, rather than monthly. We will send your monthly invoices to the e-mail address you provide below. Our electronic billing system allows you to pay securely online via credit card at no additional cost.

9. **Late Charges.** Our statements are due upon presentation. We add a late charge of 0.875% per month (10.5% per year) for any statements that are more than 30 days past due.
10. **Fee Shifting, including Alaska Rule 82.** In Alaska's courts, there is a "loser pays" fee-shifting rule (Alaska Rule of Civil Procedure 82). Many laws and contracts have fee-shifting rules as well. This means that if you lose in a court or other proceeding, you may be required to pay the other side's full or partial attorney's fees and costs. This is ordinarily around 30% of the judgment but can be more or less depending on the case. If that happens, **you will be responsible** for payment of those fees and costs, not us. However, if you win, you may be awarded full or partial attorney's fees and costs.
11. **Recovery or Receipt of Funds.** In the event that we recover or receive funds on your behalf, we will require those funds be paid via cashier's check. We may request the payor to include Ashburn & Mason as a named payee on any check or instrument of payment. If such a request is made, the check or instrument will be deposited into our client trust account pending collection and distribution. It is our policy to hold funds received for ten (10) days to ensure the funds clear prior to redistribution.

**IMPORTANT NOTICE REGARDING WIRE FRAUD:** Wire fraud is on the rise. It is not our practice to email wire instructions, which we prefer to do by other secure means. If you receive an email from our office providing you wire transfer instructions or requesting account information or wire transfer instructions from you, please contact our office **immediately** to independently confirm wiring instructions in person or via a telephone call. Never wire money or provide account information without double-checking in person or over the phone that the wiring instructions are correct. We do not provide escrow services and will not accept wire transfers for funds on your behalf.

12. **Lien.** Consistent with AS 34.35.430, you grant us a lien on any and all claims or causes of action that are the subject of representation under this Agreement. This lien will be for any sums owing to us at the conclusion of its services. The lien will attach to any recovery you may obtain, whether by arbitration award, judgment, settlement, or otherwise.
13. **No Financial or Tax Advice.** We will not provide tax guidance on your transactions. We will not provide due diligence services in connection with any transaction, meaning we will not evaluate whether the transaction is a financially prudent decision. You are reminded to seek review of all transactions by your certified public accountant.

14. **Additional Services.** We will render such future services (including services the firm may be called upon to render after the completion of the matter) as may be necessary. If such services do become necessary, including but not limited to depositions and expert testimony (whether by agreement or by subpoena by any party to litigation in which the firm's services may be relevant), and for all related meetings, conferences, and preparation time for such events, you agree that you will pay our then-current hourly rates for the person(s) involved plus costs and expenses as detailed above.
15. **Discharge and Withdrawal.** You may discharge us at any time by giving us written notice. We may withdraw as your attorney at any time by giving you written notice, subject to the requirements of the Alaska Rules of Professional Conduct. Your compliance with the terms and conditions of this Agreement is an important condition of our continued representation. Upon conclusion of our services, all unpaid charges will immediately become due and payable. We will return to you any funds or property of yours in our possession and, upon request, we will deliver a copy of your file to you.
16. **Disclaimer of Guarantee.** Nothing in this Agreement should be construed as a promise or a guarantee as to the outcome of this matter. We cannot make any such promises or guarantees. Our comments about the likely outcome of this matter are expressions of opinion only.
17. **Maintenance of File.** You agree that, once our services in this matter have been completed and following termination of our professional relationship, the firm shall not be required to maintain any papers, records, files, or other writings relating to this matter for more than ten years. Upon the expiration of ten years after the closing of a file or sub-file, Ashburn & Mason, P.C. shall destroy the file.
18. **Fee Arbitration.** Alaska Bar Rules 34 to 42 provide a procedure for resolving any fee disputes which may arise between attorneys and their clients. Arbitration pursuant to these rules is mandatory for an attorney when commenced by a client.
19. **Governing Law.** This Agreement is made or to be performed in Anchorage, Alaska and shall be interpreted, construed, and enforced in accordance with Alaska law. In the event any dispute arises under this Agreement or relating to each party's obligations to the other, you consent to personal and subject matter jurisdiction in Alaska.
20. **Potential Insurance Coverage.** We advise you to explore coverage under any insurance policies that may apply and inform us promptly of any such potential coverage.

ASHBURN & MASON P.C.

ASHBURN & MASON  
A Professional Corporation

ATTORNEY:

DATED: 2025-01-20

By: s/  
Michael S. Schechter

CLIENT:  
MatSu Valley Planning for Transportation

DATED: \_\_\_\_\_

By: \_\_\_\_\_  
Kim Sollien

Its: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email: kim.sollien@fastplanning.us

*We will use this e-mail address for all communications, including billing, unless otherwise directed. Please ensure that you provide a reliable, private e-mail address.*





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## MatSu Valley Planning (MVP) for Transportation

### **Transportation Planning Manager**

The Transportation Planning Manager will play a key role in shaping and improving transportation systems within the Mat-Su Metropolitan Planning Area. This position involves planning, coordinating, and implementing transportation projects, conducting research and analysis, and engaging with stakeholders to enhance mobility, safety, and sustainability in the region.

#### **Key Responsibilities**

##### **Transportation Planning**

- Assist in the development and update of long-range transportation plans, including analyzing transportation needs and identifying funding sources. Key plans and projects include the Metropolitan Transportation Plan (MTP), Household Survey, TransCad Travel Model, and Transportation Improvement Program (TIP), Transit Development Plan, Freight Plan, Carbon Reduction Plan, Equity Action Plan, Bike and Pedestrian Plans, and various asset management plans.
- Conduct studies on traffic patterns, land use, and transportation infrastructure to support planning efforts
- Lead efforts in transportation planning by developing opportunities for volunteer community engagement such as annual bicycle and pedestrian counts and taking advantage of participation in community events.

##### **Data Analysis and Research**

- Collects, maintains, analyzes, and prepares data/maps using Geographic Information Systems (GIS) tools.

##### **Project Coordination/Management**

- Assist the Director with the contract and project management for the MTP and TIP, Household Survey, and TransCad Travel Model and other plans.
- Monitors and ensures project selection, scope, timeline, and funding are accurate in the



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Metropolitan Transportation Plan (MTP), Transportation Improvement Program (TIP), Improvement Program, and the Statewide Transportation Improvement Program (STIP).

- Assists with the planning, development, and management of strategic planning efforts related to transit issues. Assists with the selection and development of transit-related projects.
- Assists with monthly, quarterly, and annual reporting requirements
- Assists with project updates at the Technical Committee and Policy Board

#### **Grant Management**

- Assists in preparing, revising, and administering the planning and special studies sections contained in the Unified Planning Work Program (UPWP). Provides revisions as relevant to portions of the adopted UPWP, and prepares amendments for consideration.
- Assist in identifying discretionary grant opportunities and preparing grant applications and funding alternatives to secure funding for transportation initiatives.

#### **Policy Development/Tracking**

- Assists in reviewing and monitoring plans and related documents to ensure compliance with applicable state or federal requirements and conformance to acceptable professional standards.
- Conducts research and analysis of information and adherence to current federal legislation, Federal Highway Administration (FHWA) requirements.

#### **Public Engagement**

- Builds and maintains strong working relationships with transit providers, planning and public works staff at the Matanuska Susitna Borough, Alaska Department of Transportation (ADOT), the cities of Palmer and Wasilla, Chickaloon and Knik tribal transportation staff, and transportation funding entities, including the Federal Transit Administration (FTA) and Federal Highway Administration (FHWA).
- Assists with monitoring and ensuring information regarding MVP's programs, (UPWP, MTP, TIP, and STIP) is accurate and maintained on the website and distributed externally and internally.



- 
- Prepares correspondence, reports, studies and makes presentations regarding program/project activities; assists in researching and preparing appropriate response for technical assistance requests.
  - Assists with planning, coordinating, and conducting the community involvement portion of the public participation plan to maintain regulatory requirements and respond to public needs.
  - Develops informational materials to keep the public informed about the planning progress of the MPO.
  - Develops planning documents and interprets/develops data analysis.
  - Answers inquiries and disseminates information upon request to other agencies, consultants and the public. Manages phone inquiries by providing general information or referring callers to the appropriate individual and resources.

### **Board and Committee Management**

- Assists in the preparation of agendas, minutes, memorandums, and official correspondence of the MVP Technical Committee and Policy Board.
- Assists with meeting minutes and follow up on requests from the Technical Committee and Policy Board

### ***Skills and Abilities***

#### **Skills:**

##### Analytical Skills:

- Ability to analyze data and identify trends, patterns, and potential issues in transportation systems.

##### Technical Proficiency:

- Experience with Geographic Information Systems (GIS) and transportation modeling software is desired but not required
- Familiarity with data analysis tools and statistical software.



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Project Management:

- Strong organizational skills to manage multiple projects, timelines, and resources effectively.

Communication Skills:

- Excellent verbal and written communication for conveying complex information clearly to stakeholders and the public.
- Ability to facilitate public meetings and engage with diverse communities.

Problem-Solving:

- Creative thinking to develop innovative solutions to transportation challenges.

Collaboration:

- Strong interpersonal skills to work effectively with government agencies, community organizations, and the public

**Knowledge**

Transportation Planning Principles:

- Understanding of transportation planning processes, methodologies, and best practices.

Regulatory Framework:

- Familiarity with federal, state, and local transportation policies, regulations, and funding mechanisms.

Urban Planning:

- Knowledge of land use planning and its impact on transportation systems.

Public Engagement Strategies:

- Understanding of effective strategies for involving the public and stakeholders in the planning process.

Current Trends:



- Awareness of emerging trends in transportation, such as autonomous vehicles, and active transportation.

### **Experience**

- Two (2) or more years of relevant work experience in transportation and/or land use planning, and project management is preferred.
- Previous experience in transportation planning within a local government, state, or federal agency.

### **Education/Training:**

Bachelor or graduate degree from an accredited college or university. A degree in urban/regional planning or civil engineering is preferred.

### **APPLICATION PROCESS**

Individuals interested in applying for this position should email cover letter, resume, employment application, and a sample of written work you have completed in a professional planning capacity to

[kim.sollien@fastplanning.us](mailto:kim.sollien@fastplanning.us).

*MVP is an Equal Opportunity Employer.*

Employment for this position is Regular, full-time, Non-Exempt (hourly wage and overtime eligible) paid semimonthly via Direct Deposit.

Starting wage is commensurate with experience.

- Entry-Level (1-3 years) Transportation Planner: \$50,000 - \$70,000 per year
- Mid-Level (4-6 years) Transportation Planner: \$70,000 - \$90,000 per year
- Senior (7 or more years) Transportation Planner/Manager: \$90,000 - \$120,000+ per year



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## MatSu Valley Planning (MVP) for Transportation

### Office / Communications Manager

#### Position Summary:

The Office/Communications Manager will oversee the organization's administrative functions and communication requirements, ensuring effective internal operations and promoting the MVP's initiatives with stakeholders and the public.

#### Key Responsibilities:

##### Administrative Oversight:

- Manage day-to-day office operations, including scheduling and correspondence
- Maintain an organized filing system for both electronic and paper documents
- Ensure compliance with MPO policies and procedures, including record-keeping and reporting requirements.
- Maintain and manage office equipment, software, and licenses

##### Financial Management:

- Assist the Director with budget preparation and monitoring
- Process invoices, reimbursements, and other financial transactions for the Director to review.
- Process checks and required signatures
- Assist the Executive Director with contract management and employee benefits management
- Assist the Executive Director with payroll and taxes
- Assist the Director with IRS 990 and Audit Preparation

#### Staff Support:



- 
- Assist the Director with human resources issues, organizational policy implementation, employee onboarding, training, and support as needed
  - Coordinate staff meetings, agendas, and minutes
  - Assist the Director with scheduling meetings, calls, appointments, and MVP's calendar.
  - Assist the Director with reporting requirements for all projects, plans, and contracts
  - Coordinate logistics for meetings, events, and workshops, including venue selection, materials preparation, technology, and participant communication
  - Assist the Transportation Planner with coordinating public participation efforts for a range of plans, including, but not limited to, the Metropolitan Transportation Plan (MTP) and Transportation Improvement Program (TIP).
  - Coordinate and manage Public Notice/Public Comment requirements for all of MVP's plans and projects, committees and boards.
  - Implement and evaluate the performance measures of the Public Participation Plan (PPP) and the Title VI plan, while conducting regular reviews and assessments.

**Communications:**

- Serve as the primary point of contact (not the spokesperson) for internal and external stakeholders
- Prepare and distribute communication materials, including newsletters and reports.
- Develop and implement a comprehensive communications plan to promote the organization's mission, goals, and programs following the Public Participation Plan.
- Create and manage content for the organization's website, newsletters, social media, and other communication channels.

**Project Coordination:**

- Support the Director and Transportation Planner with project management efforts by tracking timelines, deliverables, and progress.



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### **Stakeholder Engagement:**

- Assist in organizing public outreach initiatives, including workshops, forums, and surveys, to gather community input on transportation planning.
- Proactively enhance efforts to engage communities that have been historically excluded from the transportation planning process.
- Lead the creation of various media and graphics to effectively convey the message, including logos, PowerPoint templates, special newsletters, videos, and more.
- Build and maintain relationships with local media, stakeholders, and community organizations to enhance the organization's visibility.
- Ensure all consultant efforts meet the Public Participation Plan and Title 23.

### **Brand Development and Management:**

- Lead the development and execution of a comprehensive communications plan and brand strategy, ensuring alignment with organizational goals and effective messaging across all channels.
- Ensure consistency in branding and messaging across all communication materials.
- Design and produce promotional materials, including brochures, flyers, and reports.

### **Reporting and Evaluation:**

- Monitor and evaluate the effectiveness of communication strategies and outreach efforts.
- Prepare regular reports for the Director and Board on communication activities and outcomes.
- Prepare Monthly and Annual Title VI report
- Assist the Director with tracking and drafting the monthly, quarterly, and annual reporting for the UPWP and budget.

### **Qualifications:**





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- **Education:** Bachelor’s degree in Business Management, Communications, Public Relations, Marketing, Urban Planning, or a related field.
  
  - **Experience:**
    - Minimum of 3-5 years of experience in office management, communications, or a related role, preferably in a nonprofit or public sector environment.
  
  - **Skills:**
    - Excellent written and verbal communication skills, with the ability to convey complex information clearly.
    - Strong organizational skills and attention to detail.
    - Proficiency in office software (e.g., Microsoft Office Suite, Google Workspace). Familiarity with Quickbooks is desired but not required.
    - Familiarity with budgeting and financial management.
    - Knowledge of virtual public involvement techniques and technologies.
    - Experience in a public sector or transportation planning environment is a plus.
    - Proficiency in website development and graphic design.
    - Skilled in graphic and document design.
    - Proficiency in using digital tools, social media platforms, and online communication channels, with the ability to develop and implement effective deployment plans.
  
  - **Interpersonal Skills:**
    - Ability to work collaboratively with diverse teams and engage effectively with stakeholders.
    - Strong problem-solving skills and adaptability in a dynamic environment.
    - Creative thinker with strong strategic thinking capabilities, adept at developing new ideas for improved engagement and communication with the public and



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stakeholders.

Salary Range commensurate with experience

- Entry-level (0-3 years): \$45,000 - \$55,000 annually
- Mid-level (3-7 years): \$55,000 - \$70,000 annually
- Senior-level (7+ years): \$70,000 - \$85,000+ annually

DRAFT



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

# Conflict of Interest Certification

## Conflict of Interest Policy

### Purpose

The purpose of this policy is to protect the interests of MVP by (a) preventing the personal interest of the Policy Board, Technical Committee, and Employees from interfering with their duties to the organization and (b) avoiding any unethical financial, professional, or political gain on the part of such individuals. The intent of this policy is to supplement, not replace, any applicable federal, state, or local laws regarding conflicts of interest. \*see ARTICLE 10 of the Amended Bylaws July 2024 for the full conflict of interest policy documentation.

### Persons Concerned

This statement applies to Board Members, Officers, and all Employees who can influence the governance and actions of *MVP*. This includes anyone who makes financial decisions, might be referred to as “management personnel,” or has proprietary information regarding *MVP*.

### Procedures

#### 1. Duty to Disclose

Each Board Member, Director, Officer, Employee, and any other Interested Person is under an obligation to disclose the existence or potential existence of a Conflict of Interest as it arises.

#### 2. Investigating Conflicts

When a potential Conflict of Interest is disclosed, the Policy Board will then provide the individual with an opportunity to disclose all material facts. The Board will collect all pertinent information and question the involved parties. If it turns out that a conflict does not exist, the inquiry will be documented but no further action will be taken.

#### 3. Addressing a Conflict of Interest

If the Board determines that a conflict of interest exists, they will take the appropriate actions to address the conflict. This may include (but not be limited to): (a) prohibiting any Interested Parties from voting on any matter related to said Conflict of Interest or (b) terminating employment with *MVP*.



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

Affected parties both within and outside of *MVP*, including directors, employees, and independent contractors, will be notified. If the Conflict of Interest in question involves a member of the Board, that individual will be excused from deliberations.

#### 4. Disciplinary Action

All conflicts of interest will be reviewed on a case-by-case basis. The board has full discretion to deem what disciplinary action is appropriate and necessary for disclosed conflicts of interest.

If the governing officers reasonably believe a member or staff member failed to disclose an existing or possible Conflict of Interest, it shall inform the individual of the rationale for such belief and grant the individual an opportunity to explain the alleged failure to disclose the Conflict of Interest.

After hearing the individual's response and investigating further as warranted by the circumstances, the governing officers may take appropriate disciplinary action, including removal from the position at the organization.

#### 5. Notice of Annual Statements

Every Member, Director, Officer, Employee, and any other Interested Person must sign a Conflict of Interest Disclosure Statement upon said individual's term of office, employment, or other relationship with *MVP* and must do so annually. Failure to sign does not nullify the policy.



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

### **Acknowledgment**

By signing, the individual named below understands what constitutes a Conflict of Interest and understands the procedure for addressing them with *MVP*, including their duty to disclose any known or potential conflicts of interest.

The signee agrees to abide by the procedures set forth by this policy for the duration of their relationship with *MVP*

Name (printed): \_\_\_\_\_ Date: \_\_/\_\_/20\_\_

Signature: \_\_\_\_\_

The Conflict-of-Interest Policy Certification form was adopted by the MatSu Valley Planning for Transportation Policy Board on August 20, 2024.



**Alaska Department of Transportation and Public Facilities**

**Peer Exchange**

Dates: Tuesday, January 28- Thursday, January 30, 2025

Location: Hilton Garden Inn, 4555 Union Square Dr, Anchorage, AK 99503

Overview: The peer exchange will focus on State Transportation Improvement Plan (STIP) management and coordination between State DOTs and Metropolitan Planning Organizations (MPOs). The Alaska DOT & PF will host the event, with Alaska’s three MPOs (AMATS, FAST and MVP) presenting. The peer presenters will represent the Minnesota DOT, North Dakota DOT, Fargo-Moorhead Metropolitan COG, and the St. Cloud APO.

**Agenda**

Day 1 – MPO

<b>Time (AKST)</b>	<b>Topic</b>	<b>Speaker(s)</b>
8:30 – 9:00 AM	<b>Registration and Check In</b>	
9:00 – 9:30 AM	<b>Welcome and Introduction</b> <ul style="list-style-type: none"> <li>FHWA introduces the TPCB program and Peer Exchange</li> <li>AK DOT &amp; PF leadership provides welcome comments</li> <li>USDOT Volpe provides logistics and housekeeping information</li> </ul>	<ul style="list-style-type: none"> <li>Ryan Anderson, Commissioner, Alaska DOT &amp; PF</li> <li>Michael Barry, Transportation Specialist, USDOT FHWA</li> <li>Nicole Cacozza, Policy Analyst, USDOT Volpe</li> </ul>
9:30 – 10:00 AM	<b>MPO Overview</b> <ul style="list-style-type: none"> <li>USDOT provides a high-level review of the roles of the MPO and State DOT in the planning and production of the TIP and STIP</li> </ul>	<ul style="list-style-type: none"> <li>Marie Heidemann, Planning and Program Development Team Leader, USDOT FHWA, Alaska Division Office</li> </ul>
10:00 – 10:15 AM	<i>Break</i>	
10:15 – 11:45 AM	<b>AK MPO Introduction and Overview</b> <ul style="list-style-type: none"> <li>Provide context and perspective from Alaska MPOs</li> <li>Highlight topics of interest for discussion</li> </ul>	<ul style="list-style-type: none"> <li>Jackson Fox, Executive Director FAST</li> <li>Aaron Jongenelen Executive Director, AMATS</li> <li>Kim Sollien, Coordinator, MVP</li> </ul>
11:45 AM – 12:45 PM	<i>Lunch</i>	
12:45 – 1:45 PM	<b>MPO Peer Presentation 1</b> <ul style="list-style-type: none"> <li>Peer Presentation (50 minutes)</li> <li>Q&amp;A (10 minutes)</li> </ul>	<ul style="list-style-type: none"> <li>Ben Griffith, Executive Director, Fargo-Moorhead COG</li> </ul>
1:45 – 2:45 PM	<b>MPO Peer Presentation 2</b> <ul style="list-style-type: none"> <li>Peer Presentation (50 minutes)</li> <li>Q&amp;A (10 minutes)</li> </ul>	<ul style="list-style-type: none"> <li>Vicki Johnson, Senior Transportation Planner, St. Cloud APO</li> </ul>
2:45 – 3:00 PM	<i>Break</i>	

3:00 – 3:45 PM	<b>Group Discussion and Brainstorming</b> <ul style="list-style-type: none"> <li>Whole-group discussion for MPO peer representatives and event attendees reflect on the day’s learning, including specific examples from presenters</li> </ul>	<ul style="list-style-type: none"> <li>Facilitator: Michael Barry, USDOT FHWA</li> <li>Co-Facilitator: Marie Heidemann, USDOT FHWA-AK</li> </ul>
3:45 – 4:15 PM	<b>Develop Action Items</b> <ul style="list-style-type: none"> <li>MPO groups identify forward-looking goals to keep in mind over Day 2 and discuss again on Day 3</li> </ul>	<ul style="list-style-type: none"> <li>Facilitator: Michael Barry, USDOT FHWA</li> </ul>
4:15 – 4:30 PM	<b>Wrap up Day 1</b>	<ul style="list-style-type: none"> <li>Michael Barry, USDOT FHWA</li> </ul>

Day 2 – State DOT

<b>Time (AKST)</b>	<b>Topic</b>	<b>Speaker(s)</b>
9:00 – 9:20 AM	<b>Welcome and Day 1 Recap</b>	
9:20 – 10:50 AM	<b>AK DOT&amp;PF – Overview Presentation</b> <ul style="list-style-type: none"> <li>Provide context and perspective from Alaska’s DOT</li> <li>Highlight topics of interest for discussion</li> </ul>	<ul style="list-style-type: none"> <li>Lauren Little, Chief Engineer, Alaska DOT &amp; PF</li> </ul>
10:50 – 11:00 AM	<i>Break</i>	
11:00 AM – 12:00 PM	<b>DOT Peer Presentation 1</b> <ul style="list-style-type: none"> <li>Peer Presentation (50 minutes)</li> <li>Q&amp;A (10 minutes)</li> </ul>	<ul style="list-style-type: none"> <li>Wayne Zacher, Urban Engineer, North Dakota DOT</li> </ul>
12:00 – 1:00 PM	<i>Lunch</i>	
1:00 – 2:00 PM	<b>DOT Peer Presentation 2</b> <ul style="list-style-type: none"> <li>Peer Presentation (50 minutes)</li> <li>Q&amp;A (10 minutes)</li> </ul>	<ul style="list-style-type: none"> <li>Trang Chu, Director of Capital Planning and Programming, Minnesota DOT</li> </ul>
2:00 – 2:15 PM	<i>Break</i>	
2:00 – 3:45 PM	<b>Group Discussions</b> <ul style="list-style-type: none"> <li>Whole-group discussion for DOT peer representatives and event attendees reflect on the day’s learning, including specific examples from presenters</li> </ul>	<ul style="list-style-type: none"> <li>Facilitator: Michael Barry, USDOT FHWA</li> <li>Co-Facilitator: Marie Heidemann, USDOT FHWA-AK</li> </ul>
3:45 – 4:15 PM	<b>Develop Action Items</b> <ul style="list-style-type: none"> <li>Alaska DOT&amp;PF generates forward looking ideas/goals to discuss on Day 3</li> </ul>	<ul style="list-style-type: none"> <li>Facilitator: Michael Barry, USDOT FHWA</li> </ul>
4:15 – 4:30 PM	<b>Wrap up Day 2</b>	<ul style="list-style-type: none"> <li>Michael Barry, USDOT FHWA</li> </ul>

Day 3 – Next Steps and Action Plan

<b>Time (AKST)</b>	<b>Topic</b>	<b>Speaker(s)</b>
8:30 – 8:45 AM	<b>Welcome and Day 2 Recap</b>	

8:45 – 9:45 AM	<b>Part One</b> <ul style="list-style-type: none"> <li>All presenters and participants share key takeaways from the previous days' discussions</li> </ul>	<ul style="list-style-type: none"> <li>Facilitator: Michael Barry, USDOT FHWA</li> </ul>
9:45 – 10:00 AM	Break	
10:00 – 11:00 AM	<b>Part Two</b> <ul style="list-style-type: none"> <li>Review learning on TIP and STIP coordination</li> </ul>	<ul style="list-style-type: none"> <li>Facilitator: Marie Heidemann, USDOT FHWA-AK</li> <li>Co-Facilitator: Michael Barry, USDOT FHWA</li> </ul>
11:00 AM – 12:00 PM	<b>Part Three</b> <ul style="list-style-type: none"> <li>Discuss the previous days' Action Items and plan how to execute on them</li> </ul>	<ul style="list-style-type: none"> <li>Facilitator: Michael Barry, USDOT FHWA</li> <li>Co-Facilitator: Marie Heidemann, USDOT FHWA-AK</li> </ul>
12:00 – 12:15 PM	<b>Recap and Concluding remarks</b>	<ul style="list-style-type: none"> <li>Michael Barry, USDOT FHWA</li> </ul>



# Matanuska-Susitna Borough Comprehensive Safety Action Plan

## Executive Summary



Safety in transportation is an essential component of a healthy community. A safe transportation environment is one where people can meet their daily needs, using a mode of travel that is the easiest, most convenient, and affordable for them and their families. Recognizing this, the U.S. Department of Transportation created the Safe Streets and Roads for All (SS4A) program to provide funding for plans and projects that help prevent deaths and serious injuries on roadways across the country. The Comprehensive Safety Action Plan for the Matanuska-Susitna Borough (MSB) is a strategic component of the SS4A program. Once developed, the plan can be used to successfully apply for SS4A-related grants to fund implementation projects, supplemental planning activities, and demonstration projects.

To ensure the MSB can use this plan to successfully apply for future SS4A grant funding, this plan is organized to clearly align with the SS4A eligibility requirements for Safety Action Plans.



### **Chapter 1: Leadership Commitment & Goal Setting:**

Reduce fatal and serious injury crashes by 3.5% per year.



### **Chapter 2: Planning Structure:**

The Safety Action Plan Team and their involvement in shaping the plan.



### **Chapter 3: Safety Analysis (Existing Conditions):**

Crash data and trends in the MSB's Expanded Core Area boundary from 2018-2022 and peer city comparison.



### **Chapter 4: Engagement & Collaboration:**

Gather information from a multi-disciplinary group of stakeholders, transportation agency professionals, and the public.



### **Chapter 5: Equity Considerations:**

An equity analysis identifying disadvantaged populations and showing the correlation between demographics and safety risk.



### **Chapter 6: Policy & Process Changes:**

Identifies opportunities for improving planning and funding processes to help create a safe transportation network.



### **Chapter 7: Strategy & Process for Project Selection:**

Explore the methodology used to determine priority locations and recommended projects.



### **Chapter 8: Progress & Transparency:**

A clear implementation strategy, actionable steps, performance measures and targets, and a process for updating the plan.



*Pictured: Members of the Safety Action Plan Team help guide plan development.*

To learn more about the planning process and to read the plan, visit our website

[ss4a.matsugov.us](https://ss4a.matsugov.us)



# All Potential Priority Location Projects



## The process for determining priority locations followed these steps:

1. Identify high injury segments and intersections based on crash data
2. Identify risk profiles for serious crashes based on crash history and other contextual information
3. Establish priority locations on the network
4. Using countermeasures and strategies identified in the plan, develop scopes for recommended infrastructure projects or supplemental plan recommendations to improve road safety

## Priority locations (in order):

1. Parks Highway Corridor (Church Road to Seward Meridian Parkway)
2. Safe, Equitable Walking Routes to School (Area Wide)
3. Separated Pathway Regulatory Signs (Area Wide)
4. Westpoint Drive & Crusey Street Pedestrian Improvements
5. Bogard Road Intersection Improvements & Separated Path (Seldon to Peck or Seldon to Wasilla-Fishhook)
6. Vine Road Separated Path
7. Seldon Road and Church Road Intersection Improvements
8. Arctic Avenue Bicycle and Pedestrian Improvements (Glenn Highway to Palmer Airport Road)
9. Hollywood Road Safety Improvements (Big Lake Road to Vine Road)
10. Clapp Street Safety Improvements (Curtis Menard Sports Center to Laurie Avenue)
11. E. Seldon Road Safety Improvements (Windy Bottom Road to Lucille Street & Wasilla-Fishhook to Bogard)
12. Swanson Avenue Complete Street (Parks Highway to Crusey Street)
13. Green Forest Drive Improvements
14. 49th State Street Separated Path
15. Big Lake Road Intersection Improvements
16. Local Road Speed Management Plan (Area Wide)