

Chugiak-Birchwood-Eagle River Rural Road Service Area, Board of Supervisors
 Work Session and Road Board Meeting
 September 25, 2023

WORK SESSION

Chair Matt Cruickshank called the Work Session to order at 6:30 p.m.

The below was read into the minutes.

1. Foreman's Reports:
Maintenance Financial and Work Program Reports

Mr. Anthony Winsor read the Foreman's Report –

Maintenance and Operations Update:


- Fall Sweeping is complete.
- Fall brushing/sight distance hazards have been completed.
- Annual Storm system cleaning has been completed.
- Fall maintenance is in process.

Capital Improvement Program (CIP):

- All 2023 C.I.P. projects have been completed.
- Starner Bridge plans at 100% and ready to go out to bid.
- Breckenridge Drive Lift Station is scheduled to be delivered 1st week of October.
- Falling Water Creek culver replacement design in 100% and ready to put out for bid.

Mr. Winsor reminded the board to ask their community councils to begin working on their 2024 CIP wish lists.

Below documents submitted into the minutes:

 MUNICIPALITY OF ANCHORAGE Public Works Department / Maintenance and Operations Eagle River Street Maintenance		
REVISED MEMORANDUM		
Date:	September 25, 2023	
To:	Matt Cruickshank, Chair, Chugiak-Birchwood-Eagle River Rural Road Service Area, Board of Supervisors	
From:	Anthony Winsor, Superintendent	
Subject:	Maintenance Financial Information Update	
2023 Budget - Contractual Services, 540640 as of 09/21/2023	Current:	Aug-23
Airport Equipment Rental - Snow Dump Dozer Rental	\$ (46,170.81)	\$ (4,384.81)
H&M Services - Sweeping	\$ (5,371.31)	\$ (5,371.31)
Napoliellos LLC - Beetle Kill Tree Removal	\$ (2,940.00)	\$ (2,940.00)
TOTAL ENCUMBERANCES	\$ (54,482.12)	\$ (12,696.12)
2023 Budget - Contractual Services, 540640	3,276,483.00	3,276,483.00
2023 Expenses	-2,285,800.16	-2,222,976.92
Balance	990,682.84	1,053,506.08
Less Encumbrances as of 09/21/2023	-54,482.12	-12,696.12
Balance	936,200.72	1,040,809.96
TOTAL AVAILABLE BALANCE:	936,200.72	1,040,809.96
Fund Balance:		
Projected Fund Balance as of 09/22/2023	\$ 1,046,395.00	\$ 1,004,844.00
Less 8.25% Bond Rating Designation	\$ (384,102.00)	\$ (384,097.00)
Less Board of Supervisors Emergency Operating Designation	\$ (100,000.00)	\$ (100,000.00)
UNAUDITED Fund Balance After Set Asides	\$ 562,293.00	\$ 520,747.00



MUNICIPALITY OF ANCHORAGE
Public Works Department / Maintenance and Operations
Eagle River Street Maintenance

MEMORANDUM

Date: September 25, 2023
To: Matt Cruickshank, Chair, Chugiak-Birchwood-Eagle River
 Rural Road Service Area,
 Board of Supervisors
From: Anthony Winsor, Superintendent
Subject: Capital Financial Information Update as of 09/21/2023

CBERRRSA Mill Levy

419800 - Non-Grant Funding - CIP Projects	\$	2,235,376.71
TOTAL AVAILABLE MILL LEVY BALANCE:	\$	2,235,376.71

CBERRRSA State Grants/Other Contributions 41990 Grant Amt

	Grant Amt		Balance
PW11016 Eagle River Traffic Mitigation	\$ 6,000,000.00	\$	4,871,526.39
TOTAL AVAILABLE CBERRRSA STATE GRANTS BALANCE:	\$ 6,000,000.00	\$	4,871,526.39

TOTAL		\$	7,106,903.10
--------------	--	-----------	---------------------

2. General Discussion and Calendaring:

Chair Cruickshank discussed with the Board how the work session is a good place to for an open forum to discuss nonactionable items.

Chair Cruickshank asked that the Eagle River Street Maintenance Staff investigate in hiring a grant writing agency to write grants for CBERRRSA. Mr. Winsor informed the board this process was started last year, and the staff will follow up. The Board would like to hire a grant writer to obtain funds for projects in the CBERRRSA area. This would be a pilot program to see if the CBERRRSA area could obtain monies for projects. Mr. Lee Hammermiester talked with the board regarding a grant writer also helping us score higher for funded projects.

The board had a brief discussion on scoring of Artillery Interchange and the Central Business District Study. In Mr. Homan's review of the scoring, he noticed if projects are combined to include non-motorized trails, roads, safety etc... it appears to score higher. Discussion between Ms. Rasic and Chair Cruickshank regarding having all community counsel work together to determine projects to be scored.

The board discussed the process for records request by the public and/or board members.

ROAD BOARD MEETING

Chair Cruickshank called the CBERRRSA Road Board meeting to order at 7:01 p.m.

A. ROLL CALL

Board Members Present: Chuck Homan, Matt Cruickshank, Blake Merrifield, Arlene Rasic, Lee Hammermiester

Board Member(s) Absent: Crystal Kennedy

MOA Staff Present:

Anthony Winsor, Superintendent, Public Works, Maintenance and Operations, Eagle River Street Maintenance
 Heather Reed, Admin, Public Works, Maintenance and Operations, Eagle River Street Maintenance

B. MINUTES FROM PREVIOUS MEETING –

A MOTION was made by Mr. Lee Hammermiester to approve minutes from the August 28, 2023, regular meeting.

Mr. Chuck Homan - SECONDED. The MOTION – PASSED unanimously.

C. SPECIAL PRESENTATIONS: None

D. PUBLIC HEARINGS (Non-Agenda Items): None

E. OLD BUSINESS:

1. Starner Bridge Update:

In negotiations.

A MOTION was made by Mr. Lee Hammermiester to enter executive session for continued discussion regarding legal issues on topic.

Mr. Blake Merrifield - SECONDED. The MOTION – PASSED unanimously.

Executive Session: 7:05 p.m.-7:18 p.m.

2. CBERRRSA Wash Bay Building:

Nothing new to report. Mr. Winsor discussed with the board the exchange of roto millings for a credit with The State of Alaska, Department of Transportation, Transfer of Responsibility Agreement. The roto millings can be used for CBERRRSA projects or sold for funding of CBERRRSA projects or facilities. Mr. Winsor would like to use the funds from the sale of roto millings for the CBERRRSA Wash Bay Building.

3. Aurora Borealis:

This issue is in current negotiations. No new updates from contracted negotiator.

F. NEW BUSINESS:

1. Work Session – Immediate Actions (If Any)

Mr. Winsor gave an update to the Board regarding the unused funds for the Eagle River Traffic Mitigation Grant. Mr. Winsor had a meeting with Professional Technical Services (PTS) regarding what local projects would qualify to use the grant as part of the Eagle River Traffic Mitigation. Mr. Winsor is looking into whether Business Boulevard shave and pave with drainage update would qualify for use of the Eagle River Traffic Mitigation funds. Mr. Winsor spoke with PTS regarding the Centerfield project and was informed the 65% design would be ready for review end of November.

Mr. Cruickshank would like an up-to-date accounting of the funds available and encumbered for the Eagle River Traffic Mitigation Grant.

Mr. Winsor informed the board the operation budget may be short if there is a major snow event. Mr. Winsor asked the board if \$250,000 from the fund balance could be transferred to the 2023 Operating Budget. The \$250,000 represents revenues from the Eklutna Snow Dump.

A MOTION was made by Mr. Homan to transfer \$250,000.00 from the Fund Balance to the 2023 Operating Budget to Cover Winter Maintenance.

Mr. Blake Merrifield – SECONDED. The MOTION – PASSED unanimously.

There was discussion regarding the cost, revenue, and future of the local snow dump.

Chugiak-Birchwood-Eagle River Rural Road Service Area, Board of Supervisors
Work Session/Road Board Meeting – September 2023

G. FUTURE AGENDA ITEMS: None

H. ADJOURNMENT

With no further business before the Board, Chair Cruickshank adjourned the meeting at 7:53 p.m.



Matt Cruickshank, Chair



Anthony Winsor, Superintendent

Minutes approved October 23, 2023.