

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

**Minutes 11/01/2022**

**I. CALL TO ORDER**

The meeting of the Matanuska-Susitna Borough Road Service Area (RSA) Task Force was called to order at 2:09 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  
Cheyenne Heindel – Finance Director  
Don Thomas – O&M Manager  
Tiffany Richards – Administration

**Voting Members Absent:**

Ken Walch – Member

**MSB Staff Absent:**

Tom Adams, PE – Public Works Director  
Russ Krafft – Purchasing Director  
Mary Miller – Administration

**III. APPROVAL OF AGENDA**

GENERAL CONSENT: Agenda approved.

**IV. PLEDGE OF ALLEGIANCE**

**V. APPROVAL OF MINUTES**

GENERAL CONSENT: Minutes approved.

**VI. AUDIENCE PARTICIPATION**

No audience participation. Gary Foster asked that the “Audience Participation” segment follow “Items of Business” ahead of “Member and Staff Comments” on future agendas.

**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 / Ken Walch

## IX. ITEMS OF BUSINESS

- A. Review and Discuss the Draft Report to the Assembly version 4.0 and version 5.0  
Jill Parson and Darren Zimmer re-edited 4.0 ahead of the meeting to include a 4.5, the group reviewed 4.0, 4.5 and 5.0 and approved 5.0 as the version to move forward with.

MOTION – To accept version 5.0 as the new baseline draft report.

MOTION SECONDED.

Jashua Leatham introduced version 5.5 and the group went through that version and approved it with edits.

MOTION – To accept version 5.5 with edits.  
MOTION SECONDED.

B. Future Agenda Items

Discussion of the “Draft Report to the Assembly Version 5.5”.

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

MOTION to extend meeting 2 minutes. MOTION seconded and passed unanimously.

**Action Items:**

- Tiffany will prepare the draft version accepting all edits and disburse to the group ahead of the next meeting.
- Next meeting: Tuesday, November 8, 2022, 2:00 - 4:00pm MSB Lower Level Conference Room.

**XI. ADJOURNMENT**

Meeting adjourned at 4:02 PM

11/01/2022 Minutes approved on  _____  _____ Gary Foster, Chair
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