

Chugiak-Birchwood-Eagle River Rural Road Service Area, Board of Supervisors  
 Work Session and Road Board Meeting  
 January 22, 2024

**WORK SESSION**

Chair Matt Cruickshank called the Work Session to order at 6:32 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:


- Plowing teams responded to three (3) full plow outs.
- To date we have received 91 inches of snow fall, measured at the Hiland Yard.
  - Since keeping records, the average for yearly snowfall is 71.5.
- First round of hauling cul-de-sacs was completed on January 13, 2024.
- Snow Removal equipment status:
  - One of the four sanders is down with a bad clutch, expected to up by end of the week.
  - Currently, hauling mains for the 2<sup>nd</sup> time and on track to finish by the close of business Friday, January 25, 2024.

Capital Improvement Program (CIP):

- Preparing to order project materials.

Below documents submitted into the minutes:

 <b>MUNICIPALITY OF ANCHORAGE</b> Public Works Department / Maintenance and Operations Eagle River Street Maintenance		
<b>MEMORANDUM</b>		
<b>Date:</b>	January 22, 2024	
<b>To:</b>	Matt Cruickshank, Chair, Chugiak-Birchwood-Eagle River Rural Road Service Area, Board of Supervisors	
<b>From:</b>	Anthony Winsor, Superintendent	
<b>Subject:</b>	Maintenance Financial Information Update	
<b>2023 Budget - Contractual Services, 540640 as of 01/16/2024</b>	<b>Current:</b>	<b>Dec-23</b>
Airport Equipment Rental - Snow Dump Dozer Rental	\$ (35,226.81)	\$ (35,226.81)
H&M Services - Sweeping	\$ -	\$ (5,371.31)
Napoliellos LLC - Beetle Kill Tree Removal	\$ -	\$ (2,940.00)
<b>TOTAL ENCUMBERANCES</b>	<b>\$ (35,226.81)</b>	<b>\$ (43,538.12)</b>
2024 Budget - Contractual Services, 540640	3,192,685.00	3,276,483.00
2023 Expenses thru 01/16/2024	-376.80	-3,357,290.43
Balance	3,192,308.20	-80,807.43
Fund Balance Transfer 11/2023	0.00	250,000.00
Less Encumbrances as of 01/16/2024	-35,226.81	-43,538.12
<b>Balance</b>	<b>3,157,081.39</b>	<b>125,654.45</b>
<b>TOTAL AVAILABLE BALANCE:</b>	<b>3,157,081.39</b>	<b>125,654.45</b>
<b>Fund Balance:</b>		
Projected Fund Balance as of 09/22/2023	\$ 1,046,395.00	\$ 1,046,395.00
Less 8.25% Bond Rating Designation	\$ (384,102.00)	\$ (384,102.00)
Less Board of Supervisors Emergency Operating Designation	\$ (100,000.00)	\$ (100,000.00)
<b>UNAUDITED Fund Balance After Set Asides</b>	<b>\$ 562,293.00</b>	<b>\$ 562,293.00</b>
Less Board of Supervisors Emergency Operating Designation	\$ (450,000.00)	\$ (250,000.00)
	<b>\$ 112,293.00</b>	<b>\$ 312,293.00</b>

 <b>MUNICIPALITY OF ANCHORAGE</b> Public Works Department / Maintenance and Operations Eagle River Street Maintenance			
<b>MEMORANDUM</b>			
<b>Date:</b>	January 22, 2024		
<b>To:</b>	Matt Cruickshank, Chair, Chugiak-Birchwood-Eagle River Rural Road Service Area, Board of Supervisors		
<b>From:</b>	Anthony Winsor, Superintendent		
<b>Subject:</b>	Capital Financial Information Update as of 01/16/2024		
<b>CBERRRSA Mill Levy</b>			
	419800 - Non-Grant Funding - CIP Projects	\$	1,364,856.99
	<b>TOTAL AVAILABLE MILL LEVY BALANCE:</b>	<b>\$</b>	<b>1,364,856.99</b>
<b>CBERRRSA State Grants/Other Contributions 41990</b>			
		<b>Grant Amt</b>	<b>Balance</b>
PW11016	Eagle River Traffic Mitigation	\$ 6,000,000.00	\$ 4,855,093.76
	<b>TOTAL AVAILABLE CBERRRSA STATE GRANTS BALANCE:</b>	<b>\$ 6,000,000.00</b>	<b>\$ 4,855,093.76</b>
	<b>TOTAL</b>	<b>\$</b>	<b>6,219,950.75</b>

2. General Discussion and Calendaring:  
 Chair Cruickshank reminded board members that the State Transportation Improvement Plan (TIP) amendment #2 has been released for 45-day public comment period. 2024 - TIP Amendment 2 Public Comment link is:  
[https://urldefense.com/v3/ https://publicinput.com/q6273 ;!!N9vJ2dmNYjWGSw!V W6zqHYwcgjiz-nCMCIDoafjIzFb6adbWlGQk37c7GTO-WhR5TR6bXCbz2fv6etb8ynNarsdDg1mRQ8 WySyAVv\\$](https://urldefense.com/v3/https://publicinput.com/q6273;!!N9vJ2dmNYjWGSw!V W6zqHYwcgjiz-nCMCIDoafjIzFb6adbWlGQk37c7GTO-WhR5TR6bXCbz2fv6etb8ynNarsdDg1mRQ8 WySyAVv$)

**ROAD BOARD MEETING**

Chair Cruickshank called the CBERRRSA Road Board meeting to order at 6:35 p.m.

**A. ROLL CALL**

**Board Members Present:** Chuck Homan, Matt Cruickshank, Blake Merrifield, Lee Hammermeister

**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 Hammermeister to approve minutes from the regular and executive session December 18, 2023.  
 Mr. Chuck Homan - SECONDED. The MOTION – PASSED unanimously.

**C. SPECIAL PRESENTATIONS:** None.

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

**E. OLD BUSINESS:**

- Starner Bridge Update:  
 In negotiations.

A MOTION was made by Mr. Blake Merrifield to enter executive session for continued discussion regarding legal issues on topic.  
 Mr. Hammermeister- SECONDED. The MOTION – PASSED unanimously.

Chugiak-Birchwood-Eagle River Rural Road Service Area, Board of Supervisors  
 Work Session/Road Board Meeting – January 2024

A MOTION was made by Mr. Blake Merrifield to move out of **EXECUTIVE SESSION**.

Mr. Lee Hammermeister - **SECONDED**. The MOTION – **PASSED** unanimously.

A MOTION was made by Mr. Chuck Homan to seal the **EXECUTIVE SESSION** minutes and recordings for four (4) years from January 22, 2024.

Mr. Lee Hammermeister - **SECONDED**. The MOTION – **PASSED** unanimously.

**EXECUTIVE SESSION: 6:39 p.m.- 6:46 p.m.**

2. Aurora Borealis:  
 Executive Session

3. Grant Contractor Update:  
 Mr. Winsor discussed with the board the two proposals for grant writing for CBERRRSA capital improvement projects. HDR Engineering, Inc and Alaska Project Solutions, Inc. sent in proposals. The proposal will be sent into the Purchasing Department for Request for Proposal or Request for Quote.

4. 2024 Mill Rate:  
 Mrs. Courtney Petersen, Public Works Administration Manager, presented to the board scenarios for the 2024 CBERRRSA mill rate. Mrs. Petersen used the assessed valuation on what was set for the 2023 mill rates. The 2023 mill rate that is available currently. The assessor's office does not produce the new assessed value until the middle of March to the end of March due to exemptions being processed. The mill rate is down due to exemption filings. Exemptions impact the budget as it effects the assessed value. The below scenarios were discussed, and the Board of Supervisors is going to discuss with their community councils a raise in the mill rate for 2024.

2024 Proposed 1st Qtr Revision Budget/Mill Rate

(a)	Original 2024 Budget (function cost)	Other Revenue Support	(b) Net Cost (Tax Cost)	2024 Assessed Valuation	2024 Original Budget Mill Rate	Estimated 2024 Tax Cost if Mill Rate was 1.90	Net Budget Incr/Decr from Mill Rate Change
Operating	\$ 4,278,903	\$ 300,915	\$ 3,977,988		0.90		
Capital	\$ 3,920,490	\$ -	\$ 3,920,490		1.00		
<b>CBERRRSA Total</b>	<b>\$ 8,199,393</b>	<b>\$ 300,915</b>	<b>\$ 7,898,478</b>	<b>\$ 3,920,490,486</b>	<b>1.90</b>	<b>\$ 7,448,930</b>	<b>\$ (449,548)</b>

Note: Every 0.10 mill supports approximately \$392,669 of tax supported budget.  
 2024 Original Proposed Mill Rate = 2.00

2024 Proposed 1st Qtr Revision Budget/Mill Rate

(b)	Original 2024 Budget (function cost)	Other Revenue Support	(b) Net Cost (Tax Cost)	2024 Assessed Valuation	2024 Original Budget Mill Rate	Estimated 2024 Tax Cost if Mill Rate was 2.00	Net Budget Incr/Decr from Mill Rate Change
Operating	\$ 4,278,903	\$ 300,915	\$ 3,977,988		1.00		\$ -
Capital	\$ 3,920,490	\$ -	\$ 3,920,490		1.00		\$ -
<b>CBERRRSA Total</b>	<b>\$ 8,199,393</b>	<b>\$ 300,915</b>	<b>\$ 7,898,478</b>	<b>\$ 3,920,490,486</b>	<b>2.00</b>	<b>\$ 7,853,379</b>	<b>\$ (45,099)</b>

Note: Every 0.10 mill supports approximately \$392,669 of tax supported budget.  
 2024 Original Proposed Mill Rate = 2.00

2024 Proposed 1st Qtr Revision Budget/Mill Rate (Recommended 2023 Mill Rate)

(c)	Original 2024 Budget (function cost)	Other Revenue Support	(b) Net Cost (Tax Cost)	2024 Assessed Valuation	2024 Original Budget Mill Rate	Estimated 2024 Tax Cost if Mill Rate was 2.05	Net Budget Incr/Decr from Mill Rate Change
Operating	\$ 4,278,903	\$ 300,915	\$ 3,977,988		1.05		\$ -
Capital	\$ 3,920,490	\$ -	\$ 3,920,490		1.00		\$ -
<b>CBERRRSA Total</b>	<b>\$ 8,199,393</b>	<b>\$ 300,915</b>	<b>\$ 7,898,478</b>	<b>\$ 3,920,490,486</b>	<b>2.05</b>	<b>\$ 8,049,409</b>	<b>\$ 150,931</b>

Note: Every 0.10 mill supports approximately \$392,669 of tax supported budget.  
 2024 Original Proposed Mill Rate = 2.00

2024 Proposed 1st Qtr Revision Budget/Mill Rate

(d)	Original 2024 Budget (function cost)	Other Revenue Support	(b) Net Cost (Tax Cost)	2024 Assessed Valuation	2024 Original Budget Mill Rate	Estimated 2024 Tax Cost if Mill Rate was 2.10	Net Budget Incr/Decr from Mill Rate Change
Operating	\$ 4,278,903	\$ 300,915	\$ 3,977,988		1.10		\$ -
Capital	\$ 3,920,490	\$ -	\$ 3,920,490		1.00		\$ -
<b>CBERRRSA Total</b>	<b>\$ 8,199,393</b>	<b>\$ 300,915</b>	<b>\$ 7,898,478</b>	<b>\$ 3,920,490,486</b>	<b>2.10</b>	<b>\$ 8,245,429</b>	<b>\$ 346,951</b>

Note: Every 0.10 mill supports approximately \$392,669 of tax supported budget.  
 2024 Original Proposed Mill Rate = 2.00

The Board also discussed the cost of doing business and the escalation clause for the bid items.

F. NEW BUSINESS:

1. Work Session – Immediate Actions (If Any):

Eklutna Valley Community Council's inquiry regarding seat on CBERRRSA Board of Supervisors.

Ms. Heather Reed reported to the board the Legal Department's answer. According to the interpretation of the Anchorage Municipal Code Eklutna Valley Community could have a seat on the CBERRRSA Board of Supervisors without a code change per the Community Council Maps with the redistricting which took place July 22, 2003 (AO 2003-75). Chair Cruickshank asked the question what defines a seat on CBERRRSA Board of Supervisors? Eklutna Valley Community Council has 1.1661 road miles and approximately 53 houses taxed. The board discussed their authority regarding requests for Anchorage Municipal Code change. Will be discussed further at the February meeting regarding the criteria and lane miles required for a seat on the board. The Anchorage Municipal Code is not written clearly to determine what qualifies a community council a seat on a board – lane miles, houses etc. Eklutna Valley Community Council should have representation, it will need to be determined how to proceed.

Chair Cruickshank talked about the Transportation Improvement Program and the need for public comment.

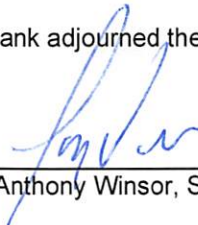
G. FUTURE AGENDA ITEMS:

- 1. Criteria for seat on CBERRRSA Board of Supervisors

H. ADJOURNMENT

With no further business before the Board, Chair Cruickshank adjourned the meeting at 8:46 p.m.

  
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Matt Cruickshank, Chair

  
\_\_\_\_\_  
Anthony Winsor, Superintendent

Minutes approved February 26, 2024