

# 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**)



## **Microsoft Teams meeting**

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Phone Conference ID: 959 952 654#

## **Minutes**

**Tuesday, November 19<sup>th</sup>, 2024**

### **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 pm.

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

#### **Members Present**

Ben White, Alaska DOT&PF (for Sean Holland)  
Bob Charles, Knik Tribe  
Brian Winnestaffer, Chickaloon Native Village  
Edna DeVries, MSB  
Mike Brown, MSB  
Steve Carrington, City of Palmer

#### **Members Absent**

Sean Holland, Alaska DOT&PF

#### **Guests Present**

Adam Bradway, Alaska DOT&PF  
Alex Strawn, MSB  
Camden Yehle, Yehle and Associates LLC  
Clint Adler, Alaska DOT&PF  
Donna Gardino, Gardino Consulting Services  
Elise Blocker, RESPEC  
Erich Schaal, City of Wasilla  
Joni Wilm, Michael Baker  
Kate Dueber, ARRC  
Kim Sollien, MVP MPO Coordinator  
Megan Flory, RESPEC

### **3. Consent Agenda**

#### **a. Approval of the November 19<sup>th</sup>, 2024, Agenda – (Action Item)**

*Motion to approve the November 19, 2024, agenda (**Charles**), seconded. No edits. Passed unanimously.*

#### **b. Approval of the September 17<sup>th</sup>, 2024, Minutes – (Action Item)**

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*Motion to approve the September 17<sup>th</sup>, 2024, minutes (Winnestaffer), seconded. No edits. Passed unanimously.*

## c. Committee/Working Group Reports (Including the Chair's Report)

### i. Staff Report

- Transit roundtable
- Schedule of Topics

## d. Treasurer's/Finance Report

Kim Sollien provided a staff report. The focus today is primarily on personnel policy, and we hope to have that approved today to move forward and hire staff. A couple of weeks ago Kim met with the local transit providers. They will no longer be meeting, but MVP has offered to facilitate transit meetings in the future as a transportation planning organization. The schedule of topics is in the packet. We do not have a treasurer's/finance report. FAST planning is still taking care of that part, but it will soon be the responsibility of MVP.

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

None

## 5. Action Items

### a. Proxy Voting/Bylaws Amendment Proposal (Action Item)

Kim Sollien provided a staff report. During the September Policy Board and October Technical Committee, Alex Strawn brought up the concern of proxy voting and participation. Kim met with RESPEC's legal council for guidelines. The option was brought forth that the proxy voter could vote on plans and projects only not on operational issues. MSB provided an alternative suggestion that the proxy could vote however they like.

*Motion to approve Proxy Voting/Bylaws Amendment Proposal (Charles), seconded.*

**Mike Brown:** I am comfortable with proxy voting and don't see something that could not be undone and comfortable with proxy voting as it is in the MSB proposal. Sending in votes in advance, voids any discussion.

**Steve Carrington:** I have no issues with the way we have a Technical Committee Member as proxy. I support the MSB version.

**Bob Charles:** I like the MSB version, it allows for flexibility.

**Brian Winnestaffer:** The MSB version calls out a Technical Committee member as the proxy. Both Bob and I are on the Technical Committee. We will need to have a proxy voter. I have concerns about accountability.

**Mike Brown:** I support Chickaloon Native Village and Knik Tribe having a proxy vote.

*Original motion to approve the Proxy Voting/Bylaws Amendment Staff Proposal*

*Roll Call Vote: No 5, Yes 2*

*Motion failed.*

*Motion to approve the Proxy Voting/Bylaws Amendment MSB Proposal striking the requirement of a Technical Committee member being the proxy.*

*Roll call Vote: No 1, Yes 5, Abstain 1*

*Motion passed*

### b. MVP Personnel Policies (Action Item)

Motion to approve the MVP Personnel Policies (Winnestaffer), seconded.

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Kim Sollien provided a staff report. Overall, we received about 40 comments. It was available for comment for about 6 weeks. The goal of personnel policies is to follow all state and federal policies and make it a good place to work. It proposes reasonable policies to attract and retain project staff. The bulk of comments were administrative, and the language was adjusted to make it clearer. There was concern in the policy about equal opportunity employment, discrimination, etc. MVP will be held to a higher standard because it receives federal funding. Sections were reorganized. Full-time employee hours were clarified. Full-time requires a minimum of 30 hours to be entitled to benefits while a full-time workweek would be a traditional 40 hours. Professional development hours were added and not part of PTO. Subsistence/harvesting time was added as well.

**Glenda Ledford:** I have never had subsistence time.

**Kim Sollien:** It was a suggestion from a Tribal representative. It would be at the discretion of the Executive Director. Organizations are starting to add this to their policies.

**Bob Charles:** It is a good benefit to add to attract good people to the position.

**Kim Sollien:** There are no federal laws or regulations, and policies are drafted per the organization. Long-range planners in the area are competitive.

**Glenda Ledford:** How would this be equal among employees?

**Bob Charles:** It is for harvest and subsistence.

**Brian Winnestaffer:** It's not just hunting. It's all gathering.

*Roll Call vote: Unanimous Yes  
Motion passed.*

### c. MVP Records Retention, Public Records Request and Website Policy (Action Item)

Motion to approve the MVP Records Retention, Public Records Request and Website Policy (**DeVries**), seconded.

Kim Sollien provided a staff report. It outlines how the organization will retain documents for full transparency. However, because MVP is a non-profit, it is not bound by the Freedom of Information Act (FOIA).

**Edna DeVries:** We must retain records including all federal monies and information for 3 years. Borough and Feds, not sure if they can get rid of records. How does that work if someone asks for records that are older?

**Kim Sollien:** The financial records will be operational records. Project records will be recorded with the state.

**Donna Gardino:** Alaska DOT&PF will track project expenditures. It is required by FHWA that Alaska DOT&PF post annual federal obligations.

*Roll call vote: Unanimous Yes  
Motion passed.*

### Executive Session

- a. MVP Coordinator Evaluation
- b. Staffing Plan Discussion

During the Executive Session, Kim Sollien was offered the position of MVP MPO Executive Director, pending salary negotiations.

### 6. Old Business

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

Once the MOA is approved by the MSB and reviewed by their legal department, the next step is to open a bank account.

## b. Membership Dues – Draft Invoices

Draft invoices were in the meeting packet for review.

**Bob Charles:** I recommended adding an invoice number, date, and signature line.

## c. Metropolitan Transportation Plan (MTP) Update – Presented by Adam Bradway, Alaska DOT&PF

Alaska DOT&PF is currently in negotiations with the selected bidder, RESPEC.

## 7. New Business

None

## 8. Other Issues

None

## 9. Informational Items

### a. Non-Profit Organization Paperwork Update

MVP received the letter from the IRS; we are official.

**Mike Brown:** MVP needs to look into retaining their own legal representation. Currently, we are getting it through a third party. The Policy Board would like to review.

### b. Statewide Transportation Improvement Program (STIP) Amendment #1 Federal Planning Findings, Response and Requests for More Information Alaska DOT&PF to FHWA, and FHWA Response.

Alaska DOT&PF received a partial finding on August 28, 2024. An action plan, outlining strategies, had to be provided by December 6, 2024. STIP Amendment 1 is partially approved but still moving forward.

### c. Public Transit Update – Presented by Maija Disalvo, MSB.

Camden Yehle provided a summary update. Transit providers will no longer be able to receive the same funding, and the Mat-Su Health Foundation agreement has expired. The match is now 50/50. A FAQ page is located in the meeting packet.

### d. Safe Streets for All – Presented by Joni Wilm, Michael Baker

Joni Wilm provided a PowerPoint presentation.

## 10. Policy Board Comments

None

## 11. Adjournment

The meeting was adjourned at 3:30 pm

## MVP for Transportation MPO Policy Board Meeting

Next Scheduled MPO Policy Board Meeting – **December 17<sup>th</sup>**, from 2:00pm-3:30pm to be held at the Musk Ox Farm and Microsoft TEAMS.