

**MATANUSKA-SUSITNA BOROUGH  
ROAD SERVICE AREA TASK FORCE MEETING**

**Minutes 10/25/2022**

**I. CALL TO ORDER**

The meeting of the Matanuska-Susitna Borough Road Service Area (RSA) Task Force was called to order at 2:04 p.m. by Gary Foster for the purpose of conducting the meeting.

**II. ROLL CALL**

Board members present and establishing a quorum were:

**VOTING MEMBERS:**

Gary Foster – Chairperson  
Darren Zimmer – Vice Chairperson  
Jashua Leatham – Member  
Jill Parson – Member  
Vacant – Alternate 1  
Vacant – Alternate 2

**MSB Staff:**

George Hays – Deputy Manager  
Tom Adams, PE – Public Works Director  
Russ Krafft – Purchasing Director  
Mary Miller – Administration  
Cheyenne Heindel – Finance Director

**Voting Members Absent:**

Ken Walch – Member

**MSB Staff Absent:**

Tiffany Richards – Administration

**III. APPROVAL OF AGENDA**

GENERAL CONSENT: Agenda approved.

**IV. PLEDGE OF ALLEGIANCE**

**V. APPROVAL OF MINUTES**

Discussion took place that the minutes from the October 11, 2022 meeting did not reflect the correction of procedure regarding providing comments to Draft Report Version 3.0 however the members concurred to approve the minutes as presented.

GENERAL CONSENT: Minutes approved.

**VI. AUDIENCE PARTICIPATION**

No audience participation.

**VII. CONTACT DISCLOSURE**

Task Force members disclosed to the group any conversations they had about Task Force topics with other members, the public, or MSB staff.

## VIII. PROCESS AND STRUCTURE

Committees are assigned and descriptive legislative language included as follows:

### **Committee 1 - Alternate Contract / Scalability (shall consider):**

- A) the adoption and implementation of an alternate contract structure in Big Lake Service Area No. 21 to include, but not limited to, a time and material structure; (and)*
- B) the scalability or applicability of such a method to other road service areas;*

Jashua Leatham  
Gary Foster

### **Committee 2 - Brush Cutting (shall consider):**

- C) areawide brush cutting; and*

Gary Foster  
Jill Parson

### **Committee 3 – Substandard (shall consider):**

- D) processes to address substandard roads Boroughwide.*

Darren Zimmer  
Gary Foster

### **Committee 4 - Alternate Specifications (may consider):**

- A) how to address the issue of currently maintained roads in RSA 21 which become impassable or have major deficiencies preventing safe public access , to include whether modifications of the existing maintenance specifications are warranted or options for advancing capital improvements;*

Gary Foster  
Jill Parson

## IX. ITEMS OF BUSINESS

- A. RSA 21 Budget Report Presentation by Finance Director Cheyenne Heindel  
Cheyenne Heindel presented a RSA-21 Budget Report and responded to questions from the members. Members also discussed a handout from Ms. Heindel entitled Fund 277 – Big Lake Road Service Area Reconciliation of Fund Balance for Fiscal Year Ending June 30, 2023.

B. Review and Discuss the Draft Report to the Assembly Version 3.0 dated October 12, 2022

Members discussed the Draft Report to the Assembly Version 3.0 and the newly prepared Version 4.0 that included edits from George Hays and Jill Parson. Members agreed to allow more time for all of the members to review Version 4.0

Jill Parson presented and discussed the Committee #4 report dated 10-24-22.

MOTION: Accept the Draft Working Document for Committee 4 and add recommendations from Committee 4 to the Draft Report to the Assembly Version 3.0. MOTION seconded and passed unanimously.

C. Future Agenda Items

Discussion of the "Draft Report to the Assembly Version 4.0". Members Darren Zimmer and Jill Parson will meet to make suggested edits to the Version 4.0 and present the draft to the group for review. If the group accepts the changes in version 4.0 then a "clean" Version 5.0 will be created.

**X. TASK FORCE MEMBER AND STAFF COMMENTS**

MOTION to extend meeting 5 minutes. MOTION seconded and passed unanimously.

**Action Items:**

- Darren Zimmer and Jill Parson will review Version 4.0 and provide edits for members to discussion at the next meeting.
- Next meeting: Tuesday, November 1, 2022, Station 7-3, 10073 W. Parks Highway, Wasilla

**XI. ADJOURNMENT**

Meeting adjourned at 4:05 PM

10/25/2022 Minutes approved on  _____  _____ Gary Foster, Chair
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