



**TECHNICAL COMMITTEE**

**Meeting Minutes – October 4, 2017**

City of Fairbanks, Council Chambers, 800 Cushman Street  
Fairbanks, Alaska

**1. Call to Order**

Jackson Fox called the meeting to order at 12:00 p.m.

**2. Introduction of Members and Attendees**

The following were present:

- \* **FMATS Policy Committee members**
- \*\* **FMATS Staff members**
- \*\*\***FMATS Technical Committee members**

<b>Name</b>	<b>Representing</b>
*** Jackson Fox, Chair	City of Fairbanks
*** Bob Pristash	City of Fairbanks
*** Bill Butler	City of North Pole
*** Steven Hoke	ADEC, Air Quality Division
*** Brian Lindamood	AK Railroad Corporation
*** Judy Chapman, Vice Chair	DOT&PF Planning Chief
*** Sarah Schacher	DOT&PF Pre-Construction Engineer
*** Patricia Thayer (absent)	FNSB Planning Commission
*** Kellen Spillman for Christine Nelson	FNSB Community Planning Director
*** Michelle Felix for Glenn Miller	FNSB Transportation
*** Dave Sanches	Fort Wainwright Planning
*** Mary Pagel	UAF Design & Construction
*** Alan Hoza (absent)	Lynden Logistics
** Donna Gardino	FMATS Executive Director
** Alicia Stevens	FMATS Transportation Planner
** Deborah Todd	FMATS Administrative Assistant
** Don Galligan	FNSB Community Planning
** Randi Motsko	DOT&PF Planning
Jewelz Barker	Catalyst Alaska
Peter Stern	Citizen
Jon Dunham (via telephone)	Arcadis
Andrew Ackerman	City of Fairbanks
Patrick Cotter	PDC

**3. Approval of the October 4, 2017 Agenda**

**Motion:** To approve the October 4, 2017 Technical Committee Agenda.  
(Lindamood/Pristash).

**Discussion:** No further discussion

**Vote on Motion:** None opposed. Approved.

**4. Approval of the September 6, 2017 Meeting Minutes**

**Motion:** To approve the September 6, 2017 Meeting Minutes. (Pristash/Sanches).

**Discussion:** No further discussion.

**Vote on Motion:** None opposed. Approved.

**5. Committee/Working Group Reports (including the Chair's Report)**

Ms. Gardino provided a brief report of all the meetings, presentations, hearings, open houses, and working groups that she or other FMATS staff had attended, facilitated, or participated in.

**Chair's Report:** Mr. Fox provided a report about three meetings he attended since the previous meeting.

Mr. Fox stated that the first meeting he attended was the kickoff meeting for the Minnie Street PEL Study with DOWL on September 20, 2017 where they had agency representatives from DOT, the Borough, the City of Fairbanks, and FMATS. Mr. Fox stated that one of the first tasks DOWL was doing for the project was traffic counts on both sides of and along Minnie Street. Mr. Fox stated that in the meantime, he was collecting all the as-built information along the corridor for them.

Mr. Fox stated that he had attended the community meeting at the Westmark for the Fairbanks North Star Borough New Downtown Plan on 9/27/17 that was an extremely well attended event. Mr. Fox stated that they gave a series of survey questions and provided clickers to everyone to give their immediate feedback on what they thought would improve the downtown area. Mr. Fox stated that following the survey questions they had a tabletop exercise where the room was split into 15 different tables with 7 or 8 people around each table and maps of downtown for people to mark where they thought things could be improved or their ideas for where new businesses should be located. Mr. Fox stated that there was a Consultant facilitating the process who took all the feedback received.

Mr. Spillman stated that a Borough website would be available for people with the same survey that was given to them at that meeting and they could take the survey and provide comments.

Mr. Fox stated that on October 2, 2017 he attended the Metropolitan Transportation Plan Scenario Planning Charrette which would be discussed later in the Agenda.

**6. Public Comment Period (Non-Action Items)**

No public comment.

**7. Old Business**

**a. FMATS Transition Plan Update and Executive Director Search**

Mr. Fox explained that Ms. Barker would be presenting this agenda item and would be arriving a little later in the meeting, so they would revisit that item later in the meeting.

Ms. Gardino stated that a Special Policy Board meeting was held the previous week and the intent of the meeting was premeditated just in case the Review and Interview Team had a recommendation for the replacement of the Executive Director and then they added the governance structure item to that meeting because some issues that came up after the approvals from the previous Policy Board meeting action items which were on Page 59 of the meeting packet.

Ms. Gardino stated that the Policy Board had made a motion: *"To change the governance structure and to reorganize the MOU to an independent organization for the purpose of employee management by organizing as an appropriate entity*

*recognized by State and Federal regulations, that the City of Fairbanks would process PL purchasing for the MPO through their procurement process and provide housing to be done as soon as possible with a deadline of January 1st, with the appropriate approval by the City of Fairbanks."*

Ms. Barker stated that Page 61 of the meeting packet contained the motion that the Policy Board made to become independent and the amendment made to that motion to clarify the governing bodies that would provide grants. Ms. Barker stated that there were two ways to go for independence. Ms. Barker stated that FMATS could file for Section 115 which was essentially a council of governments in the IRS and kept them in a tax free bracket or they could establish themselves as a 501 nonprofit with the IRS in which case they would need to decide whether they would be a 4 or a 6 because there was different levels of nonprofit that an organization could be. Ms. Barker stated that the other challenge was the way that the Planning funds were granted from FHWA to AMATS and FMATS through the DOT under a reimbursable process.

Mr. Butler asked if Council of Governments employees were eligible to participate in PERS.

Ms. Barker stated that she did not know that yet.

Mr. Butler asked if it was a legal mandate that the money had to be held by DOT or if it could be held by a Council of Governments.

Ms. Barker stated that for Independent MPOs, if they were 100% independent, there was precedence that the Planning Funds could get passed all the way through and DOT was committed to looking at potentially doing some type of forward funding.

Mr. Butler asked Ms. Barker if AMATS operated the same way.\

Ms. Barker stated that their employees lived and worked for the Municipality so they were essentially employees of the Municipality. Ms. Barker stated that Ms. Gardino had received her report and they were working on the Transition Plan Steps and she had a meeting with her to tie up loose ends. Ms. Barker stated that in terms of the Executive Director search, the Review and Interview Team met and had planned to ask the Policy Board for authority to put together a salary and benefits package but the City Attorney and Chief of Staff had presented some grievances that had been presented to the City so the Review and Interview Team were unable to continue and the Policy Board had tabled the process indefinitely.

Ms. Pagel asked Ms. Barker what the Union grievances had been about.

Ms. Barker explained that there were two grievances that were read into the public record at the last meeting.

Mr. Butler asked if all department heads were part of the Union.

Ms. Gardino stated that 20 percent of the department heads were part of the Union and all the previous hiring that had been done by FMATS had followed the Union process.

Mr. Spillman stated that Ms. Gardino was retiring before January 1 when they had the MOU in place and asked whether they were just going to revert back to the hierarchy as to who would be acting in Ms. Gardino's absence.

Ms. Barker stated that the Policy Board had not gotten into the details of who the staff would be taking direction from but in lieu of an Executive Director, the responsibilities of the Executive Director fell to the Board in a governance structure.

Mr. Spillman stated that he thought the Bylaws put the responsibilities on to Ms. Stevens and then in her absence, Mr. Galligan, but he could be mistaken.

Ms. Barker stated that she could check on that but was under the impression that was in terms of service to a specific committee or board, but not necessarily a function of the entire office.

Mr. Fox added that from the Union perspective, anyone put in as Acting Executive Director must be a Union employee so there might be another grievance filed if they were not so Ms. Stevens might be the best person for that position since she was a Union employee.

Ms. Barker stated that in a hosted situation, the chain of command legally through the Department of Labor, was through the Mayor's Office. Ms. Barker stated that they were looking at as a caveat was a co-partnering agreement through Avitas to provide medical as an option.

Ms. Gardino stated that the fundamental reason that they had started this process was that they were aware of conflicts between the different agreements they had such as the Bylaws, MOU and the agreement with the Union and because they needed to figure that out and that had been the whole purpose behind this.

## **8. New Business**

### **a. FFY18 FMATS Improvement Program Priorities (Action Item)**

Ms. Gardino explained that Page 6 of the meeting packet contained the list of the Fiscal Year 2018 projects for the FMATS Improvement Program listed by the entity that submitted them. Ms. Gardino explained that there was approximately \$5,719,000 for the program this year and then she explained the different projects that were contained in the list. Ms. Gardino stated that they had compiled a list of projects that were shovel-ready in the event that projects were delayed.

Ms. Gardino stated that she would like the Technical Committee to take the list and prioritize it for funding.

**Public Comment:** No public comment.

**Motion:** To recommend prioritizing the FFY18 Surface and Approach project list according to each agency's priorities. (Pristash/Sanches).

**Discussion:** Ms. Chapman suggested that the four entities form a working group to discuss and prioritize the projects and report their results at the next Technical Committee Meeting.

**Amendment to the Motion:** And to form a working group to discuss the priorities of the projects for FFY18. (Chapman/Butler).

**Discussion:** Ms. Pagel commented that it would give her time to know the condition of the TAP funding on the UAF project.

**Vote on Amendment to the Motion:** None opposed. Approved.

**Vote on Original Motion:** None opposed. Approved.

**Amended Motion:** To recommend prioritizing the FFY18 Surface and Approach project list according to each agency's priorities and to form a working group to discuss the priorities of the projects for FFY18.

**b. Transportation Improvement Program Amendment #3 (Action Item)**

Ms. Gardino explained the reasons that precipitated the amendment to the Transportation Improvement Program.

**Public Comment:** No public comment.

**Motion:** To recommend to the Policy Board to approve Transportation Improvement Program Amendment #3 for public comment. (Spillman/Chapman).

**Discussion:** Mr. Spillman stated that it seemed like a very simple amendment and he did not expect much public comment so it seemed like an easy vote.

**Vote on Motion:** None opposed. Approved.

**c. Performance Measures Overview**

Ms. Gardino provided a presentation summarizing the FMATS Performance Measures and Targets that needed to be done in the future to make sure they were in compliance. Ms. Gardino stated that she felt that the agreement needed to include the transit advisors. Ms. Gardino stated that the FMATS targets were due February 25, 2018 if they set their own targets, but she did not recommend it and thought that they should coordinate and do their report with DOT.

**d. Safety Performance Target Discussion – Due 2.25.18**

Ms. Gardino stated that the Performance Measures were defined in the rulemaking and there was no debate. Ms. Gardino stated that FMATS would need to develop a System Performance Report for the DOT by February 25, 2018.

**e. Bicycle and Pedestrian Advisory Committee Work Plan Draft**

Ms. Gardino stated that FMATS was kicking off their Bicycle and Pedestrian Advisory Committee with a meeting on October 16, 2017 from 5:30-7:30 p.m. in the FMATS Conference Room and FMATS came up with a draft 2018 Bike and Ped Advisory Work Plan that they wanted the group to work on.

Mr. Spillman commented that he would like to see the Committee address the difference between bike lanes and shoulders and the maintenance requirements and give them a recommendation.

**9. Other Issues**

No other issues.

**10. Informational Items**

**a. City Sidewalk Inventory and Condition Assessment & Mobile Bike/Ped Counts**

Mr. Ackerman, City of Fairbanks, provided a presentation of the Pedestrian and Bike Counters that were implemented around town. Mr. Ackerman stated that they set up the counters in areas where there were funded or proposed reconstruction projects. Mr. Ackerman stated that they wanted to be able to count both bicycles and pedestrians in all seasons and in a variety of contexts (paths, sidewalks, etc.) and be able to easily quantify the date so they chose counters from Eco-Counter, Ltd. Mr. Ackerman stated that the City of Fairbanks purchased five mobile units and two permanent units and one unit was installed on Cushman Street between 1<sup>st</sup> and 2<sup>nd</sup> Avenues and the other was installed on 5<sup>th</sup> Avenue at Sadlers.

Mr. Ackerman stated that they would have several end users of the data they retrieved from the counter units. Mr. Ackerman explained that the link to the uploaded data from the City of Fairbanks units was: <https://www.eco-vision.net/Ecovisio/> and they could log in to the website to see the data.

Mr. Ackerman provided the Technical Committee with the User name and password to access the data. Mr. Ackerman stated that the pneumatic tubes would be removed in the winter because snow plows could damage them.

**Sidewalk Inventory & Condition Assessment-** Mr. Ackerman stated that they contracted through MDST which was a one-man operation to inventory the entire network of sidewalks within the Fairbanks city limits and there were 56.34 miles of sidewalk. Mr. Ackerman stated that MDST had assessed damage, ramp issues, driveway ramp issues, and sidewalk encroachment issues and scored them with a calculation based on length (density of damage panels) to provide an estimate of repair costs.

**b. Governor's Highway Advisory Board**

Ms. Gardino explained that the Governor had created a Highway Advisory Board to focus on highway construction impacts, methods, and related matters for road and highway transportation infrastructure. Ms. Gardino stated that the Board consisted of seven members appointed by the Governor.

**c. Make America Secure and Prosperous Appropriations Act**

Ms. Gardino stated that the House was looking at it the transportation appropriation bills and it could impact surface transportation and PL funding. Ms. Gardino stated that the House had passed the Continued Appropriations Act which would continue appropriations through December 8, 2017 which decreased the appropriations limit of PL Funding for FMATS.

**d. BPAC Meeting October 16, 2017 – 5:30-7:30PM**

Mr. Fox stated that as a reminder the Bicycle and Pedestrian Advisory Committee had their first meeting on October 16, 2017 from 5:30-7:30PM in the FMATS Conference Room.

**e. MTP Charrette & Existing Conditions Report**

Ms. Gardino stated that the Existing Conditions Report for currently out for public comment and they had not received any comments. Ms. Gardino stated that the Charrette was held on October 1, 2017 and it was very interesting and asked Mr. Galligan if he wanted to provide further details.

Mr. Galligan explained that they broke into three different groups and were given background information and provided with three map sets that encompassed the entire MPO boundary and their job was to pick a chipset. Mr. Galligan stated that there were two chipset options and one was Option A which was to trend and they just drove like they normally drove and the other, Option B was a more compact road. Mr. Galligan stated that it was their job to place things from the chipset on the map in areas that were developable. Mr. Galligan stated that prior to the meeting they determined what was and was not developable. Mr. Galligan stated that all three groups crossed out Creamers Field and did not want that developed.

**f. 09.20.17 Policy Board Action Items**

Mr. Fox stated that the Policy Board action items were included in the meeting packet.

**g. Obligations and Offsets**

Mr. Fox stated that the obligations and offsets were included in the meeting packet. Ms. Gardino stated that there were no obligations and offsets.

**11. Technical Committee Comments**

- Ms. Schacher stated that the Steese/Johansen Open House was on Thursday October 12, 2017 from 5:30-7:30 p.m. Ms. Schacher stated that Brett Nelson, DOT Environmental Manager, sent out invitations for Wednesday, October 11, from 1-5 p.m. at Pikes Landing DOT was having a rollout of NEPA assignments for DOT regarding the FHWA transfer of all environmental assessments and impact statements to DOT and as a result changing their procedures so they were opening that up to the consultant community and agencies to provide more insight on the NEPA process.

**12. Adjourn**

Motion to Adjourn: (Butler/Lindamood). The meeting adjourned at 2:06 p.m. The next Technical Committee meeting is Wednesday, November 1, 2017, Noon, City Hall, City Council Chambers, 2<sup>nd</sup> Floor, 800 Cushman Street, Fairbanks, AK.

Approved:   
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Jackson Fox, Chair  
FMATS Technical Committee

Date: 11/1/2017