

# MVP for Transportation MPO Technical Committee Meeting

## **MEMBERS**

Adeyemi Alimi, ADEC  
Alex Strawn, MSB  
Ben White, ADOT&PF  
Bob Charles Jr., Knik Tribe  
Brian Lindamood, ARRC  
Brian Winnestaffer, Chickaloon Native Village  
Clint Adler, ADOT&PF  
Crystal Smith, MSBSD  
Dan Tucker, RSA Representative  
Erich Schaal, City of Wasilla  
Jennifer Busch, Public Transit  
Jude Bilafer, City of Palmer  
Lawerence Smith, Trucking Industry Advocate  
Randy Durham, MSB TAB  
Stuart Leidner, Mobility Advocate  
Tom Adams, MSB



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Conference ID: 770 038 635#

## **Agenda**

Tuesday, August 13<sup>th</sup>, 2024

2:00 - 3:30pm

## **Meeting Location**

Musk Ox Farm

12850 E Archie Road, Palmer Alaska 99645

Hayloft / Classroom

1. Call to Order
2. Introduction of MPO Technical Committee Members and other Attendees
3. Approval of the August 13<sup>th</sup>, 2024, Agenda – **(Action Item)**
4. Approval of the July 9<sup>th</sup>, 2024, Minutes – **(Action Item)**
5. Committee/Working Group Reports (Including the Staff Report)
  - a. Staff Report
6. Voices of the Visitors (Non-Action Items)
7. Old Business
  - a. MVP for Transportation Title VI Plan **(Action Item)**
    - Appendices are available on the project website: [www.mvpmo.com/title-vi](http://www.mvpmo.com/title-vi)
  - b. Statewide Transportation Improvement Plan (STIP) Update
    - Alaska DOT&PF Comprehensive, Continuing, and Cooperative Policy (3C)
  - c. Unified Planning Work Program (UPWP) **(Action Item)**
  - d. Bylaws Update **(Action Item)**
8. New Business
  - a. Metropolitan Transportation Plan, Adam Bradway, Alaska DOT&PF
  - b. Household Travel Survey Scope of Services Update, Adam Bradway, Alaska DOT&PF
  - c. TransCAD Scope of Services Update, Adam Bradway, Alaska DOT&PF
9. Other Issues
10. Informational Items

## MVP for Transportation Pre-MPO Steering Committee Meeting

- a. Articles Of Incorporation/Non-Profit Organization Paperwork Update
  - b. Safe Streets for All Presentation - Joni Wilm, Senior Planner at Michael Baker
    - [Safety survey](#) open through August 30
  - c. West-Su Access Open House: August 15, 2024, <https://westsuaccess.com>
  - d. MVP Letter of Support – Alaska DOT&PF FHWA Wildlife Crossing Pilot Program
11. Technical Committee Comments
  12. Adjournment

Next Scheduled MPO Technical Committee Meeting – **September 10<sup>th</sup>, 2024, from 2:00pm-3:30pm**  
to be held via Microsoft TEAMS Meeting

**MVP For Transportation Technical Committee**

**DRAFT Action Items**

**August 13, 2024**

**Motion: To approve the August 13, 2024 Agenda.**

**Motion by.**

Passed unanimously.

**Motion: To approve the July 9, 2024 minutes.**

**Motion by.**

**Approval**

Yes

No

Abstain

**Motion: To recommend to the Policy Board to approve the MVP for Transportation Title VI Plan as presented.**

**Motion by.**

**Approval**

Yes

No

Abstain

*Staff Summary: The Title VI plan is one of MVP's federally required plans. This plan guides all of MVP's transportation planning, public involvement, meeting accommodations and project delivery processes to ensure all members of our community including all races, income levels, ages, abilities, and genders have equal input in, and equally benefit from our work. The Title VI plan also documents how someone could make a complaint if they believe they are being discriminated against. The draft was written and first presented to the TC and Policy Board in January, 2024. This draft was updated again in May 2024, and released for a 71-day public comment period May 23<sup>rd</sup>, through August 2<sup>nd</sup>. No comments were received.*

**Motion: To recommend to the Policy Board to approve the FFY 2025-2026 Unified Planning Work Program, as presented.**

**Motion by.**

**Approval**

Yes

No

Abstain

*Staff Summary: The Unified Planning Work Program (UPWP) for Matsu Valley Planning for Transportation (MVP) is one of MVP federally required plans. The UPWP outlines MVP's transportation planning work including the budget, projects, studies, and technical support expected to be undertaken in a two-year period (23 CFR 450.104). It is basically a detailed two-year work plan. The draft was presented to the MVP Technical Committee and Policy Board in June 2024 for approval to release the document for a 45 day-public comment period. The UPWP was advertised in the Frontiersman, State of Alaska website Public Notice page, and the MVP website. Eleven comments received between June 19<sup>th</sup> and August 2<sup>nd</sup>. Comments were collected, reviewed, and adjudicated.*

**Motion: To recommend to the Policy Board to approve the Bylaws update, as presented. Motion by .**

**Approval**

Yes

No

Abstain

*Staff Summary: the bylaws were amended based on the recommendation of the Respec Consultant Teams Council. Articles that were added or amended include the registered agent and address, proxy voting, Policy Board officer roles and responsibilities, technical committee at-large appointments, meeting agendas, conflict of interest, and indemnification. The updated draft was presented to TC and PB in July. No comments or suggested edits were received.*

# MVP for Transportation MPO Technical Committee Meeting

## **MEMBERS**

Adeyemi Alimi, ADEC  
Alex Strawn, MSB  
Ben White, Alaska DOT&PF  
Bob Charles Jr., Knik Tribe  
Brian Lindamood, ARRC  
Brian Winnestaffer, Chickaloon Native Village  
Clint Adler, Alaska DOT&PF  
Crystal Smith, MSBSD  
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Or call in (audio only):

+1 605-937-6140

Conference ID: 770 038 635#

## **Agenda**

Tuesday, July 9<sup>th</sup>, 2024

2:00 - 3:30pm

## **Meeting Location**

Musk Ox Farm

12850 E Archie Road, Palmer Alaska 99645

Hayloft / Classroom

- 1. Call to Order**  
The meeting was called to order at 2:01pm.
- 2. Introduction of MPO Technical Committee Members and other Attendees**

### **Members Present**

Brian Lindamood, ARRC  
Lawerence Smith, Trucking Industry Advocate  
Brian Winnestaffer, Chickaloon Native Village  
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

### **Members Absent**

Bob Charles, Knik Tribe  
Jennifer Busch, Public Transit  
Randy Durham, MSB TAB  
Tom Adams, MSB

### **Visitors Present**

Adam Bradway, Alaska DOT&PF  
Maija DiSalvo, MSB  
Kim Sollien, MPO Coordinator

# MVP for Transportation Pre-MPO Steering Committee Meeting

Elise Blocker, RESPEC  
Megan Flory, RESPEC  
Donna Gardino, Gardino Consulting Services  
Sharon Johnson, Alaska State Senate  
Sean Holland, Alaska DOT&PF  
Jackson Fox, FAST Planning  
Marie Heideman, FHWA  
Brad Sworts, MSB  
James Starzec, Alaska DOT&PF  
Judy Chapman, Alaska DOT&PF  
Randi Bailey, Alaska DOT&PF

3. **Approval of the July 9<sup>th</sup>, 2024, Agenda – (Action Item)**  
*Motion to approve July 9<sup>th</sup>, 2024, Agenda (**Lindamood**), seconded. None opposed.*
4. **Approval of the June 11<sup>th</sup>, 2024, Minutes – (Action Item)**  
*Motion to approve June 11<sup>th</sup>, 2024, Minutes (**Winnestaffer**), seconded. None opposed.*
5. **Committee/Working Group Reports (Including the Staff Report)**
  - a. **Staff Report**  
Kim Sollien provided a staff report. A detailed staff report is located in the meeting packet.
6. **Voices of the Visitors (Non-Action Items)**  
None
7. **Old Business**
  - a. **MVP for Transportation Title VI Plan (Action Item)**  
*Motion to recommend to the Policy Board approval of the Title VI Plan (**Winnestaffer**) seconded. None opposed.*  
  
Kim Sollien provided a staff report.  
  
No discussion.
  - b. **Statewide Transportation Improvement Plan (STIP) Update**  
  
Kim Sollien and Ben White provided a staff report. The draft STIP Amendment 1 has been released for public comment. White explained the logistics of amending the STIP in the future and how to submit comments on Draft Amendment 1. The public comment period will close on August 2nd, 2024. White also provided an overview of the STIP website and the STIP Amendment 1 documents. MVP staff developed an initial list of comments for the Technical Committee to review.  
  
Adam Bradway pulled a list of projects relevant to MVP from the STIP Amendment 1 documents to discuss with the Technical Committee. Bradway noted that not all the projects submitted by MVP are included in the STIP project list.  
  
Clint Adler asked if the Technical Committee was a good entity to comment on fiscal constraint of the STIP. He pointed out that some of the projects in the Air Tables go beyond 2027 and that Alaska DOT&PF has programmed \$6.6 billion past 2027, not including Advance Construction. Adler asked for clarification on when Advance Construction funds are “paid back.” Bradway clarified for the group that Advance Construction is a tool that Alaska DOT&PF uses to bring more money into current years that needs to be paid back later, like a credit card. He said he did not have an answer to the question that was asked.  
  
Brian Lindamood said that for other MPOs, Technical Committees tend to write extensive comments that are then sent to the Policy Board for approval. Sollien reminded the Technical

## MVP for Transportation Pre-MPO Steering Committee Meeting

Committee that MVP requested that Alaska DOT&PF send MVP any changes to projects in advance to ensure MVP has sufficient time to review, but that did not occur so there is limited time for review and a special meeting may be needed. Lindamood asked if MVP was going to enter an MOU with Alaska DOT&PF, as AMATS and FAST Planning are going to do, to formalize coordination between the entities. The railroad is also experiencing challenges with communication and coordination with Alaska DOT&PF. Bradway said that White is planning on discussing coordination between Alaska DOT&PF and MVP later in the meeting. Donna Gardino said that MVP's comments need to be sent to Alaska DOT&PF as soon as possible so Alaska DOT&PF has sufficient time to implement the changes. Gardino recommended that the Technical Committee review MVP's comments and the list of projects of significance from Bradway immediately. Bradway clarified that the list he developed is only MVP-funded projects, not all projects within the MPA. Gardino and Sollien confirmed that the priority is projects included in the Program of Projects.

Sollien clarified that there is an updated Program of Projects in the meeting packet and that the version that was included in the STIP Amendment 1 was not the approved version. Ben White suggested the Technical Committee review the comments developed by staff and that if there are additional comments from the Technical Committee, the members should direct staff to develop those detailed comments and bring them to the attention of the Policy Board. Sollien gave an overview of the MVP comment letter.

Jude Bilafer expressed frustration that Alaska DOT&PF did not include the correct projects in the draft STIP amendment and that the projects that he nominated to add to the MVP Program of Projects were very small, simple, and shovel ready. Bradway clarified that those projects were not included because the STIP team used an old version of the Program of Projects, not because they specifically rejected City of Palmer projects. Bilafer recommended that staff should include in comment 1 of the letter who received the Program of Projects and when. Stuart Leidner agreed.

Sollien, Bradway, and Gardino continued walking the Technical Committee through the comment letter. Bradway said that the ledger is not clear, and he does not have an explanation for the numbers shown.

Alex Strawn asked if the comment letter being shared on the screen was included in the meeting packet. Sollien clarified that it is not in the meeting packet, but the intent is to have the Technical Committee provide input so that an updated version can be included in the next Policy Board meeting packet. Gardino said there is nothing in the ledger that shows where Advance Construction funds are being paid back, which should be shown as ACC (Advance Construction Conversion). Gardino said that some projects were added to the STIP, but that Alaska DOT&PF needs to be transparent about showing what projects were removed. Bradway said that there are some AC Conversions in the ledger, but not everywhere they should be.

Bradway provided a summary of changes in the STIP, including that CTP and TAP projects were moved to FFY25, there are new projects and MVP projects that should be included in the STIP amendment that are not, and the Bogard Road project has a different title and scope in the STIP because it is multiple projects combined into one for clarity.

Brian Lindamood asked how the comments would be sent to the Policy Board. Sollien said the comments would be included in the meeting packet that will go to the Policy Board tomorrow. Winnestaffer and Lindamood discussed approving the comments to move forward to the Policy Board with the additional edits by staff. It was noted that transit projects and other projects of regional significance have not been reviewed.

*Motion to move the comment letter forward to the Policy Board for approval, with the understanding that MVP staff will proofread and revise the document based on the conversation with the Technical Committee (Winnestaffer), seconded. None opposed.*

# MVP for Transportation Pre-MPO Steering Committee Meeting

- **Alaska DOT&PF Comprehensive, Continuing, and Cooperative (3C)**

Donna Gardino noted that MVP will be reviewing this document in detail and providing comments and that Technical Committee members should read the document. Alex Strawn asked if Gardino was recommending postponing this item. Gardino said she wasn't sure what the timeline was for the 3Cs document but wanted to make sure the Technical Committee has time for the Program of Projects in this meeting.

White gave an overview of the process of developing the 3Cs policy in accordance with the federal finding. He suggested that it would be better to have individual MOUs with each MPO and for Alaska DOT&PF to have an internal manual for coordination. There is not a strict timeline for this as it is an ongoing process.

- c. **Unified Planning Work Program (UPWP) Update**

One comment has been received on the UPWP to date.

- d. **Program of Projects (Action Item)**

Donna Gardino provided a summary of the changes that have been made to the Program of Projects. The edits include changes to the projects descriptions to match the state descriptions, Need IDs were changed to match the STIP, and funding was moved from FFY24 to FFY25.

Adam Bradway noted that the Bogard project scope has changed but the title is still the same. The project needs to be changed to match the new combined project in the STIP amendment.

Jude Bilafer asked where the projects the City of Palmer submitted are. Kim Sollien said they are included in the MVP Improvement Program.

Bilafer asked how the City of Palmer, MSB, and MVP are tied to the Inner and Outer Springer Loop Separated Path project and whether MVP was aware of the revised project location that the City of Palmer submitted. Bradway said he was, and that Alaska DOT&PF would be sending a draft match and maintenance agreement soon. Bilafer said that the revised project will reduce the budget. Bradway said it can be left as it is in the Program of Projects and can be revised later, since reducing money is easier than increasing.

Maija DiSalvo asked about the transit funding table and whether the 5307 funding would also be moved out to FFY25. She also noted that the Urbanized Area Formula Grant should show MSB as the direct recipient rather than Valley Transit. DiSalvo and Brian Lindamood noted that no funds are shown for the railroad in this table, which seems to be some sort of error with how the STIP allocation tables were balanced.

*Motion to extend the meeting to 3:45pm (Winnestaffer), seconded. Motion passed.*

Sollien said that she will update the transit funding table. She was not sure about the lifespan of FTA funds. DiSalvo said FTA told her they are available to be applied for in the allocation year plus five years, so FFY24 funds could be applied for in FFY25. Lindamood agreed that that is his understanding. Bradway said it probably is not necessary to show the funds carrying over. Lindamood advised that FTA can take six to nine months to turn a grant around. DiSalvo said that the FFY25 funds are less than the FFY24 funds and that she did not understand how the amounts were determined. Bob Charles said he thought the FFY25 funds should be more. Lindamood said that the last number he heard from DC Keith was different than the amount they had heard from FTA. Bradway said the amount in the Program of Projects is probably wrong and DC Keith was working from an estimate. Sollien clarified that she was using the numbers from the spreadsheet she was given and that these numbers need to be fact checked.

*Motion to approve the Program of Projects as amended (Charles), seconded. Passed unanimously.*



# MVP for Transportation Pre-MPO Steering Committee Meeting

## 8. New Business

### a. Bylaws Update

Kim Sollien provided an update on the changes that were made to the bylaws.

Dan Tucker asked about Section 2 and noted that there were no details on the election process and recommended defining the process to avoid problems in the future.

## 9. Other Issues

None

## 10. Informational Items

### a. Articles Of Incorporation/Non-Profit Organization Paperwork Update

The documents have been submitted to the state and we are waiting for the state to confirm. Confirmation is expected in October, 2024.

### b. Transit Update – Presented by Maija DiSalvo, Mat-Su Borough Planning

Maija DiSalvo provided a transit update. Valley Transit will have access to 5311 funds through the end of June 2025. The Mat-Su Health Foundation will be providing transit match funding until June 2025.

### c. Safe Streets for All Comprehensive Safety Action Plan workshop

- Wednesday, July 10, 2024 (11:30 a.m. - 12:30 p.m.) Meeting ID: 864 7200 9983  
Passcode: 657859 [Direct Zoom Link](#)

The flyer is in the packet. All those who are interested are encouraged to attend.

## 11. Technical Committee Comments

Dan Tucker said that the meeting place is nice.

## 12. Adjournment

Motion to adjourn the meeting (**Tucker**). The meeting adjourned at 3:43 pm.

Next Scheduled MPO Technical Committee Meeting – **August 13<sup>th</sup>, 2024, from 2:00pm-3:30pm** to be held via Microsoft TEAMS Meeting



## MVP for Transportation Policy Board Meeting

### Action Items 07.16.2024

**Motion:** To approve the July 16, 2024 agenda. **(Charles)**.

**Amendment to the Motion:** Move all the action items in order directly after approval of the agenda. **(Charles)**. Passed unanimously.

**Motion as amended:** To approve the July 16, 2024 agenda and move all the actions items in the order listed after approval of the agenda. Passed unanimously.

**Motion:** To approve the June 18, 2024 Policy Board minutes. **(Carrington)**. Passed unanimously.

**Motion:** Table the approval of the Title VI plan to the next meeting. **(Winnestaffer)**. Passed unanimously.

**Motion:** To approve the MVP STIP Amendment comments (with technical edits). **(Charles)**. Passed unanimously.

**Motion:** To approve the revised Program of Projects, as presented. **(Winnestaffer)**. Passed unanimously.

**Motion:** To nominate Glenda Ledford as the Chair of MVP for Transportation. **(Schaal)**.

**Motion:** Move to close nominations for the Chair of MVP for Transportation. **(Carrington)**. No objections.

**Motion:** To approve Glenda Ledford as the Chair of MVP for Transportation. **(Schaal)**. No objections.

**Motion:** To nominate Sean Holland as the Vice-Chair of MVP for Transportation. **(Winnestaffer)**.

**Motion:** To nominate Steve Carrington as the Vice-Chair of MVP for Transportation. **(Schaal)**.

**Motion:** To close nominations for Vice-Chair. **(Charles)**. No objection.

**Motion:** To approve Steve Carrington as Vice-Chair. **(Charles)**. No objections.

**Motion:** To nominate Bob Charles as the Secretary of MVP for Transportation. **(Winnestaffer)**. No objections.

**Motion:** To close nomination for Secretary. **(Winnestaffer)**. No objections.

**Motion:** To nominate Sean Holland as Treasurer for MVP for Transportation. **(Winnestaffer)**.

**Motion:** To close nominations for Treasurer. **(Winnestaffer)**. No objections.

**Motion:** To approve Sean Holland as Treasurer for MVP for Transportation. **(Winnestaffer)**. No objections.



**MVP for Transportation Policy Board Meeting**



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## Staff Report July 2024

### Meetings

- Met with the Project team to prep for the TC meeting, drafted the agenda and reviewed the packet.
- Met with the Project Team and the RESPEC Attorney who is assisting with the, Articles of Incorporation Restatement and filing and IRS 501c3 filing and Bylaws amendments.
- Met with the Project team to review and develop the Packet for the TC and PB meetings
- Set up a meeting to review the PB agenda and packet with Mayor Ledford and Erich Schall for Wednesday July 10<sup>th</sup>.
- Met with Mayor Ledford and Erich Schall to review the July 16<sup>th</sup> PB agenda and packet
- Met with Fast Planning and the Alaska Railroad to review the ARRC funding issue, discuss the split formulas between transit operations and the ARRC and discuss reporting needs.
- Met with FAST Planning and AMATS to discuss the STIP amendment
- Attended the Fast-Planning Policy Board Meeting
- Listened in to the AMATS Policy Board meeting
- Attended the MSB Safe Streets For All steering committee meeting on July 25<sup>th</sup>
- Attended a meeting with the ADOT Commissioner and Deputy Commissioner on July 30<sup>th</sup> to review MVP's STIP comment letter

### Correspondence

- Received the STIP Amendment #1 on July 4<sup>th</sup> and drafted comments for the TC and PB to review
- Reviewed AMATS and FAST Plannings comment letters to AFOT&PF
- Sent all the draft policies to the policy board for review
- Sent MVP's approved Program of Projects to Ben White at ADOT
- Sent MVP's STIP comment letter to the ADOT Commissioner



## Staff Report July 2024

- Received a meeting invite to review MVP's comments on the STIP amendment #1 with the Commissioners office
- Received comments on the UPWP from FHWA and FTA

### Filing

- Filed the MVP Biannual Report naming the officers with the State of Alaska

### Organization

- Edited the Bylaws for review with the Attorney.
  - Proxy Voting
  - Conflict of interest
  - Committees
  - Policy Board Officers
  - Technical Committee Membership process
  - Articles Numbers
  - Indemnification
- Draft a Conflict-of-Interest Policy Certification Form
- Draft Whistleblower Policy
- Draft Travel Request and Reimbursement Policy
- Draft UPWP Public Comment / Response log update
- Began edits to the UPWP based on comments received to date
- Reviewed, drafted and edited the draft Personnel Policies including employee fringe benefits, drug and alcohol, EEO, no tolerance harassment and violence policies, office hours, employee classification, evaluations, and rate of pay determinations
- Reviewed the ADOT&PF STIP Amendment #1 narrative
- Updated the Program of Projects
- Reviewed the STIP comments letter and funding discrepancies between the May 29<sup>th</sup> ledger, the Amendment #1 ledger, and fiscal constraint table as prep for the meeting with the commissioner's office on July 30<sup>th</sup>



# Staff Report July 2024

## **Public Outreach**

- Created a descriptive Public Notice for the draft FFY 25-26 UPWP. An error was made, and the UPWP was not noticed in the paper. MVP staff will release it for an additional two-week period.
- Created a descriptive Public Notice for the Title VI plan. An error was made, and the Title VI Plan was not noticed in the paper. MVP staff will release it for an additional two-week period

## **Agency Relationships**

### **Requests from the Policy Board and Technical Committee directed to staff**

- Brian Winnestaffer asked if his time attending and preparing for TC and PB meetings could be used as in-kind match for a portion of Chickaloon's dues. Staff reached out to Adam Bradway to clarify if in-kind can be used as match and how it needs to be documented. I emailed the UPWP guidance checklist from FHWA to Brian. FHWA has specific documentation needed for in-kind match.

## **Strategic Planning**

### **Short-Range and Tactical Planning**

### **Funding**

- Updated the Program of Projects based on the STIP amendment changes

### **Legislation**

### **Training**



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# Staff Report August 2024

## Meetings

- Met with the Respec consultant team and the Respec Lawyer to review additional and continuing legal needs related to policies and nonprofit status.

## Correspondence

## Filing

## Organization

- Finalized Bylaws Update
- Finalized Conflict-of-Interest Policy Certification Form
- Finalized Whistleblower Policy
- Finalized Travel Request and Reimbursement Policy
- Finalized UPWP Public Comment / Response log update
- Finalized FFY25/26 UPWP and updated the PL allocation on the 3<sup>rd</sup> time
- Reviewed the ADOT&PF STIP Amendment ledger, project list and ledger
- Finalized the Title VI Plan
- Prepared the Packet contents for the TC meeting on August 13<sup>th</sup>

## Public Outreach

## Agency Relationships

## Requests from the Policy Board and Technical Committee directed to staff

- The PB requested that staff meet with a Foraker CPA to review the fiscal policy. I met with Toby Smith on July 29<sup>th</sup> and on August 5<sup>th</sup>. Based on Toby's guidance edits were made to the policy.

## Strategic Planning

## Short-Range and Tactical Planning

## Funding

## Legislation



## Staff Report August 2024

### Training

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

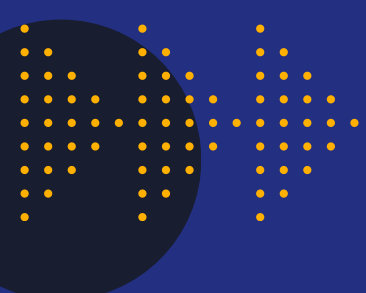




# TITLE VI PLAN

August 2024

MatSu Valley Planning For Transportation  
Title VI plan guides MVP's planning and  
project delivery process to ensure all races,  
income levels, ages, abilities, and genders  
have equal input in, and equally  
benefit from our work.



 907-982-9080

 [www.mvpmpo.com](http://www.mvpmpo.com)

 [kim.sollien@fastplanning.us](mailto:kim.sollien@fastplanning.us)

# MatSu Valley Planning (MVP) for Transportation Title VI Plan Final Updated *Draft*

Compiled January 24, 2024, updated in May 2024, released for a 71-day public comment period May23<sup>rd</sup>, through August 2<sup>nd</sup>.



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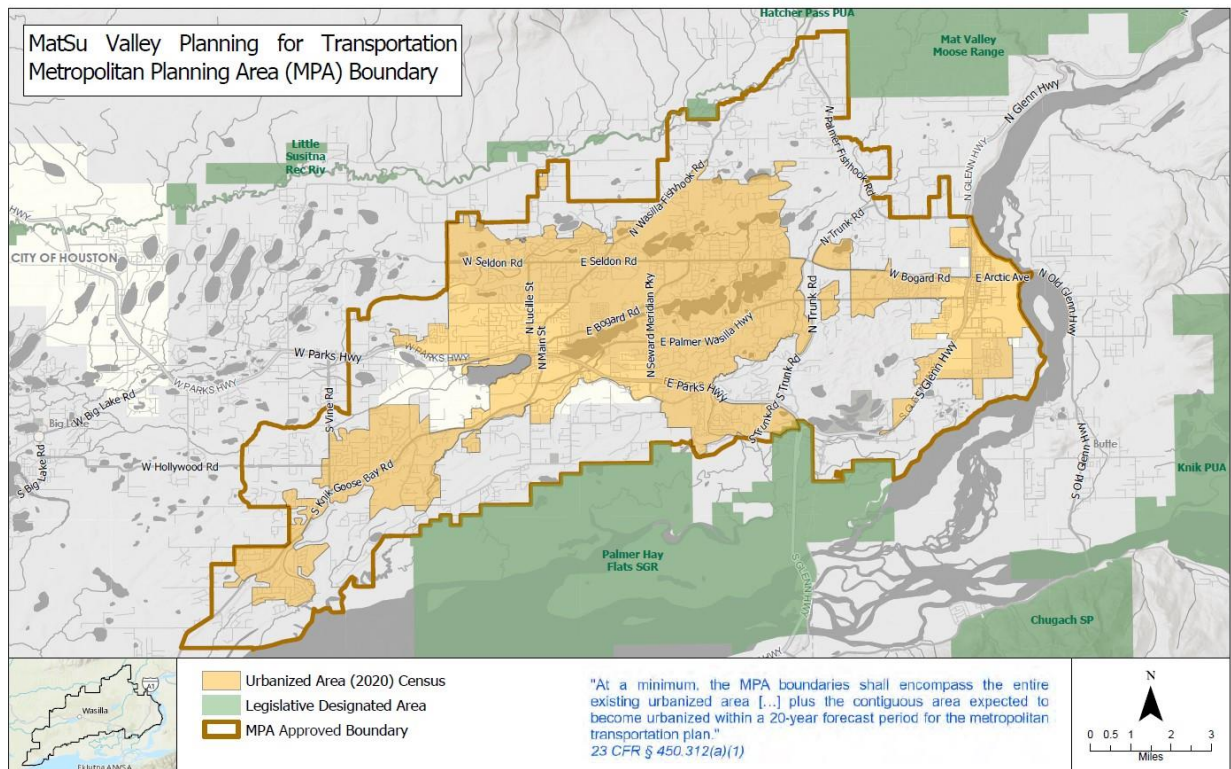
## Abbreviations

ACS	American Community Survey
ADA	Americans with Disabilities Act
CFR	Code of Federal Regulations
DOT&PF	Alaska Department of Transportation and Public Facilities
EO	Executive Order
FHWA	Federal Highway Administration
FTA	Federal Transit Administration
LEP	Limited English Proficiency
MPA	Metropolitan Planning Area
MPO	Metropolitan Planning Organization
MVP	Matanuska-Susitna Valley Planning for Transportation
NEPA	National Environmental Policy Act
PPP	Public Participation Plan
USC	United States Code
USDOT	United States Department of Transportation

## Introduction

All Urbanized Areas over 50,000 in population must have a Metropolitan Planning Organization (MPO) to carry out a 3C transportation planning process, as stipulated in the Federal Highway Act of 1962. On December 29, 2022, the U.S. Census Bureau published a notice in the Federal Register identifying an area surrounding Wasilla and Palmer as a Qualifying Urbanized Area for Census 2020. The Metropolitan Planning Area (MPA) boundary Table 1 was finalized and the MPO was subsequently established on December 19, 2023.

Table 1



As the MPO, MatSu Valley Planning (MVP) for Transportation must develop and implement the following plans as part of the transportation planning process [23 USC 134 & 23 CFR 450]:

- **Unified Planning Work Program (UPWP)** – a continuing, cooperative, and comprehensive (3C) planning document that identifies and describes the MPO’s budget, planning activities, studies, and technical support expected to be undertaken in a two-year period.
- **Metropolitan Transportation Plan (MTP)** – a multimodal transportation plan that addresses a 20-year planning horizon that the MPO develops, adopts, and updates every four years.
- **Transportation Improvement Program (TIP)** – a prioritized listing/program of transportation projects covering a period of four years that is developed, adopted, and implemented by the MPO in coordination with the MTP.

- **Public Participation Plan (PPP)** – a guiding document that outlines the goals, strategies, and implementation plan for involvement of the public in the development of MPO plans, programs, and policies, including the MTP and TIP.

## Title VI Plan Objectives

As a direct recipient of federal funding, MVP is actively engaged in the Title VI activities that are mandated by the Federal government. Title VI of the Civil Rights Act of 1964 forbids discrimination against anyone in the United States because of race, color or national origin by any agency receiving Federal funds. The Federal-Aid Highway Act of 1973 added the requirement that there will be no discrimination on the grounds of sex, and the Civil Rights Restoration Act of 1987 defined the word “program” to make it clear that discrimination is prohibited through an entire agency if any part of the agency receives federal financial assistance. This Title VI Plan ensures that all races, income levels, ages, abilities, and genders have equal input in, and equally benefits from, the planning and project delivery processes of MVP.

## Policy Statement

It is the policy of MVP, in accordance with Title VI of the Civil Rights Act of 1964 (42 USC 2000d et seq, Non- Discrimination on Basis of Race, Color, or National Origin), and other related nondiscrimination statutes and regulations listed below, that no person shall, solely on the grounds of race, color, national origin, sex, gender, disability, age, economic status, or English proficiency, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any transportation planning program or activity regardless of whether or not MVP receives federal assistance from the U. S. Department of Transportation, including the Federal Highway Administration (FHWA) and the Federal Transit Administration (FTA).

## Non-Discrimination Authorities

The following authorities inform MVP’s Title VI Policy and Plan:

Authority Name	Citation	Summary Description
<a href="#">Title VI of the Civil Rights Act of 1964</a>	42 U.S.C. § 2000d to 2000d-4	Prohibits discrimination on the basis of race, color, national origin.
<a href="#">The Civil Rights Restoration Act of 1987</a>	102 Stat. 28 PUBLIC LAW 100-259—MAR. 22, 1988	Prohibits discrimination on the basis of sex.
<a href="#">Title VI Program and Related Statutes—Implementation and Review Procedures</a>	23 C.F.R. Part 200	Provides guidelines for: (a) Implementing the FHWA Title VI compliance program, and (b) Conducting Title VI program compliance reviews for the Federal-aid highway program.
<a href="#">Prohibition of discrimination on the basis of sex</a>	23 U.S.C. 324	Prohibits discrimination on the basis of sex.

<a href="#">Annual listing of obligated projects</a>	23 C.F.R. 450.334	Requires MPOs to prepare a listing of all projects for which funds were obligated under 23 U.S.C. or 49 U.S.C. Chapter 53.
<a href="#">What other requirements apply to the administration of FHWA planning and research funds?</a>	23 C.F.R. Part 420.121(h)	Outlines how Title VI of the Civil Rights Act of 1964 and the Civil Rights Restoration Act of 1987 apply to all programs and activities of recipients, subrecipients, and contractors receiving FHWA planning and research funds.
<a href="#">Section 504 of the Rehabilitation Act of 1973, Nondiscrimination under Federal grants and programs</a>	29 U.S.C. 794	Prohibits discrimination on the basis of disability.
<a href="#">Age Discrimination Act of 1975</a>	42 U.S.C. 6101	Prohibits discrimination on the basis of age.
<a href="#">Americans with Disabilities Act of 1990, As Amended</a>	42 U.S.C. 12112	Prohibits discrimination on the basis of disability.
<a href="#">Nondiscrimination in Federally-Assisted Programs of The Department of Transportation—Effectuation of Title VI of The Civil Rights Act of 1964</a>	49 C.F.R. Part 21	Establishes that no person in the U.S. shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity receiving federal financial assistance from the Department of Transportation.
<a href="#">Nondiscrimination on the Basis of Disability in Programs or Activities Receiving Federal Financial Assistance</a>	49 C.F.R. Part 27	Establishes that no otherwise qualified individual with a disability in the U.S. shall, solely by reason of his or her disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance.
<a href="#">Enforcement of Nondiscrimination on the Basis of Handicap in Programs or Activities Conducted by the Department of Transportation</a>	49 C.F.R. Part 28	Prohibits discrimination on the basis of handicap in programs or activities conducted by executive agencies, including this Department, or the United States Postal Service.



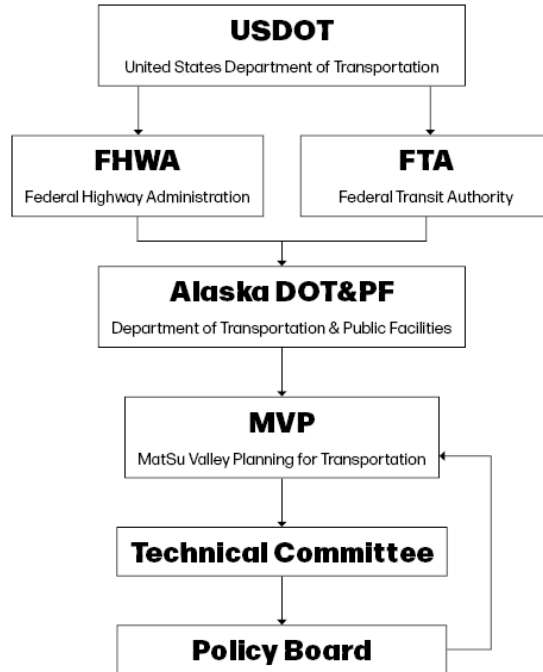
<a href="#">Transportation Services for Individuals with Disabilities (ADA)</a>	<p>49 C.F.R. Part 37</p>	<p>Implements the transportation and related provisions of Title II and III of the Americans with Disabilities Act of 1990</p>
<a href="#">Leadership and Coordination of Nondiscrimination Laws</a>	<p>Executive Order 12250</p>	<p>Orders the consistent and effective implementation of various laws prohibiting discriminatory practices in federal programs and programs receiving federal financial assistance</p>
<a href="#">Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations</a>	<p>Executive Order 12898</p>	<p>Requires federal agencies to achieve environmental justice by identifying and addressing disproportionately high and adverse human health or environmental effects, including the interrelated social and economic effects of their programs, policies, and activities on minority populations and low-income populations.</p>
<a href="#">Improving Access to Services for Persons with Limited English Proficiency</a>	<p>Executive Order 13166</p>	<p>Requires federal agencies to examine the services they provide, identify any need for services to those with limited English proficiency (LEP), and develop and implement a system to provide those services so LEP persons can have meaningful access to them.</p>
<a href="#">Consultation and Coordination with Indian Tribal Governments</a>	<p>Executive Order 13175</p>	<p>Establishes regular and meaningful consultation and collaboration with tribal officials in the development of federal policies that have tribal implications, to strengthen the U.S. government-to-government relationships with Indian tribes, and to reduce the imposition of unfunded mandates upon Indian tribes.</p>
<a href="#">DOT Standard Title VI Assurances and Non-discrimination Provisions</a>	<p>U.S. DOT Order 1050.2(A)</p>	<p>Requires that all applications for federal financial assistance from the Department of</p>

		Transportation must contain Title VI Assurances.
<a href="#">Final DOT Environmental Justice Order</a>	U.S. DOT Order 5610.2(a)	Sets forth steps to prevent disproportionately high and adverse effects to minority or low-income populations through Title VI and environmental justice analyses conducted as part of federal transportation planning and NEPA provisions.
<a href="#">FHWA Actions to Address Environmental Justice in Minority Populations and Low-Income Populations</a>	FHWA Order 6640.23A	Establishes policies and procedures for the FHWA to use in complying with Executive Order 12898.
<a href="#">Tackling the Climate Crisis at Home and Abroad, Justice40 Initiative</a>	Executive Order 14008, Section 223	Aims to address gaps in transportation infrastructure and public services by working toward the goal that at least 40% of the benefits from many of our grants, programs, and initiatives flow to disadvantaged communities.
<a href="#">Preventing and Combating Discrimination on the Basis of Gender Identity or Sexual Orientation</a>	Executive Order 13988	Prevents and combats discrimination on the basis of gender identity or sexual orientation.
<a href="#">Advancing Racial Equity and Support for Underserved Communities Through the Federal Government</a>	Executive Order 13985	Sets forth a comprehensive approach to advancing equity for all, including people of color and others who have been historically underserved, marginalized, and adversely affected by persistent poverty and inequality.
<a href="#">Digital Accessibility @ HHS</a>	Section 508 of the Rehabilitation Act of 1973	Federal law requires electronic, and information technology developed, maintained, and procured, or used by the Federal Government to be accessible to people with disabilities.

## Participant Groups

The following section provides an overview of the governance structure of MVP, including the Policy Board, Technical Committee, and staff roles.

The figure below outlines the funding and decision-making process. Funds from USDOT are sent to DOT&PF via the FHWA and FTA, then distributed among the three metropolitan planning organizations (MPOs), including MVP. MVP staff work with the Technical Committee, which advises the Policy Board, which is responsible for making final decisions about use of the funds received from USDOT.



The figure below shows the membership of MVP staff, the Technical Committee, and the Policy Board.

<b>MatSu Valley Planning for Transportation</b>	
Executive Director	Title VI coordinator

<b>Technical Committee</b>							
City of Palmer	City of Wasilla	MSB Planning	MSB Public Works	Alaska DOT&PF Planning	Alaska DOT&PF Engineering	Alaska Railroad Corporation	Alaska DEC Air Quality
At-Large Trucking Industry Advocate	MSB Rod Service Area Advisory Board	MSB Transportation Advisory Board	At-Large Public Transit Provider	MS-Su School District Purple Transit	Knik Tribe	Chickaloon Native Village	At-Large Non-Motorized Advocate

<b>Policy Board</b>						
Alaska DOT&PF Central Region Director	Knik Tribe	Chickaloon Native Village	MSB Mayor	MSB Manager	City of Palmer Mayor	City of Wasilla Mayor

## Policy Board

The Policy Board carries out the metropolitan transportation planning process through intergovernmental and stakeholder collaboration, rational analysis, and consensus-based decision-making for the metropolitan planning area (MPA), 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 MPO. The Policy Board has the final authority to review, suggest revisions, approve, and adopt the Title VI Plan and any subsequent updates to the plan. Per the Title VI complaint process outlined below, the Title VI Coordinator shall notify the Policy Board Chair of any Title VI complaints within 5 days of receipt.

## Technical Committee

The MVP Technical Committee assists the Policy Board in fulfilling its oversight responsibilities by acting as an advisory body for transportation issues that are primarily technical in nature. The Technical Committee is responsible for reviewing the Title VI Plan and any updates to the plan, suggesting revisions, and recommending a Title VI Plan to the Policy Board for approval.

## MVP Staff

The Title VI Coordinator plays a lead role in both the development and implementation of the MVP Title VI Plan. The coordinator is responsible for ensuring non-discrimination in MVP policies, programs, plans, services, and activities and promoting the participation of all people regardless of race, color, national origin, sex, gender, disability, age, economic status, or English proficiency.

## Designation of Title VI Coordinator

Prior to hiring a Transportation Planner and additional staff, the MVP Director shall serve as the Title VI Coordinator. Once a Transportation Planner is hired, they may fulfill the Title VI Coordinator role.

## Title VI Coordinator Responsibilities

The Title VI Coordinator is responsible for the development and implementation of the Title VI Plan and for ensuring that all entities of MVP are compliant with Title VI requirements.

### General Responsibilities

The Title VI Coordinator must also:

- Submit an updated Title VI Plan when there are changes in procedure or organizational structure.
- Make recommendations to MVP decisionmakers on modifications to improve Title VI compliance and implement approved recommendations.
- Develop, update, and improve procedures for receiving, processing, investigating, and reporting Title VI complaints in a timely manner.
- Maintain a Title VI complaint log.
- Develop procedures for the collection, analysis, and use of statistical data related to Title VI compliance.

- Develop an annual program to conduct Title VI reviews for all MVP processes, program areas, and services.
- Periodically meet with staff to determine progress made on the implementation of the Title VI Plan, to identify compliance issues/deficiencies, and to discuss whether adequate resources are available to ensure compliance.
- Meet bi-annually with the DOT&PF Civil Rights Office Title VI Specialist to discuss Title VI and ways to improve engagement with traditionally underserved populations.
- Establish procedures to address identified Title VI deficiencies.
- Ensure that Title VI language is included in program directives.
- Resolve any identified deficiencies in Title VI matters.
- Develop Title VI information for dissemination, including in languages other than English and/or large type, as needed.
- Participate in regular Title VI training programs.
- Provide Title VI guidance and a copy of the Title VI Plan to all MVP staff; conduct informal Title VI training for all new employees and board and committee members and maintain a record of all training completed by staff, board and committee members.
- Ensure the inclusion of Title VI language in contracts and Requests for Proposals (RFP's).
- Maintain a simple and effective Title VI webpage on MVP's website.
- Advocate for diverse representation of Title VI protected groups when considering nominations for new members to the various committees that serve the organization.
- Collaborate with project partners to ensure that the public involvement aspect of each project includes specific efforts to reach Title VI and Environmental Justice groups, track said efforts and the input and feedback received, and evaluate how effective these efforts were. Recommend any improvements where needed.
- Review important Title VI-related issues with the Policy Board Chair as needed.
- Develop streamlined procedures to obtain and compile data based on Title VI regulations for inclusion in the Annual Title VI Compliance Report.
- Submit an annual Title VI Compliance Report to the Alaska DOT&PF and U.S. DOT.

### Annual Title Compliance Report

MVP will submit an annual, Federal fiscal year-end Title VI Compliance Report to Alaska DOT&PF. The annual updates shall include:

- A summary of reviews conducted by DOT&PF or FHWA;
- A list of Title VI non-discrimination issues identified and how they were addressed;
- A summary of any Title VI complaints filed, including basis for and status of the complaint;
- A summary of meetings held, with a demographic breakdown of attendees;
- Proof of all Title VI related training attended by MVP Staff;
- A compilation of efforts to reach and notify protected populations, (i.e., translations, interpreters, etc.) and any other efforts made to comply with the Title VI Plan; and
- A thorough inventory of community outreach efforts for public meetings, as well as strategies for the future based on lessons learned from the previous Federal fiscal year.
- Report all Title VI complaints to the Alaska DOT&PF Title VI Specialist as they occur.

## Training Responsibilities

The Title VI Coordinator will ensure all MVP staff and decisionmakers complete training for Title VI non-discrimination and related topics annually such as through the FTA's [Title VI Training program](#) or a similar program. MVP will remain informed on upcoming training opportunities by coordinating with the Alaska DOT&PF Civil Rights Office and the Research, Development, & Technology Transfer. If another Title VI related training, webinar, or conference is identified, the opportunity should be shared with other employees of MVP.

## Title VI Complaints Procedure

### Filing a Complaint

Any person who believes themselves or any specific class of persons to have been excluded from, denied the benefits of, or subjected to discrimination on the basis of race, color, national origin, sex, gender, disability, age, economic status, or English proficiency under any MVP program or activity, may by themselves or by a representative file a formal written complaint with the MVP Title VI Coordinator.

A complaint 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).

If a complaint is received in a language other than English, the Title VI Coordinator will work with the Alaska DOT&PF Civil Rights Office to translate it. Upon request, assistance in the preparation of any necessary written material will be provided to a person or persons.

Upon request, the Title VI Coordinator can mail you a physical Title VI Complaint Form. Until MVP has an office, please email [Kim.Sollien@fastplanning.us](mailto:Kim.Sollien@fastplanning.us) and they will send the form. The form is also provided in *Appendix A* of this plan and a digital version is available online at [www.mvppmo.com](http://www.mvppmo.com).

Completed complaint forms should be mailed to one or more of the following entities:

### **MVP for Transportation Office**

*MVP does not yet have a physical office, once an office and mailing address are established this plan will be updated.*

### **Alaska DOT&PF Civil Rights Office**

200 East 42<sup>nd</sup> Avenue | Anchorage, AK | 99508

**FHWA Alaska Division, Civil Rights Division**

PO Box 21648 | 709 West 9<sup>th</sup> Street, Room 851 | Juneau, AK 99802-1648

**U.S. Department of Justice, Civil Rights Division**

950 Pennsylvania Avenue, N.W. | Office of Assistant Attorney General, Main Washington, D.C., 20530

Should a complaint be filed with MVP and an external entity simultaneously, the external complaint shall supersede the MVP complaint, and the MVP complaint procedures will be suspended pending the external entity's findings.

**Recording, Acknowledgement, and Resolution of Complaint**

Upon receipt, a complaint will be date stamped by the MVP 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 Title VI Coordinator shall acknowledge receipt to the complainant by registered mail and shall notify the MVP Policy Board Chair. The MVP 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 Title VI Coordinator received the complaint.

All Title VI complaints against MVP and any additional information obtained during the staff review shall be referred to the Alaska DOT&PF Civil Rights Office and/or the FHWA Alaska Division Office for investigation. The Alaska DOT&PF complaint process is available at the following website:

<http://www.dot.state.ak.us/cvlrts/titlevi.shtml>.

The Alaska DOT&PF Civil Rights Office investigator shall work with the MVP Title VI Coordinator and other staff to implement recommended improvements to any MVP process, program, or service relative to Title VI.

**Record of Received Complaints**

MVP will maintain permanent records, including but not limited to copies of Title VI complaints or lawsuits and related documentation, correspondence to and from complainants, and Title VI investigations.

**Public Dissemination of Title VI Information**

Recipients of federal financial assistance are required to publish or advertise that the program is an equal opportunity program and indicate that Federal law prohibits discrimination. MVP disseminates Title VI information to the public using the following disclaimer on all newspaper ads, social media pages and events, and online public notices:

The MVP public hearing requirements agree to use the TIP development process to satisfy the public hearing requirements of Section 5307(c). The notice of public involvement activities and time established for public review and comment on the TIP will satisfy the program-of-projects requirements of the Urbanized Area Formula Program. See 23 C.F.R. Part 450 and 49 C.F.R. Part 613 (specifically Subpart B, "Statewide Transportation Planning," and Subpart C, "Metropolitan Transportation Planning and Programming"). The public involvement process is described in 23 C.F.R. Section 450.316(b). MVP complies with the Alaska DOT&PF Title VI Nondiscrimination Policy

and operates Federal Programs without regard to race, religion, color, gender, age, marital status, sex, ability, or national origin. To view the full Title VI Nondiscrimination Policy or to file a complaint, go to: [www.mvpmpo.com](http://www.mvpmpo.com).

Individuals with disabilities who may need auxiliary aids, services, and/or special modifications to participate in this public meeting should contact the MVP Title VI Coordinator at [kim.sollien@fastplanning.us](mailto:kim.sollien@fastplanning.us)

## Public Education

MVP has the responsibility to educate the public about federally funded programs and the rights afforded to the public by Title VI. This requires routine, comprehensive outreach efforts, particularly to low-income and minority persons and persons with limited English proficiency. The Title VI Plan includes MVP Limited English Proficiency Plan and Maps (*Appendix B*). MVP intends to update the plan in conjunction with updates of the Public Participation Plan, detailed further in the next section. Outreach efforts to minority and low-income persons are addressed in more detail in the Public Participation Plan (*Appendix C*).

## Data Collection

MVP will utilize the most recent American Community Survey (ACS) or Decennial Census data available within the Matanuska-Susitna Borough to update the Limited English Proficiency, Low Income, and Minority population maps included in this Title VI Plan as *Appendix B* and *Appendix D* and online at [www.mvpmpo.com](http://www.mvpmpo.com). Mapping updates will occur in conjunction with major updates to the Title VI plan or at least every 5 years. These maps will serve to further inform our local outreach efforts and aid our community partners in improving Title VI activities (i.e., transit, city, and borough planning, etc.).

MVP will also collect demographic data from program participants and meeting attendees via optional sign-in sheets. This data will be used to track Title VI program effectiveness and inform annual Title VI Compliance Reports. In light of the COVID-19 pandemic and the impact that virtual meetings came to have on meeting spaces in general, MVP has committed to maintaining a hybrid meeting space. For virtual meetings, we are providing an online sign-in sheet in the chat box as attendees enter the virtual meeting room.

## Title VI Assurances

Every award of federal financial assistance must be accompanied by assurances that the program, and other participants under the program including contractors and subcontractors, will be conducted, or a facility operated, in compliance with Title VI. The MVP Inter-Governmental Operating Agreement and Memorandum of Understanding for Transportation Planning, Section 14 – Compliance with Title VI, Civil Rights Act of 1964, provides these assurances. This language is provided as an excerpt in *Appendix E* of this document.

## MVP Public Participation Plan

The Public Participation Plan (PPP) is a guiding document that outlines the goals, strategies, and implementation plan for public involvement in the development of MVP plans, programs, services, and policies, including the MTP and TIP. It is designed to allow equal opportunity for all who wish to participate in transportation planning efforts and does so through designated public comment periods



along with a variety of public engagement and visualization strategies. The full PPP is available in *Appendix C*.

## Limited English Proficiency Plan

Executive Order 13166, *Improving Access to Services for Persons with Limited English Proficiency*, defines differing treatment based upon a person's inability to speak, read, write, or understand English as a type of national origin discrimination. Any agency receiving federal funds needs to develop a Limited English Proficiency (LEP) Plan, beginning with an analysis of the following four factors:

1. The number or proportion of LEP persons eligible to be served or likely to be encountered by a program, activity, or service of the recipient or grantee,
2. The frequency with which LEP individuals come into contact with the program,
3. The nature and importance of the program, activity, or service provided by the recipient to people's lives, and
4. The language access resources available and costs to the MPO for providing resources, considering organizational capacity to do so.

These four factors should be balanced to ensure that LEP persons can meaningfully access those services consistent with, and without unduly burdening, the fundamental mission of the agency. Language services may be provided such as oral interpretation or written translation. Based on an analysis of these four factors, MVP will ensure members of the public know they have a right to request translated materials or interpretive services but will not translate materials or hire interpreters by default. While the transportation services provided by MVP are important (Factor 3) and LEP individuals are likely to come into contact with the program (Factor 2), the number of LEP persons in the MPA is relatively low (Factor 1) and the time and cost burden for translating all written material would be high (Factor 4). The complete LEP Plan and corresponding maps can be found in Appendix B.

## Conclusion

The goal of this plan is to document and enhance opportunities for Title VI populations to have a meaningful voice, to receive equal benefits from MVP for Transportation's programs, activities, plans, and projects. The Title VI Plan is one that is a work in progress that will continue to evolve as people's needs, participation, and parameters for involvement opportunities change. This Title VI Plan will be reviewed annually and updated every 2 years. The next anticipated update will be in 2025, complete with an examination of Title VI and Environmental Justice Methodology for the updated MVP MPA Boundary. MVP will provide an above-standard compilation of racial, equity, and social justice data utilizing 2020 Census Data, Replica HQ Data, and Esri's Social Equity Analysis Solution at said time.

For more information, please contact the MVP for Transportation Title VI Coordinator at: [kim.sollien@fastplanning.us](mailto:kim.sollien@fastplanning.us)



# **MatSu Valley Planning for Transportation**

**Unified Planning Work Program (UPWP)**

**Federal Fiscal Year**

**2 0 2 5 - 2 0 2 6**

**Draft August 2024**

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## Acronyms & Definitions

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**ADA – Americans with Disabilities Act** is a 1990 civil rights law that prohibits discrimination against individuals with disabilities in all areas of public life, including jobs, schools, transportation, and all public and private places that are open to the public.

**Administrative modification** means a minor revision to a long-range statewide or metropolitan transportation plan, Transportation Improvement Program (TIP), or Statewide Transportation Improvement Program (STIP) that includes minor changes to project/project phase costs, minor changes to funding sources of previously included projects, and minor changes to project/project phase initiation dates. An administrative modification is a revision that does not require public review and comment, a redemonstration of fiscal constraint, or a conformity determination (in nonattainment and maintenance areas).

**ACS – American Community Survey** is an ongoing survey carried out by the U.S. Census Bureau that provides vital information on a yearly basis about the U.S. and its population. The survey helps to determine how federal and state funds are distributed each year.

**Amendment** means a revision to a long-range statewide or metropolitan transportation plan, TIP, or STIP that involves a major change to a project included in a metropolitan transportation plan, TIP, or STIP, including the addition or deletion of a project or a major change in project cost, project/project phase initiation dates, or a major change in design concept or design scope (e.g., changing project termini or the number of through traffic lanes or changing the number of stations in the case of fixed guideway transit projects). Changes to projects that are included only for illustrative purposes do not require an amendment. An amendment is a revision that requires public review and comment and a redemonstration of fiscal constraint.

**CFR – Code of Federal Regulations** is the codification of the general and permanent regulations published in the Federal Register by the executive departments and agencies of the federal government of the United States.

**DOT&PF – Alaska Department of Transportation and Public Facilities** is a department within the government of Alaska focused on the state's transportation and public infrastructure.

**FHWA – Federal Highway Administration** is a division of the United States Department of Transportation that specializes in highway transportation. The agency's major activities are grouped into two programs, the Federal-aid Highway Program, and the Federal Lands Highway Program.

**FTA – Federal Transit Administration** is a division of the United States Department of Transportation that provides financial and technical assistance to local public transportation systems. The FTA is one of ten modal administrations within the DOT.

**GIS – Geographic Information Systems.** Computerized mapping programs are helpful in visualizing existing conditions and proposed transportation planning interventions.

**LEP – Limited English Proficiency** refers to a person who is not fully fluent in the English language, often because it is not their native language.

**LRTP - Long-range statewide transportation plan** means the official, statewide, multimodal, transportation plan covering a period of no less than 20 years developed through the statewide transportation planning process.

**MPA – Metropolitan Planning Area** means the geographic area determined by agreement between the MPO for the area and the Governor, in which the metropolitan transportation planning process is carried out. The MPA must be comprised of, at minimum, the "urbanized area" as defined by the U.S. Census Bureau, plus the contiguous area expected to become urbanized within the next 20 years.

**MPO – Metropolitan Planning Organization** means the policy board of an organization created and designated to carry out the metropolitan transportation planning process.

**MSB – Matanuska-Susitna Borough** is the ‘county-level’ government for the Mat-Su Valley region.

**MTP – Metropolitan Transportation Plan** is the official multimodal transportation plan addressing no less than a 20-year planning horizon that the MPO develops, adopts, and updates through the metropolitan transportation planning process.

**MVP – MatSu Valley Planning for Transportation** is the metropolitan planning organization for the Mat-Su Valley region.

**PPP – Public Participation Plan** is the blueprint outlining an MPO’s public participation strategies and activities.

**TBD – to be developed or to be determined** means that the document, process, or item being referred to has yet to be developed, finalized, and/or approved by MVP Transportation.

**TIP – Transportation Improvement Program** means a prioritized listing/program of transportation projects covering a period of 4 years that is developed and formally adopted by an MPO as part of the metropolitan transportation planning process, consistent with the metropolitan transportation plan, and required for projects to be eligible for funding under title 23 U.S.C. and title 49 U.S.C. chapter 53.

**STIP – Statewide Transportation Improvement Program** means a statewide prioritized listing/program of transportation projects covering a period of 4 years that is consistent with the long-range statewide transportation plan, metropolitan transportation plans, and TIPs, and required for projects to be eligible for funding under title 23 U.S.C. and title 49 U.S.C. Chapter 53.

**UPWP – Unified Planning Work Program** means a statement of work identifying the planning priorities and activities to be carried out within a metropolitan planning area. At a minimum, a UPWP includes a description of the planning work and resulting products, who will perform the work, time frames for completing the work, the cost of the work, and the source(s) of funds.

**UA – Urban Area** For the 2020 Census, an urban area will comprise a densely settled core of census blocks that meet minimum housing unit density and/or population density requirements. This includes adjacent territory containing non-residential urban land uses. To qualify as an urban area, the territory identified according to criteria must encompass at least 2,000 housing units or have a population of at least 5,000.

## Introduction

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MatSu Valley Planning For Transportation (MVP) Unified Planning Work Program (UPWP) for Federal Fiscal Years 2025 and 2026 was developed in collaboration with the Alaska Department of Transportation and Public Facilities Planning and Engineering staff, Mat-Su Borough, the City of Wasilla and Palmer Planning and Public Works staff and Knik Tribe and Chickaloon Native Village Transportation program staff. The draft was presented to the MVP Technical Committee and Policy Board in June 2024 for approval to release the document for a 45 day-public comment period. The UPWP was advertised in the *Frontiersman*, State of Alaska website Public Notice page, and the MVP website. Comments received between June 19<sup>th</sup> and August 2<sup>nd</sup> were collected, reviewed, and adjudicated. The final draft FFY 25-26 UPWP and the comment log was presented to the Technical Committee on August 13<sup>th</sup> and to the Policy Board for approval on August 20<sup>th</sup>, 2024. The final FFY25-26 UPWP was transmitted to Alaska DOT&PF for review and submission to FHWA and FTA on August 22, 2024.

### Purpose of the UPWP

The Unified Planning Work Program (UPWP) for Matsu Valley Planning for Transportation (MVP) outlines the Metropolitan Planning Organization's (MPO) transportation planning activities. It is a planning document that identifies and describes the MPO's budget, planning activities, projects, studies, and technical support expected to be undertaken in a two-year period (23 CFR 450.104). The purpose of the UPWP is to ensure that a **comprehensive, cooperative, and continuing (3C)** approach to transportation planning is maintained and coordinated between the MPO, Alaska Department of Transportation & Public Facilities (Alaska DOT&PF), Matanuska-Susitna Borough (MSB), the Cities of Palmer and Wasilla, Knik Tribe, and Chickaloon Native Village.

The 3C approach is defined as:

- **Comprehensive:** Consideration of a wide range of strategies and investments;
- **Cooperative:** Participation by all relevant agencies, organizations, and the public; and
- **Continuing:** Including an ongoing performance-based monitoring, evaluation, and update process.

The UPWP is a statement of work identifying the planning priorities and activities to be carried out within a metropolitan planning area (MPA). At a minimum, a UPWP includes a description of the planning work and resulting products, deadlines, who will perform the work, time frames for completing the work, and the source of funds.

The UPWP is required for the MPO to receive metropolitan planning funds (PL Funds) from the Federal Highway Administration (FHWA) and 5303 Federal Transit Administration (FTA) funds through the Alaska DOT&PF. It is a fiscally constrained document based on the amount of programmed planning grants and match contributions and may be revised as needed after adoption by Administrative Modification or Amendment, as defined in MVP's Operating Agreement. Fiscal constraint in long-range transportation planning is intended to ensure plans are based on a reasonable expectation of sufficient revenues to support the costs of maintaining the existing metropolitan area transportation system and any planned expansion of the system over at least a 20-year period.

In addition to the UPWP, the MPO must develop and implement the following plans as part of the transportation planning process (23 USC 134 & 23 CFR 450):

- **Metropolitan Transportation Plan (MTP)** – a multimodal transportation plan that addresses a 20-year planning horizon that the MPO develops, adopts, and updates every four years.
- **Transportation Improvement Program (TIP)** – a prioritized listing/program of transportation projects covering a four-year period that is developed, adopted, and implemented by the MPO in coordination with the MTP.
- **Public Participation Plan (PPP)** – a guiding document that outlines the goals, strategies, and implementation plan for public involvement in the development of MPO plans, programs, and policies, including the MTP and TIP.

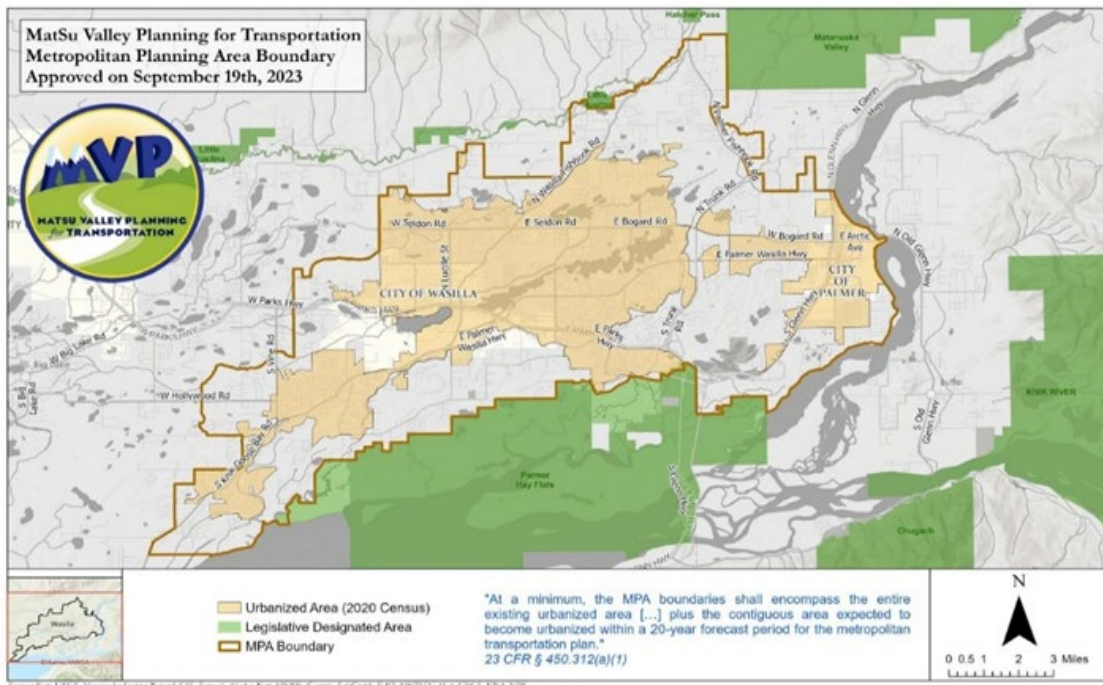
The planning activities for FFY2025 and FFY2026 supporting the development and implementation of these plans by MVP and Alaska DOT&PF staff are addressed within the tasks identified in this UPWP.

## MPO Formation

All Urbanized Areas (UA) must have an MPO to carry out a 3C transportation planning process, as stipulated in the Federal Highway Act of 1962. On December 29, 2022, the U.S. Census Bureau published a notice in the Federal Register identifying the Wasilla, Knik-Fairview, North Lakes UA. In anticipation of the UA designation, the regional governments and transportation planning advocates within the UA formed a Pre-MPO Steering Committee and Pre-Policy Board to guide the decision-making process in forming an MPO for the region before designation as an MPO. On December 19, 2024, MVP was designated as the MPO for the region.

Designation of MVP was completed by a formal agreement between the Governor of Alaska, the MSB, the Cities of Palmer and Wasilla, the Knik Tribe, and the Chickaloon Native Village. The designation and signing of the Operating Agreement identified the membership of the Policy Board and the structure of the organization and established the metropolitan planning area (MPA) boundaries (23 USC 134 (b) and 49 USC 5303 (c)).

The MPA boundary encompasses the entire UA (as defined by the Bureau of the Census) plus the contiguous area expected to become urbanized within a 20-year forecast period for the MTP, as shown in Exhibit 1. The yellow-shaded area on the map is the UA as defined by the Census, and the brown line encompasses the area expected to become urbanized within the next 20 years.



## Exhibit 1

Prior to formation, MVP was managed as a project by the MSB Planning Division with support from the Alaska DOT&PF. On October 17th, 2023, the Pre-MPO Policy Board approved hiring an independent coordinator to manage the development of the nonprofit corporation and to establish MVP as an independent organization. Through a collaborative agreement between FAST Planning, the MPO for the Fairbanks UA, a coordinator for MVP was hired on April 1st of 2024. Once MVP is formally established as a 501c (3) corporation and the Policy Board has approved the financial, personal, and operations policies for the organization, the coordinator will transition to staff of MVP. It is anticipated that this transition will occur in the Federal Fiscal Year 2025. At that time MVP intends to hire additional staff and open an office within the Metropolitan Planning Area. The development of MVP as the MPO for the region has been supported by Alaska DOT&PF. We anticipate continued support from them, and MVP will continue to share a portion of its allocation of Metropolitan Planning (PL) funds with Alaska DOT&PF to support the respective planning activities.

## MPO Structure

The MPO structure was discussed at length by the Pre-MPO Steering Committee and Pre-Policy Board. In March of 2022, the Pre-Policy Board recommended that the MPO form an independent 501(c)3 organization. The final members of the official Policy Board are identified in the Operating Agreement as follows: A representative of the Alaska DOT&PF, a Knik Tribe representative, a Chickaloon Native Village representative, the Matanuska-Susitna Borough Mayor and Manager, the City of Palmer Mayor, and the City of Wasilla Mayor. The Infrastructure Investment and Jobs Act (IIJA) of November 2021 requires, under Section 11201, Transportation Planning, that when designating MPO officials or representatives for the first time, subject to the bylaws or enabling statute of the MPO, the MPO shall consider the equitable and proportional representation of the population of the MPA. The MVP Pre-Policy Board decided that each member shall have one vote.



## Operation of the MPO

The Pre-MPO Policy Board and Technical Committee have already approved the following documents toward becoming an operational MPO:

- Intergovernmental Operating Agreement for Transportation Planning (signed, December 2023)
- Bylaws (approved September 2023, anticipated update September 2024)
- Articles of Incorporation approved (September 2023, amended May 2024)
- Memorandum of Understanding for the Operations of the Office of MVP for Transportation and associated Membership Fees and Annual Dues approved (February 2024)
- Title VI Civil Rights Plan (anticipated approval August 2024)
- MVP Policies and Procedures (anticipated approval September 2024)
- Public Participation Plan (PPP) (approved December 2021)

**The approved PPP will be consulted and followed as MVP develops the following documents:**

- Metropolitan Transportation Plan (MTP)
- Household Travel Survey
- Travel Demand Model
- Transportation Improvement Program (TIP)
- Implementation of the 2025-2026 UPWP and all future UPWPs
- MVP organizational Policy and Procedures
- Development of the legal entity of the MPO
- Grandfather agreements with the Alaska DOT&PF regarding current Community Transportation Program (CTP) projects in the Statewide Improvement Program (STIP)
- Title VI Plan

The Technical Committee consists of representatives, such as engineers, planners, and other specialists from the cities of Palmer and Wasilla, the Matanuska-Susitna Borough, the Alaska Railroad, the Matanuska-Susitna Borough School District, Alaska Department of Environmental Conservation, transit providers, local freight operators, and tribal entities. The Technical Committee is an advisory body to the Policy Board. The Policy Board is the decision-making body of MVP.

The Policy Board consists of elected/appointed officials, including a designated representative of the Alaska DOT&PF Central Region, Matanuska-Susitna Borough Mayor and Manager, city of Palmer Mayor, city of Wasilla Mayor, and designated representatives of Knik Tribe and Chickaloon Native Village.

In accordance with the Bylaws and Intergovernmental Operating Agreement, MVP has a Technical Committee and Policy Board that hold regularly scheduled meetings each month to guide the MPO's transportation planning process and make decisions for plans, programs, and policies.

## Self-Certification for Small MPOs

### Metropolitan Planning Organization Self-Certification

In accordance with 23 CFR 450.336, Matsu Valley Planning for Transportation (MVP) certifies for the Wasilla-Knik-North Lake Urbanized Area that the metropolitan transportation planning process is being carried out in

accordance with all applicable requirements of:

1. 23 U.S.C. Section 134, 49 U.S.C. Section 5303, and 23 CFR Part 450;
2. In nonattainment and maintenance areas, Sections 174 and 176(c) and (d) of the Clean Air Act as amended (42 U.S.C. 7504, 7506(c) and (d) and 40 CFR Part 93);
3. Title VI of the Civil Rights Act of 1964, as amended (42 U.S.C. 2000d - 1) and 49 CFR Part 21;
4. 49 U.S.C. Section 5332, prohibiting discrimination on the basis of race, color, creed, national origin, sex or age in employment or business opportunity;
5. Section 1101(b) of the FAST Act (Pub. L. 114 - 357) and 49 CFR Part 26 regarding the involvement of disadvantaged business enterprises in DOT-funded projects;
6. 23 CFR Part 230, regarding the implementation of an equal employment opportunity program on Federal and Federal - aid highway construction contracts;
7. The provisions of the Americans with Disabilities Act of 1990 (42 U.S.C. 12101 et seq.) and 49 CFR Parts 27, 37, and 38;
8. Older Americans Act, as amended (42 U.S.C. 6101), prohibiting discrimination on the basis of age in programs or activities receiving Federal financial assistance;
9. 23 U.S.C. Section 324, regarding prohibition of discrimination based on gender; and
10. Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794) and 49 CFR Part 27 regarding discrimination against individuals with disabilities.

## Federal and Regional Planning Priorities

### Regional Planning Priorities

The federal highway bill identified the need for transportation plans to recognize and address the relationship between transportation, land use, and economic development. As such, MVP for Transportation will take into consideration the goals, objectives, performance measures, and targets of state and regional plans such as the Statewide Long-Range Transportation Plan and the Matanuska-Susitna Borough (MSB) 2035 Long-Range Transportation Plan (LRTP) and 2007 Core Area Comprehensive Plan. Including the State and Regional land use and transportation plans will lead to more effective decisions on transportation investments and improved interconnectivity in the regional area beyond the boundary of the MPA.

The current Matanuska-Susitna Borough Long Range Transportation Plan (LRTP) 2035 addresses the planning factors above and addresses performance-based planning. This LRTP provides a good base to develop MVP's MTP which encompasses a much smaller area than the entire Mat-Su Borough, which is over 25,000 square miles. See Table 1 for more information. Regional priorities identified in the MSB 2035 LRTP include:

- Improving Congestion
- Safety
- Accessibility
- Mobility

The LRTP is a fiscally constrained document that sets priorities for both Alaska DOT&PF and the Borough to be completed by 2035. Funded Alaska DOT&PF projects of regional significance include upgrades to the Glenn Highway, Parks Highway, Knik Goose Bay Road, and Seward Meridian Parkway. The Borough has funded and/or constructed most of its priority list, including projects such as Hemmer Road, Tex-Al Drive,

and South Trunk Road Extension. The MSB Assembly adopted its first ever Bike and Pedestrian Plan on September 26<sup>th</sup>, 2023, which includes a prioritized list of projects and code changes. The MSB intends to develop a Public Transit Development Plan in partnership with the MVP and Alaska DOT&PF to support transit operations and infrastructure needs in the rural and urban areas. Once adopted, the Transit Development Plan and the Bike and Pedestrian Plans will become new chapters in the LRTP and will inform MVP's TIP development.

**The current Matanuska- Susitna Borough Core Area Comprehensive Plan** top two goals are to 1) Foster a pattern of land development that protects the appealing features of the Core Area, offers developers and consumers choices in the market place, and allows local government to provide cost-effective infrastructure and services economically and 2) Provide for safe and efficient vehicular and non-motorized travel within the Core Area and between the Core Area and other destinations. These goals and the associated policy recommendations also provide a good foundation for MVP's first Metropolitan Transportation Plan.

## Federal Planning Factors and Performance-Based Planning

To accomplish the objectives in Title 23 [§ 450.300](#) and [§ 450.306\(b\)](#), metropolitan planning organizations designated under [§ 450.310](#), in cooperation with the State and public transportation operators, are directed to develop long-range transportation plans and TIPs through a performance-driven, outcome-based approach to planning for metropolitan areas of the State.

Title 23 further states that the metropolitan transportation planning process shall be continuous, cooperative, and comprehensive, and provide for consideration and implementation of projects, strategies, and services that will address the following factors:

### Federal Planning Factors

1. Support the economic vitality of the metropolitan area, especially by enabling global competitiveness, productivity, and efficiency.
2. Increase the safety of the transportation system for motorized and non-motorized users
3. Increase the security of the transportation system for motorized and non-motorized users
4. Increase the accessibility and mobility of people and freight
5. Protect and enhance the environment, promote energy conservation, improve the quality of life, and promote consistency between transportation improvements and State and local planned growth and economic development patterns
6. Enhance the integration and connectivity of the transportation system, across and between modes, for people and freight
7. Promote efficient system management and operation
8. Improve the resiliency and reliability of the transportation system and reduce or mitigate stormwater impacts of surface transportation
9. Enhance travel and tourism
10. Emphasize the preservation of the existing transportation system

### Performance Based Planning

In addition to the planning factors noted above, previous legislation (Moving Ahead for Progress in the 21st Century Act [MAP-21]) required that state Departments of Transportation (DOTs) and MPOs conduct

performance-based planning by tracking performance measures and setting data-driven targets to improve those measures.

Performance-based planning ensures the efficient investment of federal transportation funds by increasing accountability of local agencies receiving the funds, prioritizing transparency to the public, and providing insight for better investment decisions that focus on key outcomes which relate to the seven national goals :

1. Improving Safety
2. Maintaining Infrastructure Condition
3. Reducing Traffic Congestion
4. Improving System Reliability
5. Improving Freight Movement & Supporting Regional Economic Development
6. Protecting the Environment
7. Reducing Delays in Project Delivery

In the development of MVP's policies and procedures and in the development of the MTP and TIP, MVP will have the option to accept all the statewide targets for safety, pavement condition, bridge condition, on-road mobile source emissions, and travel time reliability and to offer additional measures if they choose.

### Planning Emphasis Areas

In December 2021 the FHWA and FTA jointly issued Planning Emphasis Areas for use in the development of MPO UPWPs and Statewide Planning & Research Work Programs. These emphasis areas are not bound in law, but MPOs, public transit providers, State DOTs, and Federal land management agencies are highly encouraged to incorporate them into their UPWPs and work programs during their next update cycle. MVP has incorporated these emphasis areas into many of the tasks in this UPWP.

1. Tackling the Climate Crisis – Transition to a Clean Energy, Resilient Future
2. Equity and Justice40 in Transportation Planning
3. Complete Streets
4. Public Involvement
5. Strategic Highway Network (STRAHNET)/U.S. Department of Defense Coordination
6. Federal Land Management Agency Coordination
7. Planning and Environment Linkages
8. Data in Transportation Planning

Table 1 and Table 1A. on the following page shows how MVP's UPWP work tasks relate to the Planning Factors, National Performance Goals, and new Federal Planning Emphasis Areas.

Table1 FFY2025/26 UPWP Work Tasks & Federal Planning Factors

<b>Metropolitan Planning Process Federal Planning Factors</b>											
<b>FFY2025/2026 UPWP WORK TASKS</b>		Support economic vitality of the metropolitan area, especially by enabling global competitiveness, productivity, and efficiency	Increase the safety of the transportation system for motorized and non-motorized users	Increase the security of the transportation system for motorized and non-motorized users	Increase the accessibility and mobility of people and freight	Protect and enhance the environment, promote energy conservation, improve the quality of life, and promote consistency between transportation improvements and State and local planned growth and economic development patterns	Enhance the integration and connectivity of the transportation system, across and between modes, for people and freight	Promote efficient system management and operation	Improve the resiliency and reliability of the transportation system and reduce or mitigate stormwater impacts of surface transportation	Enhance travel and tourism	Emphasize the preservation of the existing transportation system
<b>Required Plans &amp; Programs</b>											
100(a)	Unified Planning Work Program	X	X	X	X	X	X	X	X	X	X
100(b)	Metropolitan Transportation Plan	X	X	X	X	X	X	X	X	X	X
100(c)	Transportation Improvement Program	X	X	X	X	X	X	X	X	X	X
100 (d)	TransCad Model						X	X			
100(e)	Household Travel Survey	X			X			X			
100(f)	Public Participation Plan	X	X	X	X	X	X	X		X	
100(g)	Support Services	X	X		X	X	X	X	X	X	
<b>Public Transit System Planning</b>											
200(a)	Transit Development Plan		X	X	X	X	X			X	
200(b)	MSB Planning Support	X	X	X	X		X			X	
<b>Supplemental Plans &amp; Projects</b>											
300 (a)	Sign Management Plan STBG	X	X		X				X	X	
300 (b)	Advanced Project Definition STBG	X	X	X	X	X		X			X
300 (c)	Lighting and intersection Management Plan STBG	X	X			X				X	
300 (d)	Pavement Asset Management Plan STGB	X	X			X		X	X		X

**Table1A FFY2025/26 UPWP Work Tasks & National Performance Goals and Planning Emphasis Areas**

FFY2025/2026 UPWP WORK TASKS		National Performance Goals							New Federal Planning Emphasis Area							
		Safety	Infrastructure Condition	Congestion Reduction	System Reliability	Freight Movement & Economic Vitality	Environmental Sustainability	Reduce Project Delivery Delays	Climate Change/ Resilience	Equity/ Justice40	Complete Streets	Public Involvement	STRAHNET/ DOD Coord	Federal Land Mgmt Agency Coordination	Planning & Environmental Linkages	Data in Transportation Planning
<b>Required Plans &amp; Programs</b>																
100(a)	Unified Planning Work Program	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
100(b)	Metropolitan Transportation Plan	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
100(c)	Transportation Improvement Program	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
100(d)	TransCad Model	X		X												X
100(e)	Household Travel Survey	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
100(f)	Public Participation Plan								X	X	X					X
100(g)	Support Services	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
<b>Public Transit System Planning</b>																
200(a)	Transit Development Plan	X	X	X	X		X		X	X	X	X	X	X	X	X
200(b)	MSB Planning Support	X	X	X			X		X	X	X	X	X	X	X	X
<b>Supplemental Plans &amp; Projects</b>																
300 (a)	Sign Management Plan STBG	X	X	X	X		X	x	X	X	X	X		X	X	X
300 (b)	Advanced Project Definition STBG	X	X	X		X	X	X	X	X		X				X
300 (c)	Lighting and intersection Management Plan	X	X		X	X	X	x	X	X	X	X				X
300 (d)	Pavement Asset Management Plan	x	x		x	x	x	x	x	x	x	x				x

## Funding

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### UPWP FUNDING TYPES

All work, including staff time and consultant services (when necessary) are identified in the UPWP and are funded by one or more of the following sources:

#### FHWA SECTION 112 GRANT FUNDS (“PL,” OR METROPOLITAN PLANNING FUNDS):

The MPO receives annual funding to carry out its federally mandated metropolitan planning requirements. PL funds can be used for up to 90.97% of a project. FHWA

#### SURFACE TRANSPORTATION PROGRAM BLOCK GRANT (STBG) FUNDS:

The Surface Transportation Program provides the funding to localities for projects on any Federal-aid highway. These include the National Highway System, bridge projects on any public road, transit capital projects, and intracity and intercity bus terminals and facilities. The primary purpose of these projects is to reduce congestion and improve safety and efficiency of regional multimodal transportation systems. STBG provides flexible funding that can be used for up to 90.97% of a project.

#### TRANSIT PLANNING 5303 FUNDS

FTA 5303 grants are federal funds designated for transit planning and research activities in the MPA area. The Alaska DOT &PF has a Consolidated Planning Grant which transfers the FTA 5303 funding to FHWA allowing up to 90.97% of the funding to be used for a project. The CPG program is a way for States/MPOs to simplify the administrative processes surrounding FTA and FHWA metropolitan planning funds by merging the two into one federal grant. States/MPOs can request to transfer planning funds to either FHWA or FTA, delegating one “lead agency” for the award and administration of those funds. This program benefits the State/MPOs in many ways including but not limited to:

- Elimination of separate FTA and FHWA budget detail
- Expedited authorization of work
- Simplified work activity, accounting and billing
- One Federal oversight agency
- Single Federal match ratio
- Consolidated reporting

The Alaska DOT&PF and its MPO subrecipients currently benefit from a CPG. Alaska DOT&PF requested and received approval to transfer FY23 FTA 5303 funding and administration to the Alaska Division of FHWA; see attached memo and letter. The Alaska DOT&PF must request this transfer annually. Once established, it is intended that the Matsu Valley Planning for Transportation (MVP) MPO representing the Wasilla-Knik-North Lakes, AK urbanized area, will also fall under the State’s CPG. This intent and the

associated FFY24 FTA/FHWA funding levels are documented in the attached 2024 PL Distribution Formula update and FFY24 PL Consultation document. FFY24 PL and 5303 funding will be distributed to MVP in this manner, consistent with the State's Consolidated Planning Grant.

## LOCAL MATCHING FUNDS (or the non-federal share)

Local matching funds are cost sharing requirements by FHWA and FTA. Matching funds may include local tax revenue, bonds, private foundation funds, in-kind, private sector contributions, and non-DOT federal funds. Traditionally, federal grants cover a portion of the project expenses, while the remaining non-federal share is either matched by the state completely or partially matched by the state and the local entities. The 2025-2026 UPWP will utilize cash and in-kind match provided by the Matanuska-Susitna Borough, Cities of Palmer and Wasilla, Chickaloon Native Village and Knik Tribe and a State of Alaska Legislative Grant.

## UNOBLIGATED PL

Under 23 USC 104(d), The Alaska Department of Transportation & Public Facilities (DOT&PF) is responsible for allocating Title 23 metropolitan planning (PL) funds to the state's Metropolitan Planning Organizations (MPOs) according to a formula that is developed by the state in consultation with the MPOs and approved by the Federal Highway Administration (FHWA).

Deobligated PL funds from an MPO's UPWP shall be made available to the MPO for use in its next UPWP. These funds are in addition to the MPO's annual distribution. Annually with the PL funds distribution notice, DOT&PF will provide the MPOs with the balance of unobligated FHWA PL funds available for statewide urban planning purposes. Annually at a quarterly Statewide MPO Coordination Meeting, the MPOs and the state will propose, discuss, and decide on how to allocate unobligated PL funds for the following fiscal year. This decision will be documented in the meeting notes.

Unobligated PL will be used to fund MVP's first MTP, Household Travel Survey, TransCad modeling and the Transit Development Plan.

## ALASKA LEGISLATIVE GRANT:

Grant No. 24-DC-022 METROPOLITAN PLANNING ORGANIZATION SUPPORT \$1,000,000. The Matanuska-Susitna Borough was granted a legislative appropriation in FY2022 to support the formation of MatSu Valley Planning for Transportation (MVP) as the MPO for the Mat-Su Area. The funding guidelines include providing start-up membership fees and annual dues for the State of Alaska DOT&PF and hiring an Executive Director to manage the organization. Funding will also be used to provide the non-federal share for the Metropolitan Transportation Plan (MTP), the short-term Transportation Improvement Program (TIP), and related discretionary grant programs.



# FFY 2025/2026 Unified Planning Work Program Elements: Required Plans and Programs

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## Task 100 (A) UPWP

The Alaska DOT&PF is responsible for providing the management oversight of the UPWP. MVP will prepare and submit monthly reports through FFY2025 and FFY2026 to the Alaska DOT&PF in accordance with Section 9.1.1 of the Inter-Governmental Operating Agreement and Memorandum of Understanding for Transportation Planning. The reports will document the planning activities performed and expenditures by MVP in accordance with the tasks listed in the UPWP. The Alaska DOT&PF will review and compile the quarterly reports into annual reports at the end of each fiscal year. MVP will initiate Administrative Modifications and Amendments to the UPWP as needed in accordance with the provisions of the MPO's December 19, 2023, Intergovernmental Operating Agreement. MVP will also initiate development of the next UPWP in April 2026, six months in advance of the expiration of this UPWP.

Participation by MVP and Alaska DOT&PF staff in FFY2025-26 is anticipated to include:

**Completion Date:** Preparation and submittal the FFY2026 annual report (October 2026)

**Responsible Party:** MPO Staff and Alaska DOT&PF

**Resulting Product:** Preparation and submittal of FFY25-FFY26 monthly (MVP) reports for reimbursement purposes. Alaska DOT&PF will compile quarterly reports (January, April, July, October) and submit them to FHWA. MVP and Alaska DOT&PF will jointly compile the annual report for FFY25 and FFY26. Preparation of the next FFY27-FFY28 UPWP will be presented to the Technical Committee and Policy Board for review in April of 2026

## Task 100(B) Metropolitan Transportation Plan

The MTP is the official multimodal transportation plan addressing no less than a 20-year planning horizon that the MPO develops, adopts, and updates through the metropolitan transportation planning process. In FY2025/2026 MVP will develop its first MTP using the 2017 MSB LRTP 2035 as its base. The MTP is expected to be completed by June/July 2026. The MTP must be updated every five years. The MTP planning process shall include the development of a transportation plan addressing no less than a 20-year planning horizon as of the effective date as described in CFR 450.306. On May 21, 2024, the MVP Policy Board approved the MTP scope of services and transmitted the scope to Alaska DOT&PF. The State of Alaska DOT&PF will release the MTP for bid via a consultant contract in October 2024.



**Development of the MTP:** The planned schedule is to release an RFP for consulting services after October 1st to develop the MTP. The plan will focus on the MPA boundary and address all transportation planning needs within those boundaries, regardless of ownership. In developing MVP's first MTP, the latest available estimates and assumptions for population, land use, travel, employment, congestion, and economic activity will be used to provide the most accurate transportation solutions for the MPA. The update will include the collection of traffic data, analysis of the transportation network, evaluation of land use and supporting transportation scenarios for travel demand model forecasts, and outreach to local agencies and the public to confirm project needs. The Public Participation Plan (PPP) will define the minimum public involvement efforts, but the efforts may be more robust, and the PPP will be updated accordingly. The draft MTP will be released for public comment, and after the resolution of public comments, the final MTP will then be presented to the Technical Committee and Policy Board for consideration of adoption. Following adoption, the final MTP will be transmitted to FHWA and FTA for approval.

**Transportation Improvement Program (TIP) Scoring Criteria:** The development of the MTP will also include the development of MVP's first Transportation Improvement Program (TIP) scoring criteria. The FAST Act supplemented the MAP-21 legislation by establishing timelines for state DOTs and MPOs to comply with the requirements of MAP-21. State DOTs are required to establish statewide targets and MPOs have the option to support the statewide targets or adopt their own. MVP will need to develop a Memorandum of Understanding between the Alaska DOT&PF, AMATS, and FAST Planning to cooperatively support a performance-based approach to the metropolitan transportation planning and programming process and to develop and share information related to transportation performance data. Table 1 illustrates how UPWP work tasks relate to these national performance goals.

The IIJA was signed into law in November 2021. New considerations for the metropolitan transportation planning process include:

- **Dedicated funding to build electric vehicle charging systems** and expand current programs eligibility to support climate mitigation activities and emphasize resiliency to natural disasters.
- **Complete Streets standards and policies**
- **Many competitive grant opportunities** to support local initiatives to prevent deaths and serious injuries on roads, demonstration projects focused on community technologies and systems to improve transportation efficiency and safety, and rail crossing elimination programs (list not inclusive)

## Development of a Complete Streets Policy (part of the MTP)

Complete Streets Policy will be completed as part of MTP development. Section 11206 of the IIJA outlines the federal definition of a Complete Street and establishes that MPOs must adopt a Complete Streets policy and incorporate the application of said policy into the development of its transportation plan to receive federally apportioned funds. This work will be done concurrently and as part of the development of the MTP by the MTP consultant team. The term "Complete Street" standards or policies means standards or policies that ensure the safe and adequate accommodation of all users of the transportation system, including pedestrians, bicyclists, public transportation users, children, older individuals, individuals with

disabilities, motorists, and freight vehicles (see IJJA, Section 11206(a)). Not less than 2.5 percent of the amounts made available to the MPO under section 23 USC 104(d) shall be used for complete streets activities. To comply with 23 USC 104(d) MVP will develop a policy that determines an annual percentage of funding that will be allocated toward complete streets projects. Any project developed with federally apportioned funds must use the federal guidelines in the design and construction of capital projects, not regional or local standards. The capital projects must be developed using the Design and Construction Standards found at <https://dot.alaska.gov/stwddes/dcsaboutus/>.

**MTP, TIP Criteria and Complete Streets Policy Completion Date:** July 31, 2026

**Responsible Party:** MPO Staff, Consultant(s), and Alaska DOT&PF

- The draft MTP will be presented to the MVP Technical Committee and Policy Board (March 2026)
- The MTP will be released interagency consultation, and released for 30-day public comment period (April 2026)
- Review and response to comments received during public comment period (June 2026)
- Presentation of final MTP, TIP scoring criteria, and Complete Streets policy to MVP Technical Committee and Policy Board for consideration of adoption (July / August 2026)
- Transmittal of adopted MTP to FHWA and FTA for approval/ concurrence and Alaska DOT&PF (September 2026)

**Resulting Product:** MTP, a Complete Streets Policy, Updated PPP, and TIP Scoring Criteria

## Task 100 (C) TransCad Modeling

**TransCad Modeling:** The MTP will focus on the Metropolitan Planning Area (MPA) boundary and address all transportation planning and infrastructure needs within those boundaries, regardless of ownership. In updating the MTP, MVP will base the model update or new model on the latest available estimates and assumptions for population, land use, travel, employment, congestion, and economic activity. The TransCad Model is a comprehensive travel demand model. It supports sketch planning methods, four-step demand models, activity models and has an extensive set of traffic assignment models. It provides the ability to facilitate the implementation of best practices for travel forecasting and transportation modeling. It is GIS-based which makes it more accurate. The update will include collecting traffic data, analyzing the transportation network, evaluating land use, supporting transportation scenarios for travel demand model forecasts, and providing outreach to local agencies and the public to confirm project needs as documented in the 2035 MSB LRTP and new project needs not yet identified. MVP will consult with Alaska DOT&PF to determine the most efficient route to a usable and lasting travel model that can meet the needs of all stakeholders for the years to come. Coordination on the horizon year of the MTP should occur between the MPO, Alaska DOT&PF and AMATS.

**Modeling Completion Date:** July 2026 MTP update will use an existing model for the region, but MVP will begin a travel demand model update and household travel survey concurrent with the MTP that will be ready in time for the next MTP update.

**Responsible Party:** The Alaska DOT&PF will manage the Transcad Model update.

**Resulting Product:** An accurate TransCad model for the MVP MPA that can be used to inform projects outlined in the MTP and TIP.

## Task 100 (D) Household Travel Survey

**Household Travel Survey:** The goal of conducting the household travel survey is to sample a representative number of households across different demographic categories and geographic areas to understand the travel behavior choices of the region thoroughly. It gives planners and engineers the data necessary to improve the outcomes of the modeling efforts as it grounds assumptions made in the decision-making process. This effort would ideally take place prior to the development of the travel model. However, there are some elements of the travel model that can occur concurrent with the household travel survey. This effort aims to design and pretest a survey instrument and conduct a household travel survey for the MPA. The following tasks will be performed:

- Performing project administration and coordination
- Reviewing specifications, survey plan and survey design
- Coordinating public outreach, communications plan, and project website
- Conducting and analyzing the pilot survey
- Refining survey methods, instruments, and procedures for the main survey
- Conducting the survey
- Data weighting
- Preparing the final survey report and data files
- Training staff on how to use the data

It may be in the State's interest to manage this project and extend it beyond the MPA boundary. MVP could assist as a partner in developing and implementing the household travel survey.

**Household Survey Completion Timeline:** Fall 2026

**Responsible Party:** MVP staff and Alaska DOT&PF staff and the consultant team will be responsible for the work product and contract management.

**Resulting Product:** A household travel survey report that will be used to inform the MTP and travel demand model.

## Task 100 (E) Transportation Improvement Program (TIP)

The TIP is a prioritized listing/program of transportation projects covering four years developed and formally adopted by an MPO as part of the metropolitan transportation planning process, consistent with the MTP and required for projects to be eligible for funding under 23 USC and 49 USC Chapter 53.

Currently, the federally funded transportation projects for the area can be found in the 2020–2023 Alaska Statewide Transportation Improvement Program (STIP). Once complete, all MVP projects funded by federal transportation funds on locally or state-owned non-National Highway System (NHS) roadways and transit projects will be found in MVP's TIP and incorporated by reference into the STIP. Federally funded projects within the MPO boundaries that are located on the State-owned NHS or facilities owned by the Alaska Railroad Corporation will generally be shown in MVP's TIP for informational purposes. Including all these

projects will require careful coordination with the state and transit providers in the TIP development. TIP development is the actualization of the 3C process. To have an accurate TIP, a wide range of strategies and investments need to be documented by all relevant agencies within the MPA, organizations and the public need to have the opportunity to inform the projects listed, and an annual review need to happen to ensure performance-based monitoring, project evaluation and project updates match needs and project timelines.

For all MPAs, concurrent with the submittal of the entire proposed TIP to the FHWA and FTA as part of the STIP approval, the State and the MPO shall certify at least every four years that the metropolitan transportation planning process is being carried out in accordance with all applicable requirements as set forth in 23 CFR 450.336. The self-certification shall be drafted and included as the cover letter in the transmittal of the TIP to FHWA and FTA.

Development of a new TIP will begin concurrently with the development of the MTP, which is anticipated to be completed in July 2026. The initial effort will be consultant-led and will involve development of project scoring criteria and nomination forms, followed by a call for project nominations. Projects included in the TIP must be prioritized in the MTP. Example scoring criteria that may be used include safety, public support, maintenance and operations, system preservation, connectivity, environmental mitigation, project readiness and land use. Non-motorized projects have slightly different criteria such as how much of the population is impacted by the project, how the facility will be used, and if it provides more mobility for more users in a safer environment. The project nominations often, but are not all required to, come from the short-range list of projects included in the updated MTP. A workshop will be held for local agencies and the public to learn about the nomination process, scoring criteria, and project selection process for funding. At the close of the nomination period, the Technical Committee members will score and rank the projects in order of priority for consideration of funding in the new TIP.

Concurrently, Alaska DOT&PF staff will prepare a scope, schedule, and estimate (SSE) for each project nominated. Once the SSEs and project rankings are complete, the MPO will develop a fiscally constrained draft TIP providing a funding plan for the top-ranked projects for release for public comment. After public comments are addressed and/or resolved, the final TIP will then be presented to the Technical Committee and Policy Board for consideration and adoption. Following adoption, the final TIP will be transmitted to FHWA and FTA for approval and to Alaska DOT&PF for inclusion into the Statewide Transportation Improvement Program (STIP).

The MPO Staff will work in cooperation with the Alaska DOT&PF and the MSB GIS department, and the MTP consultant team in the development of an E-TIP that is compatible with the State's STIP, if available.

Participation by MVP and Alaska DOT&PF FFY2025-26 is anticipated to include:

- Prior to MVP's TIP, MVP has been allowed to propose projects in the STIP for FFY 24/25/26. Monthly tracking of obligated funds will continue through FFY25 and FFY26.
- MVPs motorized and multi-modal project scoring criteria and nomination form will be published for the public and agency partners to nominate projects once the MTP consultant team has completed it (March 2026)

- Call for project nominations, project scoring and ranking, and SSE development (March - May 2026)
- Development of FFY27-30 TIP, interagency consultation, and released for 30-day public comment period (June 2026)
- Review and respond to comments received during public comment period (August 2026)
- Presentation of final FFY27-30 TIP to MVP Technical Committee and Policy Board for consideration of adoption (September 2026)
- Transmittal of adopted TIP to FHWA and FTA for approval/ concurrence and Alaska DOT&PF for inclusion by reference into the STIP (September-October 2026)

**TIP Completion Date:** August 2026

**Responsible Party:** MVP staff, with Alaska DOT&PF staff, MSB GIS staff, and the MTP consultant team providing Advanced Project Definition (estimates and schedules) and financial constraint limits and technical support for E-TIP, as necessary.

**Resulting Product:** 2027 – 2030 Transportation Improvement Program

## Task 100(F) Update and Implementation of the Public Participation Plan (PPP) and Title VI Implementation Plan

A first task for MVP and the Consultant team responsible for the MTP development, is the update of the PPP to reflect the planned public involvement for the MTP. The use of social media and earned media will be incorporated into the PPP as well as any web-based/map-based interactive techniques.

The PPP will also assist in outlining the proper public involvement necessary for the development and operation of the MPO. The MVP Executive Director will implement the PPP Staff will be responsible for:

- Maintaining the MVP website complete with staff and committee member contact information, operating documents, plans and policies, meeting calendar, meeting agendas, meeting packets and minutes, project information, and a method for interaction with the public such as a comment form
- Hosting all MPO meetings in an accessible manner with proper public notice
- Preparing all meeting materials
- Providing public comment periods, open house events, workshops, surveys, interactive maps, and other opportunities for the public to be involved in the transportation planning process including the MTP, TIP, PPP, Title VI Plan and the Transit Plan Development as well as the supplemental plans like the signage plan and the streetlighting plan
- Maintaining a presence on social media (Facebook, X, Instagram, and LinkedIn as staff capacity allows) to provide additional opportunities for the public to engage in the transportation planning process
- Hosting local events that introduce the public to the MPO

- Advertising all meetings, events, and public comment opportunities in the newspaper, on the website and social media accounts, local bulletin boards, radio, television, and the Alaska DOT&PF public notice website

**PPP and Title VI plan update and implementation Completion Timeline:** Prior to initiation of the MTP. (Estimate November 2024)

**Responsible Party:** MVP staff and MTP contractor

**Resulting Product:** Updated and implemented PPP and Title VI Plan

## Task 100(G) Support Services

**Support Services:** This task encompasses all planning and program needs for the operation of the MPO, including but not limited to:

- Development, management and operation of the MVP 501(c)(3) nonprofit Corporation (human resources, payroll, accounts payable/receivable, office space leasing, asset management, insurance coverages, audits, business licensing, and tax filings)
- All the necessary activities and items for the formation of the MPO office including the hiring and managing a Transportation Planner and Office Manager
- Procurement of office space
- Host and attend weekly Staff meetings
- Host and attend weekly project management meetings with consultant team
- Supply or cause to arrange supplies, information technology, website development, social media presence, office administration, utilities, payroll, and benefits, and the like
- Procure professional services as necessary to bring the MPO office to an operational status based on the agreed-upon structure
- MVP budget preparation, tracking, and amendment
- Review of agreements, policies, and procedures as needed
- Professional development for staff (online and in-person training and conferences)
- Attending and participating in local, regional, and State committee and commission meetings
- Providing guest presentations to committees, commissions, local organizations and chapters, and other interest groups
- Serving on the Statewide Transportation Innovation Council, Statewide Connected & Autonomous Team or other regional transportation focused committees
- Attending project status meetings, open house events, stakeholder groups, and other Alaska DOT&PF, City and Borough planning meetings
- Procure, perform, or manage GIS mapping of the transportation network, including preparation of areawide and project-specific maps

- Review and submit comments on local, state, and federal legislation and planning documents
- Monitor the Federal Highway Bill guidance and modify the development of the final MPO structure and documents in accordance with the latest planning assumptions
- Review the Federal Regulations for Metropolitan Transportation Planning and research and apply for other available grant opportunities
- Conduct general communication, correspondence, and presentations to members of the public, organizations, agencies, elected/appointed officials, and other interested parties
- Coordinate with Alaska DOT&PF, agency partners, Tribal organizations and other MPOs
- Attend annual conferences and trainings such as Association for Metropolitan Planning Organizations Conference and Alaska American Planning Association Conference and other relevant trainings
- Manage and host monthly/special Technical Committee and Policy Board Meetings

**Support Services Completion Date:** September 30, 2026

**Responsible Party:** MVP staff, Alaska DOT&PF staff, and consultant team

**Resulting Product:** Operations of the MPO

## Task 200 Public Transit System Planning

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The transit services within the census-designated urban area are eligible to receive **FTA Section 5303 planning funding** through a Metropolitan Planning Grant Agreement between the Alaska DOT&PF and FTA. Metropolitan & Statewide Transportation Planning Section 5303 provides funding and procedural requirements for multimodal transportation planning in metropolitan areas and states. Eligible activities include the development of transportation plans and programs, plan, design and evaluate a public transportation project and conduct technical studies related to public transportation.

Alaska DOT&PF will execute a Coordinated Planning Agreement with the MVP to conduct transit planning activities in the UA in collaboration with the Borough, cities and tribes. Funds are apportioned to states by formula that includes each state's UA population in proportion to the total UA population for the nation, as well as other factors.

**Funds available to MVP for transit planning activities must address:**

- Support the economic vitality of the metropolitan area, especially by enabling global competitiveness, productivity, and efficiency
- Increase the safety of the transportation system for motorized and non-motorized users;
- Increase the security of the transportation system for motorized and non-motorized users;
- Increase the accessibility and mobility of people and for freight;
- Protect and enhance the environment, promote energy conservation, improve the quality of life, and promote consistency between transportation



improvements and State and local planned growth and economic development patterns;

- Enhance the integration and connectivity of the transportation system, across and between modes, for people and freight; and
- Promote efficient system management and operation; and emphasize the preservation of the existing transportation system.

This funding will be used to conduct planning activities related to the operation and improvement of the public transit system within the MPA, including data collection, studies, system performance management, capital planning, and asset management, preparation of reports and plans, and training and technical assistance for staff once the Borough has a program in place. Example plans include:

- Coordinated Transportation Development Plan
- Short- and Long-Range Transit Plan
- Mobility Management Plan
- Public Transportation Agency Safety Plan
- Bus Stop Amenity & Design Development Plan
- ITS Improvement Plan
- Comprehensive Fixed Route Analysis & Improvement Plan
- Traffic Signal Prioritization Impact Study



## Task 200 (A) MSB Transit Planning Support

**MSB transit planning support:** As the MSB works to develop their own transit program, they may need additional support from MVP related to transit route and infrastructure planning. Ongoing planning support for the MSB Planning Department including but not limited to support for website modernization, route maps/schedules/brochures, social media messaging to the public, and coordination of transit planning efforts with the MTP, TIP, and Active Transportation Plan.

**Timeline:** Fall 2026

**Responsible Party:** MVP staff and Alaska DOT&PF

**Resulting Product:** Technical support for the MSB in building their transit program.

## Task 200 (B) Transit Development Plan

A Transit Development Plan for the Mat-Su Borough is necessary to plan for the evolving transportation needs of our rural and urban communities. Transit throughout the Borough is currently operated by several non-profit transit and health and human services organizations, all working to provide transportation services for the community without an overarching plan in place. Providers and residents have identified differing needs in rural communities versus the recently census-designated UA, though the need for safe and adequate transportation still exists for both. With a region the size of West Virginia, an analysis of how to best provide transportation to, from, and between different areas of the MSB is essential. A Borough-wide Transit Development Plan (TDP) would provide a research and data-driven approach to sustaining and improving transit throughout the region by connecting communities and increasing access to jobs,

shopping areas, medical appointments, and other essential services. A TDP would involve a complete analysis of the MSB's transit services, recognizing needs and gaps in the current system, prioritizing goals, creating implementable strategies, and identifying funding opportunities. The result of the TDP will be a guiding strategy document that anticipates the future transportation demands of rapid growth and ensures adequate and efficient transit options for all residents.

**Completion Date:** Fall 2026

**Responsible Party:** MVP, and MSB staff in partnership with a consultant, Valley Transit, Sunshine Transit, Chickaloon Area Transit Services (CATs), Alaska DOT&PF

**Resulting Product:** Transit Development Plan

## Task 300 Supplemental Plans Projects

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The following projects are Supplemental Projects that will be programmed in the Alaska STIP. MVP for Transportation does not have an MTP or TIP that would outline its own projects and be listed by reference in the STIP. However, MVP is eligible for funding starting in FFY2024. The following projects were proposed and approved by MVP's Policy Board. The Projects listed below are considered Planning projects and STBG funding will be used.

### Task 300(A) MVP Sign Management Plan

Devise and implement a system to assess all traffic signs within the MPA on a regular basis and ensure they are maintained and replaced as needed to improve visibility and increase road safety. Use the sign assessment to track sign data and to maintain a minimum retroreflectivity level of all signs to increase their visibility at night.

**Completion Date:** TBD

**Responsible Party:** MVP staff, MSB staff, Alaska DOT&PF staff and consultants

**Resulting Product:** A sign management plan of all the signs within the MPA including the MSB, cities and the Alaska DOT&PF and a prioritized list of projects in need of replacement and or installation.

### Task 300 (B) MVP Advanced Project Definition

MVP programmatically sets aside \$181,940 in STBG funds for development of scope, schedule, and estimates (SSE') for projects nominated by MVP to the MTP and TIP, and for the interim program of MVP projects being included in the STIP. The SSEs will be completed by Alaska DOT&PF staff at the request of MVP at the time projects are nominated by local agencies and the public for funding

**Completion Date:** TBD

**Responsible Party:** MVP and Alaska DOT&PF staff

**Resulting Product:** Scope, Schedule and Estimates for projects MVP capital projects listed in the STIP, MTP and TIP

### Task 300 (C) MVP Streetlight and Intersection Management Plan

Conduct an inventory of all the streetlights within the MPA boundary and develop a plan for converting the lights to LED. Examine each intersection to determine any additional lighting system work as required for

electrical code compliance and proper operation of the LED fixtures. Additional work may include replacement of frayed wiring, grounding of light pole bases, repair of electrical connections, troubleshooting of lighting or load center circuitry and other repairs.

**Completion Date:** TBD

**Responsible Party:** MVP, staff, MSB staff, Alaska DOT&PF staff, and consultants

**Resulting Product:** Streetlight management plan and a prioritized list of projects

### **Task 300 (D) Pavement Asset Management Plan**

As part of MVP's MPA network planning efforts understanding the improvement projects that would extend the life of the region's road network is important. MVP is proposing to develop a Pavement Asset Management Plan for the network. This would include automated collection of pavement condition (smoothness, rutting, and cracking) within the MPA. The data collection will be performed by a consultant. The consultant will use 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 data and plan will be shared with MVP member agencies. MVP will use the data to inform development of the MTP, TIP and other MVP plans. This information is necessary to forecast condition deterioration and perform cost/benefit analysis to optimize network-level budgets and work scenarios.

**Completion Date:** TBD

**Responsible Party:** MVP staff, MSB staff, Alaska DOT&PF staff and consultants

**Resulting Product:** An assessment of the pavement conditions and a prioritization of pavement improvement projects for the MSB, and cities

## Budget

<b>Table 2. Funding Sources for Metropolitan Planning Activities</b>		
<b>Metropolitan Planning (PL) Funds</b>		
Description	FFY2025	FFY2026
FFY2025 PL Distribution	\$ 446,606	
FFY2026 PL Distribution		\$ 460,004
<b>PL Funds</b>	\$ 446,606	\$ 460,004
9.03% Match	\$ 44,332	\$ 45,662
Subtotal	\$ 490,938	\$ 505,666
Less 5.17% ICAP	\$ (25,381)	\$ (26,143)
<b>Subtotal</b>	\$ 465,556	\$ 479,523
DOT & PF Planning Support	\$ (66,000)	\$ (66,000)
<b>Total</b>	\$ 399,556	\$ 413,523
<b>Supplemental Federal Funds</b>		
Description	FFY2025	FFY2026
MVP Planning Office (STBG)	\$ 181,940	\$ 181,940
Metropolitan Transportation Plan (Unobligated PL)	\$ 600,000	\$ -
TansCad Travel Model (Unobligated PL)	\$ 250,000	\$ -
Household Travel Survey (Unobligated PL)	\$ 550,000	\$ -
MVP Sign Management Plan (STBG)	\$ 363,900	\$ -
MVP Streetlight Intersection Management Plan (STBG)	\$ 363,900	\$ -
MVP Advanced Project Definition (STBG)	\$ 181,940	\$ -
MVP Pavement Management Plan (STBG)	\$ 181,940	\$ -
<b>Supplemental Federal Funds</b>	\$ 2,673,620	\$ 181,940
9.03% match	\$ 265,393	\$ 18,060
<b>Subtotal</b>	\$ 2,939,013	\$ 200,000
Less 5.17% ICAP	\$ (151,947)	\$ (10,340)
<b>Total</b>	\$ 2,787,066	\$ 189,660
<b>Metropolitan Planning Total</b>	\$ 3,186,622	\$ 603,183

<b>Table 3. Funding Sources for Transit Planning Activities</b>		
<b>Transit Planning (FTA 5303) Funds</b>		
Description	FFY2025	FFY2026
FFY2024 Apportionment	\$ 91,001	\$ -
FFY2025 Apportionment Estimate	\$ -	\$ 92,715
<b>FTA 5303 Funds</b>	\$ 91,001	\$ 92,715
9.03% Match	\$ 9,033	\$ 9,203
Subtotal	\$ 100,034	\$ 101,918
Less 5.17% ICAP	\$ (5,172)	\$ (5,269)
<b>TOTAL</b>	\$ <b>94,862</b>	\$ <b>96,649</b>
<b>Supplemental Federal Funds</b>		
Transit Development Plan (Unobligated PL)	\$ -	\$ 500,000
<b>Supplemental Federal Funds</b>	\$ -	\$ 500,000
9.03% match	\$ -	\$ 49,632
Subtotal	\$ -	\$ 549,632
Less 5.17% ICAP	\$ -	\$ (28,416)
<b>Total</b>	\$ -	\$ <b>521,216</b>
<b>Transit Planning Total</b>	\$ <b>94,862</b>	\$ <b>617,865</b>

**Notes for Table 2 and 3:** Until the organization is formed and has the proper fiscal policies in place, the non-federal share will be funded with legislative grant funds identified on page 6 of the UPWP. Once formed MVP membership dues will cover the PL **Match** for the additional funding for the MVP office will be funded by membership dues **Match** for the streetlight intersection, pavement management and sign management project will be paid for by the MSB **Unobligated PL:** 90% of the annual apportionment of FHWA PL funds will be distributed to the MPOs. Annually at a quarterly Statewide MPO Coordination Meeting, the MPOs and the state will propose, discuss, and decide on how to allocate any unobligated PL funds for the following fiscal year. This decision will be documented in the meeting notes. This year the MPO's and ADOT&PF agree to allow MVP to use unobligated PL for the MTP, Household Survey Travel Model and the Transit

<b>Table 4. Estimated Costs by Task</b>				
<b>Task</b>	<b>Description</b>	<b>Fund Source</b>	<b>FFY25</b>	<b>FFY2026</b>
<b>Required Plans &amp; Programs</b>				
100 (A)	Unified Planning Work Program	MVP PL/STBG	\$ 10,000	\$ 10,000
100 (B)	Metropolitan Transportation Plan	unobligated PL/PL MVP PL/STBG	\$ 700,000	\$ 100,000
100 (C)	TransCad Modeling	unobligated PL/PL MVP PL/STBG	\$ 300,000	\$ 50,000
100(D)	Household Travel Survey	unobligated PL/PL MVP PL/STBG	\$ 600,000	\$ 50,000
100 (E)	Transportation Improvement Program Development	MVP PL/STBG	\$ 80,000	\$ 80,000
100 (F)	Public Participation Plan	MVP PL/STBG	\$ 100,000	\$ 100,000
100(G)	Support Services	MVP PL/STBG	\$ 191,063	\$ 204,856
		<b>Subtotal</b>	<b>\$ 1,981,063</b>	<b>\$ 594,856</b>
<b>Public Transit System Planning</b>				
200(a)	Transit Development Plan	Unobligated PL		\$ 500,000
200 (b)	MSB Transit Planning Support	FTA 5303	\$ 91,001	\$92,715
		<b>TOTAL</b>	<b>\$ 91,001</b>	<b>\$ 592,715</b>
<b>Supplemental Plans and Programs</b>				
300 (a)	MVP Sign Management Plan	STBG	\$ 370,000	\$ -
300 (b)	MVP Advanced Project Definition	STBG	\$ 185,000	\$ -
300 (c)	MVP Lighting and intersection Management Plan STBG	STBG	\$ 370,000	\$ -
300 (d)	MVP Pavement Management Plan	STBG	\$ 185,000	\$ -
		<b>TOTAL</b>	<b>\$ 1,110,000</b>	<b>\$ -</b>

<b>Table 5. Funding Source &amp; Estimated Cost Comparison</b>		
	<b>FFY2025</b>	<b>FFY2026</b>
<b>Metropolitan Planning Activities</b>		
<b>Available Funding</b> (Table 2)	<b>\$ 3,186,622</b>	<b>\$ 603,183</b>
<b>Estimated Costs</b> (Table 4)		
Task 100 Required Plans & Programs	\$ 1,981,063	\$ 594,856
Task 300 Supplemental Plans and Projects	\$ 1,110,000	\$ -
<b>Total</b>	<b>\$ 3,091,063</b>	<b>\$ 594,856</b>
<b>Transit Planning Activities</b>		
<b>Available Funding</b> (Table 3)	<b>\$ 94,862</b>	<b>\$ 617,865</b>
<b>Estimated Costs</b> (Table 4)		
Task 200(a) Transit Development Plan	\$ -	\$ 500,000
Task 200(b) MSB Transit Planning Support	\$ 91,001	\$ 92,715
<b>Total</b>	<b>\$ 91,001</b>	<b>\$ 592,715</b>

**Table 6. Proposed UPWP (FFY2025 &FFY2026) Annual Office Budget for MVP**

(For comparison purposes with Table 6 - Metropolitan Planning [PL] Fund Distribution to MVP)

<b>Expenditures</b>	<b>Amount</b>	<b>FFY2025</b>	<b>FFY2026</b>
Personnel		\$ 300,000	\$ 340,000
Fringe Benefits: health insurance and 401k		\$ 84,852	\$ 87,398
Payroll taxes		\$ 9,502	\$ 9,787
Office & Administrative		\$ 150,000	\$ 150,000
Information Technology		\$ 22,000	\$ 20,000
Meetings		\$ 5,000	\$ 5,000
Training		\$ 25,000	\$ 30,000
Membership fees AMPO/APA/ Foraker		\$ 5,000	\$ 5,000
Advertising		\$ 26,000	\$ 26,000
Supplies		\$ 60,000	\$ 20,000
	<b>TOTAL</b>	<b>\$ 687,354</b>	<b>\$ 693,185</b>
<b>Revenue</b>	<b>Amount</b>	<b>FFY2025</b>	<b>FFY2026</b>
PL Fund Distribution		\$ 446,606	\$ 460,004
9.03% Match		\$ 44,332	\$ 45,662
5303 Apportionment		\$ 91,001	\$ 92,715
9.03% Match		\$ 9,033	\$ 9,203
Supplemental Federal Planning STBG Funds for MVP office		\$ 181,940	\$ 181,940
9.03% Match		\$ 18,060	\$ 18,060
	Subtotal	\$ 790,972	\$ 807,584
	Less 5.17% ICAP	\$ (25,381)	\$ (26,143)
	Subtotal	\$ 765,590	\$ 781,441
	Less DOT&PF Planning Support	\$ (66,000)	\$ (66,000)
	<b>TOTAL</b>	<b>\$ 699,590</b>	<b>\$ 715,441</b>
<p>Note: the MVP budget is based on three FTE with full benefits, a large office space in Palmer or Wasilla that can accommodate the full PB and TC. Additional STBG funding was added for consulting services that may be required as MVP establishes all its systems and norms.</p>			



**FFY2025 Metropolitan Planning Funds Distribution**

**Part A Formula Distribution**

		<i>Projected</i>				
		<b>FFY2025</b>				
		Federal	Match	Sub-Total	Less ICAP <sup>^</sup>	Total
<b>Estimated FFY25 FHWA PL Apportionment* Obligation Limitation (OL)</b>		\$3,174,317	\$315,094	<b>\$3,489,411</b>	-\$180,403	<b>\$3,309,008</b>
		100%	100%		5.17%	
<b>FHWA PL Funds Apportionment</b>						
MPO Distribution	100.00%	<b>\$3,174,317</b>	<b>\$315,094</b>	<b>\$3,489,411</b>	<b>-\$180,403</b>	<b>\$3,309,008</b>
AMATS Distribution	66.63%	\$2,115,047	\$209,947	<b>\$2,324,994</b>	-\$120,202	<b>\$2,204,792</b>
FAST Planning Distribution	19.09%	\$605,977	\$60,151	<b>\$666,129</b>	-\$34,439	<b>\$631,690</b>
MVP Distribution	14.29%	\$453,610	\$45,027	<b>\$498,637</b>	-\$25,780	<b>\$472,857</b>
Part B OL Retained Contract Authority	0.00%	\$0				\$0

**Estimated Section 5303 Funds, @ 100% OL**

		<i>Projected</i>				
		<b>FFY2025</b>				
		Federal	Match	Sub-Total	Less ICAP	Total
MPO Distribution	100%	<b>\$636,815</b>	\$63,212	<b>\$700,027</b>	-\$36,191	<b>\$663,836</b>
AMATS Distribution	66.63%	\$424,310	\$42,118	<b>\$466,428</b>	-\$24,114	<b>\$442,314</b>
FAST Planning Distribution	19.09%	\$121,568	\$12,067	<b>\$133,635</b>	-\$6,909	<b>\$126,726</b>
MVP Distribution	14.29%	\$91,001	\$9,033	<b>\$100,034</b>	-\$5,172	<b>\$94,862</b>

**MPO Total Estimated Distributions**

		<i>Projected</i>				
		<b>FFY2025</b>				
		Total Distribution	Match	Sub-Total	Less ICAP	Total
AMATS Total	66.63%	\$2,539,357	\$252,065	\$2,791,423	-\$144,317	\$2,647,106
FAST Planning Total	19.09%	\$727,545	\$72,219	\$799,764	-\$41,348	\$758,416
MVP Total	14.29%	\$544,611	\$54,060	\$598,671	-\$30,951	\$567,719

**Part B Unobligated PL Funds Balance**

		<i>As of July 2024</i>		
		Federal	Under AC	Total after AC Conversion**
<b>Balance of Unobligated PL Funds</b>		<b>\$4,243,798</b>	<b>\$2,702,483</b>	<b>\$1,541,315</b>

**Footnotes**

\*Inclusive of the IJA Safe and Accessible Transportation Options Set-Aside, i.e., 2.5% of Metropolitan Planning Funds.

<sup>^</sup>The Federal Highways ICAP rate has been established at 5.17% for SFY2025.

\*\*Not inclusive of FFY25 estimated PL funds appropriation. See AC Worksheet.

**Responses to Pre-MPO Steering Committee Comments on the FFY2022 Unified Planning Work Program (UPWP)**

<b>MVP FFY 2025-26 UPWP comment log</b>				
<b>Comment Number</b>	<b>Sources</b>	<b>Reference</b>	<b>Comment</b>	<b>Action Taken</b>
1	Assembly Member Nowers	TASK 100e Household Travel Survey	Looks like you have your work cut out for you. :) Only comment is \$600,000 allotted in the budget for the household travel survey seems like a really high amount	Getting a statistically significant sample of residents in the MPA to understand travel patterns is a significant task that requires a lot of staff time and incentives to complete. The cost estimate for the survey is a range between \$250,000-\$600,000. The exact cost will be determined once a bid is approved and a contract is awarded. The cost we proposed in the upwp is based on recent household surveys done by FAST Planning and AMATS.
2	Jackson Hurst	General comment about the document	I have reviewed the UPWP Draft for Fiscal Year 2025-2026 and I support the findings in the document	None
3	FHWA & FTA	UPWP Narrative Intro	Intro with description of UPWP and MPO planning processes and organization, including development and approval of the UPWP	MVP added a section in the introduction about the development and approval of the UPWP
4	FHWA & FTA	UPWP Draft and Approval Process	Approval/Resolution by MPO Board	MVP will include the Policy Board Action to Approve the UPWP in the final document as part of the cover memo.
5	FHWA & FTA	Regional and Federal Planning Factors	Identify activities that address planning factors: Activities included do address planning factors. Note: Table 1 Identifies National Performance Goals and New Federal Planning emphasis areas, not Planning Factors. Also new federal planning emphasis areas and BIL/IIJA are not discussed in narrative. Could remove mention of bills altogether as they all include the same planning factors.	MVP updated the narrative to include the planning factors, performance measures and the planning emphasis areas. An additional table was created to highlight how the work products are responsive to the planning factors and the emphasis area.
6	FHWA & FTA	Description of transportation planning activities proposed for the area in the next fiscal year(s), (Activities such as - Administration, Data Collection, TIP, MTP, UPWP, TPM, Transit, Public Participation or Air Quality Planning activities). Descriptions should include:	Other Planning Activity comments -- Task 100 UPWP narrative references first monthly and then says DOTPF will compile the quarterly reports. Error?	UPWP Task was updated to add a reporting description to clarify that MVP will submit monthly reports for reimbursement purposes, ADOT will compile the monthly reports into quarterly reports for submission to FHWA and MVP and ADOT will jointly prepare the annual report.
7	FHWA&FTA		Complete Streets - heading is same as Task heading, resulting in MTP task appearing incomplete.	The heading was checked and the narrative was updated to clarify that the complete streets policy is part of the MTP development process.

**Responses to Pre-MPO Steering Committee Comments on the FFY2022 Unified Planning Work Program (UPWP)**

Comment Number	Sources	Reference	Comment	Action Taken
8	FHWA & FTA		UPWP: Include both FFY25 and 26 annual reports in resulting products	The narrative was updated to include the requirement to complete annual reports for FFY 25 &26. it was also clarified that MVP will do monthly reports and ADOT&PF will use the monthly reports to compile quarterly reports.
9	FHWA &FTA	Statement identifying if a Consolidated Planning Grant (CPG) has been implemented and a brief explanation.	A CPG has been implemented effective FY22. Coordinate with DOT&PF HQ to develop and include a statement including narrative. Note the funds are still displayed with separate itemization in budget. Could combine.	A narrative statement was added to the Funding section of the UPWP describing the Consolidated Planning Grant. In the Budget, FTA funds is shown separately for ease with MVP's accounting and organizational planning purposes. This will help staff track and bill hours to the appropriate tasks.
10	FHWA & FTA	Federal share by type of fund	Question - What are Unobligated PL Funds?	A new section in the UPWP was added to explain the different types of funding MVP will be utilizing. An explanation of unobligated PL was included in the narrative and within the budget tables.
11	FHWA &FTA	Self Certification statement	TIP will not be developed until FY26 and a Program of Projects will be incorporated into the STIP, therefore a certification statement with the UPWP is appropriate.	a new section in the UPWP was added to explain how the UPWP was developed In accordance with 23 CFR 450.336 and that the metropolitan transportation planning process is being carried out in accordance with all applicable requirements of



## MatSu Valley Planning for Transportation (MVP for Transportation) Bylaws

# Amended BYLAWS August 20th 2024

### ARTICLE I

#### Registered Agent and Place of Business

SECTION 1 **Registered office and Registered Agent.** The registered office shall be located Wasilla City Hall, 290 East Hering Ave, Wasilla, Alaska 99654. The Registered officer may be changed by a action of the Policy Board and filed with the State of Alaska. The Registered Agent is Glenda Ledford, Mayor of Wasilla.

### ARTICLE 2

#### Purpose

#### Metropolitan Planning Organization

SECTION 1 The Matsu Valley for Transportation (MVP for Transportation) (the “Corporation”) is the Metropolitan Planning Organization (MPO) for the Matanuska-Susitna Metropolitan Planning Area (MPA). MVP for Transportation was designated as an MPO by the Governor of the State of Alaska on December 19<sup>th</sup>, 2023. As the MPO, the Policy Board is the governing body of MVP for Transportation, a nonprofit corporation responsible for carrying out the transportation planning process in the metropolitan planning area. The MVP Coordinator shall serve as the Executive Director of the MPO.

### ARTICLE 3

#### Policy Board and Officers

SECTION 1 In accordance with Section 5 of the MVP for Transportation Inter-Governmental Operating Agreement and Memorandum of Understanding for Transportation (the “MOU”), the Corporation’s Policy Board, hereafter referred to as the “Policy Board”, shall consist of seven voting seats, each member having one vote. The Policy Board shall serve as the Corporation’s Policy Board and shall be comprised of the following members, *ex officio*:

- The Central Region Director of the State of Alaska Department of Transportation and Public Facilities (DOT&PF)
- The Matanuska-Susitna Borough (MSB) Mayor and Manager,
- The Mayor of the City of Palmer,
- The Mayor of the City of Wasilla,
- Knik Tribe Representative
- Chickaloon Native Village Representative.



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**SECTION 2** The Policy Board shall elect the officers of the Corporation, which shall consist of a Chair, Vice-Chair, Secretary, and Treasurer, and may include an Executive Director, from Policy Board members annually at its regularly scheduled meeting, no later than the end of December. If an officer of the Corporation no longer serves on the Policy Board without completing their term, the Policy Board will elect a replacement once board membership is complete or at the next scheduled meeting, but no later than two (2) months after the vacancy occurred. The duties and responsibilities of the Corporation's officers are as follows:

**SECTION 3** **Chair.** The Chair shall be the principal officer of the Corporation and shall preside at all meetings of the Policy Board; may sign, with the Secretary or any other proper officer of the Corporation, contracts or other instruments which the Policy Board has authorized to be executed, except in cases where the signing and execution is expressly delegated by the Policy Board or by these Bylaws or by statute to some other officer or agent of the Corporation; and, in general, shall perform all duties incident to the office of President and other duties as may be prescribed by the Policy Board.

The Chair shall decide on all points of order and procedure in accordance with Robert's Rules of Order, Newly Revised, unless changed and adopted by the rules agreed upon by the Policy Board.

The Chair shall nominate, except for the Technical Committee, which is established by the Bylaws, all committee members and their respective chairs found necessary for the purpose of expediting the work of the Policy Board. All members nominated shall be confirmed by a majority vote of the Policy Board.

The Chair shall report on activities taking place that have not come to the attention of the Policy Board at the next regularly scheduled or special meetings of the Policy Board.

When required, the Chair shall execute on behalf of the Policy Board all documents it authorizes or approves.

**SECTION 4** **Vice Chair.** In the absence of the Chair, or in event of his or her inability or refusal to act, a Vice Chair shall perform the duties of the Chair and, when so acting, shall have all the powers of, and be subject to all the restrictions upon, the Chair. The Vice Chair shall perform such other duties as assigned by the Chair or by the Policy Board.

**SECTION 5** **Secretary.** The Secretary shall be responsible for the minutes of the meetings of the Policy Board and committees having any of the authority of the Policy Board; see that all notices



## **MatSu Valley Planning for Transportation (MVP for Transportation) Bylaws**

are duly given in accordance with the provisions of these Bylaws or as required by law; be custodian of the corporate records of the Corporation; keep a register of the name and address of each Member; and in general perform all duties incident to the office of Secretary and other duties as assigned by the Chair or by the Policy Board.

**SECTION 6**     **Treasurer.** The Treasurer shall have charge and custody of and be responsible for all funds and securities of the Corporation; receive and give receipts for monies due and payable to the Corporation from any source whatsoever; deposit all such moneys in the name of the Corporation in the banks, trust companies or other depositories selected by the Policy Board; and in general perform all the duties incident to the office of Treasurer and other duties as assigned by the President or by the Policy Board.

**SECTION 7**     **Executive Director.** The Policy Board may appoint an Executive Director upon such terms and conditions and at such compensation as the Policy Board deems proper. The Executive Director, upon appointment, will serve at the pleasure of the Policy Board and will be responsible for the conduct of the business of the Corporation within its prescribed policies. They will report to the Chair and will be responsible for hiring, assigning, supervising, and terminating employees of the Corporation pursuant to the policies established by the Policy Board. The Executive Director will also be responsible for supporting the Chair in drafting the Agenda, the Secretary in noticing the meetings and taking minutes and the Treasurer by developing the monthly financial statements.

**SECTION 7**     **Removal.** Any officer elected or appointed by the Policy Board may be removed for no cause stated by the Policy Board whenever, in its judgment, the best interests of the Corporation would be served thereby, but such removal shall be without prejudice to the contract rights, if any, of the officer so removed. Election or appointment of an officer or agent does not of itself create contract rights.

**SECTION 8**     **Vacancies.** Vacancies on the Policy Board or any officer positions, including vacancies resulting from (a) an increase in the number of Policy Board members or officer positions, or (b) the death, resignation, or removal of a Policy Board member or officer, shall be appointed by the member organization of the vacant seat as outlined in the Inter-Governmental Operating Agreement and Memorandum of Understanding for Transportation Planning.

**SECTION 9**     **Dues.** Policy Board members shall remit all fees and membership dues pursuant to the Memorandum of Understanding for the Operation of the Matsu Valley Planning for Transportation Office.

### **ARTICLE 4** **Policy Board Meetings**



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- SECTION 1 The MVP for Transportation Policy Board meetings are open to the public and notice will be given at least five days prior to a scheduled meeting as outlined in the approved Public Participation Plan. Notice of the Meeting shall be delivered via email to all members and via the newspaper to the public according to the approved Public Participation Plan. The meeting will be governed using Roberts Rules of Order, Newly Revised.
- SECTION 2 Regular meetings of the Policy Board shall be held monthly at a time to be determined by the Policy Board.
- SECTION 3 All regular or special meetings shall be open to the public. An agenda schedule for each meeting of the Policy Board shall be prepared by the Secretary to ensure Policy Board business is conducted in an efficient manner.
- SECTION 4 Special meetings shall be held at the call of the Chair issued upon his/her own initiative or at the request of one (1) or more members of the Policy Board, when necessary, to act upon matters before the Policy Board, providing notice is given in accordance with the approved Public Participation Plan.
- SECTION 5 A quorum shall consist of four (4) members of the Policy Board. Four supporting votes are required to approve any action.
- SECTION 6 In the absence of a quorum, no meeting shall be held, and no official action may be taken.
- SECTION 7 A roll-call vote will be called for on all matters being voted on by the Policy Board unless it passes without objection.
- SECTION 8 **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.

### ARTICLE 5

#### Agenda

- SECTION 1 The MVP Executive Director shall prepare for each meeting of the Policy Board or its Committees, when appointed, an agenda of the items to be considered.



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- SECTION 2 Any member of the Policy Board may instruct the Executive Director to add any matter to the agenda for discussion or action by the Policy Board.
- SECTION 3 All agenda items to be considered by the Policy Board must be submitted no later than the close of business one week before the meeting.
- SECTION 4 Informational items not on the agenda may be presented to the board, so long as no action is taken until the next meeting of the Policy Board.

### **ARTICLE 6** **Order of Business**

- SECTION 1 The order of business of meetings shall be as follows:
- A. Meeting called to order
  - B. Consent Agenda
    - Approval of the Agenda
    - Approval of the Minutes from the previous meeting
    - Staff/Committee/Workgroup Reports (including the Chair's report)
    - Treasurers/Finance Report
  - C. Voices of the Visitors (items not on the agenda)
  - D. Action Items
  - E. Old Business
  - F. New Business
  - G. Other Issues
  - H. Informational Items
  - I. Committee Comments
  - J. Adjournment
- SECTION 2 Public Comment shall be accepted for all old business and new business items.
- SECTION 3 The length of the public comment period, per speaker, shall be determined at the discretion of the Chair at the beginning of any public meeting, but in no event shall exceed five (5) minutes. The public comment period will be closed when all speakers have had an opportunity to comment on the item before the Policy Board.
- SECTION 4 The Policy Board may add a Consent Agenda to the order of business.

### **ARTICLE 7** **Records**





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SECTION 1 The minutes of all Policy Board and Committee meetings shall be recorded by the MPO staff and maintained as a public record in the MPO office and shall be accessible to the public during regular office hours.

### **ARTICLE 8** **Committees**

SECTION 1 The Policy Board may appoint any committees that it deems necessary including but not limited to a Finance, Executive, Board Enrichment, Transit Advisory, Freight Advisory, and Non-Motorized Transportation Committees. Other committees not having and exercising the authority of the Policy Board in the management of the Corporation may be established by action of the Policy Board. Except as otherwise provided in that action, the Chair of the Corporation shall appoint the committee members. Any member may be removed, without cause stated, by the person or persons authorized to appoint the member whenever, in the judgment of the appointing authority, the best interest of the Corporation is served by the removal.

SECTION 2 All Committees shall consist of at least three (3) members each.

SECTION 3 Members of the Policy Board shall be a non-voting member of each Committee.

SECTION 4 Committee meetings may be called at the request of the Committee Chair, the Policy Board, or at the request of two (2) committee members. A written or verbal report of Committee business shall be made at the next meeting of the Policy Board by any Committee member or the Executive Director.

SECTION 5 All Committee meetings must be noticed according to MVP's approved Public Participation Plan.

SECTION 6 Unless otherwise provided in the action of the Policy Board designating a committee, a majority of the whole committee shall constitute a quorum and the act of a majority of the members present at a meeting at which a quorum is present shall be the act of the committee.

### **ARTICLE 9** **Technical Committee Purpose and Duties**

SECTION 1 The MPO shall have a standing Technical Committee to review items of a technical nature and act as an advisory body to assist the Policy Board.



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- SECTION 2 The purpose of the Technical Committee shall be to evaluate the technical feasibility of proposed plans and projects, provide technical data and information, and make recommendations to the Policy Board.
- SECTION 3 The Technical Committee shall have approval authority during construction of projects as outlined in the Policies and Procedures.
- SECTION 4 General Membership of the Technical Committee shall consist of fourteen (14) seats held by representatives, such as engineer, planner, or other specialist, from MVP's member agencies and regional transportation organizations. General members are named by the leadership of their respective organizations. The following agencies and organizations make up the General Membership of the Technical Committee:
- Mat-Su Borough Transportation Advisory Board Chair
  - Mat-Su Borough School District Operations
  - City of Palmer
  - City of Wasilla
  - Mat-Su Borough Planning
  - Mat-Su Borough Public Works
  - State of Alaska Department of Transportation & Public Facilities Planning Chief
  - State of Alaska Department of Transportation & Public Facilities Preconstruction Engineer
  - Local Road Service Area Advisory Board Member
  - Alaska Railroad Corporation
  - Knik Tribe
  - Chickaloon Native Village
  - Trucking Industry Advocate
  - State of Alaska Department of Environmental Conservation Air Quality
- SECTION 5 At-Large Membership of the Technical Committee shall consist of three (3) seats held by representatives from the following entities:
1. Trucking Industry Advocate-a professional involved in some aspect of freight movement, management and/or advocacy
  2. Public Transportation provider- a professional involved in some aspect of public transit service provision and/or advocacy
  3. Nonmotorized/Mobility Advocate- a professional involved in some aspect of non-motorized trail development, maintenance and/or advocacy



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Entities represented on an at-large basis shall provide documentation to the Corporation naming such representatives.

- SECTION 6 At-Large member nominations follow an application process outlined in the Corporation's Organizational Policies. Technical Committee At-Large Member applications are reviewed and appointed by the Policy Board.
- SECTION 7 The Technical Committee shall elect a Chair and Vice-Chair from its regular members annually at its regularly scheduled meeting no later than the end of November.
- SECTION 8 The Chair shall decide on all points of order and procedure in accordance with Robert's Rules of Order, Newly Revised, unless changed and adopted by the rules agreed upon by the Committee.
- SECTION 9 The Chair, or in their absence or disability the Vice-Chair, shall preside at all meetings and hearings of the Technical Committee. In the absence or disability of both the Chair and Vice-Chair, an acting Chair shall be selected by the members present, or staff could be asked to serve for the meeting.
- SECTION 10 MVP Staff shall serve as Secretary of the Technical Committee. The Secretary shall provide all administrative support for the Technical Committee.
- SECTION 11 All committee members shall be entitled to one vote each. The Executive Director and Transportation Planner will not be considered as members and will not get a vote. Proxy voting is allowed if written notification identifying the proxy is received from the Technical Committee member by the Executive Director prior to the meeting.
- SECTION 12 A quorum of voting members must be present for a vote to take place. A quorum will consist of nine (9) or more voting members of the Technical Committee. A majority of the voting members present at a meeting are required for an affirmative vote.
- SECTION 13 Voting members of the Technical Committee will comply with Article 10 and 11 of the Policy Board Bylaws regarding conflict of interest and ethics decisions.
- SECTION 14 The Technical Committee may adopt the use of appointed workgroups, if deemed necessary for the continuing transportation planning process. The workgroups will be appointed by the Technical Committee Chair and ratified by the Technical Committee. Workgroup appointments will usually be temporary in nature and will be terminated at the conclusion of the specific project concerned.



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**SECTION 15** Regular meetings of the Technical Committee shall be held monthly. The Committee Chair may call special meetings provided public notice is given as provided in the approved Public Participation Plan. Roberts Rules of Order, Newly Revised shall govern the conduct of all meetings of the Committee, except for rules set forth or adopted by the Technical Committee. Technical Committee meetings shall follow the same format of the Policy Board

**SECTION 16** The Technical Committee shall have the following duties and all additional duties assigned by the Policy Board:

1. Develop the Draft Unified Planning Work Program (UPWP) for the Policy Board. This includes recommendation of tasks and task priority.
2. Develop and prioritize transportation projects for inclusion in the Metropolitan Transportation Plan (MTP) and the Transportation Improvement Program (TIP).
3. Monitor the development of projects included in the TIP. This includes reporting on the status of projects and recommendations if a project is delayed.
4. Approve changes during construction in accordance with the Matsu Valley Planning for Transportation Policies and Procedures.

### **ARTICLE 10** **Conflict of Interest**

**SECTION 1** **Declaration of Policy.** The Policy Board declares that members operate as a State and Federally mandated Policy Board; and any effort to realize personal gain through official conduct is a violation of that trust. Policy Board and committee members shall not only be impartial and devoted to the best interests of the Policy Board's jurisdiction but also shall act and conduct themselves both inside and outside the Policy Board and committee's service as not to give occasion for distrust of their impartiality or of their devotion to the best interests of the citizens they represent. This provision is intended to supplement but not replace any applicable state and federal laws governing conflict of interest applicable to nonprofit and charitable organizations.

**SECTION 2** **Definitions.** As used in this article:



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**Interested Party** shall mean any director, principal officer, or member of a Committee with powers delegated by the Policy Board, who has a direct or indirect financial interest or receives any remuneration from the Corporation, is an interested person.

**Conflict of Interest** shall mean every member shall vote on all questions unless he has a direct or substantial indirect financial or personal interest in the matter being discussed.

**Financial Interest** shall mean a Policy Board member or officer has, directly or indirectly, through business, investment, or family:

1. An ownership or investment interest in any entity with which the Corporation has a transaction or arrangement;
2. A compensation arrangement with the Corporation or with any entity or individual with which the Corporation has a transaction or arrangement; or
3. A potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which the Corporation is negotiating a transaction or arrangement.

Compensation includes direct and indirect remuneration as well as gifts or favors that are not insubstantial. A financial interest is not necessarily a conflict of interest. A person who has a financial interest may have a conflict of interest only if the Policy Board determines that a conflict of interest exists.

**Personal Interest** shall mean any direct or substantial indirect interest arising from blood or marriage relationships or from close business or political associations, whether any financial interest is involved.

**Confidential Information** shall mean all information pertaining to City, Borough or State interests that is not available to the public in general including but not limited to information pertaining to any claims or lawsuits pending against the Policy Board and personnel matters.

### SECTION 3

**Disclosure of interest.** No member who has a direct or indirect financial or personal interest in any matter before the Policy Board or assigned Committees shall use his/her office or position to exert influence on such matter.

If known by the member, a member who participates in the discussion or expresses an opinion to the Policy Board on any matter before it shall disclose the nature and extent of any direct or indirect financial or other personal interest, he/she has in such matter to the Policy Board. The Policy Board shall determine whether the member has a conflict of



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interest and whether the member must recuse him/herself from the discussion and vote on the matter. The Policy Board shall make such determination by simply majority vote.

If a member has reasonable cause to believe another member has failed to disclose actual or possible conflicts of interest, the member shall inform the Policy Board in writing of the basis for such belief and afford the other member an opportunity to explain the alleged failure to disclose. If, after hearing the member's response and after making further investigation as warranted by the circumstances, the Policy Board determines the member has failed to disclose an actual or possible conflict of interest, the Policy Board shall take appropriate disciplinary and corrective action.

**SECTION 4 Disclosure of Information.** No member shall disclose any confidential information acquired by him/her in the course of his/her official duties or use such information to further his/her or others' financial, personal, or political interests. This section shall not prohibit any such member from acquiring and utilizing any information which is available to the public in general so long as such information is obtained in the same manner as it would be obtained by an ordinary citizen.

**SECTION 5 Compensation.** No member of the Policy Board or assigned Committees whose jurisdiction includes compensation matters and who personally receives compensation, directly or indirectly, individually or collectively, from MVP for services may provide information or vote on matters pertaining to that member's compensation.

**SECTION 6 Securing Special Privileges.** No member shall use or attempt to use the member's position to secure privileges, financial gain or exemption for him/herself or others.

No member shall grant any special consideration, treatment, or advantage to any citizen beyond that which is available to every other citizen.

**SECTION 7 Post-Membership Activities.** No member, after the termination of service with the Policy Board, shall appear before the Policy Board in relation to any case, proceeding or application in which he personally participated during the period of his service, or which was under his active consideration.

**SECTION 8 Annual Statements.** Each active member of the Policy Board shall annually sign a statement (Appendix B) which affirms he/she has read and understands the conflicts of interest policy within this Article, agrees to comply with the policy, and understands that the Matsu Valley for Transportation MPO is a charitable organization and in order to maintain its federal non-profit tax exemption it must engage primarily in activities which accomplish one or more of its tax-exempt purposes.



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### ARTICLE 11 Policy Board Code of Ethics

SECTION 1 The Policy Board shall adopt the “American Planning Association (APA) Ethical Principles in Planning” dated May 1992 as broad, general guidelines for the ethical conduct of its members. The guidelines, while directed to AICP and APA members, reflect the ethics of MVP for Transportation and its members will use to guide their efforts. This statement is attached and hereby made a part of these bylaws (Appendix A)

### ARTICLE 12 Miscellaneous

SECTION 1 **Minor Changes to Documents.** In instances when documents are approved by the Policy Board and signed by the Chair which are subsequently discovered to contain unintended or incorrect information or language, and when, in the opinion of the Chair, the document submitted to accomplish their correction will not alter the intent of the Policy Board in its original approval, the Chair is authorized to sign such a document, provided that the Secretary provides written concurrence with this action.

The Secretary is responsible for managing MVP documents which have been approved by a legislative body (i.e. City Council or the Borough Assembly). If an amendment or correction is made by MVP, the legislative body must reapprove prior to policy board signatures.

SECTION 2 **Attendance.** Attendance shall be in person or telephonically. If any member, except ex-officio members, has three consecutive unexcused absences, it shall be cause for an alternative representative to be designated from their organization. If for any reason an alternative representative is not designated, the Policy Board shall instruct the Chair of the Policy Board to inform the proper legislative body of the requirements of this section of the bylaws.

The only exception to the above procedures and requirements shall be in cases of illness or conditions beyond the control of the individual member, as judged by the majority of the Policy Board members. Any member seeking an exception should request an item be placed on the agenda. Said judgment or ruling on the condition beyond the control of a member shall be voted on at a regular meeting or special called meeting for this particular purpose.

SECTION 3 **Policy Board Member Appointment.** Upon appointment to the Policy Board and confirmation by the respective Council or Assembly, the members so confirmed will be seated at the next regular or special meeting.



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**SECTION 4**      **Indemnification.** The Corporation shall indemnify any person who was or is a party or is threatened to be made a party to any threatened, pending, or completed action, suit, or proceeding, whether civil, criminal, administrative, or investigative (other than an action by or in the right of the Corporation) by reason of the fact that he or she is or was a Policy Board member or officer of the Corporation, or is or was serving at the request of the Corporation as a Policy Board member, officer, employee, or agent of another Corporation, partnership, joint venture, trust, or other enterprise, against expenses (including attorneys' fees), judgments, fines, and amounts paid in settlement actually and reasonably incurred by him or her in connection with such action, suit, or proceeding if he or she acted in good faith and in a manner he or she reasonably believed to be in or not opposed to the best interests of the Corporation, and, with respect to any criminal action or proceeding, had no reasonable cause to believe his or her conduct was unlawful.

The Corporation shall indemnify any person who was or is a party or is threatened to be made a party to any threatened, pending, or completed action or suit by or in the right of the Corporation to procure a judgment in its favor by reason of the fact that he or she is or was a Policy Board member, officer, employee, or agent of the Corporation, or is or was serving at the request of the Corporation as a Policy Board member, officer, employee, or agent of another corporation, partnership, joint venture, trust, or other enterprise against expenses (including attorneys' fees) actually and reasonably incurred by him or her in connection with the defense or settlement of such action or suit if he or she acted in good faith and in a manner he or she reasonably believed to be in or not opposed to the best interests of the Corporation; provided, however, that no indemnification shall be made in respect of any claim, issue, or matter as to which such person shall have been adjudged to be liable to the Corporation unless and only to the extent that the court in which such action or suit was brought shall determine upon application that, despite the adjudication of liability but in view of all the circumstances of the case, such person is fairly and reasonably entitled to indemnity for such expenses which the court shall deem proper.

To the extent that a Policy Board member, officer, employee, or agent of the Corporation has been successful on the merits or otherwise in defense of any action, suit, or proceeding referred to in Sections 1 and 2, or in defense of any claim, issue, or matter therein, he or she shall be indemnified against expenses (including attorneys' fees) actually and reasonably incurred by him or her in connection therewith.

Expenses incurred in defending a civil or criminal action, suit, or proceeding may be paid by the Corporation in advance of the final disposition of such action, suit, or proceeding as authorized by the Policy Board in the specific case upon receipt of an undertaking by or on behalf of the Policy Board member, officer, employee, or agent to repay such





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amount unless it shall ultimately be determined that he or she is entitled to be indemnified by the Corporation as authorized in this Article.

The indemnification provided by this Article shall not be deemed exclusive of any other rights to which those seeking indemnification may be entitled under any bylaw, agreement, vote of disinterested Policy Board members, or otherwise, both as to action in his or her official capacity and as to action in another capacity while holding such office, and shall continue as to a person who has ceased to be a Policy Board member, officer, employee, or agent and shall inure to the benefit of the heirs, executors, and administrators of such a person.

The Corporation may purchase and maintain insurance on behalf of any person who is or was a Policy Board member, officer, employee, or agent of the Corporation, or is or was serving at the request of the Corporation as a Policy Board member, officer, employee, or agent of another Corporation, partnership, joint venture, trust, or other enterprise against any liability asserted against him or her and incurred by him or her in any such capacity, or arising out of his or her status as such, whether or not the Corporation would have the power to indemnify him or her against such liability under the provisions of this Article.

If any part of this Section shall be found in any action, suit, or proceeding to be invalid or ineffective, the validity and the effectiveness of the remaining parts shall not be affected.

### **ARTICLE 13** **Amendments**

SECTION 1 In accordance with Article 4, Section 5, these rules may be amended, rescinded or supplemented by the Policy Board provided such amendments are presented in writing at a regular meeting or special meeting called for this particular purpose and action taken thereon at a subsequent regular meeting.

### **ARTICLE 14** **Fiscal Year**

SECTION 1 The fiscal year of MVP shall begin on the 1<sup>st</sup> day of October and end on the 30<sup>th</sup> day of September in each year.

### **ARTICLE 15** **Seal; Shares of Stock; Loans**

SECTION 1 **Seal.** The Corporation shall have no seal.



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SECTION 2. **Shares of Stock.** The Corporation shall not have stock nor pay dividends.

SECTION 3 **Loans.** The Corporation may not make loans to its officers or Policy Board members.

**ARTICLE 16**

**Contracts, Checks, Deposits and Gifts**

SECTION 1. **Contracts.** the Policy Board may authorize any officer or officers agent or agents of the Corporation, in addition to the officers expressly authorized by these Bylaws, to enter into any contract or execute and deliver any instrument in the name of and on behalf of the Corporation, and such authority may be general or confined to specific instances.

SECTION 2. **Checks, Drafts, Etc.** All checks, drafts or orders for the payment of money, notes or other evidences of indebtedness issued in the name of the Corporation, shall be signed by the officer or officers, agent or agents of the Corporation and in a manner determined by resolution of the Policy Board.

SECTION 3 **Gifts.** The Policy Board or its designee may accept on behalf of the Corporation any contribution, gift, bequest or devise for the general purposes or for any special purpose of the Corporation so long as the contribution, bequest or devise is consistent with the gift acceptance policy adopted by the Policy Board. In the absence of a gift acceptance policy, the Policy Board shall exercise due diligence in determining that acceptance of the contribution, gift, bequest or devise is in the best interest of the Corporation.

These Amended Bylaws were passed and approved by a duly constituted quorum of MatSu Valley Planning for Transportation MVP Policy Board on \_\_\_\_\_.

\_\_\_\_\_  
Glenda Ledford, Chair

ATTEST:

\_\_\_\_\_  
Nicholis R. Charles Jr., Secretary

PASSED

Yes:



## MatSu Valley Planning for Transportation (MVP for Transportation) Bylaws

No:

Absent:



**MatSu Valley Planning for Transportation (MVP for Transportation) Bylaws**

**Appendix A**  
**Ethical Principles in Planning**  
**(As Adopted by the APA Board, May 1992)**



## MatSu Valley Planning for Transportation (MVP for Transportation) Bylaws

### Ethical Principles in Planning

This statement is a guide to ethical conduct for all who participate in the process of planning as advisors, advocates, and decision makers. It presents a set of principles to be held in common by certified planners, other practicing planners, appointed and elected officials, and others who participate in the process of planning.

The planning process exists to serve the public interest. While the public interest is a question of continuous debate, both in its general principles and in its case-by-case applications, it requires a conscientiously held view of the policies and actions that best serve the entire community.

Planning issues commonly involve a conflict of values and, often, there are large private interests at stake. These accentuate the necessity for the highest standards of fairness and honesty among all participants.

Those who practice planning need to adhere to a special set of ethical requirements that must guide all who aspire to professionalism.

The Code is formally subscribed to by each certified planner. It includes an enforcement procedure that is administered by AICP. The Code, however, provides for more than the minimum threshold of enforceable acceptability. It also sets aspirational standards that require conscious striving to attain.

The ethical principles derive both from the general values of society and from the planner's special responsibility to serve the public interest. As the basic values of society are often in competition with each other, so do these principles sometimes compete. For example, the need to provide full public information may compete with the need to respect confidences. Plans and programs often result from a balancing among divergent interests. An ethical judgment often also requires a conscientious balancing, based on the facts and context of a particular situation and on the entire set of ethical principles.

This statement also aims to inform the public generally. It is also the basis for continuing systematic discussion of the application of its principles that is itself essential behavior to give them daily meaning.

#### **The planning process must continuously pursue and faithfully serve the public interest.**

Planning Process Participants should:

1. Recognize the rights of citizens to participate in planning decisions;
2. Strive to give citizens (including those who lack formal organization or influence) full, clear and accurate information on planning issues and the opportunity to have a meaningful role in the development of plans and programs;
3. Strive to expand choice and opportunity for all persons, recognizing a special responsibility to plan for the needs of disadvantaged groups and persons;



## MatSu Valley Planning for Transportation (MVP for Transportation) Bylaws

4. Assist in the clarification of community goals, objectives and policies in plan-making;
5. Ensure that reports, records and any other non-confidential information which is, or will be, available to decision makers is made available to the public in a convenient format and sufficiently in advance of any decision;
6. Strive to protect the integrity of the natural environment and the heritage of the built environment;
7. Pay special attention to the interrelatedness of decisions and the long range consequences of present actions.

### **Planning process participants continuously strive to achieve high standards of integrity and proficiency so that public respect for the planning process will be maintained.**

Planning Process Participants should:

1. Exercise fair, honest, and independent judgment in their roles as decision makers and advisors;
2. Make public disclosure of all "personal interests" they may have regarding any decision to be made in the planning process in which they serve, or are requested to serve, as advisor or decision maker.
3. Define "personal interest" broadly to include any actual or potential benefits or advantages that they, a spouse, family member or person living in their household might directly or indirectly obtain from a planning decision;
4. Abstain completely from direct or indirect participation as an advisor or decision maker in any matter in which they have a personal interest, and leave any chamber in which such a matter is under deliberation, unless their personal interest has been made a matter of public record; their employer, if any, has given approval; and the public official, public agency or court with jurisdiction to rule on ethics matters has expressly authorized their participation;
5. Seek no gifts or favors, nor offer any, under circumstances in which it might reasonably be inferred that the gifts or favors were intended or expected to influence a participant's objectivity as an advisor or decision maker in the planning process;
6. Not participate as an advisor or decision maker on any plan or project in which they have previously participated as an advocate;
7. Serve as advocates only when the client's objectives are legal and consistent with the public interest.
8. Not participate as an advocate on any aspect of a plan or program on which they have previously served as advisor or decision maker unless their role as advocate is authorized by applicable law, agency regulation, or ruling of an ethics officer or agency; such participation as



## MatSu Valley Planning for Transportation (MVP for Transportation) Bylaws

an advocate should be allowed only after prior disclosure to, and approval by, their affected client or employer; under no circumstance should such participation commence earlier than one year following termination of the role as advisor or decision maker;

9. Not use confidential information acquired in the course of their duties to further a personal interest;
10. Not disclose confidential information acquired in the course of their duties except when required by law, to prevent a clear violation of law or to prevent substantial injury to third persons; provided that disclosure in the latter two situations may not be made until after verification of the facts and issues involved and consultation with other planning process participants to obtain their separate opinions;
11. Not misrepresent facts or distort information for the purpose of achieving a desired outcome;
12. Not participate in any matter unless adequately prepared and sufficiently capacitated to render thorough and diligent service;
13. Respect the rights of all persons and not improperly discriminate against or harass others based on characteristics which are protected under civil rights laws and regulations.

**APA members who are practicing planners continuously pursue improvement in their planning competence as well as in the development of peers and aspiring planners. They recognize that enhancement of planning as a profession leads to greater public respect for the planning process and thus serves the public interest.**

APA Members who are practicing planners:

1. Strive to achieve high standards of professionalism, including certification, integrity, knowledge, and professional development consistent with the AICP Code of Ethics;
2. Do not commit a deliberately wrongful act which reflects adversely on planning as a profession or seek business by stating or implying that they are prepared, willing or able to influence decisions by improper means;
3. Participate in continuing professional education;
4. Contribute time and effort to groups lacking adequate planning resources and to voluntary professional activities;
5. Accurately represent their qualifications to practice planning as well as their education and affiliations;
6. Accurately represent the qualifications, views, and findings of colleagues;



## **MatSu Valley Planning for Transportation (MVP for Transportation) Bylaws**

7. Treat fairly and comment responsibly on the professional views of colleagues and members of other professions;
8. Share the results of experience and research which contribute to the body of planning knowledge;
9. Examine the applicability of planning theories, methods and standards to the facts and analysis of each particular situation and do not accept the applicability of a customary solution without first establishing its appropriateness to the situation;
10. Contribute time and information to the development of students, interns, beginning practitioners and other colleagues;
11. Strive to increase the opportunities for women and members of recognized minorities to become professional planners;
12. Systematically and critically analyze ethical issues in the practice of planning.





## MatSu Valley Planning for Transportation (MVP for Transportation) Bylaws

### **Appendix B Conflict of Interest Certification**



## Conflict of Interest Certification

### – Purpose

The purpose of this policy is to protect the interests of *MVP* by: (a) preventing the personal interest of the Board, Technical Committee, and Employees, from interfering with their duties to the organization and (b) avoiding any unethical financial, professional, or political gain on the part of such individuals. The intent of this policy is to supplement, not replace, any applicable federal, state, or local laws regarding conflicts of interest. \*see ARTICLE 10 of the Amended Bylaws July 2024 for the full conflict of interest policy documentation.

### – Persons Concerned

This statement applies to Board Members, Officers, and all Employees who can influence the governance and actions of *MVP*. This includes anyone who makes financial decisions, might be referred to as “management personnel,” or have proprietary information regarding *MVP*.

### – Procedures

#### 1. Duty to Disclose

Each Board Member, Director, Officer, Employee, and any other Interested Person is under an obligation to disclose the existence or potential existence of a Conflict of Interest as it arises.

#### 2. Investigating Conflicts

When a potential Conflict of Interest is disclosed, the Policy Board will then provide the individual with an opportunity to disclose all material facts. The Board will collect all pertinent information and question the involved parties. If it turns out that a conflict does not exist, the inquiry will be documented but no further action will be taken.

#### 3. Addressing a Conflict of Interest

If the Board determines that a conflict of interest exists, they will take the appropriate actions to address the conflict. This may include (but not be limited to): (a) prohibiting any Interested Parties from voting on any matter related to said Conflict of Interest or (b) terminating employment with *MVP*.

Affected parties both within and outside of *MVP*, including directors, employees, and independent contractors, will be notified. If the Conflict of Interest in question involves a member of the Board, that individual will be excused from deliberations.



## MatSu Valley Planning for Transportation (MVP for Transportation) Bylaws

### 4. Disciplinary Action

All conflicts of interest will be reviewed on a case-by-case basis. The board has full discretion to deem what disciplinary action is appropriate and necessary for disclosed conflicts of interest.

If the governing officers reasonably believe a member or staff member failed to disclose an existing or possible Conflict of Interest, it shall inform the individual of the rationale for such belief and grant the individual an opportunity to explain the alleged failure to disclose the Conflict of Interest.

After hearing the individual's response and investigating further as warranted by the circumstances, the governing officers may take appropriate disciplinary action, including removal from the position at the organization.

### 5. Notice of Annual Statements

Every Member, Director, Officer, Employee, and any other Interested Person must sign a Conflict of Interest Disclosure Statement upon said individual's term of office, employment, or other relationship with *MVP* and must do so annually. Failure to sign does not nullify the policy.

#### – **Acknowledgment**

By signing, the individual named below understands what constitutes a Conflict of Interest and understands the procedure for addressing them with *MVP*, including their duty to disclose any known or potential conflicts of interest.

The signee agrees to abide by the procedures set forth by this policy for the duration of their relationship with *MVP*

Name (printed): \_\_\_\_\_ Date: \_\_/\_\_/20\_\_

Signature: \_\_\_\_\_

The Conflict-of-Interest Policy Certification form was duly adopted by the Policy Board of MatSu Valley Planning for Transportation on August, \_\_ 2024.



August 1, 2024

Alex Strawn, Planning Director  
Matanuska-Susitna Borough  
350 E Dahlia Ave  
Palmer, Ak 99645

Re: Metropolitan Transportation Plan Local Match Request

Dear Mr. Strawn,

The MatSu Valley Planning for Transportation (MVP) Unified Planning Work Program (UPWP) has identified that MVP will develop its Metropolitan Transportation Plan (MTP) in Federal Fiscal Year 2025. The federal cost outlined in the UPWP is \$600,000 with a 9.03% non-federal match equal to **\$59,558**: \$659,558 total project cost.

The Matanuska-Susitna Borough was awarded a Designated Legislative Grant by the Alaska Department of Commerce, Community, and Economic Development in State Fiscal Year 2024 to support MVP, as outlined in your grant agreement. This letter serves as a formal request for non-federal matching funds to be paid to DOT&PF, who will create and administer MVP's MTP federal project. This planning project will be used by MVP to bill all activities related to this task including the development of a Request for Proposals for professional services to complete the plan. The total required match is **\$59,558**. Please make payment to the State of Alaska Department of Transportation & Public Facilities at your earliest convenience.

Sincerely,

A handwritten signature in black ink, appearing to read "Adam Bradway".

Adam Bradway, Mat-Su Core Area Transportation Planner

Attached: FFY25-26 MVP UPWP Budget Tables  
Grant Agreement Scope 24-DV-021

CC: Kim Sollien, MatSu Valley Planning for Transportation (MVP) Coordinator  
Maija DiSalvo, Planner



August 1, 2024

Alex Strawn, Planning Director  
Matanuska-Susitna Borough  
350 E Dahlia Ave  
Palmer, Ak 99645

Re: Metropolitan Planning (PL) and Section 5303 Local Match Request

Dear Mr. Strawn,

On July 11, 2024 the State of Alaska's Department of Transportation & Public Facilities (DOT&PF) provided MatSu Valley Planning for Transportation (MVP) an estimated distribution of Metropolitan/Urban Planning (PL) funds for Federal Fiscal Year 2025 (FFY25) including the expected non-federal match requirement. Additionally DOT&PF requested that FTA transfer FFY24 Section 5303 urban transit PL funds to FHWA for administration. The attached table includes these apportionments. The State continues the application of an Indirect Cost Allocation Program (ICAP) rate. The current Federal Highways ICAP rate is 5.17%, which should be factored into future your Unified Planning Work Program (UPWP) budgets.

The Matanuska-Susitna Borough was awarded a Designated Legislative Grant by the Alaska Department of Commerce, Community, and Economic Development in State Fiscal Year 2024 to support MVP, as outlined in your grant agreement. This letter serves as a formal request for non-federal matching funds to be paid to DOT&PF, who will create and administer MVP's FFY 25-26 UPWP federal project. This planning project will be used by MVP to bill all activities outlined in their Federal Fiscal Year 2025-2026 UPWP. The total required match for the combined FFY2025 PL and 5303 funding is **\$49,557**. Note that another match request will be made next year for FFY26 PL and 5303 match. Please make payment to the State of Alaska Department of Transportation & Public Facilities at your earliest convenience.

Sincerely,

A handwritten signature in black ink, appearing to read "Adam Bradway".

Adam Bradway, Mat-Su Core Area Transportation Planner

Attached: FFY2025 Metropolitan Planning Funds Distribution

CC: Kim Sollien, MatSu Valley Planning for Transportation (MVP) Coordinator  
Maija DiSalvo, Planner



## **MatSu Valley Planning** *for Transportation* Metropolitan Planning Organization

August 9, 2024

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

### **RE: Support for the DOT&PF's WCPP Glenn Highway Wildlife Vehicle Collision Mitigation Study**

Dear Secretary, Buttigieg:

On behalf of MatSu Valley Planning for Transportation (MVP), I am writing to express our support for the Alaska Department of Transportation and Public Facilities (DOT&PF) application for the FHWA Wildlife Crossing Pilot Program (WCPP). Alaska's most heavily traveled roadway is the Glenn Highway corridor between Anchorage and the Matanuska-Susitna Borough. As a result, it has some of the highest numbers of wildlife-vehicle collisions (WVC) in the region.

Increased safety for motorized and non-motorized users is one of MVP's priority focus areas. Wildlife vehicle collisions pose a significant threat to both wildlife and human safety, leading to injuries, fatalities, and costly vehicle damage. Crashes on the Glenn Highway can stop traffic in both directions for hours, affecting commerce and commuting. Studying the corridor and developing effective wildlife-vehicle collision mitigation strategies, such as wildlife crossings, signage, fencing, and habitat management, is essential to reduce these incidents. These measures protect animals by allowing them safe passage across roadways, enhance road safety for drivers, and reduce insurance and repair costs associated with accidents.

Prioritizing wildlife collision mitigation for Mat-Su residents and visitors traveling along the Glenn Highway corridor will create a safer environment for humans and wildlife.

We commend Alaska DOT&PF for making this project a priority. Please consider MVP's strong support in your decision to fund the Alaska DOT&PF for FFY2024 WCPP Glenn Highway Wildlife Vehicle Collision Mitigation. If you have any questions or need other information, please get in touch with me at [kim.sollien@fastplaning.us](mailto:kim.sollien@fastplaning.us) or 907-982-9080.

Sincerely,  
Kim Sollien  
MVP Coordinator

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Visit [www.mvppmo.com](http://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