



## POLICY BOARD MEETING

### Meeting Minutes

January 20, 2021 • 12:00 – 3:00 P.M.

FAST Planning Office, 100 Cushman Street, Suite 205, Fairbanks, AK

Web Conference at: <https://fastplanning.us/keepup/zoom/>

Zoom Meeting Phone Number: 1 (253) 215-8782 Meeting ID: 867 0360 5115

#### 1. Call to Order

Mr. Anderson, Chair, called the meeting to order at 12:01 p.m.

#### 2. Introduction of Members and Attendees

##### Attendee

##### Representative Organization

*Ryan Anderson, Chair	Director, DOT&PF Northern Region
*Jim Matherly, Vice Chair	Mayor, City of Fairbanks
*Bryce Ward	Mayor, Fairbanks North Star Borough
*Michael Welch	Mayor, City of North Pole
*Aaron Gibson	Fairbanks City Council
*Alice Edwards	Director, DEC Division of Air Quality
*Frank Tomaszewski	FNSB Assembly
**Jackson Fox	FAST Planning
**Olivia Lunsford	FAST Planning
**Deborah Todd	FAST Planning
**Randi Bailey	DOT&PF Planning
**Don Galligan	FNSB Planning
+Kellen Spillman	FNSB Planning
+Steven Hoke	DEC Air Quality
+Judy Chapman	DOT&PF Planning
+Bob Pristash	City of Fairbanks Engineering
Ivet Hall	DOT&PF Preconstruction
Tim Sullivan	
Patrick Cotter	PDC Engineers
Andrew Ooms	Kittelson & Associates
Laurie Gieck	Cook&Haugeberg/Kohler, Schmitt&Hutchison

*\*FAST Planning Policy Board Members, \*\* FAST Planning Staff Members, + FAST Planning Technical Committee Members*

#### 3. Approval of the January 20, 2021 Agenda

**Motion:** To approve the January 20, 2021 Agenda. (Welch/Edwards).

**Discussion:** No further discussion.

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

**4. Approval of the December 16, 2020 Meeting Minutes**

**Motion:** To approve the December 16, 2020 Meeting Minutes.  
(Matherly/Edwards).

**Discussion:** No discussion.

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

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

**a. Staff Report and Technical Committee Action Items**

Mr. Fox noted the following updates:

- A new letter was drafted, but not sent yet, to the Alaska Railroad Board for the Chena Riverwalk project that expressed our interest in a 50-year lease that could be paid using Federal Highway funding at a rate considerate of the public interest and the City of Fairbanks was looking at their design to see if the footprint could be further reduced.
- The Bicycle/Pedestrian Advisory Committee (BPAC) has worked on proposed revisions to the Alaska Administrative Code (AAC) related to non-motorized conveyances. A Resolution of Support was drafted that would be presented to the Technical Committee and Policy Board for their consideration in February.
- The FFY2020 CPA Audit and IRS Tax Return was completed by Kohler, Schmitt & Hutchison/Cook & Haugeberg CPA Firm and the Federal Tax Return will be presented for approval by the Policy Board.
- MPO Annual Dues invoices were sent out and to date, DOT and the Borough dues had been received.
- The first Project Enhancement Committee (PEC) Meeting was held on January 7, 2021 and a new web page was created on the FAST Planning website containing meeting information and packets.
- The Draft Road Standards Manual was received from the consultant team working on that document and comments had been submitted. A meeting will be held with the consultant team on January 22, 2021 to discuss those revisions.
- The Draft Non-Motorized Plan prepared by Kittelson & Associates was presented to the Technical Committee and after lengthy discussion, a motion was made to hold a Work Session during the Policy Board Meeting on January 20, 2021 so they could comment and make any revisions and the plan was to bring the document back to the Technical Committee and Policy Board for consideration of release for public comment in February 2021.

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

No public comments.

**7. Old Business**

**a. Project Enhancement Committee Meeting Seat Appointments (Action Item)**

**• Policy Board Ratification of Committee Member Seat Appointments**

Mr. Fox noted that for the City of Fairbanks, Mayor Matherly had requested that Bob Pristash be replaced by Tim Zinza for Seat A. Mayor Welch nominated Thomas Blair for vacant Seat C. For the Seat F nominee, Joyce Carufel was unable to attend the first meeting because she was working and asked to be kept up to date, but no response had been received to emails

that were sent to her. Mr. Fox stated that Mayor Ward and Mr. Tomaszewski were sent emails notifying them that, at their discretion, they could nominate a new member or contact Ms. Carufel to find out if she would be able to attend future meetings.

**Public Comment:** No public comment.

**Motion:** To accept the Project Enhancement Committee Member list. (Matherly/Welch).

**Discussion:** No further discussion.

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

## 8. New Business

### a. Annual Audit – Independent Auditor’s Report to Policy Board

Mr. Fox introduced Laurie Gieck, CPA of Cook & Haugeberg, Kohler, Schmitt and Hutchison, who completed the FFY2020 Audit and Tax Return for FAST Planning. Ms. Gieck presented 2020 Audit letter findings and explained that the financial statements were correct, and it was deemed a “clean audit.”

### b. Annual Tax Return (IRS Form 990) Review (Action Item)

- **Review of Tax Return and authorization to file with IRS**

Ms. Gieck explained the Tax Return and noted that the Tax Return was a form that was available for viewing by the public and could be seen on the FAST Planning website and at the FAST Planning office.

**Public Comment:** No public comment.

**Motion:** To allow filling of IRS Form 990 for FAST Planning for the period 10/1/2019 ending 9/30/2020. (Welch/Matherly).

**Discussion:** No discussion.

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

### c. Road Service Area Expansion Plan

- **Project update and overview by Consultant team**

Mr. Fox introduced Patrick Cotter of PDC Engineers, the Consultant working on the Service Area Plan, to present an update and overview of Road Service Area Alternatives and Draft Road Standards Manual.

### d. Non-Motorized Plan Update

- **Work session on content of Draft Non-Motorized Plan**

Mr. Fox introduced Andrew Ooms of Kittelson & Associates, the Consultant for the Draft Non-Motorized Plan, to provide an overview and answer questions from the Policy Board to enable any revisions they wanted to make in the hope that it could be released for a 30-day public comment period in February.

## 9. Other Issues

No other issues.

## 10. Informational Items

### a. Obligations and Offsets

Mr. Fox explained the obligations and offsets included in the meeting packet.

## 11. Policy Board Member Comments

- Mr. Tomaszewski commented that he appreciated all the presentations and thought everyone did a good job. Mr. Tomaszewski commented that he hoped everyone had a great day and a Happy New Year.
- Mayor Welch commented that it had been a real busy day and he was glad he did his homework before he came to the meeting and thought they were off to a good start for 2021. Mayor Welch wished everyone not just a Happy New Year, but a Happy Two Year because we were going to need two years for the year we left behind.
- Mayor Matherly wished everyone the best for a good year and explained that vaccines were out. Mayor Matherly commented that on a national level, a new Administration meant new things for all of them. Mayor Matherly commented that there would be some challenges for them but until they got the vaccines rolled out be careful to wear your masks and we should all work together. Mayor Matherly commented that it was a great meeting, and the two presentations were spot on.
- Mayor Ward wished everyone a Happy New Year and asked Mr. Anderson for an update on the work at being done at 12-Mile Richardson Highway that he believed was expected to go to construction this year.
- Mr. Anderson stated that DOT was moving forward on the 12-Mile Village Project and he believed it was for construction in 2023 but they were out there drilling and working on the design. Mr. Anderson stated that he would get back to them on the construction date. Mr. Anderson stated that for 2021, DOT was opening the Birch Lake Maintenance Camp between Fairbanks and Birch Lake which allowed them to release the Fairbanks Area Maintenance staff. Mr. Anderson stated that there were definitely some good things going on and thanked everyone for a great meeting.

## 12. Adjournment

**Motion to Adjourn.** (Welch/Ward). The meeting adjourned at 1:38 p.m. The next Policy Board Meeting is scheduled for Wednesday, February 17, 2021.

Approved: 

Ryan Anderson, Chair  
FAST Planning Policy Board

Date: 2/18/2021