

# 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



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Phone Conference ID: 959 952 654#

## **Agenda**

**Tuesday, August 20<sup>th</sup>, 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

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## C. Approval of the August 20<sup>th</sup>, 2024, Agenda – (Action Item)

*Motion to approve the August 20<sup>th</sup>, 2024 Agenda (Carrington), seconded. Motion passes.*

## D. Approval of the July 16<sup>th</sup>, 2024, Minutes – (Action Item)

*Motion to approve the July 16<sup>th</sup>, 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.

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**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.

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**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)

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*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.

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**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 17<sup>th</sup>**, to be held via Microsoft TEAMS Meeting