



🚦POLICY BOARD🚦

Meeting Minutes

June 19, 2024 • 12:00 – 2:00 P.M.

FAST Planning Office, KeyBank Building, 100 Cushman Street, Suite 215, Fairbanks, AK

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

Zoom Meeting Telephone Number: 1 (253) 215-8782 Meeting ID: 895-1142-0386

1. Call to Order

Mayor Bryce Ward, Chair, called the meeting to order at 12:04 p.m. A moment of silence was observed to honor the child who was killed while riding his bicycle on Badger Road.

2. Introduction of Members and Attendees

Attendee	Representative Organization
*Bryce Ward, Chair	Mayor, Fairbanks North Star Borough
*Jerry Cleworth, Vice Chair	Fairbanks City Council
*Chandra Clack	Mayor, City of North Pole
*Scott Crass	FNSB Assembly
*Joe Kemp	Director, DOT&PF Northern Region
*Jason Olds (absent)	Director, DEC Air Quality
*David Pruhs	Mayor, City of Fairbanks
**Jackson Fox	FAST Planning
**Olivia Lunsford	FAST Planning
**Corey DiRutigliano	FAST Planning
**Deborah Todd	FAST Planning
**Randi Bailey	DOT&PF Planning
**Don Galligan	FNSB Community Planning
+Kellen Spillman	FNSB Community Planning
+Danny Wallace	City of North Pole
+Nick Czarnecki	Alaska DEC Air Quality
Jack Barnwell	Fairbanks Daily News-Miner
Adam Moser	DOT&PF
Brett Nelson	DOT&PF
Ben White	DOT&PF
Judy Chapman	DOT&PF
Ivet Hall	DOT&PF
Patrice Lee	Participant

Suriya Vallamsunda	Trinity Consultants
Tom Carlson	Trinity Consultants
Mary Farrell	Participant
Z. Zanon	Participant
Gary Wilken	Participant

***FAST Planning Policy Board Members, ** FAST Planning Staff Members, + FAST Planning Technical Committee Members, • Bicycle/Pedestrian Advisory Committee (BPAC) Members**

3. Approval of the June 19, 2024 Agenda

Motion: To approve the June 19, 2024 Agenda. (Cleworth/Crass).

Discussion: No discussion.

Vote on Motion: None opposed. Approved.

4. Approval of the May 15, 2024 Meeting Minutes

Motion: To approve the May 15, 2024 Meeting Minutes. (Crass/Cleworth).

Discussion: No discussion.

Vote on Motion: None opposed. Approved.

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

- ☛ The Quarterly Statewide MPO Coordination Meeting was held on May 29, 2024.
- ☛ Letters of Support were drafted for two Fairbanks North Star Borough Grant Applications to the U.S. DOT Active Infrastructure Investment Program. The letters were signed and submitted to the Borough.
- ☛ FAST Planning completed the 2024 volunteer bike and pedestrian count. A total of 65 intersections were counted this year.
- ☛ Distribution of the 2024 Bikeways Maps was completed. 7,000 maps were printed. There are currently only 150 maps remaining.
- ☛ The Draft FFY25-26 Unified Planning Work Program was released for Public Comment from May 19-June 19, 2024. This will go before the Technical Committee and Policy Board at their July meetings for approval.
- ☛ With concurrence from the Board Chair, an increase was approved for the 5th Avenue Reconstruction Project using FAST Planning Offset Funds.
- ☛ Transportation Improvement Program (TIP) Administrative Modification #3 was posted on the FAST Planning website along with the air quality project table and FAST Improvement project list.
- ☛ FAST Planning received an email from the U.S. DOT regarding a grant application for the Charging & Fueling Infrastructure Program. FAST Planning was not awarded the grant in the first round of applications. The email stated that the FAST Planning applications made the "highly recommended" project list, however, to be considered for receipt of funding from the \$500M reserve fund.

- ✦ At the **June 5, 2024** Meeting, the Technical Committee:
 - ✦ Recommended approval for the two Letters of Support for the Fairbanks North Star Borough grant applications to the U.S. DOT Active Infrastructure Investment Program.
 - ✦ Recommended the Policy Board support contributing up to \$30,000 from FAST Planning's Undesignated Fund balance for the construction of bus shelters on Santa Claus Lane and St. Nicholas Drive in North Pole pending a maintenance understanding with the City of North Pole and the Santa Claus House if the structure is placed on private property.
 - ✦ Recommended support for the Draft DOT&PF Policy & Procedure on Metropolitan Planning Organization (MPO) Coordination during the development of the STIP. Amendments were also passed to expressly identify when the word MPO is supposed to be referring to the MPO Policy Board compared to MPO staff where appropriate and to add more detail on who is responsible for doing what with expected timelines, particularly within the Draft STIP Preparation section.

6. Updates from Alaska DOT&PF on Statewide Transportation Improvement Program (STIP)

- ✦ Deputy Commissioner Keith was not present at the meeting. Adam Moser of DOT&PF commented that he had no updates for the Policy Board about the Draft STIP except to inform them that it had not yet gone out for public comment.

7. Public Comment Period (Non-Action Items)

- ✦ **Patrice Lee** commented that she was very interested in any updates that happen on the STIP and any amendments to it, or details that are involved with it. Ms. Lee commented that she thinks the public is very involved and wants to know. There is still some question about air quality. This winter as we end up having more and more fossil fuels burned (inaudible) so it is a concern to people especially when we have air quality alert after air quality alert all winter long. (inaudible). We want to keep track all winter long, so we appreciate the work of FAST Planning and the Policy Board.

8. Old Business

a. Draft FFY2025-26 Unified Planning Work Program (UPWP)

Opportunity for Continued Discussion on Draft UPWP Released for Public Comment May 19 to June 19, 2024

The FFY2025-26 UPWP went out for 30-day public comment from May 19-June 19, 2024. The document was advertised and posted on the FAST Planning website. Two comments have been received. One comment was from DOT offering edits to some project titles. The other comment came out of the

Statewide MPO Coordination Meeting to have the financial details for costs associated with the Travel Demand Model Update included in the document.

9. New Business

a. Proposed Motor Vehicle Emission Budgets for PM2.5 Serious Non-Attainment Area State Implementation Plan (SIP) 2024 Amendment (Action Item)

☰ Opportunity for Public Comment and Consideration of Support by the Board

Nick Czarnecki with the Alaska Department of Environmental Conservation and Tom Carlson of Trinity Consultants, the air quality consultant, presented the details for the proposed Motor Vehicle Emissions Budget for the PM2.5 Serious Non-Attainment Area SIP.

Public Comment: Patrice Lee commented that when people come to her in her capacity as coordinator for Citizens for Clean Air. One is the vehicle emissions budget for trucks. Are all the trucks being counted and how? Where is the data being monitored? Are there various places or are there one or two places and at what elevation above the ground? The latitude and longitude. It would be helpful if we had some better understanding of how exactly they are monitoring the emissions here. We wonder how Golden Valley Electric Association is changing how they are generating electricity. If there is a link to help the public better understand some of these things that would be helpful.

Motion: To approve the emissions budget [Motor Vehicle Emission Budgets for PM2.5 Serious Non-Attainment Area State Implementation Plan 2024 Amendment] as proposed. (Cleworth/Clack).

Discussion: Mr. Crass asked Mr. Carlson where and how the air quality emissions data is being collected.

Mr. Carlson commented that the air quality data or the ambient monitoring data for concentrations of PM2.5 and gaseous pollutants in the air are currently being recorded at three regulatory monitors in the non-attainment area. They are located at the Borough Building and just north of downtown Fairbanks and the third is located at Hurst Road in North Pole. Those are the three long-term monitors.

Mr. Crass asked if that data was available to the public.

Mr. Czarnecki commented that the data is available to the public on the EPA Air Quality and DEC websites. Mr. Czarnecki added that it is good to clarify what data because there is a huge amount of data that we are dealing with in this planning process. In the emissions budget estimates, these are all the emissions that are from the mobile source sector, or from vehicles. So, these are all estimates that build into the emissions inventory and feed into the planning

process in a lot of different ways. While we actually collect ambient measurements on the data that is out there what we are looking at today are emissions estimates and they are not measured numbers.

Mr. Carlson commented that the way the emissions are estimated is based on the hard counts of and the number of vehicles in the non-attainment area that are developed from State DOT data. The EPA Moves Model uses the underlying data to account for things like the age of the vehicle fleet, the mix between passenger vehicles and heavier vehicles, the types of fuels, the effect of ambient temperature on emissions, and in Fairbanks case, unlike anywhere else in the country, it also accounts for the usefulness in slightly reducing motor vehicle emissions from the use of plugins in the wintertime. It takes closer to actual measured counts from an array of count stations and then marries that with emissions estimates that are a function of those types of variables.

Mr. Crass asked if all large trucks are being accounted for, specifically the Kinross trucks.

Mr. Carlson commented that all the trucks are being calculated. Mr. Carlson commented that he interacted with the Kinross transportation contractor. They used vehicle counts and several other pieces of information, plus economic data. They basically account for vehicles within the planning area. The planning area in this case is slightly larger than the air quality non-attainment area. They also account for vehicles that come in and out of the planning area. On top of that there was work done to add an increment for heavy-duty truck traffic through the area associated with the Kinross truck project over a year and a half ago.

Mayor Ward explained that there are two pieces for air quality attainment. There is the actual air quality component and then there is the planning component. Vehicle emissions are a very small percentage of the air quality issue. By and large the bulk of the emissions come from stationary sources like woodstoves.

Vote on Motion: None opposed. Approved.

b. Funding Contribution to North Pole Bus Shelters Project (Action Item)

Consideration of Contributing up to \$30,000 from FAST Planning's Undesignated Fund Balance for Bus Shelters on Santa Claus Lane and St. Nicholas Drive

Mr. Fox explained that the City of North Pole has an interest in installing two new bus shelters. One shelter would be located on North Santa Claus Lane just opposite the Safeway Store where there is currently a bench and a trash can. The second shelter would be located at the Santa Claus House to provide a safer place for people to wait for the bus on the opposite side of the road in the ditch. The Santa Claus House provided written approval to install the shelter on their property and to provide maintenance. The design would be similar to other bus

shelters with a Christmas theme for the shelter located at the Santa Claus House. FAST Planning is proposing to contribute \$30,000 for construction of the two shelters from their undesignated fund balance. This qualifies as a charitable contribution that is consistent with the tax-exempt status of FAST Planning.

Public Comment: Patrice Lee commented that she thinks it is a wonderful project. She likes to see the evolution of North Pole and safety is an important factor of that. Ms. Lee commented that she would like to see additional shelters along South Cushman as well.

Motion: To approve [the \$30,000 funding contribution for the North Pole Bus Shelters Project from FAST Planning's Undesignated Fund balance].
(Cleworth/Crass).

Mr. Cleworth commented that he does support it but has a few questions about the money and who would maintain it.

Mr. Fox explained that this is a funding contribution from our 501(c)(3) bank account and does not require a Maintenance Agreement. However, there may be an encroachment permit if the shelters are located in the road right-of-way and that may require a Maintenance Agreement.

Mr. Cleworth asked if FAST Planning has just one account like that. Mr. Cleworth asked how much was in the Undesignated Fund account.

Mr. Fox explained that they currently have \$250K in that account and want to maintain a minimum of \$100K in that account.

Mr. Cleworth asked if the \$250K was from the end of the year last year and part of this year.

Mr. Fox commented that based on the amount of revenue that we have received over the past six months; he believes that it is in excess of \$250K at this time.

Mr. Cleworth asked Mr. Fox if we did these two contributions, would we still be in good standing?

Mr. Fox responded that yes, we are.

Mayor Ward commented that it was not that he did not appreciate and like the idea of having additional bus shelters but there was considerable discussion at the Technical Committee on Maintenance Agreements. There was a time when the Policy Board established a requirement that Maintenance Agreements be done before money be spent on a project. Mayor Ward commented that he was a big advocate at the time that the Policy Board put a policy in place that we would not fund it unless there was a signed Maintenance Agreement. Even if it is not Federal Highway funds, the reason for that is if we are going to be spending public funds, it is important that maintenance be identified prior to spending any money. There was no opposition to the building of a shelter but rather who is

going to pay for it. There are significant costs for each one of those physical structures that they have in place. He thinks we can get there for development of those agreements but thinks it is imperative that we have one before it is built. The Borough has run into a few issues with this with a couple of shelters that are on private property that are not maintained. Mayor Ward commented that he thinks that there needs to be a negotiation that maintenance will be taken care of. As the Mayor of the Borough, he is not in agreement with taking on the additional maintenance at this time. He thinks a signed Maintenance Agreement is necessary before they start the project.

Mr. Cleworth commented that there was a long discussion at FMATS about this.

Amendment to the Motion: This contribution is contingent upon completion of a Maintenance Agreement (Cleworth/Pruhs).

Mayor Clack asked if this meant that this will be discussed again if there is a signed agreement would be between the City of North Pole, the DOT&PF, and the Borough. Mayor Clack commented that she is trying to figure out how that contract works.

Mr. Crass asked about the maintenance by the Santa Claus House and whether that was something that was set in place.

Mayor Clack asked if this agreement would be between the City of North Pole, DOT, and the Borough or who it would be.

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

Amended Motion: To approve [the \$30,000 funding contribution for the North Pole Bus Shelters project from FAST Planning's undesignated fund balance], and this contribution is contingent upon completion of a Maintenance Agreement.

Vote on Amended Motion: None opposed. Approved.

c. Funding Contribution to Turner Street Improvements (Action Item)

Consideration of Contributing up to \$20,000 from FAST Planning's Undesignated Fund Balance for Removal of Stone Planters and Resurfacing Work Between 4th and 5th Avenues

Mr. Fox proposed that FAST Planning also contribute to the Turner Street Improvements project using \$20K from FAST Planning's Undesignated Fund balance. Mr. Fox explained that there is a piece of City of Fairbanks property with planters on it that adjacent property owners are asking to remove.

Mr. Pristash, the City Engineer, acquired price quotes for this work. The work started on June 17, 2024 and is close to completion. At this time, this contribution would be reimbursement for the work that has already occurred on Turner Street.

Mayor Ward asked who would be in charge of maintenance for these facilities.

Mayor Pruhs commented that it is City property and there is no maintenance since it is just blacktopping. The City of Fairbanks would put together a design and figure out what they want to do there in the future for outdoor activities. The funding would be for the closeout of the project.

Mayor Pruhs asked Mr. Fox if he would have a conflict of interest if he voted on this.

Mr. Fox explained that traditionally they have not determined that to be a conflict of interest.

Public Comment: No public comment.

Motion: To approve as soon as possible [the \$20,000 funding contribution for the Turner Street Improvements project from FAST Planning's undesignated fund balance]. (Clack/Crass)

Discussion: **Mr. Crass** about what some of the proposed uses of the property would be.

Mayor Pruhs explained that it would be for outdoor parks, outdoor theater, or outdoor music. This property is owned by the City of Fairbanks so any plan would have to be approved by the City Council before we do anything.

Mr. Cleworth commented that they could also go another direction and potentially sell this property to an adjacent property owner.

Mr. Cleworth commented that he sees all these numbers and wonders if we should perhaps be using this money to fix the roads.

Mr. DiRutigliano commented that he could send the initial concepts for Turner Street to the members so they could see what is being proposed there.

Mr. Kemp commented that if the City is not sure what they are going to do yet, with the possibility of selling it or something else, then why do this now? Do they just want an interim use?

Mayor Pruhs explained that they have an opportunity with the cost of scale because the Contractor is right down the street doing other projects in the area.

Mr. DiRutigliano added that there was a lot of gravel that was hauled to that site and there has been vandalism with that gravel so getting rid of it would solve some of the problems going on in that area.

Mayor Ward commented that he thinks that he would think that there would be Maintenance Agreement in place for who would maintain that. It is a standard practice and policy that we have, so he would like to see it included in this.

Amendment to the Motion: This contribution is contingent upon a Maintenance Agreement with the City. (Cleworth/Clack).

Mr. Kemp commented that the City is going to write a Maintenance Agreement for themselves? He is not sure why they would do that. It seems a little silly to him.

Mayor Clack commented that she thinks it is to provide clarity as we move forward to represent the statement that is already on file that there should be a maintenance agreement.

Mayor Ward commented that the idea behind the Maintenance Agreement is that if we are taking money from FAST Planning, that it is going to be maintained. There is an expectation that if we are going to pay for this with local money that there will be someone maintaining it. That is the beauty of that particular policy. This would be an agreement between FAST Planning and the City of Fairbanks that they will give them this money and they agree to maintain it for as long as they own it. The expectation is that it will be maintained if FAST Planning makes that investment.

Vote on Amendment to the Motion: Five in favor. One opposed. (Pruhs).

Discussion: No further discussion.

Amended Motion: To approve as soon as possible [the \$20,000 funding contribution for the Turner Street Improvements project from FAST Planning's undesignated fund balance], and this contribution is contingent upon a Maintenance Agreement with the City.

Vote on Amended Motion: None opposed. Approved.

d. Draft Alaska DOT&PF Policy and Procedure on MPO Coordination During Development of the STIP (Action Item)

Mr. Fox provided a brief explanation and introduced Ben White, Urban Area Planner for DOT&PF, to define the planning process in the STIP and corrective action that needs to be taken before issuing the STIP for public review.

Public Comment: No public comment.

Motion: To approve the Alaska DOT&PF Policy & Procedure on MPO [Metropolitan Planning Organization] Coordination during development of the STIP [Statewide Transportation Improvement Program]. (Pruhs/Kemp).

Discussion: **Mr. Cleworth** commented that looking at the Technical Committee response on this it looks like they are just focusing on Page 51, the Draft STIP information.

Mr. Fox commented that the Technical Committee wanted clarification whether they are talking about the MPO or whether they are talking about particular staff of the MPO, and to really define that procedure. The second comment is specific to the Draft STIP and focuses on who, what, when, and where when they are referring to coordination in the Policy & Procedure.

Amendment to the Motion: To include the comments from the Technical Committee that they made in the amended motion on June 5, 2024. (Cleworth/Crass).

Referenced Technical Committee Motion: *To recommend to the Policy Board to support the Draft Alaska DOT&PF Policy & Procedure on MPO Coordination during development of the STIP; recommend amendments to the document expressly identifying when MPO is supposed to be the MPO Policy Board compared to MPO staff where appropriate; and add more detail on who is responsible for doing what with expected timelines, particularly to the 'Draft STIP Preparation' section.*

Discussion: **Mr. Crass** commented that he would like to see the MPO finish their work before we approve it.

Mayor Pruhs commented that Mr. Crass brought up a very good point, and he was wondering if we approved the Amendment if we could table the question until after they are concluded on this. He thought that might be the best route to go overall.

Mayor Ward asked Mr. Fox if he could address delaying this.

Mr. Fox commented that they had three different MPOs and three different sets of comments. Mr. Fox commented that finds it a little difficult to support if he has not seen the resolution to those comments in the document. He would like to see it come back to the Policy Board in full form before they approve it.

Mr. White commented that one of the concerns DOT has is that the current 2024-27 STIP has been partially approved. Part of that was that they were given findings by the FHWA that have to be corrected within six months in order to get the final STIP approved. They are currently working on building a process to address those corrective actions to get the STIP and STIP Amendment #1 approved.

Mr. Crass asked if they ever had special meetings to help move this along.

Mayor Ward commented that they could always hold a special meeting.

Mr. Cleworth commented that they are not in a time crunch.

Mr. Fox explained that his understanding is that this policy and procedure needs to be in the STIP Amendment for it to be approved by this week.

Mayor Ward commented that in the collaborative spirit of the three Cs, the idea is to try to coordinate some of those efforts before you get to a public comment period ahead of time. He can appreciate the work that DOT is trying to do to hammer these issues out with staff prior to going to a full public comment period rather than having to write a nasty gram to change these things before it goes out

for public comment. In order for them to meet the timeline, they have to release it for public comment.

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

Discussion: **Mr. Crass** commented that he feels there is still a key piece of this missing, and he is not comfortable advancing this before staff has had time to look at it. It would behoove us to review it before approving it.

Mr. Cleworth asked if DOT could simply go out for public input along with the comments of the three MPOs and then put together a document that would come back to the Policy Board.

Mayor Ward explained that the finding that the State had was that they did not continually and cooperatively coordinate with the MPOs. So, if they do not do that to fix their finding, that is the crux of the issue.

Mr. Cleworth commented that ultimately DOT could go out for these comments and then decide that they do not want to do what the comments said.

Mayor Ward commented that he does not think that anyone wants to be in that position if the STIP does not get approved because they did not coordinate with the three MPOs.

Mr. Cleworth commented that they did not have to bring this back to the Policy Board for comments.

Mr. Kemp commented that they do not have to, but Mr. White is pretty good about doing that.

Mr. White commented that this was an internal Policy & Procedure, and the intent was to revise this as fast as we can. This is going to be an ongoing effort. This is the start of what will become the internal process for how they address the three Cs in this process. It will be constantly upgraded and revised once we have gotten feedback from all three MPOs. We plan on bringing this back to the MPO partners.

Mr. Crass commented that the draft STIP preparation part of this is the meat and potatoes so moving ahead without having some clarity on that seems foolhardy to not have all the comments on this. DOT does not need our approval, but it seems like they would show what the Draft STIP will look like that.

Mr. Cleworth commented that he is comfortable that it will be coming back.

Mayor Ward commented that they are providing feedback. Encouraged that we are having this conversation albeit with the STIP approval hanging in the balance. He recognizes that it is going to take time to get there but maybe these deadlines are what. Not having a STIP hurts the entire state but at the same time he wants a commitment that the State is truly committed to hammering out these issues over

a period of time while we work through the STIP. Mayor Ward commented that he recognizes that it is going to take a lot more work.

Amended Motion: To support the Alaska DOT&PF Policy & Procedure on MPO Coordination During Development of the STIP and include the comments from the Technical Committee that they made in the amended motion on June 5, 2024.

Vote on Amended Motion: None opposed. Approved.

e. Update to 2019 Intergovernmental Operating Agreement and Memorandum of Understanding for Transportation and Air Quality Planning

Mr. Kemp explained that most of the changes that were made were for clarity and who has the power to do what.

10. Informational Items

a. Obligations and Offsets

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

11. Other Issues

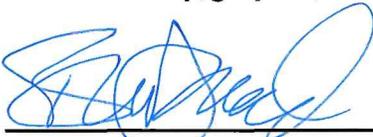
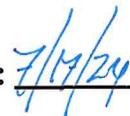
No other issues.

12. Policy Board Member Comments

- ☛ **Mr. Crass** commented that after the recent tragedy a statement came out from FAST Planning. It is extremely difficult to articulate something after a loss like that. Mr. Crass commented that this was a master class in communications at the highest dignity level and he wanted to commend Ms. Lunsford.
- ☛ **Mayor Clack** commented that this was her first meeting, and she was looking forward to what they were going to do here.
- ☛ **Mr. Cleworth** passed out a picture with a bike lane and a bicyclist riding on the sidewalk instead of using that bike lane.
- ☛ **Mayor Ward** commented that the orange cone season was in full bloom so please mind your speed when you are in a construction zone so everyone can be safe.

13. Adjournment

The meeting was adjourned at **2:20 p.m.** The next Policy Board Meeting is scheduled for **Wednesday, July 17, 2024.**

Approved:  _____ Date:  _____
Mayor Bryce Ward, Chair
FAST Planning Policy Board