

**MATANUSKA-SUSITNA BOROUGH  
JOINT ASSEMBLY/LOCAL ROAD SERVICE AREA  
ADVISORY BOARD SPECIAL MEETING**

**SPECIAL MEETING  
NOVEMBER 18, 2008**

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**I. CALL TO ORDER**

The special joint meeting of the Matanuska-Susitna Borough Assembly was held on November 18, 2008, at the Borough Assembly Chambers, 350 E. Dahlia Avenue, Palmer, Alaska. The meeting was called to order at 4:02 p.m. by Mayor Curtis D. Menard for the purpose of holding a joint Assembly/Local Road Service Area Advisory Board meeting.

**II. ROLL CALL**

Assembly members present and establishing a quorum were:

Mr. Pete Houston, Assembly District No. 2  
Ms. Michelle R. Church, Assembly District No. 3  
Mr. Mark Ewing, Assembly District No. 4  
Ms. Cindy L. Bettine, Assembly District No. 5  
Mr. Robert Wells, Assembly District No. 6  
Mr. Tom Kluberton, Assembly District No. 7 (*arrived at 4:07 p.m.*)

Assembly members absent and excused:

Ms. Lynne Woods, Assembly District No. 1

Local Road Service Area Advisory Board members present and establishing a quorum were:

Mr. David Hopper, Fairview Road Service Area No. 14  
Mr. Henry Olson, Caswell Lakes Road Service Area No. 15  
Mr. Edward Strabel, South Colony Road Service Area No. 16  
Mr. John Schaeffner, Knik Road Service Area No. 17  
Mr. Patrick Larrabee, Lazy Mountain Road Service Area No. 19  
Mr. James Norcross, Greater Willow Road Service Area No. 20  
Mr. James Clemensen, Big Lake Road Service Area No. 21  
Mr. Marty Quaas, Greater Butte Road Service Area No. 26 (*Chair*)  
Mr. Stephen Edwards, Meadow Lakes Road Service Area No. 27  
Mr. John Strassenburgh, Greater Talkeetna Road Service Area No. 29 (*via teleconference*)  
Mr. Sylvan Morgan, Trapper Creek Road Service Area No. 30 (*via teleconference*)

Local Road Service Area Advisory Board members absent and excused:

Mr. Roy Goodman, Midway Road Service Area No. 9

Staff in attendance were:

Ms. Lonnie R. McKechnie, Borough Clerk  
Mr. John Duffy, Borough Manager  
Mr. Nicholas Spiropoulos, Borough Attorney  
Ms. Cheryl D. Marino, Deputy Borough Clerk  
Mr. Keith Rountree, Public Works Director

Ms. Cheyenne Heindel, Financial Analyst  
Mr. Mark Mayo, Planning and Land Use Director  
Mr. Brad Sworts, Transportation and Environmental Manager  
Ms. Patty Sullivan, Public Affairs Director  
Ms. Tammy Clayton, Finance Director

### **III. APPROVAL OF AGENDA**

Mayor Menard inquired if there were any changes to the agenda.

MOTION: Assemblymember Church requested that audience participation take place before the items of business.

VOTE: The agenda was approved as presented without objection.

### **IV. PLEDGE OF ALLEGIANCE**

The Pledge of Allegiance was led Mr. Edward Strabel.

Assemblymember Bettine:

- welcomed the road service area members to the meeting;
- provided an overview of the recommendations and meetings of the Mayor's Blue Ribbon Task Force on Road Service Areas (MBRTFRSA);
- thanked the Mayor and the members of the MBRTFRSA.

*(Assemblymember Kluberton arrived at 4:07 p.m.)*

### **V. AUDIENCE PARTICIPATION**

The following person spoke regarding the need for the Assembly to consider having a special meeting regarding the Bogard Road Extension, reported that a large property owner has submitted an application for a large gravel mine in the area: Ms. Mimi Peabody, Friends of Mat-Su Representative.

The following person spoke regarding the need for the Assembly and/or Administration to develop a policy regarding what happens to trails when a road is constructed in a right-of-way: Mr. Dan Putman.

The following person spoke regarding the importance of trails, noted the safety issues with the roadside trails, and commented that State funds would be saved if trails were designed at the same time that the roads are designed: Ms. Kelly Griffin, Mat-Su Sled Dog Council President

The following person spoke regarding how Nelson Road will cross her property and noted the need for improved communication from staff: Ms. Teresa Armitstead.

The following person spoke regarding the need for neighborhoods to be protected from gravel pits and road extensions: Ms. Kim Taylor.

## **VI. ITEMS OF BUSINESS**

### **A. Transportation Issues**

Mr. Rountree provided an overview of the recommendations of the MBRTFRSA:

- removing the road service area mill rate exemption;
- adopting the permitting standards of the Department of Transportation;
- Assembly to recruit qualified members for the road service area boards and offer incentives;
- Assembly to initiate a resolution to the state of Alaska Department of Labor to review and adjust the threshold within Title 36, Public Contracts;
- standardizing the format of the road service area boards' meetings and annual meeting dates;
- raising the optional maintenance ceiling from \$10,000 to \$25,000;
- additions to the Local Road Service Area Board of Supervisors operating manual;
- training for road service area board members;
- implementing road bonding projects;
- hiring of additional road maintenance superintendents;
- enforcing the standards of road construction;
- hiring of a consultant to create a consolidated, comprehensive database for roads, road conditions, and road condition plans;
- areawide funding of the arterial and collector road maintenance;
- allowing a mill rate differential for portions of road service areas's to accelerate the maintenance of certain roads;
- posting signage to signify road maintenance status; and
- amending subdivision agreements and filing them with the state's recorders office.
- stated that the Borough should pay the costs associated with returning driveways to the same or better condition, if Borough projects impact them.

Assemblymember Bettine queried the funding.

Mr. Rountree noted that the funding should come out of the road service area funds.

Discussion ensued regarding payment of road upgrades.

Assemblymember Bettine queried who would pay for an upgrade, when a developer is required to upgrade a road to get to their subdivision.

Mr. Rountree opined that the developer would be required to pay for the upgrade.

Assemblymember Church:

- queried the proposed traffic impact fee; and
- asked if it could be used for this type of expense.

Mr. Duffy stated that the traffic impact fees could be used if it is a substandard road that the Borough is already maintaining, but the expense would be the developer's responsibility if it is involving a new road.

Mr. Olson queried if the upgrade included culverts.

Mr. Rountree stated that culverts would be included.

Mr. Edwards queried if this would include the driveway permit fee.

Mr. Rountree noted that it would not include the driveway permit fee.

Discussion ensued regarding driveway permit issues.

Assemblymember Bettine:

- noted that the bonding for roads projects included the road bond that the voters ratified; and
- stated that individual road service areas can bond for individual road service area projects.

Mr. Rountree:

- reported on the policy regarding the use of road service area funds to upgrade roads for maintenance;
- commented that the road scoring matrix process failed to become a recommendation of the MBRTFRSA;
- stated that Matrix Consulting Group will submit their final report mid-December on the best method of maintaining roads; and
- spoke to the recommendations of the management audit review.

Assemblymember Kluberton:

- noted that there are issues with the allocation of the road service area administration funds (fund 265);
- spoke to issues with the current allocation of fund 265 for the road service areas;
- noted that every road service area in District 7 is moving towards having debt;
- recommended taking the ability to pay approach with fund 265 overhead;
- noted that using the ability to pay approach would have the following effect on road service area payments:
  - Caswell Lakes Road Service Area No. 15 could decrease from \$103,289 to \$26,780;
  - Greater Willow Road Service Area No. 20 could decrease from \$87,762 to \$50,000;
  - Greater Talkeetna Road Service Area No. 29 could decrease from \$86,606 to \$39,057;
  - Trapper Creek Road Service Area No 30 could decrease by more than 50 percent;
- stated that the road service areas currently pay 25 percent of their total mill rate revenue prior to the commencement of any work; and

- noted his concern with the current allocation of fund 265.

Mr. Edwards noted that the signage listed in the handout is not complete.

Mr. Rountree stated that the implementation of the “No Engineer Left Behind Program” has been completed, but the second portion has not been done.

Mr. Norcross recommended changes to the quarterly timelines.

Mr. Rountree:

- reported on updates to the subdivision construction design criteria manual rewrite;
- noted that they currently have a total of eight chapters;
- stated that chapters one and two have become the focus of the rewrite;
- commented that chapters one and two are 75 percent complete;
- advised that he has received comments from the user groups;
- noted that the next step is to present the rewrite to the Planning Commission, Platting Board, and then the Assembly;
- stated that chapters three through eight are 50 percent complete;
- addressed the change order that was presented to the Assembly regarding the rewrite of the document; and
- advised that he has requested that Dowl Engineers estimate the cost to complete chapters one and two.

Assemblymember Kluberton queried if driveways are included in chapters one and two.

Mr. Rountree stated that driveways are included.

Assemblymember Church queried if the consultants that are doing the flex zoning have commented on the manual.

Ms. Kruer stated that the consultants have commented on the manual.

## **VII. LOCAL ROAD SERVICE AREA ADVISORY BOARD, MAYOR, ASSEMBLY, AND STAFF COMMENTS**

Mr. Quaas thanked the Mayor and Assembly members for moving forward with the MBRTFRSA’s recommendations.

Mr. Edwards noted that the road service area funds will not pay to upgrade substandard roads, but that there is not an alternative provided.

Mr. Duffy stated that the Borough has a proposal for traffic impact fees which will address payment for upgrades to substandard roads in part.

Mr. Clemensen:

- noted that the matrix system does not work in the Big Lake Road Service Area; and
- stated that the Big Lake Road Service Area Board of Supervisors had decided not to use the matrix.

Mr. Olson stated that the matrix does not work for his road service area, due to the high number of substandard roads.

Mr. Hopper:

- noted that road service area members are not road engineers; and
- stated that the road engineering should be determined by the Public Works Department.

Mr. Strabel:

- reported that the matrix is working in the North Colony Road Service Area; and
- thanked Mike Garner for his assistance.

Mr. Schaeffner:

- spoke against additional regulations;
- noted that he is trying to get consistency on his board;
- opined that he likes the idea of compensation for the road service area members; and
- stated that a road in his service area is used by 50,000 people, but only has six residents.

Mr. Goodman:

- reported that he is having difficulty applying the matrix to all of the roads in the Midway Road Service Area; and
- commented that it has not been decided if the matrix will work or not.

Mr. Larrabee:

- thanked the Mayor and Assembly for the movement on the MBRTFRSA recommendations;
- noted that consolidation of road services areas would preclude rural areas from getting work done; and
- suggested waiving the driveway permit fees for all grandfathered driveways.

Mr. Norcross:

- stated that he opposes the matrix;
- reported that a road within his road service area could be tore up for 12 years based on his budget;
- noted that they represent the tax payers of the community; and
- spoke to grandfathering driveway permits.

Mr. Morgan:

- commented on the mill cap rate; and
- stated that he has reservations with regard to the matrix.

Mr. Strassenburgh:

- noted that he supports Assemblymember Kluberton's comments regarding the matrix and the allocation of fund 265;
- stated that the matrix is not working in his area;
- spoke in opposition to the consolidation of road services areas;
- commented that board of supervisors should be considering the mill rate;
- reported that their road maintenance contract had a 57 percent increase; and
- noted his concern with the strain on their budget.

Assemblymember Wells thanked the supervisors, and Assemblymembers Bettine and Kluberton for their work with the MBRTFRSA.

Assemblymember Bettine invited the Local Road Service Area Advisory Board members to attend the following regular meeting.

Assemblymember Church thanked the Local Road Service Area Advisory Board members for all of the information.

Assemblymember Ewing:

- suggested scheduling another meeting to discuss the issues;
- noted that one size does not fit all, with regards to the matrix;
- spoke to his support of minimizing regulations;
- stated that he would like to discuss the traffic impact fee proposal; and
- thanked everyone for coming.

Assemblymember Kluberton:

- spoke to the matrix;
- noted that grandfathering driveway permits would require consideration;
- spoke to the land use and driveway permits;
- stated his concern with the allocation of fund 265;
- commented that he would like to see improvement with regards to communicating road service area fund balances to the road service area supervisors; and
- thanked everyone for their participation.

Assemblymember Houston thanked the road service area supervisors for their work.

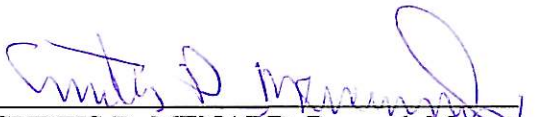
Mayor Menard:

- thanked Assemblymembers Bettine and Kluberton and the road service area supervisors for their work; and
- stated that he was pleased with the passing of the road bonds; and
- noted that the Borough will be going to the legislature to receive the 70 percent contribution on the road bonds.

Mr. Quaas invited the Assembly to attend Local Road Service Area Advisory Board meetings.

**VIII. ADJOURNMENT**

The meeting adjourned at 5:25 p.m.

  
CURTIS D. MENARD, Borough Mayor

ATTEST:

  
LONNIE R. McKECHNIE, CMC, Borough Clerk

Minutes approved: 12/02/08