



## POLICY COMMITTEE MEETING

State of Alaska DOT&PF

2301 Peger Road, Main Conference Room, Fairbanks, Alaska

Meeting Minutes – May 21, 2014

### 1. Call to Order

Mayor Luke Hopkins, Chair, called the meeting to order at 10:00 a.m.

### 2. Introduction of Members and Attendees

<b>Attendee</b>	<b>Representative Organization</b>
*Mayor Luke Hopkins, Chair	Mayor, Fairbanks North Star Borough
*Mayor Bryce Ward, Vice Chair	Mayor, City of North Pole
*Mayor John Eberhart	Mayor, City of Fairbanks
*Rob Campbell	Acting Northern Region Director, DOT&PF
*Guy Sattley	FNSB Assembly Member
*Perry Walley	City Council Member, City of Fairbanks
*Alice Edwards	DEC, Division of Air Quality
**+Donna Gardino	FMATS MPO Coordinator
+Michael Schmetzer	City of Fairbanks
**Deborah Todd	FMATS Administrative Assistant
**Aaron Buckley	FMATS Transportation Planner
**Kellen Spillman	FNSB Community Planning
**Margaret Carpenter	DOT&PF Planning
**Linda Mahlen	DOT&PF Planning
Ryan Anderson	DOT&PF Design
Barbara Tanner	DOT&PF
Meadow Bailey	DOT&PF Information Officer
Shelley Potter	DOT&PF Planning
Brian Lindamood	Alaska Railroad
Tim Sullivan	Alaska Railroad
Janice Golub	Borough Assembly

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

Mayor Hopkins welcomed Rob Campbell as the Interim Director of Northern Region DOT.

Mr. Campbell stated that the Commissioner had asked him to step in and the position was challenging and widespread. Mr. Campbell stated that he was not sure how long the hiring process would take for the Director position since it was an appointed position and the election was only four months away.

Mayor Hopkins and Mayor Ward presented Ms. Gardino with a Certificate of Appreciation and thanked her for her outstanding work with FMATS.

Mr. Walley thanked Ms. Gardino for her service stating that she had been very valuable to FMATS. Mr. Walley stated that he wanted to thank her for all the guidance she had given him as a new member of FMATS.

**3. Public Comment Period (3 minute limit)**

No public comment.

**4. Approval of the May 21, 2014 Agenda**

**Motion:** To approve the May 21, 2014 Agenda. (Edwards/Sattley).

**Motion:** To add an Executive Session under New Business to discuss personnel issues. (Ward/Walley).

**Discussion:** There was discussion of whether an Executive Session was allowed without public notification. Mayor Hopkins inquired if Mayor Eberhart knew what the rules were for adding an executive session that had not been noticed to the public. Mayor Eberhart stated that he thought it required suspension of the rules. Mr. Sattley stated that it required public notice. Mayor Ward stated that an Executive Session did not require public notice. Mayor Eberhart stated that the issue had come up before in City Council and the Council had taken a vote whether to add an Executive Session and there was a majority vote, which meant it did not require public notice.

Ms. Gardino cited Roberts Rules of Order pertaining to Executive Sessions. It was decided that a vote would be taken by the Policy Committee members about having an Executive Session since the public did not participate in Executive Sessions.

Mr. Sattley stated that even though the public could not participate in the Executive Session, the reason for public notice was to give the public an opportunity to comment. Mr. Sattley suggested that the discussion of how Ms. Gardino's position should be filled should be placed after the discussion about the Hiring Committee for the MPO Coordinator position in Item 8I.

Mayor Hopkins inquired what the purpose was for Mayor Ward's suggestion of an Executive Session. Mayor Ward explained that the reason was to discuss personnel issues.

Mayor Hopkins stated that the Executive Session item should probably be placed as a new item on the agenda after the Item 8I Discussion of a Hiring Committee for the MPO Coordinator to make sure that nothing would be influenced by it.

Mayor Ward clarified that he meant to put the Executive Session item in "after" New Business, rather than before, and listed as Item 8J.

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

**5. Approval of the April 16, 2014 Meeting Minutes**

**Motion:** To approve the April 16, 2014 and April 24, 2014 meeting minutes. (Sattley/Edwards).

**Discussion:** Mr. Sattley stated that on Page 4 of the meeting minutes, his comment about the multi-page letter sent by Ms. Gardino came across rather rough and was not intended as criticism. Mr. Sattley stated that he did not want any language

changed, but he wanted to put it on the record that it had not been intended as criticism.

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

## 6. Committee Reports

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

Ms. Gardino reported on all meetings, committees, and workshops she had attended, participated in, or facilitated. After Ms. Gardino's report, Mayor Ward inquired about STIP nominations. Ms. Carpenter stated that they were not accepting STIP nominations. Ms. Potter clarified that nominations would still be accepted, but was not sure whether they would be included in the STIP, but would be kept on file. Mr. Campbell provided an explanation of the NHS system and funding categories and how project funds were allocated by Headquarters.

## 7. Old Business

### a. TIP Amendment #7 Approval (Action Item)

Ms. Gardino stated that the TIP was still out for public comment and in the event that no comments were received, she would recommend approval of TIP Amendment #7.

**Motion:** To approve TIP Amendment #7, as of May 23, 2014, if no significant comments are received. (Ward/Sattley).

**Discussion:** Ms. Gardino explained the changes that were incorporated into TIP Amendment #7. Ms. Edwards asked for clarification of whether the motion for approval of the TIP Amendment was dependent upon receipt of public comment. Ms. Gardino explained that the comment period closed May 23, 2014 and no comments had been received to date. Mayor Hopkins asked Mr. Campbell for clarification regarding banking funds.

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

### b. Capital Budget Update

Ms. Gardino stated that the budget had not been signed and was still pending.

## 8. New Business

### a. Scoring of Amended Scope Projects (Action Item)

Ms. Gardino explained the recommendation made by the Technical Committee that the Policy Committee rescore three projects: College Road Rehabilitation, Peridot Street Reconstruction, and the UAF Intersection Improvement.

No motion was made by the Policy Committee regarding scoring the three amended-scope projects.

### b. CMAQ Fund Discussion

Ms. Gardino explained the letter from DOT Headquarters' Jeff Ottesen regarding CMAQ funding concern questions submitted by FMATS.

Mayor Hopkins stated that Mayor Ward, the Vice Chair, would take over the meeting as Mayor Hopkins had to step out of the meeting to handle a Borough 911 changeover issue and would return shortly.

**Motion:** Move to suspend the rules and move to Item 8e of the Agenda.  
(Sattley/Eberhart).

**Discussion:** Mr. Sattley suggested that they move to Items E and F of the Agenda.

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

**\*\*\*Meeting Agenda skipped to Item 8e at this point in the meeting\*\*\***

**e. Freight Mobility Plan Scope of Services (Action Item)**

Ms. Gardino explained that the recommendation was to approve the FMATS Freight Mobility Plan Scope of Services.

**Motion:** To approve the scope of services for the Freight Mobility Plan.  
(Sattley/Walley).

**Discussion:** Mr. Sattley asked Ms. Gardino if the Freight Mobility Plan was moving forward and whether it had been funded. Ms. Gardino stated that planning funds they hoped to receive from DOT would be obligated for the Freight Mobility Study and it was the top priority for the Policy Committee.

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

**f. Scope of Services for Don't Be Fuelish and a Bike/Ped Count Methodology (Action Item).**

Ms. Gardino explained that the items were listed on the UPWP as contingency projects. Ms. Gardino stated that the items would be considered with the UPWP.

**Motion:** To postpone action to the next meeting on the scope of services for the Don't Be Fuelish Program and the Bike/Pedestrian Count Methodology.  
(Sattley/Walley).

**Discussion:** No further discussion.

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

**g. South Cushman Sidewalk and Drainage Improvements Design Increase (Action Item).**

Ms. Gardino stated that a funding increase of \$92,000 for South Cushman Sidewalk and Drainage Improvements project was necessary to cover additional costs incurred by the City of Fairbanks and the DOT&PF.

**Motion:** To approve a design increase of \$92,000 for the South Cushman Sidewalk and Drainage Improvements project, using SB230 funding. (Edwards/Walley).

**Discussion:** Ms. Gardino recommended using the FY11 appropriation of Senate Bill 230 funding for this stage of the project.

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

**h. Notice of Proposed Rulemaking-HSIP Program (Action Item).**

Ms. Gardino stated that there was no action item from the Technical Committee for this item. Ms. Gardino recommended forwarding the letter to FHWA for the proposed rulemaking of the Highway Safety Improvement Program (HSIP).

**Motion:** To forward the letter regarding the HSIP rulemaking to U.S. DOT. (Edwards/Walley).

**Discussion:** Ms. Gardino explained the proposed rulemaking issues that would be of concern to FMATS. Mr. Campbell asked Ms. Carpenter to provide further explanation. Ms. Carpenter stated that the items identified in the letter were addressed by Headquarters and Headquarters was supportive of FMATS comments. Mr. Campbell stated that he would like to see a proposal for a suggested course of action or improvement to address the concerns listed in the letter.

Ms. Gardino stated that she had requested that language be put in that the DOT and MPO work together. Mr. Campbell suggested that Ms. Gardino clarify the comments to include some proposed course of action that improved the bill, rather than just sending a complaint letter.

**Amendment to the Motion:** And to include Ms. Gardino inserting specific recommendations to address concerns expressed at the Policy Committee meeting. (Campbell/Sattley).

**Discussion:** Mr. Sattley inquired if Ms. Gardino had specific information to provide that would be helpful.

Ms. Gardino stated that she had attended the AMPO discussion and had good information that she could include as well as other resources to use.

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

**Amended Motion:** To forward the letter regarding the HSIP rulemaking to U.S. DOT and to include Ms. Gardino inserting specific recommendations to address concerns expressed at the Policy Committee meeting.

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

**Motion:** To un-suspend the rules and go back to Item B of the Agenda.  
(Campbell/Sattley).

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

**b. CMAQ fund discussion (resumed)**

The discussion was resumed and it was decided that the Ms. Gardino would follow up with Mr. Miller of the Borough to determine the process the Borough was following for the development of the SIP.

**c. PL Funding Allocation Distribution (Action Item)**

Ms. Gardino explained the PL Funding Allocation Distribution formula and the letter she had written regarding the formula used to allocate the funding. Ms. Gardino stated that her recommendation was to advise staff as to how the funding would be allocated to each task.

**Motion:** To request the Technical Committee develop an initial recommendation for the allocation of the PL funds by task and bring it back to the Policy Committee. (Edwards/Campbell).

**Discussion:** Discussion followed regarding development of tasks and priorities prior to determination of funding allocations. Mayor Hopkins inquired if the Technical Committee had already reviewed the tasks. Ms. Gardino stated that the Technical Committee had reviewed and compiled the first draft.

Mayor Ward inquired what would happen if the UPWP was not approved. Ms. Gardino stated that there would be no Planning funding but did not know how it would impact the State or Borough. Mayor Ward stated that he still felt allocating tasks was critical to allocating the resources and it would behoove them to identify the tasks prior to funding. Mr. Campbell inquired if the tasks were identified and assigned previously or whether it was a new basis for discussion. Ms. Gardino stated that identifying tasks and assigning priorities for funding was a new thing.

**Mayor Hopkins returned to the meeting and Mayor Ward turned the meeting over to Mayor Hopkins.**

Mayor Hopkins inquired whether the Policy Committee had enough time to review the tasks before adopting them.

Mr. Campbell stated that AMATS' was task-oriented and thought it was worthwhile to prioritize tasks and assign funds to the tasks.

Mr. Campbell suggested that the tasks be coupled together with the money and assigned accordingly so the Policy Committee could assign funding as they saw fit from recommendations.

**Amendment to the Motion:** To add after “task”: “and determine appropriateness and priority of the tasks. (Eberhart/Walley).

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

**Amended Motion:** To request the Technical Committee develop an initial recommendation for the allocation of the PL funds by task, determine appropriateness and priority of the tasks, and bring it back to the Policy Committee.

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

**d. FFY15-FFY16 Task Development Review**

Ms. Gardino stated that she, Mr. Spillman, and Ms. Carpenter had met and reviewed the FFY15-16 tasks and developed a contingency plan for funding projects if funds became available.

**i. Hiring Committee for the MPO Coordinator (Action Item).**

Mayor Hopkins stated that his recommendation was to form a small group of Policy Committee members to interview the applicants after they were chosen through the job notification process.

**Motion:** To form an interview committee of Policy Committee members for the MPO Coordinator. (Sattley/Campbell).

**Discussion:** Mayor Ward inquired who would be on the Committee and if there were more than three members involved would it be an open meeting.

Mayor Hopkins stated that in his opinion there should be three members of the Policy Committee and that would preclude the need for the Open Meetings Act requirement.

Mayor Ward thought it was appropriate for the Mayors to be members of the hiring committee, but not members of DOT or DEC, and if there were more than three members from the Policy Committee that would pose an issue regarding the Open Meetings Act.

Mr. Campbell stated that he would be comfortable with not being on the interview team if that would cause any problem. Mr. Campbell stated that AMATS members were hired through the City hiring process and were hired based on their qualifications rather than politically appointed. Mr. Campbell stated that he would be happy to defer the hiring decision to the Mayors.

Mayor Ward inquired if there was someone with specific expertise from DOT staff that Mr. Campbell would be comfortable having represent DOT.

Mr. Campbell stated that the Technical Committee members would have more specific expertise.

Mr. Sattley stated that it would be fine to have the Technical Committee on the panel except that the people on the Technical Committee were from each of the three municipalities and unless only three members were chosen for the hiring committee, there would be too many people.

Mayor Hopkins stated that the Technical Committee could select one or two members to represent them on the Technical Committee.

Mr. Walley stated that he would recommend having the three mayors on the board and have Ms. Gardino as the fourth member on the hiring panel since she would not be a Policy Committee member and had specific expertise of the job requirements and questions that needed to be posed.

Mayor Hopkins thanked Mr. Walley for his suggestion and stated that it was Borough policy to not have an outgoing person on a hiring team.

**Amendment to the Motion:** To have the three Mayors constitute the hiring/interview committee. (Eberhart/Walley).

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

**Amended Motion:** To form an interview committee of Policy Committee members for the MPO Coordinator and to have the three mayors constitute the hiring/interview committee.

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

**j. Executive Session to Discuss Personnel Issues (Action Item)**

**Motion:** To go into Executive Session to discuss personnel issues. (Ward/Eberhart).

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

All participants except Policy Committee members were removed from the room and the conference telephone call was ended. The meeting was recorded.

The Policy Committee meeting was reconvened and everyone returned to the room and the recorder was restarted.

Mayor Hopkins stated that no action had been taken from the Executive Session and the meeting would continue on public record with the public comment period portion of the agenda.

**9. Public Comment Period (3 minute limit)**

Michael Schmetzer, City Engineer/Public Works Director, thanked the Policy Committee for the increased design funding for the South Cushman project which was quite justifiable. Mr. Schmetzer stated that even with the

modifications that were made, the project cost was still 14% under the Engineers Estimate.

Mayor Ward inquired about the time period from start of the project until it went out to construction. Mr. Schmetzer stated that the project took approximately seven months.

**10. Other Issues**

None.

**11. Informational Items**

**a. Grow America Act**

Ms. Gardino stated that the Grow America Act was released by President Obama and the acronym was not as simple as MAP 21.

Mayor Hopkins voiced concern about the Transit Funding increase for rural communities and small towns and asked Ms. Gardino if she had heard if there would be any further funding for transit.

Ms. Gardino stated that she had not heard anything.

**b. Artwork Update**

Ms. Gardino stated that the Polaris artwork for the Illinois-Barnette Street greenspace was being polished and would be installed in September 2014. Ms. Gardino stated that she met monthly with the artists for an update of their progress.

Ms. Gardino stated that the historical plaques were being manufactured and would be installed the third week of June 2014.

**c. Obligations/Offsets**

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

**12. Policy Committee Comments**

- Mayor Ward stated that construction had started on the bike path project from St. Nicholas to Buzby and things were progressing really well. Mayor Ward stated that he hoped to have a decent detour for the culverts being dug up. Mayor Ward commented that the Soil and Water Conservation District was excited about the bigger culverts and making better fish habitat. Mayor Ward commented that he was disappointed that the preventive maintenance (PM) projects only included approaches and no streets and would like to see the list revised with North Pole streets added, in particular, Ouida Way which was only 1,000 feet long. Mayor Ward stated that the PM program was hugely important and beneficial for the City of North Pole and highly encouraged the continuation of that program.
- Mr. Campbell thanked everyone for their hospitality and looked forward to coming back again next month.

- Mayor Hopkins stated that air quality in the FNSB non-attainment area, which was almost the same as the FMATS MPO area only bigger, was back to the issue of a ballot measure being circulated regarding compliance.

**13. Adjourn**

**Motion to Adjourn:** (Ward/Sattley). The meeting was adjourned at 12:50 p.m.

A Special Policy Committee Meeting was scheduled for Wednesday, May 28, 2014 at 10 a.m. in the DOT Director's Conference Room, 2301 Peger Road, Fairbanks, Alaska.

Approved:  Date:   
Mayor Luke Hopkins, Chair  
FMATS Policy Committee