

GLEN ALPS ROAD SERVICE AREA

Thursday, September 20, 2012
7:00 pm
Bear Valley School

MINUTES

I. Call to Order: 7:15 pm

II. Roll Call

Board Present:

Joe Connolly, Chair
Shelly Martin, Recording Secretary
Marc Rodman, Alternate Chair
Carl Luchsinger, Board Member

Contractor Present:

None

Guests:

Todd Jacobson, The Boutet Company

Residents Present: None

III. Approval of May Meeting Minutes - Marc motioned that the minutes be approved and Shelly seconded the motion, and it was approved unanimously.

IV. Chair Report:

- Review summer contractor work - Everything on the list was completed:
 - o Upper area of Canyon road was graded, but the lower part was not because of the objections of Rohaley. Joe talked with Maury Robinson at the Municipality about the issue and Maury stated he would get a legal opinion from the municipality to maintain the roadway to include adding material and ditching private property. Once the contractor receives that opinion he can begin work. **JAN MTG FOLLOW-UP**
 - o Patrick work was completed and residents seem happy. Over 500' of culvert was installed and ditching was completed all the way up.
 - o Messina was chip sealed.
 - o Cox road was chip sealed; however it will continue to be a maintenance drain due to large amounts of peat.

We should request the residents pump their septic systems prior to the spring to reduce damage. This could be done through a flyer, or maybe we should check with the municipality on how it should be handled. **JAN MTG ACTION ITEM**

- Review fall contractor work: Some brush cutting will occur, but otherwise we are out of money so no other work is planned.
- Set 2013 meeting dates: January 17th, April 18th, May 16th and September 19th.

V. Old Business:

- Review of vacant Project Chair seat - Marc was nominated to fill this position; Joe formalized the motion and Shelly seconded. The motion passed with 3 in favor. Marc will be able to fill both the Alternate Chair and Project Chair positions.
- Update on Glen Alps/Canyon projects: See attachments 1 & 2
 - PHASE I - Glen Alps: Todd stated the ROW negotiations are ongoing; the Jackson party is onboard but is asking for some modifications. Larson had access issues based on guard rails so the design had to be changed. Todd is confident these issues will be resolved by the time the contract is bid which will be sometime in January. Design and bid documents are complete so we have 3 months to work on ROW issues. Right now the timeline is to bid in Jan and construct June/July 2013. We currently have \$4.4M available to us. Out of the original \$2.9M allotment, about 30% are soft costs so 70% will go to construction. The soft costs are a little high just because our direction has changed a couple of times since the initial project was funded.
 - Phase II - Canyon Rd: Public Work's (PW) draft 2013 - 2018 Capital Improvement Plan (CIP) will request \$3M from the state. So it's good to be on the program and could get more money. Senators Giessel, Hawker, Birch and Johnston. Todd will clarify whether we can start construction before the upgrades to the park are done.
 - The Board is interested in the scope and schedule for Bees Hill, so Todd will ask Josh to send that info to the board prior to the January board meeting (out of cycle). **JAN MTG FOLLOW-UP**
- Glen Alps maintenance schedule (from April mtg) - Not addressed. **JAN MTG FOLLOW-UP**
- Canyon road resident ROW issues (from April mtg) - A legal opinion was gained from Todd regarding the liability issue. See attachment 3.

VI. Treasurer's Report: Joe will talk with Maury to see if he has a report that shows the total assessed value of the area because it just doesn't seem correct that numerous new houses have been built yet our budget stays the same. There is currently \$25-\$35K left to the end of the year for snow removal. September's contractor bill has not yet been received so that could affect the balance. If we think we are going to need money from the emergency fund we must request funds by October 1st. Carl will check to see how much was used during the same time last year and determine how much we should request.

- **Fund balance (after set asides): \$99.302**
- **Operating Budget: \$9,162.78**
- **Emergency Fund Balance: \$60,841**
- **Capital Budget: \$13,377.98**
- **Contractor Bills Paid:**

VII. New Business: Hillside Road and Drainage Steering Committee - looking for participants: Carl nominated Marc Rodman to fill the position and Joe seconded the motion. The motion was passed with 3 board members voting in favor of Marc. **NOTE:** Since this meeting resident Tim Connolly has come forward and volunteered to be on the board. He has been in contact with Jennifer Johnston regarding this position.

VIII. Next Meeting Announcement - January 17, 2013
7:00 pm
Bear Valley School

IX. Adjournment: 8:50 pm



attach 1

Municipality of Anchorage
Public Works Department
Project Management & Engineering Division

MEMORANDUM

DATE: September 20, 2012

TO: GARSA Board Members

FROM: Todd Jacobson, P.E., Project Manager (The Boutet Company, Inc.)

SUBJECT: Toilsome Hill Road/Glen Alps Rd and Canyon Rd Improvements
PM&E Project No. 07-13; Project Status Report

The following Project Status Report provides a narrative of information related to the scope of work, schedule and budget of the subject project:

Work Completed to Date: The original scope of work for the subject project was to develop a Reconnaissance Engineering Study (RES). The RES would provide the Municipality of Anchorage (MOA) with recommendations that addressed current corridor needs, prioritized solutions to short- and long-term challenges, and established long-range planning goals. Through the Context Sensitive Solutions/Design (CSS/D) process, the scope of work was revised to emphasize the immediate, short-term needs of the project area. Efforts related to producing an RES were suspended.

The revised scope of work concentrated on working directly with the Glen Alps Road Service Area (GARSA) Board members to develop a list of priority road improvements, estimated costs to construct individual improvements, and develop construction documents to complete selected project(s) within available funding restraints.

In sum, the short-term, immediate needs selected by the GARSA board include the following projects:

1. Realign the upper curve and pave Glen Alps Road
2. If realignment is not feasible then pave the existing unpaved portion of Glen Alps Road);
3. Acquire ROW through the Hooker-Beede Subdivision;
4. Acquire ROW for Canyon Road through Rohaley property;
5. Improve Canyon Road from Dearmoun Road to the Rohaley Property (Bee's Hill)

Since the funding source for completing the project was a transfer from the Alaska Department of Transportation & Public Facilities (see **Project Budget** below), a summary of the effort was required as a deliverable to the Department. The report was entitled *Toilsome Hill Drive/Glen Alps Road & Canyon Road Improvements - Project Scoping Report, dated February 2010*. In addition, another major deliverable included in the scope of work was the completion of a map that identified all of the existing right-of-way (ROW) and ROW issues that are prevalent within the project area.

Following the study phase, the next step of the project included developing construction documents for bidding and construction of the highest-priority project. As indicated above, the first project to be completed was paving the unpaved portion of Glen Alps Road and realigning a segment to straighten a portion of the roadway. The four primary objectives of this project

include 1) resolving right-of-way (ROW) issues; 2) reducing maintenance efforts by paving the roadway; 3) improving sight distances by removing the tight curve; and 4) improving drainage. The proposed project limits are from the end of existing asphalt on Glen Alps Road to the Glen Alps parking lot entrance.

In December 2009, the project team began preliminary design efforts which included contacting the affected property owners to discuss the realignment of the roadway. The primary affected property includes a portion of a 160-acre tract that is owned by the heirs of a Comanche Indian who homesteaded the property in the 1950s and passed away in 2001. Currently, the land is administered by the United States Department of the Interior, Bureau of Indian Affairs (BIA), who is responsible for representing the trust allotment interests on behalf of Comanche Indian's heirs.

At that time, representatives of the BIA indicated willingness to work with the MOA on the ROW issues resulting from the proposed rerouting of the road. As such, the design team began working with the BIA for obtaining permission to complete a geotechnical investigation and design and ROW surveys.

In January 2011, over a year after the effort was initiated, the BIA had still not authorized the design team to enter their property to complete the necessary field investigations. More so, the BIA has also informed the MOA that an environmental document was also required to be completed in conformance with the National Environmental Policy Act (NEPA). In consideration of these unanticipated project requirements and subsequent delays, it was determined that construction of the realigned roadway would not be likely until 2013/2014 or later.

Anticipating the schedule of constructing the project was going to be a significant issue with the GARSA Board, the design team met with the Board on January 20th, 2011 to discuss the project. At the meeting, the design team presented the project scope, cost, and schedule to 1) continue to proceed with realigning the upper curve and paving Glen Alps Road, and 2) pave the existing unpaved portion of Glen Alps Road. The Board unanimously opted to suspend all work on the realignment option and to proceed with paving Glen Alps Road in its existing location.

Subsequently, the design team moved forward and completed the design, permitting, utility coordination, and property appraisals for acquisition. As of the current date, the Municipality of Anchorage continues ROW acquisition negotiations on four (4) parcels owned by two (2) separate owners.

On-Going Work and Schedule: Currently, the design team is actively working on the following items:

- Finalizing acquisition of the Larsen and Jackson Heights LLC property;
- Develop scope of work for improving Canyon Road from Dearmoun Road to the Rohaley Property (Bee's Hill) (Project No. 5);
- Once ROW is complete, finalize bidding documents for advertising thru the MOA Purchasing Department (anticipated January 2013); and
- Construction of the Glen Alps Road (Project No. 2) from June 2013 thru July 2013.

Project Budget: The available funds for the subject project include two grants. In 2007, approximately \$1,900,000 was allocated to the MOA from a shared SFY2007 Capital Budget appropriation by the Legislature to DOT&PF. The original grant amount was \$2,500,000, of which DOT&PF used approximately \$600,000 for the paving of the Glen Alps parking lot. Subsequently, the

MOA received an additional \$2,500,000 from an SFY2010 Capital Budget appropriation by the Legislature. Combined, the total appropriation amount is currently \$4,406,913.50.

Available Funding	\$4,410,000
Phase 1 Total Development Costs	\$2,900,000
Anticipated Funding Balance	\$1,510,000

Phase 2 Total Development Costs	TBD
PW's Draft 2013-2018 CIP - 2013	\$3,000,000
PW's Draft 2013-2018 CIP - 2015	\$5,000,000
PW's Draft 2013-2018 CIP - 2016	\$5,000,000

If you have any questions, please call me at 522-6776 or e-mail me at tjacobson@theboutetcompany.com.

Attach 2

Glen Alps Road Paving Project Update

WORK ITEM	ACTION	STATUS
GARSA Selects Pave Existing Road Alternative (Jan 20, 2011)	Begin Plans, Specifications & Estimates Draft Design Waiver	Started February 2011
Design Waiver	March 2011: Submitted to MOA	Approved July 28, 2011
Draft Plans, Specifications, & Estimate (Pre PS&E)	March 2011: Submitted to MOA	May 2011: MOA Comments received. Incorporated into Final PS&E
Design Memorandum	March 2011: Submitted to MOA	Approved
Utility Coordination	April 2011: Met with ACS, GCI and ENSTAR	Utilities to provide specifications and estimates for work
ROW Acquisition	Abandon BIA appraisal, add Jackson Hts. LLC March 2011: Submitted draft Parcel Plats to MOA	April 2011: Received comments on Parcel Plats. Completed Jackson Hts. appraisal
Wetland Permitting	Determination and wetland permit August 2011: Completed	August 2011: Wetland permit approved Complete
Geotechnical Investigation	October 2011: Submitted to MOA January 2012: Met with MOA to resolve comments	November 2011: Comment period closed. Incorporate comments into Bidding documents
Final Plans, Specifications, & Estimate (Final PS&E)		April 2012: ACS Agreement
Utility Coordination	Obtain utility agreements and necessary signatures (ACS, GCI and ENSTAR)	April 2012: utility specifications received
ROW Acquisition	Actively negotiating with property owners. DNR, Chugach State Park Long-term Use Agreement being completed	Appraisals Updated May 2012 Property Owners contacted and negotiations started June 2012. 85Waiting on owners response.
Bidding	April 2012: Submitted Bidding documents to MOA	Advertisement depends on MOA schedule

Phase 2: Canyon Road – Bea's Hill draft scope of work submitted to Todd Jacobson on 9/4/2012

Questions or comments can be directed to Joshua Cross, P.E. Phone: 272-5451 e-mail: j.cross@lounsburyinc.com

Todd Jacobson

From: Hansell, Quincy <HansellQ@ci.anchorage.ak.us>
Sent: Tuesday, August 07, 2012 11:35 AM
To: Schmitt, Steve G.
Cc: Todd Jacobson
Subject: GARSA public use easement question in Hooker-Beede Subdivision

Steve and Todd -

QUESTION:

I was asked to respond to a concern expressed by the GARSA board members about potential liability arising from personal injuries or property damages on the undedicated segment of "Canyon Road" that runs through the Hooker-Beede Subdivision. The question arose during a discussion of the feasibility of converting the roadway to a Public Use Easement.

The Municipality's project manager, Todd Jacobsen, issued a response Feb. 1, 2012 which included the following language:

"Where an existing road is proposed to be conveyed from private property status to a PUE, the MOA requires the road to be constructed to current Municipal standards. By "accepting" a PUE for a substandard roadway, the Municipality exposes itself to private claims or rights-of-action arising from personal injuries or property damages resulting from use of the roadway located within the PUE. The concern is that the Municipality would be considered negligent in accepting ownership (and by extension maintenance responsibility) for a roadway that does not meet current standards and then not promptly improving this roadway."

At the April 19, 2012 GARSA board meeting, several attendees expressed concern that the above language implies that the Municipality does not currently have liability arising from use of the road, and thus the individual property owners may have liability.

ANSWER:

Liability arising from personal injuries or property damage in relation to use of the roadway will be tied to maintenance responsibility of the roadway. If the claimant can show that the maintenance of the roadway was negligent in some way, whoever maintains the roadway could be held liable. In the GARSA, the Municipality, through a contractor, maintains the roadway, so the Municipality would most likely be the liable party.

In the February 1, 2012 response on this issue, the project manager was speaking to other potential claims arising in relation to the design and construction of a new roadway that did not meet the Municipality's design standards - that is a separate issue.

Hope that helps, but let me know if I can be of any further assistance -

Quincy Hansell

Assistant Municipal Attorney
HansellQ@muni.org
 (907) 343-4574

Municipality of Anchorage

As of 9/20/2012 5:38 AM

Fund Type:

Fund:

Account:

105.00

7,450.00

Department:

Division:

DeptID:

Include MuniMart?

Public Works

Administration

Street Maint Glen Alps

Yes

Approp	Description	Budget**	Expended	Encumbered	Pre-Encum	Remaining	% Spent	
2,000.00	Non-Labor	244,712.00	210,548.32	0.90	25,000.00	9,162.78	0.96	Operating Balances
3,900.00	Contributions to O	120,000.00	120,000.00	-	-	-	1.00	
Total Direct Costs		364,712.00	330,548.32	0.90	25,000.00	9,162.78	0.97	
6,000.00	Charges from Dep	27,532.00	14,154.02	-	-	13,377.98	0.51	Capital Balance
Total		392,244.00	344,702.34	0.90	25,000.00	22,540.76	0.94	

**Budget amounts now reflect the budget through the selected reporting period, and do not include later adjustments.

As of this reporting period the total contractual services direct budget amount unexpended equals; **Pre-Encumb \$25,000 + Remaining Bal +\$9,162.78 = \$34,162.78**

Encumbered & Pre-Encumbered amounts are not expended but budget reservations for road contract services & other budget committments.

Reflects Pmts/Inv thru 08/21/2012.

Future contractual services payments draw against the Encumbered amount.

Approved mill rate limit; 2.75 mills.

Contributions to Others is Capital Fund Contribution; 2011 CIP Contr. Bal. \$69,269.12

see cap proj funds next spreadsheet

Operating Monies	34,162.78	
Street Lights	-5,400.00	Aug/Sept/Oct/Nov/Dec 2012
Total	\$28,762.78	
Balance for Basic Road/Snow Maintenance Sept/Oct/Nov/Dec 2012		

Municipality of Anchorage
Fund 105 Glen Alps SA
Fund Balance Report
As of September 19, 2012

Audited Fund Balance as of 12/31/11 before set asides	\$	185,240
8.25% Bond Rating Designation	\$	(25,097)
Board of Supervisors Emergency Operating Designation	\$	(60,841)
Fund Balance after set asides	\$	99,302
Appropriations:		
Fund Balance Appropriation to Fund 409 (AR12-182, 07/10/12)	\$	(90,000)
Available Unaudited Fund Balance after set aside designations	\$	9,302

fund balance
as of
09/20/2012

CAPITAL PROJECT REPORT

Description	Authorized	Expendits	Encumbrns	PreEncbs	Balance	Revenues	Net Cost	Stat
409 - Misc Capital Project/Pass-Thru								
7454 - Glen Alps SA-Capital Prgm								
GARSACI	40,000.00	40,000.00	0	0	0	-40,000.00	0	I
GARSACI	40,000.00	40,000.00	0	0	0	-40,000.00	0	I
GARSACI	40,000.00	40,000.00	0	0	0	-40,000.00	0	I
GARSACI	40,000.00	40,000.00	0	0	0	-40,000.00	0	I
GARSACI	40,000.00	40,000.00	0	0	0	-40,000.00	0	I
GARSACI	40,000.00	24,000.00	0	0	16,000.00	-40,000.00	-16,000.00	A
GARSACI	40,000.00	0	11,219.00	0	28,781.00	-40,000.00	-28,781.00	A
GLSACAP	35,000.00	35,000.00	0	0	0	-35,000.00	0	I
GLSAFB2	80,000.00	66,730.88	13,269.12	0	0	-80,000.00	0	A
7454 - Deptl	395,000.00	325,730.88	24,488.12	0	44,781.00	-395,000.00	-44,781.00	
409 - Fund T	395,000.00	325,730.88	24,488.12	0	44,781.00	-395,000.00	-44,781.00	

Date: 9/2012 Include close Active/Inactive

DeptID: 7454

ated: 9/20/12 5:17 AM

		24,488.12	44,781.00
-	-11,219.00	Chugach Electric	-44,070.00 APC Inv # 120809
	-16,800.00	APC Inv # 120902	
Ending Balance	Total	-3,530.88	-711.00