



POLICY COMMITTEE

Main Conference Room

State of Alaska DOT&PF, 2301 Peger Road

Fairbanks, Alaska

Meeting Minutes – November 13, 2013

1. Call to Order

Steve Titus called the meeting to order at 10:00 a.m.

2. Introduction of Members and Attendees

Attendee

*Mayor John Eberhart
 *Mayor Bryce Ward
 *Mayor Luke Hopkins
 *Steve Titus, Chair
 *Guy Sattley, Vice-Chair
 *Perry Walley
 *Alice Edwards
 ***Donna Gardino
 +Michael Schmetzer
 +Judy Chapman
 +Bernardo Hernandez
 **Aaron Buckley
 **Deborah Todd
 **Kellen Spillman
 **Linda Mahlen
 **Margaret Carpenter
 Ryan Anderson
 Adam Barth
 Janice Golub
 John Ringert (via telephone)

Representative Organization

Mayor, City of Fairbanks
 Mayor, City of North Pole
 Mayor, Fairbanks North Star Borough
 DOT&PF, Northern Region Director
 FNSB Assembly Member
 City of Fairbanks Council Member
 DEC Division of Air Quality
 FMATS, MPO Coordinator
 City of Fairbanks Public Works & Engineering
 DOT&PF Planning
 FNSB Planning
 FMATS Transportation Planner
 FMATS, Administrative Assistant
 FNSB Community Planning
 DOT&PF Planning
 DOT&PF Planning
 DOT&PF Preconstruction
 FNSB Transportation
 FNSB Assembly Member
 Kittelson & Associates

****FMATS Policy Committee Members, **FMATS Staff Members, +FMATS Technical Committee Members***

Mr. Titus welcomed Mayor Eberhart to the FMATS Policy Committee. Mayor Hopkins stated that Mayor Eberhart got the award for having the best tie in the room.

3. Public Comment Period (3 minute limit)

No public comment.

4. Approval of November 13, 2013 Agenda

- **Motion:** To approve the November 13, 2013 Agenda. (Hopkins/Walley).
- **Vote on the motion:** None opposed. Approved

5. Approval of October 16, 2013 Minutes

- **Motion:** To approve the October 16, 2013 meeting minutes. (Edwards/Hopkins)
- **Vote on the motion:** None opposed. Approved.

6. Committee Reports

a. Coordinator's Office Report and Technical Committee Action Items

Ms. Gardino provided an update and highlights from all workshops and meetings she had attended, as well as all other FMATS activities that had occurred since the October meeting.

7. Old Business

None.

8. New Business

a. Chair and Vice-Chair Elections (Action Item)

Mr. Titus explained that this meeting was the meeting where they elected new Chair and Vice-Chair per the bylaws. Mr. Sattley stated that as an Assembly member he felt very strongly that neither the City Council or Borough Assembly representative should be chosen for the Chair and Vice-Chair positions, since they were part-time positions and not always available in the office five days a week and subject to annual replacement which could lead to discontinuity. Mr. Sattley stated that the Chair or Vice-Chair should be one of the other five full time members of the Policy Committee. Ms. Gardino passed out the ballots for Chair and Vice-Chair.

Motion: To nominate Mayor Hopkins as the FMATS Policy Committee Chair. (Sattley). To nominate Mayor Ward as the FMATS Policy Committee Chair. (Walley).

Discussion: Mr. Sattley noted that Mr. Hernandez' name rather than his name was listed on the election ballot. Ms. Gardino stated that this was an error. The Committee members were instructed to cross out Mr. Hernandez's name and add Mr. Sattley's before the voting continued.

Vote on Motion: 4 votes for Hopkins/3 votes for Ward. Mayor Hopkins was elected Chair on a written ballot vote of 4-3.

Mr. Titus stated that he would turn the meeting over to Mayor Hopkins.

Motion To nominate Mayor Ward as the FMATS Policy Committee Vice-Chair. (Titus/Edwards).

Vote on Motion: None opposed. Approved.

b. Request for Funding to the Governor (Action Item)

Ms. Gardino explained the letters on Pages 18-22 of the meeting packet and explained that she had provided both draft letters to show the difference between them.

Motion: To approve the letter to the Governor. (Walley/Edwards).

Motion: To substitute the letter with the amended letter. (Sattley/Hopkins).

The above motion was rescinded.

Amendment to the Motion: To substitute the letter with the amended letter with #1 to read: “assist in meeting match requirements to reduce local tax payer obligations in FHWA road projects.” (Sattley/Walley).

Discussion: Mayor Ward asked for clarification of the funding matches that were listed in the letter. Mayor Hopkins clarified stating that the road service area taxpayers paid their match for particular types of projects, such as preventive maintenance (PM) projects, when they were included in them. Mr. Sattley stated that road service districts used funds from their road service budgets which was their own money. Mr. Hopkins stated that for the areas highlighted in yellow, FHWA projects many times used State funds to help with match funds. Ms. Edwards stated that the new language was broader in the context of using match funds across both the City and the Borough so there was less focus on the road service areas.

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

Vote on Motion: None opposed. Approved.

c. Scope of Services for MPO Agreement Consolidation (Action Item)

Ms. Gardino explained that she had developed a draft Scope of Services and forwarded it to the Borough and State for review. Ms. Gardino stated that she had received input and brought that input forward to the Technical Committee for discussion. Ms. Gardino stated that the Scope of Services before the Policy Committee was what had been decided upon by the Technical Committee.

Motion: To approve the Scope of Professional Services. (Ward/Walley).

Discussion: Mayor Ward stated that a few things could be added to the scope. Mayor Ward stated that he would specifically like to see an amendment to the scope to include review of the bylaws.

Amendment to the Motion: On the Scope of Professional Services, add new #7 to read: “Review the bylaws and recommend changes as deemed appropriate to reflect consolidated agreement(s) and applicable state and federal statutes. (Ward/Eberhart)

Discussion: Mr. Sattley inquired if all items listed on the Scope of Services were consultant tasks. Mayor Eberhart stated that there seemed to be a number of different agreements affected. Mr. Eberhart inquired if the bylaws had not been mentioned as part of the review. Mayor Ward stated that he thought it would be important to include the bylaws in the scope.

Mr. Titus inquired how the agreements could be consolidated into one agreement when all had different authorities and signed by different entities. Mr. Titus stated that he thought the three agreements should be reviewed and a three chapter document might be possible, but legal staff would have to determine if that was possible.

Mr. Sattley stated that the motion made last month as quoted from the minutes was to have the Technical Committee draft a Scope of Services or write the tasks for the consultant. Mr. Sattley stated that it was just an assignment given to the Technical Committee to work on.

Ms. Edwards suggested that the wording could be changed to read: "to reflect the revised Agreements."

Amendment to the Amendment to the Motion: Delete "consolidated" in the second sentence and substitute "revised FMATS agreement(s)." (Edwards/Ward).

Vote on the Amendment to the Amendment: Six in favor. One opposed. (Sattley). Approved.

Amendment to the Motion: On the Scope of Professional Services change #1 as follows, delete "incorporate" and substitute "consolidate", if possible". (Ward/Edwards).

Discussion: Mr. Sattley inquired if it would be left to the consultant to decide whether these agreements should be consolidated or would they offer alternatives. Mr. Sattley stated that was quite a heavy burden to be put upon the consultant and inquired if that was Mayor Ward's intent with his proposal. Mayor Ward stated that a consultant would bring the recommendations to the Technical Committee and it would still be the Policy Committee decision to vote on and adopt the consultant recommendations.

Mayor Eberhart stated that it made sense to have a third party consultant review the agreements.

Mr. Titus inquired if the last line regarding "deliverables" in the agreement was necessary.

Mayor Hopkins stated that the MOU Planning document between DOT and the Borough was very close to approval and he had a problem with the entire scope of work being put out to look at everything. Mayor Hopkins stated that he was not sure if there was a sequence we were looking for and the UPWP

was the cause for angst that had been looked at over the past year. Mayor Hopkins stated that he thought that having the whole document reviewed at once and having a deadline of March 2014 was unrealistic and did not think taking this approach was appropriate. Mayor Hopkins stated that he did not support this specific scope of work.

Vote on Amendment to the Motion: Six in favor. One opposed (Hopkins) Approved.

Discussion: Mayor Hopkins inquired about the estimated costs and where the funding for the scope of work would come from. Ms. Gardino stated that she would recommend state funding. Mr. Sattley stated that he agreed with Mayor Hopkins regarding consolidation of the different agreements with different signature authorities and thought it was a task that did not need to be done at this time.

Amendment to the Motion: On the Scope of Professional Services, change #3 as follows: delete “streamlined” and substitute “revised FMATS”. (Titus/Edwards).

Vote on motion: None opposed. Approved.

Discussion: Mayor Ward stated that he would like to address the question of why they were doing this review. Mayor Ward stated that in his review of the agreements, there seemed to be inconsistencies and he wanted to pare them down and simplify the agreements to better understand them. Mayor Ward stated that there were things in the current Federal code that were not included in the FMATS Agreements. Mayor Ward stated that his intent was to update the codes and statutes that created the FMATS organization. Mayor Ward stated that it was in their best interest to do due diligence and have the agreements addressed. Mayor Ward stated that if there were issues that needed to be identified and addressed within the Committee before they came up he thought it would help the process as well.

Mr. Titus asked Mayor Ward if we were discussing the original motion. Mr. Titus stated that he thought with the exception of the UPWP, the agreements were in good shape the way they were and a good work item for the scope would be Items three and four of the Scope of Services Agreement. Mr. Titus stated that the rest of the agreement was in pretty good shape and he would not support this whole concept because they needed to get to the bottom of the UPWP allocation.

Mr. Sattley stated that he did not intend to support the Agreement but on Page 16 of Technical Committee motions, one of them failed that stated that local codes would be added by Borough staff and wondered if that was still desirable from the Borough’s point of view.

Mayor Hopkins stated that he was in favor of adding the local codes and the document that referenced both air quality and planning functions.

Mayor Ward stated that all the MOUs were in agreement with the state and the federal regulations but to reference all the codes was not efficient.

Mr. Sattley stated that he was surprised that Mayor Ward had participated in the Technical Committee meeting but thought that the consultant should be aware of local statutes and codes. Mr. Sattley stated that he thought it should be meshed into whatever product the consultant came up with. Mr. Sattley stated that the Borough had a consultant rewrite the Borough Title 17 code and the consultant was not even aware of Borough codes and regulations and if that happened here, they needed to be directed to and made aware all the important facts.

Amendment to the Motion: On the Scope of Professional Services, change #3 as follows: after the words “statutes”, add “and local codes that will be provided by Borough or City staff.” (Sattley/Eberhart).

Vote on Amendment to the Motion: Six in favor. One opposed (Ward).
Approved.

Discussion: Mayor Ward stated that he had spent a considerable amount of time researching how the organization was structured in relation to other MPOs. Mayor Ward stated that he felt a third party review of the documents would be an efficient way to address discrepancies and make necessary revisions.

Motion: On the Scope of Professional Services, change the new #7 to #2 and renumber the rest accordingly. (Edwards/Titus).

Discussion: Mayor Hopkins stated that it sounded reasonable. Mayor Hopkins stated his concern with moving things around was how the deliverables would be received.

Vote on Motion: None opposed. Approved.

Discussion: Mr. Sattley stated that there had been two motions regarding scheduling of the report deliverables made at the Technical Committee. Mr. Sattley stated that the consultant timeframe seemed short and asked for an explanation of what the Technical Committee reasoning had been behind the dates.

Mayor Hopkins asked Ms. Gardino for clarification of the timeline in the contract.

Ms. Gardino stated her advice had been that a new UPWP had to be approved and in place prior to the new fiscal year and typically staff wrote the

UPWP in April, brought it to the Technical and Policy Committees for review, put it out for a 30-day public review, and then returned it to Technical and Policy Committee again. Ms. Gardino stated that she did not think the dates were unreasonable if they could get the consultant under contract in a timely manner.

Mayor Hopkins asked about the timeline for bidding.

Ms. Gardino stated that it depended upon the procurement process used.

Ms. Chapman stated that it would probably be an RFP and they could notify qualified vendors and probably get an RFP in place in two to three weeks.

Ms. Gardino stated that they would use evaluation criteria to evaluate the proposals. Ms. Gardino stated that the consultant would provide them with proposed dates for deliverables and at that time they could make a determination of the dates for the deliverables.

A roll call vote was taken as follows: Eberhart-no; Walley-yes; Edwards-no; Titus-no; Ward-yes; Sattley-no; Hopkins-no.

Vote on Amended Motion: Two in favor. Five opposed. (Eberhart/Edwards/Titus/Sattley/Hopkins). Motion failed.

d. Long Range Transit Plan Approval (Action Item)

Ms. Gardino stated that Mr. Barth from the Borough was present to report on the status of work performed to produce the Long Range Transit Plan. Mr. Barth provided a brief summary of the work performed by the consultant for the plan.

Motion: Recommendation to approve the Long Range Transit Plan. (Sattley/Edwards).

Discussion: Mr. Sattley stated that at the previous meeting he had questions regarding the Downtown Bus Transit Terminal with respect to the recommendation by Vision Fairbanks to move the terminal across the street for retail purposes. Mr. Sattley stated that the Vision Fairbanks document was not a binding document and Ms. Gardino had electronically sent him references to the transit center in the plan, so he was quite satisfied that it nicely referred to it as an advisory action taken by the Assembly.

Vote on Motion: None opposed. Approved.

e. College Road Corridor Study Update

Ms. Gardino introduced Mr. Ringert from Kittelson & Associates. Mr. Ringert spoke via telephone and presented a short update of the College Road Corridor Study.

9. Public Comment Period (3 minute limit)

No public comment.

10. Other Issues

Mayor Hopkins stated that he wanted to point out that with respect to the scope of services and budget issues on the UPWP should be kept in mind for some kind of agenda issue and he would be thinking of that as well.

11. Informational Items

a. Historical Plaque Update

Ms. Gardino explained that the RFQ was out for the creation of the historical plaques, Design Alaska was drafting the final plaques. Ms. Gardino stated that there was discussion of alternating blue and brown plaques.

Mayor Hopkins inquired about the expected time frame for delivery of the plaques. Ms. Gardino stated that bids would be returned by November 22, 2013 and there would be approximately six weeks turnaround time, then the time to manufacture and ship them, so the plaques should be received some time in the new year.

b. Obligations/Offset List

Ms. Gardino explained the obligations/offset list included in the meeting packet.

c. ARRC Mega Project Report

Ms. Gardino explained the quarterly report she had included from the Railroad in the meeting packet. Ms. Gardino stated that she had gone out a couple weeks ago to see the placement of the girders on the new Tanana River Bridge.

12. Policy Committee Comments

- Mr. Sattley stated that he was off on a little holiday and would miss the next couple meetings, but was sure that the new presiding officer chosen tomorrow would appoint a new FMATS rep and a deputy and he hoped to be returning, but would see everyone in a couple months.
- Mayor Ward stated that he wanted to let everyone know that when it came to MOUs and understanding those type of things, he was more than happy to share any information he had if someone had the desire to explore that more with him. Mayor Ward stated that he would continue to work on improving this organization and looked forward to that.
- Mr. Titus stated that change was always good and believed the Policy Committee understood they were in good hands with the Mayor. Mr. Titus stated that he appreciated being Chair for the number of years that he was and thanked the Policy Committee.
- Mr. Walley stated he wanted to welcome Mayor Eberhart and congratulated him and stated that he looked forward to working with him.
- Mayor Eberhart stated that when he was walking around the neighborhoods as part of the campaign, one of the questions he asked was if there were concerns about City services or City government. Mayor Eberhart stated that the most common response he heard from residents was appreciation for areas where roads had been improved or complaints from residents wanting

to know why their roads were not improved, so quite often he had gone to Mr. Schmetzer for schedules and road maintenance was very important to residents. Mayor Eberhart stated that it had been a busy summer and he understood next summer would be again. Mayor Eberhart stated that his background was in construction law including road projects and he would hopefully get up to speed by next meeting and looked forward to working with everyone.

- Mayor Hopkins thanked everyone for voting him Chair and stated that he would be adding an update on the Yankovich-Miller Hill Bike Path to see where they were at with it. Mayor Hopkins stated he would be here on the 18th of December and they still had things to do with in terms of the UPWP and budgets and had not directed the Technical Committee to do anything yet, but those were points he would be discussing with Ms. Gardino.

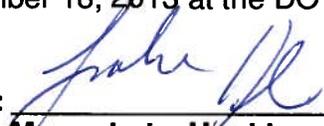
13. Adjourn

Motion to Adjourn: (Hopkins).

The meeting was adjourned at **11:53 a.m.**

The next Policy Committee Meeting is scheduled for 10 a.m. on Wednesday, December 18, 2013 at the DOT&PF Main Conference Room on Peger Road.

Approved: _____


Mayor Luke Hopkins, Chair
FMATS Policy Committee

Date: _____

