

MVP for Transportation Pre-MPO Policy Board Meeting

Wednesday, March 16th, 2022
11:00 am- 12:30 pm

Microsoft Teams meeting

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Meeting Agenda

1. Call to Order
2. Introduction of Pre-MPO Policy Board Members and other attendees
3. Approval of the March 16, 2022, Agenda – **(Action Item)**
4. Approval of the February 16, 2022, 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. Continued MPO Structure Discussion – **(Action Item)**
 - Presentation by Jackson Fox on FAST Planning Organizational Structure
8. New Business
9. Other Issues
10. Informational Items
 - a. Updated Pre-MPO Steering Committee Roster
11. Pre-MPO Policy Board Comments
12. Adjournment

Next Scheduled Pre-MPO Policy Board Meeting – **Wednesday, April 20th 11:30 am-1:00 pm**, to be held via Microsoft TEAMS Meeting

MVP for Transportation Pre-MPO Policy Board Meeting

Wednesday, February 16th, 2022
11:30am-1:00pm

Meeting Minutes

1. **Call to Order**
2. **Introduction of Pre-MPO Policy Board Members**

Members Present:

- Wolfgang Junge, ADOT&PF Regional Director
- Wes Hoskins, Mat-Su Trails and Parks Foundation Executive Director
- John Moosey, City of Palmer Manager
- Kaylan Wade, Chickaloon Native Village Asst. Director of Transportation
- Bob Charles, Knik Tribe IRR Roads Manager
- Edna DeVries, MSB Mayor
- George Hays, MSB Deputy Manager
- Jennifer Busch, Valley Transit Executive Director

Members Absent:

- Mike Brown, MSB Manager
- Glenda Ledford, City of Wasilla Mayor

Other Attendees:

- Kelsey Anderson, MSB Planning
- Jewelz Barker, Catalyst Alaska
- Elise Blocker, RESPEC Inc.
- Adam Bradway, MSB Planning
- Maija DiSalvo, MSB Planning
- Jackson Fox, FAST Planning
- Donna Gardino, Gardino Consulting Services
- Brad Hanson, City of Palmer
- Aaron Jongenelen, AMATS
- Brian Lindamood, ARRC
- John Linnell, AKDOT&PF
- Natalie Lyon, RESPEC Inc.
- Rep. Kevin McCabe, Alaska State Legislature
- Joshua Shaver, Alaska Pioneer Homes
- Kim Sollien, MSB Planning

3. **Approval of the February 16, 2022, Agenda – (Action Item)**

*Motion to approve the February 16, 2022, agenda (**Junge**). Seconded. No edits or changes. None opposed. Agenda approved.*

MVP for Transportation Pre-MPO Policy Board Meeting

4. Approval of the December 15, 2021, Minutes – (Action Item)

Motion to approve the December 15, 2022, minutes (Charles). Seconded. "Hays" name correction noted. None opposed. Agenda approved as amended.

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

a. Staff Report

MPO Boundary Development

Adam Bradway, MSB Planner presented a graph showing the different population forecasts that could be used to develop the MVP for Transportation MPO boundary and explained the differences between each. For boundary development, population will need to be forecasted out to 2045. The MSB buildout scenario/density study will be a baseline resource to inform boundary development. John Moosey noted that the buildout scenario/density study involved extensive input from the school district and asked whether the study was considered in any of the forecasts shown. Adam Bradway answered that it was considered. The study was completed for 2012-2014 and could be updated for boundary development. Donna Gardino requested any other forecasts completed recently to be shared with Kim Sollien. Boundary development could be completed in May.

Funding for Continued MPO Development

The vote to receive funding from the AKDOT&PF to continue MPO development passed the MSB Assembly unanimously. A few assemblymembers asked questions. Assemblymember Sumner asked if the Assembly would review the operating agreement before submittal, the answer is yes. Assemblymember Yundt asked if the interim coordinator will be a new full-time permanent position at the MSB. The answer to that is no, the role is a temporary project position. The Assembly requested a formal presentation on the MPO development process which will happen on 3/8/2022.

Meeting with AKDOT&PF Commissioner Anderson

Kim Sollien and Donna Gardino met with AKDOT&PF Commissioner Ryan Anderson to provide an update on the MPO development process to date. They discussed MVP for Transportation potentially being formed as an independent non-profit organization, and Commissioner Anderson had no issues with that. Submitting a CAPSIS request for the MPO was also discussed. The Commissioner requested quarterly updates moving forward.

MPO Interim Coordinator Search

The position has been advertised with 900 views and 1 applicant. Supporting documents have been requested from the applicant. The MSB has no policy restricting external stakeholders such as Steering Committee and Pre-MPO Policy Board members from participating in the candidate interview process.

6. Voices of the Visitors (Non-Action Items) - N/A

7. Old Business

a. Continued MPO Structure Discussion

MVP for Transportation Pre-MPO Policy Board Meeting

Kim Sollien provided an update on the potential services that the MSB may be able to provide to MVP for Transportation. MSB Purchasing, IT, and Finance Departments have provided some information regarding their ability to provide support. The IT Department provided an estimate of \$7,000 per employee annually to provide computers, program support, phone, software, VPN, cyber security, and website hosting and development. The Purchasing Department is willing to help draft some policies and procedures for MPO procurements. Contracts could be managed through the MSB Purchasing Department. The MSB is not able to manage the finances of the MPO or provide HR support. The MSB union contract and rules are too rigid for the MSB HR Department to host MVP for Transportation employees after official designation of the MPO. The MSB does not have office space to provide for the MPO. Kim Sollien researched office space availability in Palmer and determined that it is available for approximately \$500 per month at the Annex and \$1.40 per square foot as the Koslosky Center. The MSB Manager hopes that the borough can provide a menu of services to the MPO, but it looks like the MSB may not be able to provide as many as originally hoped.

Kim Sollien shared a slide showing the additional steps required of the MPO for official designation and becoming an independent non-profit organization (included in packet). Pre-MPO Policy Board members asked how the FAST Planning MPO in Fairbanks is set up and how they handle large procurements, whether the FHWA comes in to audit the organization for federal regulations. Jackson Fox explained that the DOT&PF assists FAST Planning with procurements over \$50,000 and that since the organization falls below the requirement for federal single audit (\$750k), they complete an internal audit and use an independent tax preparer. The group discussed forming a subcommittee to analyze structure options.

b. Branding/Logo Development Update and Discussion – (Action Item)

Jewelz Barker presented the final version of the MVP for Transportation logo.

*Motion to approve the logo as presented (**Moosey**). Seconded. Discussion.*

Mayor DeVries suggested making the “V” and “P” slightly smaller to balance out the snow/frosting that makes the “M” look smaller. Another option would be to add snow to the other letters as well. The need or lack of need for a hyphen in “Mat-Su” was discussed. It was determined that a hyphen is not necessary as the region is commonly referred to as “Matsu,” one word, locally and across Alaska.

*Motion to table the final logo decision until next month’s meeting (**Charles**). Seonded. None opposed. Passed unanimously.*

c. Interim Project Manager Hiring Update

Covered under Staff Report.

8. New Business

a. Infrastructure Investment and Jobs Act (IIJA) Summary and Discussion

Donna Gardino provided an overview of new opportunities and considerations for MVP for Transportation due to the new bipartisan infrastructure bill (memo included in packet). It was noted that there is a 3-5 year grace period in which to use federal funding. New formulas will have to be developed to guide fund disbursement. Be aware of new opportunities at both the state and national levels.

MVP for Transportation Pre-MPO Policy Board Meeting

b. In-kind Documentation Presentation and Discussion

Moved to next month's agenda.

c. Minutes Format Discussion

Natalie Lyon explained that a new, shorter, action minutes format will be used for MVP for meeting minutes. The new format will not include word-for-word accounts of the discussion, but rather a few summary paragraphs for each item discussed.

9. Other Issues - N/A

10. Informational Items

a. Capital Project Development

Donna Gardino provided a presentation on the capital project development process that MVP for Transportation will follow in coordination with AKDOT&PF (slides included in packet).

b. Updated Steering Committee & Pre-MPO Policy Board member rosters

Included in the packet and posted online for reference.

c. Final Approved Public Participation Plan

Included in the packet.

11. Pre-MPO Policy Board Comments

Pre-MPO Policy Board members thanked Donna Gardino and Jackson Fox for their informative presentation and insights on MPO structure and the capital projects development process.

Bob Charles requested a technical memorandum on population projections for the boundary development process, including the population trends graphic shared by Adam Bradway today and explanations of each projection, differences between them, and implications of using each.

George Hays requested a more in-depth presentation from Jackson Fox about FAST Planning's structure and operations as an independent non-profit organization.

12. Adjournment

Motion to adjourn the meeting (Junge). Seconded. None opposed. Meeting adjourned at 1:01pm.

MVP Transportation Pre-MPO Steering Committee
Action Items
March 8, 2022

Approve the March 8, 2022 agenda. **Motion by Winnestaffer.** Passed unanimously.

Approve the February 8, 2022 minutes. **Motion by VanHove.** Passed unanimously.

Recommend to the Pre-MPO Policy Board to adopt the formation of an independent, 501(c)3 for the Matsu Valley MPO. **Motion by Charles.** Roll Call vote: Passed unanimously.



MATANUSKA-SUSITNA BOROUGH

Planning and Land Use Department

Planning Division

350 East Dahlia Avenue • Palmer, AK 99645

Phone (907) 861-7833

www.matsugov.us

MEMORANDUM

DATE: 3/1/2022

TO: MatSu Valley Planning for Transportation (MVP for Transportation) Steering Committee

FROM: Kim Sollien, MSB Planning Services Manager

SUBJECT: In-Kind Service Options from the MSB

This memorandum is intended to document the in-kind services the Mat-Su Borough is willing to offer MVP for Transportation once the organization is formed.

Determining the organizational structure of MVP for Transportation is a key decision necessary to complete the Operating Agreement draft that will be submitted to the Governor in September 2022.

After more than a year of discussion, it appears that there are two organizational structure options for the MVP for Transportation Pre-Policy Board to consider:

- 1) **Leaning-Independent MPO** in this scenario, some or all of the organizational management activities (Finance, Payroll, IT, Procurement, Office Space, HR, Communications, etc.) are performed by a partner organization as an in-kind or fee service.
- 2) **Non-Profit Organization 501c(3) MPO** in this scenario, the MPO would be responsible for providing for its own organizational management activities as an independent organization.

The preference of Matanuska Susitna Borough Administration is that the MSB supports MVP for Transportation in the form of shared services. After a thorough review of services, below is the summary of the services the MSB Departments can provide for the future MPO.***

Financial Management- The Finance Director has determined that the MSB cannot manage the funds for MVP for transportation. The *Finance Department is able to assist the MVP for Transportation with the development of financial policies* should they need that level of support.

Purchasing- Since MVP for transportation will not utilize the Financial Management systems at the MSB, procurement support is limited. The *Purchasing Officer has offered to assist with*

developing purchasing policies, including small purchasing tools and rules, policies for signatory authority, payment systems for consultants and contracts, and consultant contracting documents. For larger projects that would require solicitation, the MSB Purchasing Department is willing to advertise for bids and proposals as needed through their online system.

Information Technology- The MSB IT Department is willing to support MVP for Transportation. They have asked that a Memorandum of Understanding (MOU) be developed to formalize the roles and responsibilities for services provided. They estimate the MOU will take 3-6 months to create and that the annual value of the in-kind services will be about \$7000 per employee.

List of services the MSB IT can provide:

- Desktop support: Workstation, IP Phone, Microsoft Office applications
- Cell phone / mobile devices
- Internet access
- Cyber security within the MSB environment
- Public Wifi and off-domain workstation, if desired
- Website hosting and development
- Intranet subsite
- VPN
- Interagency relationship established with an MOU
- GIS Maps and Apps

Human Resources- It is not possible for the MSB Human Resources Department to support MVP for Transportation employees. The union contract and our employee policies are very rigid. They will not allow MVP for Transportation staff to have the autonomy to operate as a separate entity from the MSB.

Office Space- At this time, there is no office space available. It is possible that by next year at this time, space will be available in our Fireweed Building.

*** MSB Law Department is concerned that the MSB does not have the power to provide MPO in-kind services. The MSB has planning authority. This authority supports the Pre-MPO work we are facilitating but because MSB does not explicitly have the authority to provide support services to a non-government entity, the MSB might not be able to offer support services. The Law Department is continuing to research this issue.



Introduction to Fairbanks Area Surface Transportation (FAST) Planning

**MatSu Valley Planning for Transportation
Pre-MPO Steering Committee Meeting**

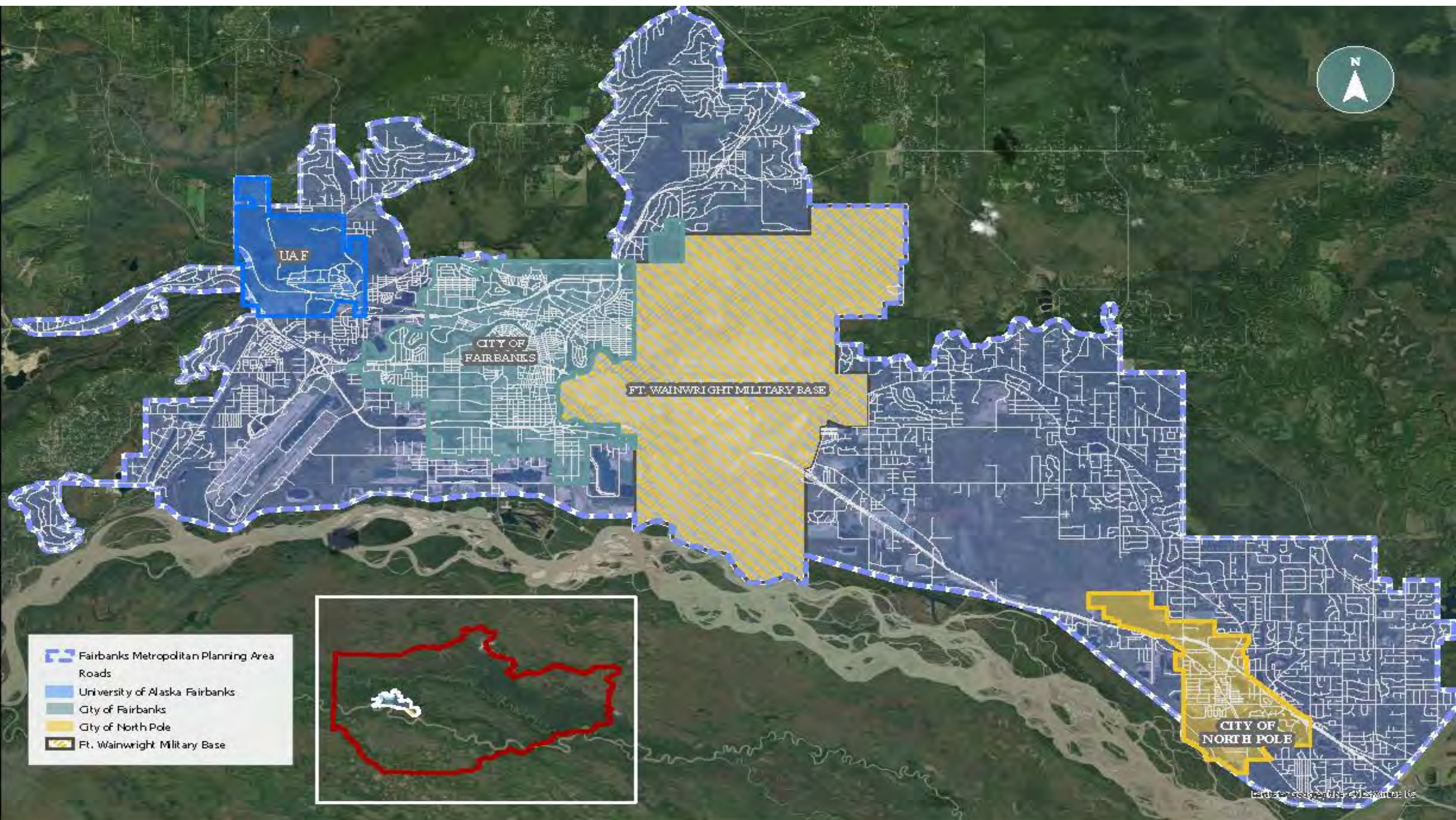
March 8, 2022

Presented by: Jackson Fox, Executive Director

Introduction

- Overview of Fairbanks MPO
- History of operation of the MPO from 2003 to present
- Significant organizational transitions in 2007 and 2018
- Step-by-step process to becoming a sustainable Independent MPO, what we gained, what we lost, and actual costs of doing business





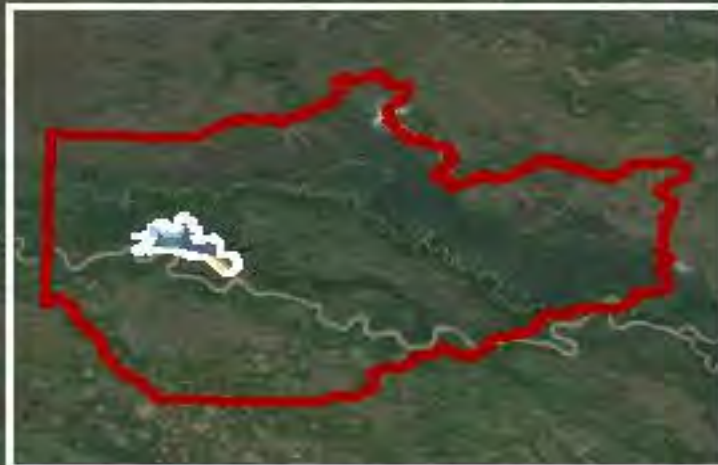
UAF

CITY OF
FAIRBANKS

FT. WAINWRIGHT MILITARY BASE

CITY OF
NORTH POLE

-  Fairbanks Metropolitan Planning Area
-  Roads
-  University of Alaska Fairbanks
-  City of Fairbanks
-  City of North Pole
-  Ft. Wainwright Military Base



Our Office

- 501(c)(3) Non-profit Corporation (established April 2019)
- Office Budget ~\$450k annually
- MPO Staff
 - Executive Director (1.0 FTE)
 - Transportation Planner (1.0 FTE)
 - Administrative Assistant (part-time, 0.5 FTE)
- Support Staff
 - DOT&PF Planner (0.5 FTE)
 - Borough Transportation Planner (0.5 FTE)



Policy Board (MPO Decision-making Body)

→ Concurrently serves as Board of Directors for Non-profit Corporation

- City of Fairbanks Mayor
- City of North Pole Mayor
- Fairbanks North Star Borough Mayor
- City Council Member
- Borough Assembly Member
- DOT&PF Northern Region Director
- ADEC Air Quality Director

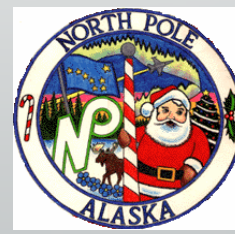


7 Board Members: (2) Borough, (3) City, (2) State

Technical Committee (Primary Advisory Body)

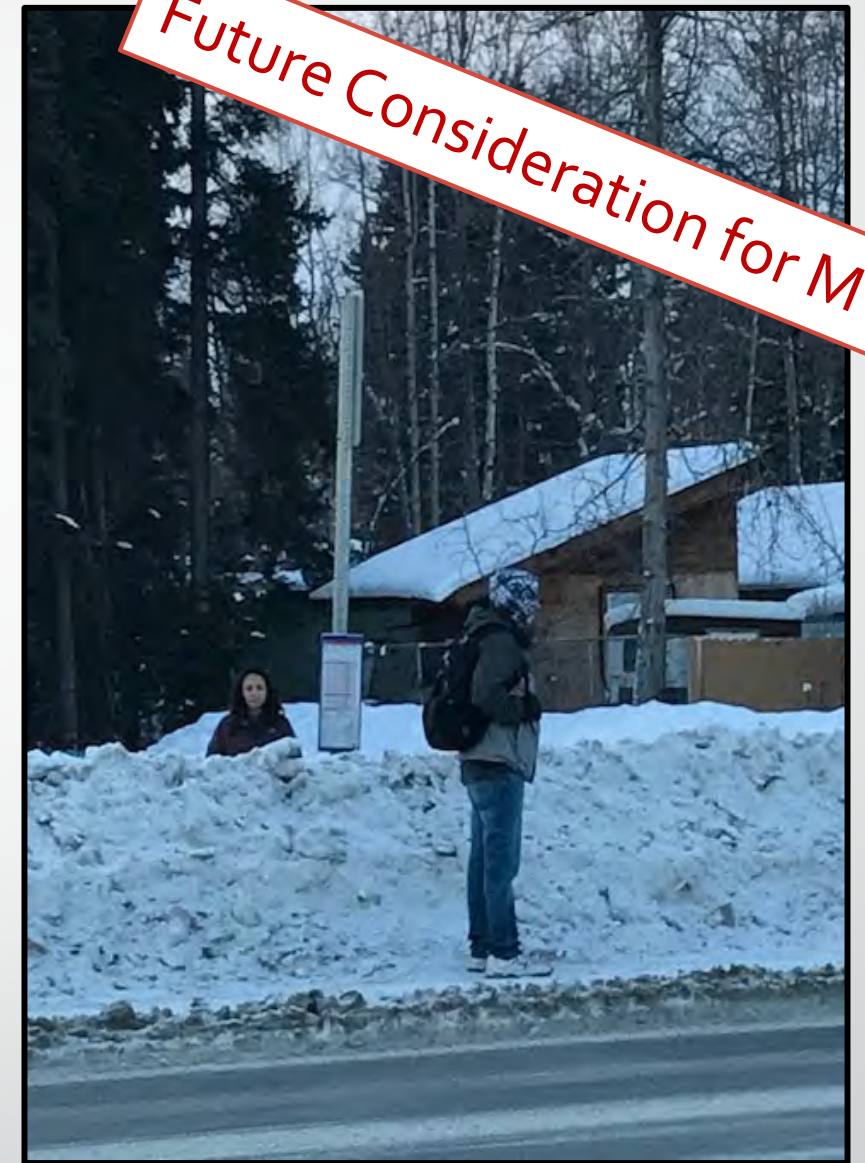
16 Committee Members

- DOT&PF Planning
- DOT&PF Preconstruction
- ADEC Air Quality
- City of Fairbanks Engineering (X2)
- City of North Pole
- University of Alaska
- Borough Community Planning
- Borough Transit
- Borough Planning Commission
- Alaska Railroad
- Fort Wainwright
- Fairbanks International Airport
- Public Safety Representative
- Tribal Representative
- Freight Representative



Other FAST Planning Committees

- Bicycle & Pedestrian Advisory Committee
 - Agency, Local Interest Groups, & Public members
- Project Enhancement Committee
 - Engineers, Architects, & Maintenance Managers
- Freight Advisory Committee
 - Agency & Freight Industry representatives
- Seasonal Mobility Task Force
 - DOT&PF Maintenance, City Public Works, Borough Rural Services, Borough Parks & Recreation, MACS Transit, UAF Operations, School District, Access Alaska (disabilities)



What We Do → Key Plans

Required Plans

- **Metropolitan Transportation Plan (MTP)**
 - 20+ year Long Range Plan
- **Transportation Improvement Program (TIP)**
 - 4-year Short Range Funding Plan
- **Unified Planning Work Program (UPWP)**
 - 2-year Staff Work Plan
- **Public Participation Plan (PPP)**
 - Title VI Compliance

Supplemental Plans

- **Non-motorized Plan**
- **Freight Mobility Plan**
- **Safe Routes to School Plans**
- **Green Streets Plan**
- **Road Service Area Expansion Plan**
- **Road/Rail Crossing Reduction Plan**
- **Corridor Studies**

Future Consideration for MVP

TIP Projects

→ \$9.5 million annually

- City Streets
 - Borough Road Service Area [Subdivision] Roads
 - University Campus Roads
 - Multi-use Paths & Sidewalks
 - Annual Road Resurfacing
 - Few DOT&PF Roads
-
- 80% motorized
 - 20% non-motorized

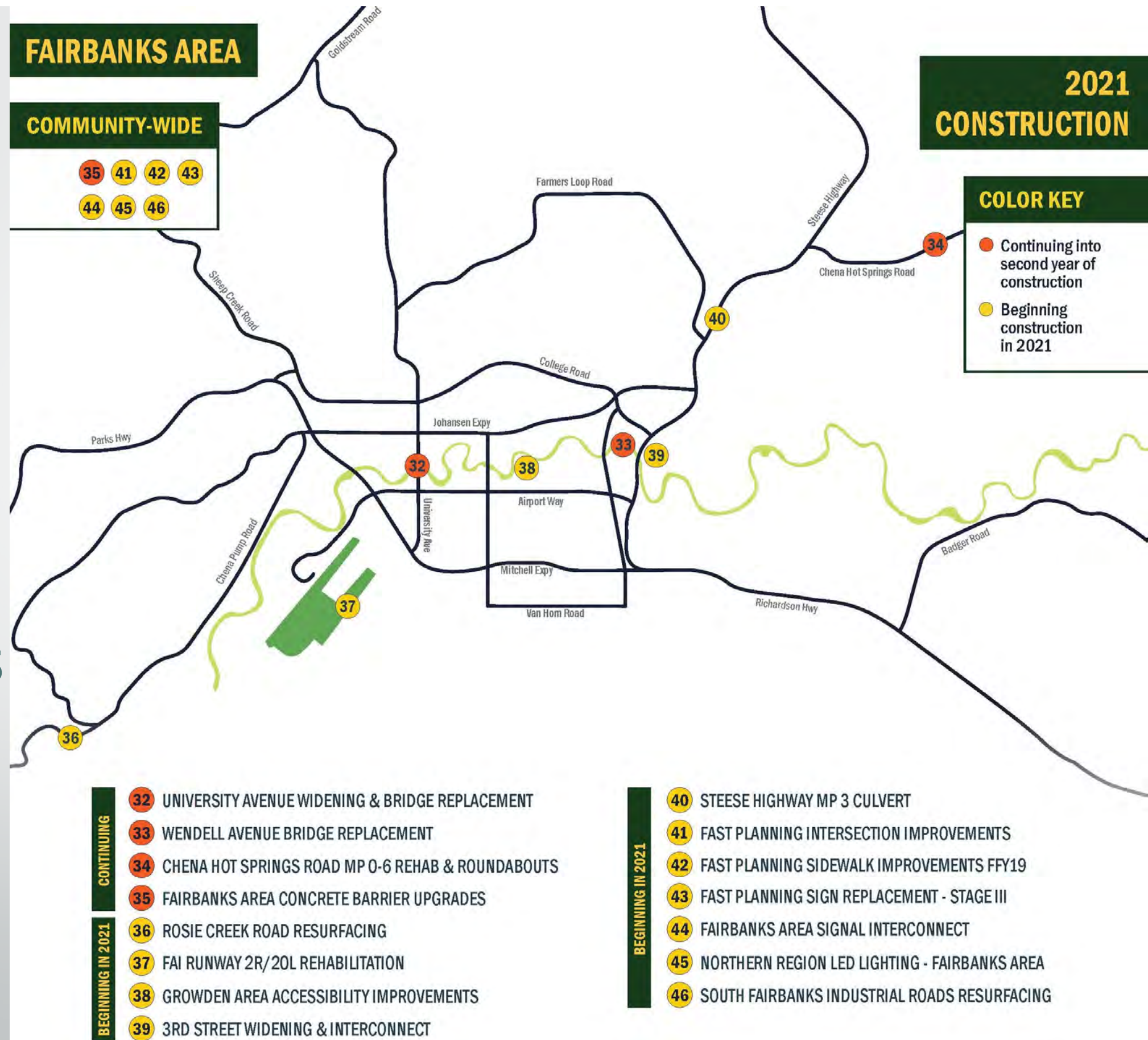


DOT&PF Match Policy

Category	DOT&PF – 100%	DOT&PF – 50%	DOT&PF – 0%
DOT&PF Road	X		
City/Borough RSA Road			
Local & Minor Collector			X
Major Collector & Arterials		X	
Planning Funds (MPO)			X

- For road projects, the local government or RSA pays required match
- For planning funds, MPOs pay required match with local government contributions <or> state legislative appropriations

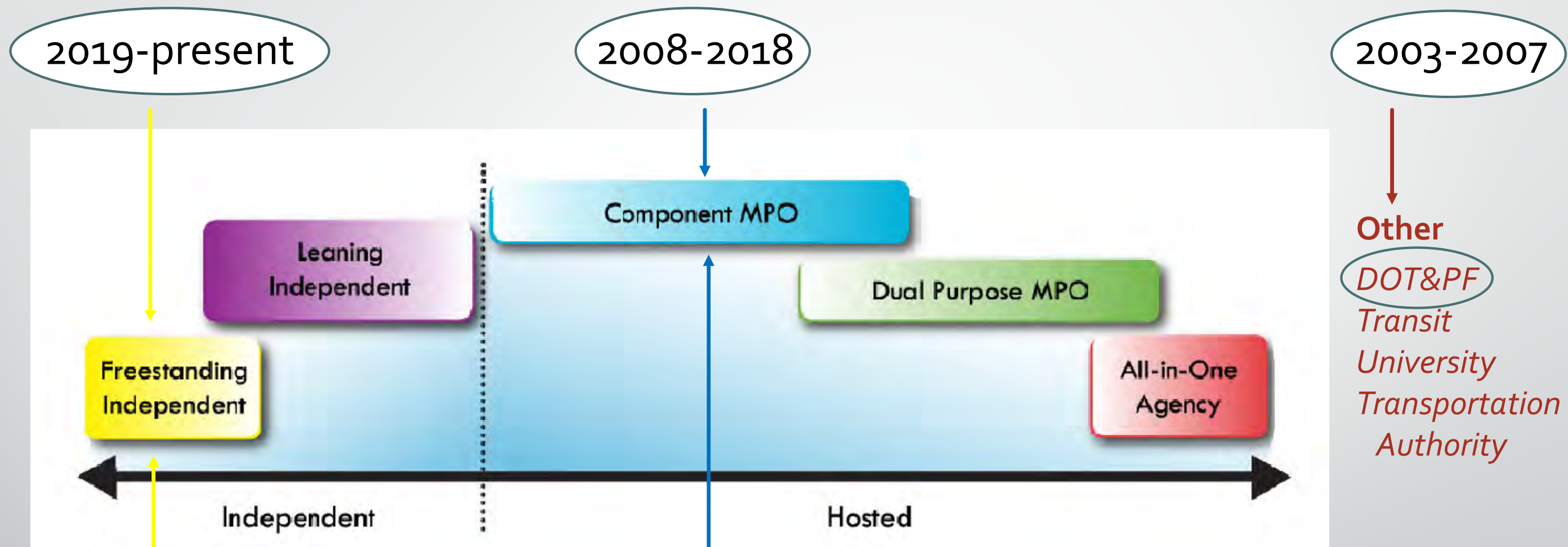
Annual
 Transportation
 Infrastructure
 Investment
 =
 Local MPO Projects
 +
 DOT Highway
 Projects



History of Operation of Fairbanks MPO

- 2003 MPO established as a result of 2000 Census
- 2003-07 DOT&PF & Borough utilized existing staff to fulfill MPO functions
- 2007 Organizational Study performed, which recommended creation of MPO Coordinator's Office – City volunteered to host MPO
- 2008 MPO Coordinator's Office opened in Fairbanks City Hall
- 2017 Transition Plan completed for finding new Director and reorganizing MPO as an independent organization
- 2018 Formed 501(c)(3) Non-profit Corporation
- 2019 Governor approved new Intergovernmental Operating Agreement allowing Non-profit Corporation to fulfill MPO functions

Fairbanks MPO Organizational Transitions



MPO staff supervised by MPO Board and oversees its own finances as a legally independent entity (i.e. Non-profit Corporation)

MPO functions as a Department of Host Agency (under a separate entity name) and MPO staff are supervised by Host

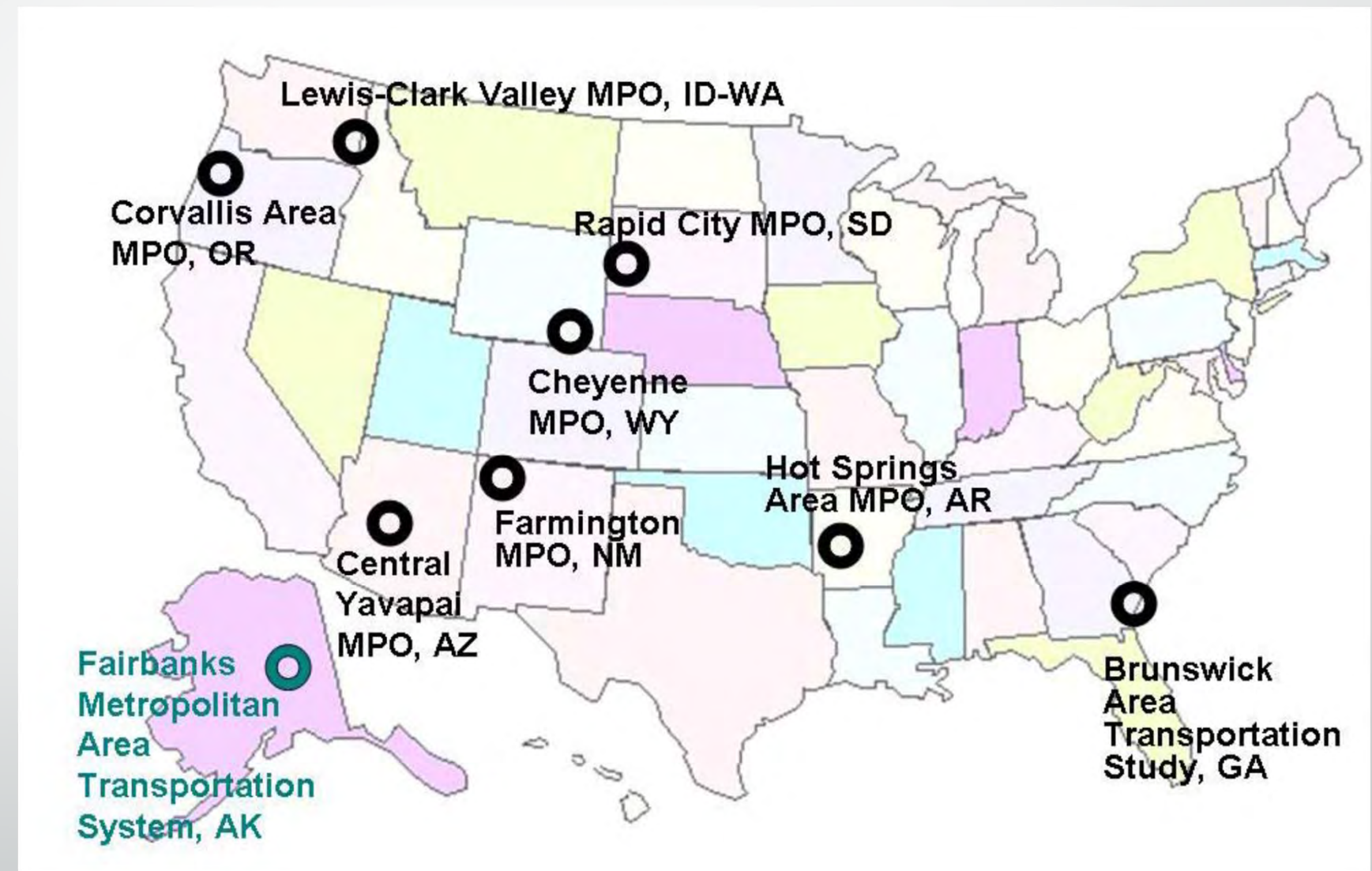
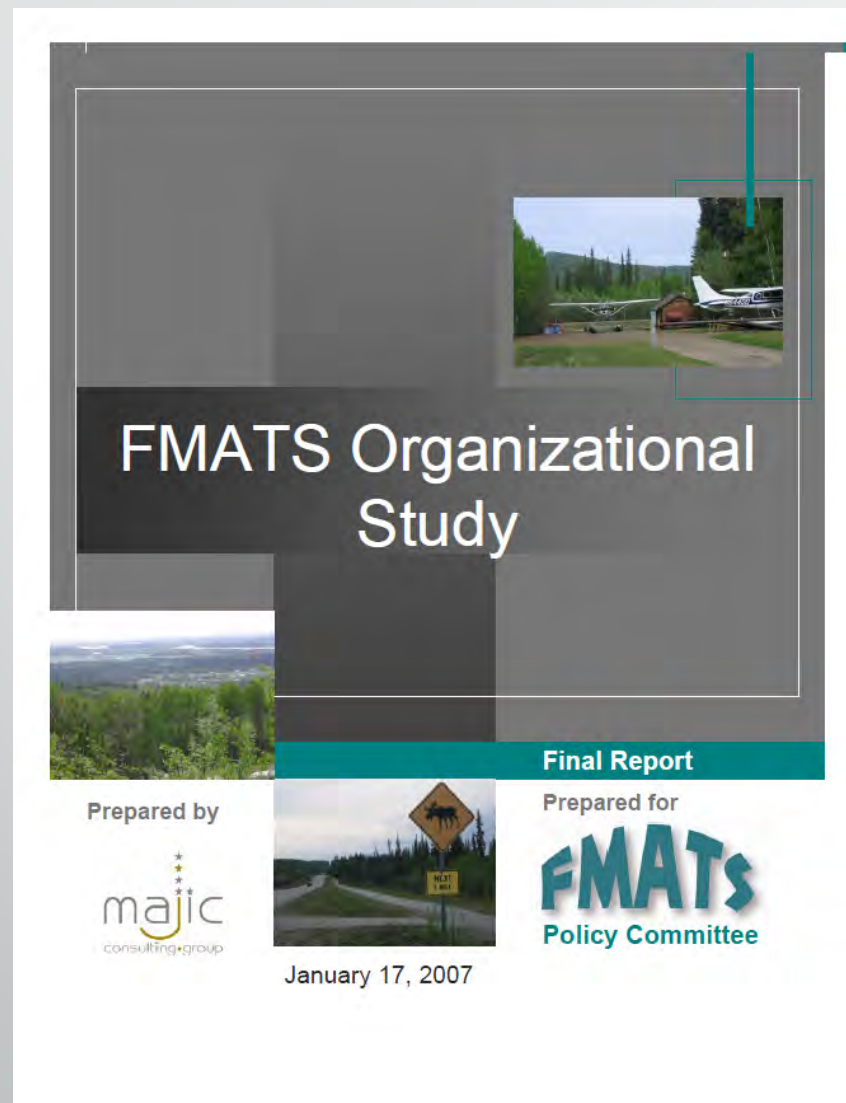
Developing Issues 2003-2007

- DOT&PF staff performed majority of work for MPO, which lacked local focus/advocacy and regional planning perspective
- Outside consultants were often relied upon to minimize DOT&PF staff time
- Borough support staff were not utilized as fully as originally anticipated
- Little to no effort was being made to secure additional grant funding
- Policy and Technical Committees found it difficult to obtain information for their decision-making processes
- Conflict of Interest when MPO relies on DOT&PF for work, and DOT&PF relies on MPO for funding...and is also a Board member



2007 Organizational Study

- Peer review of organizational structures of eight (8) similar-sized MPOs



- Recommended transition to a hosted arrangement with City of Fairbanks and hire MPO staff (2.5 FTE) dedicated to MPO work

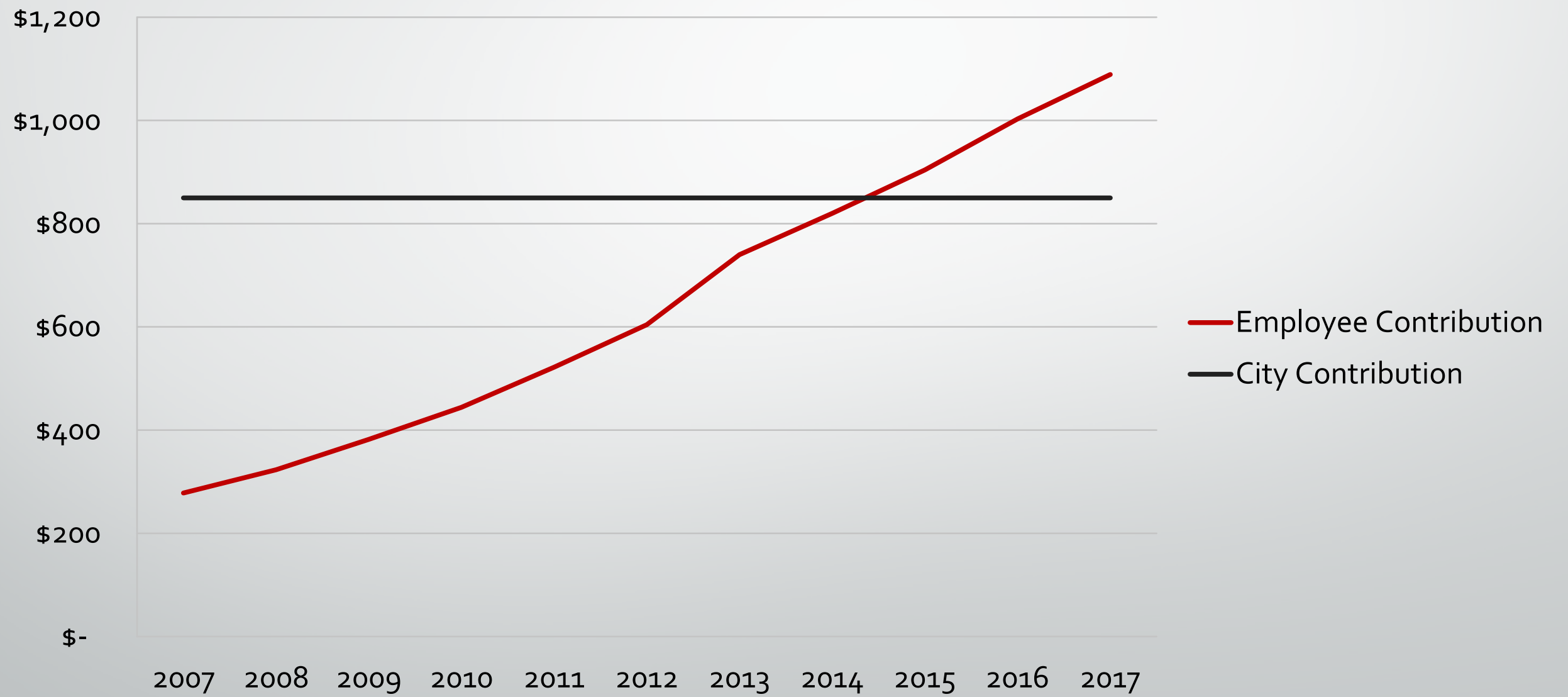
Developing Issues 2008-2017

- City had control over MPO employees, not MPO Board
 - Conflict of Interest with one member agency having more control
- MPO could not apply for grants unless City was applicant
 - MPO was not an entity; rather, a Department of the City
- City claimed “in-kind” expenses for housing MPO to avoid making financial contributions towards operation of MPO
- MPO employees were subject to Union negotiations with City for larger group of employees...which made MPO staff employment unsustainable



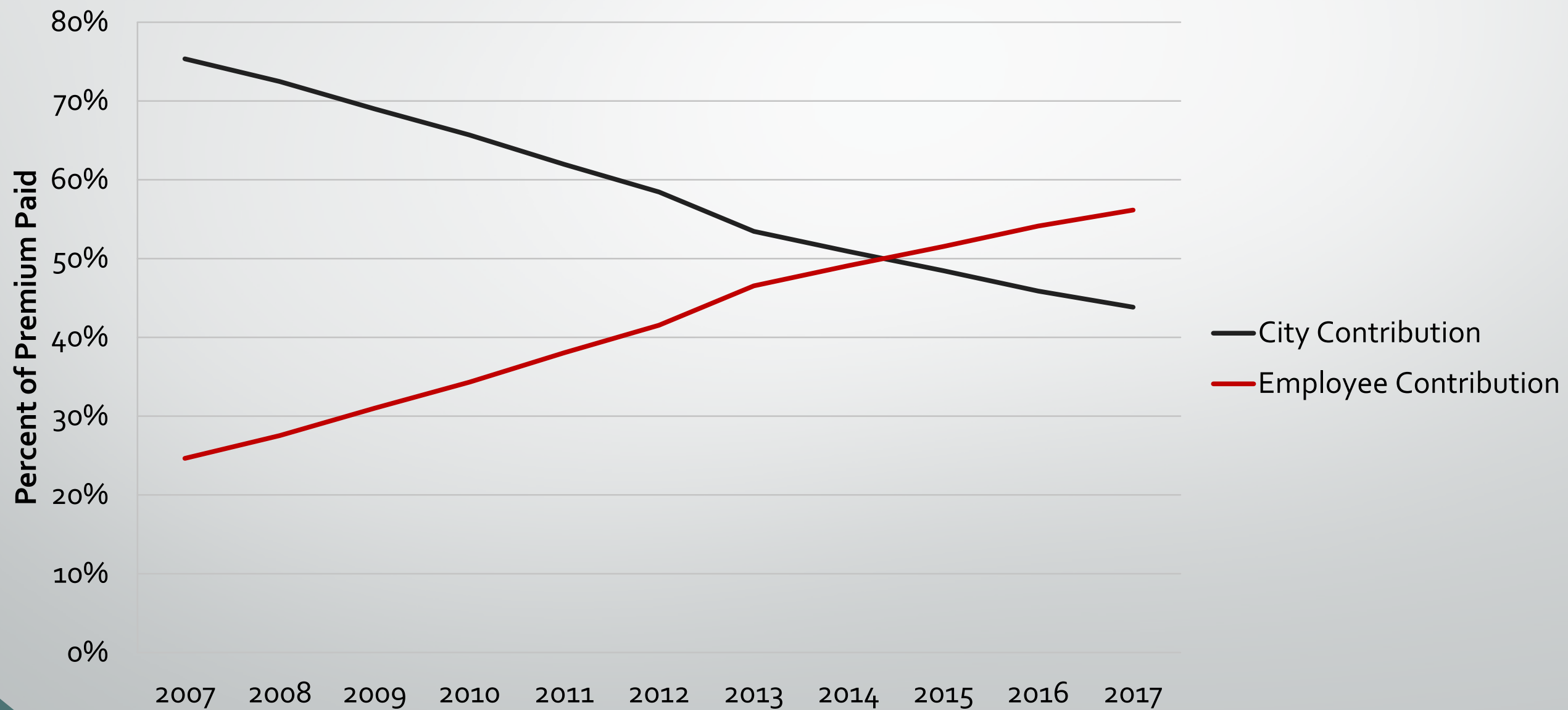
City/Union Issues

Health & Welfare Plan - Monthly Premium



City/Union Issues

Health & Welfare Plan - Monthly Premium Cost Share



A new plan...

- With these looming issues and announcement of the retirement of the MPO Director in 2017, the MPO Board hired a consultant to complete a new Transition Plan to look at other, more sustainable organizational structures:
 1. Changing hosting arrangement to another member agency (Borough or other City)
 2. Negotiating a separate Collective Bargaining Agreement with the Union for MPO staff to report to the MPO Board rather than the City, but remain housed at the City
 3. Establishing an independent organization [501(c)(3) Non-profit Corporation] and hiring MPO staff out of City employment and Union membership
- MPO Board chose Option **3** and hired a new Director (me) to complete the transition steps

Becoming a Non-profit Corporation

Documents to Complete

- Resolution by Policy Board to operate MPO as an Independent/Non-profit Organization
- Resolutions by Local Government Councils & Assembly authorizing Mayors to serve as Board members of a Non-profit Corporation
- Membership Fee & Annual Dues Agreement
- Bylaws, including Conflict of Interest Policy
- Articles of Incorporation
- Personnel & Fiscal Policies
- Resolution for Bank Account & Check Signers
- Intergovernmental Operating Agreement
- IRS Form 1023 to obtain tax-exempt status [under 509(a)(2)]

Steps to Complete

- Determine name for Non-profit Corporation
- File Articles of Incorporation with State
- Obtain EIN & DUNS numbers
- Obtain State & City Business Licenses
- Open Bank Account
- Create a SAM Account
- Complete DOT&PF Internal Review Audit to establish an IDCR for billing (federal reimbursement)
- Obtain General Liability, Directors & Officers, and Property & Commercial Auto Insurance
- Lease office space and hire staff
- Consider outsourcing Payroll and IT Services

Step #1

- Have Policy Board consider passing a **Resolution to initiate operation of the MPO as an Independent/ Non-profit Organization**
- Establishes the desired Organizational Structure for the MPO to “resolve” to form

RESOLUTION

FOR INITIATING THE OPERATION OF THE FAIRBANKS AREA SURFACE TRANSPORTATION PLANNING AS AN INDEPENDENT ORGANIZATION

1. **PARTIES.** The parties to this Resolution are the Alaska Department of Transportation & Public Facilities (DOT&PF), Alaska Department of Environmental Conservation (DEC), Fairbanks North Star Borough (FNSB), City of Fairbanks, and City of North Pole.
2. **PURPOSE.** The purpose of this Resolution is to outline the responsibilities of each of the aforementioned parties to initiate the operation of Fairbanks Area Surface Transportation Planning (FAST Planning) as an independent organization.
3. **BACKGROUND.** The FAST Planning Policy Board, consisting of representatives of DOT&PF, DEC, FNSB, City of Fairbanks, and City of North Pole, passed a motion on September 27, 2017, to reorganize FAST Planning as an independent organization and seek funding from the State of Alaska, FNSB, City of Fairbanks, and City of North Pole. This Resolution formalizes the Policy Board's action by outlining the responsibilities of each party to successfully initiate the operation of FAST Planning as an independent organization, including payment of a one-time membership fee and annual dues to cover operating and other costs associated with FAST Planning.
4. **RESPONSIBILITIES.**
 - A. **State of Alaska**
 - i. **Membership Fee & Annual Dues.** Subject to a specific appropriation by the Legislature, the DOT&PF shall make payment of the one-time Membership Fee and Annual Dues (starting in 2020) to FAST Planning in accordance with the “MPO Membership Fee & Dues Structure” approved by the Policy Board on October 18, 2017.
 - ii. **DOT&PF.** As outlined in the Unified Planning Work Program (UPWP), provide the following services:
 1. **Project Planning & Programming.** Participate in the development and implementation of the short range Transportation Improvement Program (TIP), long range Metropolitan Transportation Plan (MTP), Public Participation Plan (PPP), and UPWP in accordance with the requirements of 23 CFR 420, 23 CFR 450, and 23 USC 134.
 2. **Project Development.** Develop scopes of work, schedules, and estimates for all FAST Planning projects, and manage and monitor the design and construction of the

Step #2

- Develop and adopt **Bylaws** for the MPO's Policy Board, which will concurrently be the Board of Directors for the new Non-profit Corporation
- Bylaws must include a **Conflict of Interest Policy** consistent with IRS guidance for 501(c)(3) Corporations
- Draft **Articles of Incorporation** for signature by the initial members of the Policy Board (a/k/a founding members of the Non-profit Corporation)

FAST PLANNING POLICY BOARD BYLAWS

ARTICLE I

Metropolitan Planning Organization

SECTION 1 The Fairbanks Area Surface Transportation Planning (FAST Planning) Policy Board is designated to be the Metropolitan Planning Organization (MPO) for the Fairbanks Metropolitan Planning Area (MPA) by the Governor of the State of Alaska. As the MPO, the Policy Board is responsible for carrying out the transportation planning process in the metropolitan planning area and to serve as the board of directors for FAST Planning. The MPO Coordinator shall serve as the Executive Director of the MPO.

SECTION 2 FAST Pl:
Governm

ARTICLES OF INCORPORATION

Fairbanks Area Surface Transportation Planning
An Alaska Nonprofit Corporation

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SECTION 2 The Poli
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SECTION 3 The Pol
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FAST Planning Policy Board Bylaw
Approved 04.18.18
Page 1 of 10

AK Entity #: 10087331
Date Filed: 06/28/2018
State of Alaska, DCCED

RECEIVED
Juneau

JUN 25 2018

CBPL

The undersigned, desiring to form a Nonprofit Corporation under the Alaska Nonprofit Corporation Act, AS 10.20, do hereby certify:

ARTICLE I – Name

The name of the Corporation is the Fairbanks Area Surface Transportation Planning (hereinafter "Corporation").

ARTICLE II – Purpose

The Corporation is organized exclusively for purposes compatible with Section 501(c)(3) of the Internal Revenue Code. The purposes of the Corporation include, without limitation, (a) coordinating transportation planning, programs, and projects among governmental units, educational institutions, and private organizations; (b) serving as a state designated Metropolitan Planning Organization pursuant to the Federal Aid Highway Act, 23 U.S.C. § 134(d) and (e) and the Intermodal Surface Transportation Efficiency Act, 49 U.S.C. § 5303, 5304, and 5305; and (c) undertaking any other lawful acts or activities for which nonprofit corporations may engage under the Alaska Nonprofit Corporation Act, in effect today and as hereinafter amended. Notwithstanding any other provision of these Articles, the Corporation shall not, except to an insubstantial degree, engage in any other activities or exercise of power that do not further the purpose of the Corporation.

ARTICLE III – Registered Agent & Office

The registered agent of the Corporation, who is a resident of Alaska, is Jackson C. Fox, Executive Director. The physical office and mailing address of the Corporation are as follows:

800 Cushman Street
Fairbanks, Alaska 99701

ARTICLE IV – Board of Directors

All the corporate powers of the Corporation shall be vested in and exercised by, and the property, funds, business, and affairs of the Corporation shall be managed by, a Board of Directors. The Board of Directors shall comprise seven members as follows:

- o Fairbanks North Star Borough Mayor;
- o Fairbanks North Star Borough Assembly Member, as confirmed by the Borough Assembly;
- o City of Fairbanks Mayor;
- o City of Fairbanks City Council Member, as confirmed by the City Council;
- o City of North Pole Mayor;
- o Alaska Department of Transportation & Public Facilities Northern Region Director, or such other person as the Commissioner of the Department of Transportation & Public Facilities

Step #3

- Negotiate a **Membership Fee & Annual Dues Agreement** among the member agencies of the MPO
- The “**Membership Fee**” is the operating reserve (cash flow) for payment of operating expenses (payroll, insurance, office lease, contractual services, etc.) in advance of Federal Planning fund grant reimbursements
 - Recommend amount to be set at *minimum* 6 months to *maximum* one year’s worth of annual operating expense budget
 - In the case of dissolution of the Non-profit Corporation, Membership Fees are reimbursed to each member agency in full
- The “**Annual Dues**” are annual payments of fund from each member agency to meet the MPO’s match commitment for Federal Planning funds

Membership Fees & Annual Dues

- Annual Budget for MPO Office (2.5 FTE): **\$400,000**
- Required match (9%) for Planning Funds for Office: **\$36,000**
- Population within Urbanized Area Boundary (MPA): **70,000**

Note: Recommend submitting Legislative Request (CAPSIS) for State of Alaska Payments

Example Calculation

Government	Population	Membership Fee	Annuals Dues
State of Alaska	70,000	\$ 200,000	\$ 18,000
MatSu Borough	55,000*	\$ 157,143	\$ 14,143
City of Wasilla	9,000	\$ 25,714	\$ 2,314
City of Palmer	6,000	\$ 17,143	\$ 1,543
		\$ 400,000	\$ 36,000
* MPA population minus City populations			

Bank Account Cash Flow

Annual PL Match Funds

Step #4

- Prepare a package of documents for the Borough Assembly and City Councils to approve:
 1. Resolutions authorizing Mayors to serve on Board of Directors for new Non-profit Corporation and ratifying incorporation of the new organization
 2. Draft Articles of Incorporation to authorize Mayors to sign (with adopted Policy Board Bylaws attached)
 3. Membership Fee & Annual Dues Agreement with fiscal note for Borough/City budgets

Introduced by: Mayor Matherly
Introduced: September 24, 2018

RESOLUTION NO. 4847

A RESOLUTION RATIFYING THE REORGANIZATION OF FMATS AND THE INCORPORATION OF FAST PLANNING

WHEREAS, 49 U.S.C. § 5303, as amended by the Fixing America's Surface Transportation Act, which section is identical to 23 U.S.C. § 134 of the Federal Highway Act, requires the designation of a metropolitan planning organization ("MPO") for each urbanized area within the country of at least 50,000 population; and

WHEREAS, an MPO, generally, is comprised of representatives from local government and governmental transportation authorities with the purpose of ensuring regional cooperation in transportation planning and providing a conduit for the federal funding of transportation projects and programs; and

WHEREAS, on March 10, 2003, the Fairbanks City Council passed and approved Resolution No. 4053, which authorized Mayor Thompson to execute the Fairbanks Metropolitan Area T Agreement and Men Planning ("FMATS O

WHEREAS, or Agreement, joining F: Mayor Jacobson; and

WHEREAS, or Committee as the MP Fairbanks and North Agreement; and

WHEREAS, S composition of the F namely, the "overall re of the FMATS" efforts development and ado

WHEREAS, or into a Memorandum c Office ("FMATS MOU City of Fairbanks;

WHEREAS, o amended by all the or

MEMORANDUM OF UNDERSTANDING

FOR THE OPERATION OF THE

FAIRBANKS AREA SURFACE TRANSPORTATION PLANNING OFFICE

1. **PARTIES.** The parties to this Memorandum of Understanding (MOU) are the Alaska Department of Transportation & Public Facilities (DOT&PF), Alaska Department of Environmental Conservation (DEC), Fairbanks North Star Borough (FNSB), City of Fairbanks, and City of North Pole.
2. **PURPOSE.** The purpose of this MOU is to outline the responsibilities of each of the aforementioned parties for the operation of the Fairbanks Area Surface Transportation Planning (FAST Planning) Office.
3. **BACKGROUND.** The FAST Planning Policy Board, consisting of representatives of DOT&PF, DEC, FNSB, City of Fairbanks, and City of North Pole, passed a motion on September 27, 2017, to organize FAST Planning as an independent organization and seek funding from the State of Alaska, FNSB, City of Fairbanks, and City of North Pole. This MOU formalizes the Policy Board's action by outlining the responsibilities of each party to successfully operate the FAST Planning Office, including payment of a one-time Membership Fee and Annual Dues to cover operating and other costs associated with the FAST Planning Office.
4. **RESPONSIBILITIES.**
 - A. **State of Alaska**
 - i. **Membership Fee & Annual Dues.** Subject to a specific appropriation by the Legislature, the DOT&PF shall make payment of the one-time Membership Fee (\$348,300) and Annual Dues (\$17,956 starting in 2020) to FAST Planning in accordance with the "MPO [Metropolitan Planning Organization] Membership Fee & Dues Structure" approved by the Policy Board on October 18, 2017.
 - ii. **DOT&PF.** As outlined in the Unified Planning Work Program (UPWP), provide the following services:
 1. **Project Planning & Programming.** Participate in the development and implementation of the short range Transportation Improvement Program (TIP), long range Metropolitan Transportation Plan (MTP), Public Participation Plan (PPP), and UPWP in accordance with the requirements of 23 CFR 420, 23 CFR 450, and 23 USC 134.
 2. **Project Development.** Develop scopes of work, schedules, and estimates for all FAST Planning projects, and manage and monitor the design and construction of the projects as outlined in the current version of Federal Highway Administration (FHWA) and DOT&PF's Stewardship and Oversight Agreement.

Step #5

- After signatures are collected on documents in Step #4:
 - Sign and file Articles of Incorporation (with Bylaws attached) with the State of Alaska Corporations Section using Form 08-438 for Domestic Non-profit Corporations
 - File IRS Form SS-4 to obtain **EIN**
 - Obtain State and City **Business Licenses**
 - Have Policy Board adopt a Corporate Resolution to open a **bank account** and identify check signers
 - Open bank account with \$1; bank fees are generally waived for Non-profit Corporations



State of Alaska
Division of Corporations, Business and Professional Licensing
CORPORATIONS SECTION
PO Box 110806
Juneau, AK 99811-0806
Phone: (907) 465-2550
Fax: (907) 465-2974
Website: www.commerce.alaska.gov/occ

ARTICLES OF INCORPORATION Domestic Nonprofit Corporation AS 10.20.151 & .153

Filing Fee: \$50.00

INSTRUCTIONS (Please retain for your records):

Refer to Alaska Statutes 10.20.151 & .153. If you need assistance in completing your filing, it is advised that you seek legal counsel. Please be aware that this filing will become public information.

NOTE: Bylaws are not required to be filed with this office; they are to be maintained by the entity. If you include your bylaws, they will be returned without being filed for record.

ARTICLE 1: Name of Corporation

The corporate name may not contain a word or phrase that indicates or implies that the corporation is organized for a purpose other than that which must be distinguishable upon the State of Alaska go to the Corporations Database.

ARTICLE 2: Disclosure of Corporate Purpose

The purpose describes activities of the corporation. In addition to purpose, also include other purposes listed. A complete list of purposes is available at www.commerce.alaska.gov/occ.

ARTICLE 3: Registered Agent

The registered agent of this domestic nonprofit corporation (excluding LLC, LLLP) is statutorily responsible for the known address of the entity. A complete list of registered agents is available at www.commerce.alaska.gov/occ or a mailing address in the State of Alaska.

ARTICLE 4: Directors

Provide the number of directors and the address of the persons who are to be directors on an additional sheet.

ARTICLE 5: Optional Provisions

Attach additional pages for continuing provisions. Please indicate which are authorized by Alaska Statutes. Add this form.

08-438 (Rev. 01/07/2013)

Corporate Resolution to Open a Bank Account

Account Holder: Fairbanks Area Surface Transportation Planning, Inc.

800 Cushman Street, Fairbanks, AK, 99701

Bank: Mt. McKinley Bank

500 4th Avenue, Fairbanks, AK, 99701

Acct #:

As the Registered Agent of the Corporation named above, I certify that the corporation has been organized within the bounds of state law as a non-profit corporation with its office at: Fairbanks Area Surface Transportation Planning, Inc., 800 Cushman Street, Fairbanks, Alaska, 99701.

I further attest that at a meeting of the Corporation's Board of Directors held on June 20, 2018, a quorum was present and voted and adopted the following resolutions:

Resolved, that the financial institution named above is designated as a depository for the funds of this corporation, which may be withdrawn on checks, drafts, advices of debit, notes, or other orders for payments bearing any authorized persons of this corporation.

Further Resolved, authorized persons include four members of the Board of Directors, also known as the Policy Board, and the Registered Agent, also known as the Executive Director, as identified below:

Jim Matherly

Jerry Cleworth

Karl Kassel

Bryce Ward

Jackson Fox

Further Resolved, that the financial institution will accept and pay on, without further inquiry, any checks or debits drawn against any of the Corporation's accounts. The checks or debits will be honored by the financial institution whether the item has been drawn or endorsed to the order of any authorized persons signing; tendered by the authorized persons for the purpose of cashing or payment; or for deposit to the persons' personal account. The financial institution will not be required to inquire as to the use of any check or debit signed in accordance with the resolutions contained herein.

Further Resolved, that the authorized persons may execute other agreements, including, but not limited to, special depository agreements, and arrangements concerning the manner, condition, and/or purposes for which funds, checks, debits, or items of the corporation may be deposited, collected, or withdrawn, as long as these other agreements are not contrary to the provisions contained in this resolution.

Step #6

- At this point, the Corporation exists in the eyes of the State of Alaska and IRS, but has no employees or financial liabilities...
 - Recommend keeping it this way until **Personnel & Fiscal Policies** are adopted and the **Intergovernmental Operating Agreement (IGA)** has been signed by all parties, including the Governor
 - These efforts can run concurrently so you have job descriptions, wage & benefit packages, and accounting protocols in place when the IGA is signed (which commits the State to providing the MPO with Federal Planning funds)
 - Once IGA is signed, you can advertise staff positions and request payment of Membership Fees from member agencies...it is possible to be in full operation within 30 days of the IGA being signed

Fairbanks North Star Borough,
City of Fairbanks,
City of North Pole,
and
State of Alaska

FAIRBANKS AREA SURFACE TRANSPORTATION PLANNING

INTER-GOVERNMENTAL OPERATING AGREEMENT
and
MEMORANDUM OF UNDERSTANDING
for
TRANSPORTATION AND AIR QUALITY PLANNING

In the
Metropolitan Area
of the
Fairbanks Metropolitan Planning Organization

Personnel Policy

- Employment Practices
- Categories of Employees
- Hiring Practices/Probation Periods
- Standards of Conduct
- Employee Pay
 - Wages, Step/Merit Increases, COLA
- Employee Benefits
 - Health/Dental/Vision
 - Retirement Plan (401k)
- Holiday & Personal Leave

PERSONNEL POLICY

Policy Statement

This policy of Fairbanks Area Surface Transportation Planning (“FAST Planning”) seeks to establish a system of personnel administration for the organization based upon equitable merit principles and professional methods.

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

Unless expressly prohibited by statute, all employees without a written employment agreement to the contrary are employed on an “at-will” basis. Either FAST Planning or the at-will employee may conclude the employment relationship with or without advance notice at any time and for any reason, and no term in this policy will alter or restrict the right of FAST Planning or of an at-will employee to end the employment relationship accordingly. Nothing in this policy impairs the right of FAST Planning to make changes in employment status, including, without limitation, wage and benefit changes.

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

EMPLOYMENT PRACTICES

Equal Employment Opportunity

FAST Planning provides equal employment opportunities (“EEO”) in all our employment practices to all employees and applicants for employment, without regard to race, color, religion, national origin, gender, age, sexual orientation, gender identity, disability, genetic information, marital status, military status, or any other category protected by federal, state, or local law. This includes prohibiting discrimination against those employees or individuals associated with or perceived to belong to a protected class, whether or not an employee actually falls into such class. FAST Planning strives to uphold EEO principles in all aspects of the employment relationship.

All FAST Planning employees must make every effort to uphold the EEO policy. This includes reporting all instances of discrimination or harassment to management. FAST Planning will promptly and thoroughly investigate any report. FAST Planning prohibits retaliation against reporters or investigators.

Employees with protected characteristics, such as individuals with disabilities or individuals needing

Fiscal Policy

- Board & Staff Responsibilities
- Bank Account & Reconciliations
- Chart of Accounts & General Ledger
- Cash Receipts & Expense Allocations
- Procurement
- Property & Equipment
- Donations
- Payroll Processing
- Financial Reports & Annual Audits

FISCAL POLICY

Policy Statement

The purpose of this policy is to detail the accounting procedures for FAST Planning and to ensure that; financial records and statements conform to generally accepted accounting principles, assets are safeguarded, and finances are managed with accuracy, efficiency, and transparency.

Division of Responsibilities

The following individuals have fiscal and accounting responsibilities:

Policy Board

- a. Reviews and approves the annual budget
- b. Reviews quarterly and annual financial statements
- c. Four members of the board will be appointed by the board to be authorized signers on the bank account
 - i. All checks must have two signatures
- d. Reviews and approves all contracts over \$25,000
- e. Reviews and approves all individual expenditures over \$5,000
- f. Selects an independent Certified Public Accountant (CPA) to conduct an annual audit of all revenues and expenditures of FAST Planning

FAST Planning Staff

- a. Executive Director
 - i. Reviews and approves all financial reports and manages cash flow
 - ii. Develops and monitors annual budget
 - iii. Reviews and approves all expenditures
 - iv. Serves as an authorized signer on the bank account
 - v. Reviews and approves all contracts under \$25,000
 - vi. Opens all bank statements, reviews for any irregularities, and reviews completed monthly bank reconciliations
 - vii. Reviews all payrolls and is responsible for all personnel files

Step #7

- Obtain quotes to determine Annual Budget
 - Health/Dental/Vision Coverage and 401k Plan for Employees
 - General Liability, Directors & Officers, and Property & Commercial Auto Insurance
 - Office Space Lease
 - Outsourcing Payroll and IT Services
 - Annual Independent CPA Audits, including preparation of Annual Financial Statements
 - Tax Return Preparation
- Adopt Annual Budget, share with DOT&PF Internal Review, and request a **110% Safe Harbor Indirect Cost Rate (IDCR)** for Federal Planning fund reimbursements for a period of 1 year to establish a cost history for billing purposes
- Lease office space, select insurance policies, and hire staff

Insurance Costs

- Health Insurance* (Premera)
 - Employee Only* \$700/month
 - Employee + Spouse* \$1,500/month
 - Employee + Spouse + Dependents* \$2,200/month
- Dental & Vision Insurance* (Guardian) ~\$100/month
- Worker's Compensation \$1,300/year
- Directors & Officers Insurance \$1,500/year
- Commercial Property & General Liability \$1,500/year
- Commercial Auto Insurance (3 employees) \$3,600/year
- *Employer/Employee split is 80/20; Employees can elect Life Insurance and AFLAC supplemental insurance at 100% employee cost

Outsourced Services

- Payroll Processing for 3 Employees \$300/pay period
 - Includes employee Tax/Social Security/Medicare/ Unemployment Insurance payments, health/dental/vision insurance deductions, 401k contributions, quarterly payroll reports to IRS, direct deposit of paychecks, and W2s
- IT Services for 3 Employees \$1,500/month
 - Includes data storage, daily data backups, cyber security, workstation support, user licensing, private connection, Office 365, internet service, and public Wi-Fi
- Annual Independent CPA Audit \$10,000/year
 - Voluntary; includes assistance with closing books at yearend, review of staff accounting practices and protocols, and preparation of Annual Financial Statements
- Tax Return Preparation \$1,500/year
- Office Lease (~1,300 SF @ \$2.10/SF) \$2,700/month
 - Includes 3 offices and large conference room for all Committee meetings (~30 attendees)

Indirect Cost Allocation Plan (IDCR) Rate

The Safe Harbor IDCR of 110.0%, as a percentage of direct labor dollars, is to be utilized as a fixed IDCR for DOT&PF contract pricing purposes, statewide, from April 1, 2019 through March 31, 2020. Effective April 1, 2020, this rate would become a provisional rate until a new audit is performed. The expectation will be for FAST to establish a cost history for the development of an indirect cost rate in accordance with Federal Cost Principles based on actual costs.

	Actual Expenditure (Direct + Indirect Costs)	Revenue [DOT&PF Billings] (Direct Costs + 110% IDCR)
April 2019	\$ 3,421	\$ -
May 2019	10,109	21,198
June 2019	34,677	36,525
July 2019	39,088	41,662
August 2019	35,814	39,581
September 2019	35,034	22,552
October 2019	38,141	41,267
November 2019	34,010	33,403
December 2019	32,131	39,165
January 2020	21,137	28,491
February 2020	35,111	35,417
March 2020	32,945	38,838
Total	\$ 351,617	\$ 378,098

Is it more expensive to be Independent vs. Hosted?

FAST Planning - FFY21 Office Budget		FFY20 Budget	FFY19 Budget	FFY18 Budget
Personnel	\$ 348,291	\$ 333,601	\$ 344,753	\$ 390,000
Office & Administrative	\$ 61,100	\$ 59,000	\$ 29,400	\$ 33,000
Information Technology	\$ 26,900	\$ 23,900	\$ 22,800	\$ 4,000
Meetings	\$ 3,100	\$ 5,600	\$ 4,750	\$ 3,400
Training	\$ 12,000	\$ 19,500	\$ 16,500	\$ 10,300
Advertising	\$ 20,500	\$ 20,500	\$ 18,500	\$ 14,000
Supplies	\$ 9,200	\$ 9,800	\$ 12,800	\$ 12,000
TOTAL	\$ 481,091	\$ 471,901	\$ 449,503	\$ 466,700

Higher retirement contributions (Union pension)

Office space and IT and accounting services provided by City at no cost (in kind)

Independent Year 2 Independent Year 1 Transition Hosted

2% increase (primarily wage increase w/ CPI) 1% Increase from being Hosted

What did we gain? What did we lose?

- MPO Board has direct control over hiring staff, establishing internal policies, and determining employee benefits and compensation
 - Can address Health insurance disparities and establish COLA/Step/Merit increases
- Ability to apply for grants as a legally recognized independent entity
 - Many grants are only available to Non-profit Organizations, and generally are not Federal funds so they can be used to match Planning funds
- Ability to fundraise and accept tax-advantaged donations
- Less “red tape” in everyday MPO functions and activities not being subjected to bureaucratic processes of State/Local government agencies
 - Operates more like a business, less like government
- Opportunity to revisit Annual Dues for all member agencies at rate that meets need for annual match for PL funds
 - Significant cost savings on Software licenses with Non-profit discounts

What did we gain? What did we lose?

- Unless employees are unionized, Retirement plan is generally not as good as State/Local government plans (457b, pension, etc.)
 - Non-profit Corporations have less options and more restrictions for financial contributions to retirement (401k, 403b, etc)
 - This can be balanced with wage adjustments and benefits to remain competitive
- Higher level of responsibility and expansion of job duties to run Corporation
 - Administrative Assistant position devoted 50% of time to Accounting tasks to keep the books up to date (Quickbooks)
 - Executive Director has to run business side of Corporation in addition to MPO work
- Additional expenses for Annual CPA Audit, Tax preparation and filings, and IT services

Step #8

- Invoice DOT&PF on a monthly/quarterly basis for hours of work performed (direct cost) on MPO-eligible activities and add 110% IDCRC to recover your indirect costs
- File **IRS Form 1023** to obtain tax-exempt status [under 509(a)(2)] within first year of operation
- File “Change of Officials” form with State of Alaska Corporations Section as Policy Board members change each election season
- Update check signers with bank, as needed
- File “Biennial Report” with State of Alaska Corporations Section every other year

Form 1023 Application for Recognition of Exemption Under Section 501(c)(3) of the Internal Revenue Code
(Rev. December 2017) Department of the Treasury Internal Revenue Service OMB No. 1545-0056
▶ Do not enter social security numbers on this form as it may be made public. ▶ Go to www.irs.gov/Form1023 for instructions and the latest information. Note: If exempt status is approved, this application will be open for public inspection.

Use the instructions to complete this application and for a definition of all **bold** items. For additional help, call IRS Exempt Organizations Customer Account Services toll-free at 1-877-829-5500. Visit our website at www.irs.gov for forms and publications. If the required information and documents are not submitted with payment of the appropriate user fee, the application may be returned to you.

Attach additional sheets to this application if you need more space to answer fully. Put your name and EIN on each sheet and identify each answer by Part and line number. Complete Parts I – XI of Form 1023 and submit only those Schedules (A through H) that apply to you.

Part I Identification of Applicant

1 Full name of organization (exactly as it appears in your organizing document) Fairbanks Area Surface Transportation Planning	2 c/o Name (if applicable)
3 Mailing address (Number and street) (see instructions) 100 Cushman Street City or town, state or country, and ZIP + 4 Fairbanks, Alaska 99701	4 Employer Identification Number (EIN) 83-1279836
5 Month the annual accounting period ends (01 – 12)	
6 Primary contact (officer, director, trustee, or authorized representative) a Name: Jackson C. Fox, Executive Director	b Phone: 907-590-1618 c Fax: (optional) N/A
7 Are you represented by an authorized representative, such as an attorney or accountant? If “Yes,” provide the authorized representative’s name, and the name and address of the authorized representative’s firm. Include a completed Form 2848, <i>Power of Attorney and Declaration of Representative</i> , with your application if you would like us to communicate with your representative.	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
8 Was a person who is not one of your officers, directors, trustees, employees, or an authorized representative listed in line 7, paid, or promised payment, to help plan, manage, or advise you about the structure or activities of your organization, or about your financial or tax matters? If “Yes,” provide the person’s name, the name and address of the person’s firm, the amounts paid or promised to be paid, and describe that person’s role.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
9a Organization’s website: www.fastplanning.us (website under development)	
b Organization’s email: (optional) jackson.fox@fastplanning.us	
10 Certain organizations are not required to file an information return (Form 990 or Form 990-EZ). If you are granted tax-exemption, are you claiming to be excused from filing Form 990 or Form 990-EZ? If “Yes,” explain. See the instructions for a description of organizations not required to file Form 990 or Form 990-EZ.	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
11 Date incorporated if a corporation, or formed, if other than a corporation. (MM/DD/YYYY) 06 / 25 / 2018	
12 Were you formed under the laws of a foreign country? If “Yes,” state the country.	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

For Paperwork Reduction Act Notice, see instructions. Cat. No. 17193K. Form 1023 (Rev. 12-2017)

Thank you!

Jackson Fox

jackson.fox@fastplanning.us

100 Cushman St, Suite 205

Fairbanks, Alaska 99701

(907) 590-1618



Mat-Su Pre-MPO Steering Committee

Voting Representatives:

ADOT&PF

Todd Vanhove – Chief of Planning, Central Region
todd.vanhove@alaska.gov

City of Palmer

Brad Hanson – Community Development Director
bahanson@palmerak.org

City of Wasilla

Archie Giddings – Public Works Director, Retired
agiddings@mtaonline.net

Chickaloon Native Village

Brian Winnestaffer – Transportation Director
bewinnestaffer@chickaloon-nsn.gov

Health & Human Services

Jim Beck – Senior Program Officer, Mat-Su Health Foundation
jbeck@healthymatsu.org

Knik Tribe

Bob Charles – IRR Roads Manager
bcharles@kniktribe.org

Mat-Su Borough (MSB)

Terry Dolan – Director of Public Works
tdolan@matsugov.us

Kim Sollien – Planning Services Manager (*Chair*)
kim.sollien@matsugov.us

Brad Sworts – Pre-Design & Engineering Manager
brad.sworts@matsugov.us

MSB Transportation Advisory Board (TAB)

Antonio Weese, TAB Member
Antonio.Weese@matsuk12.us

Multimodal Mobility Advocates

Joshua Shaver – Administrator, Alaska Pioneer Homes
joshua.shaver@alaska.gov

Rail

Brian Lindamood – Vice President of Engineering, Alaska Railroad Corporation (ARRC)
LindamoodB@akrr.com

Transit

Jennifer Busch – Executive Director, Valley Transit
jbusch@valleytransitak.org

Non-Voting Ex-Officio Representatives:

City of Houston

Vacant

Environmental & Air Quality Oversight:

Cindy Heil – Program Manager, Air Non-Point & Mobile Sources, Alaska Department of
Environmental Conservation (DEC)

cindy.heil@alaska.gov

Local Road Service Area Advisory Board (LRSAAB)

Vacant

Mat-Su Transportation Advisory Board

Josh Cross – TAB Transportation Engineering Member (*Vice Chair*)

JoshCross@kinneyeng.com

Peer MPOs:

Jackson Fox – Executive Director, FAST Planning

jackson.fox@fastplanning.us

Aaron Jongenelen – Senior Transportation Planner

aaron.jongenelen@anchorageak.gov

ADOT&PF Central Region Planning

Allen Kemplen – Mat-Su Core Area Planner

allen.kemplen@alaska.gov