

MATANUSKA SUSITNA BOROUGH TRANSPORTATION ADVISORY BOARD

Chair – David Lundin	Vice Chair – Beth Fread	David Wilson	Daniel Elliot
VACANT (MSBSD)	Sonya Larkey-Walden	Cindy Bettine	Lance Wilson
John Moosey (Non-Voting)			

Clerk: Karol Riese

Staff: Jessica Smith, MSB Transportation Planner

AGENDA

REGULAR MEETING

November 30, 2016

DSJ BUILDING LOWER LEVEL CONFERENCE ROOM

2:00PM – 4:00PM

- I. CALL TO ORDER; ROLL CALL; AND DETERMINATION OF A QUORUM
- II. APPROVAL OF AGENDA
- III. PLEDGE OF ALLEGIANCE
- IV. APPROVAL OF MINUTES.
 - A. June 22, 2016
- V. STAFF/AGENCY/BOARD REPORTS & PRESENTATIONS
 - A. DOT&PF (Ms. Melanie Nichols)
 - B. Matanuska Susitna Borough (Ms. Jessica Smith)
 - C. Transit Agencies
 - D. City of Houston (Mr. Lance Wilson)
 - E. City of Palmer
 - F. City of Wasilla
 - G. RSAs (Mr. Dan Elliott)
 - H. Representative for AAB (Mr. David Lundin)
 - I. Parks, Recreation & Trails (Ms. Sonya Larkey-Walden)
- VI. AUDIENCE PARTICIPATION (3 minutes per person)
- VII. ITEMS OF BUSINESS
 - A. Discussion of MSB Ordinance #16-111
 - B. Scheduling of 2017 meetings
- VIII. MEMBER COMMENTS
- IX. NEXT MEETING:
 - A. TAB Regular Meeting – December 21, 2016, 2:00PM – 4:00PM
Location: DSJ Building, Lower Level Conference Room
- X. ADJOURNMENT

I. CALL TO ORDER; ROLL CALL

The regular meeting of the Matanuska-Susitna Borough Transportation Advisory Board was held on Wednesday, June 22, 2016, at the Matanuska-Susitna Borough's Assembly Chambers, 350 E. Dahlia Avenue, Palmer, Alaska. The meeting was called to order at 2:04 pm by Chair David Lundin.

Transportation Advisory Board members present and establishing a quorum were:

Ms. Cindy Bettine
Mr. Dan Elliott
Ms. Beth Fread
Ms. Sonya Larkey-Walden
Mr. David Lundin
Mr. David Wilson

Absent and excused:

Mr. Don Carney

II(a). APPROVAL OF AGENDA

MOTION: Sonya Walden moved to approve today's agenda; Lance Wilson seconded.
Discussion.

"Connector" should be changed to "Collector"

VOTE: Motion to approve the agenda passed without objection.

II(b). PLEDGE OF ALLEGIANCE

Led by Lance Wilson

III. APPROVAL OF MINUTES

1. May 25, 2016 (Regular Meeting)

MOTION: Sonya Larkey-Walden moved that the minutes from the May 25, 2016 meeting be approved; David Wilson seconded. Discussion.

Beth Fread: Item 6(b)(1) – *(get written notes from Beth)*

Beth Fread: Item 6(b)(2) – Sonya's report

Beth Fread: Item C – Mat-Su Transit Coalition was available but no report was given.

Dan Elliott: Page 8, add the word "that" to his comment before the word "Anchorage"

VOTE: No objections and these minutes are approved as amended.

IV. AUDIENCE INTRODUCTION

Brad Sworts, MSB

Sara Jansen, MSB

Allen Kemplen, ADOT&PF

Eugene Carl Haberman

V. STAFF/AGENCY/BOARD REPORTS & PRESENTATIONS

A. ADOT&PF - Allen Kemplen

- Discussed the rules regarding the future of funding for Borough roads (FHWA and FTA).
- Safety rules and system performance measures to be decided later this year.
- Gave a brief MPO update
- There will be an educational update for the Board in the near future, maybe the August or September TAB meeting

B. Matanuska Susitna Borough

1. Jessica Smith

- Update from last night's Assembly meeting
- Planning Commission will wait to hear from the TAB before making a decision on TPP.
- LRTP Results Workshop will be held July 21 from 1:00-4:00 at Station 61.
- Thanked Debbie Passmore for staffing the TAB until former TAB support staff Josi Wilcox's replacement is hired.
- Would like to have more FHWA/FTA information during upcoming TAB meetings

2. Boards & Commissions

a) AAB – David Lundin

- Discussed the RASP that is ongoing
- Discussed major airport improvement going on in Talkeetna
- Big Lake Airport Master Plan is being solicited for by the State
- Float plane base discussion still ongoing. Talkeetna is still the most popular location. Would like to encourage the State to help with this.

b) Parks & Trails – Sonya Larkey-Walden

- Nothing to report today

c) RSAs – Dan Elliott

- Borough projects and fish passage and crack sealing are all active.
- RSA's may take on some uncertified roads or PW Director may certify them. There are a number of ways to do this.
- Discussion on ATV cost recovery from the damage they do.

C. Mat-Su Transit Coalition

- David Wilson
- Jennifer Tews
 - Steering committee has currently stepped back
 - DOWL is doing a study now
 - Valley Mover and ___ are exploring a merger

D. Cities

1. Houston

a) Lance Wilson

- Nothing to report today

2. Palmer – no report given today

3. Wasilla – no report given today

VI. AUDIENCE PARTICIPATION (*three minutes per person*)

Mr. Eugene Carl Haberman

- Thinks that this Board should resign because we keep doing the same thing that he's told us not to do
- Thinks that we are not engaging the public enough
- Spoke about a recent meeting at the City of Wasilla
- Spoke about the Planning Commission waiting for the TAB's decision
- Believes that we should hold public hearings

Ms. Jennifer Tews

- Updated the Board on the Valley Mover:
 - Is in membership with the VA now
 - Big Lake Community grant
 - Ridership about 5,000 / month now

VIII. ITEMS OF BUSINESS

A. Capital Improvement Program, Sara Jansen and Jessica Smith

- a. Community Transportation System
- b. Metropolitan Planning Organization prep and funding
- c. CIP Policy
- d. The National Highway System has 12 projects post-work session and there must only be 10. How does the Board want to fix that? Discussion.

MOTION: David Wilson moved that we approve Resolution 16-03; seconded by Lance Wilson. Discussion of projects on Attachment A as follows:

The National Highway System:

MOTION: Dan Elliott moved that we drop the "Interchange for Port MacKenzie Crossing" project from the priority list to the needs list and renumber the list to move the second part of the Tie in No. 4 to be No. 5 and move all the rest of the projects down to No. 10; seconded by David Wilson.

VOTE: no opposition and this motion passes.

MOTION: Beth Fread moved that we take the two tied items No. 2 and move them to No. 4, move No. 3 to #2, and move #4 to #3; seconded by Lance Wilson. Discussion.

VOTE:

Yes: Lance Wilson, Beth Fread, Sonya Larkey-Walden

No: Cindy Bettine, David Wilson, Dan Elliott, David Lundin

Three yeses and four no's; the motion doesn't carry.

The Transportation Planning Projects

MOTION: Dan Elliott moved that we drop #1 to the needs list and make the first half of No. 2 Big Lake Community No. 1 and the Tie No. 2; seconded by Sonya. Discussion. Sara clarified that the MPO would not drop to the needs list; it would drop off the list.

VOTE: all opposed and the motion does not carry

MOTION: Dan Elliott moved that we eliminate No. 1 and change the numbers accordingly; seconded by Beth Fread.

VOTE: all in favor except Sonya Larkey-Walden; the motion carries.

The Alaska Highway System list

No revisions.

The Community Transportation Program list

MOTION: Beth Fread moved that we put the Seldon/Bogard intersection improvements in for No. 10 and drop the Wasilla-Fishhook Road Upgrade to the needs list; seconded by David Wilson. Discussion.

VOTE: All approved except for Sonya; the motion carries.

MOTION: Sonya Larkey-Walden moved that we keep No. 10 and tie it with Seldon/Bogard. Motion withdrawn; only way to tie projects is when they tie in scoring

Community Transportation Rail Project

No discussion

Transit Projects

MOTION: David Wilson moved that we move #2 to #3 and #3 to #2; seconded by Cindy Bettine. Discussion.

VOTE: All approved; this motion carries.

Discussion of the main motion to approve Resolution 16-03.

VOTE ON THE MAIN MOTION: no opposition and this resolution as amended passes.

Discussion on the CIP Policy and the wording of the second to the last paragraph.

B. Resolution 16-02, Transportation Planning Partnership

Discussion on the amendment made by Beth Fread on page 22 of the packet.

MOTION: Beth Fread moved that we revise the wording of the key opportunities as written on page 22 of our packet; seconded by David Lundin. Discussion.

REVISED MOTION: moved that the wording (Encourage to Ensure; Public to Community) of the key opportunities be revised as written on page 22; seconded by Sonya Larkey-Walden. Discussion.

VOTE:

Yes: Lance Wilson, Cindy Bettine, Beth Fread, David Wilson

No: David Lundin, Dan Elliott

5 yeses and 2 no's and this revised motion passes.

MOTION: Beth Fread moved that the order of the key opportunities shown on page 55 be changed to the order shown on page 22; seconded by David Wilson. Discussion.

VOTE:

Yes: Lance Wilson, David Lundin, Beth Fread, David Wilson, Sonya Larkey-Walden

No: Cindy Bettine, Dan Elliott

5 yeses and 2 no's, this motion passes.

MOTION: Beth Fread moved that her paragraph 2 on page 22 replace Step 6 ... withdrawn. Discussion.

Called for recess for five minutes at 4:11

Meeting called back into order at 4:17.

MOTION: Beth Fread moved that we insert a new number 6 (wording in paragraph 2 on page 22) on page 4 and renumber numbers 6 and 7; seconded by Cindy Bettine. Discussion.

MOTION: Lance Wilson made a friendly amendment that the last word "acceptance" be changed to "comments"; seconded by Cindy Bettine.

VOTE: no opposition and the motion with friendly amendment passes.

MOTION: Cindy Bettine moved that the word "public" be changed to "community" in step three of the last paragraph on page 3; seconded by David Wilson. Discussion.

VOTE: no opposition and the motion passes.

Beth Fread asked that the changes be made in both the resolution and the brochure.

Discussion about the last paragraph on page 4. Explanation from Allen Kemplen: can be City Councils or can be the administrative Public Works Director.

VOTE ON THE ORIGINAL MOTION TO PASS RESOLUTION 16-02 AS AMENDED: no opposition and this motion passes.

Tabling items VII - C, D and VIII due to lack of time.

XIV. ADJOURNMENT

With no further business at hand, the meeting was adjourned at 4:29 p.m.

Mr. David Lundin, Chair

ATTEST:

Debbie Passmore, Acting TAB Clerk

BOARDS AND COMMISSIONS

	BOARD	STAFFED BY	RECOMMEND CHANGES TO:				
			No change	Tasks/Duties	Make Up	Mtg. Frequency	Eliminate
1	Planning Commission (See Title 15) *	Planning	X				
2	Platting Board (See Title 43)*	Planning	X				
3	Fish & Wildlife Commission	Planning	X				
4	School Site Selection Committee	Planning			X	X	
5	Historical Preservation Commission	Planning		X	X	X	
6	Health and Social Services Board	Planning			X		
7	Transportation Advisory Board	Planning		X	X	X	
8	Aviation Advisory Board	Planning					X
9	Board of Adjustment & Appeals *	Clerk	X				
10	Ethics Board (see 2.71) *	Clerk	X				
11	Animal Care & Regulation (See 24.30)	Clerk		Still being reviewed			
12	Office of Admin. Hearings (See 2.29)	Clerk		Still being reviewed			
13	Labor Relations Board (See 2.54.040)	Clerk		Still being reviewed			
14	Commission on Salaries/Emoluments	Clerk		Still being reviewed			
15	Agriculture Advisory Board	Comm. Dev.	X				
16	Library Board	Comm. Dev.		Still being reviewed			
17	Parks Rec & Trails Advisory Board	Comm. Dev.			X		
18	Southcentral Clean Air Commission	Inactive					X
19	Port Commission	Port	X				
20	Board of Equalization (see 3.15) *	Finance	X				
21	Wastewater/Septage Advisory Board	Capital Projects					X
22	Emergency Planning Board	EMS	X				
23	Enhanced 911 Advisory Board	EMS	X				
24	Emergency Medical Services Board	EMS	X				
	9 Fire service area boards **	EMS	X				
	17 Road Service Area Boards **	Public Works	X				
	2 Flood & Erosion boards **	CP & PW	X				
	2 Sewer service area boards (Tka & CircleView) **	CP & PW	X				

* Means mandated by State of Alaska

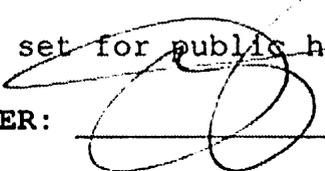
** Means voted by property owners, paid by tax levy

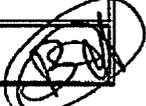
SUBJECT: AN ORDINANCE OF THE MATANUSKA-SUSITNA BOROUGH ASSEMBLY REPEALING MSB 4.10, AVIATION ADVISORY BOARD; ADOPTING MSB 4.27.005, PURPOSE; ADOPTING MSB 4.27.015, DUTIES; AMENDING 4.27.020 MEMBERSHIP; AMENDING MSB 4.27.040, MEETINGS, ORGANIZATION; REPEALING MSB 19.08.020(D); AMENDING MSB 19.08.020 (E); REPEALING MSB 4.43, TRANSPORTATION ADVISORY BOARD; ADOPTING MSB 4.46.005, PURPOSE; AMENDING MSB 4.46.020, FUNCTIONS; AMENDING MSB 4.46.030, COMPOSITION; ADOPTING MSB 4.46.035 MEETINGS; REPEALING MSB 4.46.040 TERM OF MEMBERS; AMENDING MSB 4.58.030, COMPOSITION; AMENDING MSB 4.58.040, MEETING, OFFICERS; AND ADOPTING MSB 4.85, TRANSPORTATION TECHNICAL ADVISORY COMMITTEE TO ASSIST IN MEETING BUDGET REDUCTION REQUIREMENTS.

AGENDA OF: September 6, 2016

ASSEMBLY ACTION:

MANAGER RECOMMENDATION: Introduce and set for public hearing.

APPROVED BY JOHN MOOSEY, BOROUGH MANAGER: 

Route To:	Department/Individual	Initials	Remarks
1	Originator: E. Probasco	EP	
2	Planning and Land Use Director	EP	
	Finance Director		
3	Borough Attorney	NS	
4	Borough Clerk	JAM	8/29/16 

ATTACHMENT(S): Fiscal Note: YES NO X
 MSB 4.10 Aviation Advisory Board (3 pages)
 MSB 4.43 Transportation Advisory Board (2 pages)
 Assembly Work Order (1 page)
 Letter from Health Board Chair (1 page)
 Planning Department Board Summary (11 pages)
 Ordinance Serial No. 16-111 (11 pp)

SUMMARY STATEMENT:

The Matanuska-Susitna Borough has 27 active boards and commissions. Currently the Department of Planning and Land Use staffs eight of those boards and commissions, only two of which

are mandated by State Statute, the Planning Commission and the Platting Board. In light of recent budget challenges, staff has been asked by the Assembly and administration to review the other boards/commissions and propose amendments to ensure they run as efficiently as possible, and that they are achieving the goals and priorities of the assembly.

BACKGROUND:

The Department of Planning and Land Use staffs the following eight boards:

1. Planning Commission - no recommended amendments
2. Platting Board- no recommended amendments
3. Fish and Wildlife Commission- no recommended amendments
4. Aviation Advisory Board
5. Transportation Advisory Board
6. Health and Social Services Board
7. Historical Preservation Commission
8. Borough Area Schools Site Selection Committee

Planning staff completed a comprehensive review of the code for each board. Staff members were asked 1) what works well for this board; 2) what does not work for this board; and 3) What code changes would you recommend? In addition, an estimate was made on the costs of facilitating such boards.

Summary of Financial Costs - The average amount of staff time for a board meeting once per month, is 20 hours per month. The average cost in staff time, salary plus benefits, for eight boards at 20 hours per board per month is \$9,900, for a total of \$118,800.00 per year. Should this ordinance be adopted, it would eliminate two of the boards and reduce meeting frequency of three other boards. These recommended changes will reduce the average time per board to approximately 10 hours per month and eliminate a total of 960 staff hours, resulting in a cost savings of approximately \$59,450 per year. With the current budget issues it is prudent to reevaluate the time spent on staffing these boards and more importantly, whether the boards are acting upon the actions requested by the assembly.

Aviation Advisory Board - Staff recommends that the Aviation Advisory Board (AAB) be disbanded.

1. AAB was originally recommended in the 2008 Regional Aviation System Plan as a Board that would sunset after 5 years; and TAB Resolution 08-08 recommended sunset after 3 years; staff included a sunset of 5 years in IM 09-139 and Ordinance 09-086. The ordinance was amended on the floor and the sunset date was removed.
2. The code states that the AAB should provide recommendations to the planning commission and platting board on aviation-specific issues related to CUPs and proposed subdivisions.

Transportation Advisory Board - November 30, 2016

Time limits on platting and permitting actions preclude AAB involvement in this process. To facilitate AAB review the time lines for platting and permitting would have to be lengthened.

3. The MSB does not own any airports and currently does not restrict or protect aviation-specific land use practices through code, a board dedicated to aviation will likely need direct guidance from the assembly as to their purpose and duties.

Transportation Advisory Board - Staff recommends that the Transportation Advisory Board (TAB) be disbanded.

1. The primary purpose of this board is to provide advice to the Planning Commission and Assembly on Transportation Policy. The current member composition outlined in code does not have the background needed to provide the type of technical advice the Planning Commission and Assembly needs in order to make decisions; and most members currently reside within the core area, mainly near Wasilla, so it does not offer diverse community input.
2. The composition of this board since inception has been problematic. With 8 voting members and a 9th non-voting it allows for a lot of split votes and can result in little to no actual useful recommendations.
3. The current board composition includes representation from broad industries such as transportation, construction, environmental conservation, trails, the MSB School District and the RSA advisory board; this membership creates a board with a primary focus on surface transportation. The MSB needs a board of technical staff with the ability to provide technical advice on all aspects of transportation policy and planning within all regions of the Matanuska-Susitna Borough.
4. In the past the board has suggested pursuing certain activities/projects which have not been consistent with the Assembly priorities.

Health and Social Services Board - The current composition is 13 members and only eight of those seats are filled. The primary duty of this board has been the allocation of Human Services Matching Grant funds, and currently a significant portion of the membership works for agencies that apply for the funding. This raises the perception of ethics and fairness regarding the board's recommendations, as members work for agencies that receive grant funding. It was suggested by the current chair that the composition be changed to limit the number of non-profit agencies with members/employees serving on the board.

Historical Preservation Commission - It is important that the Board have technical expertise, especially in light of the

vacant position of the Cultural Resource Specialist II. However, the current composition does not encourage participation from local historical groups which may benefit from some of the financial (grant) benefits of being a recognized by the State of Alaska as a Certified Local Government (CLG). In addition, not having term limits is not best practices for advisory boards and committees, and should be corrected as soon as possible. It is recommended that the board should meet twice per year (which is the minimum required to retain CLG status with the State), or as needed and at the direction of the assembly or planning commission with a clear task or purpose for that meeting.

Borough Area Schools Site Selection Committee - Staff recommends changes to this Committee to better reflect best practices for composition and meeting frequency. With the current composition there can be times when the board has 8 members, which can allow for tie votes. By reducing the membership and making the Assembly member the chair this process can be improved. Meeting when a site is not needed is a waste of time and money therefore meetings should only take place as needed.

NEW Transportation Technical Advisory Committee (TTAC) - In speaking with current and past Transportation Advisory Board staff, the creation of a Technical Advisory Committee can help ensure the planning commission and Assembly receives the best advice and recommendations possible. This TTAC will replace both the Aviation Advisory Board and the Transportation Advisory Board with a committee of skilled technical staff members that meet twice per year, or as directed by the Assembly.

RECOMMENDATION OF ADMINISTRATION: Staff respectfully recommends assembly adoption of the ordinance repealing MSB 4.10, aviation advisory board; adopting MSB 4.27.005, purpose; adopting MSB 4.27.015, duties; amending 4.27.020 membership; amending MSB 4.27.040, meetings, organization; repealing MSB 19.08.020(D); amending MSB 19.08.020(E); repealing MSB 4.43, transportation advisory board; adopting MSB 4.46.005, purpose; amending MSB 4.46.020, functions; amending MSB 4.46.030, composition; adopting MSB 4.46.035 meetings; repealing MSB 4.46.040 term of members; amending MSB 4.58.030, composition; amending MSB 4.58.040, meeting, officers; and adopting MSB 4.85, transportation technical advisory committee.

CHAPTER 4.10: AVIATION ADVISORY BOARD

Section

4.10.010 Establishment and purpose4.10.020 Duties4.10.030 Composition4.10.040 Meetings; officers**4.10.010 ESTABLISHMENT AND PURPOSE.**

(A) The aviation advisory board is established for the purpose of providing advice to the assembly, the planning commission, the platting board and the administration on issues relating to airports and aviation within the borough.

(B) All matters pertaining to the board, unless otherwise specified in this section, shall be governed by MSB 4.05.

(Ord. 09-086, § 3 (part), 2009)

4.10.020 DUTIES.

(A) Broadly, the board shall make recommendations to the administration and the assembly, the planning commission, and the platting board on borough policy with respect to all issues relating to the preservation and establishment of safe airports, the preservation of the aviation lifestyle, and the promotion of aviation safety. Specifically, the board shall make recommendations on:

- (1) The implementation of the recommendations of the August 2008 Matanuska-Susitna Borough Regional Aviation System Plan;
- (2) Ordinances relating to airports and aviation, including airport construction and land use compatibility;
- (3) The advancement of air navigation methodologies and technology in the borough;
- (4) The enhancement of aviation safety through improved aircraft communications, pilot education, and other means;
- (5) Military aircraft operations within the borough;
- (6) Development of a safe and efficient system of public and private airports and seaplane/floatplane bases in the borough;
- (7) Airport and aviation studies conducted by the borough and airport owners in the borough; and
- (8) Ongoing aviation policy issues.

(B) The board shall provide recommendations to the planning commission and platting board on aviation-specific issues related to conditional use permits and on proposed subdivisions that include an airport or provide taxiway access to an airport.

(C) The board shall serve as the technical committee for airport and aviation studies conducted by the borough.

(Ord. 09-086, § 3 (part), 2009)

IM16-164
OR16-111

Transportation Advisory Board - November 30, 2016**4.10.030 COMPOSITION.**

- (A) The board shall consist of nine voting members.
- (B) All members of the board shall be residents of the borough.
- (C) As feasible, the board shall be composed of:
 - (1) one standing member of the transportation advisory board;
 - (2) five members from among the following airport/aviation interests:
 - (a) licensed private pilots;
 - (b) licensed commercial pilots;
 - (c) float-rated licensed pilots;
 - (d) private airport owners;
 - (e) residential airpark property owners;
 - (f) municipal airport owners; and
 - (g) statewide aviation organizations;
 - (3) three representatives from among the following who cannot sit on other positions on the board:
 - (a) resident that lives near an airport/airpark from the following:
 - (i) one from assembly districts one, five, or seven; or
 - (ii) one from assembly districts two, three, four, or six;
 - (b) the land appraisal industry;
 - (c) the real estate sales industry; and
 - (d) community Chambers of Commerce.
- (D) The term of each voting member shall be three years.
- (E) No voting member shall serve more than two consecutive terms.
- (F) The board may, from time to time, invite representatives of the Federal Aviation Administration, Alaska Department of Transportation and Public Facilities, the U.S. military, and other aviation-related agencies to serve as nonvoting members.

(Ord. 12-006, § 2, 2012; Ord. 09-086, § 3 (part), 2009)

4.10.040 MEETINGS; OFFICERS.

- (A) The board shall meet at least quarterly or as called by the chair.
- (B) Officers of the board shall be as directed in MSB 4.05.110.

(Ord. 09-086, § 3 (part), 2009)

Im 16-164
OR 16-111

Transportation Advisory Board - November 30, 2016

The Matanuska-Susitna Borough Code is current through Ordinance 16-023, passed March 15, 2016.

Disclaimer: The Borough Clerk's Office has the official version of the Matanuska-Susitna Borough Code. Users should contact the Borough Clerk's Office for ordinances passed subsequent to the ordinance cited above.

IM 16-164
OR 16-111

Transportation Advisory Board - November 30, 2016

CHAPTER 4.43: TRANSPORTATION ADVISORY BOARD

Section

- 4.43.010 Establishment and purpose
- 4.43.020 Duties
- 4.43.030 Composition
- 4.43.040 Compensation

4.43.010 ESTABLISHMENT AND PURPOSE.

(A) There is established a transportation advisory board to advise the assembly, planning commission, and the administration on borough transportation policy. The board shall report directly to the planning commission which shall review its findings.

(Ord. 04-080, § 29, 2004; Ord. 96-056AM, § 2, 1996; Ord. 93-029AM, § 3 (part), 1993)

4.43.020 DUTIES.

(A) The board shall make recommendations to the administration and the assembly on borough policy with respect to:

- (1) the Matanuska-Susitna Borough regional transportation plan;
- (2) the annual transportation program;
- (3) both long-range and short-range transportation plans;
- (4) methods of funding transportation systems;
- (5) the location and development of transportation systems, transportation corridors, traffic movement, those aspects of growth which facilitate or impede movement of people and goods, and those aspects of transportation that contribute to the orderly economic development of the borough; and
- (6) other matters relating to borough transportation policy as the assembly by ordinance or resolution may direct or the manager or planning commission by written request may direct.

(B) The board shall meet in session with planning department staff who shall assist the board in its work.

(Ord. 93-029AM, § 3 (part), 1993)

4.43.030 COMPOSITION.

(A) The board shall consist of eight members representing the following interest areas:

- (1) the chairperson of the local road service area advisory board, or if the chairperson is unable to serve, a member of that board;
- (2) one member from the transportation industry;
- (3) one member from the school district;
- (4) one member from the construction industry;
- (5) one member from the environmental conservation community;

Im 16-164
OR 16-111

Transportation Advisory Board - November 30, 2016

- (6) one member representing trails; and
 - (7) two members at large.
 - (8) the manager shall be a non-voting advisory member of the board.
- (B) No more than two voting board members may reside within the same road service area.
- (C) Five members shall constitute a quorum and a vote of five is necessary for the board to take action.
- (Ord. 04-080, § 30, 2004; Ord. 96-056AM, § 3, 1996; Ord. 94-001AM, § 5 (part), 1994; Ord. 93-029AM, § 3 (part), 1993)

4.43.040 COMPENSATION.

Board members shall be reimbursed for mileage incurred in connection with meetings of the board in the same manner as borough employees are compensated for mileage expenses upon presentation of supporting documentation satisfactory to the appropriate director.

(Ord. 00-079 § 2, 2000)

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Ordinance Request Work Order

Request Date: March 1, 2016

Requestor: Matt Beck, Barb Doty Assembly/Mayor
_____ Manager
_____ Planning Commission
_____ Other _____

What precipitated this request (what's happening or may happen)? A significant amount of staff time is being spent on facilitating the borough's approximately 24 active boards and commissions.

What is the purpose and need of this ordinance (what should the ordinance do or accomplish)? Want to ensure the boards and commissions are accomplishing the goals of the assembly, and that they are functioning efficiently.

Suggested action/language: Review MSB Title 4, Boards and Commissions and prepare a matrix of (at a minimum) Duties/Functions, Committee Composition, and meeting time and frequency. Prepare recommendation for assembly consideration.

Desired completion date: _____

IN HOUSE ONLY

Individual/Group/Agency (s) to involve: _____

Staff assigned: _____

IM16-164
OR16-111

United Way of Mat-Su

550 S. Alaska Street Suite 205
Palmer, AK 99645

tel 907.373.5807
fax 907.745.0635



Eileen Probasco
Planning and Land Use Director
350 E. Dahlia Avenue
Palmer, AK 99645

August 2, 2016

Dear Ms. Probasco,

I am writing to you on behalf of the MSB's Health and Social Services Board. During the past year, we have struggled to obtain the necessary quorum to be able to address the duties and responsibilities of the Board. I would like to request that the number of seats on this Board be reduced and for the composition to change so that the Board is not heavy with nonprofit agency directors. Having a majority of agency directors has caused barriers and unnecessary conflicts of interest for the work of the Board.

Finally, we have attempted to meet several times with a full quorum since June for the Human Services Community Matching Grant but have been unsuccessful. It is necessary at this time to move forward with determining the grant awards for this critical community funding. I would like to recommend for staff to allocate the funding based on the scores and move forward with the process.

Thank you so much for your time and consideration with these requests. It is a true pleasure working with Pam Graham on this Board.

Sincerely,

A handwritten signature in cursive script that reads "Stephanie L. Allen".

Stephanie L. Allen

Executive Director

Chair—MSB Health & Social Services Board

Im 16-164
OR 16-111

Planning Commission

Code Sections:

MSB 4.20 MSB 15.04 MSB 15.08

Summary of Purpose/Intent:

Established with the powers and duties as set out in and created in accordance with A.S. 29.40.020 (SEE MSB 4.20) established to perform the areawide functions of planning, platting and zoning for the borough, except as otherwise provided in this title. (SEE MSB 15.04-010) Nothing is specifically spelled out as a purpose or intent for the commission.

Summary of Duties/Functions:

Prepare and recommend to the assembly a comprehensive plan, a zoning ordinance to implement the plan, a subdivision ordinance and official map of the borough and modification to these documents. The Commission shall publish notice and hold at least one public hearing before submitting its recommendations to the assembly. Investigate and report on the location and design of any public facility. Investigate and prepare the commission's recommendations on a capital improvement program and revise annually. Investigate and recommend published codes of technical regulations as relate to the functions of planning, platting and zoning. Investigate and prepare reports of the availability of public lands for borough purposes. Investigate and prepare reports on location and establishment of outdoor public recreation and public campgrounds. Review all requests for enactment or amendment to planning, platting and land use regulations, including MSB titles 8, 11, 15, 17, 28 & 43. (SEE MSB 15.04.015) shall by resolution state the position of the borough with regard to naming geographic features. (SEE MSB 15.04.025)

Summary of Composition:

Seven voting members (SEE MSB 15.08.010)

Proposed Changes

NO RECOMMENDED CHANGES

Platting Board

Code Sections:

MSB 4.22 MSB 43.10

Summary of Purpose/Intent:

Established with the powers and duties as set out in MSB 43.10 and created in accordance with A.S. 29.40.080 (SEE MSB 4.22) The platting board is delegated the platting function of the borough. (SEE MSB 43.10.010)

Summary of Duties/Functions:

Hear and decide application for approval of preliminary plats, variances, public use easements, plat not amendments, and vacations of public interest. (SEE MSB 43.10.010)

Summary of Composition:

Seven member and two additional at-large alternates. (SEE MSB 43.10.015)

Proposed Changes

NO RECOMMENDED CHANGES

Borough Area Schools Site Selection Committee

Code Sections:

MSB 4.27 and 19.08

Summary of Purpose/Intent:

Established to report and recommend to the assembly on the location of school building pursuant to MSB 19.08.020 (SEE MSB 4.27.010)

Summary of Duties/Functions:

No specific duties outline in code outside of the function: Established to report and recommend to the assembly on the location of school building pursuant to MSB 19.08.020 (SEE MSB 4.27.010)

Summary of Composition:

Seven or eight members, 2 Assembly, 2 Planning Commission, 2 school board, 1 community member at large, and if within a city the mayor or other official (SEE MSB 4.27.020)

Proposed Changes

Staff recommends changes to this Committee to better reflect best practices for composition and meeting frequency. With the current composition there can be times when the board has 8 members, which can allow for tie votes. By reducing the membership and making the Assembly member the chair this process can be improved. Meeting when a site is not needed is a waste of time and money therefore meetings should only take place as needed. The following code additions and deletions are recommended:

Adoption of Section. MSB 4.27.005 Purpose

4.27.005 Purpose

A) The purpose of the Borough Area Schools Site Selection Committee is to recommend school site locations within the Matanuska-Susitna Borough.

Adoption of Section. MSB 4.27.015 Duties

4.27.015 Duties

A) The duties of the Borough Area Schools Site Selection Committee are:
1) Review all requests for new school sites; and
2) report on and recommend site, through consensus, to the Assembly for action.

Amendment of Subsection. MSB 4.27.020(A)

(A) The committee shall, as feasible, consist of five [SEVEN OR EIGHT] members as follows:

(1) one [TWO] assembly member[S], which shall act as chair;

- (2) one [TWO] planning commissioner[S];
- (3) one [TWO] school board representative[S]; and
- (4) two [ONE] community members at large.
- (5) When a school site is being considered within the limit of a city, the mayor from that city will be appointed until the school site has been selected by the committee. The mayor is a voting member of the committee when discussing and voting on matters that pertain to the site selection within the city limits.
 - (a) In the event that the borough mayor does not appoint a city mayor, or in the event that a city mayor is not confirmed by the assembly, or in the event that a city mayor is unwilling or unable to serve, the borough mayor may appoint any other elected or appointed city official to represent that city.

Amendment of Section. MSB 4.27.040 Meetings, Organization

(A) The committee may hold meetings [AT A MINIMUM ON A QUARTERLY BASIS, OR MORE FREQUENTLY IF] as necessary, or at the direction of the assembly.

[(B) THE COMMITTEE SHALL ELECT A CHAIR AND VICE-CHAIR. A QUORUM OF FOUR IS NECESSARY FOR A VALID MEETING, AND A FAVORABLE VOTE OF FOUR IS NECESSARY FOR THE COMMITTEE TO TAKE ACTION.]

Repeal of Subsection: MSB 19.08.020. (D)

[(D) THE COMMITTEE SHALL HOLD A PUBLIC HEARING AND SHALL RECOMMEND A SITE OR SITES TO THE PLANNING COMMISSION, SCHOOL BOARD AND ASSEMBLY.]

Amendment of Subsection: MSB 19.08.020. (E)

(E) The assembly shall hold a public hearing to determine the location of school buildings with due consideration of the recommendation of the school board, planning commission and school site selection committee.

Aviation Advisory Board

Code Sections:
MSB 4.10

Summary of Purpose/Intent:

Established for the purpose of providing advice to the assembly, planning commission, platting board and administration on issues relating to airports and aviation within the borough. (SEE MSB 4.10.010)

Summary of Duties/Functions:

Make recommendations on borough policy with respect to preservation and establishment of safe airports, the aviation lifestyle, and the promotion of aviation safety. (SEE MSB 4.10.020)

Summary of Composition:

Nine Voting members with various interests/occupations including airport/aviation/community (SEE MSB 4.10.030)

Proposed Changes

Staff recommends that the Aviation Advisory Board (AAB) be disbanded.

1. AAB was originally recommended in the 2008 Regional Aviation System Plan as a Board that would sunset after 5 years; and TAB Resolution 08-08 recommended sunset after 3 years; staff included a sunset of 5 years in IM 09-139 and Ordinance 09-086. The ordinance was amended on the floor and the sunset date was removed.
2. The code states that the AAB should provide recommendations to the planning commission and platting board on aviation-specific issues related to CUPs and proposed subdivisions. Time limits on platting and permitting actions preclude AAB involvement in this process. To facilitate AAB review the time lines for platting and permitting would have to be lengthened.
3. The MSB does not own any airports and currently does not restrict or protect aviation-specific land use practices through code, a board dedicated to aviation will likely need direct guidance from the assembly as to their purpose and duties.

Transportation Advisory Board

Code Sections:
MSB 4.43

Summary of Purpose/Intent:

Established to advise the assembly, planning commission and administration on borough transportation policy; reports directly to the planning commission. (SEE MSB 4.43.010)

Summary of Duties/Functions:

Make recommendations to the administration and assembly on borough policy with respect to Transportation plans, programs, funding, location & development of transportation systems, corridors, and traffic movement, and other matters relating to transportation policy. (SEE MSB 4.43.020)

Summary of Composition:

Eight voting members with the borough manager as the 9th non-voting member. (SEE MSB 4.43.030)

Proposed Changes

Staff recommends that the Transportation Advisory Board (TAB) be disbanded.

1. The primary purpose of this board is to provide advice to the Planning Commission and Assembly on Transportation Policy. The current member composition outlined in code does not have the background needed to provide the type of technical advice the Planning Commission and Assembly needs in order to make decisions; and most members currently reside within the core area, mainly near Wasilla, so it does not offer diverse community input.
2. The composition of this board since inception has been problematic. With 8 voting members and a 9th non-voting it allows for a lot of split votes and can result in little to no actual useful recommendations.
3. The current board composition includes representation from broad industries such as transportation, construction, environmental conservation, trails, the MSB School District and the RSA advisory board; this membership creates a board with a primary focus on surface transportation. The MSB needs a board of technical staff with the ability to provide technical advice on all aspects of transportation policy and planning within all regions of the Matanuska-Susitna Borough.
4. In the past the board has suggested pursuing certain activities/projects which have not been consistent with the Assembly priorities.

Historical Preservation Commission

Code Sections:
MSB 4.46

Summary of Purpose/Intent:
None Stated in Code

Summary of Duties/Functions:

Advise the assembly in the identification, develop and maintain an inventory, advise borough and private property owners on the restoration and maintenance of historical building, landmarks, writings, and objects of historical, cultural, or geographical significance. Recommend same for listing on the national register of historic places. Recommend historical preservation and restoration programs to be implemented or supported by the borough. (SEE MSB 4.46.020)

Summary of Composition:

Nine citizens who have an interest, competence, or knowledge in historical and cultural foundations of the borough and the state. To the extent possible members should include a background in architecture, history, architectural history, planning, archaeology, or other historic related disciplines.

Proposed Changes

It is important that the Board have technical expertise, especially in light of the vacant position of the Cultural Resource Specialist II. However, the current composition does not encourage participation from local historical groups which may benefit from some of the financial (grant) benefits of being a recognized by the State of Alaska as a Certified Local Government (CLG). In addition, not having term limits is not best practices for advisory boards and committees, and should be corrected as soon as possible. It is recommended that the board should meet twice per year (which is the minimum required to retain CLG status with the State), or as needed and at the direction of the assembly or planning commission with a clear task or purpose for that meeting. Staff is proposing the following changes:

Adoption of Section. MSB 4.46.005

4.46.005 Purpose

A) The purpose of the Historic Preservation Commission is to act as a pass through agency for State Grant funding to local historic groups for projects which qualify for such funding within the Matanuska-Susitna Borough.

Amendment of Section. MSB 4.46.020 Functions

4.46.020 [FUNCTIONS] DUTIES.

(A) The commission shall act at the direction of the Assembly, and shall upon request:

- (1) advise the assembly in the identification of buildings, sites, [AND] landmarks, [AND] writings and objects within the borough that are of historic, cultural or geographic importance;
- (2) develop and maintain an inventory of landmarks, historical buildings, [AND] sites, [AND] writings and objects within the borough; and
- [(3) ADVISE THE PLANNING COMMISSION ON PLANNING IN CONNECTION WITH HISTORIC PRESERVATION;
- (4) ADVISE THE BOROUGH AND PRIVATE PROPERTY OWNERS ON RESTORATION AND MAINTENANCE OF HISTORICAL BUILDINGS, SITES, [AND] LANDMARKS, [AND] WRITINGS AND OBJECTS;
- (5) COORDINATE, ASSIST AND AID IN THE PLANNING OF HISTORICAL PRESERVATION AND RESTORATION PROJECTS IN THE BOROUGH;
- (6) RECOMMEND TO THE ASSEMBLY BUILDINGS, SITES, [AND] LANDMARKS, [AND] WRITINGS AND OBJECTS OF HISTORICAL, CULTURAL OR GEOGRAPHIC SIGNIFICANCE IN THE BOROUGH ELIGIBLE FOR LISTING ON THE NATIONAL REGISTER OF HISTORIC PLACES BY THE UNITED STATES OR STATE GOVERNMENTS, AND SEEK APPROVAL FROM CITY COUNCILS ON RECOMMENDATIONS REGARDING HISTORIC PLACES WITHIN CITIES; AND
- (7) RECOMMEND TO THE ASSEMBLY HISTORICAL PRESERVATION AND RESTORATION PROGRAMS AND SITE IMPROVEMENTS TO BE IMPLEMENTED BY OR SUPPORTED BY THE BOROUGH]
- (8) coordinate pass through grant applications from local historical groups.

Amendment of Section. MSB 4.46.030 Composition
4.46.030 COMPOSITION.

(A) The commission shall consist of [NINE]seven citizens of the borough who have demonstrated an interest, competence, or knowledge in the historical and cultural foundations of the borough and the state. To the extent feasible [AVAILABLE IN THE BOROUGH], the mayor shall appoint a minimum of four members who represent a historical society or museum in the Matanuska-Susitna Borough, and the remaining should be professional members from the disciplines of architecture, history, architectural history, planning, archaeology, or other historic preservation related disciplines, such as urban planning, American studies, American civilization, cultural geography, or cultural anthropology.

Adoption of Section. MSB 4.46.035 Meetings
4.46.035 Meetings

(A) The commission shall meet:

- (1) two times a year;
- (2) as called by the chair; or
- (3) at the direction of the Assembly.

Repeal of Section. MSB 4.46.040 Term of Members

[4.46.040 TERM OF MEMBERS.

(A) IRRESPECTIVE OF THE LIMITS SPECIFIED IN MSB 4.05.040, A BOARD MEMBER MAY SERVE MORE THAN TWO CONSECUTIVE THREE-YEAR TERMS].

Health and Social Services Board

Code Sections:
MSB 4.58

Summary of Purpose/Intent:

Established for the purpose of providing advice to the assembly and administration on issues of health and social services, including seniors and for participation in the human services community matching grant program. (SEE MSB 4.58.010)

Summary of Duties/Functions:

Make recommendations to the administration and assembly on borough policy with respect to: borough wide health assessment, funding methods, and other matters relating to health and social service policy, as directed. Act as a liaison between the borough and community and state health and social service organizations, seek funds for health and social service projects, and participate in the human services matching grant program. (SEE MSB 4.58.020)

Summary of Composition:

13 members with representation from all seven assembly districts; majority should be licensed health care or human services professionals; and at least 2 members must represent seniors. (SEE MSB 4.58.030)

Proposed Changes

The current composition is 13 members and only eight of those seats are filled. The primary duty of this board has been the allocation of Human Services Matching Grant funds, and currently a significant portion of the membership works for agencies that apply for the funding. This raises the perception of ethics and fairness regarding the board's recommendations, as members work for agencies that receive grant funding. It was suggested by the current chair that the composition be changed to limit the number of non-profit agencies with members/employees serving on the board. Staff is recommending the following code changes:

Amendment of Section. MSB 4.58.030 Composition 4.58.030 COMPOSITION.

- (A) The board shall consist of [13]seven members.
- (B) As feasible, the board should be composed of representation from the Health and Social services field and include:
 - (1) One doctor [ALL SEVEN ASSEMBLY DISTRICTS];
 - (2) one nurse [THE MAJORITY OF THE BOARD SHOULD BE COMPRISED OF LICENSED HEALTH CARE OR HUMAN SERVICES PROFESSIONALS];

- (3) one dentist; [AT LEAST ONE MEMBER SHALL REPRESENT THE SENIOR CITIZEN RESIDENTS OF ASSEMBLY DISTRICT 1, 5, OR 7; AND]
 - (4) one tribal representative; [AT LEAST ONE MEMBER SHALL REPRESENT THE SENIOR CITIZEN RESIDENTS OF ASSEMBLY DISTRICT 2, 3, 4, OR 6.]
 - (5) one senior representative;
 - (6) one mental health professional; and
 - (7) one social worker.
- [(C) THE TERM OF EACH MEMBER SHALL BE THREE YEARS;
(1) UP TO TWO FULL TERMS MAY BE HELD CONSECUTIVELY.]

Amendment of Section. MSB 4.58.040(A)

- (A) The board shall meet: [AT LEAST QUARTERLY; OR AS CALLED BY THE CHAIR.]
- (1) two times a year;
 - (2) as called by the chair; or
 - (3) at the direction of the Assembly.

CODE ORDINANCE

Sponsored by:
Introduced:
Public Hearing:
Action:

**MATANUSKA-SUSITNA BOROUGH
ORDINANCE SERIAL NO. 16-111**

AN ORDINANCE OF THE MATANUSKA-SUSITNA BOROUGH ASSEMBLY REPEALING MSB 4.10, AVIATION ADVISORY BOARD; ADOPTING MSB 4.27.005, PURPOSE; ADOPTING MSB 4.27.015, DUTIES; AMENDING 4.27.020 MEMBERSHIP; AMENDING MSB 4.27.040, MEETINGS, ORGANIZATION; REPEALING MSB 19.08.020(D); AMENDING MSB 19.08.020 (E); REPEALING MSB 4.43, TRANSPORTATION ADVISORY BOARD; ADOPTING MSB 4.46.005, PURPOSE; AMENDING MSB 4.46.020, FUNCTIONS; AMENDING MSB 4.46.030, COMPOSITION; ADOPTING MSB 4.46.035 MEETINGS; REPEALING MSB 4.46.040 TERM OF MEMBERS; AMENDING MSB 4.58.030, COMPOSITION; AMENDING MSB 4.58.040, MEETING, OFFICERS; AND ADOPTING MSB 4.85, TRANSPORTATION TECHNICAL ADVISORY COMMITTEE, TO ASSIST IN MEETING BUDGET REDUCTION REQUIREMENTS.

BE IT ENACTED:

Section 1. Classification. This ordinance is of a general and permanent nature and shall become a part of the Borough Code.

Section 2. Repeal of Chapter. MSB 4.10 Aviation Advisory Board is hereby repealed in its entirety.

Section 3. Adoption of Section. MSB 4.27.005 Purpose is hereby adopted to read as follows:

4.27.005 Purpose

A) The purpose of the Borough Area Schools Site Selection Committee is to recommend school site locations within the Matanuska-Susitna Borough.

Section 4. Adoption of Section. MSB 4.27.015 Duties is hereby adopted to read as follows:

4.27.015 Duties

A) The duties of the Borough Area Schools Site Selection Committee are:

- 1) Review all requests for new school sites; and
- 2) report on and recommend sites to the Assembly for action.

Section 5. Amendment of Subsection. MSB 4.27.020(A) is hereby amended to read as follows:

(A) The committee shall, as feasible, consist of five [SEVEN OR EIGHT] members as follows:

- (1) one [TWO] assembly member[S], which shall act as chair;
- (2) one [TWO] planning commissioner[S];
- (3) one [TWO] school board representative[S]; and
- (4) two [ONE] community members at large.

(5) When a school site is being considered within the limit of a city, the mayor from that city will be appointed until the school site has been selected by the committee. The mayor is a voting member of the committee when discussing and voting on

matters that pertain to the site selection within the city limits.

(a) In the event that the borough mayor does not appoint a city mayor, or in the event that a city mayor is not confirmed by the assembly, or in the event that a city mayor is unwilling or unable to serve, the borough mayor may appoint any other elected or appointed city official to represent that city.

Section 6. Amendment of Section. MSB 4.27.040 Meetings, Organization Duties is hereby amended to read as follows:

(A) The committee may hold meetings [AT A MINIMUM ON A QUARTERLY BASIS, OR MORE FREQUENTLY IF] as necessary, or at the direction of the assembly.

[(B) THE COMMITTEE SHALL ELECT A CHAIR AND VICE-CHAIR. A QUORUM OF FOUR IS NECESSARY FOR A VALID MEETING, AND A FAVORABLE VOTE OF FOUR IS NECESSARY FOR THE COMMITTEE TO TAKE ACTION.]

Section 7. Repeal of Subsection: MSB 19.08.020. (D) is hereby repealed in its entirety.

[(D) THE COMMITTEE SHALL HOLD A PUBLIC HEARING AND SHALL RECOMMEND A SITE OR SITES TO THE PLANNING COMMISSION, SCHOOL BOARD AND ASSEMBLY.]

Section 8. Amendment of Subsection: MSB 19.08.020. (E) is

hereby amended to read:

(E) The assembly shall hold a public hearing to determine the location of school buildings with due consideration of the recommendation of the school board, planning commission and school site selection committee.

Section 9. Repeal of Chapter. MSB 4.43 Transportation Advisory Board is hereby repealed in its entirety.

Section 10. Adoption of Section. MSB 4.46.005 Purpose is hereby adopted to read as follows:

4.46.005 Purpose

A) The purpose of the Historic Preservation Commission is to act as a pass through agency for State Grant funding to local historic groups for projects which qualify for such funding within the Matanuska-Susitna Borough.

Section 11. Amendment of Section. MSB 4.46.020 Functions, is hereby amended to read as follows:

4.46.020 [FUNCTIONS] DUTIES.

(A) The commission shall act at the direction of the Assembly, and shall upon request:

(1) advise the assembly in the identification of buildings, sites, [AND] landmarks, [AND] writings and objects within the borough that are of historic,

cultural or geographic importance;

(2) develop and maintain an inventory of landmarks, historical buildings, [AND] sites, [AND] writings and objects within the borough; and

[(3) ADVISE THE PLANNING COMMISSION ON PLANNING IN CONNECTION WITH HISTORIC PRESERVATION;

(4) ADVISE THE BOROUGH AND PRIVATE PROPERTY OWNERS ON RESTORATION AND MAINTENANCE OF HISTORICAL BUILDINGS, SITES, [AND] LANDMARKS, [AND] WRITINGS AND OBJECTS;

(5) COORDINATE, ASSIST AND AID IN THE PLANNING OF HISTORICAL PRESERVATION AND RESTORATION PROJECTS IN THE BOROUGH;

(6) RECOMMEND TO THE ASSEMBLY BUILDINGS, SITES, [AND] LANDMARKS, [AND] WRITINGS AND OBJECTS OF HISTORICAL, CULTURAL OR GEOGRAPHIC SIGNIFICANCE IN THE BOROUGH ELIGIBLE FOR LISTING ON THE NATIONAL REGISTER OF HISTORIC PLACES BY THE UNITED STATES OR STATE GOVERNMENTS, AND SEEK APPROVAL FROM CITY COUNCILS ON RECOMMENDATIONS REGARDING HISTORIC PLACES WITHIN CITIES; AND

(7) RECOMMEND TO THE ASSEMBLY HISTORICAL PRESERVATION AND RESTORATION PROGRAMS AND SITE IMPROVEMENTS TO BE IMPLEMENTED BY OR SUPPORTED BY THE

BOROUGH]

(8) coordinate pass through grant applications from local historical groups.

Section 12. Amendment of Section. MSB 4.46.030 Composition is hereby amended to read as follows:

4.46.030 COMPOSITION.

(A) The commission shall consist of [NINE]seven citizens of the borough who have demonstrated an interest, competence, or knowledge in the historical and cultural foundations of the borough and the state. To the extent feasible [AVAILABLE IN THE BOROUGH], the mayor shall appoint a minimum of four members who represent a historical society or museum in the Matanuska-Susitna Borough, and the remaining should be professional members from the disciplines of architecture, history, architectural history, planning, archaeology, or other historic preservation related disciplines, such as urban planning, American studies, American civilization, cultural geography, or cultural anthropology.

Section 13. Adoption of Section. MSB 4.46.035 Meetings is hereby adopted to read as follows:

4.46.035 Meetings

(A) The commission shall meet:

- (1) two times a year;
- (2) as called by the chair; or
- (3) at the direction of the Assembly.

Section 14. Repeal of Section. MSB 4.46.040 Term of Members is hereby repealed in its entirety:

[4.46.040 TERM OF MEMBERS.

(A) IRRESPECTIVE OF THE LIMITS SPECIFIED IN MSB 4.05.040, A BOARD MEMBER MAY SERVE MORE THAN TWO CONSECUTIVE THREE-YEAR TERMS].

Section 15. Amendment of Section. MSB 4.58.030 Composition is hereby amended to read as follows:

4.58.030 COMPOSITION.

(A) The board shall consist of [13]seven members.

(B) As feasible, the board should be composed of representation from the Health and Social services field and include:

(1) One doctor [ALL SEVEN ASSEMBLY DISTRICTS];

(2) one nurse [THE MAJORITY OF THE BOARD SHOULD BE COMPRISED OF LICENSED HEALTH CARE OR HUMAN SERVICES PROFESSIONALS];

(3) one dentist; [AT LEAST ONE MEMBER SHALL REPRESENT THE SENIOR CITIZEN RESIDENTS OF ASSEMBLY

DISTRICT 1, 5, OR 7; AND]

(4) one tribal representative; [AT LEAST ONE MEMBER SHALL REPRESENT THE SENIOR CITIZEN RESIDENTS OF ASSEMBLY DISTRICT 2, 3, 4, OR 6.]

(5) one senior representative;

(6) one mental health professional; and

(7) one social worker.

[(C) THE TERM OF EACH MEMBER SHALL BE THREE YEARS;

(1) UP TO TWO FULL TERMS MAY BE HELD CONSECUTIVELY.]

Section 16. Amendment of Section. MSB 4.58.040(A) is hereby amended to read as follows:

(A) The board shall meet; [AT LEAST QUARTERLY; OR AS CALLED BY THE CHAIR.]

(1) two times a year;

(2) as called by the chair; or

(3) at the direction of the Assembly.

Section 17. Adoption of Chapter. MSB 4.85 Transportation Technical Advisory Committee is hereby adopted to read as follows:

4.85 TRANSPORTATION TECHNICAL ADVISORY COMMITTEE

4.85.005 Establishment and Purpose

4.85.010 Composition

4.85.015 Meetings; Organization

4.85.005 Establishment and Purpose

(A) There is established a Transportation Technical Advisory Committee of technical staff to advise the Assembly on transportation plans and policies within the Matanuska-Susitna Borough.

(B) the intent of this chapter is to establish the basis for a standing committee of technical staff from the Matanuska-Susitna Borough, and the Cities of Houston, Palmer, and Wasilla to provide technical advice to the Assembly on transportation plans and policies within the Matanuska-Susitna Borough.

4.85.010 Composition

(A) As feasible, the committee shall consist of 9 members from the following agencies:

(1) one representative from the Matanuska-Susitna Borough Planning Department, who shall be the chair;

(2) one representative from the Matanuska-Susitna Borough Public Works Department;

(3) one representative from the Matanuska-Susitna Borough Capital Projects Department;

(4) one staff member, elected

official, or appointed representative from the City of Houston;

(5) one staff member from the City of Palmer Department of Community Development;

(6) one staff member from the City of Wasilla Planning Office;

(7) two representatives from the transit providers operating within the Matanuska-Susitna Borough; and

(8) one representative from the Matanuska-Susitna Borough School District.

4.85.015 Meetings; Organization

(A) The committee will meet;

(1) two times a year;

(2) as called by the chair; or

(3) at the direction of the Assembly.

Section 18. Effective date. This ordinance shall take effect on November 1, 2016.

ADOPTED by the Matanuska-Susitna Borough Assembly this - day of -, 2016.

VERN HALTER, Borough Mayor

ATTEST:

LONNIE R. McKECHNIE, CMC, Borough Clerk

(SEAL)

DRAFT

Proposed by Beth Fread

**MATANUSKA SUSITNA BOROUGH (MSB)
TRANSPORTATION ADVISORY BOARD (TAB)
Proposed 2017 Calendar**

MSB 4.05.010 - Boards and committees may create their own subcommittees as needed.

MSB 4.05.090 - Board meetings shall be held regularly at a designated time and place, or as otherwise provided by resolution or ordinance. The chair or majority of the board may call a special board meeting. All meetings shall be open to the public.

- Information Contact: Planning Department
- Total Board Members: 9 members
- Meeting Schedule: 4th Wednesday of each month at 2:00 p.m. (Please check the Notice of Public Meetings schedule at: www.matsugov.us/publicmeetings for meeting information.)
- Meeting Location: MSB Borough Assembly Chambers
- Board Notes: The Manager is a non-voting advisory member.

Meeting Date	Meeting Location	Agenda Topics	Invitations	Staff Support
12/28/2016		<ul style="list-style-type: none"> • MSB Alternative Transportation Plan • Capital Projects 2016 update on completed and 2017 planned projects (Schools, RSA's, Cap. Proj.) • 	<ul style="list-style-type: none"> • MSB Alternative Transp. Planning Team: Planning Lead and Capital Projects Pre-Design • MSB Capital Projects Pre-Design Manager • MSB CIP Planning Department Representative 	<ul style="list-style-type: none"> • Invitations out in November 2016 • Capital Projects updated 2016-17 'Hot Shots' map • Copies of Alternative Transportation Plan • Minutes from last meeting • Agenda for Next meeting

Meeting Date	Meeting Location	Agenda Topics	Invitations	Staff Support
1/25/2017	MSB Assembly Chambers	<ul style="list-style-type: none"> • Nominations & Elections – Chair & Vice Chairman • DOT MSB area 2016 completed and on-going projects • CIP 2017-2022 Transp. Projects: 2016-17 Leg. Priorities & Packet for Review/ Revision – Procedure for adding/ changing projects with worksheets 	<ul style="list-style-type: none"> • DOT Planning Staff (Maps and Designs) • MSB CIP Planning Staff 	<ul style="list-style-type: none"> • Invitations out in December 2016 • DOT 2016 Project status list – designs and plans for incomplete projects. • Minutes from last meeting • Agenda for Next Meeting
2/24/2017	MSB Assembly Chambers	<ul style="list-style-type: none"> • Cities 2016 Completed projects; 2017 Construction Projects (Wasilla Depot?) • DOT Southcentral 2017 MSB Construction Projects • MSB Operations (RSA's) 2017 Construction Projects 	<ul style="list-style-type: none"> • Appropriate Palmer, Wasilla & Houston Capital Project Management/ Planner(s); Designs/ Maps • DOT Project Management (Designs & Maps) • MSB Operations Director/ Staff, Designs/ Maps 	<ul style="list-style-type: none"> • Invitations out in December 2016 • DOT 2017 designs and maps • Minutes from Last Meeting • Agenda for Next Meeting
3/15/2017	Special Meeting/ Committee of the Whole – MSB Assembly Chambers	<ul style="list-style-type: none"> • CIP Project Review & Revision 	<ul style="list-style-type: none"> • CIP Planning Department Representative <ul style="list-style-type: none"> ○ CIP Packet ○ Blank CIP Project Worksheets for submittals/ revisions • DOT/Cities Representation invited to assist in determining relevance of projects 	<ul style="list-style-type: none"> • Invitations out in January 2017 • Minutes from Last Meeting • Agenda for Next Meeting • Schedule Joint Meeting w/Anchorage Transit Board

Meeting Date	Meeting Location	Agenda Topics	Invitations	Staff Support
6/21/2016	MSB Assembly Chambers	<ul style="list-style-type: none"> • DOT 2017 Capital Projects Status and Update • DOT Statewide Bike Path Plan • 	<ul style="list-style-type: none"> • DOT Planning Staff – designs and maps • 	<ul style="list-style-type: none"> • Invitations out in April 2017 • AK Bike Path Packet/Booklet • Minutes Last Meeting • Agenda for Next Meeting
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Meeting Date	Meeting Location	Agenda Topics	Invitations	Staff Support
3/23/2017	MSB Assembly Chambers	<ul style="list-style-type: none"> • DOT 2017 Capital Projects Updates w/Designs & Maps • Transit Consolidation & Statistical Updates (Valley Mover/ MASCOT/ CATs/ Sunshine Bus <ul style="list-style-type: none"> ◦ Ridership, Grants, etc., • MSB Capital Projects (Transp.) 2017 Project Updates 	<ul style="list-style-type: none"> • CIP Planning Department Representative • Transit Leadership (Valley Mover/ MASCOT/ CATs/ Sunshine bus ...) • MSB Capital Projects Representative; Designs & Maps 	<ul style="list-style-type: none"> • Invitations out in January 2017 • Minutes from Last Meeting • Agenda for Next Meeting
APRIL/MAY	Special Meeting/ Committee of the Whole	<ul style="list-style-type: none"> • Long Range Transportation Plan 	<ul style="list-style-type: none"> • MSB Capital Projects • DOT Project Managers • MSB Planning Dept 	<ul style="list-style-type: none"> • LRTP Product copies • Agenda for Next Meeting ...
4/26/2017	MSB Assembly Chambers	<ul style="list-style-type: none"> • TAB CIP Project Revisions, Additions, Updates, Resolution • MSB Transportation Alternatives Plan Purpose/ Review/ Modeling/ Plans • DOT 2017 Central Region Pavement and Bridge Rehab – Prioritization and Plans – STIP 18924 	<ul style="list-style-type: none"> • CIP Planning Department Representative • DOT Bike Path Project Manager(s) • MSB Planning – Transportation Alternatives Planners 	<ul style="list-style-type: none"> • Invitations out in February 2017 • Transportation Alternatives Packet/Booklet • Minutes from Last Meeting • Agenda for Next Meeting
5/24/2017	MSB Assembly Chambers	<ul style="list-style-type: none"> • MSB 2017 Capital Projects Status Update • MSB School District 2017 Capital Projects – Access, planned schools, etc. • LRTP workshop Product Review: Plans/Resolution 	<ul style="list-style-type: none"> • MSB Capital Project Manager(s) • MSBSD Capital Projects Staff • MSB LRTP Capital Projects/ Planning Dept. 	<ul style="list-style-type: none"> • Invitations out in March 2017 • AK Bike Path Resolution • CIP Resolution • Minutes from Last Meeting • Agenda for Next Meeting



MATANUSKA-SUSITNA BOROUGH

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21 November 2016

To: MSB Community Councils
MSB Advisory Boards
Cities of Palmer, Wasilla and Houston
MSB Staff

From: Sara Jansen, Chief of Planning Services

Thru: Eileen Probasco, Director of Planning

Thru: John Moosey, Borough Manager

Each year the Borough embarks on a Capital Improvement Program (CIP). The FY 2018-2023 program began in January of 2016 with outreach to past nominees, community councils, cities, advisory boards and staff. From there, the process moved forward through nominations, staff review and scoring, board review when possible, and the planning commission. The document will be presented to the Borough Assembly in December of 2016.

State funding for CIP projects has not been forthcoming for the last two years, and it appears this trend will continue. The process used to create the annual program is labor and time intensive. The Long Range Planning Division is currently understaffed by two planners, one of which would be responsible for the CIP. Given the state's financial situation and the staffing level, the Borough Manager has instructed the planning department not to engage in an update for the FY 2019 – 2024 year plan.

Should the Borough Assembly need to reference a CIP, they will use the FY 2018-2023 document. You can find the document on the Borough's website at www.Matsugov.us/cip.

Should you have any questions, please contact me at sjansen@matsugov.us.