

# MVP for Transportation Pre-MPO Steering Committee Meeting

## **MEMBERS**

Ben White, ADOT&PF  
Brad Hanson, City of Palmer  
Erich Schaal, City of Wasilla  
Brian Winnestaffer, Chickaloon Native Village  
Jim Beck, Health and Human Services  
Bob Charles, Knik Tribe  
Tom Adams, MSB  
Kim Sollien, MSB  
Brad Sworts, MSB  
Jillian Morrissey, MSB TAB  
Joshua Shaver, AK Pioneer Homes  
Brian Lindamood, ARRC  
Jennifer Busch, Valley Transit



## **NON-VOTING MEMBERS**

Adeyemi Alimi, ADEC  
Jackson Fox, FAST Planning  
Aaron Jongenelen, AMATS  
Josh Cross, TAB  
*Vacant, City of Houston*  
*Vacant, LRSAAB*  
Adam Bradway, ADOT&PF

## **Microsoft Teams meeting**

Join on your computer or mobile app:  
[Click here to join the meeting](#)  
Meeting ID: 279 380 386 766  
Passcode: uT7R87  
[Download Teams](#) | [Join on the web](#)  
Or call in (audio only):  
+1 605-937-6140  
Conference ID: 907 007 229#

## **Minutes**

Tuesday, August 8th, 2023  
2:00 - 3:30pm

### **1. Call to Order**

*Meeting called to order with quorum at 2:00pm.*

### **2. Introduction of Pre-MPO Steering Committee Members and other Attendees**

#### **Members in attendance:**

Kim Sollien, MSB  
Josh Shaver, AK Pioneer Homes  
Brad Hanson, City of Palmer  
Ben White, DOT&PF  
Bob Charles, Knik Tribe  
Tom Adams, MSB  
Kaylan Wade, Chickaloon Native Village (for Brian Winnestaffer)  
Jim Beck, Health and Human Services

#### **Members absent:**

Erich Schaal, City of Wasilla  
Brad Sworts, MSB  
Jillian Morrissey, MSB TAB  
Brian Lindamood, ARRC  
Jennifer Busch, Valley Transit

#### **Visitors present:**

Natalie Lyon, RESPEC  
Donna Gardino, Gardino Consulting Services  
Elise Blocker, RESPEC  
Jackson Fox, FAST Planning  
Gerrit Verbeek, MSB  
Clint Adler, DOT&PF  
Aaron Jongenelen, AMATS  
Luke Bowland, DOT&PF  
John Moosey, City of Palmer

# MVP for Transportation Pre-MPO Steering Committee Meeting

John Linnell, DOT&PF  
Adam Bradway, DOT&PF

### 3. **Approval of the August 8<sup>th</sup>, 2023 Agenda – (Action Item)**

*Motion to approve August 8<sup>th</sup>, 2023 Agenda (Hanson), seconded. No edits. Passed unanimously.*

### 4. **Approval of the July 11<sup>th</sup>, 2023 Minutes – (Action Item)**

*Motion to approve the July 11<sup>th</sup>, 2023 minutes (Hanson), seconded. No edits. Passed unanimously.*

### 5. **Committee/Working Group Reports (Including the Staff Report)**

#### a. **Staff Report**

The statewide MPO meeting occurred last month to discuss funding. The state developed a new formula for funding distribution to the MPOs. A formal agreement is currently in draft form.

Adam Bradway: PL Funding Distribution is located in the packet. Provided a summary explanation of how planning funds will be distributed. The capital funding distribution has not been finalized. The planning funds distribution has been finalized with MVP MPO receiving \$501,939 for FFY2024.

Donna Gardino: A letter has been submitted to the state indicating what MVP's funding priorities are, including for planning documents such as the MTP and related Travel Demand Model.

Kim Sollien: The state may have some money set aside. The letter that was submitted requested access to those funds to help with some of the larger planning documents. We aren't formed yet but we have a placeholder for those funds once MVP is ready to receive funding. The \$1 million that was identified is planned to support match and start-up costs.

The Mat-Su Borough Assembly has approved their resolution of support regarding MVP for Transportation and the non-profit structure. However, the resolution passed with changes to the Policy Board makeup that included the borough having four seats on the Policy Board with everyone else having one seat. The borough also excluded Assembly members from participating on the Policy Board. The City of Palmer voted on participation in MVP MPO and requested changes to the Policy Board makeup as well, but it is under reconsideration.

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

N/A

### 7. **Old Business**

#### a. **Policy Board Makeup (Action Item)**

##### 1. **Mission and Tasks**

##### 2. **September 21<sup>st</sup>, 2022 Policy Board Meeting action items and memo**

On Page 7 in the packet, Donna Gardino provided a summary of decisions that were made in September 2022 regarding Policy Board make-up as well as the approved Policy Board Purpose and Tasks document. Donna cautioned against adding additional seats to the Policy Board due to the inability to proxy vote and concerns regarding meeting attendance and reaching quorum.

Kim Sollien: At this point do we keep the Policy Board makeup as it is, or do we open it back up for further discussion?

Brad Hanson: If the borough does not want to allow assembly members to participate on the Policy Board, who do they intend to have participate?

Kim Sollien: Four borough officials but it was not specified in the resolution.

# MVP for Transportation Pre-MPO Steering Committee Meeting

Brad Hanson: What is the response to the borough wanting four seats?

Donna Gardino: That's what we are discussing today. It is ultimately the Policy Board's decision. It is this committee that has the ability to make a recommendation to the Policy Board to make a change.

Brad Hanson: Palmer proposed a 10-seat board. The ultimate make-up resides with the Policy Board.

Kim Sollien: Does the Steering Committee want to make a recommendation to change the Policy Board makeup?

Bob Charles: There is uncertainty regarding whether Palmer is going to participate. It would be more appropriate to make changes once it is known whether Palmer is in or not.

Brad Hanson: A modification at this point would not make sense.

Tom Adams: We would be speculating on what Palmer may do. What is the timeframe on this? Can you outline the schedule and timeframe to send documents to the governor?

John Moosey: I would like to ask the group to keep the City of Palmer in and hope that Palmer gets to a "yes" answer. There is too much uncertainty at the moment to make changes right now.

Kim Sollien: We are on a deadline. We need to be formed by December 29<sup>th</sup>, 2023. We were trying to get the operating agreement package to the Governor, and we expect the Governor's office to take a few months to review documents. The other deadline is that the federal fiscal year turns over October 1<sup>st</sup>, so we want to be able hire staff, file incorporation paperwork, and create the non-profit. There is an urgency to keep things moving. We are not sure who all the members are, so we are considering rescheduling the next Policy Board meeting.

Donna Gardino: We won't have access to the planning funds if we don't form the corporation. We don't have the time to keep pushing things out.

Brad Sworts: I support Moosey's comment to leave the organization structure as it is. We can modify it later once we know what Palmer decides.

Josh Shaver: Agreed.

*No action taken.*

## b. **Boundary Map (Action Item)**

The map has been finalized. Gerritt Verbeek provided a summary of the boundary map, how the boundary has evolved, and actions taken to bring it up to a legal standard.

*Motion to recommend approval of the Metropolitan Planning Area (MPA) Boundary Map as presented (**Hanson**), seconded. No edits. Passed unanimously.*

## c. **Operating Agreement (Action Item)**

Comments were received from the State of Alaska Department of Law (DOL). The comments from the DOL and the state DOT&PF have been addressed.

Tom Adams: Unless we choose to adopt their desires, we don't have to take action on the wording within the Operating Agreement.

*Motion to recommend approval of the Operating Agreement as presented (**Charles**), seconded. No additional comments. Passed unanimously.*

## d. **Bylaws (Action Item)**

# MVP for Transportation Pre-MPO Steering Committee Meeting

There is an edit to the bylaws in Article II, Section 1. The intent is to have a Department of Transportation representative and not be specific to the Central Region Director since that position is currently vacant.

*Motion to recommend approval of the Bylaws as presented with the exclusion of the text indicating the Central Region Director as the State of Alaska's representative (White), seconded.*

Tom Adams: Just to confirm, the State of Alaska is requesting this change?

Adam Bradway: Yes, we requested this change.

*Passed unanimously.*

## e. **Membership Dues (Action Item)**

Brad Sworts: Proposal A is what was approved and is what will be moved forward to meet our timeline?

Kim Sollien: If nothing changes and Palmer opts in, yes, option A will move forward. We will need to revisit this if Palmer opts out.

## f. **MOU for Operations of the MVP for Transportation Office**

*Motion to approve the MOU for Operations of the MVP for Transportation Office with the inclusion of the membership fees and dues as presented (Adams), seconded.*

Adam Bradway: I wrote up comments but did not send them. Can this be amended later? It's just clarifying things for DOT.

Ben White: We can amend it later.

*Passed unanimously.*

## 8. **New Business**

### a. **DOT STIP comments out for review <https://publicinput.com/stip/#0> (Action Item)**

Ben White provided an explanation of what the Statewide Transportation Improvement Program is. It is out for public comment right now and will be open for 45 days.

Bob Charles: In our packet there is a letter to DOT, are we submitting that as a comment to the STIP?

Donna Gardino: Yes, that is the intent. Donna provided a summary explanation of funding and STIP comments. The letter requests that MVP MPO not be lumped together with FAST Planning into the same STIP Need ID.

Bob Charles: Are there any other STIP Need ID projects that we may need to comment on as the MPO?

Donna Gardino: Recommend commenting on any projects in the Mat-Su Borough.

Adam Bradway: Encourage comments.

*Motion to recommend approval of the STIP Comments as presented (Charles), seconded. No edits. Passed unanimously. One Abstained.*

### b. **Confirm signatories to Non-Profit Corporation (Action Item)**

# MVP for Transportation Pre-MPO Steering Committee Meeting

The City of Wasilla has recommended Mayor Ledford, Knik Tribe has recommended Alfred Tellman, and Chickaloon Native Village has recommended Brian Winnestaffer as initial Board of Director members and signatories to the non-profit corporation.

*Motion to recommend approval of the signatories to Non-Profit Corporation (**Shaver**), seconded. No edits. Passed unanimously.*

## c. **Temporary Position for Executive Director – Jackson Fox**

Last year the borough attempted to hire an Interim MPO Coordinator/Director on behalf of MVP. That effort did not pan out due to a lack of applicants and the most qualified applicant deciding not to accept the position in the end. Moving forward, Jackson Fox has offered to temporarily host the MVP Interim Director at FAST Planning to facilitate establishing this position.

Jackson Fox provided an overview of how FAST Planning would host MVP's Director and recommendations for fiscal policy.

Brad Hanson: Who would take action on this?

Kim Sollien: The MVP Policy Board would but the Steering Committee would first weigh in.

Brad Hanson: When would this position be advertised?

Kim Sollien: It would need to go through the Policy Board. Jackson, has your Policy Board approved this?

Jackson Fox: We still have another step to get approval which could be next week. If your Policy Board approves this, then I will move forward with approval on my side.

Brad Hanson: I recommend moving forward with this.

Bob Charles: FAST is in a good position to hire for this position. I'm for it also.

Kim Sollien: This is not an action item, but we can get something moving assuming Jackson's Board agrees.

Bob Charles: FAST already has the internal controls and we should take into consideration adopting those policies and internal controls.

Brad Hanson: Suggest that the Pre-MPO Policy Board include this on their next agenda.

## 9. **Other Issues**

N/A

## 10. **Informational Items**

### a. **PL Funding Allocation**

Adam Bradway provided a brief summary of the PL funding allocation.

### b. **Transit Continuity Plan Update**

Kim Sollien provided a brief update of the Transit Continuity Plan.

## 11. **Steering Committee Comments**

Ben White: Everyone, please review the STIP.

## MVP for Transportation Pre-MPO Steering Committee Meeting

Kaylan Wade: I am concerned with the Borough Assembly and Palmer's resolutions to change the Policy Board make up, if they come up with something that is contradictory to what we have already done. I am hoping that we can get this going in a timely fashion.

Tom Adams: I mirror Kaylan's comment. We need to honor the process that we have already completed.

### 12. **Adjournment**

*Motion to adjourn (**White**), seconded. Meeting adjourned at 3:39pm.*

Next Scheduled Pre-MPO Steering Committee Meeting – **September 12th, 2023, from 2:00pm-3:30pm** to be held via Microsoft TEAMS Meeting