

**Fairbanks Metropolitan Area Transportation System
POLICY COMMITTEE
800 Cushman Street, City Council Chambers
City Hall, Fairbanks, Alaska
Meeting Minutes – July 18, 2012**

1. Call to Order

Chad Roberts called the meeting to order at 10:00 am

2. Introduction of Members and Attendees

Attendee	Representative Organization
* Bill Butler, for Mayor Isaacson	City of North Pole
* Jerry Cleworth	Mayor, City of Fairbanks
* Alice Edwards	Director, Division of Air Quality
* Luke Hopkins	Mayor, Fairbanks North Star Borough
* Mike Musick (absent)	Member, FNSB Assembly
* Chad Roberts, Vice Chair	City of Fairbanks
* Ethan Birkholz for Steve Titus, Chair	DOT & PF
** ⁺ Donna Gardino	MPO Coordinator, FMATS
** Jessica Smith	Transportation Planner/Assistant, FMATS
⁺ Mike Schmetzer	City of Fairbanks
Linda Mahlen	DOT & PF
Margaret Carpenter	DOT & PF
Kellen Spillman	FNSB
Barry Hooper	DOT & PF
Scott Bell	UAF
Guy Sattley	FNSB
<i>*FMATS Policy Committee Members</i>	
<i>**FMATS Staff Members</i>	
<i>⁺FMATS Technical Committee Members</i>	

3. Public Comment

None.

4. Approval of July 18, 2012 Agenda.

- **Motion:** To approve the July 18, 2012 agenda. (Hopkins/Birkholz).
- **Vote on the motion:** None opposed. Approved.

5. Approval of June 20, 2012 Minutes.

- **Motion:** To approve the June 20, 2012 Minutes. (Cleworth/Edwards).
- **Vote on the motion:** None opposed. Approved.

6. Committee Reports

a. Coordinator's Report

Ms. Gardino provided an update on all FMATS activities, details of which are included in the Coordinator's Report in the meeting packet.

b. Art Selection Advisory Committee

Ms. Gardino updated the committee on the RFQ/C development process, which will be utilizing the procurement website Callforentry.org (CaFÉ). Mayor Hopkins asked how the \$300,000 in the committee's budget would be spent. Ms. Gardino said the \$300,000 would be issued in the RFQ/C to be utilized for the artist(s) work.

Mayor Hopkins followed up with a question regarding the historical plaque update within this project. Ms. Gardino noted that the committee was committed to securing funding for the literal history at this location. Steps are being taken to secure approximately \$10,000 for these historical plaques, including seeking help from local interest groups (Historical Preservation Commission). Mayor Cleworth also expressed concern for the committee's commitment to this portion of the project.

c. Boundary Subcommittee

Ms. Gardino noted that Margaret Carpenter at DOT&PF is developing a schedule for this effort. Ms. Carpenter concurred that the schedule would be available soon.

d. Preventive Maintenance Subcommittee Report and Action Item

- **Motion:** To fund the Preventive Maintenance Subcommittee recommendations, as presented. (Cleworth/Hopkins).
- **Discussion:** Mr. Butler asked why the PM projects seem to constantly being pushed to the following year. Mr. Birkholz noted that the year approved is the year the funds are designated.

Mr. Birkholz commented that PM project funds could be used as a match with general funds. He asked that a separate motion be addressed under the Match Policy Discussion with Item 8a.

Mayor Cleworth asked Mr. Birkholz where the match should be drawn. Mr. Birkholz noted several general funding sources that could be utilized for this match, although he was not sure how much was available in these funds. Ms. Gardino noted she could clarify how much was in each fund. Mayor Cleworth noted that he did not understand DOT's match policy, and suggested this may need to be amended later on.

Mayor Hopkins asked for clarification for the two tables included in the preventive maintenance spreadsheet found in the meeting packet, asking if additional funds should be provided from SB160 to cover any additional funds in the PM Program. Mayor Hopkins asked if an amendment could be brought to add the PM program. Mr. Birkholz and Ms. Gardino noted that adding GF may not be possible, as the PM program dollars are fiscally constrained by the federal program. Mr. Roberts

asked Mayor Hopkins to clarify. Mr. Birkholz made the suggestion to add various funding sources that could be dropped if additional federal funds become available.

- **Motion:** To amend the motion to include the State of Alaska Ballaine Road Multi-Use Trail design phase in the current PM Program recommendations. (Hopkins/Birkholz).
- **Discussion:** Mayor Hopkins said this addition would allow the State project to move forward. Mayor Cleworth asked what the multi-use trail project would include. Mr. Birkholz explained that the trail is currently a gravel path that is used by pedestrians and is connected to many other paths. The project would be to improve the gravel path. Mayor Cleworth said that the Easy Street project was eliminated but may be a more useful project. Mayor Hopkins noted he was not opposed to adding all of the projects that were eliminated for funding reasons. Mr. Birkholz noted that the State projects were brought forth because they are low on the DOT priority list, but they were volunteered to be removed by the DOT due to trying to stay out of FMATS PM Program, as DOT&PF has their own program. Mayor Cleworth suggested keeping the recommendations as is. Mayor Hopkins asked if the funding was for design or construction. Ms. Gardino noted that the 3-year PM Program obligated the design funding in last year; the projects listed here are construction costs. Mayor Hopkins clarified that the monies for design would come from a different source, and Ms. Gardino concurred. Mr. Birkholz clarified that matches would have to be made for three of the projects.
- **Vote on the amendment:** Three in favor, three opposed (Butler, Roberts and Cleworth), Amendment fails.
- **Vote on the motion:** None opposed. Motion approved.

e. SB160 Subcommittee Report and Funding Strategy (Action Item)

Ms. Gardino walked the committee through the subcommittee's recommendations as presented in the meeting packet.

- **Motion:** To fund the SB160 Subcommittee recommendations as presented. (Cleworth/Hopkins).
- **Discussion:** Mayor Hopkins expressed concern for the lack of reserve due to the two largest projects included in the recommendations, particularly the UAF roundabout and the Yankovich Bike Path and South Cushman. He asked what the process was when the subcommittee chose projects and funding recommendations and what was the status on the projects' studies. Mr. Bell said that if the GF was provided for the design, UAF would look for the final construction funding. Mayor Cleworth asked if the UAF has requested funding for this project. Mr. Bell said UAF has been working through FMATS and has not requested other funding. Mayor Cleworth asked who owned the road. Mr. Bell said it is a UAF-owned road. Mayor Cleworth said he thinks the intersection works fine. Mr. Bell noted the pedestrian crossing safety and queuing lengths at the intersection.

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Mr. Roberts asked how the Subcommittee decided on the projects selected; Ms. Gardino noted the projects were discussed and selected. Mr. Birkholz said that Mayor Hopkins's idea of a contingency was good. Mayor Hopkins noted that the lack of work being done at the subdivision and for a status update on Yankovich/Miller Hill. Mr. Hooper said the plan was to finish ROW plans this year or first of next year and then begin the ROW process early next year. Mayor Hopkins noted that it seemed the document was going to be easy to get done; Mr. Hooper noted the surveying has just come in, and the ROW acquisition process includes ROW plans and appraisals. Mayor Hopkins asked if there was an estimate for the ROW phase alone. Mr. Hooper said there is not an updated estimate for the ROW appraisal. Mr. Birkholz noted that the intent was to do all the design and ROW, as far as the Dalton Trail for construction; but ROW may change the ability to reach those goals. Mayor Cleworth asked if the ROW is complete. Ms. Gardino clarified Mr. Hooper's statement – the ROW is in progress and will be completed next year.

Mr. Roberts reminded the committee of the motion on the table. Mayor Hopkins said he would like to see an estimate for ROW. Mr. Birkholz reiterated the funding delegation for the funding. Mayor Hopkins asked if the funding is there. Ms. Gardino said they think they have all the money to fund the design and ROW, and left overs will extend to construction up to Dalton Trail.

- **Amendment:** To amend the motion to reduced Yankovich-Miller Hill by \$500,000 and South Cushman by \$500,000 to have a \$1,000,000 unencumbered balance of SB160 funding. (Hopkins/Birkholz).
- **Discussion:** Mayor Cleworth expressed concern for the reduction in South Cushman funding. This project is more useful to the community than other projects on the list. Mayor Hopkins questioned why put GF monies on this project when it may or may not go to bid until 2016. Mayor Hopkins noted he did not see a direct negative impact. Adjustments can be made to the TIP throughout the year.

Mayor Cleworth noted the project could be completed quicker than 2016; especially if it is scoped to exclude ROW. The emphasis will be on the utility work phase of the project. Mr. Birkholz asked how the project fits in the fiscal constraint. Ms. Gardino explained that the projects pushed out to a later year caused Cushman to be moved to 2015, as the funding obligations have already been set. Mr. Birkholz asked if the project would be constructed even if it was funded. Ms. Gardino noted it would depend on the banking request which has not been approved for those years. Which means construction could happen in 2015 if things play out as planned.

- **Vote on the amendment:** Three in favor, three opposed (Cleworth, Roberts, Butler). Amendment fails.
- **Amendment:** To reduce the amount for the Yankovich-Miller Hill Bicycle and Pedestrian Facility Project by \$500,000. (Cleworth/Hopkins).
- **Discussion:** Mayor Hopkins and Mr. Birkholz agree this is a good compromise.
- **Vote on the amendment:** None opposed. Amendment approved.

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- **Amended Motion:** To fund the SB160 Subcommittee recommendations except reduce the amount for the Yankovich-Miller Hill Bicycle and Pedestrian Facility Project by \$500,000. (Cleworth/Hopkins).
- **Discussion:** Mayor Hopkins commented that a letter from the legislators in reference to the Borough projects; the legislator is hoping to have a separate obligation. He is hoping there will be opportunity to not have to use the GF funds. Mayor Hopkins doesn't see the urgency, as this is in the distant future.
- **Vote on the motion:** Five in favor, one opposed (Hopkins). Approved.

7. Old Business

a. Illinois Reconstruction Update

Ms. Gardino provided an update on this project, which included a list of change orders included in the meeting packet. Request for funding for Change Orders 1-9 has been covered. The end of the month will include remaining changes of approximately \$350,000 - \$400,000. Water system is 90% complete, sewage is done, south side utilities are complete, curb/gutter is complete, paving is hoped to be done on Barnette on Friday (in time for the parade!). Borrow grade is in progress, signal foundations are complete.

Mayor Hopkins asked if there would be asphalt on the project this year. Ms. Gardino said everything will have to be brought back up to at least temporary pavement before winter. Mayor Hopkins asked if there are any RFQs. Ms. Gardino noted the RFQ for signal installation acceleration.

b. TIP Amendment #3 Comments to Date (Action item)

- **Motion:** To approve the Draft TIP Amendment #3 as long as no significant comments are received by the end of business on Friday (July 20, 2012). (Hopkins/Birkholz).
- **Discussion:** Ms. Edwards asked if a substantial comment is made, would a special meeting need to be made. Ms. Gardino said yes. Ms. Edwards asked if this meeting could just be continued by not adjourning today's meeting. Mr. Birkholz noted that the chance of a substantial comment is slim. Mr. Roberts asked questions about the schedule. Mr. Butler said the committee should just approve this.
- **Vote on the motion:** None opposed. Approved.

c. Non-Motorized Transportation Plan revised Action Item

The DOT has asked to revise the action item to include stating the NMTP is a subset of the Metropolitan Transportation Plan.

- **Motion:** To approve the Non-Motorized Transportation Plan and add it to the Metropolitan Transportation Plan as a subset of the Plan. (Edwards/Birkholz).
- **Vote on the motion:** None Opposed. Motion approved.

8. New Business

a. Administrative Assistant (Action Item)

- **Motion:** To approve a half-time Administrative Assistant for FMATS. (Birkholz/Edwards).
- **Discussion:** Ms. Gardino noted the organizational study's recommendation and the phased in approach for additional staff. She noted the staff is struggling, and the tasks that are necessary in the near future; FMATS will need a purely administrative staff member for these duties. This can be done with the current budget. Mr. Butler asked about the dollar amount in the meeting materials. Mayor Cleworth said he can find a desk at the City. Mayor Hopkins asked about the new highway bill and MPO funding within the State. Ms. Gardino noted that the new Highway Bill gives the state flexibility with the funding sources, and the need to consult with the MPO for delegation. Mr. Birkholz clarified the status of funding and the bill. Mayor Hopkins said he couldn't support this resolution at this time due, although he realizes the work load coming for Ms. Smith and Ms. Gardino is significant. Mr. Birkholz said the DOT sees the direct impact, as they are who pick up the additional help –he disagrees with Mayor Hopkins. Ms. Edwards suggested that this is the wrong time to vote on this decision, due to the uncertainty of the coming fiscal year's budget.
- **Amendment:** To postpone the decision until next meeting.
- **Vote on the amendment:** Five in favor, one opposed (Butler). Motion is postponed.

b. Gold Hill Road Bicycle and Pedestrian Facility Scope Modification (Action Item)

- **Motion:** To approve the scope change for the Gold Hill Road Bicycle and Pedestrian Facility Project, as presented. (Cleworth/Birkholz).
- **Discussion:** Ms. Gardino clarified the modification. Mayor Hopkins asked what the funding sequence for the project. Ms. Gardino noted that final design has been obligated, and phase three and seven will be obligated next week. Construction funding has not been identified for this project (at an estimate of \$5.5 mil). A better/final estimate will be available later this week.
- **Vote on the motion:** None opposed. Approved.

c. Cushman Street Bridge Scope Clarification

Ms. Gardino noted the suggestion of the Technical committee to include street furniture and side walk alternatives for a more continuous extension of the complete streets design being implemented on Cushman and Barnette Streets.

Mayor Cleworth noted his agreement to keep the street facilities consistent. Mr. Birkholz noted it was due to the Marriott's sidewalk width which is why the sidewalk on the east side was proposed to be twenty feet wide. Mayor Cleworth said the hotel constructed the sidewalk. Mayor Hopkins asked about the 5' shoulders. Ms. Gardino noted that it may or may not be appropriate to have a 5' shoulder, but some space/buffer should be between the vehicles and the pedestrians.

d. Match Policy Discussion

Ms. Gardino noted the lack of clarity and implementation of the current DOT's Match Policy. Mr. Birkholz provided a brief overview of the Match Policy's various interpretations, and noted Headquarters' awareness of the problem. He also noted ownership and maintenance challenges that are not addressed in the Match Policy. He said that Headquarters is looking at the Match Policy and referred to Ms. Gardino's emailed comments from the Subcommittee's discussion. Ms. Gardino pointed out an example of how even within discussions between herself and Mr. Birkholz, their various interpretations are vastly different. Additionally, Ms. Gardino noted the challenges with the Borough's lack of road powers and how the match policy does not address this unique situation. Mr. Birkholz further explained the unique challenges in the Fairbanks/Borough area and MPO area, and the maintenance, ROW and ownership agreements. These details will need to be discussed and hopefully are being address in today's meeting in Headquarters.

Mr. Birkholz reintroduced the idea of general funds being used as match funds to help the PM program move forward with projects in the 2013 program. Ms. Gardino suggested this discussion go to the Technical Committee. Mayor Cleworth asked how the DOT initially adopts policies. Mr. Birkholz explained the policy's drafting and adoption policy. Mayor Cleworth asked if this would be revisited; he noted that the biggest problem is the idea of a Borough match, which is not possible. Mayor Hopkins added that this policy is not appropriate for Fairbanks/Borough – for an example, College Road, which is half City, half State, and the Borough would have to pay half the match.

Mayor Cleworth noted the unfortunate outcome is taking the reserve on other projects to make the Borough's match from other funding sources. Mr. Birkholz responded. Mayor Hopkins asked about maintenance/ownership and how the Borough can't do this either. He noted that the policy is internal and does not follow public process/input. Ms. Gardino noted the current challenge example is the Badger Road spot repairs requiring \$4,000. It was assumed the State would pay the match since it is their facility and no match agreement was required or executed. Now, they will not pay the match. She noted how this is a deterrent to completing projects and funding the match on state facilities with FMATS' general funds is setting a bad precedent. Mayor Hopkins noted that this sort of thing is showing how 2012 PM Projects may not be completed because we are so late in the construction season. Mr. Birkholz confirmed.

Ms. Gardino noted this is too late to bring up this issue. Mr. Birkholz noted that the reason this issue has come up is because other communities have failed to implement the policy altogether, so Headquarters has been looking closer at the policy. Mayor Hopkins asked what is actually going to be done. Mr. Birkholz said there are alternatives on the table, but does not know what will happen.

- **Motion:** To approve approximately \$4,000 (estimated) of 381 funding for matching funds for the Badger Road Bike Path Spot Repairs. (Cleworth/Hopkins).
- **Discussion:** Mr. Birkholz noted how this project on its own would be a TRAAK project, but in MAP-21, TRAAK doesn't exist.
- **Vote on the motion:** None opposed. Motion approved.

e. Borough Planning Commission/DOT MOU for Local Planning Approval

Ms. Gardino noted the MOU agreement does not truly include the City and FMATS's participation in the MOU. Mayor Cleworth noted the TORA with DOT, but the procedure through the Planning Commission that caused a 90 day delay, as well as delays with DOT procedures, and the summer was lost to this project. He believes these delays were unnecessary, and projects should be completed. Mayor Hopkins said the State statute is in place on how the decision process operates. He noted the 1988 date on the document and it should be updated with respect to state statute.

9. Public Comment

None.

10. Other Issues

None.

11. Informational Items.

a. Surface Transportation Authorization Update

Ms. Gardino referenced Mr. Birkholz's summary of the funding. AMPO said the MPO threshold issue was not addressed – the committee ran out of time. The State of Alaska gets a \$4 million increase in 2014. There is no transportation enhancement program, but there is a transportation alternative program. Standalone programs such as Safe Routes to School have been lumped together for State decisions on what to do with the programs. Performance targets are to be created by the State, Performance Measures are to be defined and there are National goals in the Bill (such as Economic Sustainability and Safety), which means our scoring criteria may need to be updated to include these goals. Mr. Birkholz noted the irony between mandates and eliminated program(s) funding(s).

b. Obligations/Offset List

Ms. Gardino noted the bid opening for the streetlight conversion project is tomorrow. She noted details on the offset list for various projects, all found in the meeting packet.

12. Policy Committee Comments

Mayor Hopkins noted that he would like to see an overview from Mr. Titus when he returns and the needs to be brought to Interior Delegations. He also asked that Yankovich be brought forward again, discuss the funding for this project, and have a status report on what the university has reported for the rest of their bike path study.

Mayor Cleworth asked if Mr. Titus shared Mr. Birkholz's interpretation of the Match Policy. Mr. Birkholz said he did not know. Mr. Birkholz thinks they share the ownership concerns and knows Mr. Titus wants to address these issues; it is incorrectly represented in the policy with no way to be implemented. Mr.

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Birkholz believes this should go through the Technical Committee for discussion. Mayor Cleworth said there needs to be a stated opinion and planned action for all stakeholders. Mayor Cleworth also noted the great work the State did on South Cushman, etc. and his appreciation for the work completed this year.

13. Adjourn

- **Motion to adjourn.** (Cleworth/Edwards)
- **Vote on the motion.** None opposed. Approved.

Meeting adjourned at 12:11 pm.

Next Scheduled Policy Committee Meeting, 10:00 am, Wednesday, August 15, 2012 at DOT&PF Main Conference Room.

Approved: Steve Titus
Steve Titus, P.E., Chair
FMATS Policy Committee

Date: 8/15/12