

# MVP for Transportation Technical Committee Meeting

## **MEMBERS**

Adeyemi Alimi, ADEC  
Alex Strawn, MSB (**Chair**)  
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 (**Vice Chair**)  
Jennifer Busch, Public Transit  
Jude Bilafer, City of Palmer  
Lawrence Smith, Trucking Industry Advocate  
Randy Durham, MSB TAB  
Stuart Leidner, Mobility Advocate  
Tom Adams, MSB



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Phone Conference ID: 942 096 921#

## **Agenda**

Tuesday, January 14<sup>th</sup>, 2025  
2:00 – 4:00pm

### **Meeting Location**

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

1. Call to Order
2. Consent Agenda (**Action Item**)
  - a. Approval of the January 14<sup>th</sup>, 2025 Agenda
  - b. Approval of the December 10<sup>th</sup>, 2024, Minutes
3. Staff/Committee/Working Group Reports
  - Staff Report
    - a. Schedule of topics
4. Voices of the Visitors (Non-Action Items)
5. Action Items
6. Old Business
7. New Business
  - a. STIP Amendment #2 Update
  - b. Transportation Alternatives Program Manual presentation – Julius Adolfsson, Alaska DOT&PF
8. Other Issues
9. Informational Items
  - a. MPO Peer Review January 28<sup>th</sup>-30<sup>th</sup>, 2025, Location: Hilton Garden Inn, 4555 Union Square Dr, Anchorage, AK 99503
  - b. Mat-Su Transportation Fair January 30<sup>th</sup>, 2025 3:00 PM and 7:00 PM Location: Alaska State Fairgrounds, Raven Hall, 12878 E Rebarchek Ave, Palmer [Mat-Su Transportation Fair](#)
  - c. Memorandum of Agreement (MOA) – MVP and MSB
  - d. MSB Comprehensive Safety Action Plan (CSAP) [20241219-MSB-CSAP-Public-Review-Draft.pdf](#)

## MVP for Transportation Technical Committee Meeting

- e. Transit Roundtable Update
  - f. Membership Fee Update
  - g. Metropolitan Transportation Plan Update – Adam Bradway, Alaska DOT&PF
10. Technical Committee Comments
11. Adjournment

Next Scheduled MPO Technical Committee Meeting – Tuesday, January 14, 2025 from 2:00-4:00pm to be held at the Musk Ox Farm and Microsoft TEAMS.

# MVP for Transportation Technical Committee Meeting

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## **Minutes**

Tuesday, December 10th, 2024  
2:00 – 4:00pm

### **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 2:00 pm.

#### **Members Present**

Brian Winnestaffer, Chickaloon Village  
Clint Adler, Alaska DOT&PF  
Lawrence Smith, Trucking Industry Advocate  
Dan Tucker, RSA Representative  
Alex Strawn, MSB  
Crystal Smith, MSBSD  
Tom Adams, MSB  
Erich Schaal, City of Wasilla  
Jude Bilafer, City of Palmer  
Kate Dueber, ARRC (for Brian Lindamood)  
Alimi Adeyemi, ADEC  
Ben White, Alaska DOT&PF  
Richard Martin, Knik Tribe (for Bob Charles)

#### **Members Absent**

Brian Lindamood, ARRC  
Randy Durham, MSB TAB  
Bob Charles, Knik Tribe  
Stuart Leidner, Mobility Advocate  
Jennifer Busch, Public Transit

#### **Visitors Present**

Kim Sollien, MVP MPO Director  
Adam Bradway, Alaska DOT&PF  
Bianca Zibrat, MSB  
Rebecca Skjothaug, MSB  
Donna Gardino, Gardino Consulting Services

# MVP for Transportation Technical Committee Meeting

Megan Flory, RESPEC  
Elise Blocker, RESPEC  
Marie Heidemann, FHWA

## 2. Consent Agenda (Action Item)

*Motion to approve the Consent agenda (Winnestaffer), seconded. Passed unanimously.*

- a. **Approval of the December 10<sup>th</sup>, 2024 Agenda**
- b. **Approval of the November 12<sup>th</sup>, 2024, Minutes**
- c. **Staff/Committee/Working Group Reports (Including the Chair's Report)**
  - **Staff Report**
    - a. **Schedule of topics**

Kim Sollien provided a staff report. The Policy Board voted to allow proxy voting without voting boundaries. During the Executive Session, the Policy Board voted to offer Kim Sollien the Director position, and a response is expected next week. Payroll, accounting, IT services, health insurance, and staff descriptions are on hold until the official word is received. MVP can be hosted by FAST until April, 2025 but that much time is not anticipated to be needed. RESPEC is under contract for MVP through the MSB, RESPEC services need to be retained. MSB will be putting the contract in front of the Assembly this month. Kim met with a potential attorney for MVP legal services.

**Winnestaffer:** Legal had advised against proxy voting for the Policy Board, so am I legally responsible for potential legal action that may be taken in the future?

**Sollien:** The Policy Board member is responsible for the organization and for the proxy's vote.

**Winnestaffer:** Would there be any benefit to having legal at the Technical Committee level?

**Sollien:** We are discussing the level of legal services needed, we assume at this point it is organizational assistance.

**Gardino:** We would assume that we wouldn't have it at the Technical Committee level. We wouldn't want to have a large legal bill.

**Adams:** Is there an update on the Technical Committee training in January?

**Sollien:** That is the Peer Exchange. FHWA requested Alaska DOT&PF confer with other MPOs from the lower 48 and go over processes that are being used for STIP development and TIP incorporation, checklists and timelines, and how things flow. MPOs in Minnesota and North Dakota are participating. It will be an MPO 101 deep dive into how MPOs are formed and supposed to operate then the guest MPO's will share their process.

**Bradway:** Day 1 will be an MPO share of coordination for the STIP and TIP. Day 2 will be DOT focused. Day 3 will be a question and answer.

**Sollien:** The Mat-Su Transportation Fair is on day 3.

**Adams:** Will we get additional information?

**Sollien:** Yes, Alaska DOT&PF is still working on getting a venue and the Agenda is being finalized. The technical committee will get the information as soon as its available.

**Adler:** This is for MPOs in the state?

**Sollien:** Yes.

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

None

# MVP for Transportation Technical Committee Meeting

## 4. Action Items

### a. 2025 Meeting Schedule (Action Item)

*Motion to approve the Technical Committee 2025 Meeting Schedule (Winnestaffer) seconded.*

**Adams:** November 11<sup>th</sup> is Veterans Day.

*Motion to amend the 2025 Technical Meeting Schedule to change the November 11<sup>th</sup> meeting date (Adler), seconded. Passed unanimously.*

## 5. Old Business

### a. Membership Dues – Draft Invoices Update

Letters and invoices have been finalized and should be sent out shortly. Checks should be received within 30 days. Invoices are based on the membership fee that was approved by the Policy Board. The letter will include the invoice, approved fee chart, and the MOU.

### b. MVP Improvement Program Timeline – Presented by Clint Adler, Alaska DOT&PF

Clint Adler presented the MVP Improvement Program Timeline.

**Bradway:** We set up a policy on the boundaries such as no ROW, utilities, etc.

**Sollien:** We will review the projects as the Technical Committee and Policy Board. Clint, please send me the list of the information you would like to see.

### c. Metropolitan Transportation Plan (MTP) Update – Presented by Adam Bradway, Alaska DOT&PF

Adam Bradway provided a staff report. The contracting process has been completed and the contractor has been selected. We are in negotiation with the contractor and plan to start the contract at the beginning of January.

**Sollien:** We will likely have a standing MTP item on the agenda to keep everyone informed.

**White:** The MTP is very important. Having things fleshed out will make TIP development easier. The MTP is the most important thing for us to engage in.

**Adler:** We are going to need to refer to other plans as well. Ben, what would be the best resource?

**Sollien:** There is a list in the RFP.

## 6. New Business

### a. STIP Amendment #2 Update

Ben White provided a staff report. Last week at FAST TAC, DC Keith provided an update. STIP amendment 2 is planned to go out for public comment on January 4<sup>th</sup>. The intent is to get the draft to MPOs prior to release for public comment.

## 7. Other Issues

# MVP for Transportation Technical Committee Meeting

## 8. Informational Items

### a. FFY2024 UPWP Annual Report

There are requirements to have an annual report. Adam Bradway has provided edits that will be incorporated.

**Gardino:** Technically, you don't need to do an annual report, this is an anomaly. It doesn't need to go to the Policy Board and Adam Bradway will compile it.

### b. Title VI Report

The intent is to document who is attending the meetings and who has requested accommodation. Additionally, there will be another report for complaints in the event someone feels they have been discriminated against. The report will go to the Alaska Civil Rights office. MVP staff will be required to attend Title VI training due to receiving federal funds.

**Bilafer:** I am receiving an error accessing the survey.

**Sollien:** We will work on correcting that.

### c. Next MPO Quarterly Meeting on Wednesday, December 11<sup>th</sup>

### d. MPO Peer Review January 28<sup>th</sup>-30<sup>th</sup>, 2025, Location TBD

### e. Memorandum of Agreement (MOA) – MVP and MSB

Because the grant is held by the MSB, there needs to be an MOA between MVP and the MSB to allow MVO to access the funding. The MSB made substantial changes to the draft MVP sent, and it has been submitted to MSB legal for review. It will go in front of the assembly in January.

**Bradway:** Someone from Alaska DOT&PF will need to be there due to how our dues will be paid.

**Sollien:** As soon as its finalized, can the MSB send the final to MVP before it goes to the Assembly.

## 9. Technical Committee Comments

**Crystal Smith:** Since joining in the Spring, the pieces are coming together, and I hope everything works out for Kim.

## 10. Adjournment

The meeting was adjourned at 2:52pm.

Next Scheduled MPO Technical Committee Meeting – Tuesday, January 14, 2025 from 2:00-4:00pm to be held at the Musk Ox Farm and Microsoft TEAMS.



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MatSu Valley Planning (MVP) for Transportation  
Metropolitan Planning Organization

**MVP For Transportation Policy Board**

**Action Items**

**December 17, 2024**

**Action: Motion to approve the December 17th Consent Agenda.**

**The consent agenda includes:**

MOTION to approve the Agenda for the Dec 17 Meeting, Brian Winnestaffer, second Sean Holland, **Passed Unanimously**

**MOTION** to approve the Minutes from November 19<sup>th</sup> Brian Winnestaffer, Second Sean Holland.

**AMENDMENT** by Brian Winnestaffer to move the staff report into its own section on the agenda, seconded by Sean Holland. **Amendment Passed Unanimously**

**MAIN MOTION Passed Unanimously**

**Action: Motion to approve the Policy Board Meeting Schedule for 2025**

**MOTION:** approve the 2025 Policy Board Meeting Schedule for 2025 Brian Winnestaffer, seconded by Sean Holland. Friendly Amendment to adjust the November 26 date away from Thanksgiving. Staff agreed. **Motion Passed Unanimously**

**Action: Executive Session Executive Director Negotiation**

**MOTION** to enter into executive session Brian Winnestaffer, second Steve Carrington, **Passed Unanimously.**

**Action: Executive Session Policy Board offer and terms development**

An offer and terms for the Executive Director were developed.

**Action: Motion to adjourn the Policy Board Meeting**

MOTION to adjourn Brian Winnestaffer, second Sean Holland, **Passed Unanimously**



# Staff Report January 2025

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## **FFY25/26 UPWP Tasks**

### **TASK 100 A UPWP**

- Started Drafting the FFY25 First Quarterly Report for October, November and December
- Submitted the Approved FFY24 UPWP, FFY24 Final Report, and the signed Operating Agreement to FAST Planning for their annual audit.

### **Task 100 B Metropolitan Transportation Plan**

#### **TIP Scoring Criteria**

##### **Complete Streets Policy**

### **Task 100 C TransCad Modeling**

### **TASK 100 D Household Travel Survey**

### **TASK 100 E Transportation Improvement Program**

### **TASK 100 F Update and Implementation of the Public Participation Plan and Title VI Plan**

- Purchased logo-branded items for the Mat-Su Transportation Fair
- Reserved a table at the Transportation Fair
- Requested MSB GIS Department assist MVP with a few maps of our boundary for the Transportation Fair and the Peer Exchange Presentation

### **TASK 100 G Support Services**

#### **Budget Management**

- Got paperwork to open a bank account for MVP from MVFCU to review with the PB
- Began drafting the budget to actual table for FFY2025 as quotes and contracts for IT, HR/Payroll, Office and Meeting space and Accounting Services costs roll in.

#### **Meetings**

- Met with the Project Team weekly to prep for the TC and PB meetings and develop packet materials
- Scheduled the first Mat-Su Transit Roundtable meeting for January 8<sup>th</sup>
- Attended the AMATS TC meeting





# Staff Report January 2025

## **Staffing**

- Drafted a hire letter for the Executive Director Position and am waiting for the board to sign

## **Office Management**

- Working with RESPEC Eng, Palmer office, to secure a sublet office lease
- Secured the Musk Ox farm Meeting Space for the year for the TC and PB meetings
- Review the cost and equipment proposal from TechWise for IT services and schedule a meeting for January 14th to review contract costs and the start date for data migration away from FAST to MVP. This will be presented to the PB for review

## **Correspondence**

## **Nonprofit Filings and reports**

## **Organizational Documents**

- Pulled together all the final approved MVP Policies to be signed and uploaded into the Organizational / Board Portal on the Website.
- RESPEC created a Staff and Board Portal on the website to access all internal Organizational Documents.

## **Agency Relationships**

## **Contract Management**

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

- The project team has developed a Board portal for the website that will contain all of our internal organization policies. The policies are formatted and ready to be signed by Mayor Ledford before being placed in the portal. This should be complete by the January PB meeting.

## **Strategic Planning**

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

## **Long-Range Planning**

## **Funding**

- Received Chickaloon Natives Village Membership fee
- Met with Alex Strawn, Planning Director for the MSB, to discuss the MVP/MSB MOA, The MSB membership fee payment, and the contract updated for RESPEC



## Staff Report January 2025

- Worked with Adam Bradway to begin the process of MVP receiving a letter from ADOT allowing us to use the FHWA safe harbor indirect cost rate of 110% for our FFY 25 funds. Once MVP has a year of actual costs, we will have the opportunity to negotiate a different rate if necessary.

### **Training**

**TASK 200 A MSB Public Transit Planning Support**

**TASK 200 B Transit Development Plan**

**TASK 300 A MVP Sign Management Plan**

**TASK 300 B MVP Advanced Project Definition**

**TASK 300 C MVP Streetlight and Intersection Management Plan**

**TASK 300 D Pavement Asset Management Plan**



# Staff Report December 2024

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## **FFY25/26 UPWP Tasks**

### **TASK 100 A UPWP**

- Received comments from ADOT on our draft 2024 UPWP made changes, and resubmitted the report.
- ADOT approved the FFY24 UPWP final report and submitted it to FHWA.
- We requested guidance on when ADOT would like MVP's quarterly report for October, November, and December, and we are waiting to hear back.

### **Task 100 B Metropolitan Transportation Plan**

- After meeting with RESPEC and ADOT, we anticipate an MTP project team meet and greet sometime in January 2025.

### **TIP Scoring Criteria**

#### **Complete Streets Policy**

### **Task 100 C TransCad Modeling**

### **TASK 100 D Household Travel Survey**

### **TASK 100 E Transportation Improvement Program**

### **TASK 100 F Update and Implementation of the Public Participation Plan and Title VI Plan**

- Worked with the project team to develop ideas for the January 30<sup>th</sup> Mat-Su Transportation Fair
- I created an ad template for the TC and PB meeting notices in the Frontiersman and emailed the marketing manager to see if there is a more efficient way to coordinate meeting notices in the paper.
- Established an account with the Frontiersman to assist with public notices for our TC and PB meetings
- Worked on tabling ideas for the Mat-Su Transportation Fair

### **TASK 100 G Support Services**

#### **Budget Management**

- Drafted Membership fee letters for our partner organizations and updated the Invoice
- Filled out the MSB Vendor application packet



## Staff Report December 2024

- Sent membership fee invoices to member organizations
- Sent W-9's to the City of Palmer and Wasilla
- Requested and update from the MSB on the MOU for access to the Legislative Grant for ADOTs membership fees

### Meetings

- Met with the Project Team weekly to prep for the TC and PB meetings and develop packet materials
- Met with FHWA Peer Exchange Committee to review the agenda for the MPO / DOT peer exchange
- Attended a FAST Planning TC meeting to listen to their performance measures discussion and the STIP and Operating Agreement update
- Attended a AMATS TC meeting to listen in to their Title VI update and the Household Travel Survey
- Met with ADOT and RESPEC to discuss the MTP contract
- Attended a Transportation Alternatives Program meeting on the Annual report requirements.
- Attended the MPO Quarterly meeting on December 11<sup>th</sup>
- Met with Toby Smith at Foraker Group to discuss accounting needs. We determined I should open a bank account and purchase QuickBooks online so that we can build our system and I can get some training before things get too busy.

### Staffing

- Sent a proposal to the Board Chair for ED terms, received a salary and benefits proposal from the Board, and submitted a response to the Board Chair. I am waiting for their response.

### Office Management

- Submitted an office space/rent proposal for \$500.00 per month to Colin Faye the RESPEC office manager in Palmer. The space is a separate suite in their office with three or four workstations/cubicles and the use of a small conference room and shared kitchen and bathroom. A month-to-month lease may be required.
- Submitted conference room request for the year at the Musk Ox Farm. We will continue to host the TC and PB at this venue for 2025. The PB will meet via teams for June, July and August because of space conflicts at the farm. Staff will continue to look for office space that can accommodate all of our staff and meeting space needs.

### Correspondence



## Staff Report December 2024

- Submitted MVP's application/quote request for Vensure Employment Services. This firm will handle payroll, payroll taxes, workers comp, vision and dental insurance, and a few other employee-requested services such as Aflac, credit protection, and legal services
- Submitted a request for a quote from Diamond Legacy for all of our insurance needs.
- Received an email from Ashburn and Mason, and they are willing to represent MVP on our legal needs. After Christmas, we will likely receive a contract and request their retainer fee.
- Sent a proposal to the RESPEC office manager to sublet office space from them in Palmer

### **Nonprofit Filings and reports**

### **Organizational Documents**

### **Agency Relationships**

- Drafted a letter of recommendation for RESPEC based on working with them for the past four years.

### **Contract Management**

- Met with Mike Schechter, a Lawyer with Ashburn and Mason
- Met with insurance broker with Diamond Legacy Insurance for liability and director's insurance
- Scheduled an appointment with Tech-Wise to set up IT services for MVP
- Submitted contract services with Foraker Group for Accounting services
- Joined TechSoup for discount computer software: QuickBooks and Adobe Pro

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

- The PB requested MVP retain our own legal support. Ashburn & Mason have agreed to assist. We are waiting for a letter of engagement and retainer fee.
- The Project team I working on a Board Portal on the website so that they will have access to all of our internal organizational policies when they need them.

### **Strategic Planning**

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

### **Long-Range Planning**

### **Funding**



## Staff Report December 2024

- Finalized membership fee request letters and invoices and prepped them for transmission

### Training

#### **TASK 200 A MSB Public Transit Planning Support**

- Sent an email to Transit Providers, including Sunshine Transit, Chickaloon Transit, Mat-Su Senior Services, and Valley Transit to discuss when to host the first transit stakeholder roundtable meetings
- Scheduled a meeting for Jan 8<sup>th</sup> to discuss transit issues

#### **TASK 200 B Transit Development Plan**

#### **TASK 300 A MVP Sign Management Plan**

#### **TASK 300 B MVP Advanced Project Definition**

#### **TASK 300 C MVP Streetlight and Intersection Management Plan**

#### **TASK 300 D Pavement Asset Management Plan**

## MVP MPO Meeting Schedule Topics

### May 2024

- Articles of Incorporation Restated PB approved and signed
- STIP Program of Projects Work Session
- Ready to receive Federal Operation Funding – Spring 2024
- Recommend the updated Title VI plan for Public Comment
- Approve Metropolitan Transportation Plan scope of work
- Elect TC officers

### June 2024

- TC Recommend and PB Approval of MVP program of projects STIP amendment for funding in FF24 and FFY25
- Review and Approve 3C's comments memo
- Review and Approve Proxy Voting change to the bylaws
- Recommend FY25 & FY26 UPWP for 30-day public comment June 19 to July 19
- Review and Adopt PM program policy for the P&P

### July 2024

- 2<sup>nd</sup> Review Fiscal Policy
- 2<sup>nd</sup> Review social media Policy
- Review Bylaw changes
  - Proxy voting
  - Open Meetings Act
- Draft SS-4 to IRS for EIN
  - Conflict of interest
  - Officers & election minutes
  - Whistleblower Policy
- AOI resubmission
- STIP Amendment Update
- Program of Projects Update move everything to FFY2025
- Update the FFY25/26 UPWP
- Review FY 25 & 26 PL award letter, make necessary amendments to the budget

### August 2024

- ADOT request match Funds from MSB for the MTP and PL funding
- Review and Adopt Fiscal Policy
- Review and Adopt Social Media Policy
- Review and Approve Updated Bylaws
- Review and Adopt Whistleblower Policy
- Review and Adopt Conflict of interest Certification form

MVP TC & PB meeting topics  
schedule November 2024

- Review and Approve Title VI plan
- Review and Approve FFY 25 and 26 UPWP, send to DOT to forward to FHWA for approval
- Review and Approve Fiscal Policy

**September 2024**

- Review and Adopt Annual Budget
- Review Match requirements
- Secure Foraker CPA for Accounting support
- Research Health Plans
- Research payroll services
- Research liability insurance
- Update website with approved MVP organizational documents

**October 2024**

- MSB CAMP presentation Julie Spackman
- Finalize scope for Metropolitan Transportation Plan
- Call ADOT about the status of the MVP improvement program Scope, Schedule, and Budget Plus for project state and ask for match and maintenance agreements (create a presentation of the projects)
- Review and Submit SS-4 to IRS for EIN and submit with
  - Three-year annual budget
  - Officers' information and elections memo
  - Conflict of Interest policy
- IRS Letter received-

**November 2024**

- Review and Approve Personnel and Administrative Policies
- Send scope of work, schedule and estimate request to ADOT for Pavement, Streetlight, Intersection and Sign management plans
- Share Membership fee Invoice with TC and PB Members
- Complete descriptions for MVP staff positions Office and Communicaitons Manager, Transportation Planning Manager, Transit Planning Manager and GIS/Data Analyst (contractor)
- Attend ADOT Federal Funding Overview Work Session
- Draft and Submit final report for the FFY 2024 UPWP
- Update Proxy Voting Policy in the Bylaws
- Review and Approve Personnel Policies
- Review and Approve Records Retention, Public Records Request and Website Policy

**December 2024**

- Submit Final FFY24 UPWP Annual Report
- Hire Executive Director



MVP TC & PB meeting topics  
schedule November 2024

- Secure MTP consultant
- Join TechSoup for discount computer software Quickbooks and Adobe Pro
- Finalize TC and PB meeting Calendar
- Rent Meeting Space for the next 6 months
- Send Invoices to PB members for Membership Fees

**January 2025**

- Hire Executive Director
- Secure Accounting Consultant
- Secure Legal Support
- Secure IT support
- Secure Payroll Services
- Begin Update to the Public Participation Plan & Title VI related to MTP development
- FFY25-26 UPWP Q1 report
- Transportation Alternatives Program manual presentation
- STIP amendment #2 review
- Begin MTP, Household Survey, and Travel Model
- Apply for State and City Business Licenses
- Check in with ADOT Civil Rights Office to discuss title VI training and reporting
- Open Bank account with \$1
- Advertise Staff positions
- Draft scope of services for the Audit and 990 filing
- Policy Board adopts Corporate Resolution to open a bank account
- Finalize Reporting Calendar UPWP, Title VI, Staff, Finance, Minutes, Public Notices
- Review and Approve MOA between MVP and the MSB for the States membership fees
- Advertise for Staff: Office/Communication Manager and Transportation Planner

**February 2025**

- CRP plan review the was developed outside of consultation with the MPOs/ MVP priorities
- CMAQ funding review
- TIP Funding Policy to Technical Committee and Policy Board
- Grandfather agreements with ADOT&PF
- Review and Approve the ADOT performance-based approaches criteria to incorporate into our planning as required in 23 CFR 450.306(d). ADOT&PF will provide the MOU to MVP about the targets that we can accept or choose to adopt our own.
- Review Recommend the Public Participation Plan Update for Public Comment 45-day
- 
- 

**March 2025**

- Household travel Survey

MVP TC & PB meeting topics  
schedule November 2024

**April 2025**

**May 2025**

**June 2025**

**July 2025**

**August 2025**

**September 2025**

**October 2025**

**November 2025**

**December 2025**

- Travel Demand Model

**January 2026**

- Performance measures

**July 2026**

- MTP and Complete Streets Completion

**October 2026**

- TIP Completion

**December 2026**

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





# Alaska DOT&PF TAP Program Updates



# Transportation Alternatives Program

**Show of hands:** How many of you are familiar with the TAP Program?

## Purpose of the TAP Program

- **Promote Active Transportation:** Expand pedestrian and bicycle infrastructure for safe and healthy travel.
- **Enhance Safety:** Improve networks for vulnerable road users and reduce transportation hazards.
- **Support Sustainability:** Encourage non-motorized travel to improve air quality and conserve energy.
- **Strengthen Communities:** Connect neighborhoods and key destinations for equitable, livable communities.



**THE LEAGUE**  
OF AMERICAN BICYCLISTS  
*since 1880*



60% increase in funding from FAST to IIJA



State can choose competitive process vs. suballocate



Up to 5% can be towards technical assistance



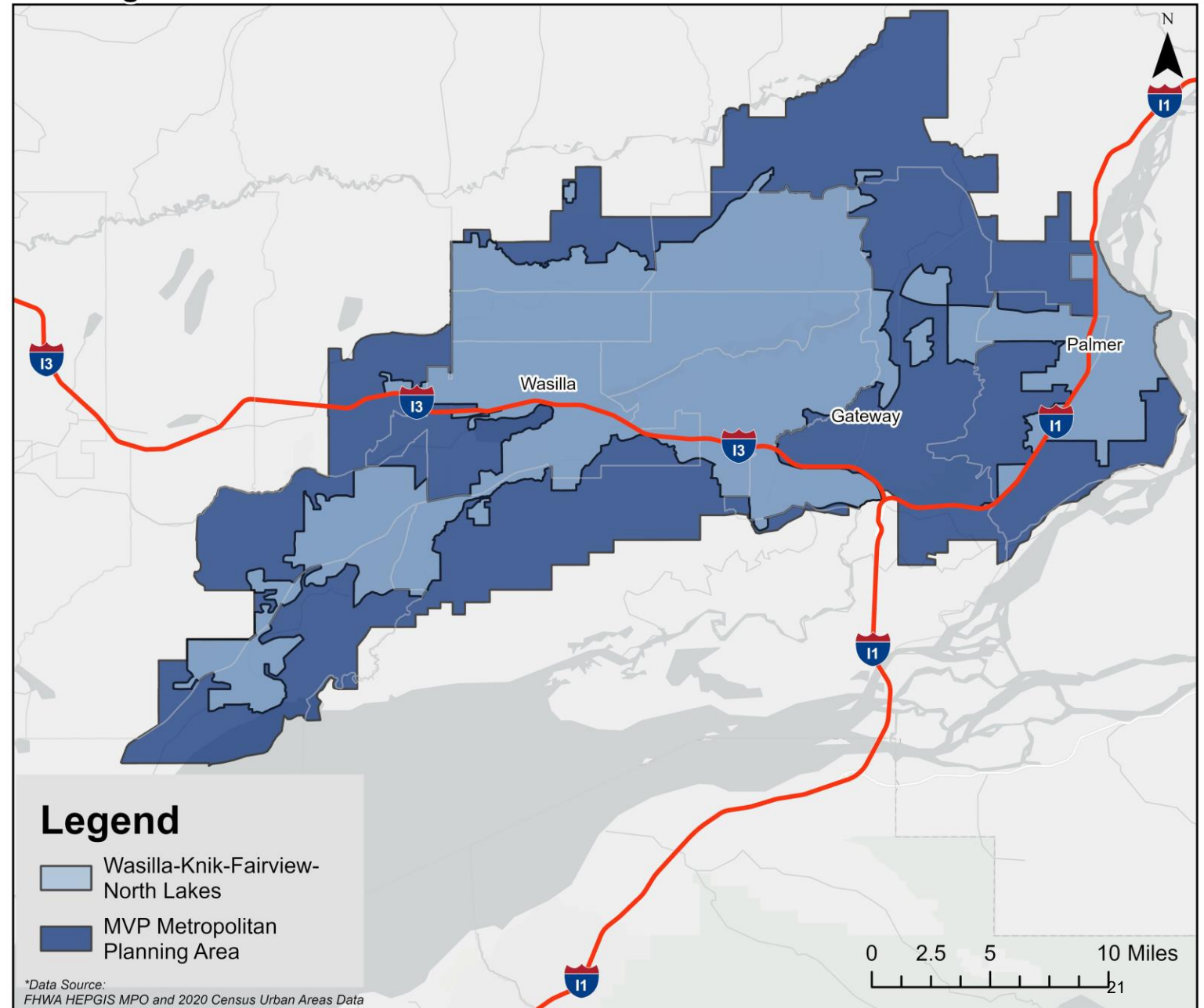
Need to develop selection criteria, must focus on equity but not prescribed



# MVP MPO Planning Boundaries

- Alaska DOT&PF will suballocate TAP funding to MVP.
- MVP's TAP program will cover the Planning Area, while the state's program will cover areas outside MPO Planning Areas.
- To suballocate a Local Control Plan is required.

## Planning Boundaries



# What is a Local Control Plan (LCP)?

- **Framework for Fund Distribution:** Outlines how TAP funds are allocated to MPOs, be approved by FHWA, and include:

LCP Component	Description	Responsible Parties
Allocation Process	Define the distribution of TAP funds to MPOs	Alaska DOT&PF
Competitive Project Selection	Ensure MVP conducts a competitive process for project selection, in alignment with TAP eligibility.	MVP
Capacity Demonstration	Outline the legal, financial, and technical capacity of MVP to manage TAP funds, including staffing levels and prior experience.	MVP
Reporting Compliance	Ensure Alaska DOT&PF and MVP meet FHWA reporting requirements for TAP, including project obligation, fund utilization, and performance metrics.	Alaska DOT&PF, MVP





# Alaska DOT&PF TAP Updates



# TAP Program Development & Schedule





# Purpose of the new TAP Guidebook

The TAP Guidebook is a comprehensive resource to *simplify* and *support* the TAP application process



Provides a step-by-step guide for TAP guidelines, outlines every phase from eligibility to post-award actions

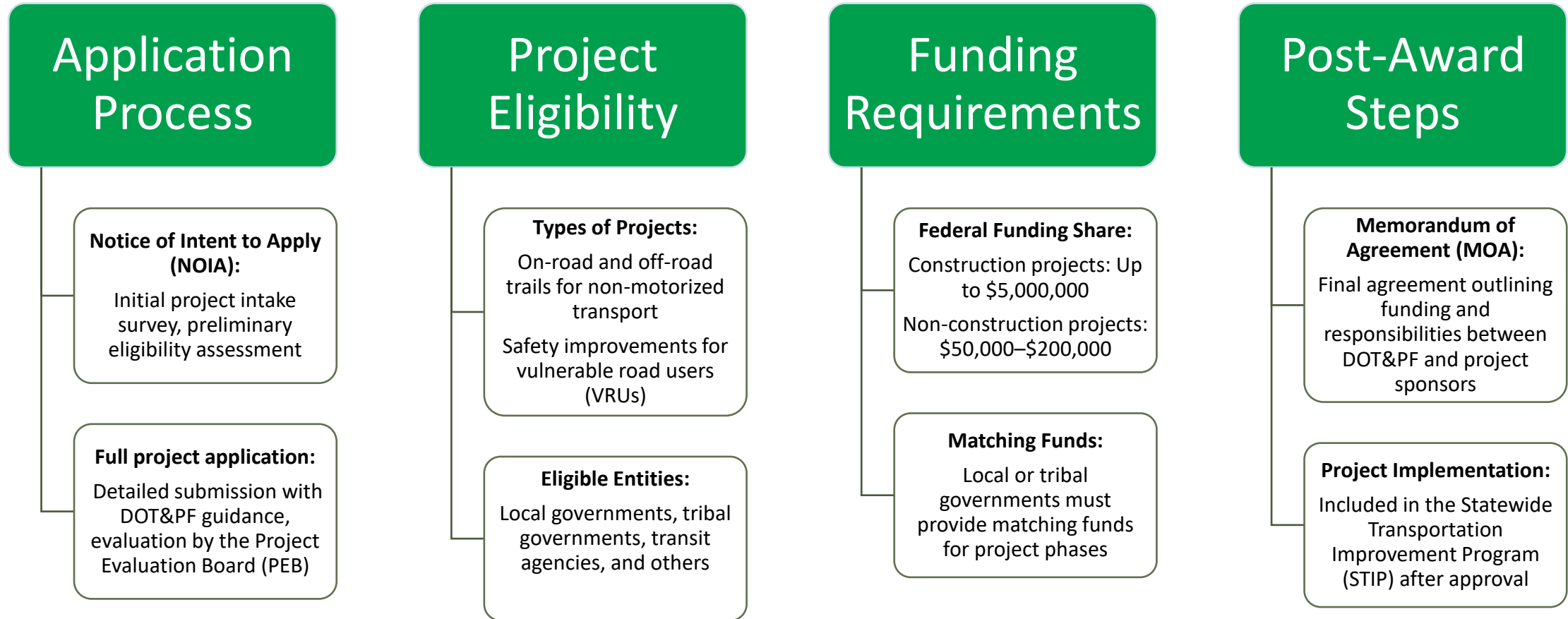


Promotes alignment with federal regulations and program goals while addressing community needs



Ensures transparency in the application and evaluation process

# A Guide From Start to Finish



# Guidance on Policies

- Right-of-way acquisition and matching funds
- Maintenance responsibilities
- Collaboration with MPOs and Tribal entities
- Compliance with federal and state guidelines



# Resources and Assistance

## **Contact Information:**

Contact information for DOT&PF area planners

## **Web Resources:**

Links to the TAP guidebook or Alaska DOT&PF website.

## **Support:**

Support from DOT&PF and Alaska Municipal League (AML) during application process





# Draft 2025 TAP Prioritization Criteria










# Current TAP Criteria

Focus Area	Criteria
<b>Health &amp; Quality</b>	Improves access to multiple modes of travel, everyday destinations, recreational opportunities, social equity, air quality, removes impacts to environment
<b>Safety</b>	Supports mitigating measures.
<b>Local, other agency, or user contribution to fund capital costs</b>	Cash contribution based on DOT&PF approved estimate.
<b>M&amp;O Costs</b>	Continues ownership and operation of a locally-owned facility.
<b>Public Support</b>	Public Involvement and Support Plan Alignment
<b>Bridges Gaps or Removes Barriers</b>	Removes barriers, gaps, and/or provides interpretive area or rest area continuity.
<b>Tied to an Event</b>	Supports a specific event or activity.
<b>Intrinsic Qualities</b>	Scenic, historic, cultural, natural, archaeological, or recreational qualities.
<b>Historic Facility</b>	Include stabilization or renovation of a historic transportation facility
<b>Capital Costs</b>	Entail no right-of-way, utilities and environmental factors will score higher than those with some or significant factors.
<b>Other Factors</b>	Innovation, creativity, or unique benefits not otherwise rated, such as partnerships to support funding or infrastructure improvements.

# Proposed TAP Criteria: All Projects

Focus Area	Criteria	Rating Method	Required Information
 <b>Fiscal Considerations</b>	Cash contribution	Cash contribution level	The cash contribution based on DOT&PF approved estimate
	Ownership, management responsibility, maintenance and operations	Full, partial, or no transfer of ownership	DOT&PF facility ownership
 <b>Readiness</b>	Clear communication and feasibility of the proposed schedule	Risk of delays to project completion	Schedule information from the application
 <b>Equity</b>	Justice40 Transportation Disadvantaged Community Factors	Number of factors met	The project location's percentile ranking for diesel particulate matter exposure, transportation barriers, traffic proximity and volume, and low income
 <b>Community Support</b>	Public Involvement and Support	Number of letters, resolutions, or other records of support	Support materials uploaded with project application
	Plan alignment	Identified as a high priority project in state, tribal, or local plans	Plans identified in or uploaded with the project application
 <b>Proposed Scope of Work</b>	Technical Quality of Scope	Degree to which all scope considerations are articulated and addressed.	Scope information from the application

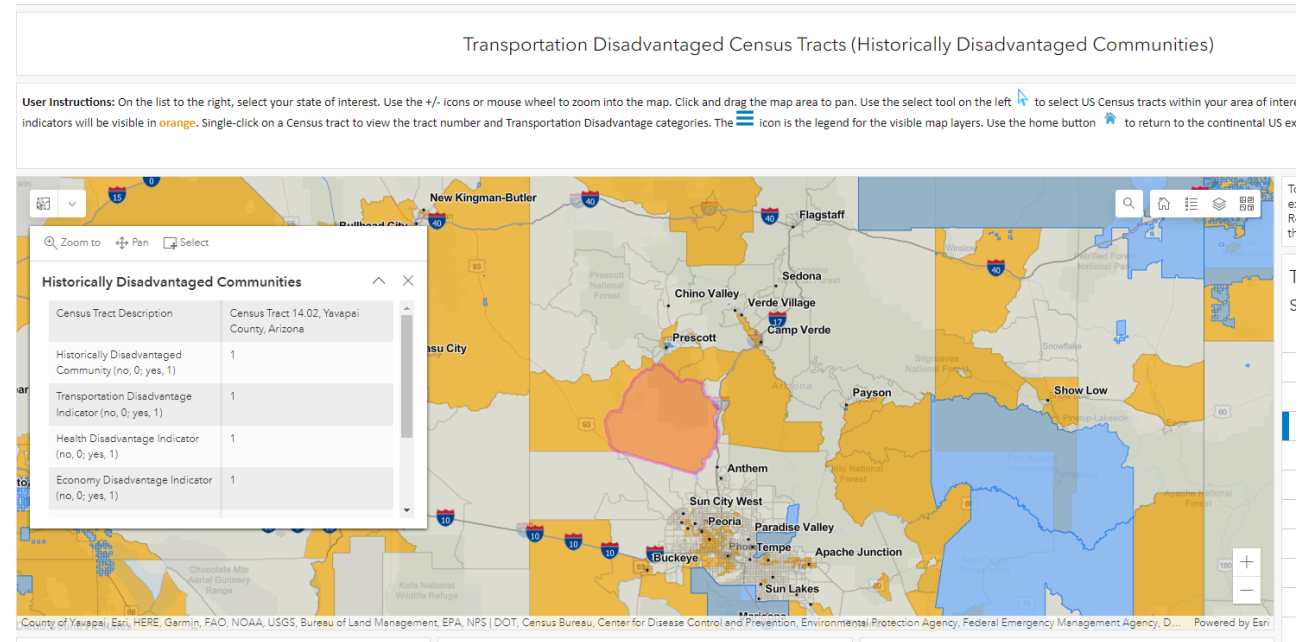


# Equity: Climate and Economic Justice Screening Tool



## Eight Disadvantage Indicators

- Climate change
- Energy
- Health
- Housing
- Legacy Pollution
- Transportation
- Water and wastewater
- Workforce Development



Source: CJEST

<https://screeningtool.geoplatform.gov/en/#5.99/61.901/-155.362>



# **Equity: Application Question**

## Have Project Sponsors Circle the Project Area or Planning/Program Area on a Map

DOT&PF will then join the project locations to CJEST indicators map and sum the number of disadvantage indicators.

The screenshot shows a map of a region in Alaska with a blue-outlined project area. The map interface includes a search bar at the top with the text "Search for an address, city, state or ZIP". On the left, there is a sidebar with state abbreviations: 48, AK, HI, PR, GU, AS, MP, VI. On the right, there is a panel with the following indicators:

- Climate change** +
- Energy** +
- Health** -
- Asthma**: Share of people who have been told they have asthma. **97th** above 90th percentile.
- Diabetes**: Share of people ages 18 years and older who have diabetes other than diabetes during pregnancy. **87th** not above 90th percentile.
- Heart disease**: Share of people ages 18 years and older who have been told they have heart disease. **91st** above 90th percentile.
- Low life expectancy**: **86th** not above 90th percentile.

At the bottom right of the panel is a "Help in" button.



# Quality of Scope

## Project Eligibilities

**All projects are rated 1-5 on the technical quality of their submitted scope. Each TAP Eligibility answers a different set of standardized questions.**

**Select all relevant project eligibilities from the list below:**

- Archaeological activities relating to impacts from implementation of a transportation project
- Boulevards and other roadways largely in the right-of-way of former Interstate System
- Construction of turnouts, overlooks, and viewing areas
- On-road and off-road trail facilities for pedestrians, bicyclists, and other nonmotorized forms of transportation, including sidewalks, bicycle infrastructure
- Conversion and use of abandoned railroad corridors for trails for pedestrians, bicyclists, or other nonmotorized transportation users
- Develop an active transportation plan
- Electric bicycle infrastructure
- Environmental mitigation for stormwater management (related to highway construction or runoff), wildlife mortality, or habitat connectivity
- Historic preservation and rehabilitation of historic transportation facilities
- Infrastructure-related projects and systems that will provide safe routes for non-drivers
- Inventory, control, or removal of outdoor advertising
- Recreational trail projects (including maintenance and restoration)
- Recreational trails educational programs
- Safe routes to school infrastructure project
- Safe routes to school non-infrastructure project
- Shared micro mobility systems (not operational costs)
- Transit projects
- Vegetation Management
- Vulnerable road user safety assessment

# What makes good criteria?

————— Increased Data Requirements —————>

	<b>Judgment</b> Subjective assessment of relative priorities based on expert opinion	<b>Needs</b> Differentiates based on degree of deficiency being addressed	<b>Scope</b> Categorizes degree of impact associated with a broad project type	<b>Predictive</b> Forecasts site performance with and without project construction
<b>When to Apply</b>	<ul style="list-style-type: none"> <li>• Intangible project benefits</li> <li>• Lack of quality data</li> <li>• High degree of familiarity with projects</li> <li>• Relatively few projects being evaluated</li> </ul>	<ul style="list-style-type: none"> <li>• Projects have similar degree of impact</li> <li>• Insufficient scope details</li> </ul>	<ul style="list-style-type: none"> <li>• Ability to broadly categorize scope types</li> <li>• Accepted impact assumptions by scope type</li> <li>• Degree of need to remain relatively similar over time</li> <li>• Lack of predictive capabilities</li> </ul>	<ul style="list-style-type: none"> <li>• Detailed project scopes</li> <li>• Confidence in predictive capabilities</li> </ul>
<b>Best Use</b>	<ul style="list-style-type: none"> <li>• Incorporating political and regional priorities</li> </ul>	<ul style="list-style-type: none"> <li>• Informing candidate project locations and scopes</li> </ul>	<ul style="list-style-type: none"> <li>• First step towards impact-oriented scoring</li> </ul>	<ul style="list-style-type: none"> <li>• Impact-oriented project scoring</li> <li>• Information target setting</li> </ul>



**Alaska Department of Transportation and Public Facilities**

**Peer Exchange**

Dates: Tuesday, January 28- Thursday, January 30, 2025

Location: Hilton Garden Inn, 4555 Union Square Dr, Anchorage, AK 99503

Overview: The peer exchange will focus on State Transportation Improvement Plan (STIP) management and coordination between State DOTs and Metropolitan Planning Organizations (MPOs). The Alaska DOT & PF will host the event, with Alaska’s three MPOs (AMATS, FAST and MVP) presenting. The peer presenters will represent the Minnesota DOT, North Dakota DOT, Fargo-Moorhead Metropolitan COG, and the St. Cloud APO.

**Agenda**

Day 1 – MPO

<b>Time (AKST)</b>	<b>Topic</b>	<b>Speaker(s)</b>
8:30 – 9:00 AM	<b>Registration and Check In</b>	
9:00 – 9:30 AM	<b>Welcome and Introduction</b> <ul style="list-style-type: none"> <li>FHWA introduces the TPCB program and Peer Exchange</li> <li>AK DOT &amp; PF leadership provides welcome comments</li> <li>USDOT Volpe provides logistics and housekeeping information</li> </ul>	<ul style="list-style-type: none"> <li>Ryan Anderson, Commissioner, Alaska DOT &amp; PF</li> <li>Michael Barry, Transportation Specialist, USDOT FHWA</li> <li>Nicole Cacozza, Policy Analyst, USDOT Volpe</li> </ul>
9:30 – 10:00 AM	<b>MPO Overview</b> <ul style="list-style-type: none"> <li>USDOT provides a high-level review of the roles of the MPO and State DOT in the planning and production of the TIP and STIP</li> </ul>	<ul style="list-style-type: none"> <li>Marie Heidemann, Planning and Program Development Team Leader, USDOT FHWA, Alaska Division Office</li> </ul>
10:00 – 10:15 AM	<i>Break</i>	
10:15 – 11:45 AM	<b>AK MPO Introduction and Overview</b> <ul style="list-style-type: none"> <li>Provide context and perspective from Alaska MPOs</li> <li>Highlight topics of interest for discussion</li> </ul>	<ul style="list-style-type: none"> <li>Jackson Fox, Executive Director FAST</li> <li>Aaron Jongenelen Executive Director, AMATS</li> <li>Kim Sollien, Coordinator, MVP</li> </ul>
11:45 AM – 12:45 PM	<i>Lunch</i>	
12:45 – 1:45 PM	<b>MPO Peer Presentation 1</b> <ul style="list-style-type: none"> <li>Peer Presentation (50 minutes)</li> <li>Q&amp;A (10 minutes)</li> </ul>	<ul style="list-style-type: none"> <li>Ben Griffith, Executive Director, Fargo-Moorhead COG</li> </ul>
1:45 – 2:45 PM	<b>MPO Peer Presentation 2</b> <ul style="list-style-type: none"> <li>Peer Presentation (50 minutes)</li> <li>Q&amp;A (10 minutes)</li> </ul>	<ul style="list-style-type: none"> <li>Vicki Johnson, Senior Transportation Planner, St. Cloud APO</li> </ul>
2:45 – 3:00 PM	<i>Break</i>	

3:00 – 3:45 PM	<b>Group Discussion and Brainstorming</b> <ul style="list-style-type: none"> <li>Whole-group discussion for MPO peer representatives and event attendees reflect on the day’s learning, including specific examples from presenters</li> </ul>	<ul style="list-style-type: none"> <li>Facilitator: Michael Barry, USDOT FHWA</li> <li>Co-Facilitator: Marie Heidemann, USDOT FHWA-AK</li> </ul>
3:45 – 4:15 PM	<b>Develop Action Items</b> <ul style="list-style-type: none"> <li>MPO groups identify forward-looking goals to keep in mind over Day 2 and discuss again on Day 3</li> </ul>	<ul style="list-style-type: none"> <li>Facilitator: Michael Barry, USDOT FHWA</li> </ul>
4:15 – 4:30 PM	<b>Wrap up Day 1</b>	<ul style="list-style-type: none"> <li>Michael Barry, USDOT FHWA</li> </ul>

Day 2 – State DOT

<b>Time (AKST)</b>	<b>Topic</b>	<b>Speaker(s)</b>
9:00 – 9:20 AM	<b>Welcome and Day 1 Recap</b>	
9:20 – 10:50 AM	<b>AK DOT&amp;PF – Overview Presentation</b> <ul style="list-style-type: none"> <li>Provide context and perspective from Alaska’s DOT</li> <li>Highlight topics of interest for discussion</li> </ul>	<ul style="list-style-type: none"> <li>Lauren Little, Chief Engineer, Alaska DOT &amp; PF</li> </ul>
10:50 – 11:00 AM	<i>Break</i>	
11:00 AM – 12:00 PM	<b>DOT Peer Presentation 1</b> <ul style="list-style-type: none"> <li>Peer Presentation (50 minutes)</li> <li>Q&amp;A (10 minutes)</li> </ul>	<ul style="list-style-type: none"> <li>Wayne Zacher, Urban Engineer, North Dakota DOT</li> </ul>
12:00 – 1:00 PM	<i>Lunch</i>	
1:00 – 2:00 PM	<b>DOT Peer Presentation 2</b> <ul style="list-style-type: none"> <li>Peer Presentation (50 minutes)</li> <li>Q&amp;A (10 minutes)</li> </ul>	<ul style="list-style-type: none"> <li>Trang Chu, Director of Capital Planning and Programming, Minnesota DOT</li> </ul>
2:00 – 2:15 PM	<i>Break</i>	
2:00 – 3:45 PM	<b>Group Discussions</b> <ul style="list-style-type: none"> <li>Whole-group discussion for DOT peer representatives and event attendees reflect on the day’s learning, including specific examples from presenters</li> </ul>	<ul style="list-style-type: none"> <li>Facilitator: Michael Barry, USDOT FHWA</li> <li>Co-Facilitator: Marie Heidemann, USDOT FHWA-AK</li> </ul>
3:45 – 4:15 PM	<b>Develop Action Items</b> <ul style="list-style-type: none"> <li>Alaska DOT&amp;PF generates forward looking ideas/goals to discuss on Day 3</li> </ul>	<ul style="list-style-type: none"> <li>Facilitator: Michael Barry, USDOT FHWA</li> </ul>
4:15 – 4:30 PM	<b>Wrap up Day 2</b>	<ul style="list-style-type: none"> <li>Michael Barry, USDOT FHWA</li> </ul>

Day 3 – Next Steps and Action Plan

<b>Time (AKST)</b>	<b>Topic</b>	<b>Speaker(s)</b>
8:30 – 8:45 AM	<b>Welcome and Day 2 Recap</b>	

8:45 – 9:45 AM	<b>Part One</b> <ul style="list-style-type: none"> <li>All presenters and participants share key takeaways from the previous days’ discussions</li> </ul>	<ul style="list-style-type: none"> <li>Facilitator: Michael Barry, USDOT FHWA</li> </ul>
9:45 – 10:00 AM	Break	
10:00 – 11:00 AM	<b>Part Two</b> <ul style="list-style-type: none"> <li>Review learning on TIP and STIP coordination</li> </ul>	<ul style="list-style-type: none"> <li>Facilitator: Marie Heidemann, USDOT FHWA-AK</li> <li>Co-Facilitator: Michael Barry, USDOT FHWA</li> </ul>
11:00 AM – 12:00 PM	<b>Part Three</b> <ul style="list-style-type: none"> <li>Discuss the previous days’ Action Items and plan how to execute on them</li> </ul>	<ul style="list-style-type: none"> <li>Facilitator: Michael Barry, USDOT FHWA</li> <li>Co-Facilitator: Marie Heidemann, USDOT FHWA-AK</li> </ul>
12:00 – 12:15 PM	<b>Recap and Concluding remarks</b>	<ul style="list-style-type: none"> <li>Michael Barry, USDOT FHWA</li> </ul>

# Matanuska-Susitna Borough Comprehensive Safety Action Plan

## Executive Summary



Safety in transportation is an essential component of a healthy community. A safe transportation environment is one where people can meet their daily needs, using a mode of travel that is the easiest, most convenient, and affordable for them and their families. Recognizing this, the U.S. Department of Transportation created the Safe Streets and Roads for All (SS4A) program to provide funding for plans and projects that help prevent deaths and serious injuries on roadways across the country. The Comprehensive Safety Action Plan for the Matanuska-Susitna Borough (MSB) is a strategic component of the SS4A program. Once developed, the plan can be used to successfully apply for SS4A-related grants to fund implementation projects, supplemental planning activities, and demonstration projects.

To ensure the MSB can use this plan to successfully apply for future SS4A grant funding, this plan is organized to clearly align with the SS4A eligibility requirements for Safety Action Plans.



### **Chapter 1: Leadership Commitment & Goal Setting:**

Reduce fatal and serious injury crashes by 3.5% per year.



### **Chapter 2: Planning Structure:**

The Safety Action Plan Team and their involvement in shaping the plan.



### **Chapter 3: Safety Analysis (Existing Conditions):**

Crash data and trends in the MSB's Expanded Core Area boundary from 2018-2022 and peer city comparison.



### **Chapter 4: Engagement & Collaboration:**

Gather information from a multi-disciplinary group of stakeholders, transportation agency professionals, and the public.



### **Chapter 5: Equity Considerations:**

An equity analysis identifying disadvantaged populations and showing the correlation between demographics and safety risk.



### **Chapter 6: Policy & Process Changes:**

Identifies opportunities for improving planning and funding processes to help create a safe transportation network.



### **Chapter 7: Strategy & Process for Project Selection:**

Explore the methodology used to determine priority locations and recommended projects.



### **Chapter 8: Progress & Transparency:**

A clear implementation strategy, actionable steps, performance measures and targets, and a process for updating the plan.



*Pictured: Members of the Safety Action Plan Team help guide plan development.*

To learn more about the planning process and to read the plan, visit our website

[ss4a.matsugov.us](https://ss4a.matsugov.us)





# All Potential Priority Location Projects



## The process for determining priority locations followed these steps:

1. Identify high injury segments and intersections based on crash data
2. Identify risk profiles for serious crashes based on crash history and other contextual information
3. Establish priority locations on the network
4. Using countermeasures and strategies identified in the plan, develop scopes for recommended infrastructure projects or supplemental plan recommendations to improve road safety

## Priority locations (in order):

1. Parks Highway Corridor (Church Road to Seward Meridian Parkway)
2. Safe, Equitable Walking Routes to School (Area Wide)
3. Separated Pathway Regulatory Signs (Area Wide)
4. Westpoint Drive & Crusey Street Pedestrian Improvements
5. Bogard Road Intersection Improvements & Separated Path (Seldon to Peck or Seldon to Wasilla-Fishhook)
6. Vine Road Separated Path
7. Seldon Road and Church Road Intersection Improvements
8. Arctic Avenue Bicycle and Pedestrian Improvements (Glenn Highway to Palmer Airport Road)
9. Hollywood Road Safety Improvements (Big Lake Road to Vine Road)
10. Clapp Street Safety Improvements (Curtis Menard Sports Center to Laurie Avenue)
11. E. Seldon Road Safety Improvements (Windy Bottom Road to Lucille Street & Wasilla-Fishhook to Bogard)
12. Swanson Avenue Complete Street (Parks Highway to Crusey Street)
13. Green Forest Drive Improvements
14. 49th State Street Separated Path
15. Big Lake Road Intersection Improvements
16. Local Road Speed Management Plan (Area Wide)