

Chugiak-Birchwood-Eagle River Rural Road Service Area, Board of Supervisors
Work Session and Road Board Meeting
October 27, 2025

WORK SESSION

Chair Chuck Homan called the Work Session to order at 6:30 p.m.

1. Foreman’s Reports:
Work Program Reports


Mr. Anthony Winsor read the Forman’s Report –

Maintenance and Operations Update:

- First plow out of the season in ER Valley.
- Fall Sweep was completed October 1, 2025.
- Fall brushing for winter prep is complete.
- Asphalt patch truck is out patching potholes as the requests come in.
- Storm drain structure cleaning is complete.

Capital Improvement Program (CIP):

- Falling Water Creek project was completed by September 25, 2025.
- The South Birchwood pathway project brushing was completed last week. is
- Pippel Place project through Eagle River Traffic Mitigation funds goes into winter shut down October 28, 2025 and will remain closed to traffic through winter. To complete project streetlights will be installed and one-way in at Brooks and Artillery.

| <div>MUNICIPALITY OF ANCHORAGE Public Works Department / Maintenance and Operations Eagle River Street Maintenance</div> | | |
|--|--|------------------------|
| MEMORANDUM | | |
| Date: | October 27, 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 10/22/2025 | Current: | September |
| Airport Equipment Rental | \$ (51,281.61) | \$ (1,285.61) |
| H&M Services (Sweeping) | \$ (328,114.25) | \$ (47,052.20) |
| The Boutet Co. (Fire Lake Dam Inspection) | \$ (5,350.00) | \$ (5,350.00) |
| AK Pipeliners (Storm Drain Cleaning) | \$ (41,216.00) | \$ (50,508.00) |
| McKenna Bros (Road Maintenance) | \$ (40,101.30) | \$ (50,508.00) |
| TOTAL ENCUMBERANCES | \$ (466,063.16) | \$ (104,195.81) |
| 2025 Budget - Contractual Services, 540640 | 4,083,987.00 | 4,083,987.00 |
| 2025 Expenses thru 10/22/2025 | -1,910,228.09 | -1,771,501.97 |
| Balance | 2,173,758.91 | 2,312,485.03 |
| Less Encumbrances as of 10/22/2025 | -466,063.16 | -104,195.81 |
| Balance | 1,707,695.75 | 2,208,289.22 |
| TOTAL AVAILABLE BALANCE: | 1,707,695.75 | 2,208,289.22 |
| FUND BALANCE WILL BE PROVIDED AT A LATER DATE | | |

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

MEMORANDUM

Date: October 27, 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 10/23/2025

CBERRRSA Mill Levy

| | |
|---|------------------------|
| 419800 - Non-Grant Funding - CIP Projects | \$ 3,209,830.09 |
| TOTAL AVAILABLE MILL LEVY BALANCE: | \$ 3,209,830.09 |

CBERRRSA State Grants/Other Contributions 419900

| | Grant Amt | Balance |
|---|------------------------|------------------------|
| PW11016 Eagle River Traffic Mitigation | \$ 6,000,000.00 | \$ 3,457,892.25 |
| PE24007 Starner Bridge/Road Connection (Expires 06/30/2029) | \$ 1,500,000.00 | \$ 180,999.52 |
| 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 | \$ 259,797.50 |
| TOTAL AVAILABLE CBERRRSA STATE GRANTS BALANCE: | \$ 8,525,000.00 | \$ 4,423,689.27 |
| TOTAL | | \$ 7,633,519.36 |

2. General Discussion and Calendaring: None.

ROAD BOARD MEETING

Chair Homan called the CBERRRSA Road Board meeting to order at 6:36 p.m.

A. ROLL CALL

Board Members Present: Blake Merrifield, Lee Hammermiester, Chuck Homan, Matt Cruickshank, Mark Littlefield

Board Member(s) Absent: None

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 Mr. Matt Cruickshank approve minutes from September 22, 2025, regularly scheduled meeting.

Mr. Mark Littlefield SECONDED. The MOTION – PASSED unanimously.

C. SPECIAL PRESENTATIONS: None.

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

E. OLD BUSINESS:

1. Aurora Borealis: Mr. Winsor participated in a site meeting with Professional Technical Services regarding the drainage on the existing road. Mr. Winsor stated it will be a 2026 or a spring of

2027 project. No professional estimates currently. The remaining monies on the Starner Bridge grant can and will be used for Aurora Borealis.

Resident, Mr. Alan Kurczynski asked what can be done with the current surface of the road. Mr. Winsor informed him that potholes are being filled as they are called in. Mr. Littlefield asked if the chip seal road could be removed and a maintained dirt road until construction. Mr. Winsor stated the cost would be more for a grader than to pothole patch the current crack sealed road.

2. Updates:

- Criteria for CBERRRSA Board: Mrs. Heather Reed reported Ms. Courtney Peterson, Manager, Public Works, noted the person reviewing in the legal department has been out of town. Ms. Peterson will be following up this week and should have an answer at the November meeting.
- Road Maintenance Contract Sub-Committee – Update: Mr. Merrifield is resigning from the chair of the Road Maintenance Contract Sub-Committee and the CBERRRSA Board of Supervisors. Mr. Littlefield is hereby elected as the chair of Road Maintenance Contract Sub-Committee.
- Eagle River Traffic Mitigation: Mr. Winsor spoke with Professional Technical Services regarding remaining monies. The board would like to know the extension date of the grant and reappropriating money for CBERRRSA.

3. Harry McDonald Road: Nothing new to report. Chair Homan questioned the maintenance of pathway that is on private property. Mr. Winsor is unaware of who is going to maintain the pathway.

4. Mink Creek Development: Nothing new to report.

5. Grants/Matching funds: Mr. Lee Hammermeister discussed setting aside a portion of the capital improvement budget to sit in reserve for matching funds to allow for matching federal or state grants. The board discussed setting aside 10% of the yearly capital improvement budget to be voted on at the beginning of every year. Mr. Winsor would include the approved board percentage in the CIP budget at the beginning of the year.

A MOTION was made by Mr. Hammermeister to set aside major roads and drainage improvements funding at the rate of 10 percent of the yearly CBERRRSA Capital Improvement Budget.

Mr. Cruickshank SECONDED. The MOTION – PASSED unanimously.

1. Policy/Revisions: Chair Homan read into the minutes the below the requested CBERRRSA Policy 10 to replace CBERRRSA Policy 6 & 8.

Policy for Adoption of Roads for Maintenance:

1. Roads shall be constructed in accordance with current applicable Municipal Codes.
2. Newly developed subdivisions roads shall have been placed under warranty – normally two years, however, may be longer in certain circumstances by the developer and maps have been provided identifying specific streets.
3. Roads being adopted must be connected to a maintained road that has been adopted by CBERRRSA or to a maintained State of Alaska road.
4. Existing roads shall be constructed to all current applicable municipal codes. Asphalt paving surfaces shall be in new or like new condition.
5. Existing roads shall have drainage as required by all current applicable municipal codes.
6. Any roads within a subdivision that fail to meet the minimum standards as set forth must comply or no roads within that subdivision shall be adopted for maintenance.

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7. All roads being considered for adoption shall be inspected and approved by Eagle River Street shall be inspected and approved by Eagle River Street Maintenance Deputy Office and accepted by the Chugiak Birchwood Eagle River Rural Road Service Area Board of Supervisors.

The board discussed talking to the administration regarding the draft of the new Policy No. 10 regarding Adoption of Roads for Maintenance. Mr. Littlefield has requested this be reviewed at the December meeting.

A MOTION was made by Mr. Cruickshank to rescind CBERRRSA Policies No. 6 and 8 to combine into a new CBERRRSA Policy No. 10.

Mr. Hammermiester SECONDED. The MOTION – PASSED unanimously

F. NEW BUSINESS:

1. Work Session – Immediate Actions (If Any):
Project Scoring Criteria
2. CBERRRSA Board of Supervisors Election:

A MOTION was made by Mr. Cruickshank to nominate:

Chuck Homan as Chair
Matt Cruickshank as Vice Chair
Lee Hammermeister as Financial Officer

The MOTION – PASSED unanimously.

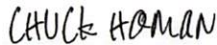
G. FUTURE AGENDA ITEMS: None

Chair Homan discussed creating a project scoring criteria policy, to be discussed at November meeting.

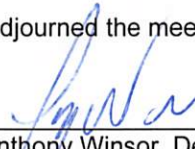
Mr. Littlefield requested Mr. Winsor to get the estimated cost of solar powered speed limit signs and children crossing signs.

H. ADJOURNMENT

With no further business before the board, Chair Homan adjourned the meeting at 7:38pm.



Chuck Homan, Chair



Anthony Winsor, Deputy Officer

Minutes approved November 24, 2025.