

MVP for Transportation MPO Policy Board Meeting

Representatives:

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



Microsoft Teams meeting

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Meeting ID: 239 571 842 83

Passcode: Sgf2im

Or call in (audio only)

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

(844) 594-6237 (toll-free)

Phone Conference ID: 959 952 654#

Agenda

Tuesday, September 17th, 2024

2:00-3:30pm

Meeting Location

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

- A. Meeting called to order
- B. Introduction of Members and Attendees
- C. Approval of the September 17th, 2024, Agenda – **(Action Item)**
- D. Approval of the August 20th, 2024, Minutes – **(Action Item)**
- E. Committee/Working Group Reports (Including the Staff Report)
 - 1. Staff Report
 - i. Schedule of Topics
- F. Voices of the Visitors (Non-Action Items)
- G. Old Business
 - 1. Alaska DOT&PF Commissioner Letter to FHWA and FTA and Continuing, Cooperative, and Comprehensive (3C) Policy
 - 2. Statewide Transportation Improvement Plan (STIP) MVP Comments and Responses
 - 3. Statewide Transportation Improvement Plan (STIP) Amendment #1 Update
 - Alaska DOT&PF STIP Website <https://dot.alaska.gov/stwdp/ing/cip/stip/>
- H. New Business
 - 1. Membership Dues Overview and Request
 - 2. Planning Requirements for Road Miles and Match Percentages – Pavement Management Plan, Sign Management Plan, and Streetlight Intersection Management Plan.
 - 3. Personnel Policies review
 - 4. 3-Year Annual Budget **(Action Item)**
 - 5. Records Retention, Record Requests, and Website Policy review
 - 6. Letter of Support for Knik Tribe for the Talkeetna Spur Road Culvert Replacement grant proposal **(Action Item)**
- I. Other Issues
- J. Informational Items
 - 1. Articles Of Incorporation/Non-Profit Organization Paperwork Update
 - 2. FHWA - UPWP Letter of Approval

MVP for Transportation MPO Policy Board Meeting

K. Policy Board Comments

L. Adjournment

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



**MVP For Transportation
Policy Board Action Items
September 17th, 2024**

Action: To approve the September 17th, 2024 Agenda.

Motion by

Passed unanimously

Yes

No

Abstain

Action: To approve the August 20th, 2024 Minutes.

Motion by

Passed unanimously

Yes

No

Abstain

Action: Motion to approve the FFY 2025 Annual Office Budget and the FFY2026 and FFY2027 Office Budget Projections

Motion by

Passed unanimously

Yes

No

Abstain

Staff Summary

The draft office budget was developed using FAST Planning's FFY25 Annual Budget as a guide for expenditures, and the PL and Supplemental Planning Fund allocation for FFY25 was used as the base for revenue. A 4% increase on FFY26 and FFY27 was added to project the increase for those years. The Fringe and Payroll Taxes were calculated using a template developed by a consultant CPA. A CPA with Foraker Group reviewed the budget.

Action: Motion to approve a letter of Support for Knik Tribe for a grant application to the National Culvert Removal, Replacement, and Restoration Grant Program (Culvert Aquatic Organism Passage (AOP) Program) for the Talkeetna Spur Road Culvert Replacement project.

Motion by

Passed unanimously

Yes

No

Abstain

Staff Summary: Bob Charles

MVP for Transportation MPO Policy Board Meeting

Representatives:

Bob Charles – Knik Tribe
Edna DeVries, Mayor - MSB
Glenda Ledford, Mayor – City of Wasilla
Brian Winnestaffer - Chickaloon Native Village
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Sean Holland - DOT&PF
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Phone Conference ID: 959 952 654#

Minutes

Tuesday, August 20th, 2024

2:00-3:30pm

Meeting Location

Musk Ox Farm

12850 E Archie Road, Palmer Alaska 99645

Hayloft / Classroom

A. Meeting called to order

The meeting was called to order with a quorum at 2 p.m.

B. Introduction of Members and Attendees

Members Present

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

Members Absent

Edna DeVries, MSB

Visitors Present

Adam Bradway, Alaska DOT&PF
Alex Hutcheson, Michael Baker International
Ben White, Alaska DOT&PF
Clint Adler, Alaska DOT&PF
Elise Blocker, RESPEC
Erich Schaal, City of Wasilla
Joni Wilm, Michael Baker International
Kim Sollien, MVP MPO Coordinator
Maija DiSalvo, MSB
Marie Heidemann, FHWA
Megan Flory, RESPEC

MVP for Transportation MPO Policy Board Meeting

C. Approval of the August 20th, 2024, Agenda – (Action Item)

Motion to approve the August 20th, 2024 Agenda (Carrington), seconded. Motion passes.

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

Motion to approve the July 16th, 2024 Minutes (Holland), seconded. Motion passes.

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

1. Staff Report

Kim Sollien provided a staff report. Draft action items and a staff report summary, along with detailed monthly staff reports, are now in the packet. Glenda Ledford, Kim Sollien, and Donna Gardino met with the Commissioner's office on July 30th to review comments on the STIP amendment. The final edited version has not been released yet. Adam Bradway has given it a second look, and it looks like MVP projects are in it.

No questions.

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

None.

G. Old Business

1. MVP for Transportation Title VI Plan (Action Item)

Motion to approve the Title VI Plan (Holland), seconded.

Kim Sollien provided a staff report of the Title VI Plan.

Steve Carrington: Once there is an office, will the address be updated?

Kim Sollien: Yes.

Bob Charles: Do other MPOs have similar plans that are reviewed by FHWA?

Kim Sollien: This was reviewed by the State of Alaska Civil Rights Office.

Adam Bradway: I will look into it.

Marie Heidemann: If it was sent to us, it would be reviewed but we don't have an approval role.

Bob Charles: I just want to confirm that self-certification is acceptable.

Passed unanimously.

2. Statewide Transportation Improvement Plan (STIP) Update

Ben White provided a summary of the STIP Update. Alaska DOT&PF plans to get it to the FHWA this week.

i. Alaska DOT&PF Comprehensive, Continuing, and Cooperative (3C) Policy

Alaska DOT&PF is currently working with the Commissioner's office to resolve all the MPO comments.

MVP for Transportation MPO Policy Board Meeting

Bob Charles: Will there be a report on the approved STIP?

Ben White: Yes, there will be a report.

3. Unified Planning Work Program (UPWP) (Action Item)

Motion to approve the Unified Planning Work Program, (Holland) seconded.

Holland: I would like an explanation of the UPWP and how it relates to other documents.

Kim Sollien: The UPWP is a detailed 2-year work plan. It is one of the required plans. It will be updated every two years. It outlines projects within the program of projects such as the household travel survey, congestion mitigation, travel demand model, data and GIS, pavement management, signage, and streetlight plans. It is an Agreement between the MPO and Alaska DOT&PF and a commitment to FHWA. While it was out for public comment, it received 2 general comments and 9 from FHWA. All comments and their responses are in the comment log in the packet.

Sean Holland: What is the number of potential future MVP staff?

Kim Sollien: 3 possibly 4.

Bob Charles: Moving forward, will there be a budget vs actuals?

Kim Sollien: Yes, based on the Policy Board recommendation, I have been working with a CPA. That is coming.

Passed unanimously.

4. Social Media Policy (Action Item)

Motion to approve the social media policy, (Holland) seconded.

Sean Holland: Do we have a social media presence yet?

Kim Sollien: No, but we have a website. We were waiting for the social media policy to be approved before creating social media.

Passed Unanimously.

5. Fiscal Policy (Action Item)

Motion to approve the fiscal policy (Charles), seconded.

Kim Sollien provided a summary report. Foraker reviewed the policy. It outlines how money is going to be spent. All comments received from the CPA are available for the Policy Board to review in the packet. Kim Sollien provided a review of the comments.

Passed unanimously.

6. Revised Bylaws (Action Item)

Motion to approve the revised bylaws (Carrington), seconded.

Kim Sollien provided an update on the changes that have been recommended by an attorney with Ballard Spahr.

MVP for Transportation MPO Policy Board Meeting

Sean Holland: did we use FAST as an example?

Kim Sollien: Yes, but ours looks very different. All officers are Policy Board members. Staff members will help but are not on the Policy Board.

Sean Holland: What is the process to change bylaws?

Kim Sollien: It is documented within the bylaws and can be done so during a certain time of year.

Kim Sollien: The Open Meetings Act does not apply to non-profit organizations. Our Public Participation Plan outlines notifications, public comment periods, and other related matters.

Sean Holland: Article 3, Section 1 designates the Central Region Director. I recommend changing that to "Representative of Alaska DOT&PF" in accordance with the Operating Agreement.

*Motion to amend the bylaws to change Central Region Director to Representative of Alaska DOT&PF (**Charles**), seconded. Passed unanimously.*

Motion to approve bylaws as amended. Passed unanimously.

H. New Business

1. MVP Internal Documents

i. Draft Conflict-of-Interest Policy Certification Form (Action Item)

*Motion to approve the Draft a Conflict-of-Interest Policy Certification Form (**Holland**), seconded. Passed unanimously.*

ii. Draft Whistleblower Policy (Action Item)

*Motion to approve the Draft Whistleblower Policy (**Holland**), seconded.*

Mike Brown: Should Section 1 be more specific to our non-profit?

Kim Sollien: After legal review, it was determined to leave it broad enough to include anyone who sees a problem.

Steve Carrington: It should read to include all the policies.

*Motion to remove the first two lines from Item C (**Brown**), seconded. Passed unanimously.*

Motion passes unanimously to approve the Draft Whistleblower Policy as amended.

iii. Draft Travel Request and Reimbursement Policy (Action Item)

*Motion to approve the Draft Travel Request and Reimbursement Policy (**Carrington**), seconded.*

Kim Sollien provided a summary explanation.

Passed unanimously.

iv. MVP Letter of Support – Alaska DOT&PF FHWA Wildlife Crossing Pilot Program (Action Item)

MVP for Transportation MPO Policy Board Meeting

Motion to approve MVP Letter of Support – Alaska DOT&PF FHWA Wildlife Crossing Pilot Program (Holland), seconded.

Bob Charles: A comma should be added between habitat and management in the second paragraph.

Kim Sollien: I can make that edit.

Sean Holland: The boundary of the Borough is the Knik River. Is there any chance that the wildlife crossing will be between the Knik River and the Parks Highway?

Adam Bradway: This is, to some extent, regionally significant. Most of the people operating within the MVP boundary travel along the Glenn Highway regularly.

Sean Holland: My question was more do we want to leave the Hay Flats out of it?

Adam Bradway: I believe the study will end at the Parks Highway Interchange.

Kim Sollien: I can fix the sentence to include the whole corridor.

Adam Bradway: The area is Airport Heights to the Parks Highway Interchange.

Sean Holland: Could we change it from “Mat-Su Boundary” to “Parks/Glenn Highway Interchange”?

Kim Sollien: We can make that change. Does it make sense to have me sign this?

Steve Carrington: It makes sense to have you sign this and add that it was approved by the Policy Board.

Glenda Ledford: I agree with you Mayor Carrington.

Passed unanimously.

I. Other Issues

None.

J. Informational Items

1. Articles of Incorporation/Non-Profit Organization Paperwork Update

There is no update at this time. Everything is submitted, and we are waiting for our official state seal. We were waiting to approve our fiscal policy to submit the non-profit paperwork to the IRS. The attorney will submit that on our behalf.

2. Safe Streets for All Presentation - Joni Wilm, Senior Planner at Michael Baker International.

1. [Safety survey](#) open through August 30

Joni Wilm presented the Safe Streets for All presentation.

Elise Blocker: Have the flyers been posted in any physical locations around the Borough?

Joni Wilm: Yes, we have them in about 20 different physical locations.

Mike Brown: Is there a way we could normalize the data or compare apples to apples in certain areas where the traffic volume may have increased dramatically?

Joni Wilm: We only have traffic data within the last 5 years.

MVP for Transportation MPO Policy Board Meeting

Alex Hutcheson: We are really analyzing the data for the last 5 years. Changes that have occurred within the last 5 years, we will take that into account.

Mike Brown: Sometimes raw data can be a little misleading. There are other variables to consider.

Joni Wilm: We can investigate taking a deeper dive on the raw data for the last ten years.

Sean Holland: Traffic volumes could work, too. It won't pick up your non-motorized, but these numbers are small. Minor changes could be a really big change or within the standard deviation.

Joni Wilm: The Mat-Su Borough is the only community that would qualify for these funds immediately because the fatality rate meets the threshold.

3. Metropolitan Transportation Plan and PL match request update

Adam Bradway provided a summary of the PL match letter.

K. Policy Board Comments

Mike Brown: MSB is investigating location intelligence like cell phone data.

Bob Charles: Federal grant money could be used for that kind of work.

L. Adjournment

Motion to adjourn the meeting (Carrington), seconded. The meeting adjourned at 3:31pm.

Next Scheduled MPO Policy Board Meeting – **September 17th**, to be held via Microsoft TEAMS Meeting



MatSu Valley Planning (MVP) for Transportation
Metropolitan Planning Organization

MVP For Transportation Technical Committee

Action Items

September 10th, 2024

Action: To approve the September 10th, 2024 Agenda.

Motion by Adam Bradway, Seconded by Ben White

Passed unanimously.

Action: To approve the August 13th, 2024 Minutes.

Motion by Lawrence Smith, Seconded by Adam Bradway

Passed unanimously with a few typo corrections

Action: To recommend to the Policy Board to approve a letter of Support for Knik Tribe for their grant application to the National Culvert Removal, Replacement, and Restoration Grant Program (Culvert Aquatic Organism Passage (AOP) Program) for the Talkeetna Spur Road Culvert Replacement project.

Motion by Brian Winnestaffer, Seconded by Ben White

Passed unanimously



Staff Report August 2024

Meetings

- Met with the Respec consultant team and the Respec attorney to review additional and continuing legal needs related to policies and nonprofit status.
- Attended the ADOT&PF Tribal Coordination meeting
- Met with the Respec Consultant team to prepare the TC and Policy Board Packet and prep for the meetings
- Met with the Foraker CPA to review our draft organizational budget and discussed the fringe and payroll tax calculations.
- Attended the West Susitna Access Open House in Wasilla
- Attended the Quarterly MPO meeting in Anchorage
- Met with Marie Heidemann and Sandra Garcia-Aline with FHWA to discuss MVP's development
- Met with ADOT&PF and the MSB to discuss a transit planning grant being given to the MSB

Correspondence

- Drafted a letter of support for Alaska DOT&PF for a grant application for a Glenn Highway Wildlife Vehicle Collision Mitigation Study
- Received an updated PL allocation from ADOT&PF. The FFY 25-26 UPWP budget will need to be updated as a result of the new amount.
- Sent the Final FFY 25-26 UPWP to ADOT&PF for transmission to FHWA and FTA
- Received a response letter from ADOT&PF about MVP's STIP Amendment Comments
- Received notification that ADOT&PF submitted the STIP Amendment #1 to FHWA and FTA.

Filing

- Waiting on filing the IRS 501c3 paperwork until the Policy Board Approves the Annual Budget and three-year projection

Organization

- Finalized Bylaws Update- added an officers election process after TC member request
- Finalized Conflict-of-Interest Policy Certification Form
- Finalized Whistleblower Policy
- Finalized Fiscal Policy
- Finalized Travel Request and Reimbursement Policy
- Finalized UPWP Public Comment / Response log update
- Finalized FFY25/26 UPWP and updated the PL allocation for the 3rd time
- Made edits to the draft organizational budget in the UPWP to update fringe and payroll taxes
- Reviewed the ADOT&PF STIP Amendment ledger, project list, and ledger
- Finalized the Title VI Plan



Staff Report August 2024

- Prepared the Packet contents for the TC meeting on August 13th
- Continued to work on Policy
- Began drafting employee job descriptions for Office/Communications Manager, Transportation Program Manager, Transit Program Manager
- Began drafting a scope for a professional services agreement with a GIS Technician / Data Analyst.
- Read the Fair Labor Standards Act update to better understand employee classifications for MVP
- Worked on the draft Personnel Policies and reached out to Foraker to schedule an appointment with an HR professional
- Updated Administrative Policies, including public records request requirements.
- Worked on response comments for the TC and PB about the ADOT STIP comment response letter and the submitted STIP Amendment.

Public Outreach

- Field trip to take photos of key intersections, current road projects, congestion and safety problem areas, park and rides/bus stops, and separated pathways for use on future MVP social media pages, the website, and program documents.

Agency Relationships

Requests from the Policy Board and Technical Committee directed to staff

- The PB requested staff meet with a Foraker CPA to review the fiscal policy. I met with Toby Smith, a consultant with Foraker, on July 29th, August 5th, and August 14th to review the fiscal, conflict of interest, and whistleblower policy and review the draft three-year annual budget. Based on their guidance, edits were made to the fiscal policy and annual budget.
- At the PB meeting, Sean Holland asked if the updated bylaws included provisions for amending the bylaws. Article 13, Amendments, outlines the process.

Strategic Planning

Short-Range and Tactical Planning

Funding

- Received an updated draft of the PL allocation from ADOT&PF
- Drafted a three-year annual budget for MVP and sent it to the CPA for review.
- While finalizing the UPWP for transmittal to ADOT, I discovered a calculation error in the ICAP rate. The error did not change any plan or program budgets but resulted in the need for an adjustment to the projected FFY 26 operating budget. I will make corrections and present the changed budget to the Policy Board at our next regular meeting on September 17th. Because of



Staff Report August 2024

timing, I will send the UPWP with the ICAP calculation error for approval ADOT and on to FHWA and FTA.

Legislation

Training

- Registered for the Association of Metropolitan Planning Organizations annual conference [2024 AMPO Annual Conference - AMPO](#) and was added to a waitlist.



Staff Report September 2024

Meetings

- Met with the Foraker Group CPA to do a final review of the Draft FFY25 budget

Correspondence

- Request from Kik Tribe for a letter of support for a grant application to replace culverts that are a barrier to fish passage along the Talkeetna Spur Road. Staff drafted the letter of support for review and approval by the TC and PB.
- Received a letter from FHWA approving our FFY 25 and FFY26 UPWP
- Received a white paper from ADOT&PF about Advanced Construction and how it is used by ADOT as a funding mechanism.
- Received a Sample MOU from ADOT&PF outlining how other MPOs and DOT's navigate the 3c process

Filing

Organization

- Met with CPA to finalize our FFY25 annual budget and FFY26 and FFY 27 projections
- Reviewed and updated our Personnel Policy
- Updated our Metropolitan Transportation Plan (MTP) scope of work to include a new task for our Complete Streets policy and Transportation Improvement Program scoring criteria.
- Worked with the RESPEC consulting team to prepare the Packet for the TC and Policy Board
- Worked on a draft MOU between the MSB and MVP to authorize access to the legislative grant the MSB holds on MVP's behalf.
- Drafted a letter of Support for Knik Tribe for the Culvert Replacement Project
- Sent an HR / Personnel Policy consultation to Alaska HR [Alaska HR | HUMAN RESOURCES CONSULTING IN ALASKA | Alaska](#)
- Contacted [Agents & Brokers Overview | Affinity Nonprofits](#) for a quote for directors and liability insurance for MVP.
- Contacted ADP Payroll for a quote for payroll services and payroll tax management.
- Contact Combs Insurance Agency for a quote on directors, workers comp, general liability, and health insurance coverage.

Public Outreach

Agency Relationships

Requests from the Policy Board and Technical Committee directed to staff



Staff Report September 2024

- At the August TC meeting, members asked for a work session on how federal funds can be used. Staff requested a November presentation by Alaska DOT&PF staff.
- At the August TC meeting, members asked for a discussion on RSA services and needs and how to better coordinate with the MPO. Staff will coordinate a work session later this fall.
- Request from the TC to clarify proxy voting allowances. The Bylaws state: **Proxy Voting.** *If a Policy Board member cannot attend the regularly scheduled meeting, they may send their written vote on all action items to the Secretary and the MVP Executive Director 24 hours in advance of the meeting. A Technical Committee (TC) member of the representing organization can serve as a proxy voter for the Policy Board member if designated in writing by the Policy Board member. The TC member will count toward the quorum.* If amendments are made or a public comment changes the intent of the action, is the TC member allowed to vote their preference based on the amendment, or do they need to abstain? Staff suggest a discussion and possible amendment at the October Policy Board Meeting.

Strategic Planning

Short-Range and Tactical Planning

Funding

Legislation

Training

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

- 2nd Review Fiscal Policy
- 2nd 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 on the 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

Draft MVP TC & PB meeting
topics schedule May 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 Approve Draft MOU between MVP and the MSB for the States membership fees
- Complete descriptions for MVP staff positions Office and Communicaitons Manager, Transportation Planning Manager, Transit Planning Manager and GIS/Data Analyst (contractor)
- Review and Adopt Annual Budget
- Review Match requirements
- Apply for State and City Business Licenses
- Policy Board adopts Corporate Resolution to open a bank account
- Open Bank account with \$1
- Finalize scope for Metropolitan Transportation Plan
- Review and Approve Personnel and Administrative Policies
- Research bookkeeper options and Foraker CPA fee for service
- Research Health Plans
- Research payroll services
- Research liability insurance
- Reporting Calendar UPWP, Title VI, Staff, Finance, Minutes, Public Notices
- Review Submit SS-4 to IRS for EIN and submit with
 - Three-year annual budget
 - Officers' information and elections memo
 - Conflict of Interest policy

October 2024

- Review Recommend the Public Participation Plan Update for Public Comment 45-day
- Obtain office space
- Advertise Staff positions and Open MVP Office
- Request Membership fee and dues from Policy Board Members
- TIP Funding Policy to Technical Committee and Policy Board
- Draft scope of services for the Audit and 990 filing
- ADOT Federal Funding Overview
- CRP plan review/ MVP priorities
- CMAQ funding review
- **MSB CAMP presentation Julie Spackman**
- 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.
-

Draft MVP TC & PB meeting
topics schedule May 2024

November 2024

- Review and Adopt Public Participation Plan

December 2024

January 2025

- Update the PPP

February 2025

March 2025

- Household travel Survey

December 2025

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

January 2026

- Performance measures

July 2026

- MTP and Complete Streets Completion

October 2026

- TIP Completion

December 2026

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



THE STATE
of **ALASKA**
GOVERNOR MIKE DUNLEAVY

Department of Transportation and Public Facilities

OFFICE OF THE COMMISSIONER
Ryan Anderson, P.E., Commissioner

P.O. Box 112500
Juneau, Alaska 99811-2500
Main: 907.465.3900
dot.alaska.gov

September 2, 2024

Sandra Garcia-Aline

Division Administrator
Federal Highway Administration
1234 Main Street
Washington, D.C. 20001

Susan Fletcher

Regional Administrator
Federal Transit Administration
5678 Transit Avenue
Washington, D.C. 20002

Ms. Garcia-Aline and Ms. Fletcher,

As part of the 2024-2027 Alaska State Transportation Improvement Program (STIP) planning findings partial approval, you indicated that the Alaska Department of Transportation and Public Facilities (DOT&PF) actions in developing the 2024-2027 STIP were inconsistent with the definitions of continuing, cooperative, and comprehensive planning. A corrective action was issued under the Tier 2 updated conditions for STIP Amendment approval, requiring documented processes and procedures to ensure cooperative and comprehensive planning processes meet the requirements of 23 CFR 450.208.

Please find enclosed DOT&PF's response to the Federal planning finding Tier 2, 1a corrective action, documenting our processes and procedures to ensure cooperative and comprehensive planning processes meet the requirements of 23 CFR 450.208. This document has been reviewed by all three Metropolitan Planning Organizations staff and will be included to the agendas of the respective technical and policy committees this month. Thank you for your attention to this matter.

Sincerely,

A handwritten signature in black ink, appearing to read "Ryan Anderson".

Ryan Anderson,
Commissioner

Attachments: As stated

Cc:

Katherine Keith, Deputy Commissioner, Alaska DOT&PF

Dom Pannone, Director, Alaska DOT&PF

James Starzec, MPO Coordinator, Alaska DOT&PF

Randi Bailey, MPO Coordinator, Alaska DOT&PF

Adam Bradway, MPO Coordinator, Alaska DOT&PF

Federal Planning Finding Tier 2, 1a Corrective Action

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

DOT&PF Response

To ensure DOT&PF meets the requirements of 23 CFR 450.208 as it relates to continuing, cooperative, and comprehensive planning with the State's Metropolitan Planning Organizations (MPOs), the following procedures have been developed. The actions described for each planning process are based in the guidance provided by federal and state regulations which are noted throughout. At a minimum, these corrective measures will be reviewed and revised based on annual input and discussion during the 3rd Quarterly MPO Coordination meeting of the year. DOT&PF will rely on input from the MPO Executive Directors but will also seek input and concurrence from the MPO technical advisory committees and policy boards. The intent is to incorporate these corrective measures into the DOT&PF Planning Manual.

For the purposes of this corrective action the MPO is the Policy Board of an organization created and designated to carry out the metropolitan transportation planning process through their respective operating agreements. Coordination with the MPO will involve MPO staff, the Technical Advisory Committees, and the Policy Boards.

To ensure effective structure and implementation of the continuing, cooperative, and comprehensive process it has been suggested that a calendar/timeline be developed to ensure that all parties have the necessary time to accomplish their obligations. All public comment periods must consider the MPO cycle of technical advisory committee and policy board meeting notices and agenda requests. The intent is to coordinate with the MPO Executive Directors and staff on calendar needs and to define this more clearly in the DOT&PF Planning Manual through narrative and visual (ex. Flowcharts).

MPO Oversight

- For each MPO in Alaska, a formal Operating Agreement as required by 23 CFR 450.314(a) exists that serves to provide the structure and process for continuing, cooperative, and comprehensive development and implementation of transportation plans and programs within the metropolitan planning areas. In accordance with 23 CFR 450.314(b), operating agreements are created by the individual MPOs and are approved by the MPO, State and providers of public transportation. They may be amended or updated through the processes outlined in CFRs or operating agreements as necessary. All existing MPO operating agreements provide DOT&PF with membership on their Policy and Technical Committees. DOT&PF also has representation on advisory committees in each MPO. These structures ensure that DOT&PF policies are considered through the 3C process and implemented in an integrated fashion within the MPOs, and a feedback mechanism exists in perpetuity. Within these operating agreements, statements of cooperation and assistance between the MPOs and DOT&PF are made throughout as they relate to the development of planning documents. The procedures through which this collaboration occurs are described in the following sections.
- The future DOT&PF Planning Manual will define additional DOT&PF roles and responsibilities that aren't specifically called out in the formal MPO Operating Agreements, Memorandums of Understanding, or by-laws, but that are necessary to implement the process for continuing,

cooperative, and comprehensive development and implementation of transportation plans and programs within the metropolitan planning areas.

Funding and Financial Information

- DOT&PF will schedule an annual funds management meeting with Departmental fiscal and programming decisionmakers to provide the MPOs with available funding for programs they plan for/ manage. DOT&PF will coordinate with the MPO executive directors to schedule this meeting.
- DOT&PF will schedule quarterly status update meetings to coordinate project/program development and funding needs, address current and anticipated revenue and expenditures, and inform the planning and programming of the STIP, PDP, and MPO TIPs.

MPO TMA Certification

- Transportation Management Area (TMA) certification reviews occur between the MPO and FHWA/FTA.
- The DOT&PF participates via Technical Committee (TC) and Policy Board (PB) committees, actively participating in the field review process, attending the certification meeting, and assisting with corrective actions and development of a plan of action.

MPO Self-Certification

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

MPO Air Quality Conformity

- Two of Alaska's MPOs operate under Limited Maintenance Plans related to Alaska's Statewide Implementation Plan (SIP). This requires the MPOs to confirm the continued eligibility of their Limited Maintenance Area status and affirm that Transportation Control Measures required by the Alaska SIP continue to be implemented with each version of their TIP. To do so, with each TIP submission, MPOs include an air quality conformity report to establish a regional air quality conformity demonstration (if necessary). This air quality conformity demonstration follows methodologies approved by the MPO's Interagency Consultation Team (ICT). The ICTs consist of several agencies from the state and federal level, including DOT&PF. The DOT&PF's involvement in ICTs and conformity demonstrations is an example of the cooperative process agreed to in the MPO operating agreements.
- One MPO operates under the Serious Non-Attainment Area designation related to the SIP. In addition to the requirements under Limited Maintenance Plans, the MPO must engage in project level conformity determinations through the ICT. The DOT&PF participates in the ICT process similar to the Limited Maintenance Plans. DOT&PF typically assists with travel demand modeling in support of air quality modeling.

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

- MPOs develop and manage the Metropolitan Transportation Plans (MTP), Transportation Improvement Program (TIP), and Unified Planning Work Program (UPWP) documents for their boundaries. DOT&PF supports development of these work products as described in each MPO's operating agreement or other MOUs, including development of project lists, providing financial data to ensure fiscal constraint, assisting in the application of scoring criteria, and other actions

requested by the MPOs. These operating agreements incorporate development requirements outlined in 23 CFR 450.324 & 450.326.

- Through the actions prescribed in the operating agreements, other MOUs, and membership in MPO committees, DOT&PF ensures that MPOs receive continuous support in creating and maintaining these fundamental documents.
- DOT&PF's role in the approval of MTPs, TIPs, and UPWPs is described in the operating agreements and/or other MPO MOUs.
 - MPOs submit MTPs directly to FHWA and FTA for approval. DOT&PF participates in the MTP development through the Technical and Policy Committees.
 - UPWP documents are routed through DOT&PF to FHWA and FTA per the state's responsibility under 23 USC § 104(d). UPWPs are concurrently approved by the MPO, FHWA, and FTA.
 - The following section describes DOT&PF's procedures for TIP and amendment approvals, annotated with the appropriate regulations.
 - Per 23 CFR 450.328(b): "After approval by the MPO and the Governor, the State shall include the TIP without change, directly or by reference, in the STIP..." The State is responsible for ensuring the sufficiency of the technical processes that MPOs utilize to execute the TIP revision elements described in 23 CFR 450.328(a). These elements are:
 - A conformity determination for a TIP amendment including any non-exempt projects, or for a replacement TIP (if necessary) has been made by the MPO and the FHWA and FTA,
 - Fiscal constraint within the TIP has been sufficiently demonstrated, and,
 - In developing and revising the TIP, the MPO has used public participation procedures consistent with 23 CFR 450.316(a).
 - When DOT&PF confirms that the three criteria have been met, the TIP will be forwarded to the Governor or their designee with a recommendation to approve the TIP. DOT&PF will then inform the MPO of this action in writing. If any issues are found, or further information is needed to verify the TIP's adherence to federal regulations, DOT&PF will contact the MPO in writing for clarification. In either case, DOT&PF will formally respond to the MPO within a reasonable time (not to exceed 30 days/one month). In the event the Governor cannot approve an MPO's TIP, a letter outlining the cause for this non-approval will be sent to the MPO to provide the MPO with direction to achieve approval.

Performance Measures & Target Setting

- DOT&PF is committed to supporting MPO performance-based approaches to planning as required in 23 CFR 450.306(d). At this time, DOT&PF and MPO coordination is documented in a Memorandum of Understanding for two of Alaska's MPOs.
 - Coordination between DOT&PF and the MPOs begins when DOT&PF initiates an internal process of setting statewide performance targets as required in 23 CFR 490.105.
 - Initial consultation meetings are held that include the MPOs, FHWA (and FTA when applicable), and other interested parties. During these meetings, DOT&PF provides an overview of the federal requirements, associated data, external factors, policy implications, and other critical information to inform the process. DOT&PF facilitates a discussion as to what appropriate targets would be and memorializes the process in notes, which are later distributed to all parties.

- A second meeting is held to finalize the targets.
- After approval by the DOT&PF Commissioner, the performance measures are submitted to the MPOs for their consideration of inclusion in their planning documents as described in 23 CFR 450.306(d)(2) & (d)(4). MPOs may also chose to draft and implement their own targets, if desired.

STIP Development and Amendment(s)

The following section describes the DOT&PF's STIP Development process and the DOT&PF's procedures to satisfy the requirements for MPO cooperation as described in 23 CFR 450.218. This section will also describe DOT&PF's process for addressing amendments to the STIP.

- **Data Collection and Initial Planning**
 - DOT&PF will establish criteria for prioritizing projects as needed. Project prioritization criteria development will be coordinated with the MPOs to ensure consistency with their project prioritization criteria.
 - DOT&PF will solicit nominations of projects for inclusion into the STIP from MPOs in accordance with the direction given in 17 AAC 05.160. MPOs will be given 30 days to submit nominations and any comments regarding evaluation criteria.
 - DOT&PF will provide the MPOs with a prioritized list of DOT&PF projects within the MPO boundary according to a mutually agreed-upon schedule. DOT&PF projects using federal funds within the MPO boundary should be consistent with the list provided in the approved Metropolitan Transportation Plan (MTP).
 - Prior to the development of a STIP or amendment, DOT&PF will coordinate with the MPO to collect and review necessary changes that will need to be incorporated into the STIP. The schedule for this meeting will account for the timelines and review/approval process necessary in each individual MPO.
 - DOT&PF will evaluate project proposals for alignment with statewide transportation goals, consistency with the MTP and other guiding plans and planning priorities, and federal and state strategic objectives.
- **Project Prioritization and Selection**

Project prioritization within the MPO boundary will be done collaboratively with the MPO during the development of the MTP. During the development of a STIP (or STIP amendment) coordination may be a need to introduce projects that have not been previously included in the MTP. DOT&PF will start the project prioritization and selection process by providing a list of prioritized projects to the MPO to ensure consistency with the MTP. Specific steps are outlined below:

 - DOT&PF provides list of projects within the MPO boundary for consideration for incorporation into the MTP.
 - Projects are prioritized through a collaborative process involving DOT&PF, MPOs, and other stakeholders. DOT&PF and the MPO Executive Directors will collaboratively review the prioritization criteria prior to scoring and ranking projects. Any updates or modifications to the prioritization criteria will be analyzed and approved by the MPOs prior to scoring and ranking projects.
 - For DOT&PF project prioritization scoring and ranking of projects within programs that require the use of a Project Evaluation Board (PEB) (e.g. State of Good Repair, Community Transportation Program, etc.) the MPO will be invited to participate when applicable and will be given notice per 17 AAC 05.175(k).
 - Results of a PEB will be provided to the MPO for informational and coordination purposes.

- Financial Plan Development

DOT&PF is committed to working with the MPOs when it comes to developing financial and fiscally constrained plans. The review process will include considerations discussion and action by the MPO.

- In coordination with the MPOs, DOT&PFs will develop a comprehensive financial plan that details funding sources, projections, and allocations for the prioritized projects over the period of the STIP.
- To ensure fiscal constraint DOT&PF will provide the MPOs with anticipated revenue forecasts (see below) prior the development of a STIP or TIP.
- DOT&PF will coordinate with the MPO in review of the TIP to ensure that it is fiscally constrained and consistent with the financial plan.

- STIP Development

DOT&PF sponsored projects within the MPO boundary are to be included in the TIP. Ensuring consistency with the MTP should be done earlier under the “project prioritization and selection” section to ensure timelines can be met. DOT&PF will coordinate with the MPOs to schedule actions listed below as necessary.

- DOT&PF will compile all prioritized projects along with their funding and scheduling details into a single document.
 - Project lists within the MPO boundary will be evaluated for consistency with the MTP and TIP. MPOs will be provided with a list of projects to be included in the TIP. Consideration for discussion and action by the MPO needs to be built into the review process.
- DOT&PF will include all necessary funding details, scopes, schedules, and Year of Expenditure (YOE) total project cost estimates.
- DOT&PF will consult with the MPOs to ensure coordination regarding the STIP prior to the release of the document for public and interagency review. Consideration for discussion and action by the MPO needs to be built into the review process.

- Interagency and Public Review

- DOT&PF will coordinate the timing of the 45-day public comment period with the MPOs to ensure sufficient time to circulate the draft STIP among federal, state, and local agencies for technical review.
 - MPOs will be notified of all public meetings soliciting comments on the STIP as described in 17 AAC 05.160(e)&(g).
 - DOT&PF will present the draft STIP to the MPO with consideration for discussion and action by the MPO in the review process.
- DOT&PF will conduct public outreach sessions, workshops, and leverage online engagement platforms to solicit feedback from community members, stakeholders, and interest groups.

- Incorporation of Feedback and Revisions

- DOT&PF will analyze feedback received during the review period to identify necessary changes or adjustments to projects and programs in the STIP.
- DOT&PF will coordinate with the MPO on feedback received on projects within the MPO boundary.
- DOT&PF will revise the draft STIP accordingly, addressing concerns raised and improving the plan's alignment with community and stakeholder expectations.

- The final STIP will be presented to the MPOs, detailing relevant comment adjudications and changes from the original draft.
- Final Approval and Adoption
 - The DOT&PF Commissioner on behalf of the Governor of Alaska will:
 - Submit the revised STIP for approval by FHWA and FTA.
 - Upon receiving all necessary approvals, formally adopt the STIP and announce its adoption through official channels.
 - Within 10 days of USDOT approval of a final STIP, MPOs will be given notice of its adoption per 17 AAC 05.180(b).

STIP Amendment(s) and Modification(s)

- DOT&PF will regularly review the STIP to assess the need for amendments or modifications due to changes in project scopes, funding levels, or unforeseen circumstances.
- DOT&PF and the MPOs will coordinate regarding changes to the TIP that may require a STIP amendment.
- DOT&PF will follow the approved amendment and administrative modification process, including public and interagency review, for any significant changes to the projects listed in the STIP. Consideration for discussion and action by the MPO needs to be built into the review process.
 - Notification of MPOs regarding the amendment of the State's STIP will occur as directed in 17 AAC 05.195(d). In the notice, DOT&PF will describe the amendment and the impact of the amendment upon the STIP, will solicit comments regarding the amendment, and will provide for a comment period on the proposed amendment of the STIP of not less than 30 days after the publication of the notice.
 - Within five days of USDOT approval of a STIP amendment, MPOs will be given notice of its adoption per 17 AAC 05.195(e).

Other Joint Planning Efforts (e.g. LRTP)

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

Federal Planning Finding Tier 2, 1a Corrective Action

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

DOT&PF Response

To ensure DOT&PF meets the requirements of 23 CFR 450.208 as it relates to continuing, cooperative, and comprehensive planning with the State's Metropolitan Planning Organizations (MPOs), the following procedures have been developed. The actions described for each planning process are based in the guidance provided by federal and state regulations which are noted throughout. At a minimum, these corrective measures will be reviewed and revised based on annual input and discussion during the 3rd Quarterly MPO Coordination meeting of the year. DOT&PF will rely on input from the MPO Executive Directors but will also seek input and concurrence from the MPO technical advisory committees and policy boards. The intent is to incorporate these corrective measures into the DOT&PF Planning Manual.

For the purposes of this corrective action the MPO is the Policy Board of an organization created and designated to carry out the metropolitan transportation planning process through their respective operating agreements. Coordination with the MPO will involve MPO staff, the Technical Advisory Committees, and the Policy Boards.

To ensure effective structure and implementation of the continuing, cooperative, and comprehensive process it has been suggested that a calendar/timeline be developed to ensure that all parties have the necessary time to accomplish their obligations. All public comment periods must consider the MPO cycle of technical advisory committee and policy board meeting notices and agenda requests. The intent is to coordinate with the MPO Executive Directors and staff on calendar needs and to define this more clearly in the DOT&PF Planning Manual through narrative and visual (ex. Flowcharts).

MPO Oversight

- For each MPO in Alaska, a formal Operating Agreement as required by 23 CFR 450.314(a) exists that serves to provide the structure and process for continuing, cooperative, and comprehensive development and implementation of transportation plans and programs within the metropolitan planning areas. In accordance with 23 CFR 450.314(b), operating agreements are created by the individual MPOs and are approved by the MPO, State and providers of public transportation. They may be amended or updated through the processes outlined in CFRs or operating agreements as necessary. All existing MPO operating agreements provide DOT&PF with membership on their Policy and Technical Committees. DOT&PF also has representation on advisory committees in each MPO. These structures ensure that DOT&PF policies are considered through the 3C process and implemented in an integrated fashion within the MPOs, and a feedback mechanism exists in perpetuity. Within these operating agreements, statements of cooperation and assistance between the MPOs and DOT&PF are made throughout as they relate to the development of planning documents. The procedures through which this collaboration occurs are described in the following sections.
- The future DOT&PF Planning Manual will define additional DOT&PF roles and responsibilities that aren't specifically called out in the formal MPO Operating Agreements, Memorandums of Understanding, or by-laws, but that are necessary to implement the process for continuing,

Commented [KS1]: DOT policies are not necessarily addressed at TC or PB meetings. The policies of the MPOs, however, are aired there.

DOT's role in the development of the MTP program is not limited to their role on the TC or PB. DOT provides revenue forecasts and SSEs.

cooperative, and comprehensive development and implementation of transportation plans and programs within the metropolitan planning areas..

Funding and Financial Information

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 - Fiscal constraint within the TIP has been sufficiently demonstrated, and,
 - In developing and revising the TIP, the MPO has used public participation procedures consistent with 23 CFR 450.316(a).
 - When DOT&PF confirms that the three criteria have been met, the TIP will be forwarded to the Governor or their designee with a recommendation to approve the TIP. DOT&PF will then inform the MPO of this action in writing. If any issues are found, or further information is needed to verify the TIP's adherence to federal regulations, DOT&PF will contact the MPO in writing for clarification. In either case, DOT&PF will formally respond to the MPO within a reasonable time (not to exceed 30 days/one month). In the event the Governor cannot approve an MPO's TIP, a letter outlining the cause for this non-approval will be sent to the MPO to provide the MPO with direction to achieve approval.

Performance Measures & Target Setting

- DOT&PF is committed to supporting MPO performance-based approaches to planning as required in 23 CFR 450.306(d). At this time, DOT&PF and MPO coordination is documented in a Memorandum of Understanding for two of Alaska's MPOs.
 - Coordination between DOT&PF and the MPOs begins when DOT&PF initiates an internal process of setting statewide performance targets as required in 23 CFR 490.105.
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discussion as to what appropriate targets would be and memorializes the process in notes, which are later distributed to all parties.

- A second meeting is held to finalize the targets.
- After approval by the DOT&PF Commissioner, the performance measures are submitted to the MPOs for their consideration of inclusion in their planning documents as described in 23 CFR 450.306(d)(2) & (d)(4). MPOs may also chose to draft and implement their own targets, if desired.

STIP Development and Amendment(s)

The following section describes the DOT&PF’s STIP Development process and the DOT&PF’s procedures to satisfy the requirements for MPO cooperation as described in 23 CFR 450.218. This section will also describe DOT&PF’s process for addressing amendments to the STIP.

- **Data Collection and Initial Planning**

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 - DOT&PF will solicit nominations of projects for inclusion into the STIP from MPOs in accordance with the direction given in 17 AAC 05.160. MPOs will be given 30 days to submit nominations and any comments regarding evaluation criteria.
- DOT&PF will provide the MPOs with a prioritized list of DOT&PF projects within the MPO boundary according to a mutually agreed-upon schedule. DOT&PF projects using federal funds within the MPO boundary should be consistent with the list provided in the approved Metropolitan Transportation Plan (MTP).
- Prior to the development of a STIP or amendment, DOT&PF will coordinate with the MPO to collect and review necessary changes that will need to be incorporated into the STIP. The schedule for this meeting will account for the timelines and review/approval process necessary in each individual MPO.
- DOT&PF will evaluate project proposals for alignment with statewide transportation goals, consistency with the MTP and other guiding plans and planning priorities, and federal and state strategic objectives.

- **Project Prioritization and Selection**

Project prioritization within the MPO boundary will be done collaboratively with the MPO during the development of the MTP. During the development of a STIP (or STIP amendment) coordination may be a need to introduce projects that have not been previously included in the MTP. DOT&PF will start the project prioritization and selection process by providing a list of prioritized projects to the MPO to ensure consistency with the MTP. Specific steps are outlined below:

- DOT&PF provides list of projects within the MPO boundary for consideration for incorporation into the MTP.
- Projects are prioritized through a collaborative process involving DOT&PF, MPOs, and other stakeholders. DOT&PF and the MPO Executive Directors will collaboratively review the prioritization criteria prior to scoring and ranking projects. Any updates or modifications to the prioritization criteria will be analyzed and approved by the MPOs prior to scoring and ranking projects.
- For DOT&PF project prioritization scoring and ranking of projects within programs that require the use of a Project Evaluation Board (PEB) (e.g. State of Good Repair, Community Transportation Program, etc.) the MPO will be invited to participate when applicable and will be given notice per 17 AAC 05.175(k).

Commented [SJA(2)]: Bullet/table for each fund type?

Commented [SJA(3R2)]: This level of revision should be left for another time.

Commented [SJA(4)]: “projects using statewide fund allocations”?

Commented [SJA(5R4)]: AAC noted does not put a limit on what types of projects MPOs may comment on, so no change was made here.

Commented [KS6]: must

Commented [KS7]: Prior to development of the STIP, DOT must coordinate with the MPO on changes needed in the TIP. In fact, this should be prior to the development of the TIP or TIP amendment.

Again, project priorities should be done with the MPO prior to TIP development. If the projects are within the MPA, they go in the TIP not STIP.

- Results of a PEB will be provided to the MPO for informational and coordination purposes.
- Financial Plan Development
 DOT&PF is committed to working with the MPOs when it comes to developing financial and fiscally constrained plans. The review process will include considerations discussion and action by the MPO.
 - In coordination with the MPOs, DOT&PFs will develop a comprehensive financial plan that details funding sources, projections, and allocations for the prioritized projects over the period of the STIP.
 - To ensure fiscal constraint DOT&PF will provide the MPOs with anticipated revenue forecasts (see below) prior the development of a STIP or TIP.
 - DOT&PF will coordinate with the MPO in review of the TIP to ensure that it is fiscally constrained and consistent with the financial plan.
- STIP Development
 DOT&PF sponsored projects within the MPO boundary are to be included in the TIP. Ensuring consistency with the MTP should be done earlier under the “project prioritization and selection” section to ensure timelines can be met. DOT&PF will coordinate with the MPOs to schedule actions listed below as necessary.
 - DOT&PF will compile all prioritized projects along with their funding and scheduling details into a single document.
 - Project lists within the MPO boundary will be evaluated for consistency with the MTP and TIP. MPOs will be provided with a list of projects to be included in the TIP. Consideration for discussion and action by the MPO needs to be built into the review process.
 - DOT&PF will include all necessary funding details, scopes, schedules, and Year of Expenditure (YOE) total project cost estimates.
 - DOT&PF will consult with the MPOs to ensure coordination regarding the STIP prior to the release of the document for public and interagency review. Consideration for discussion and action by the MPO needs to be built into the review process.
- Interagency and Public Review
 - DOT&PF will coordinate the timing of the 45-day public comment period with the MPOs to ensure sufficient time to circulate the draft STIP among federal, state, and local agencies for technical review.
 - MPOs will be notified of all public meetings soliciting comments on the STIP as described in 17 AAC 05.160(e)&(g).
 - DOT&PF will present the draft STIP to the MPO with consideration for discussion and action by the MPO in the review process.
 - DOT&PF will conduct public outreach sessions, workshops, and leverage online engagement platforms to solicit feedback from community members, stakeholders, and interest groups.
- Incorporation of Feedback and Revisions
 - DOT&PF will analyze feedback received during the review period to identify necessary changes or adjustments to projects and programs in the STIP.

- DOT&PF will coordinate with the MPO on feedback received on projects within the MPO boundary.
- DOT&PF will revise the draft STIP accordingly, addressing concerns raised and improving the plan's alignment with community and stakeholder expectations.
 - The final STIP will be presented to the MPOs, detailing relevant comment adjudications and changes from the original draft.

Commented [KS8]: What are relevant comment adjudications? Very nebulous. Please further explain.

- **Final Approval and Adoption**

- The DOT&PF Commissioner on behalf of the Governor of Alaska will:
 - Submit the revised STIP for approval by FHWA and FTA.
 - Upon receiving all necessary approvals, formally adopt the STIP and announce its adoption through official channels.
 - Within 10 days of USDOT approval of a final STIP, MPOs will be given notice of its adoption per 17 AAC 05.180(b).

STIP Amendment(s) and Modification(s)

- DOT&PF will regularly review the STIP to assess the need for amendments or modifications due to changes in project scopes, funding levels, or unforeseen circumstances.
- DOT&PF and the MPOs will coordinate regarding changes to the TIP that may require a STIP amendment.
- DOT&PF will follow the approved amendment and administrative modification process, including public and interagency review, for any significant changes to the projects listed in the STIP. Consideration for discussion and action by the MPO needs to be built into the review process.
 - Notification of MPOs regarding the amendment of the State's STIP will occur as directed in 17 AAC 05.195(d). In the notice, DOT&PF will describe the amendment and the impact of the amendment upon the STIP, will solicit comments regarding the amendment, and will provide for a comment period on the proposed amendment of the STIP of not less than 30 days after the publication of the notice.
 - Within five days of USDOT approval of a STIP amendment, MPOs will be given notice of its adoption per 17 AAC 05.195(e).

Commented [KS9]: changes to the TIP should not require an amendment except to incorporate the new TIP by reference

Other Joint Planning Efforts (e.g. LRTP)

- Planning efforts within the MPO boundary or with potential impacts to the MPO will be coordinated with the MPOs.
- The actions delineated below serve as DOT&PF's procedure for MPO coordination as described in 23 CFR 450.216.
 - Before substantial efforts to update joint planning elements such as the LRTP occur, MPOs will receive a formal notice of DOT&PF's intent to update the plan as required under 17 AAC 05.135(a)(2) that includes an invitation to participate in a public review group as described in 17 AAC 05.140. This notice will include a request and provide a means for feedback in accordance with 17 AAC 05.135(c)(2). Consideration will be given to MPOs to participate as a team member in the planning effort.
 - MPOs will be notified of all public meetings soliciting comments on the plan as described in 17 AAC 05.140(d) and 17 AAC 05.145(b).

Commented [KS10]: Other joint planning efforts should include MPO participation in the development of the CRP strategy (which did not occur), PROTECT strategy and the like. The lack of strategy behind these programs on the state's level impacted the ability of the state to get more in AR.

- To meet the requirements of 17 AAC 05.145, MPOs will receive a notice of the public comment period along with a means to access the draft plan three days before the beginning of the 45-day public review and comment period.
- Once the plan is officially adopted by the DOT&PF Commissioner, MPOs will receive a notice of the action within 15 days per 17 AAC 05.150(b).
- All notifications described in this section will be instigated by the plan update project manager and routed through the appropriate DOT&PF MPO Coordinator.

Commented [SJA(11)]: Is this necessary? Not consistent with other sections.

Commented [SJA(12R11)]: The AAC does specify a three day advance notice requirement.

Attachments: As stated

Cc:

Katherine Keith, Deputy Commissioner, Alaska DOT&PF

Dom Pannone, Director, Alaska DOT&PF

James Starzec, MPO Coordinator, Alaska DOT&PF

Randi Bailey, MPO Coordinator, Alaska DOT&PF

Adam Bradway, MPO Coordinator, Alaska DOT&PF



THE STATE
of **ALASKA**
GOVERNOR MIKE DUNLEAVY

Department of Transportation and Public Facilities

OFFICE OF THE COMMISSIONER
Ryan Anderson, P.E., Commissioner

PO Box 112500
Juneau, Alaska 99811-2500
Main: 907.465.3900
dot.alaska.gov

August 20, 2024

Mayor Glenda Ledford
Chair, MVP Policy Board
290 E. Herning Avenue
Wasilla, AK 99654-7091

Subject: July 18, 2024 STIP Amendment #1 Comments

Dear Mayor Ledford,

Thank you for your comments on the Statewide Transportation Improvement Program (STIP) Amendment #1, and for your participation in a follow up meeting on July 30th with myself, Deputy Commissioner Keith, MVP Coordinator Kim Sollien, and your contractor, Donna Gardino.

We have many great projects scheduled for your area over the coming four years. Deputy Commissioner Keith has transmitted the list of projects we discussed to MVP. I'm excited to work collaboratively with the Policy Board to ensure we transition projects with minimal disruptions to our existing delivery schedules.

Attachment "A" to this letter is the Alaska Department of Transportation and Public Facilities (DOT&PF) response to the Mat Su Valley Planning for Transportation (MVP) Metropolitan Planning Organization (MPO) comments. Attachment "B" to this letter is DOT&PF's efforts to engage with Alaska's MPOs, FHWA, and other State and Federal agencies regarding the STIP since the planning findings were issued. Attachment "C" is a table of Alaska DOT&PF's funding sources and sub-allocation tables for your information.

Sincerely,

A handwritten signature in blue ink, appearing to read "Ryan Anderson".

Ryan Anderson, P.E.
Commissioner

Attachments: As Stated

Cc:

Kim Sollien, MVP Coordinator
Katherine Keith, Deputy Commissioner, Alaska DOT&PF
Dom Pannone, Director, Alaska DOT&PF
Adam Bradway, MPO Coordinator, Alaska DOT&PF

Attachment “A”
Alaska Department of Transportation and Public Facilities response to July 18th , 2024
FAST Planning Comments on the 2024-2027 Statewide Transportation Improvement
Program, Amendment #1

Comment #1 Response

We appreciate MVP providing the Department with the July 16, 2024 approved Policy Board approved Program of Projects. This program of projects is a way for us to communicate MVP’s priorities, while the MPO develops the Metropolitan Transportation Plan. Since it is not a formal Transportation Improvement Program (TIP), we will incorporate into the STIP as “informational” in STIP Volume 2 TIPs Incorporated by Reference.

Comment #2 Response

We have made the changes to 34654, 34655, and 34532. Please note that we cannot guarantee funding sub-allocations from one year to the next, but we strive to ensure shovel ready projects line up with funding source fiscal constraint requirements. Please work closely with DOT&PF Director and Policy Board member Sean Holland on project delivery dates and obligation schedules.

Comment #3 Response

As discussed in our July 30th meeting, we have reviewed and updated STBG and TAP funding in our ledgers to ensure funding amounts are accurate and consistent throughout the document.

Comment #4 Response

Ben White, DOT&PF Transportation Planner, has been working with MPO staff on our 3C document. As requested, MVP will have opportunities to review the final draft document with comments from all three MPO’s in the State of Alaska addressed.

Comment #5 Response

As discussed in our July 30th meeting, we have reviewed STBG 50-200k to ensure funding amounts are accurate and consistent throughout the document.

Comment #6 Response

Wasilla-Fishhook Road: E Seldon to Tex-AL Drive is scheduled for delivery for the 2025 construction year using funds programmed in STIP ID 34302.

Comment #7 Response

STIP ID 34406 Urban Transit MCP Planning Fund has been reviewed to ensure funding amounts are accurate and consistent throughout the document.

Comment #8 Response

Thank you for this comment. We have made the changes to STIP ID 34531 Advanced Project Definition.

Comment #9 Response:

The requested changes to STIP ID: 34342 Bogard Road Safety and Capacity Improvements will be made. It is important to note that during the transition, we have flexibility in how we utilize our funding

allocations. This is important to ensure that projects that are scheduled for delivery in the transition can move forward without delays.

Comment #10 Response:

The requested changes to STIP ID 34251 Inner and Outer Springer Loop Separated Pathway [TAP Award 2023] have been made.

Comment #11 Response

We have reviewed STIP ID 6234 Fishhook Pathway Trunk to Edgerton and made changes to resolve comments. It is important to note that during the transition, we have flexibility in how we utilize our funding allocations. This is important to ensure that projects that are scheduled for delivery in the transition can move forward without delays.

Comment #12 Response

We have reviewed STIP ID 23243 Seldon Road Reconstruction: Wasilla Fishhook Road to Lucille Street and made changes to resolve the comment. It is important to note that during the transition, we have flexibility in how we utilize our funding allocations. This is important to ensure that projects that are scheduled for delivery in the transition can move forward without delays.

Comment #13 Response

The requested to add STIP ID 34595 MVP Pavement Management Plan to the amendment has been granted.

Comment #14

The request to add STIP ID 34404 MVP Planning Office has been granted.

Comment #15

We are happy to have further discussion on fiscal constraint and the use of advanced construction. Please work with our DOT&PF MPO coordinator to schedule a presentation for the Technical Committee and/or Policy Board.

Comment #16

A summary of changes will be included with STIP Amendment #1 submitted for FHWA approval and posted on our website.

Comment #17

Thank you for this comment. Transit funding has been reviewed to ensure funding amounts are accurate and consistent throughout the document.

Comment #18

Thank you for this comment. We will work to ensure our MPO coordinators transmit these requests appropriately for processing in the future.

Comment #19

Please let us know as soon as possible if there are projects in the STIP that MVP does not believe are priorities or should be funded. Many projects in the STIP have long histories or have gone through a public solicitation and scoring process. If there is a request to remove projects, please note that the State of Alaska may be subject to non-participation costs associated with work completed to date paid for with Federal funds.

Attachment "B"

Summary of Alaska DOT&PF, Metropolitan Planning Organization, FHWA, Federal and State Agency STIP Coordination since Federal Planning Findings through August 1st, 2024.

| Meeting Date | Organization | Agenda Item | Notes |
|---------------|---------------------------|---------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| April 3, 2024 | FAST Technical Committee | STIP Project Prioritization Review | Michael Bredlie, FNSB Nick Czarnecki, ADEC Steven Hoke, FNSB Transportation Alexa Greene, EAFB Kevin McKinley, FNSB Randi Bailey, DOT&PF John Netardus, DOT&PF Robert Pristash, City of Fairbanks William Rogers, City of Fairbanks Kellen Spillman, FNSB RJ Stumpf, Fbks. Int'l Airport Jakob Theurich, UAF Lauren Little, DOT&PF Christopher Stepovich, FNSB Megan Flory, RESPEC John Perreault, DOT&PF Julie Jenkins, FHWA Dan Bross, KUAC Brian Lindamood, ARRC Jackson Fox, FAST Olivia Lunsford, FAST Corey DiRutigliano, FAST Deborah Todd, FAST |
| April 4, 2024 | AMATS Technical Committee | TIP AMD 2 STIP | Brad Coy MOA/Traffic Brian Lindamood ARRC Ben White DOT&PF Galen Jones DOT&PF Craig Lyon MOA/Planning Steve Ribuffo MOA/Port of Alaska Melinda Kohlhaas MOA/PM&E Taylor Keegan MOA/Parks & Rec Adeyemi Alimi ADEC Matt Stichick MOA Health Jamie Acton MOA/PTD Aaron Jongenelen AMATS Jon Cecil AMATS Mook Puttong AMATS James Starzec DOT&PF Laurie Cummings HDR Mary Hoffman DOT&PF Amy Burnett HDR |

| Meeting Date | Organization | Agenda Item | Notes |
|----------------|----------------------------|------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| | | | Steven Rzepka DOT&PF Will Taygan Chugach Mtn. Bike Riders Chris Hughes HDR Brandon Telford MOA/PM&E Karen Pletnikoff Mark Eisenman DOT&PF Sean Baski DOT&PF Joselyn Biloan DOT&PF John Linnell DOT&PF Bart Rudolph MOA/PTD Alice Horazdovsky HDR Emily Weiser AMATS BPAC Lindsey Hajduk BPAC Aves Thompson Julie Jenkins FHWA Judy Chapman DOT&PF |
| April 8, 2024 | FHWA and DOT&PF leadership | STIP recaps and path forward | Sandra Garcia-Aline (FHWA) Gerald Varney (FHWA) Katherine Keith (DOT&PF) Ryan Anderson (DOT&PF) |
| April 9, 2024 | MVP Technical Committee | Project Prioritization Review Travel Demand Model & Household Survey | MVP Technical Committee Adam Bradway (DOT&PF) Sean Holland (DOT&PF) Luke Bowland (DOT&PF) John Linnell (DOT&PF) Kirk Warren (DOT&PF) Adam Moser (DOT&PF) Judy Chapman (DOT&PF) Katherine Keith (DOT&PF) |
| April 16, 2024 | MVP Policy Board | STIP Project Prioritization Review Travel Demand Model & Household Survey | MVP Policy Board Kim Sollien, ED MVP Ben White (DOT&PF) Katherine Keith (DOT&PF) Adam Bradway (DOT&PF) Sean Holland (DOT&PF) |
| April 17, 2024 | FAST Policy Board | STIP Project Prioritization Review | FAST Policy Board Bryce Ward, Mayor FNSB Jerry Cleworth, Fbks. City Council Scott Crass, FNSB Assembly Joe Kemp DOT&PF Mayor David Pruhs, City of Fbks. Michael Welch, Mayor City of NP Katherine Keith, DOT&PF Jackson Fox, FAST |

| Meeting Date | Organization | Agenda Item | Notes |
|----------------|--------------------------------------|------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| | | | Olivia Lunsford, FAST Corey DiRutigliano, FAST Deborah Todd, FAST Randi Bailey DOT&PF Don Galligan FNSB Planning Kellen Spillman, FNSB Planning Danny Wallace, City of North Pole Jack Barnwell, FDNM Julie Jenkin, FHWA Nathan Belz, UAF Elise Blocker, Public |
| April 18, 2024 | AMATS Policy Committee | TIP AMD 2 Air Quality Conformity TIP AMD 2 Letter of support for DOT&PF PPPP | Sean Holland (DOT&PF) Kent Kohlase MOA Mayor's Office Jason Olds (ADEC), Air Quality Daniel Volland MOA. Assembly Zaletel MOA, Assembly Aaron Jongenelen AMATS Jon Cecil AMATS Chelsea Ward-Waller AMATS Mook Puttong AMATS Kate Dueber ARRC Sarah Riopelle DOT&PF Luke Bowland DOT&PF Ben White DOT&PF Wolfgang Junge James Starzec DOT&PF Brandon Telford MOA PM&E Lindsey Hajduk BPAC Adeyemi Alimi ADEC John Linnell DOT&PF Anna Bosin DOT&PF Kelly Summers DOT&PF Patrick Swalling DOT&PF Nancy Pease, RCCC Julie Jenkins, FHWA Jamie Acton MOA, PTD Bart Rudolph PTD Zakary Hartman MOA, Traffic Taylor Keegan, MOA Parks & Rec Russ Oswald MOA, PM&E Joselyn Biloan, DOT&PF Mark Eisenman, DOT&PF Mark Littlefield, AMATS |
| April 25, 2024 | FAST Policy Board Chair Work Session | STIP | Mayor Bryce Ward, FNSB Jackson Fox, FAST Planning DOT&PF Commissioner Anderson Deputy Commissioner Keith |

| Meeting Date | Organization | Agenda Item | Notes |
|----------------|---------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| April 26, 2024 | FAST Executive Director Work Session | | FAST ED DOT&PF |
| April 26, 2024 | AMATS Executive Director Work Session | Work session to go over project updates ahead of STIP Amendment #1, and to share the tools to ensure everyone has access to information. | James Starzec, DOT&PF Aaron Jongenelen, DOT&PF Katherine Keith |
| April 26, 2024 | AMATS Support Discussion | Discussing contract with DOWL for assistance with STIP corrective actions, specifically the congestion management process | James Starzec, DOT&PF Aaron Jongenelen, DOT&PF Judy Chapman, DOT&PF Renee Whitsell, DOWL Jessica Smith DC Katherine Keith, DOT&PF |
| April 30, 2024 | FHWA and DOT&PF | STIP after action and AMD 1 next steps | Cichosz, Winnie S (DOT) Anderson, Ryan (DOT) Keith, Katherine M (DOT) Garcia-Aline, Sandra (FHWA) Varney, Gerald (FHWA) Jenkins, Julie (FHWA) Haynes, Emily (FHWA) Hutchins, Theresa (FHWA) Biondi, Emily (FHWA) Miller, Harlan (FHWA) Petty, Kenneth (FHWA) Dom Pannone (DOT) Andy Mills (DOT) Lauren Little (DOT) |
| April 30, 2024 | FHWA and DOT&PF: | Meeting on STIP Tier 2 Items | Keith, Katherine M (DOT&PF) Jenkins, Julie (FHWA) Hutchins, Theresa (FHWA) Dom Pannone (DOT&PF) |
| May 1, 2024 | FAST Technical Advisory Committee | Updates on STIP Interior Transportation Plan TIP Admin Modification | Nick Czarnecki, ADEC Steven Hoke, FNSB Brian Lindamood, ARRC Alexa Greene, Eielson AFB Kevin McKinley, FNSB Brett Nelson, DOT&PF John Netardus, DOT&PF Robert Pristash, City of Fbks. William Rogers, City of Fbks. Kellen Spillman, FNSB RJ Stumpf, FAI |

| Meeting Date | Organization | Agenda Item | Notes |
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| | | | Jakob Theurich, UAF Jackson Fox, FAST Olivia Lunsford, FAST Corey DiRutigliano, FAST Deborah Todd, FAST Michael Bredlie, FNSB Sara Lucey, DOT&PF Jennifer Wright, DOT&PF DC Katherine Keith, DOT&PF Sarah Schacher, MBI Jeff Kupko Jack Barnwell, FNSB James Marks, AML Karlin Swearingen |
| May 2, 2024 | AMATS Technical Advisory Committee | TIP Narrative Update STIP Updates | Brad Coy (Chair) MOA/Traffic Brian Lindamood ARRC Ben White DOT&PF Luke Bowland DOT&PF Craig Lyon MOA/Planning Steve Ribuffo MOA/Port of Alaska Russ Oswald MOA/PM&E) Taylor Keegan MOA/Parks & Rec Bart Rudolph MOA/PTD Adeyemi Alimi ADEC Matt Stichick MOA/Health Aaron Jongenelen AMATS Jon Cecil AMATS Christine Schuette AMATS Mook Puttong AMATS Chelsea Ward-Waller AMATS James Starzec DOT&PF Colin Singleton CRW Engineering Chuck Homan AMATS CAC Zakary Hartman MOA/Traffic Anna Bosin DOT&PF William Still John McLeary Evan Sharp Cathy Gleason Turnagain CC Mary Dean Noah King DOT&PF Lindsey Hajduk AMATS BPAC Stephen Stone Nancy Pease AMATS CAC Patrick Swalling DOT&PF Roxanne Risse DOT&PF Katherine Keith DOT&PF Dep. |

| Meeting Date | Organization | Agenda Item | Notes |
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| | | | Comm. Sarah Riopelle DOT&PF |
| May 8, 2024 | MVP and DOT&PF | STIP | Kim Sollien, MVP Adam Bradway, DOT&PF |
| May 9, 2024 | FHWA and DOT&PF: Meeting on Tier 2 | Meeting on STIP Tier 2 Items | Keith, Katherine M (DOT&PF) Jenkins, Julie (FHWA) Hutchins, Theresa (FHWA) Dom Pannone (DOT&PF) |
| May 14, 2024 | MVP Technical Advisory Committee | STIP Project Prioritization Review Travel Demand Model & Household Survey | MVP Technical Committee Adam Bradway (DOT&PF) Adam Moser (DOT&PF) |
| May 14, 2024 | ARRC | STIP AMD 1 Discussion | ARRC Staff DOT&PF |
| May 15, 2024 | FAST Policy Board | STIP TIP | Mayor Bryce Ward, Chair, FNSB Jerry Cleworth, City of Fairbanks Scott Crass Joe Kemp, DOT&PF David Pruhs, City of Fairbanks Michael Welch Jackson Fox, FAST Olivia Lunsford, FAST Corey DiRutigliano, FAST Randi Bailey, DOT&PF Don Galligan, FNSB Kellen Spillman, FNSB Danny Wallace Jack Barnwell, FDNM Julie Jenkins, FHWA DC Katherine Keith, DOT&PF Adam Moser, DOT&PF Jennifer Wright, DOT&PF James Marks, AML |
| May 15, 2024 | FHWA and DOT&PF | STIP AMD 1 Meeting on Discretionary Grant Source Funding & Project Obligations | Keith, Katherine M (DOT&PF) Jenkins, Julie (FHWA) Hutchins, Theresa (FHWA) Dom Pannone (DOT&PF) Lauren Little (DOT&PF) |
| May 16, 2024 | AMATS Policy Board | TIP Narrative STIP Updates | Sean Holland, DOT&PF Kent Kohlhase Municipal Manager Jason Olds ADEC, Air Quality Daniel Volland MOA/Assembly |

| Meeting Date | Organization | Agenda Item | Notes |
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| | | | <p>Meg Zaletel MOA/Assembly Aaron Jongenelen AMATS Jon Cecil AMATS Mook Puttong AMATS Kate Dueber ARRC Brian Lindamood ARRC Luke Bowland DOT&PF James Starzec DOT&PF Sean Baski DOT&PF Jason Norris Mark Eisenman DOT&PF Anna Bosin DOT&PF Brad Coy MOA/Traffic Julie Jenkins FHWA Chris Hughes Morgan Miller Nancy Pease, RCCC Brandon Telford MOA/PM&E Cathy Gleason Turnagain CC Zakary Hartman MOA/Traffic Bart Rudolph MOA/PTD John Linnell DOT&PF Craig Lyon MOA/Planning Colin Singleton CRW Engineering Steven Rzepka DOT&PF Allison Bolgiano</p> |
| May 21, 2024 | DOT&PF and MPO's | Coordination of Planning Process to ensure 3C or 23 CFR 450.208 | <p>Kim Sollien, ED MVP Aaron Jongenelen, ED AMATS Jackson Fox, ED FAST Dom Pannone, DOT&PF Lauren Little DOT&PF James Starzec, DOT&PF Ben White, DOT&PF Adam Moser, DOT&PF Theresa Hutchins, FHWA Julie Jenkins, FHWA Donna Gardino, MVP Contractor</p> |
| May 21, 2024 | MVP Policy Board | STIP Update | <p>MVP Policy Board Katherine Keith, (DOT&PF) Adam Bradway, (DOT&PF) Ben White, (DOT&PF)</p> |
| May 22, 2024 | MVP Special Policy Board Meeting | Special meeting and work session with the MVP Board and Technical Committee to | <p>MVP Policy Board Edna DeVries, MSB Glenda Ledford, City of Wasilla Brian Winnestaffer, Chickaloon</p> |

| Meeting Date | Organization | Agenda Item | Notes |
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| | | discuss transportation projects for inclusion in STIP Amendment #1. | Mike Brown, MSB Sean Holland, DOT&PF Steve Carrington, City of Palmer Stuart Leidner, Mobility Advocate Tom Adams, MSB Ben White, DOT&PF Brian Winnestaffer, Chickaloon NV Lawrence Smith, Trucking Advocate Brian Lindamood, ARRC Crystal Smith, MSBSD Yemi Alimi, ADEC Dan Tucker, RSA Representative Erich Schaal, City of Wasilla Jude Bilafer, City of Palmer Clint Adler, DOT&PF Kim Sollien, MVP Coordinator Chris Bentz, DOT&PF Katherine Keith, DOT&P |
| May 29, 2024 | MPO Quarterly Meeting (all-day) | STIP and STIP Amendment: Cooperative PL Fund Need ID and Travel Demand Model Tier II findings recap, Issues, timeline, TIPs in AirTable MPO Allocations Presentation at TC/PC? E-STIP applications | Jackson Fox (ED FAST Planning) Aaron Jongenelen (ED AMATS) Kim Sollien (ED MVP Planning) Katherine Keith (DOT&PF) Judy Chapman (DOT&PF) Adam Bradway (DOT&PF) Scott Vockeroth (DOT&PF) Adam Moser (DOT&PF) James Starzec (DOT&PF) Theresa Hutchins (FHWA) Julie Jenkins (FHWA) Ned Conroy (FTA) |
| May 30, 2024 | ARRC | STIP AMD 1 discussion follow-up | Katherine Keith, DC DOT&PF Michelle Maddox ARRC Christina Isabelle-Glover, ARRC |
| June 3, 2024 | FHWA Quarterly Meeting | Organizational Updates DOT&PF Division Office S&O Agreement (review of draft S&O agreement prior to HQ submission) August Redistribution Data/Information Sharing Project(s) Shakwak Denali Commissioner Transfers STIP Amendment #1 | Anderson, Ryan (DOT&PF); Keith, Katherine M (DOT&PF) Garcia-Aline, Sandra (FHWA); Varney, Gerald (FHWA); Jenkins, Julie (FHWA); Haynes, Emily (FHWA); Dom Pannone (DOT&PF) Andy Mills (DOT&PF) Lauren Little (DOT&PF) Shannon McCarthy (DOT&PF) |

| Meeting Date | Organization | Agenda Item | Notes |
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| June 5, 2024 | FAST Technical Advisory Committee | Draft Alaska DOT&PF Process & Procedure on MPO Coordination during development of the STIP | Michael Bredlie Justin Burgess (absent) Nick Czarnecki Steven Hoke for Michelle Denton ** Brian Lindamood for Kate Dueber Alexa Greene, Eielson AFB Kevin McKinley, FNSB Brett Nelson, DOT&PF John Netardus, DOT&PF Robert Pristash, City of Fairbanks William Rogers, City of Fairbanks Kellen Spillman, FNSB RJ Stumpf, FAI Jakob Theurich, UAF John Weinberger, Ft. Wainwright Don Galligan, FNSB Randi Bailey, DOT&PF Sara Lucey, DOT&PF Jennifer Wright, DOT&PF DC Katherine Keith, DOT&PF Sarah Schacher, MBI Jeff Kupko Jack Barnwell, FDNM James Marks, AML Karlin Swearingen Jackson Fox, FAST Olivia Lunsford, FAST Corey DiRutigliano, FAST Deborah Todd, FAST |
| June 6, 2024 | AMATS Technical Advisory Committee | Draft Alaska DOT&PF Process & Procedure on MPO Coordination during development of the STIP | Ben White ADOT&PF Kim Carpenter MOA/Traffic Andrew Reynolds ARRC Luke Bowland DOT&PF Melinda Kohlhaas MOA/PM&E Taylor Keegan MOA/Parks & Rec Jamie Acton MOA/PTD Adeyemi Alimi ADEC Aaron Jongenelen AMATS Jon Cecil AMATS Christine Schuette AMATS Mook Puttong AMATS Daniel Mckenna-Foster MOA James Starzec DOT&PF Shawna Nelson Mark Eisenman DOT&PF Adam Bradway DOT&PF Joselyn Biloan DOT&PF |

| Meeting Date | Organization | Agenda Item | Notes |
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| | | | <p>John Linnell DOT&PF Lindsey Hajduk AMATS BPAC Bart Rudolph PTD Katherine Keith DOT&PF Dep. Comm Brandon Telford PM&E Orion LeCroy DOT&PF Chelsea Ward-Waller PM&E Kate Dueber ARRC Mark Littlefield Anchorage Assembly Morgan Miller Stephen Stone Sean Holland DOT&PF</p> |
| June 11, 2024 | MVP Technical Advisory Committee | Draft Alaska DOT&PF Process & Procedure on MPO Coordination during development of the STIP | <p>Brian Lindamood, ARRC Stuart Leidner, Mobility Advocate Richard Martin, Knik Tribe Ben White, Alaska DOT&PF Alex Strawn, MSB Brian Winnestaffer, Chickaloon NV Crystal Smith, MSBSD Dan Tucker, RSA Representative Erich Schaal, City of Wasilla Jude Bilafer, City of Palmer Clint Adler, Alaska DOT&PF Randy Durham, MSB TAB Tom Adams, MSB Elise Blocker, RESPEC Donna Gardino, Gardino Consulting Kim Sollien, MPO Coordinator Sharon Johnson, Alaska Legislature Adam Bradway, Alaska DOT&PF Jody Simpson, Alaska Senate Kate Dueber, ARRC Megan Flory, RESPEC Brad Swortz, MSB</p> |
| June 11-13, 2024 | AK Transportation Working Group Federal Land Managers/Alaska TWiG | STIP, AMD 1 | <p>Invite List: John Eric Taylor, DOT&PF Adam Moser, DOT&PF Ben White, DOT&PF Brett Nelson, DOT&PF Henry Cole, DOT&PF Judy Chapman, DOT&PF Sara Lucey, DOT&PF Katherine Keith, DOT&PF David Post, DOT&PF Kim Griffith, DOT&PF Aaron Jongenelen, AMATS</p> |

| Meeting Date | Organization | Agenda Item | Notes |
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| | | | <p>Nils Andreassen, AML Erin Reinders, AML Britta Hamre, AML Donna Pearson, BIA Jackson Fox, FAST Christina Mounce, FHWA Michael Lukshin, FHWA Kim Sollien, MVP Planning Kevin Doniere, FHWA Laura Minski, NPS Chris Riley, FHWA Miles Brooks, FHWA Shareen Crosby Paul Escamilla, Forest Service Harvey Hergett, Forest Service Griffith Berg, USDA Jason Johnston, USDA Jeff Schramm, USDA Rueben Glaves, USDA Levi Wood, COE Larissa Ireland, Volpe Kaitlin Justice, Volpe Samantha Shields, FHWA Nicholas Grisham, FHWA Kristin Austin, FHWA Matthew Hermen, FHWA Seth English-Young, WFL Andrew Rasmussen, FHWA Katherine McQuillan, FHWA</p> |
| June 18, 2024 | MVP Policy Board Committee | Program of Projects DOT&PF 3C Process & Procedure | <p>Bob Charles, Knik Tribe Edna DeVries, MSB Glenda Ledford, City of Wasilla Brian Winnestaffer, Chickaloon Mike Brown, MSB Sean Holland, DOT&PF Steve Carrington, City of Palmer Rod Hanson, North Lakes CC Kim Sollien, MVP Coordinator Donna Gardino, Gardino Consulting Elise Blocker, RESPEC Megan Flory, RESPEC Jackson Fox, FAST Planning Maija DiSalvo, MSB Julie Spackman, MSB Sharon Johnson, Senator Wilson Clint Adler, DOT&PF Adam Bradway, DOT&PF</p> |

| Meeting Date | Organization | Agenda Item | Notes |
|------------------|----------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| | | | Rodney Fodge Ben White, DOT&PF Erich Schaal, City of Wasilla Luke Bowland, DOT&P |
| June 19, 2024 | FAST Policy Board | Draft Alaska DOT&PF Process & Procedure on MPO Coordination during Development of the STIP - review and recommend. | FAST Policy Board Alaska DOT&PF *Minutes not available at time of updating this spreadsheet |
| June 20, 2024 | AMATS Policy Board | 3C Process memo STIP Update | Sean Holland DOT&PF Kent Kohlhasse Municipal Manager Adeyemi Alimi ADEC Daniel Volland MOA/Assembly Mark Littlefield MOA/Assembly Aaron Jongenelen AMATS Christine Schuette AMATS Daniel Mckenna-Foster MOA Mark Eisenman DOT&PF James Starzec DOT&PF Zakary Hartman MOA/Traffic Luke Bowland DOT&PF Ben White DOT&PF Brandon Telford MOA/PM&E John Linnell DOT&PF Bart Rudolph MOA Steven Rzepka DOT&PF Allie Hartman MOA/Assembly Joselyn Biloon DOT&PF Adam Moser DOT&PF Alex Read DOT&PF Adam Bradway DOT&PF Anna Bosin DOT&PF Lindsey Hajduk AMATS BPAC Brad Coy MOA/Traffic Julius Adolfsson DOT&PF |
| June 27-28, 2024 | Planning team work session | June 27, DOT&PF Planning developed a revised draft of the 3C document compiling all the MPO comments into one document with staff recommendations. June 28, DOT&PF provided all three MPO Executive Directors with a copy of the revised document with MPO | DOT&PF MPO Planners DOT&PF Planning Chiefs DOT&PF Planning Division Ops Manager MPO Executive Directors |

| Meeting Date | Organization | Agenda Item | Notes |
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| | | comments captured and an update on the status. | |
| July 9, 2024 | MVP Technical Committee | STIP AMD1 and comments | Brian Lindamood, ARRC Lawrence Smith, Trucking Industry Brian Winnestaffer, Chickaloon NV Crystal Smith, MSBSD Clint Adler, Alaska DOT&PF Alex Strawn, MSB Jude Bilafer, City of Palmer Dan Tucker, RSA Representative Stuart Leidner, Mobility Advocate Erich Schaal, City of Wasilla Ben White, Alaska DOT&PF Adeyemi Alimi, ADEC |
| July 16, 2024 | MVP Policy Board | MVP STIP Amendment Comments Alaska DOT&PF 3C Comprehensive, Continuing, and Cooperative | MVP Policy Board DOT&PF *Minutes not available at time of updating this spreadsheet |
| July 17, 2024 | FAST Policy Board | STIP AMD1 and ED Comments | FAST Policy Board DOT&PF *Minutes not available at time of updating this spreadsheet |
| July 18, 2024 | AMATS Policy Board | STIP AMD1 and ED Comments | AMATS Policy Board DOT&PF *Minutes not available at time of updating this spreadsheet |
| July 23, 2024 | Fairbanks Coordination Meeting | FAST Planning and Fairbanks North Star Borough coordination regarding projects and programs and the STIP | Mayor Bryce Ward, FNSB Jackson Fox, FAST ED Kellen Spielman, FNSB Comms Donald Galligan, FNSB Transportation Commissioner Ryan Anderson Dep. Comm Katherine Keith |
| July 30, 2024 | FAST Technical Committee | STIP AMD1 draft comments | FAST Technical Committee DOT&PF *Minutes not available at time of updating this spreadsheet |
| July 30, 2024 | Mat-Su Coordination Meeting | MVP Planning and Mat-Su Borough coordination on STIP AMD1 | DOT&PF Comm Ryan Anderson DOT&PF Dep. Comm Katherine Keith Kim Sollien, MVP coordinator Donna Gardino, contractor Mayor Glenda Ledford, Wasilla |

| Meeting Date | Organization | Agenda Item | Notes |
|----------------|-----------------------------------|------------------------------------------|----------------------------------------------------------------------------------------------------|
| | | | Andy Mills, DOT&PF Sean Holland, DOT&PF |
| July 31, 2024 | FAST Special Policy Board Meeting | STIP AMD1 comments | FAST Policy Board DOT&PF *Minutes not available at time of updating this spreadsheet |
| August 1, 2024 | AMATS Technical Committee | TIP AMD 2 and 3 VRU's STIP Updates | AMATS Technical Committee DOT&PF *Minutes not available at time of updating this spreadsheet |

MVP STIP Amendment #1 Comments and ADOT&PF 8.20.2024 Response letter to MVP's comments

| Column8 | Column2 | Column4 | Column6 |
|-----------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Comment # | MVP Comment | ADOT&PF Response | STIP Amndment Release on August 28th |
| GENERAL | The ADOT's response to our comments dated August 20, 2024 was not received until August 28, 2024. It appears that the original transmittal to MVP was on August 27, 2024, a full week after the letter was dated. It also did not go directly to MVP because the Mayor and MVP's email addresses were not correct. This continues a problem that has been occurring throughout the year. Please note that the proper email addresses to transmit all MVP correspondence to are as follows: Mayor Glenda Ledford at gledford@cityofwasilla.gov and Kim Sollien at kim.sollien@fastplanning.us. | | |
| GENERAL | Though not in the Letter MVP sent to ADOT&PF about the Draft STIP Amendment, the Amendment lists our PL allocation FFY25 differently than the PL distribution formula provided on August 11th. MVP received formal correspondence from ADOT&PF documenting our PL allocation of \$453,610 for FFY25. This is the amount MVP used to build its UPWP budget. The UPWP was transmitted to ADOT&PF on 8.27.24 | | The STIP Amendment, Fiscal Constraint Table, lists MVP's PL allocation for FFY25 as \$446,606.00. MVP is unclear which number is correct: the formal PL distribution letter sent on August 11th or the STIP Amendment received on August 29th. |
| 1 | In the STIP 24-27: Volume 2 Adopted by Reference document STIP 24-27: Volume 2 ADOPTED BY REFERENCE (alaska.gov), MVP's Program of Projects is included but it is a draft and not the document approved by the Policy Board on June 18th. This is a significant oversight. The approved MVP program of Projects document was transmitted to ADOT&PF via the Central Region MVP Planning Coordinator for inclusion in the STIP amendment, but it was not included in the amendment. MVP's PoP also includes a cover narrative. This narrative was not included with the STIP Amendment #1. This cover narrative describes all of the assumptions and information MVP used to create the PoP. When ADOT&PF corrects MVP's PoP in the STIP Volume 2 ADOPTED BY REFERENCE document, MVP's cover memo should be included with the MVP Policy Board Approved PoP. | We appreciate MVP providing the Department with the July 16, 2024 approved Policy Board approved Program of Projects. This program of projects is a way for us to communicate MVP's priorities, while the MPO develops the Metropolitan Transportation Plan. Since it is not a formal Transportation Improvement Program (TIP), we will incorporate into the STIP as "informational" in STIP Volume 2 TIPs Incorporated by Reference. | The Amendment released on August 28th does not include the July 16th Approved POP, but a version from June 18th. MVP transmitted the approved PoP on July 17, 2024, to the Central Region Planning Chief for inclusion in this STIP Amendment and MVP sent the PoP directly to the Commissioner's office on July 18, 2024. MVP was assured on July 30 by the Commissioner's office at a special meeting with MVP, that the correct PoP would be included in STIP Amendment #1. The incorrect Program of Projects is incorporated by reference in STIP Amendment #1. |

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| 2 | <p>MVP was told that the STIP Amendment was going to be released next week (sometime in May), then June 1, then June 15 and it was finally released on July 3 although MVP did not have access to it until July 8th due to significant issues with the project STIP website. Due to the delay in releasing the Amendment, MVP believes it is no longer possible to program any projects in FFY24. A revised Program of Projects was approved on July 16, by the Policy Board due to the delay in the release of the STIP amendment. This is the Program of Projects that should be incorporated by reference and MVP expects all its FFY24 sub-allocations to be carried over to FFY25. For this reason, please modify the following:</p> <p style="text-align: right;">STIP ID</p> <p>34655 Streetlight and Intersection Management seems fine but shows the funds in FY24. Please move this project to FFY25.</p> <p>STIP ID 34654 Sign Management seems fine but shows the funds in FY24. Please move this project to FFY25.</p> <p style="text-align: right;">STIP ID 34532 Improvement program</p> <p>\$1,000,000 title indicated the funding is for FFY25-FFY27. The funds should be allocated to FFY25. Also, the project description is inaccurate; it should read: Perform gravel or asphalt surface maintenance and preservation activities on roads, sidewalks, and pathways. Work may also include new or upgraded illumination, signing, stripping, storm drains, and intersection improvements including nonmotorized crossings, as well as ADA upgrades to sidewalks and curb ramps. State pays the design match and local governments pay construction match, per agreement.</p> | <p>We have made the changes to 34654, 34655, and 34532. Please note that we cannot guarantee funding sub-allocations from one year to the next, but we strive to ensure shovel ready projects line up with funding source fiscal constraint requirements. Please work closely with DOT&PF Director and Policy Board member Sean Holland on project delivery dates and obligation schedules</p> | <p>All three of MVP's projects, the 34654 Sign Management Plan, 34655, Streetlight and Intersection Management Plan, and the 34532 Improvement Program, are correctly listed in the Projects Deep Dive pages for FFY25.</p> |
| 3 | <p>The MVP LEDGER-TIP for the Surface Transportation Block Grant (STBG) funding and Transportation Alternative Program (TAP) has inaccuracies based on the sub-allocations document given to MVP at the Quarterly meeting on May 29th.</p> <ul style="list-style-type: none"> • MVP STBG FFY24 is \$7,208,849 not \$5,389,409. • MVP STBG FFY25 is \$7,425,115 not \$2,032,656. • MVP STBG FFY26 is \$7,647,868 not \$5,676,093. • MVP TAP in FFY24 is \$426,760 not \$7,635,609. • MVP TAP in FFY25 is \$866,323 not \$7,764,678. | <p>As discussed in our July 30th meeting, we have reviewed and updated STBG and TAP funding in our ledgers to ensure funding amounts are accurate and consistent throughout the document</p> | <p>MVP's STBG allocation for FFY24 is \$7,208,849, FFY25 is \$7,425,115, FFY26 is \$7,647,868 all appear correct in the Narrative.</p> <p>MVP TAP funds for FFY24 \$426,760 and FFY 25 \$439,563 in the Narrative and fiscal Constraint Tables. However, MVP requested in our Program of Projects to have our FFY24 funding carryover to FFY25. This needs to be corrected for MVP's TAP funds.</p> |
| 4 | <p>MVP Policy Board approved a memo on June 18th as a response to the draft 3C policy ADOT&PF has been working on. The MVP Policy Board outlined their request for consultation on funding allocations, the formulas used, and the timeframe needed to review STIP changes and amendments. This memo was sent to ADOT&PF on June 19th. Notification in writing of our sub-allocations in a timely manner, without modification, but with formulas presented, is just one of the necessary consultation steps that MVP expects. We are currently reviewing the latest draft memo and will provide comments. It is important to note that the manner in which we have been provided access to the information outlined in the STIP amendment is not acceptable as there are many errors. We were not given the opportunity to review the information ahead of the</p> | <p>Ben White, DOT&PF Transportation Planner, has been working with MPO staff on our 3C document. As requested, MVP will have opportunities to review the final draft document with comments from all three MPO's in the State of Alaska addressed</p> | <p>A new draft 3C policy was presented to the MVP, FAST, and AMATS at the Quarterly MPO meeting on August 26th; the MPO provided feedback, and the ADOT&PF submitted it to FHWA as part of their Corrective Action on September 2. In general the document still lacks timelines and does not identify when formal written communication between ADOT and the MPO's will happen related to funding and projects. In addition, there seems to be a communication issue that has reoccurred regarding notifications to MVP being sent to the incorrect email addresses.</p> |
| 5 | <p>The fiscal constraint document allocations for MVP are inconsistent with the MVP LEDGER-TIP MVP for STBG 50-200K. FFY24 and FFY25 are listed with same amount \$7,208,849. FFY25 should be \$7,425,115.</p> | <p>As discussed in our July 30th meeting, we have reviewed STBG 50-200K to ensure funding amounts are accurate and consistent throughout the document.</p> | <p>MVP STBG FF24 FFY25 appears to be corrected in the Narrative.</p> |

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| 6 | It does not appear that any of the MVP STBG funds are listed in Need ID 34302 Pavement and Bridge Rehabilitation, so it does not appear that Wasilla-Fishhook Road: E Seldon to Tex-Al Drive is included in the Amendment as outlined in the Program of Projects. It is critical that this project is included in FFY25 | Wasilla-Fishhook Road: E Seldon to Tex-AL Drive is scheduled for delivery for the 2025 construction year using funds programmed in STIP ID 34302. | Though the project is not listed by name in the deep dives project listing on page 227, the Need ID is listed. Based on the need ID it appears that the Amendment is utilizing \$1,819,440 of MVP's STBG funding in FFY24, \$65,602 in FFY25, and \$1,971,775 in FFY26. MVP did not authorize funds to be utilized in FFY 24 or FFY26. MVP's PoP only authorized 7,641,480.00 in FFY25 for construction on Wasilla-Fishhook only. We are not certain what other projects are being funded within the MVP boundary . |
| 7 | In the comment Portal, STIP ID 34406 Urban Transit MVP Planning Funds funding amount is incorrect. It should be \$377,710 for all four years not \$441,892. The amount for 5303 funding seems correct on the TIP ledger page. | STIP ID 34406 Urban Transit MCP Planning Fund has been reviewed to ensure funding amounts are accurate and consistent throughout the document. | The amount for of 5303 funding for FFY 24,25,26,27 have changed again. The total is now \$378,591. The allocation for FFY25 in the amendment narrative document for 5303 funds is listed as \$93,731; however, in the Project Deep Dive Document Volume 1 for MVP Urban Planning pg 221, the 5303 funding is listed as \$92,715 for FFY25, and the Draft PL distribution formula was used in MVP's UPWP lists \$91,001 for FFY25. In FFY 26, 5303 is listed as \$96,543 in the narrative and \$95,497 in the Deep Dive Document, and FFY 27 is \$99,439 in the narrative and \$98,362 in the Deep Dive document. All of these numbers should match. |
| 8 | STIP ID 34531 Advanced Project Definition project description narrative is incorrect and should read: This project will provide funding for the development of SSEs for projects nominated to the MVP for the Metropolitan Transportation Plan (MTP) and Transportation Improvement Program (TIP). SSEs are completed by the Alaska DOT&PF staff at the request of MVP. Funding needs to be allocated to FFY25. Also, in MVP's approved Program of Projects it is documented that the State would pay the match for this project. This correction needs to be made. | Thank you for this comment. We have made the changes to STIP ID 34531 Advanced Project Definition | The definition has been updated in the amendment, and the funding has been allocated to FFY25. The Match provided has been updated. |
| 9 | STIP ID: 34342 Bogard Road Safety and Capacity Improvements. The Amendment indicates that additional STBG will be coming from MVP STBP 50,000-200,000 in FFY 26. This needs to be changed to STBG Flex as MVP did not commit to funding this in FFY26 as specifically stated in the narrative of the Program of Projects. | The requested changes to STIP ID: 34342 Bogard Road Safety and Capacity Improvements will be made. It is important to note that during the transition, we have flexibility in how we utilize our funding allocations. This is important to ensure that projects that are scheduled for delivery in the transition can move forward without delays. | This project appears correct in the Project Deep Dives document. |
| 10 | STIP ID: 34251 Inner and Outer Springer Loop Separated Pathway [TAP Award 2023]: does not identify that it is within the MPA boundary. It also does not look like MVP's TAP allocation for FFY25 is being used. The funding amount and funding source for FFY25 is different than what is in the Program of Projects: The Program of Projects shows \$187,744 in MVP TAP funds and the Amendment shows \$363,860 of TAP Flex funds. | The requested changes to STIP ID 34251 Inner and Outer Springer Loop Separated Pathway [TAP Award 2023] have been made. | This project appears correct in the Project Deep Dives document. |
| 11 | STIP ID: 6234 Fishhook Pathway Trunk to Edgerton funding amount in FFY25 is not the same as the MVP's Program of Projects PoP. Which one is correct? Also, the Amendment indicates that additional TAP will be coming from TAP 50,000-200,000 in FFY 26. MVP did not commit to funding this in FFY26 as stated in the narrative of the Program of Projects. This needs to be changed to TAP Flex. | We have reviewed STIP ID 6234 Fishhook Pathway Trunk to Edgerton and made changes to resolve comments. It is important to note that during the transition, we have flexibility in how we utilize our funding allocations. This is important to ensure that projects that are scheduled for delivery in the transition can move forward without delays. | This project appears to be correct in the Amendment. |
| 12 | STIP ID 34243 Seldon Road Reconstruction: Wasilla-Fishhook Road to Lucille Street [Parent] [CTP Award 2023]. The Amendment indicates that additional STBG will be coming from MVP's STBP 50,000-200,000 in FFY 26. This needs to be changed to STBG Flex as MVP did not commit to funding this project in FFY26 as stated in the narrative of the Program of Projects. | We have reviewed STIP ID 23243 Seldon Road Reconstruction: Wasilla Fishhook Road to Lucille Street and made changes to resolve the comment. It is important to note that during the transition, we have flexibility in how we utilize our funding allocations. This is important to ensure that projects that are scheduled for delivery in the transition can move forward without delays. | The amount MVP's FFY25 STBG allocation for this project is not what the Policy Board Approved. The amount listed in the Amendment is \$2,901,942 and should be \$2,871, 000 as documented in MVP's program of projects. |

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| 13 | STIP ID 34595 MVP Pavement Management Plan needs to be added to the Amendment as a project in FFY25 as outlined in MVP's Program of Projects. FFY 2025 in \$200,000. Project Narrative: The plan would include automated collection of pavement condition (smoothness, rutting, and cracking) within the MPA using Road Surface Profiling (RSP) equipment consisting of distance measuring instruments, accelerometers and a Laser Crack Measurement System (LCMS) to provide high-definition 3D profiles and 2D images of the road surface. Data collected will be documented in GIS format and in a written report that will prioritize improvement projects. | The requested to add STIP ID 34595 MVP Pavement Management Plan to the amendment has been granted. | This has been corrected in the Amendment but the Project Phase is listed as P9 rather than P8. |
| 14 | STIP ID 34404 for the MVP Planning Office needs to be added to the Amendment as outlined in the MVP's Program of Projects in FFY25 \$200,000. | The request to add STIP ID 34404 MVP Planning Office has been granted | This has been corrected in the Amendment |
| 15 | We are trying to understand Fiscal Constraint and while the DOT&PF is using the Advance Construction innovative financing technique, we do not see where the Advance Construction is converted (paid back) in some of the projects | We are happy to have further discussion on fiscal constraint and the use of advanced construction. Please work with our DOT&PF MPO coordinator to schedule a presentation for the Technical Committee and/or Policy Board. | We understand that the ADOT&PF may have a plan for payback of the advance construction on many projects, but there is no indication when or how these are being paid back. Are you planning on using a source other than Federal Funds? How many years out are you projecting to pay back some of the advance construction? Is there a financial plan or strategy that you can share? This is a concern for all MPOs and the status of future funding availability as there appears to be an overcommitment of federal funds of \$1 billion. We look forward to an education on innovative financing and fiscal constraint. |
| 16 | We can see what projects were added to the STIP via the Amendment, but we would like see a list of projects that were removed from the STIP. It would also be helpful, as a new MPO, if the ADOT&PF would draft a changes summary to accompany the Amendment so that we could see at a glance all the changes included in the Amendment. | A summary of changes will be included with STIP Amendment #1 submitted for FHWA approval and posted on our website. | The project team could not find a summary of changes in the STIP Amendment #1 on the STIP website. |

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| 17 | <p>The Transit funding for 5307, 5337, and 5339 differs from the May 29th Ledger MVP received from ADOT&PF with what is being shown in the Fiscal Constraint document from the STIP Amendment #1. It is unclear which numbers are correct. May 29th Ledger STIP Amendment #1, Fiscal Constraint table and FTA Apportionment*</p> <p>FFY24 5307 \$2,121,898 or \$2,121,898 or \$1,845,938 FFY25 5307 \$1,282,162 or \$2,185,555 FFY24 5310 \$128,945 or \$52,559 FFY24 5339 \$70,242 or \$70,432</p> | <p>Thank you for this comment. Transit funding has been reviewed to ensure funding amounts are accurate and consistent throughout the document.</p> | <p>Again, the funding amounts for transit are different.</p> <p>5307 FFY24 appears to match the FTA apportionment of \$1,845,938.</p> <p>The funding for FFY 25 in the Amendment Narrative is listed as \$1,901,316, FFY 26 \$1,958,356 is listed, in FFY 27 is \$2,017,106. These amounts are all different from the previous versions.</p> <p>The 5310 funds in the Narrative and the fiscal constraint table need to be clarified. For FFY 24 the Narrative is \$128,945 but in the Fiscal Constraint table is \$128,945 and \$52,559. It is unclear where the programmed amount is coming from.</p> <p>For 5310 for FFY 25 the Narrative lists \$132,813 the Fiscal Constraint table is \$132,813 and \$54,136. In FFY 26 \$136,798 is listed in the Narrative and \$136,798 and \$55,760 in the fiscal constraint table and for FFY 27 \$140,902 in the Narrative and \$140,902 and \$57,432 in the fiscal constraint table, it is unclear where the programmed amount is coming from.</p> <p>For 5339 in FFY24, \$70,424 is listed in both the narrative and the fiscal constraint table.</p> <p>In FFY 25 it is \$72,536 in the narrative and \$72,536 and \$40,502 in the fiscal constraint table.</p> <p>FFY 26 it is \$74,713 in the Narrative and \$74,713 and \$41,717 in the fiscal constraint table and FFY 27 it is \$76,954 in the narrative and \$76,954 and \$42,968 in the fiscal constraint table. It is unclear where the programmed amount is coming from.</p> |
| 18 | <p>In the memo MVP submitted to ADOT&PF as a response to the draft 3C policy document on June 19th MVP requested ADOT&PF send a formal memo to the Policy Board, outlining MVP's suballocations on an annual basis before June 1st. Many of the comments listed in this document are a result of not receiving accurate suballocation numbers.</p> | <p>Thank you for this comment. We will work to ensure our MPO coordinators transmit these requests appropriately for processing in the future.</p> | <p>At the MVP quarterly Meeting on August 26th the updated Draft 3C document was discussed and the MPO's suggested further edits to the draft. MVP received the edited draft on 8.29.24. The policy does not contain timelines necessary to clarify when ADOT will communicate with MVP on funding, projects, and STIP activities. The lack of timelines related to formal correspondence make the document vague. The Commissioner's office sent the C3 policy to FHWA and FTA on September 2nd without sharing the final with the MPOs. The letter and policy are in the Packet. Please review the policy and let the project team know if you have comments.</p> |
| 19 | <p>Due to the MVP Policy Board Packet release deadline for the July 16th meeting, the MVP team has not had time to review all the projects in the STIP that are within the Mat-Su Borough that would be considered projects of regional significance. Additional comments from MVP may be presented to ADOT&PF in a follow-up comment memo.</p> | <p>Please let us know as soon as possible if there are projects in the STIP that MVP does not believe are priorities or should be funded. Many projects in the STIP have long histories or have gone through a public solicitation and scoring process. If there is a request to remove projects, please note that the State of Alaska may be subject to non-participation costs associated with work completed to date paid for with Federal funds.</p> | |

MEMORANDUM OF UNDERSTANDING
FOR THE OPERATION OF THE
MATSU VALLEY PLANNING FOR TRANSPORTATION OFFICE

1. **PARTIES.** The parties to this Memorandum of Understanding (MOU) are the Alaska Department of Transportation & Public Facilities (DOT&PF), Matanuska-Susitna Borough (MSB), City of Wasilla, City of Palmer, Knik Tribe and Chickaloon Native Village.
2. **PURPOSE.** The purpose of this MOU is to outline the responsibilities of each of the parties for the operation of the Matsu Valley Planning for Transportation (MVP for Transportation) office as the Metropolitan Planning Organization (MPO) in the MSB.
3. **BACKGROUND.** The MVP for Transportation Pre-MPO Policy Board passed a motion on October 16, 2021, to be established as an independent, non-profit organization and seek funding from the State of Alaska, MSB, City of Wasilla, City of Palmer, Knik Tribe, and Chickaloon Native Village. This MOU formalizes the Pre-MPO Policy Board's action by outlining the responsibilities of each party to successfully operate the MVP for Transportation office, including payment of a one-time Membership Fee and Annual Dues to cover operating and other costs associated with the MVP for Transportation Office.
4. **INTENTION.** That MVP for Transportation will:
 - a. Maintain a continuing, cooperative and comprehensive transportation planning process as defined in Title 23 USC Section 134 that explicitly regards the current surface transportation act's planning factors and focus areas and results in plans and programs consistent with comprehensively planned development of the urbanized area.
 - b. Be the forum for cooperative decision-making by elected and appointed officials of general purpose local government and intermodal transportation providers. The MVP for Transportation Policy Board will have final authority in the matters of policy and plan adoption for the MPO.
 - c. Develop and update the 20-year multimodal Metropolitan Transportation Plan (MTP), to create a fiscally feasible transportation system that integrates thoroughfare development, public transportation, air facilities, port facilities, rail systems, intermodal facilities, bicycle and pedestrian facilities and transportation enhancements; and reflects consideration of the area's comprehensive land-use plan and overall social, economic, environmental, and energy conservation plans, goals and objectives.
 - d. Produce all documents and studies that are necessary to maintain a federally certified transportation planning process, including the MTP, the Transportation Improvement Program (TIP), Unified Planning Work Program (UPWP) and the Public Participation Plan (PPP).
 - e. Develop other modal transportation plans.
 - f. Develop and operate within the Metropolitan Planning Area (MPA) boundary established

by the MVP Policy Board and the Governor of Alaska. The MPA boundary map is shown in Exhibit A.

- g. Participate on the Technical Committee: See the Technical Committee Approved Purpose and Tasks in Exhibit B.
- h. Participate on the Policy Board. See the Policy Board Approved Purpose and Tasks in Exhibit C.
- g. Be coordinated by an Executive Director. Additional staff resources may be hired under the direction of the MVP for Transportation Policy Board.

5. RESPONSIBILITIES.

A. State of Alaska

- i. **Membership Fee & Annual Dues.** Subject to a specific appropriation by the Legislature, the DOT&PF shall make payment of the one-time Membership Fee (\$280,970 starting in Federal Fiscal Year 2024) and Annual Dues (\$25,287 starting in Federal Fiscal Year 2025) to MVP for Transportation in accordance with the “Metropolitan Planning Organization (MPO) Membership Fee & Dues Structure” approved by the Policy Board on September 19, 2023.
- ii. **DOT&PF.** As outlined in the Unified Planning Work Program (UPWP), will provide the following services:
 - 1. **Project Planning & Programming.** Participate in the development and implementation of the short-range Transportation Improvement Program (TIP), long range Metropolitan Transportation Plan (MTP), Public Participation Plan (PPP), and UPWP in accordance with the requirements of 23 CFR 420, 23 CFR 450, and 23 USC 134.
 - 2. **UPWP Oversight and Reporting: Responsible for providing management oversight of the UPWP and compiling the annual report.**
 - 3. **Fiscal Planning.** Provide funding availability estimates for use in MTP and TIP development.
 - 4. **Project Development.** Develop scopes of work, schedules, and estimates for all MVP for Transportation projects for use in the MTP and TIP. Manage and monitor the design and construction of the projects as outlined in the current version of the Federal Highway Administration (FHWA) and DOT&PF’s Stewardship and Oversight Agreement.
 - 5. **Incorporation of the TIP:** Incorporate MVP for Transportation’s TIP into the Statewide Transportation Improvement Program (STIP).
 - 6. **Staff.** Provide staff support to MVP for Transportation for daily operations of the MPO as outlined in the UPWP.
 - 7. **Policy Board.** Participate as a member of the Policy Board.
 - 8. **Technical Committee:** Participate as a member of the Technical Committee.
 - 9. **Maps and Data.** Provide available maps, aerial photographs, charts, data, traffic counts, GIS data and records as necessary to maintain the MVP for Transportation planning process.
 - 10. **Contract Administration.** Prepare all procurement documents and negotiate and 58

administer contracts for professional services and contractor work on MVP for Transportation plans and projects as detailed in the Intergovernmental Operating Agreement and Memorandum of Understanding for Transportation Planning.

- 11. Match & Maintenance Agreements.** Prepare and execute Agreements (Match/Maintenance) as appropriate for MVP for Transportation projects.
- 12. State & Federal Compliance.** Review and analyze MVP for Transportation's planning activities for conformance to state and federal laws, regulations, and guidance.
- 13. Travel Demand Modeling.** Provide travel demand modeling on an as-available basis.
- 14. Performance Targets:** Provide a description of performance measures and targets used in assessing the transportation system that MVP for Transportation can consider adopting or modifying.
- 15. Office Budget, Financial Reporting, & Audits.** Participate in the development of the UPWP Annual Budget for MVP for Transportation and conduct a compliance audit of MVP for Transportation revenues and expenditures as required.
- 16. Reimbursements.** Provide reimbursement for monthly Expense Reports with necessary documentation from the MVP for Transportation office within 60 days of receipt.

B. MSB

- i. Membership Fee & Annual Dues.** Subject to a specific appropriation by the Assembly, the MSB shall make payment of the one-time Membership Fee (\$163,480 starting in Federal Fiscal Year 2024) and Annual Dues (\$14,713 starting in Federal Fiscal Year 2025) to MVP for Transportation in accordance with the "MPO Membership Fee & Dues Structure" approved by the Policy Board on September 19, 2023.
- ii. Policy Board.** Participate as a member of the Policy Board.
- iii. Technical Committee.** Participate as a member of the Technical Committee.
- iv. Geographic Information System (GIS).** Provide MVP for Transportation with GIS services on an agreed upon basis for plans and projects, including mapping support.
- v. Land Use Planning.** Provide MVP for Transportation with existing, planned, and projected land use information on an as-needed basis for plans and projects.
- vi. Transportation Planning.** Provide MVP for Transportation with transportation planning expertise on projects and plans for the Metropolitan Planning Area (MPA).
- vii. Local Planning Authority.** Provide coordination of MVP for Transportation plans with the Comprehensive Plan, ensuring that transportation and land use planning are consistent.
- viii. Staff.** Provide staff support to MVP for Transportation for daily operations of the MPO as outlined in the UPWP.
- ix. Funding.** Pursue funding opportunities to support transportation planning, projects and services.
- x. Transit. TB D**
- xi. Project Planning & Programming.** Participate in the development of the short-range TIP, MTP, PPP, and UPWP.
- xii. Coordination:** Coordinate with MVP for Transportation on an as-needed basis for shared responsibilities with the TIP, MTP, and Performance Measures target

setting and reporting.

C. City of Wasilla

- i. Membership Fee & Annual Dues.** Subject to a specific appropriation by the Council, the City of Wasilla shall make payment of the one-time Membership Fee (\$45,490 starting in Federal Fiscal Year 2024) and Annual Dues (\$4,094 starting in Federal Fiscal Year 2025) to MVP for Transportation in accordance with the “MPO Membership Fee & Dues Structure” approved by the Policy Board on September 19, 2023.
- ii. Policy Board.** Participate as a member of the Policy Board.
- iii. Technical Committee.** Participate as a member of the Technical Committee.
- iv. Funding.** Pursue funding opportunities to support transportation planning, projects and services.
- v. Local Planning Authority.** Provide coordination of MVP for Transportation plans with the Comprehensive Plan, ensuring that transportation and land use planning are consistent.
- vi. Project Planning & Programming.** Participate in the development and implementation of the TIP, MTP, PPP, and UPWP.

D. City of Palmer

- i. Membership Fee & Annual Dues.** Subject to a specific appropriation by the Council, the City of Palmer shall make payment of the one-time Membership Fee (\$29,890 starting in Federal Fiscal Year 2024) and Annual Dues (\$2,690 starting in Federal Fiscal Year 2025) to MVP for Transportation in accordance with the “MPO Membership Fee & Dues Structure” approved by the Policy Board on September 19, 2023.
- ii. Policy Board.** Participate as a member of the Policy Board.
- iii. Technical Committee.** Participate as a member of the Technical Committee.
- iv. Funding.** Pursue funding opportunities to support transportation planning, projects and services.
- v. Local Planning Authority.** Provide coordination of MVP for Transportation plans with the Comprehensive Plan, ensuring that transportation and land use planning are consistent.
- vi. Project Planning & Programming.** Participate in the development and implementation of the TIP, MTP, PPP, and UPWP.

E. Knik Tribe

- i. Membership Fee & Annual Dues. Membership Fee & Annual Dues.** Subject to a specific appropriation by the Council, the Knik Tribe shall make payment of the one-time Membership Fee (\$26,720 starting in Federal Fiscal Year 2024) and Annual Dues (\$2,405 starting in Federal Fiscal Year 2025) to MVP for Transportation in accordance with the “MPO Membership Fee & Dues Structure” approved by the Policy Board on September 19, 2023.
- ii. Policy Board.** Participate as a member of the Policy Board.
- iii. Technical Committee.** Participate as a member of the Technical Committee.

- iv. **Funding.** Pursue funding opportunities to support transportation planning, projects and services.
- v. **Project Planning & Programming.** Participate in the development and implementation of the TIP, MTP, PPP, and UPWP.

F. Chickaloon Native Village

- i. **Membership Fee & Annual Dues. Membership Fee & Annual Dues.** Subject to a specific appropriation by the Council, the Chickaloon Village Traditional Council shall make payment of the one-time Membership Fee (15,390 starting in Federal Fiscal Year 2024) and Annual Dues (\$1,385 starting in Federal Fiscal Year 2025) to MVP for Transportation in accordance with the “MPO Membership Fee & Dues Structure” approved by the Policy Board on September 19,2023.
- ii. **Policy Board.** Participate as a member of the Policy Board.
- iii. **Technical Committee.** Participate as a member of the Technical Committee.
- iv. **Funding.** Pursue funding opportunities to support transportation planning, projects and services.
- v. **Project Planning & Programming.** Participate in the development and implementation of the TIP, MTP, PPP, and UPWP.

- 6. **EFFECTIVE DATE.** This MOU shall be effective when (1) all parties have signed the MOU, and (2) the Governor has provided approval for MVP for Transportation to operate as the MPO for the Wasilla-Knik-Fairview-North Lake, AK urbanized area.
- 7. **MODIFICATION.** Any amendments to this MOU must be done through action of the Policy Board. Any party may, upon written notice, request an amendment to the MOU by giving 30 days written notice to each of the other parties.
- 8. **TERMINATION.** This MOU may be terminated at any time by an action of the Policy Board given 30 days written notice to each party prior to the action. This MOU will remain in effect until terminated as provided in this clause, or until amended or replaced by a new MOU. In the case of dissolution of MVP for Transportation, Membership Fees will be reimbursed to each party within 60 days of the MOU termination date established by the Policy Board.



Central Region Director
Alaska Department of Transportation and Public Facilities

2/23/24

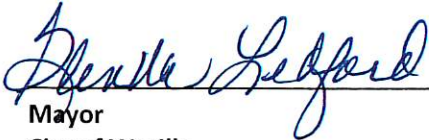
Date



Mayor
Matanuska Susitna Borough

2-7-2024

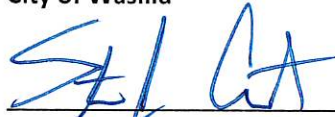
Date



Mayor
City of Wasilla

2/6/24

Date



Mayor
City of Palmer

2/16/2024

Date



Tribal Transportation Program Manager
Knik Tribe

1/30/2024

Date



Transportation Department Director
Chickaloon Native Village

1-30-2024

Date



Manager
Matanuska Susitna Borough

2/9/24

Date

Exhibit B:
Mat-Su Valley Planning for Transportation
Technical Committee
Approved Purpose and Tasks

Purpose

09.21.2022

To assist the Policy Board in fulfilling its oversight responsibilities by acting as an advisory body for transportation issues that are primarily technical in nature.

Tasks

- Interact with the Metropolitan Planning Organization's (MPO's) professional staff on technical matters related to planning, analysis tasks and projects.
- Review all draft plans and policies and provide recommendations on plans, projects, federal regulations, and policy for the Policy Board's consideration that are in the best interest of the MPO
- Meet with their leadership representatives on the Policy Board on a regular basis to inform leaders about technical issues and provide answers to any questions they may have regarding matters before the Policy Board

- Conduct public meetings in accordance with Roberts Rules of Order and the Public Participation Plan
- Review, provide written feedback, and make recommendations to the Policy Board on the development and implementation of the:
 - Public Participation Plan
 - Title VI Implementation Plan
 - Unified Planning Work Program (UPWP)
 - Metropolitan Transportation Plan (MTP)
 - Transportation Improvement Program (TIP)
 - Policy and Procedures of the MPO
 - Interagency and Intergovernmental Agreements, as applicable
 - Other plans and policies
- Other tasks, as required.

Rules of Engagement

- Proxy voting will be allowed at the Staff Level of the Technical Committee, given written notice by the voting member prior to the meeting.

**Exhibit C: MVP for
Transportation Policy
Board
Approved
Purpose and Tasks
09.21.22**

Purpose

To carry out the metropolitan transportation planning process through intergovernmental and stakeholder collaboration, rational analysis, and consensus-based decision-making for the metropolitan planning area, to allocate scarce federal and other transportation funding resources, and to serve as the responsible party for all structural, administrative, and operational decisions of the metropolitan planning organization.

Tasks

- Serve as a key decision maker for the Metropolitan Planning Organization (MPO)
- Conduct adequate yet comprehensive transportation planning in examining the region's future and investment alternatives
- Supervise the Executive Director
- Conduct public meetings in accordance with Roberts Rules of Order, the Bylaws, and the Public Participation Plan
- Attend all meetings of the Policy Board
- Communicate with MPO staff and your staff member(s) on the Technical Committee on a regular basis to obtain answers to any questions you may have regarding matters before the Policy Board
- Vet, approve and oversee the implementation of the:
 - Public Participation Plan (PPP)
 - Title VI Implementation Plan
 - Unified Planning Work Program (UPWP)
 - Metropolitan Transportation Plan (MTP)
 - Transportation Improvement Program (TIP)
 - Policy and Procedures of the MPO
 - Interagency and Intergovernmental Agreements, as applicable
 - Other plans, as desired
- Serve as the Board of Directors for the MVP for Transportation Corporation and fulfill the required fiduciary duties
- Participate in Technical Committee meetings as time allows
- Represent the MPO at local, regional and National Transportation Planning Events
- Other tasks, as required

Rule of Engagement

- No proxy voting will be allowed as it is expected that the leaders selected for the Policy Board are fully involved in the process to make the best decisions regarding the future of transportation infrastructure, policy, and organizational structure. While a Proxy member can attend in case of an absence by a Policy Board member, that individual will not have the ability to vote.

MVP for Transportation Dues Proposal A
Approved September 19, 2023

| Government | MVP for Transportation Proposal | | |
|-----------------|---------------------------------|--------------------------------|--------------------------------|
| | Population | Membership Fee (\$5/person) | Annuals Dues (\$.45/person) |
| State of Alaska | 56,194 | \$ 280,970 | \$ 25,287 |
| MatSu Borough | 32,696 | \$ 163,480 | \$ 14,713 |
| City of Wasilla | 9,098 | \$ 45,490 | \$ 4,094 |
| City of Palmer | 5,978 | \$ 29,890 | \$ 2,690 |
| Chickaloon | 3,078 | \$ 15,390 | \$ 1,385 |
| Knik Tribe | 5,344 | \$ 26,720 | \$ 2,405 |
| | 112,388 | \$ 561,940 | \$ 50,575 |

| | |
|--------|------|
| \$5.00 | 0.45 |
|--------|------|

* MPA population minus City populations

[Under 23 USC § 134 – Metropolitan Transportation Planning, Section 11201, requires:](#)

(a) Policy (3) “In designating official or representatives under paragraph (2) **for the first time**, subject to the bylaws or enabling statute of the metropolitan planning organization, the MPO shall consider the equitable and proportional representation of the population of the MPA.”

Additional Considerations:

| First Year | Estimates | Match Required If Federally funded |
|-------------------|------------|---------------------------------------|
| Obligate MTP | \$500,000+ | \$49,632 |
| Transcad Modeling | \$200,000 | \$19,853 |
| | | \$69,485 |

Will not be full staffed in FFY24

Transit Planning may not be by the MPO, which may lessen match burden

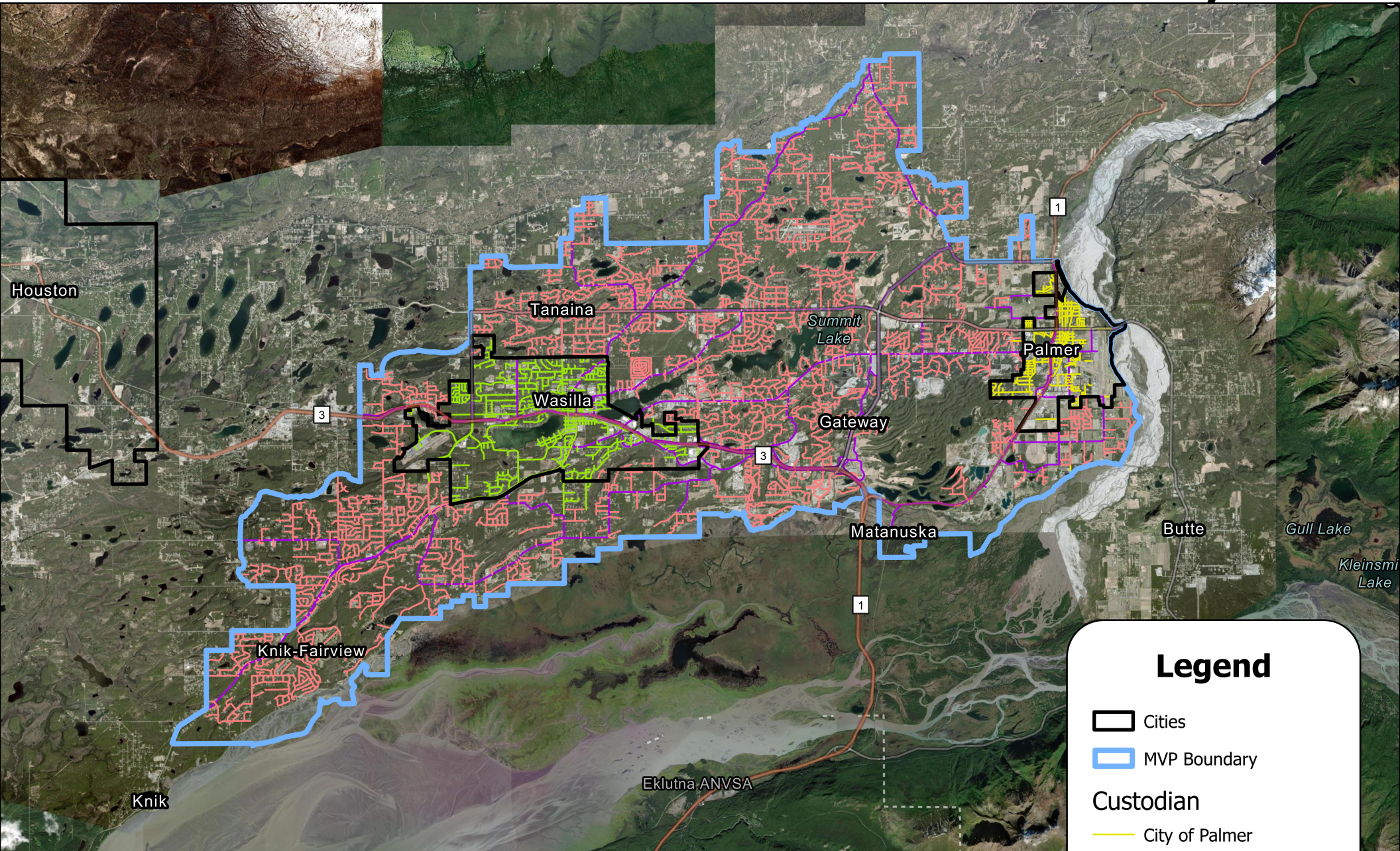
State funding: will it be available for some of the startup expenses and MTP/Modeling

MVP for Transportation Proposal

| | population | membership fee (\$5 per person) | PL Match/ Annual dues (\$.64/ perso |
|---------------------------|---------------|---------------------------------|-------------------------------------|
| State of Alaska | 56194 | \$ 280,970 | \$ 35,964 |
| Mat-Su Borough | 32696 | \$ 163,480 | \$ 20,925 |
| City of Wasilla | 9098 | \$ 45,490 | \$ 5,823 |
| City of Palmer | 5978 | \$ 29,890 | \$ 3,826 |
| Chickaloon Native Village | 3078 | \$ 15,390 | \$ 1,970 |
| Knik Tribe | 5344 | \$ 26,720 | \$ 3,420 |
| TOTAL | 112388 | \$ 561,940 | \$ 71,928 |

| Revenue | Amount | FFY2025 |
|---------------------------------------------------------|-----------------------------------|-------------------|
| PL Fund Distribution | | \$ 453,610 |
| 9.03% Match | | \$ 45,027 |
| 5303 Apportionment | | \$ 91,001 |
| 9.03% Match | | \$ 9,033 |
| Supplemental Federal Planning STBG Funds for MVP office | | \$ 181,940 |
| 9.03% Match | | \$ 18,060 |
| | Non-Federal Match Subtotal | \$ 72,120 |
| | Subtotal | \$ 798,671 |
| | Less 5.17% ICAP | \$ (25,780) |
| | Subtotal | \$ 772,891 |
| | Less DOT&PF Planning Support | \$ (66,000) |
| | TOTAL | \$ 706,891 |

Road Maintenance: MVP Boundary

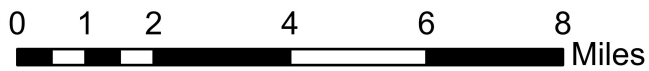


Legend

- Cities
- MVP Boundary

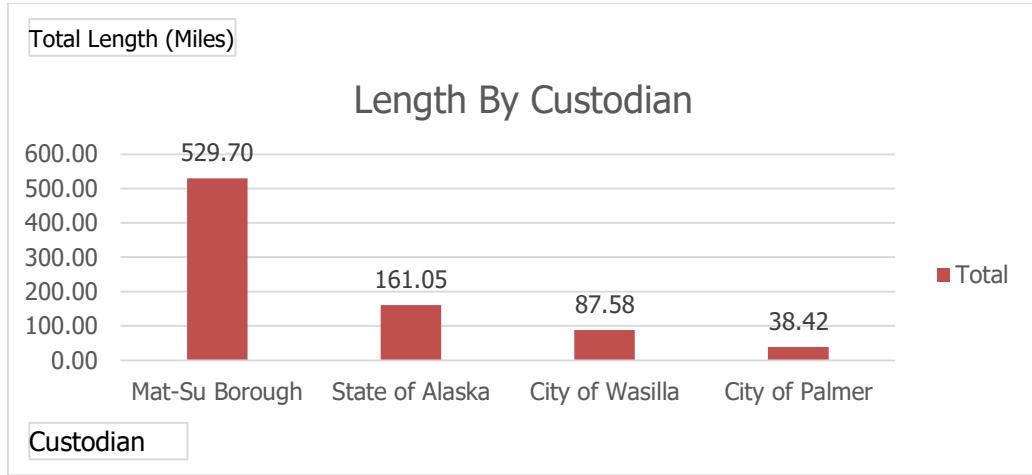
Custodian

- City of Palmer
- City of Wasilla
- Mat-Su Borough
- State of Alaska₆₈

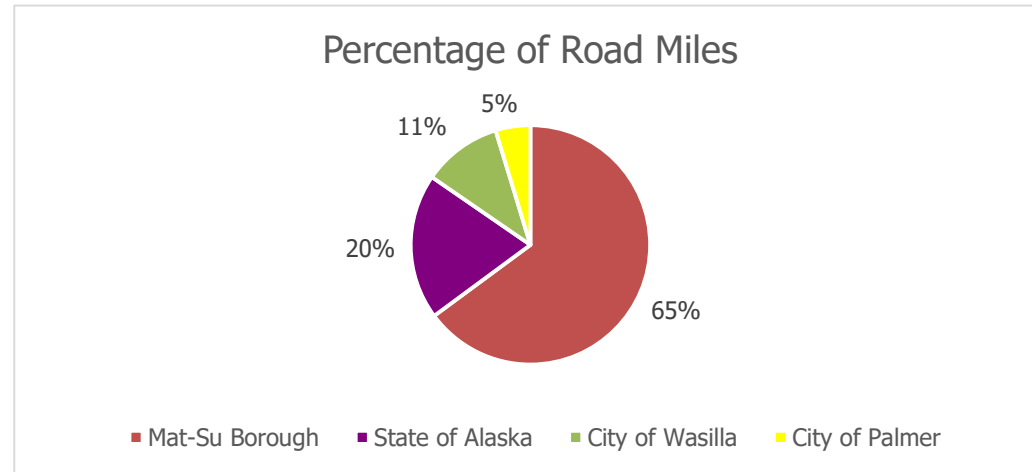


Road Miles Maintained within MVP Boundary

| Custodian | Total Length (Miles) |
|--------------------|----------------------|
| Mat-Su Borough | 529.70 |
| State of Alaska | 161.05 |
| City of Wasilla | 87.58 |
| City of Palmer | 38.42 |
| Grand Total | 816.75 |

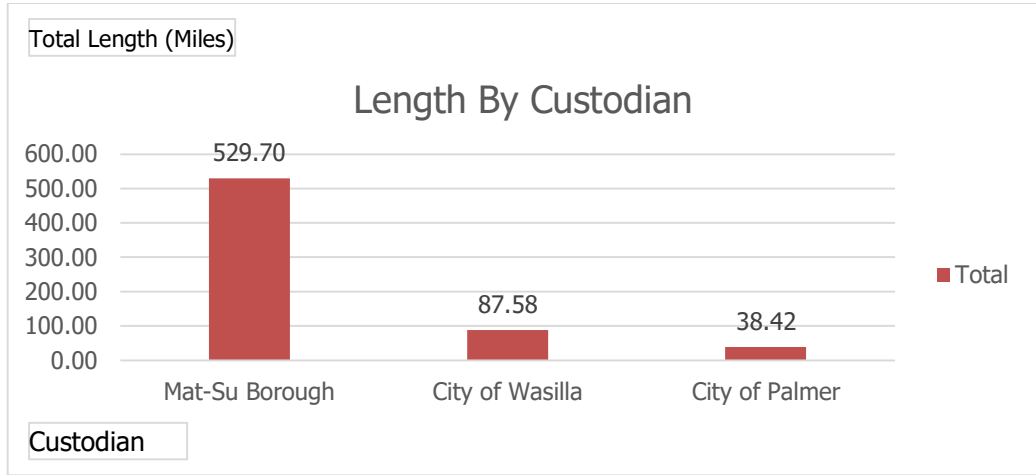


| Custodian | Percentage of Road Miles |
|-----------------|--------------------------|
| Mat-Su Borough | 65% |
| State of Alaska | 20% |
| City of Wasilla | 11% |
| City of Palmer | 5% |

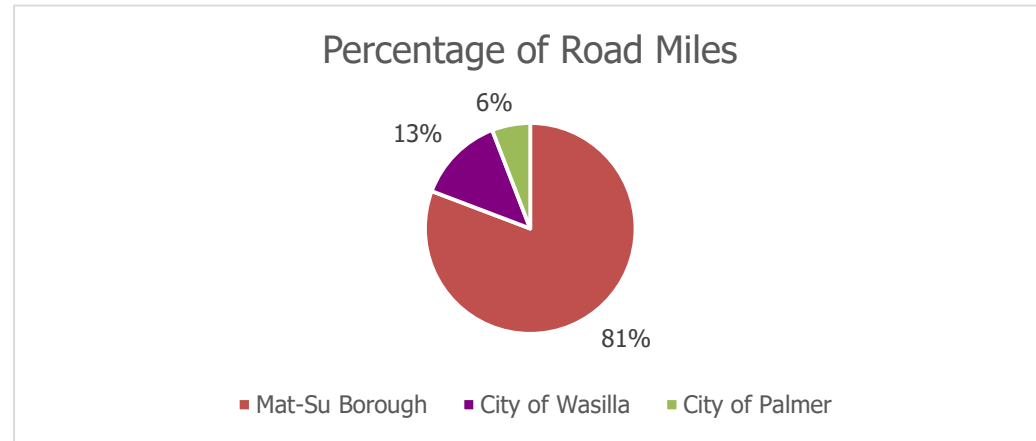


Road Miles Maintained within MVP Boundary (Less DOT&PF)

| Custodian | Total Length (Miles) |
|--------------------|----------------------|
| Mat-Su Borough | 529.70 |
| City of Wasilla | 87.58 |
| City of Palmer | 38.42 |
| Grand Total | 655.70 |



| Custodian | Percentage of Road Miles |
|-----------------|--------------------------|
| Mat-Su Borough | 81% |
| City of Wasilla | 13% |
| City of Palmer | 6% |





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MVP FOR TRANSPORTATION PERSONNEL POLICY

Policy Statement

MVP's personnel policy seeks to establish a system of personnel administration for the organization based on equitable merit principles and professional methods.

As circumstances warrant, the MVP may, in its sole discretion, deviate from the terms stated herein as it sees fit. The MVP has the express right to amend, modify, revoke, or add to the terms of this policy. The terms of this policy may only be altered through official written notice by the Policy Board. No terms of this policy may be altered via oral statements or other informal representations.

Unless expressly prohibited by statute, all employees without a written employment agreement to the contrary are employed on an "at-will" basis. *Alaska observes an **employment-at-will doctrine**, which means that, unless there is a specific contract in place, either the employer or employee can terminate their working relationship without cause or notice—provided that there are no legitimate allegations associated with discrimination, retaliation, contraventions of public policy or other unlawful justifications.*

Either MVP or the at-will employee may conclude the employment relationship with or without advance notice at any time and for any reason, and no term in this policy will alter or restrict the right of the MVP or of an at-will employee to end the employment relationship accordingly. Nothing in this policy impairs the right of the MVP to make changes in employment status, including, without limitation, wage and benefit changes.

The MVP may enter into an employment relationship that is not on an at-will basis only through a written employment agreement signed by the Executive Director or by the Chair of the Policy Board.

Equal Employment Opportunity

MVP for Transportation provides equal employment opportunities ("**EEO**") in all our employment practices to all employees and applicants for employment, without regard to race, color, religion, national origin, gender, age, sexual orientation, gender identity, disability, genetic information, marital status, military status, or any other category protected by federal, state, or local law. This includes prohibiting discrimination against those employees or individuals associated with or perceived to belong to a



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protected class, whether an employee falls into such class. MVP for Transportation strives to uphold EEO principles in all aspects of the employment relationship.

All MVP for Transportation employees must make every effort to uphold the EEO policy. This includes reporting to the Executive Director and /or Board Chair all instances of discrimination or harassment to management. MVP for Transportation Policy Board will promptly and thoroughly investigate any report and take corrective action if required.

Reporting Discrimination (Title VI Policy):

Reports of discrimination must be filed no later than 180 days (unless the time for filing is extended by the U.S. Secretary of Transportation) from:

- The date of the alleged discrimination;
- The date when the person(s) became aware of the alleged discrimination; or
- Where there has been a continuing course of discriminatory conduct, the date on which that conduct was discontinued.

The complaint should include the following information:

- The complainant's name, mailing address, and contact information (phone number, email address, etc.);
- How, when, where, and why the complainant believes they or a specific class of persons were discriminated against (please include the names and contact information of any witnesses);
- Any additional information the complainant deems significant and pertinent to the grievance(s).

Recording, Acknowledgement, and Resolution of Complaint

Upon receipt, a complaint will be date stamped by the MVP Executive Director/Title VI Coordinator. The date stamp is important for establishing the timeline for a response.

Within five (5) working days of receipt of the complaint, the MVP Executive Director/Title VI Coordinator shall acknowledge receipt to the complainant by registered mail and shall notify the MVP Policy Board Chair. The MVP Executive Director/Title VI Coordinator shall determine the need for additional information from the complainant, MVP staff, or other parties. The staff review shall be completed no later than 30 calendar days after the date the Executive Director/Title VI Coordinator received the complaint.



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If the review process determines discrimination has occurred, MVP will follow the [Federal Complaint and Investigation Process](https://www.eeoc.gov/federal-sector/formal-complaint-investigation-process#popup2) <https://www.eeoc.gov/federal-sector/formal-complaint-investigation-process#popup2>

MVP for Transportation prohibits retaliation against reporters or investigators.

Employees with protected characteristics, such as individuals with disabilities or individuals needing accommodation of their religious practices, should notify their supervisor. MVP for Transportation will take reasonable measures to accommodate such employees' needs.

Disabilities

MVP for Transportation does not discriminate against employees and applicants with disabilities and will provide reasonable accommodations to these individuals so that they may perform the essential duties of their position. An employee who is currently disabled or becomes disabled should notify their supervisor promptly. MVP for Transportation reserves the right to require that a disabled employee provides certification from their healthcare provider of their disability and need for a specific accommodation.

Categories of Employees

Under state and federal wage and hour laws, including the Fair Labor Standards Act ("FLSA"), all the employees of MVP for Transportation are either classified as exempt or nonexempt:

- **Exempt Employees** – Employees who fall within the criteria for exemption from the minimum wage and overtime provisions of the FLSA.
- **Nonexempt Employees** - Employees who are NOT exempt from the minimum wage and overtime provisions of the FLSA.

The following additional classifications apply both to exempt and nonexempt employees to determine an employee's status and eligibility for employee benefits. However, does not guarantee continued employment for any length of time:

- **Regular Full-Time Employees** - Employees who are normally scheduled to work at least 32 hours per week.



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- **Regular Part-Time Employees** - Employees who are **NOT** normally scheduled to work at least 32 hours per week or who only irregularly work such hours.
- **Temporary Employees** - Full-time or part-time employees hired for a limited duration, generally for three months or fewer. The employment of a temporary employee may be extended upon written permission; an employee's status as a temporary employee may only be changed in a written employment agreement. Temporary employees are employed on an at-will basis and are not eligible for benefits.

MVP for Transportation shall designate, as part of the application and hiring process, whether an employee is exempt or nonexempt and whether they are a regular full-time or regular part-time employee or a temporary employee.

Independent contractors and consultants are self-employed individuals working with MVP for Transportation and are not employees of the organization. These individuals control the manner in which they complete assigned tasks, whereas MVP for Transportation assigns the tasks to them and defines the specific outcomes for each task.

Hiring

MVP for Transportation is committed to creating and maintaining a diverse, inclusive, and equitable work environment. We believe that diversity enriches our organization and enhances our ability to achieve our mission.

MVP is an equal-opportunity employer. We do not discriminate on the basis of race, color, national origin, gender, sexual orientation, gender identity, age, disability, religion, or any other characteristic protected by law. All employment decisions, including recruitment, hiring, promotion, compensation, and termination, are made based on individual qualifications, merit, and organizational needs.

This policy applies to all employees and applicants for employment. It covers all aspects of employment, including but not limited to recruitment, hiring, training, advancement, and termination.

Commitments:

1. **Recruitment and Hiring:** We will actively seek a diverse pool of candidates for all job openings and use fair and consistent criteria for evaluating candidates. To ensure an impartial hiring process, the organization will review the applicant's training, education, and on-the-job



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experience relative to the minimum requirements of the position vacancy. Reasonable accommodation will be made to enable a qualified applicant with a disability to go through the interview and hiring process.

2. **Training and Development:** We will provide equal access to training and professional development opportunities for all employees.
3. **Promotion and Advancement:** We are committed to ensuring that all employees have equal opportunities for advancement based on their performance and qualifications.
4. **Work Environment:** We will foster a workplace culture that is inclusive and respectful of all individuals, free from harassment or discrimination.

Implementation:

The Executive Director or designated representative is responsible for the implementation and monitoring of this policy. All staff members are expected to adhere to this policy and contribute to an inclusive and equitable work environment.

Reporting and Addressing Concerns:

Any employee or applicant who believes they have been subjected to discrimination or harassment should report their concerns to their supervisor, the Human Resources Department, or through the organization's designated reporting mechanism. All concerns will be investigated promptly and appropriately.

Background and Reference Checks

MVP for Transportation may conduct background and reference checks on potential or current employees. The information it collects becomes part of the employee's personnel record and may include the individual's educational achievements, employment history, criminal record, motor vehicle records, and credit report. Any employment offer or offer for promotion or reassignment to another position is contingent upon verification of information the applicant or employee provides during the hiring, promotion, or reassignment process, as permitted by state and federal law.

Employee Eligibility



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In compliance with federal law, all new employees must complete the U.S. Citizenship and Immigration Services (“**USCIS**”) Form I-9 by the first day of hire to verify personal identity and employment eligibility.

Probationary Period

All appointments shall be tentative, subject to probation of six months. During the initial six-month employment period, an employee may be terminated at any time if the Executive Director is dissatisfied with the employee’s performance. Similarly, the Policy Board may terminate an Executive Director within the initial six-month employment period if it is dissatisfied with their performance.

Personnel Records

The Executive Director shall maintain personnel records to document an employee’s tenure from hire to termination. These records include their application; interview and hiring notes and documents; status changes; performance reviews; progress reports; disciplinary actions; EEO/affirmative action data; benefit plan choices and enrollments; dependent and beneficiary information; resignations and rehire determinations; and reports of legal actions, including EEO complaints. Employees shall have access to their personnel records at any reasonable time during business hours. A written report of all disciplinary actions, excluding oral reprimands, must be placed in an employee’s personnel record. No document shall be removed from an employee’s personnel without the Executive Director’s authorization and the employee’s concurrence. The MPO shall give government agents limited access to employee files as required by law.

Healthcare Information

Information related to an employee’s healthcare enrollment or plan, if any, will be managed in conformance with the Health Insurance Portability and Accountability Act (“**HIPAA**”). MVP for Transportation does not regularly maintain records of its employees’ healthcare information, and any such information voluntarily shared by an employee will be kept confidential.

Employment Status Changes/Separation

A change in an employee’s status may occur for different reasons, including termination, resignation, abandonment, or retirement. These are the four employment status changes:



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- **Termination** – Employees without a written employment agreement, to the contrary, are employed at-will. The MPO may conclude the employment relationship with or without advance notice at any time and for any reason.
- **Resignation** – Any at-will employee may choose to conclude the employment relationship with the MPO at any time and for any reason. Employees who are considering resignation are encouraged to consult their supervisor to discuss whether other options are available for accommodation. The MPO requests that resigning employees provide at least two weeks' advance written notice. The MPO will confirm all employee resignations in writing within one business day.
- **Abandonment** – Abandonment occurs where an employee fails to report to work for five workdays in a row (regardless of whether there is an intervening weekend or holiday) without prior approval. The MPO will consider this employee as having voluntarily resigned their employment as of the close of business on the fifth day.
- **Retirement** – Employees seeking to retire are requested to provide at least four weeks' advance written notice. This will allow the MPO sufficient time to finalize any payroll and benefits issues, determine and prepare for any replacement hiring needs, and wrap up all other outstanding employment matters relating to the planned retirement.

MVP for Transportation will schedule an exit interview with a departing employee to provide them with an opportunity to reflect upon their tenure with the organization. The Executive Director will document any work highlights, challenges, and low points that the employee shares. Depending on the reasons for the employee's resignation, the content may be shared with the Policy Board. Separating employees will be asked to confirm their forwarding address to ensure that they receive their final paycheck and any tax or health insurance information in a timely manner.

Return of Company Equipment and Property

An employee who is separating from MVP for Transportation must return all the organization's equipment and property in their possession on their final day of employment. This may include ID cards, keys, cell phones, laptops, computer accessories, and office supplies. MVP for Transportation may deduct from the employee's final paycheck the value of all unreturned property in accordance with state law. An employee who fails to return such property upon separation may be deemed



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ineligible for rehire or may be subject to legal proceedings.

Rehire

To be rehired, a former employee must have separated from the MPO in good standing. Employees lose good standing when the reason for separation is a policy violation. Former employees in good standing are still required to go through the regular hiring process, including the submission of an employment application. A rehired former employee will begin accruing benefits at the same rate and in the same manner as a new hire, and The MPO will calculate their tenure for all purposes starting from the date of rehire.

Protection for Whistleblowers

MVP for Transportation will not take retaliatory action against any employee because they have disclosed information to the Policy Board or to the authorities, even confidential information, that they believe reasonably demonstrates a violation of a law, rule, or regulation; gross mismanagement or waste of funds; an abuse of authority; or a substantial and specific danger to employee health or safety. *see the whistleblower policy approved by the policy board for the formal reporting process.

STANDARDS OF EMPLOYEE CONDUCT

Employee Conduct and Disciplinary Action

MVP for Transportation employees are responsible for knowing and abiding by the organization's rules and policies, which are intended to ensure high standards of ethical and personal conduct throughout its operations. Employees are expected to maintain the highest ethical standards and to perform their duties in good faith and to the best of their abilities. They are expected to use good judgment in all their actions and to consult a supervisor if there is any doubt whether their intended conduct meets MVP for Transportation's standards. Where warranted under the circumstances, MVP for Transportation will use progressive discipline to correct, improve, or prevent future recurrences of employee conduct falling below our standards. At MVP for Transportation's discretion, employee discipline may proceed as follows: verbal warning, written warning, institution of a conduct evaluation period, and termination.

A conduct evaluation period, if instituted for an employee, is a set period not to exceed 90 days during which the employee will receive counseling or training and monitoring by a supervisor or a member of



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the Policy Board for the purpose of targeting the possible causes of employee misconduct or correcting their poor performance. Depending upon the employee's conduct or performance during the conduct evaluation period, further discipline or corrective action may occur at its conclusion, including termination of the employee.

Dress Code

Employees are expected to maintain a clean, orderly, business casual appearance. Employees are requested to ask their supervisor if they are unsure what is appropriate. Employees displaying improper dress or appearance will be notified. Repeated inappropriate appearance is grounds for discipline.

Drug-Free Workplace

Under the [Drug-Free Workplace Act of 1988](#), federal workplaces and non-federal workplaces with a federal contract of \$100,000 or more or a federal grant in any amount must implement a [Drug-Free Workplace Program](#). MVP for Transportation's drug and alcohol-free policy applies to all employees and applicants for employment and is designed to identify and eliminate instances of substance abuse in the workplace.

Employees may not consume alcohol or use marijuana at any time on property managed by MVP or while engaged in its business off-site. Furthermore, employees are prohibited from consuming, possessing, selling, or purchasing illegal drugs at any time on property managed by MVP for Transportation or while engaged in its business.

Any violation of this policy may result in disciplinary action and possible termination of the employee, even for an employee's first offense.

Personal Phone Calls and Cell Phone Use

To minimize disruptions in the workplace and to keep productivity high, employees should keep personal phone calls to a minimum. Employees are requested to keep their cell phones silenced or on low volume so as not to disturb their co-workers, and when on a call, to keep their voice low and to move away from others if possible. MVP for Transportation retains the right to outright prohibit all personal calls and personal cell phone use, except during emergencies, and to regulate individual employees who abuse their privilege.



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MVP offers employees the option to receive an MVP cell phone or they may receive a \$50.00 monthly stipend to use their personal cell phone for business purposes.

Company Equipment and Property

Any equipment and property, including cell phones, that MVP for Transportation issues to employees or makes available to them will remain the sole property of the organization, may not be used for personal reasons, and must be returned promptly at the end of employment.

Employees are responsible for following all operating instructions and safety guidelines, performing regular maintenance, and taking care not to damage or destroy any MVP for Transportation equipment or property. Employees must notify their supervisor if they discover that any equipment or property in the workplace is damaged, defective, hazardous, or in need of repair or maintenance.

MVP for Transportation may discipline employees who handle its equipment or property improperly, negligently, or in an unsafe manner, and employees may be required to reimburse MVP for Transportation for any damage they cause to equipment or property. Employees must report the theft of any MVP for Transportation equipment or property immediately to a supervisor.

Confidentiality

Employees of The MPO are prohibited from disclosing confidential information belonging to the MPO to any external parties without prior authorization, or to other employees, independent contractors, or consultants who do not have a legitimate business reason to know such information. **“External parties”** are any person or entity besides The MPO’s employees, board members, contractors, and consultants. **“Confidential information”** includes information that is generally not known to the public.

Employees must maintain confidentiality in all locations, all modes of communication (including social media), and at all times, continuing indefinitely after termination of their employment relationship with the MPO. Employees are responsible for knowing what information should be treated as confidential and are advised to consult their supervisor for clarification as necessary.

Relatives and Close Personal Relationships

Employees are prohibited from supervising, reporting on, or otherwise working with their relatives or other persons with whom they have close personal relationships. **“Relatives”** include spouses, domestic



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partners, (step-) children, adopted children, (step-) parents and siblings, grandparents, uncles, aunts, cousins, nieces, nephews, in-laws, and relatives of domestic partners. **“Close personal relationships”** include relationships with persons with whom an employee shares a household. An employee must disclose to their supervisor any relatives or close personal relationships in the workplace. Where possible, MVP for Transportation will strive to neutralize the conflicts of interest posed by relatives and personal relationships. However, it reserves the right to take any action necessary to address the issue.

Conflicts of Interest

Employees are required to avoid conflicts of interest and must take measures to avoid the appearance of having a conflict of interest. In general, an employee avoids conflicts of interest by not using or appearing to use MVP for Transportation’s confidential information, property, or business opportunities for personal gain. Employees must sign the Conflict-of-Interest Certification form annually. Employees must disclose any actual or potential conflicts of interest to their supervisor.

*all board and committee members and employees will sign the conflict of interest certification annually.

Gifts and Gratuities

Employees are prohibited from accepting gifts or gratuities from the individuals and companies with which the MPO does business. This does not include gifts of insignificant value, meant to commemorate a holiday function or a specific business-related event such as a conference or presentation. Each employee is responsible for keeping themselves free from indebtedness or favors, which tend to create a conflict of interest between personal and official interests or might affect their impartiality. Employees must avoid any appearance of impropriety.

Outside Employment

Employees shall declare any outside employment to the Executive Director, and the Executive Director shall declare any outside employment to the Policy Board. That said, no employee of MVP for Transportation shall accept outside employment or engage in a financial activity that:

1. Conflicts with the MPO’s interests or in any way reflects unfavorably upon the organization;
2. Is not compatible with the employee’s work for the MPO; or



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3. Detracts from the employee's efficiency or availability during their regular work hours.

No employee shall be a contractor of the MPO or be employed by a contractor on the MPO matters.

Political Activities

Employees shall not solicit contributions or services during work hours, from other employees or visitors to the MPO, on behalf of any political party or candidate. They may not participate during work hours in any political activities not considered part of their normal job duties. Employees, however, may be members of and support a political party or candidate, vote as they choose, privately express their opinions on all political subjects and candidates, maintain neutrality, or attend political meetings.

Solicitations in the Workplace

Soliciting for causes in the workplace may be disruptive and interfere with productivity. Therefore, employees of the MPO and visitors to its work premises are prohibited from requesting donations, selling products or services, gathering signatures, posting on employee bulletin boards, sending non-work-related emails, distributing literature, and soliciting for causes on the MPO online spaces. The MPO may make exceptions to this policy for charitable activities or employee-organized events.

Searches

MVP for Transportation reserves the right to monitor, inspect, or search the MPO equipment and property.

Safety

Each employee is tasked with helping to maintain a safe work environment and to comply with all applicable state and federal health and safety laws and regulations. Employees must report all injuries, accidents, illnesses, safety hazards, and health concerns that they observe or experience to their supervisor or to a member of the Policy Board.

Code of Conduct



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The MVP for Transportation expects its board and committee members, employees, and volunteers to uphold the highest ethical standards and to comply with all established policies. Participation in the organization's programs is subject to the observance of the organization's rules and procedures. MVP bylaws also require the Board and staff to adhere to the American Planning Association Code of Ethics. The activities outlined below are strictly prohibited.

- Abusive language towards a staff member, partner, member of the public or committee /board member.
- Discourtesy or rudeness to a fellow participant, staff member or volunteer.
- Verbal, physical or visual harassment of another participant, staff member or volunteer.
- Actual or threatened violence toward any individual or group.
- Conduct endangering the life, safety, health or well-being of others.
- Failure to follow any agency policy or procedure.
- Discrimination against any individual based on race, ethnicity, gender, age, ability, or income will not be tolerated.

Any staff member, board member, committee or consultant who violates this Code is subject to discipline, up to and including termination. Such removal will be subject to review and appeal through the formal complaint and investigation procedure. The Executive Director and the Policy Board Chair will review the complaint and develop a plan to address the behavior.

Complaint Documentation:

- The complainant's name, mailing address, and contact information (phone number, email address, etc.);
- The date of the alleged behavior;
- Documentation of the alleged behavior that violates the code of conduct
- Names and contact information of any witnesses;
- Any additional information the complainant deems significant and pertinent to the grievance(s).

Workplace Bullying

The employees of MVP for Transportation are to be always treated with courtesy and respect. Bullying of one employee by another, or by a MVP for Transportation contractor, consultant, or visitor, will not be tolerated.



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Bullying may be defined as repeated abuse, whether physical, verbal, or unspoken, and whether subtle or blatant. Employees who are the victim of bullying or who witness bullying on work premises or off-site must report the incident(s) to their supervisor or to the Policy Board. MVP for Transportation will promptly investigate reports of bullying via interviews and written statements, while at the same time keeping all communications and the identities of those individuals involved as confidential as possible under the circumstances. Employees who are suspected of bullying may be placed on administrative leave during the investigation. An employee who has been found to bully other employees will be subject to discipline and may be terminated.

MVP for Transportation will not tolerate any retaliation against an employee who reports bullying to their supervisor or the Policy Board or who cooperates in the investigation of a bullying report.

Workplace Violence

MVP for Transportation does not tolerate violence or dangerous behavior of any kind in the workplace, including but not limited to physical abuse, threats, intimidation, coercion, or stalking.

Employees who are the victim of violence by another employee, or by a MVP for Transportation contractor, consultant, or visitor, on work premises or off-site, must report the incident(s) to their supervisor or to the Policy Board as soon as possible. This may prevent a situation from escalating and becoming even more dangerous. An employee should never attempt to handle a violent situation themselves.

MVP for Transportation will promptly investigate reports of violence or dangerous behavior, while at the same time keeping all communications and the identities of those individuals involved as confidential as possible under the circumstances. Employees who are suspected of violence or dangerous behavior may be placed on administrative leave during the investigation. An employee who has been found to be violent or dangerous will be subject to discipline.

MVP for Transportation will not tolerate any retaliation against an employee who reports violence or dangerous behavior to their supervisor or to the Policy Board or who cooperates in the investigation of a report of violence or dangerous behavior.

Workplace Sexual Harassment



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MVP for Transportation believes that all employees are entitled to a workplace free of harassment and expects that all employees will treat each other and our contractors, consultants, and visitors with courtesy, dignity, and respect. Sexual harassment is serious misconduct. Employee offenders may be subject to disciplinary action, including termination.

Unwelcome sexual advances; requests for sexual favors; sexual demands; or other verbal, physical, or unspoken conduct of a sexual nature among employees or between an employee and a contractor, consultant, or visitor to MVP for Transportation, whether subtle or blatant, will constitute sexual harassment when:

1. Submission to the conduct is either an explicit or implicit term or condition of employment;
2. Submission to or rejection of the conduct is used as a basis for an employment decision affecting the person rejecting or submitting to the conduct;
3. The conduct has the purpose or effect of interfering with an employee's or individual's work performance, or creating an intimidating, hostile, or offensive work environment; or
4. Third-party situations arise whereby an employee is offended by the sexual interaction, conduct, or communication among other employees or between an employee and a contractor, consultant, or visitor to MVP for Transportation.

Employees who experience or witness sexual harassment in the workplace or off-site must report it immediately to their supervisor, the Executive Director, or any member of the MVP for Transportation Policy Board. MVP for Transportation will promptly investigate reports of sexual harassment, while at the same time keeping all communications and the identities of those individuals involved as confidential as possible under the circumstances. MVP may hire a third party Human Resources Professional or Legal Counsel to investigate the allegation if deemed necessary to properly investigate the claim. Employees who are suspected of sexual harassment may be placed on administrative leave during the investigation. An employee who has been found to engage in sexual harassment will be subject to discipline.

MVP for Transportation will not tolerate any retaliation against an employee who reports sexual harassment to their supervisor or to the Policy Board or who cooperates in the investigation of a report of sexual harassment.



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PAYROLL PRACTICES

Work Hours

MVP for Transportation standard 40-hour work week with occasional evening and weekend assignments. Ordinary office hours are from 9:00 a.m. to 5:00 p.m., Monday through Friday. Employees will be encouraged to take a daily one-hour lunch or adjust their work week to work a ½ day on Fridays. Flex time and remote work is allowed with approval by the Executive Director.

Time Reporting

All employees are required to keep accurate and complete time records of their daily hours worked by tasks outlined in the UPWP. It is prohibited to falsify time records; doing so may result in discipline or termination.

Attendance

Employees shall not be absent from their scheduled workday without the prior approval of their supervisor. Employees who fail to report for work at the designated time shall make every reasonable effort to notify their supervisor as to the circumstances requiring such absence.

Any unauthorized absence of an employee from duty shall be deemed leave without pay, notwithstanding that the employee may have accrued leave available at the time.

Overtime

Employees classified as nonexempt will be paid overtime according to the Fair Labor Standards Act (FLSA) and state law for hours worked over 40 hours per week. The FLSA states unless exempt, employees covered by the Act must receive overtime pay for hours worked over 40 in a workweek at a rate not less than time and one-half their regular rates of pay.

The Executive Director must approve all overtime in advance and may adjust an employee's work schedule during the workweek to avoid overtime. The workweek is calculated beginning at 12:00 a.m. on Sunday morning and ending at 11:59 p.m. on Saturday night. Only actual hours worked will be counted for overtime pay. Time off for holidays, personal leave, family and medical leave,



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administrative leave, and leave without pay will not be used to calculate overtime. Exempt employees are not eligible for overtime.

Payment of Wages

Employees are paid semimonthly. Paydays fall on the 15th and last day of the month. Employees will be paid on the last business day prior to any payday which happens to fall on a weekend or holiday.

Employees must submit a new Form W-4 if their marital status, address or number of exemptions change.

Deductions

MVP for Transportation will make deductions from an employee's pay according to state and federal law. These may include federal income tax withholding, Social Security, Medicare, garnishments pursuant to valid court orders, other deductions pursuant to law, or voluntary deductions.

Travel

MVP for Transportation reimburses employee expenses incurred while traveling on MVP business as set forth in the organization's Travel and Reimbursement policy. Per diem shall be paid at the current Federal Per Diem Rate for travel outside the boundaries of the Matanuska Susitna Borough. Or Employees can submit receipts for reimbursement.

Mileage Reimbursement

Employees shall be paid business mileage at a rate equivalent to the current Internal Revenue Service mileage allowance. Business mileage is an employee's travel beyond their normal commuting mileage (from home to the office and home again) on a typical workday. The mileage shall be documented on the MVP for Transportation business mileage reimbursement form and will be reimbursed through payroll on the employee's next paycheck.

Employees using a personal vehicle must have a valid driver's license, current proof of an auto policy meeting State-mandated insurance requirements, and an acceptable motor vehicle record. MVP for Transportation will secure a \$1 million Uninsured Motorist policy for all employees using personal



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vehicles for business purposes. The employee's personal insurance policy is primary for coverage, and MVP for Transportation's policy is for excess only.

Relocation Allowance

MVP for Transportation may reimburse employees who have been recruited from outside the Matanuska Susitna Borough for their documented relocation expenses (travel + shipment of household goods). This one-time relocation allowance will be limited to the equivalent of one month's salary.

Before recruiting an individual outside the Matanuska Susitna Borough, MVP for Transportation will consider current and future staffing needs and urgency in filling the position, the pay ranges involved, and other peripheral management considerations.

An employee who has received a relocation allowance and who terminates their employment with MVP for Transportation before 12 months are up shall be required to repay the organization on a prorated basis for each month of the 12 months remaining after their date of hire. This repayment amount shall be deducted from the employee's final paycheck. Alaska Statute 23.10.380 may apply.

Separation

When an employee separates from MVP for Transportation, their wages accrue only up to their effective date of separation, except where expressly stated to the contrary in a written employment agreement or in state law. Assuming that the employee has returned all equipment or property which has been issued to them, their final paycheck will be made available within three business days of the separation or mailed per employee request by certified mail to their confirmed forwarding address. Accrued but unused leave will be paid out consistent with the MVP for Transportation's personal leave policy.

Pay

MVP salaries will be based on average, with salaries comparable to those paid by other MPO's in the US and with those that are competitive with the national market for professional and administrative staff. Support staff will be paid comparable to those paid by other nonprofits.

Employee compensation at the start of the employment or internal promotion is determined based on the applicant's prior work experience, credentials, and education, the local job market, the organization's budget, and peripheral management considerations. The Executive Director shall



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recommend employee compensation for approval by the Policy Board, and the Policy Board shall determine compensation for the Executive Director position.

Cost of Living Adjustment

At the beginning of MVP for Transportation's fiscal year (October 1), all regular full-time and part-time employees shall receive a Cost-of-Living Adjustment (COLA) added to their gross wages based on the U.S. Department of Labor Consumer Price Index for All Urban Consumers (CPI-U) for Anchorage. The COLA shall reflect the average of the CPI-U for the second half of the previous calendar year and the first half of the current calendar year. If the CPI-U average is negative, employees' wages will not change. Temporary employees are not eligible for COLA.

Performance Review

The Executive Director of the MVP for Transportation shall implement a formal system by which each employee's job performance is evaluated in accordance with the following schedule:

1. Probationary employees will be evaluated after completing six months of service.
2. After completing the probation period, all employees will be evaluated annually, as calculated from the last date of evaluation.
3. Employees will be evaluated at the time of separation, and their rehire status will be documented.

Each employee will offer a brief narrative self-evaluation based on their work objectives and deliverables and an assessment of three areas for growth and three areas of strength. The self-evaluation will be submitted to the supervisor. The supervisor will offer an additional evaluation of performance, growth opportunities, and strengths using the Glows and Grows format. The evaluation and any written responses by the employee will be placed in the employee's personnel record. Using the same feedback model, the Executive Director will be evaluated by the Policy Board during Executive Session. The Executive Director will deliver the self-evaluation to the Policy Board Chair, documenting a reflection of performance on organizational management, personnel management, project management, and financial management, including three aspects of the performance they are working to strengthen and three aspects they feel are the strongest. The Policy Board will be invited to offer additional strengths and areas for growth.



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Merit Increases

The Policy Board will meet near the end of the MPO's fiscal year to review its actual-to-proposed budget and to determine compensation for employees, also considering such factors as longevity, loyalty, and exceptional performance. The Policy Board may grant a merit increase to an employee of no more than 3% of their gross wages after the COLA has been applied.

Severance Pay

When substantial changes to the organization, a shortage of funds, or a lack of work necessitates a reduction in the workforce, as the budget allows MVP will offer severance pay for any terminated employee equivalent to one month of wages for each year of service, not to exceed four months' wages.

EMPLOYEE BENEFITS

General Information

In addition to those benefits required by state and federal law, permanent full-time employees of the MPO will be entitled to the benefits of health insurance, COBRA, Worker's Compensation, Social Security, a Retirement Savings Plan, and Unemployment Insurance. They may also be offered additional benefits as they arise.

Employees are advised to consult official documentation respecting specific benefits or to contact their supervisor with any questions or concerns. The organization reserves the right to alter, supplement, amend, or end these employee benefits at any time.

Health Insurance

MVP for Transportation will provide 95% of health insurance premiums for full-time permanent employees who participate in a family health insurance plan, including vision and dental coverage. Employees should refer to official plan documentation for benefit details or contact their supervisor for more information

COBRA



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Employees who are enrolled in MVP for Transportation's family health insurance plan may qualify under the Consolidated Omnibus Budget Reconciliation Act (COBRA) when they separate from the organization. MVP for Transportation will provide employees, within thirty days of their departure, written notification of their eligibility to continue coverage.

Worker's Compensation

MVP for Transportation carries workers' compensation insurance for all employees. Workers' compensation generally covers medical, surgical, and hospital expenses for a work-related injury or illness in addition to lost wages and disability. An employee who experiences a work-related injury or illness, no matter how small, must seek medical evaluation at once. They also must notify their supervisor, who will assist them in completing an incident report.

Social Security

MVP for Transportation contributes to Social Security on behalf of all its employees. Social security is designed to benefit employees or their spouses or dependents upon the employee's retirement, disability, unemployment, or death.

Retirement Savings Plan

MVP for Transportation provides a 401(k) Retirement Savings Plan for employees with two parts.

First, beginning at the start of their employment with the organization, an employee may contribute a portion of their salary to their 401(k) account up to the maximum amount contributable. They are entitled to the entirety of their contribution upon separation.

Second, beginning at the start of their employment, MVP for Transportation shall contribute an equivalent of 3% of an employee's gross wages to their 401(k) account. The Policy Board shall review the amount of the employer contribution annually.

Unemployment Insurance



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MVP for Transportation pays taxes toward unemployment insurance for all employees in accordance with federal and state law. Unemployment insurance provides eligible workers with supplemental income to bridge the time that they are unemployed.

Training and Conferences

The MPO encourages employees to avail themselves of professional training and conferences to help them serve the organization and the public more effectively. Professional training may include a semester-long course at the University of Alaska or online. Training and conferences are taken on work time, as is the travel to and from the training or conference venue.

To be approved for attendance, the employee must first submit a travel request to the Executive Director, prior to enrollment, that identifies the sponsor and describes the content of the training or conference, explains the benefit to the MPO and provides a detailed breakdown of all costs associated with traveling to and attending the training or conference.

The MPO may propose to reimburse less than 100% of the costs associated with attending the training or conference, depending on the nature of the opportunity and the organization's finances at the time. Extension of a business trip for personal leave is allowed. The employee will be expected to cover any additional travel costs, lodging fees etc. for personal travel.

The Policy Board shall consider the Executive Director's requests to attend training courses and conferences.

TIME OFF AND LEAVES OF ABSENCE

Requesting Leave

The MPO relies upon a dependable and consistent workforce to operate smoothly. However, it is understood that circumstances sometimes require employees to take time off work. Employees may be entitled to various types of leave, either as mandated by law or as offered by MVP. Unless a specific type of leave in this policy provides for a specific notice period or a specific notice period is required by law, employees must provide as much notice as possible before taking leave.

Employees must submit all requests for leave and receive authorization before taking time off work. Unless the leave is required by law, the employee's supervisor retains discretion regarding approving



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the requested leave. Any unauthorized absence of an employee from duty shall be deemed leave without pay, notwithstanding that they may have accrued leave available at the time.

Unless otherwise noted or required by law, employees who receive paid time off will be compensated at their normal base pay rate for absent hours. Employees are advised to consult their supervisor if unsure which types of leave might be available to them.

Personal Leave

Regular full-time employees shall accrue personal leave as follows:

1. Date of hire to 2 years of service – 160 hours / 4 weeks per calendar year.
2. Two to 5 years of service – 200 hours / 5 weeks per calendar year.
3. More than 5 years of service – 240 hours / 6 weeks per calendar year.

Part-time employees shall accrue leave on the same schedule as full-time employees, however, proportionate to the number of hours they are regularly scheduled to work. (*i.e.*, if a part-time employee works 20 hours per week, the number of hours of leave will be granted at half the amount listed in the schedule above).

Leave accrues from year to year with a maximum accrual of 240 hours. When an employee's leave accrual reaches the maximum limit, they must elect either to receive monetary compensation ("**leave cash out**") or to take leave to reduce their accrued leave below the maximum limit.

Upon request, a supervisor may authorize monetary compensation for accrued leave at the employee's current pay rate, up to 80 hours per year. The Policy Board will consider the Executive Director's request to cash out their accrued leave. Employees are advised to build up and to maintain 40 hours of accrued personal leave to cover unexpected needs.

All an employee's accrued leave shall be compensated at their current rate of pay at the time of their separation and paid in full.



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Donating Leave

An employee may voluntarily donate their accrued leave to another employee, provided the donating employee will have 40 hours of accrued leave remaining after the donation. In computing the leave now available to the second employee, the donated leave will be valued at the normal base pay rate of the donating employee and converted into accrued leave at the normal base pay rate of the employee receiving the donation.

Leave without Pay

Employees may be granted leave without pay for periods not to exceed four weeks per year, provided that such leave may be scheduled without adversely affecting the operations of MVP for Transportation. All requests for leave must be submitted in writing and approved by the Executive Director.

Employees on leave without pay are not eligible for holiday pay and do not accrue personal leave. MVP for Transportation will pay their health care premiums as long as employees cover their portion of the health insurance premium through remote work hours or use of PTO.

The Policy Board will consider the Executive Director's requests for leave without pay.

Holidays

Regular employees of MVP for Transportation are entitled to the holidays listed below as paid time off. Part-time employees have paid holidays on the same schedule as full-time employees proportionate to the hours they are regularly scheduled to work. (*i.e.*, if a part-time employee works 20 hours per week, their holiday day pay will be equivalent to 4 hours at their normal base pay rate.) An employee who is required to work on a holiday will be paid two times their normal base pay rate. (*i.e.*, double time, which equates to the normal base pay rate for the holiday plus the normal base pay rate for working).

The Holiday schedule

1. New Year's Day (January 1st)
2. Martin Luther King, Jr. Day (third Monday in January)
3. Elizabeth Peratrovich / Presidents Day (third Monday in February)
4. Memorial Day (last Monday in May)
5. Juneteenth (June 19th -end of slavery)



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6. Independence Day (July 4th)
7. Labor Day (first Monday in September)
8. Indigenous Peoples Day (second Monday in October)
9. Veterans Day (November 11th)
10. Thanksgiving Break (fourth Thursday and Friday in November)
11. Winter Holiday Break (December 25th through January 1st) MVP office is closed

If any of these listed holidays falls on Sunday, the following Monday will be given as a holiday for pay purposes. If any holiday falls on a Saturday, the preceding Friday shall be given as a holiday for pay purposes. When a holiday falls on an employee's regular day off, the next working day is considered a holiday for pay purposes.

Family and Medical Leave

Due to its size, MVP for Transportation is not required to comply with the Family and Medical Leave Act (FMLA), a federal statute that mandates family and medical leave under certain circumstances.

However, MVP for Transportation will consider granting employee requests for paid leave or a combination of paid and unpaid leave for up to 90 days to manage the birth and care of a newborn to adopt or foster a child, to care for the employee's spouse, child, or parent who has a serious health condition; to seek care for the employee's serious health condition; or to manage a difficulty arising from the fact that the employee's spouse, son, daughter, or parent is a service member on active duty.

When possible, such requests must be made at least 30 days prior to the anticipated leave and provide an estimate of the duration of the leave. Requests will be granted on a case-by-case basis in consideration of the needs of both MVP for Transportation and the employee. Employees must plan to exhaust their paid leave prior to taking unpaid leave.

MVP for Transportation will also provide employees with information regarding any relevant state family and medical leave law, as may be required by law.

Administrative Leave

Administrative leave may be granted by the Executive Director or the Policy Board for the following reasons:



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1. Court Leave. Employees who are summoned for jury duty or are subpoenaed as a witness in a civil or criminal matter shall be granted administrative leave and will not suffer a loss of pay for their participation. However, such employees will remit to MVP for Transportation any compensation they receive from the court system.
2. Voting Leave. MVP for Transportation encourages employees to fulfill their civic duty to vote in elections. MVP will provide paid administrative leave to vote, if requested.
3. Military Leave. Employees who are absent from employment due to uniformed military service shall be entitled to reemployment rights and benefits and health insurance protection employment in accordance with the Uniformed Services Employment and Reemployment Rights Act (USERRA) and, when the employee is a member of the Alaska National Guard or the Alaska Naval Militia, in accordance with state law.
4. Bereavement Leave. Employees shall be allowed time off work without loss of pay, not to exceed 5 days, in the event of a death in the employee's immediate family (spouse or domestic partner, children (biological, adopted, and stepchildren), parents and parents-in-law, grandparents, and siblings) for attending the funeral or making necessary arrangements. Employees requesting bereavement leave for unique family situations not listed above may be granted by the Executive Director on a case-by-case basis.
5. Workers' Compensation. Employees who are unable to work due to a work-related injury or illness may be eligible for workers' compensation leave and benefits in accordance with state law.
6. Disciplinary Leave. An employee who is suspended from work during an investigation of their alleged violation of the personnel policy may be required to take personal leave or leave without pay for the duration of the investigation. The Policy Board shall consider the Executive Director's requests for administrative leave.



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DRAFT



MatSu Valley Planning (MVP) for Transportation
FFY2025 Draft Annual Office Budget and FFY26 and FFY27 Projections

| MVP for Transportation Draft Budget | FFY2025 | FFY2026 | FFY2027 | FFY25 is our best guess on expenditures based on a review of FAST Planning's annual budget. FFY26 It is a little over 4% increase as is FFY27 |
|-----------------------------------------------------------|----------------|----------------|----------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Personnel * | 283,920 | 289,598 | 301,182 | 3 FTE We will have a lag in hiring in FFY25, so the expenditures and revenue projections are close. Depending on who applies for the positions, there is more room in FFY26 and 27 to offer a pay rate depending on experience. |
| Fringe Benefits: Payroll taxes, health insurance and 401k | 105,419 | 106,063 | 107,378 | |
| Occupancy/Rent | 61,000 | 65,000 | 67,600 | |
| Professional Fees, including CPA/Accounting and Legal | 55,000 | 57,000 | 59,280 | |
| Annual CPA Audit | 15,000 | 20,000 | 20,000 | |
| Information Technology including support and workstations | 30,000 | 20,000 | 20,000 | |
| Printing, Postage and Publication | 5,000 | 5,000 | 5,200 | |
| Meetings | 8,000 | 10,000 | 12,000 | |
| Training and Travel | 25,000 | 25,000 | 26,000 | |
| Insurance | 9,600 | 10,000 | 10,400 | |
| Membership fees AMPO/APA/ Foraker | 5,000 | 5,000 | 5,200 | |
| Advertising | 26,000 | 26,000 | 27,040 | |
| Office Supplies | 10,000 | 10,000 | 10,400 | |
| Other: including equipment and furniture | 50,000 | 20,000 | 20,800 | |
| TOTAL | 688,939 | 668,662 | 692,481 | |



| Revenue | | | FFY2025 | FFY2026 | FFY2027 |
|---------------------------------------------------------|--|------------------------------|----------------|----------------|----------------|
| Metro PL Fund Distribution | | | 453,610 | 460,004 | 468,000 |
| 9.03% Match | | | 45,027 | 45,662 | 46,455 |
| FTA 5303 Apportionment | | | 91,001 | 92,715 | 94,000 |
| 9.03% Match | | | 9,033 | 9,203 | 9,331 |
| Supplemental Federal Planning STBG Funds for MVP office | | | 181,940 | 181,940 | 200,000 |
| 9.03% Match | | | 18,060 | 18,060 | 19,853 |
| | | Subtotal | 798,671 | 807,584 | 837,639 |
| | | Less 5.17% ICAP | (41,291) | (41,752) | (43,306) |
| | | Subtotal | 757,380 | 765,832 | 794,333 |
| | | Less DOT&PF Planning Support | (66,000) | (66,000) | (66,000) |
| | | TOTAL | 691,380 | 699,832 | 728,333 |



Record Retention, Public Records Requests, and Website Policy

Record Retention

The MVP for Transportation will retain all federal aid project files for three years after the Annual audit per 49 CFR 18.42b. These files constitute the complete record documenting all expenditures and financial activity of federal projects, including contract and billing records, expenditure reports, claims for reimbursement, final vouchers, etc.

Public Record Requests

A request for Public Records, including financial information as required by federal law and meeting minutes and recordings from MVP for Transportation, must be made in writing to the Executive Director. The request should be as specific as possible to satisfy the request. The records shall be provided no later than the 10th working day after a request has been made. MVP may not always be able to accommodate requested formats. A request for records other than the IRS form 990 for financials, meeting minutes, recordings and for materials not published on the website will be considered on a case-by-case basis. Exemptions from public records requests are established by state and federal law. There are no fees for doing a record search.

Public Record Requests

1. Duty to Disclose:

MVP for Transportation ("MVP") shall comply with all applicable federal and state laws regarding the public disclosure of its organizational documents, financial information, and tax-exempt status. This includes, but is not limited to, the following:

- **Form 1023:** MVP's application for recognition of tax-exempt status under Section 501(c)(3) of the Internal Revenue Code, including any attachments, amendments, and correspondence with the Internal Revenue Service ("IRS").
- **IRS Determination Letter:** The letter issued by the IRS confirming MVP's tax-exempt status.
- **Form 990:** MVP's annual information return, including Form 990, Form 990-EZ, or Form 990-N, as applicable, along with any required schedules and attachments.
- **Articles of Incorporation of MVP:** MVP's Articles of Incorporation, as filed with the State of Alaska, including any amendments.
- **Bylaws:** MVP's bylaws, as adopted and amended from time to time.
- **State Registration:** Any registration documents filed with the State of Alaska in compliance with the Charitable Solicitation Act, including but not limited to, the annual charitable organization registration.

MVP will upload all meeting minutes, agendas, plans, and public comment documents on MVP's website as outlined in the Public Participation Plan.



2. Public Access:

MVP shall make the documents listed above available for public inspection at its principal office during regular business hours. Copies of these documents shall be provided to any member of the public upon request, either in person, by mail, or electronically, no later than thirty (30) days following receipt of such request.

3. Fees for Copies:

MVP may charge a reasonable fee for the cost of photocopying and postage when providing copies of the requested documents.

4. Confidentiality of Certain Information:

MVP shall protect the confidentiality of sensitive information as required by law. This includes, but is not limited to, donor identities and personal addresses of board members, which shall not be disclosed as part of public inspection documents.

5. Electronic Disclosure:

To further enhance transparency, MVP may make the required documents available on its official website or through recognized third-party services, in compliance with applicable public disclosure laws.

6. Compliance Officer:

MVP's Compliance Officer, or such other officer as may be designated by the Policy Board, shall be responsible for ensuring that MVP adheres to the public disclosure requirements set forth in this provision.

Website

To aid in public participation and in accordance with our latest Public Participation Plan, MVP will host and support a website and various social media outlets.

Website

The website will host the following and make them accessible to the greatest extent possible:

- A. All meetings, agendas and packets will be posted in a timely manner on MVP's website.
- B. An archive of all meeting packets regardless of committee.
- C. All operating agreements, bylaws, intergovernmental agreements, and MPA boundary map.
- D. Current copies of the required Metropolitan Planning documents will be available, including:
 - a. Unified Planning Work Program
 - b. Transportation Improvement Program
 - c. Public Participation Plan
 - d. Title VI Plan
 - e. Metropolitan Transportation Plan
 - f. Annual Listing of Obligated Projects



-
- g. All planning and policy efforts
 - E. Current project development links and planning efforts or hyperlinks.
 - F. All current Technical Committee and Policy Board members lists, staff contacts, and easy to access contact methods

DRAFT



MatSu Valley Planning *for Transportation* Metropolitan Planning Organization

September 6, 2024

The Honorable Pete Buttigieg Secretary
Department of Transportation
1200 New Jersey Ave SE
Washington, DC 20590

RE: Knik Tribe Talkeetna Spur Road Wild Salmon Habitat Restoration – Culvert AOP Grant Application

Dear Secretary, Buttigieg:

On behalf of the MatSu Valley Planning for Transportation (MVP) Policy Board, I am writing to express our strong support for the Knik Tribe's Talkeetna Spur Road Wild Salmon Habitat Restoration Project for the Fiscal Year 2023 National Culvert Removal and Replacement and Restoration Grant Program.

The project proposes to replace up to eight culverts on five streams crossing the Talkeetna Spur Road. The culvert replacement will benefit migration, spawning, and rearing habitats for all five species of Pacific Salmon, including Chinook salmon— a candidate species under the Endangered Species Act and a species of concern for the Alaska Department of Fish and Game. Additionally, by replacing culverts with fish-friendly culverts, the project will reduce erosion and create climate-resilient transportation infrastructure, preventing blowouts and flooding during extreme flood events, and require less maintenance and replacement over time.

This historic partnership between the Knik Tribe, the Alaska Department of Fish and Game, and the Alaska Department of Transportation and Public Facilities (DOT&PF) will not only strengthen Tribal capacity in project management and delivery but also significantly benefit the community. This project aligns with the Knik Tribe's objectives of promoting self-determination, cultural preservation, and improved living conditions for the community by supporting economic development for Tribal citizens. If awarded, this project will support expanded workforce development opportunities through training in heavy equipment operations, hydrology, wildlife biology, road construction, and engineering, as well as expanding the Tribe's native plant nursery capacity for revegetation activities.

We commend Knik Tribe for making this project a priority. Please consider MVP's strong support in your decision to fund the National Culvert Removal, Replacement, and Restoration Grant. If you have any questions or need other information, please contact me at kim.sollien@fastplaning.us or 907-982-9080.

Sincerely,

Kim Sollien

Visit 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



MatSu Valley Planning *for Transportation* Metropolitan Planning Organization

MVP Coordinator

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U.S. Department
of Transportation
**Federal Highway
Administration**

Alaska Division

September 11, 2024

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Adam Moser
Program Management Chief
Alaska Department of Transportation and Public Facilities
3132 Channel Drive
Juneau, AK 99801

Dear Mr. Moser:

We have reviewed the MatSu Valley Planning for Transportation (MVP) Unified Planning Work Program (UPWP) for FFY 2025-2026. The Federal Transit Administration was consulted and concurs with this approval.

The program meets the requirements of 23 CFR part 450 and is therefore approved. The performance period is from October 1, 2024, to September 30, 2026. This approval is issued on behalf of the Federal Highway Administration and the Federal Transit Administration, and the approval is subject to the availability of funds. We look forward to working with your office and MVP on the completion of these activities.

Please contact me at (907) 586-7440 or marie.heidemann@dot.gov if you have any questions or would like to discuss.

Sincerely,

Marie Heidemann
Planning and Program Development Team Leader

Cc:

Kim Sollien, Coordinator, MVP for Transportation
Dom Pannone, Director, Program Management and Administration, DOT&PF
Ben White, Planning Chief, Project Delivery, DOT&PF
Adam Bradway, Transportation Planner, DOT&PF
Ned Conroy, Community Planner, FTA