

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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Minutes

Wednesday, January 22nd, 2025

1:30-3:00pm

Meeting Location

Musk Ox Farm

12850 E Archie Road, Palmer Alaska 99645

Hayloft / Classroom

1. Meeting called to order

Meeting called to order at

Members Present:

Brian Winnestaffer – Chickaloon Native Village
Sean Holland – Alaska FOT&PF
Edna DeVries, Mayor – MSB
Steve Carrington, Mayor – City of Palmer
Bob Charles – Knik Tribe
Mike Brown, Borough Manager – MSB
Erich Schaal (Proxy for Mayor Glenda Ledford, City of Wasilla)

Members Absent:

Glenda Ledford, Mayor – City of Wasilla

Guests:

Kim Sollien, MVP MPO Coordinator
Elise Blocker, RESPEC
Donna Gardino, Gardino Consulting Services
Adam Bradway, Alaska DOT&PF
Clint Adler, Alaska DOT&PF
Megan Flory, RESPEC

2. Consent Agenda (Action Item)

- a. Approval of the January 22nd, 2025, Agenda
- b. Approval of the December 17th, 2024, Minutes

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

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

- a. **Staff Report**

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Kim Sollien provided a staff report. Tomorrow is the House Transportation Committee meeting at 1pm. MPOs are the focus. FAST and AMATS are presenting and will cover MPOs and STIP development and what has happened over the last year and a half with the state STIP and the MPOs' involvement. The annual report has been submitted to Alaska DOT&PF it was approved and sent to FHWA. In process of finalizing first quarterly report of all activities and expenditures that have occurred since October 1. Executive session at the top, directions for Policy Board members will enter another meeting for a short time and come back to this meeting.

- i. Schedule of Topics

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

None

5. Executive Session

a. Executive Director Hire Letter

*Motion to authorize Mayor Glenda Ledford to sign the Executive Director Hire Letter on behalf of the Policy Board (**Brown**), seconded.*

Motion approved unanimously.

6. Action Items

a. Tech Wise Systems IT proposal (Action Item)

Kim Sollien provided an explanation of the services that TechWise would provide and the transfer. Sole Source Memo is in the meeting packet on Page 20-21. Kim provided the justification. Two quotes are in the packet, one for Kim's workstation and setup, the other for two staff members.

Winnestaffer: If we approve this, how often are we going to revisit this?

Kim Sollien: We could do it annually, I wouldn't suspect we would do that, unless there was a problem.

Mike Brown: Having a term contract is helpful. Agree with service but cost is also a component.

*Motion to approve the sole source for a three-year term (**Brown**), seconded.*

Motion approved unanimously.

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**)

Kim Sollien: These documents are part of a packet required by the bank

Carrington: Is the intent that there are two signers.

Sollien: Yes.

*Motion to approve the corporate resolution to open an account with MVFCU (**Winnestaffer**), seconded.*

Motion approved unanimously.

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*Motion to authorize check signers: MVP Board Chair: Glenda Ledford; MVP Board Vice Chair: Steve Carrington; MVP Board Secretary: Nicholas (Bob) R. Charles Jr. (Winnestaffer), seconded.
Motion approved unanimously.*

*Motion to name Kim Sollien as the account manager with signing authority for fiscal policies under \$5,000 (Winnestaffer), seconded.
Motion approved unanimously.*

c. **Ashburn and Mason**

Kim Sollien: Kim Sollien provided a staff report. Legal services were requested several meetings ago. The proposal is in the meeting packet. They have waived their retainer. Mike Schechter has MPO and land use experience.

*Motion to sign the attorney fee agreement with Ashburn and Mason with Kim Sollien's name on the contract (Winnestaffer). Seconded.
Motion approved unanimously.*

7. Old Business

a. **STIP Amendment # 2 Update**

Adam Bradway: Draft version has been provided to FHWA prior to public review. It is being reviewed now. MPOs have requested review prior to public review. MVP will be given a letter for the STIP from the commissioner's office. It's close.

b. **Metropolitan Transportation Plan Update**

Kim Sollien: Still in negotiations. RESPEC won the proposal. Hoping to have a new fee proposal by the end of the week.

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
- iv. A la cart services life insurance, legal support, identity theft insurance, mental health counseling etc.

Kim Sollien: It has been a longer process than expected. Venture is a payroll services and HR company based in Seattle that has the suite of support services plus the supplemental buy-ins that staff might want. To manage our payroll and manage the taxes, it will be about \$1500 per staff member. Staff will pay individually if they choose the other ala carte options. Kim talked to another payroll service provider that only provided payroll services. More information will be provided next month.

Mike Brown: Agrees with Kim on the difficulty of finding these services. We want to try and keep the money in state, so we should evaluate in the future to see how we could support local businesses with this.

b. **Office Space – Sublet Agreement from RESPEC Eng. Palmer office**

Kim Sollien: RESPEC has a suite available to sublet. Colin Faye is the Palmer office manager and provided a lease agreement. Kim reviewed and edited the 1st round

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agreement, and sent it back to Colin. She has not heard back yet. Kim did research on real estate, and could not find the right place for the price. This will likely be under \$1000/month.

Mike Brown: Want to be mindful of the optics moving forward that there won't be preferential treatment of the consultant.

- c. **Diamond Legacy Insurance Broker, we are waiting on quotes for:**
 - i. Directors Insurance
 - ii. General Liability Insurance
 - iii. Commercial Auto Insurance
 - iv. Personal Property

Kim Sollien: Reached out to several local brokers in Alaska, and couldn't get connected to agents willing to help. Diamond Legacy is out of state. We are waiting for the Directors' Insurance and will have more quotes available next month to review so the Board can make those decisions soon.

- d. **Job Description Review**
 - i. Transportation Planner
 - ii. Office / Communications Manager

Kim Sollien: Job description is in the packet. She would like to advertise for 30 days February 1st. Comments appreciated by January 31st. Kim will send the documents to the Board for comments.

- e. **Association of Metropolitan Planning Organizations (AMPO) Membership**

Kim Sollien: Kim has a meeting with AMPO. They will be advertising positions on their website. Good source of MPO information. They received notice that some IJJA has been paused with new administration specific to EVs. AMPO is focused on MPO information and support. Kim recommends MVP become a member. A full packet for approval will be provided next month. Currently getting notifications through FAST.

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.**

Kim Sollien: Our funding is reimbursable, so we submit staff hours and apply an indirect cost rate for overhead. FHWA has an allowance for contractors for allowable indirect rate. We need to get a letter from DOT&PF Internal Review granting MVP permission to use that indirect cost rate. If costs are higher, MVP can negotiate a higher rate after one year. Policy Board will be getting budget reports.

- b. **Conflict of Interest Form**

Kim Sollien: This document needs to be updated annually. Outlines the conflict of interest policy for MVP. By signing it, you're saying that you understand what conflicts of interest are, and that you're going to recuse yourself if there is a conflict. All Policy Board members will need to sign by next month.

10. Informational Items

- a. **MPO Peer Review January 28th-30th, 2025, Location: Hilton Garden Inn, 4555 Union Square Dr, Anchorage, AK 99503**

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Kim Sollien: This is facilitated by FHWA. Kim will do a presentation as will FAST and AMATS.

- 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**

Kim Sollien: MVP has swag and will be there to engage with the public.

- c. Grant Agreement between – MVP and Matanuska-Susitna Borough**

Kim Sollien: Kim sent a draft MOA from MVP to MSB to create a more formal relationship so MVP could access MPO funding that was given to MSB. MSB attorneys worked it over and turned it into a grant agreement. Kim and Donna reviewed. Kim will have new MPO attorneys Ashburn & Mason review. MSB needs the agreement back to bring to the Assembly.

- d. Foraker Group Accounting Support, QuickBooks, and adding detail to the annual budget as quotes come in**

Kim Sollien: Now that we are getting costs for IT, office space, staff, and other things, Kim is able to build out our budget more robustly. Foraker suggested that MPO purchase QuickBooks now. Kim is waiting for her MVP email to come through before moving forward with this.

- e. MSB Comprehensive Safety Action Plan (CSAP) Public Comment Period**

Kim Sollien: Recommends the Policy Board review and provide comment as many of the projects pertain to MPA

- f. Transit Roundtable Update**

Kim Sollien: Canceled, but will be rescheduled.

- g. Membership Fee Update**

Kim Sollien: Gathering checks

11. Policy Board Comments

Sean Holland: Appreciates Kim doing such a good job.

Steve Carrington: Good job, Kim.

12. Adjournment

Meeting adjourned at 2:50 pm.

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