

Chugiak-Birchwood-Eagle River Rural Road Service Area, Board of Supervisors
Work Session and Road Board Meeting
May 19, 2025

WORK SESSION

Chair Chuck Homan called the Work Session to order at 6:32 p.m.

1. Foreman's Reports:
Work Program Reports

Mr. Anthony Winsor read the Forman's Report –


Maintenance and Operations Update:

- Spring Sweep has been completed.
- Crack Sealing will start the week of May 27, 2025, beginning in the Chugiak area.
- Asphalt patch truck is out patching potholes as they are reported.
- Summer equipment is up and operation.
- Storm Drain cleaning will start the week of May 27, 2025.

Capital Improvement Program (CIP):

- Citation Road project started May 19, 2025.
- Falling Water Creek Culvert is on the May 20, 2025 Assembly Agenda.
- 100% Plans for Ski Road and South Birchwood pathway project are in and waiting for final comments from the State of Alaska, Department of Transportation.

Below documents submitted into the minutes:

 <p style="text-align: center;">MUNICIPALITY OF ANCHORAGE Public Works Department / Maintenance and Operations Eagle River Street Maintenance</p>		
MEMORANDUM		
Date:	May 19, 2025	
To:	Chuck Homan, Chair, Chugiak-Birchwood-Eagle River Rural Road Service Area, Board of Supervisors	
From:	Anthony Winsor, Deputy Officer	
Subject:	Maintenance Financial Information Update	
2025 Budget - Contractual Services, 540640 as of 05/14/2025	Current:	April
Airport Equipment Rental	\$ (1,285.61)	\$ (1,285.61)
H&M Services (Sweeping)	\$ (206,425.27)	\$ (288,458.13)
The Boutet Co. (Fire Lake Dam Inspection)	\$ (5,350.00)	\$ (5,350.00)
McKenna Bros	\$ (26,692.45)	\$ (5,350.00)
TOTAL ENCUMBERANCES	\$ (239,753.33)	\$ (295,093.74)
2025 Budget - Contractual Services, 540640	4,083,987.00	3,934,660.00
2025 Expenses thru 05/14/2025	-635,793.79	-553,195.95
Balance	3,448,193.21	3,381,464.05
Less Encumbrances as of 05/14/2025	-239,753.33	-295,093.74
Balance	3,208,439.88	3,086,370.31
TOTAL AVAILABLE BALANCE:	3,208,439.88	3,086,370.31
<u>FUND BALANCE WILL BE PROVIDED AT A LATER DATE</u>		

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

MEMORANDUM

Date: May 19, 2025
To: Chuck Homan, Chair, Chugiak-Birchwood-Eagle River Rural Road Service Area, Board of Supervisors
From: Anthony Winsor, Deputy Officer
Subject: Capital Financial Information Update as of 05/14/2025

CBERRRSA Mill Levy

419800 - Non-Grant Funding - CIP Projects	\$ 5,944,041.22
TOTAL AVAILABLE MILL LEVY BALANCE:	\$ 5,944,041.22

CBERRRSA State Grants/Other Contributions 41990

	Grant Amt	Balance
PW11016 Eagle River Traffic Mitigation	\$ 6,000,000.00	\$ 3,134,030.47
PE24007 Starnier Bridge/Road Connection (Expires 06/30/2029)	\$ 1,500,000.00	\$ 203,056.22
PE24008 Eagle River Roads & Drainage (Expires 06/30/2029)	\$ 525,000.00	\$ 525,000.00
PE24009 S. Birchwood Lp Sidewalk (Expires 06/30/2029)	\$ 500,000.00	\$ 416,006.28
TOTAL AVAILABLE CBERRRSA STATE GRANTS BALANCE:	\$ 8,525,000.00	\$ 4,278,092.97

TOTAL	\$ 10,222,134.19
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2. General Discussion and Calendaring: Mrs. Heather Reed discussed with the Board the Open Meetings Act and Parliamentary Procedure. Mrs. Reed also discussed with the Board the hours for each bid and non-bid items for maintenance only. Mr. Cruickshank would like the average hours for each piece of equipment times the current rate.

ROAD BOARD MEETING

Chair Homan called the CBERRRSA Road Board meeting to order at 6:52 p.m.

A. ROLL CALL

Board Members Present: Blake Merrifield, Matt Cruickshank, Lee Hammermiester, Chuck Homan, Mark Littlefield (nominated by community counsel, awaiting to apply and Assembly approval).

Board Member(s) Absent: Crystal Kennedy

MOA Staff Present:

Anthony Winsor, Deputy Officer, Public Works, Maintenance and Operations, Eagle River Street Maintenance
Heather Reed, Office Manager, Public Works, Maintenance and Operations, Eagle River Street Maintenance

B. MINUTES FROM PREVIOUS MEETING –

A MOTION was made by Vice Chair Cruickshank to approve minutes from the April 28, 2025, regularly scheduled meeting.

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

- C. SPECIAL PRESENTATIONS: HDR, Inc. Presentation by Aurah Landau, Senior Financial Consultant and Kiernan Maletsky, Funding & Policy Project Manager regarding CBERRRSA Grant Opportunity Summary. The presentation discussed the CBERRRSA analysis overview, identified project priorities and project bundling, fitting CBERRRSA projects to grants, funding considerations, match strategies and fitting local and state priorities together. The Board will discuss at the next Board of Supervisors meeting.

- D. PUBLIC HEARINGS/COMMENTS (Non-Agenda Items): Ms. Lynn Miller asked for an update regarding the status of her drainage issue on her property. Mr. Winsor is following up the need for a permit.

Ms. Laurie Sinnott commented on West Lake Road off Fire Lake regarding public parking.

Mr. Josh Lester commented on speed bumps.

Mrs. Brittany Redwine commented on Lake Front Drive and Camp Gorsuch regarding maintenance. This road is not owned by CBERRRSA, it is on park land.

E. OLD BUSINESS:

1. Starner Bridge/Aurora Borealis: Mr. Winsor updated the board on an issue with paving, it has been resolved.
2. Updates:
 - Criteria for CBERRRSA Board: Chair Homan discussed Draft Option #1 and Draft Option #2 for change to Anchorage Municipal Code (A.M.C.) 27.20.135.

A MOTION was made by Vice Chair Cruickshank to approve Draft Option #1 Assembly Ordinance regarding AMC 27.20.135 for criteria to sit on the CBERRRSA Board of Supervisors. Mr. Blake Merrifield SECONDED. The MOTION – PASSED unanimously.

- Road Maintenance Contract Sub-Committee – Update: Mr. Merrifield presented the sub-committees' questions to the board. Mr. Merrifield read the following into the minutes:

INTRODUCTION/GOALS:

In an effort to address the rising cost of the CBERRRSA road maintenance contract, the CBERRRSA board of supervisors has formed the contract review committee. The purpose of which is to review the existing contract and try to find areas where we may be able to find savings in future contracts and encourage more bidders. The three members of this sub-committee, Blake Merrifield, Crystal Kennedy, and Lee Hammermeister, reviewed the existing contract and its extension, talked to a few contractors similar in capabilities to our existing contract holder (in the Anchorage bowl area), and met several times to discuss our conclusions based on what we had learned.

The main question we wanted to answer is: What can be done to encourage more bidders for the CBERRRSA maintenance contract?

CONCLUSION:

It has become evident throughout this contract review that there is not one solution or one policy, that if implemented, would guarantee savings in maintenance costs or encourage more bidders. It would take a great financial commitment for another contractor to establish a base of operations in the ER area to perform this work to the level of service that we as a board, and the residents, expect. We currently have a contract in place with specific expectations of our maintenance contractor, and those expectations seem to meet the satisfaction of residents in the CBERRRSA maintenance area. Any goal of lowering our maintenance costs and/or encouraging more bidders would require a substantial altering of our contract requirements. The consequence of altering the form and requirements of our current contract could in fact raise overall costs and may lower the quality of service. This is an important factor for the CBERRRSA board to be aware of if

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considering any changes. The sub-committee did agree that we would like equipment hours reported so that we can better understand the amount of usage by the current contract holder for the current maintenance contract. We understand Eagle River Street Maintenance's position regarding the year requirement of equipment, but before making any recommendations for the next contract, we need to know what the actual hours of use are. Not just hours on our services, but how many hours each piece is used overall by the contractor. With that, the CBERRRSA Contract Review Sub-Committee concludes this report.

Discussion about changes that could be made to the future contract.

- Eagle River Traffic Mitigation: The bid will open on June 3, 2025.

3. Harry McDonald Road: Chair Homan introduced a draft reply letter to Paul LaFrance, Engineer, Development Services Department.

A MOTION was made by Vice Chair Cruickshank to adopt this letter and the CBERRRSA body fully supports this letter.

Mr. Lee Hammermeister SECONDED. THE MOTION – PASSED unanimously.

4. Mink Creek Development: Vice Chair Cruickshank reported the Birchwood Community Council passed a resolution regarding turn arounds and access point to Old Cranberry not meeting standards. Vice Chair Cruickshank read into the record Birchwood's Resolution.

A MOTION was made by Vice Chair Cruickshank for CBERRRSA to support the Birchwood Community Council's Resolution regarding platting action for the proposed Mink Creek Subdivision.

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

F. NEW BUSINESS:

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

Mr. Hammermeister wanted further information on submitting for a grant in June. Mr. Winsor informed the board that there is not a current contract with HDR to apply for grants. A bid would have to be prepared, money set aside for match and assembly approval. The board discussed having an architect and engineer term contract.

Chair Homan recommend Application for Grants be put on the future agenda.

Mr. Winsor is requesting roads that would like a traffic study be submitted to him.

2. State of Alaska – Wooded Fences on Old Glenn: Mr. Winsor reported the State of Alaska has plans to begin repairs.
3. Summer Meeting Schedule. The Board discussed the need for summer meetings.

A MOTION was made by Mr. Merrifield to move to suspend summer meetings until August 25, 2025. Vice Chair Cruickshank SECONDED. THE MOTION – PASSED unanimously.

4. AO No. 2025-52 – An Ordinance of the Anchorage Municipal Assembly Amending Anchorage Municipal Code Title 21 to Not Require Off-Site Public Improvements, such as to Roads or Drainage Facilities, to be Constructed and Funded by a Developer of Housing Developments in Certain Circumstance and Waiving Planned and Zoning Commission Review of this Ordinance: The board of supervisors discussed the impact on the CBERRRSA area. Local community councils are also discussing this issue. Mr. Littlefield informed the board Assemblyman Meyers is working on another AO to address the CBERRRSA area.

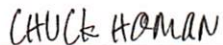
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G. FUTURE AGENDA ITEMS:

1. Grant Applications

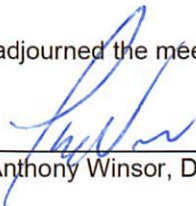
H. ADJOURNMENT

With no further business before the board, Chair Homan adjourned the meeting at 8:56pm.



Chuck Homan, Chair

Minutes approved August



Anthony Winsor, Deputy Officer