



Meeting Agenda
SE RPO Advisory Board & Transportation Committee meeting
August 19, 2026 @ 12:30pm via Teams

1. Call to Order
2. Agenda Approval
3. Minute Approval
4. SEC Staff Updates on Projects and Programs
5. Advisory Board Introductions
6. RPO Program Overview – AKDOT&PF and SEC
7. Old Business
8. New Business
 - a. Southeast Alaska RPO operating agreement
 - b. Set terms for initial board member
 - c. Election of Officers
9. Open Discussion
 - a. FFY27 Work Plan
 - b. Round Table – Member Check in
10. Next meeting date – September
11. Adjourn



SOUTHEAST CONFERENCE MEMORANDUM

To: Southeast Alaska Regional Planning Organization Advisory Board
From: Southeast Conference Staff
Date: August 7, 2026
RE: Background on RPO – Agenda Item 6

Welcome, and thank you for your willingness to serve on the Southeast Alaska Regional Transportation Planning Organization (RTPOs or RPO) governing body. Below is a brief to provide you with some context on RPOs.

RPOs form pursuant to Federal statute 23 USC 134 and 135. Their purpose is to ensure nonmetropolitan areas fully participate in statewide transportation planning. More specifically, RPOs have the following duties:

- A. developing and maintaining, in cooperation with the State, regional long-range multimodal transportation plans;
- B. developing a regional transportation improvement program for consideration by the State;
- C. fostering the coordination of local planning, land use, and economic development plans with State, regional, and local transportation plans and programs;
- D. providing technical assistance to local officials;
- E. participating in national, multistate, and State policy and planning development processes to ensure the regional and local input of nonmetropolitan areas;
- F. providing a forum for public participation in the statewide and regional transportation planning processes;
- G. considering and sharing plans and programs with neighboring regional transportation planning organizations, metropolitan planning organizations, and, where appropriate, tribal organizations;
- H. conducting other duties, as necessary, to support and enhance the [scope of the planning process].

In 2022 Alaska DOT&PF established the RPO Pilot program ask Alaska ventures into understanding the benefits of the Federal program. Items on our advisory meeting agenda will translate the list of statutory duties above into Southeast Alaska specific tasks that build on AKDOT&PF public outreach efforts and help establish collective policies, programs and priorities for Southeast Alaska.

Already designated and federally-recognized Economic Development District for Southeast Alaska, its status as the ARDOR for Southeast Alaska, its decades-long participation in transportation issues, Southeast Conference is the Alaska Department of Transportation and Public Facilities-recognized RPO for the region. As such, SE Conference will provide staff and other administrative support to the RPO Board and regularly report back to AKDOT&PF staff overseeing the handful of RPOs around Alaska.

Again, welcome to the RPO Board. SE Conference staff looks forward to working with each of you within this new partnership structure.



**SOUTHEAST CONFERENCE
MEMORANDUM**

To: Southeast Alaska Regional Planning Organization Advisory Board
From: Southeast Conference Staff
Date: August 7, 2026
RE: Southeast Alaska RPO operating agreement– Agenda Item 8a

A requirement of the RPO program is to establish a set of by-laws or an operating agreement for the SE-RPO Advisory board to abide by. To set consistency in the State RPO program, SEC staff utilized the Copper Valley Development Association's established operating agreement for the CVD-RPO and terms within SEC's Project agreement with the State (Contract 26-007) to draft a recommended operating agreement for consideration of adoption by the SE -RPO Advisory Board.



**SOUTHEAST CONFERENCE
MEMORANDUM**

To: Southeast Alaska Regional Planning Organization Advisory Board
From: Southeast Conference Staff
Date: August 7, 2026
RE: Set terms for initial board member – Agenda Item 8b

To established a staged term for future boards, initial advisory board members need to be split up into those serving one (1), two (2) and possibly three (3) year terms.



SOUTHEAST CONFERENCE MEMORANDUM

To: Southeast Alaska Regional Planning Organization Advisory Board
From: Southeast Conference Staff
Date: August 7, 2026
RE: Election of Officers – Agenda Item 8c

If adopted by the board, the operating agreement calls for the election of a chair and a vice chair from among its members. Staff suggests the board elect a chair using the following process.

1. Advisory board members nominate board candidates for the position of chair; alternatively, members may express an interest in serving as board chair. Staff will call for nominations to close when it is apparent no additional members will be nominated or declare an interest in serving as chair.
2. Board members will be called on by staff to cast a vote for one of the nominees. Members may vote by paper ballot, or by digital voting through the option arranged by staff if participating remotely.
3. The nominee receiving a majority of votes will take on the position of chair.
4. The process, this time overseen by the board chair, is repeated for the position of vice chair.



**SOUTHEAST CONFERENCE
MEMORANDUM**

To: Southeast Alaska Regional Planning Organization Advisory Board
From: Southeast Conference Staff
Date: August 7, 2026
RE: FFY27 Regional Planning Work Program (RWP) – Agenda Item 9a

As a means of identifying tasks for the RPO to complete, you will find attached SE RPO's FFY26 Regional Planning Work Program (RWP) for the time period February 12, 2026 through September 30, 2027.

The RWP includes five activities identified by AKDOT&PF staff, namely: 1) transportation planning; 2) technical assistance and planning support; 3) public participation, outreach, and communication; 4) program management and reporting; and 5) special studies and additional planning activities. Many of the tasks and subtasks identified in the attachment can be completed by staff. Others may, from time to time, require some formal action from the advisory board. SEC staff will arrange for responses from the board when action is needed.

Alaska DOT&PF staff consulted with SEC staff as the work program document was prepared. The tasks and subtasks are substantial. We will work with AKDOT&PF staff on prioritizing tasks to focus on issues important to AKDOT&PF and to SEC through next September.

The FFY26 RWP is presented here for your review as we discuss and consider tasks to include for the FFY27 RWP (October 1, 2026 – September 30, 2027). SEC staff will take feedback from the discussion as well as coordination with AKDOT&PF to draft an FFY27 RWP that will be considered for adoption by the SE RPO during our September board meeting.



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SOUTHEAST ALASKA REGIONAL DEVELOPMENT ORGANIZATION



Southeast Conference Transportation Committee Meeting

December 4, 2025

Minutes

Call to Order/Opening Remarks: Chair KC Hostetler opened the meeting at 3:00pm with more than 25 participants including Peter Amylon, Sara Lucey, Becca Parks, Adam Anderson, Aurah Landau, Chrostopher Goins, Cory Baggen, Dan Kelly, David Kensinger, Dianne Blumer, James Clark, James Marks, Kristin Smith, Mayor Angela Brand Danuser, Mayor Albert Smith, Melissa Lunas, Michael Ganey, Michelle O'Brian, Rebecca Garrett, Rep. Jeremy Bynum, Ron Curtis, Royal Hill, Tom Morphet, Xochitl Castaneda. Staff present: Colette Peters, Kaitlyn Jared, Robert Venables, Sara Shutt, Jon Bolling

Announcements/Industry Updates

SEC Kaitlyn Jared- We continue to participate in meetings with Prince Rupert. We are hopeful to soon see a final agreement establishing Southeast Conference as a regional planning organization (RPO), one of the first in the state with this more official role with the State of Alaska. RPO is a subset of a federal program that is intended to help rural communities have more of a voice in statewide planning efforts and gives SEC one more connection and role in connecting small communities with Alaska DOT and the STIP and the funding mechanisms behind it all. This is complemented with another state program called Thriving Communities, allowing SEC to highlight it's role in planning in helping communities connect the dots with transportation needs. SEC continues to be involved in the HE commuter ferry project, a targeted focus on five SE communities. Reminder to save the date: February 10-12, 2026 is Mid-Session Summit, the third day is the Transportation Symposium. If the committee has any suggestions for the work sessions reach out to staff. Registration will be opening soon, mark your calendars.

AK DOT&PF Sara Lucey- Adding to SEC's report the DOT is in the final stages of hiring an RPO coordinator for DOT's planning section and that once that is completed the agreement can get to the finish line and SEC can start operating as an RPO. Update on the Long-Range Transportation Plan (LRTP), a long-term vision of transportation systems throughout the state. Kicked off in late August the initial outreach phase will last until the end of the calendar year. In the next couple of months DOT will be transitioning into their more formal engagement phase of this plan. New methods and ways for outreach including engagement sessions and using real stories from Alaskans to promote the LRTP and then push the vision and goals for it. This plan will have a 30-year horizon, encompassing the entire transportation network to study the system holistically. The LRTP gives a consistent foundation for the system as a whole whereas the area and regional plans really focus on topics like terrain and population and provides a list of vetted project needs. The transportation needs list is derived from the planning documents, internal feedback, and community feedback. This in part feeds into other documents like the 10-year capital improvement program, ongoing now, and get rolled into the STIP. The State is changing from a 4-year STIP to a rolling STIP that gets

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updated and communicated and incorporates as we go. Planning teams are working on completing modal-specific existing condition reports written up to use as the foundation for talking about their vision and goals, scenario planning and policy analysis. Following compiling all the foundational information they'll start drafting strategies and actions and complete the LRTP in December 2026. The public involvement calendar is being finalized now and soon will have a list out of in-person meetings and focus groups. A newsletter campaign will go out detailing the plan for the coming year. As part of the initial outreach, we've collected 200 user stories so far and they're sorted into four themes 'safety and reliability', 'connectivity and access', 'cost and affordability', 'rural and remote mobility'. The main LRTP website contains outreach materials and a dynamic asset map. Visit publicinput.com/alaskaLRTP2055 to add your user story and feel free to share this link with others. DOT will be collecting user stories throughout the planning process, the ones received before Dec. 31, 2025 will be used for the visioning and goals workshop. A question was asked about safety measures around the fishing community with regard to the struggles around the high volume of marine traffic, cruise ships and freight vessels. Sarah Lucey agreed to look into that. Sarah Cripes added that there is a freight plan being worked on right now that will have a waterways plan as an appendix, at this point with a more freight focus but eventually could be a stand-alone plan and may be a better avenue for the previous question about waterway safety. Director Chris Goins reminded everyone of the virtual meeting for the SE Alaska Transportation Plan round one outreach on Dec. 16th at 10am and 5pm and Dec. 18th at 10am with the Tribes. Goins also provided an update on the Southcoast Region 2026 Projects. In north/northeast we have 16 going, 3 continuing projects. South we have another 14 projects ongoing. AMHS has 13 port projects coming in the next 5 years and represents approximately \$320million and for some projects the costs are going up significantly. In 2026 we have \$123million in DOT contractor payments going out for carry-over projects, \$80million for projects in Sitka and Ketchikan, and the Army Corps of Engineers is going to be bidding on the Skagway levy project. Already advertised projects comprise another \$120million going out. As noted earlier there are some bids coming in higher than budgeted but we are working on solutions to keep things on track. Projects going out to bid in 2026 represent another \$63million. The Haines Airport SREV is going to be funded a year early and will also go out to bid in 2026. The other ready to bid projects are waiting for matching funds but are anticipated to move forward in 2027. Mayor Smith asked if AMHS intended to add additional runs to Juneau for major events like Celebration and regional basketball tournament but there wasn't anyone in attendance who could speak to this. KC Hostetler noted that AK Airlines is adding capacity in SE for Celebration and to reach out with more information on the Club 49 Freight for Less program.

Membership Roundtable Discussion

Xochitl Castaneda announced that a USDOT \$15million grant is open now, marine projects compete very well on this program. This is the last year it will be funded at the bipartisan infrastructure law level, it is encouraged to get your projects in. Reach out if assistance is needed in scoping maritime projects. The PIDP is slightly delayed/new notice will come out in December and the funding likely in January and with the overlap it would be worth applying again when that second notice of funding opportunity comes out. Announcements for AMHS will come out in December.

Tom Morphet if anyone has seen any movement on the freight company out of western Alaska who was interested in operating in Southeast. Mayor Smith replied that Alaska Logistics came to the Tribal Alliance meeting last month and that they have plans for their first sailing to Southeast soon and are seeking more interested communities.





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SOUTHEAST ALASKA REGIONAL DEVELOPMENT ORGANIZATION

KC Hostetler reminded the committee this will be the last meeting before Mid-Session Summit & Transportation Symposium if anyone has concerns or items that the communities would like us to be aware of to reach out. A \$500million transportation projects funding match is being considered for fast tracking by the legislature in the upcoming session.

Christopher Goins informed the committee that Alaska General Contractors (AGC) is making a big push for Meet the Match campaign; 10% state funds, 90% federal, 100% smart is the moto. Please reach out if anyone needs help contacting the person in charge of that.

Kaitlyn Jaren and Robert Venables both spoke to the work they do with NADO and RPO America to try to make sure that Alaskan qualify for as much of the benefits that come out of the STP rewrite. More information will be available at the Mid-Session Summit & Transportation Symposium February 10-12, 2026.

Mayor Smith expressed pleasure at knowing meetings are taking place regarding the Prince Rupert ferry terminal and restoring that leg of service and asked if there were avenues for expressing support to the Canadian authorities. Kaitlyn added that because of their own port upgrades conversations regarding how SE can better utilize the port of Prince Rupert for freight movement are being planned and would reach out to Mayor Smith with more information.

Jared asked if there was new information available on Federal ferry funding and rural ferry funding that disappeared in 2025 and Xochitl Castaneda offered to reach out the Federal Transit Authority for an update.

With no other announcements **the meeting was adjourned at 3:55 pm.**



Subaward Agreement
Between
Subrecipient, Southeast Conference
&
Alaska Department of Transportation & Public Facilities
for Regional Planning Organization Services
Program No: HFHWY00510

ARTICLE 1. INTRODUCTION

This Subaward Agreement ("Agreement" or "SA") is entered into by and between the Alaska Department of Transportation and Public Facilities (DOT&PF) and the Southeast Conference (Subrecipient), pursuant to the DOT&PF Annual Work Program (AWP) Task # PL-03, titled "Rural Area Planning", and under the authority of the Regional Planning Organization (RPO) Program ("Program").

The purpose of this Agreement is to formalize the mutual understanding and commitment of both parties to carry out regional transportation planning activities consistent with federal and state planning requirements. The activities conducted under this SA shall support the goals and objectives outlined in the DOT&PF's AWP and further the development and implementation of long-range multimodal transportation planning.

The AWP is a biennial plan developed by DOT&PF that outlines ongoing federally funded planning activities undertaken by the Department. These activities include, but are not limited to:

- meet federal requirements for long-range transportation planning;
- support maintenance of Statewide Transportation Improvement Program (STIP) projects;
- collect and manage transportation data;
- integrate performance measures and Transportation Asset Management (TAM) into the planning process.

This Program utilizes State Planning and Research (SPR) funds made available under 23 U.S.C. § 505 and 23 C.F.R. Part 420 and is designed to ensure that planning activities comply with applicable federal statutes and regulations.

This Agreement shall be administered in accordance with:

- 2 C.F.R. Part 200 – Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards;
- 23 C.F.R. § 200.332 – Requirements for pass-through entities.

The Subrecipient agrees to perform its obligations under this SA in a manner that ensures compliance with these governing regulations and supports the objectives of the RPO Program and the AWP Rural Area Planning Task.

ARTICLE 2. DEFINITIONS

Subrecipient: Subrecipient means a non-Federal entity that receives a subaward from a pass-through entity (DOT&PF) to carry out part of a Federal Program; but does not include an individual that is a beneficiary of such Program. A subrecipient may also be a recipient of other Federal awards directly from a Federal awarding agency.

Subaward: Subaward means an award provided by a pass-through entity to a Subrecipient (Southeast Conference) for the Subrecipient to carry out part of a Federal award received by the pass-through entity. A subaward may be provided through any form of legal agreement, including an agreement that the passthrough entity considers a contract.

ARTICLE 3. AUTHORITY

- A. **Statutory Authority:** Under Alaska Statute 44.42.020, DOT&PF is authorized to cooperate, coordinate, and enter into agreements with the Federal, State, local government agencies, and private organizations for the planning, design, and construction of transportation facilities.
- B. **Federal Authority:** As the recipient of Federal Highway Administration (FHWA) funding through the Surface Transportation Block Grant (STBG) Program and State Planning and Research (SPR) funding authorized by 23 U.S.C. 133, DOT&PF has the authority to issue subawards for activities that support the objectives of the Program.
- C. **Subrecipient Authorization:** It has been determined that the Southeast Conference qualifies as a Subrecipient under federal award definitions, and not a contractor. This determination, documented in **Attachment A**, is based on the Subrecipient's programmatic involvement, including participation in decision-making and direct contribution to achieving the objectives of the AWP planning tasks.

In accordance with 17 AAC 05.175(l), the Subrecipient has formally authorized the execution of this Agreement by resolution or ordinance, as documented in **Attachment B**. This resolution confirms the Subrecipient's commitment to carry out the responsibilities and deliverables outlined in the Agreement for successful completion of the Project.

Pursuant to 2 C.F.R. § 200.332, the DOT&PF, as the pass-through entity, has conducted a pre-award risk assessment of the Subrecipient to evaluate factors such as financial stability, management systems, and prior performance with federal awards. Based on this assessment, appropriate monitoring and oversight measures will be implemented throughout the performance period, including:

- review of financial and performance reports
- site visits as necessary,
- review of audit reports and follow-up on any findings,
- verification of timely and appropriate corrective actions,
- other monitoring activities aligned with the level of risk identified.

ARTICLE 4. PERIOD OF PERFORMANCE

The Period of Performance for this Subaward Agreement shall begin on **February 11, 2026**, and shall end on **September 30, 2027**, unless otherwise amended in writing by mutual agreement of both parties. This period aligns with FFY26-27 AWP.

All activities supported by this Agreement must be conducted within this designated timeframe. Only costs incurred during the Period of Performance are eligible for reimbursement under this Agreement, unless otherwise specifically authorized in writing in accordance with 2 CFR § 200.403(g) and applicable federal regulations.

The Subrecipient is expected to complete all deliverables, submit required reports, and close out all financial obligations in a timely manner consistent with this schedule. Any extensions to the Period of Performance must be requested in writing no later than 30 days prior to the expiration date and are subject to approval by DOT&PF and the terms of the federal award.

ARTICLE 4. PROJECT LOCATION

The primary project area is the Southeast Region of Alaska, encompassing the panhandle from the City and Borough of Yakutat in the north to the community of Metlakatla in the south. Planning activities conducted under this Agreement will address transportation needs, opportunities, and challenges specific to this region. Additionally, the project scope may extend to include adjacent areas within the Southcoast Region of Alaska, where transportation systems and issues often span jurisdictional and community boundaries. Activities will focus on improving connectivity, supporting regional mobility, and advancing coordinated planning efforts that reflect the needs of the broader region.

ARTICLE 5. PROJECT SCOPE

Through its pilot RPO Program, DOT&PF seeks to strengthen local engagement in the statewide transportation planning process. Under this Agreement, the Subrecipient will carry out specific planning activities that support regional coordination and advance the goals of the RPO Program. DOT&PF will work collaboratively with the Subrecipient by providing technical guidance, sharing data and planning resources, and ensuring alignment with state and federal planning objectives. The Subrecipient shall deliver services in accordance with the scope and schedule outlined in this Agreement and will be reimbursed for eligible activities upon their satisfactory completion.

To that end, DOT&PF will provide RPO services to include the following:

- A. Support or offer comments regarding suggested members of the RPO policy board, as needed;
- B. Work cooperatively with the RPO and coordinate in sharing data, resources and staff time as they relate to plan development and public outreach and engagement;
- C. Review and approve the RPO's Regional Work Program (RWP) annually to ensure it meets eligibility within FHWA Planning and Research Funds (Title 23, Part 420, Subpart A) and aligns with DOT&PF AWP task, Rural Area Planning [Attachment C];
- D. Assign a Program Manager as the main point of contact and ensure the scope of work is conducted with federal regulations and in a timely manner; The PMP

- E. Conduct or assist in conducting regional transportation planning meetings or workshops as warranted;
- F. Assist with transportation improvement priority lists;
- G. Assist in drafting a public involvement plan that supports DOT&PF developed area plans and projects;
- H. Advise on transportation issues and projects;
- I. Prepare letters of support or concern on transportation issues that affect the region;
- J. Participate and provide experts to address projects and issues at RPO meetings.

THE SUBRECIPIENT MAY PROVIDE RPO SERVICES TO INCLUDE THE FOLLOWING, AS NEGOTIATED:

- A. Work cooperatively with the DOT&PF and coordinate in sharing data, resources and staff time as they relate to plan development and public outreach and engagement;
- B. Draft a RWP that sets forth the activities and budget for which the RPO will carry out in alignment with DOT&PF AWP. The RWP shall be drafted annually on a federal fiscal year basis (October 1- September 30) and for recurring RPOs will be submitted by September 1 of the year. The RWP will include a schedule for planning work products;
- C. Prepare regional transportation planning meetings or workshops on emerging transportation topics to identify project needs;
- D. Identify and prioritize transportation improvements for the region;
- E. Conduct data collection or analysis;
- F. Identify funding opportunities;
- G. Draft or support grant applications;
- H. Review DOT&PF plans and studies;
- I. Assist with public involvement plans and engagement to support area plans and projects;
- J. Advise on transportation issues and projects;
- K. Prepare letters of support or concern on transportation issues that affect the region;
- L. Hold regular RPO meetings, no less than quarterly;
- M. As a condition of receiving federal assistance through Alaska DOT&PF, the recipient shall fully comply with the provisions of Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d et seq.), implementing regulations at 49 CFR Part 21, and applicable state statutes including the Alaska Open Meetings Act (AS 44.62.310–.312)
- N. Assign a Program Manager to coordinate with DOT&PF;
- O. Form and provide ongoing support to a RPO board composed of local and regional stakeholders to guide transportation planning activities;
- P. Conduct eligible planning services within the Project Location (Article 4.) as negotiated with DOT&PF in the approved RWP.

ARTICLE 6. PROJECT DELIVERY

6.01 DOT&PF's Responsibilities

Responsibility	Details
Ensure compliance with Federal and State laws	Expenditure of FHWA funds complies with applicable laws, FHWA-approved policies, procedures, and the AWP.
Obtain federal authorization	Ensure authorization and an approved RWP before commencing planning activities as outlined in Article 5. Project Scope.
Monitor and support Subrecipient performance	- Review and approve the RWP per federal and state requirements. - Ensure compliance with the approved RWP. - Facilitate coordination and communication between DOT&PF and the Subrecipient to support effective implementation of planning activities;
Review and approve budgets	Approve RWP budget in coordination with the Subrecipient.
Review and Process payments	- Authorize reimbursements to the Subrecipient based on eligible and satisfactorily completed work - Review and process for payments to the Subrecipient as per Article 8. Budget, Payment & Reimbursement provisions.
Add prioritized projects to the DOT&PF Needs List	Incorporate the prioritized projects into the DOT&PF Needs List (17 AAC 05.175) for potential inclusion into the STIP and update as necessary.

6.03 Subrecipient's Responsibilities

Responsibility	Details
Use of Funds	- Use Subaward funds exclusively for the responsibilities in the approved RWP. - Provide additional funding for work exceeding federal-aid funding or deemed ineligible.
Project Execution	- Perform work outlined in the Scope of Work (Article 4) and RWP to achieve the goals of the Program. - Use only employees for work (contract employees require federal compliance).
Reporting and Documentation	- Prepare and submit progress and expense reports for eligible expenses, with reimbursement requests monthly, as part of the approved RWP. - RWP Progress Reports shall include activities completed within each RWP task and percent of completion. - Retain all expense records for three years after the Agreement completion.
Coordination and Communication	- Designate a single point-of-contact with decision-making authority. - Respond to DOT&PF requests within 14 calendar days unless an alternate timeline is mutually agreed upon in writing.

Responsibility for Resources	Be responsible for services and eligible expenses unless deemed ineligible under this Agreement.
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ARTICLE 7. PROGRAM ADMINISTRATION

The DOT&PF Program Manager is responsible for overseeing the administration of this Agreement and ensuring alignment with the approved RWP. The DOT&PF Program Manager will serve as the primary point of contact for programmatic and administrative matters and shall work collaboratively with the Subrecipient to support successful execution of the Program and address any administrative or performance-related issues that may arise.

ARTICLE 8. BUDGET, COMPENSATION & INVOICING

8.01 Budget

- A. The Program will be funded using FHWA planning funds apportioned to the State. These funds require a 20% non-federal local match, which DOT&PF will provide for the duration of this Agreement. For budgeting purposes, it is important to note that this match arrangement may be subject to change. As additional RPO's are established, DOT&PF may revise its policy to require Subrecipients to contribute the local match. Should this occur, this Agreement will be amended accordingly. All FHWA and matching funds must be used exclusively for eligible planning activities in accordance with federal requirements and 2 CFR Part 200.
- B. Funding authorized under this Agreement will be in accordance with the approved annual RWP. The Period of Performance for this funding shall be from **February 11, 2026, through September 30, 2027** to align with the FFY26-27AWP. Actual expenditures shall not exceed the approved budget unless both Parties formally authorize changes through a written amendment to the RWP.
- C. If the local match structure is amended during the life of this Agreement to require a Subrecipient cost share, final match requirements will be recalculated at the time of closeout based on actual expenditures, in accordance with applicable federal and state guidelines.

8.02 Compensation for Services

- A. The DOT&PF will reimburse the Subrecipient for expenditures for planning services rendered according to the following structure:
 - a) Compensation for services will be based on the budgeted hours and fixed hourly rates as defined in the approved RWP.
 - b) Compensation will cover costs that are necessary and reasonable and allocable to the Program and meet the criteria for allowable costs under 23 CFR Part 420 Subpart A and 2 CFR Part 200, Subpart E.
 - c) The Subrecipient may apply the federally approved de minimis indirect cost rate of 15% of Modified Total Direct Costs (MTDC), in accordance with 2 CFR § 200.414(f), unless the Subrecipient has a negotiated indirect cost rate agreement (NICRA) in effect. The use of the de minimis rate must be consistently charged as either direct or indirect costs and may not be double charged or inconsistently charged as both.

- B. DOT&PF will not reimburse Subrecipient for the following:
 - a) Costs incurred outside the Period of Performance (Article 4.).
 - b) Costs that exceed the total amount specified in the approved RWP.
 - c) Costs that cannot be adequately verified as valid, allocable, and allowable expenditures for this Program.

8.03 Invoicing and Payment Schedule

- A. Subrecipient shall submit detailed invoices to the DOT&PF each quarter the Project is active. Each invoice must include:
 - a) For each RWP Task: Actual hours vs. Budgeted hours, other expenditures, and list of activities completed.
 - b) Receipts for materials or services purchased where applicable.
- B. DOT&PF shall process and remit payments within 30 days of receiving a valid invoice, provided that:
 - a) The Subrecipient has completed activities toward meeting the approved RWP tasks.
 - b) The invoice is accurate, complete, and supported by all required documentation.
 - c) Is a valid reimbursable expense per 23 CFR Part 420 Subpart A.

ARTICLE 9. STEWARDSHIP AND OVERSIGHT

- A. DOT&PF Stewardship and Oversight
 - a) DOT&PF will verify that the subrecipient is not excluded or disqualified in accordance with CFR 180.300. Verification methods are provided in CFR 180.300, which include confirming in SAM.gov that a potential subrecipient is not suspended, debarred, or otherwise excluded from receiving Federal funds.
 - b) DOT&PF reserves the right to audit Subrecipient records related to planning services and reimbursement claims to ensure compliance with this Agreement and funding requirements.
- B. Subrecipient Stewardship and Oversight
 - a) The Subrecipient agrees to comply with all applicable federal, state, and local laws, regulations, as well as FHWA guidelines, including but not limited to:
 - 2 CFR Part 200 – Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards;
 - 2 CFR Part 180 – OMB Guidelines on Debarment and Suspension;
 - 23 CFR Part 420 – Planning and Research Program Administration;
 - All applicable Federal Highway Administration (FHWA) guidance and policies.
 - State of Alaska procurement and financial management standards, where applicable.
 - b) The Subrecipient agrees to provide DOT&PF, FHWA, and other authorized federal or state representatives with timely access to financial, programmatic, and administrative records related to this Agreement. The Subrecipient must retain all records for a minimum of three years after final project closeout, in accordance with 2 CFR § 200.334. Records must be sufficiently detailed to demonstrate compliance with the terms of this Agreement and all applicable requirements.

ARTICLE 10. FINANCIAL REPORTING AND AUDIT REQUIREMENTS

- A. The Subrecipient shall submit an Annual Financial Statement Audit within nine months following the end of its fiscal year. However, if the Subrecipient expends \$1,000,000 or more in total federal funds during its fiscal year, it must instead submit a Single Audit conducted in accordance with 2 CFR Part 200, Subpart F. The Single Audit report must be submitted no later than nine months after the end of the audit period, or within 30 calendar days after receipt of the auditor's report, whichever is earlier, as required by 2 CFR § 200.512(a).
- B. DOT&PF's Indirect Cost Allocation Plan (ICAP) rate shall not be applied to this Subaward. Administrative and overhead costs are the responsibility of the Subrecipient and must be accounted for in the approved budget, either as direct costs or through a federally allowable indirect cost rate, such as the 15% de minimis rate under 2 CFR § 200.414(f), unless the Subrecipient has a negotiated indirect cost rate agreement (NICRA).

ARTICLE 11. TERM AND TERMINATION

9.01 Effective Date

This SA shall become effective on the date it is signed by the last authorized representative of the Parties and shall last until the end of the active term of the DOT&PF Annual Work Program (AWP).

9.02 Termination for Cause

The DOT&PF may terminate this Agreement, in whole or in part, by providing written notice to the Subrecipient if DOT&PF determines that Subrecipient has:

- Failed to carry out its obligations under this Agreement with reasonable diligence or efficiency.
- Failed to comply with any material term or condition of this Agreement.
- Failed to execute or adhere to the approved RWP in a timely manner.
- Failed to make satisfactory progress toward program objectives.

Upon receipt of written notice of termination, Subrecipient shall immediately cease all work and take all reasonable measures to limit incurring additional costs. DOT&PF may withhold future payments pending resolution of compliance issues.

9.03 Compensation Upon Termination

DOT&PF shall reimburse Subrecipient for all allowable, allocable, and reasonable costs incurred prior to the receipt of the notice of termination, regardless of whether those efforts resulted in completed deliverables. Such reimbursement is subject to the limitations and procedures outlined in Article 8.02 Compensation for Services and must be supported by appropriate documentation of time and effort expended.

9.04 Termination for Convenience

Either party may terminate this Agreement for convenience, without cause, by providing 30 calendar days' written notice to the other party. In such cases, reimbursement will follow the same principles set forth in Article 8.0.

ARTICLE 12. INCORPORATION CLAUSE

- A. Subrecipient shall comply with all applicable Federal and State laws, regulations, executive orders, Stewardship Agreements, and applicable DOT&PF manuals and guidelines, including those provisions that would apply to the DOT&PF if the DOT&PF were to perform those tasks to be performed under this SA by Subrecipient.
- B. This obligation is in addition to compliance with any law, regulation, or executive order specifically referenced in this SA. This obligation includes, but is not limited to, compliance with Federal and State uniform relocation assistance and real property acquisition policies; compliance with provisions of the Federal-Aid Policy Guide ("FAPG"); and compliance with the requirements of Title 23 of the United States Code and related implementing regulations, as set forth in the Code of Federal Regulations (CFR).

ARTICLE 13. HOLD HARMLESS

- A. Subrecipient shall hold the DOT&PF, the State, its officers, employees, and agents (collectively, "the State") harmless from and defend the State for claims or causes of action arising out of this SA.
 - a) Notwithstanding the foregoing, the Subrecipient shall have no obligation to hold the State harmless to the extent the State is determined to be liable for its own acts or omissions.
 - b) The Subrecipient's duty to defend shall apply regardless of whether it is also alleged that the State's acts or omissions contributed to the claim or cause of action.

ARTICLE 14. EACH PARTY IS AN INDEPENDENT SUBRECIPIENT

For the purposes of this Agreement and all services to be provided hereunder, each party shall be, deemed to be an Independent Subrecipient and not a partner, agent, or employee of the other party. Neither party shall have authority to make any statements, representations, or commitments of any kind, or take any action, which shall be binding on the other party, except as may be explicitly provided for herein or authorized by the other party in writing. To that end:

- A. Subrecipient is engaged to perform planning services for the Project and shall be compensated in accordance with the terms outlined in Article 8. DOT&PF shall not be responsible for withholding taxes or providing employee benefits to the Subrecipient.
- B. Nothing in this SA shall be construed to create a partnership, joint venture, or any other form of legal association between the Parties, other than as independent subrecipients as described above.

ARTICLE 15. CANCELLATION REMEDIES

- A. If the Subrecipient causes the cancellation of this SA, it shall bear all non-reimbursable costs, FHWA reimbursements due, and related expenses incurred by both Parties up to the date of cancellation or final termination.
- B. If DOT&PF causes the cancellation, DOT&PF shall bear all non-reimbursable costs, FHWA reimbursements due, and related expenses incurred by both Parties up to the date of cancellation or final termination.
- C. If cancellation is caused by third parties or uncontrollable circumstances, both Parties shall negotiate in good faith to fairly allocate responsibility for non-reimbursable costs, FHWA reimbursements due, and related expenses.
- D. These remedies are in addition to any other legal or equitable remedies available under this Agreement.

ARTICLE 16. Miscellaneous Provisions

- A. **Amendment or Modification of Agreement.** This SA may only be modified or amended by written agreement signed by authorized representatives for both Parties.
- B. **The Whole Agreement.** This Agreement constitutes the entire understanding between the Parties regarding the matters addressed herein. Amendments require written approval signed by both Parties.
- C. **Assignment.** The Subrecipient may not assign this Agreement, in whole or in part, without DOT&PF's written consent.
- D. **Third Parties and Responsibilities for Claims.** This Agreement creates no rights, privileges, or obligations for third parties. It does not establish any legal relationship between DOT&PF and individuals or entities supplying services or materials for the Project.
- E. **Duty of Cooperation.** The Subrecipient will provide reasonable access to the Project and records for DOT&PF and U.S. Government representatives and will cooperate in good faith with related inquiries or requests.
- F. **Necessary Approvals.** The Subrecipient will secure all required approvals, permits, and authorizations under applicable law to fulfill the obligations of this Agreement.
- G. **Joint Drafting.** This Agreement has been jointly drafted and reviewed by both Parties and shall not be construed for or against either Party.
- H. **Third Party Beneficiary Status.** The Subrecipient is not a beneficiary of contracts between DOT&PF and third parties and holds no rights under such agreements unless explicitly stated.

ARTICLE 17. CONTACTS

The DOT&PF's project coordination is Southcoast Planning Chief, Jill Melcher (jill.melcher@alaska.gov) and agreement/RPO Coordinator is Jennifer Bowman (jennifer.bowman@alaska.gov). These contacts may be re-designated in writing from time to time. Subrecipient's contact is Executive Director, Robert Venables (robert@southeastconference.org) and Transportation & Special Projects Manager, Kaitlyn Jared (kaitlyn@southeastconference.org), or as re-designated in writing at any time.

The undersigned agree to the terms of this Subrecipient Agreement:

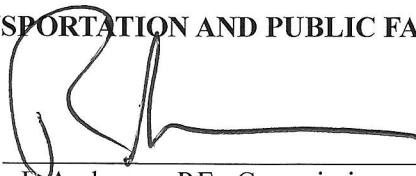
SUBRECIPIENT, SOUTHEAST CONFERENCE

Dated: 2-11-26

By: 
Robert Venables, Executive Director

STATE OF ALASKA, DEPARTMENT OF TRANSPORTATION AND PUBLIC FACILITIES

Dated: 2/11/2026

By: 
Ryan F. Anderson, P.E., Commissioner

ATTACHMENT A – Subrecipient or Contractor Classification

Pursuant to 2 CFR § 200.331 and guidance from the Federal Highway Administration (FHWA), the Alaska Department of Transportation and Public Facilities (DOT&PF) has determined that the Southeast Conference (SEC) qualifies as a Subrecipient under this Agreement, rather than a contractor. This classification is based on SEC's direct role in executing programmatic elements of the Regional Planning Organization (RPO) Program, its involvement in decision-making, and its responsibility for producing planning outcomes that align with the objectives of the federally funded State Planning and Research (SPR) Program.

SEC's extensive experience in regional transportation planning, stakeholder engagement, and economic development substantiates this determination. As the federally designated Economic Development District (EDD) and the state-designated Alaska Regional Development Organization (ARDOR) for Southeast Alaska, SEC has a proven track record in coordinating multi-modal transportation initiatives, developing comprehensive plans, and facilitating public involvement processes. Their leadership in projects such as the Southeast Alaska Transportation Plan and the Comprehensive Economic Development Strategy (CEDS) demonstrates their capacity to manage federally funded programs effectively.

Subrecipient Determination Criteria Table

Federal Criteria per 2 CFR 200.331	SEC Assessment
Determines who is eligible to receive assistance	Yes-supports regional decision making and local prioritization.
Has performance measured against federal program objectives	Yes- Deliverables align with DOT&PF AWP and FHWA SPR objectives.
Is responsible for programmatic decision-making	Yes - SEC coordinates meetings, identifies needs, and drafts work program tasks.
Carries out a portion of the federal program	Yes- SEC performs core RPO planning activities.
Uses funds to carry out a public purpose (not to provide goods/services for DOT&PF's direct benefit)	Yes- Activities support regional planning and community engagement.

ATTACHMENT B – Resolution or Ordinance

SOUTHEAST CONFERENCE

Resolution 24-01

SUPPORTING ENTERING INTO A COOPERATIVE AGREEMENT WITH THE STATE OF ALASKA TO FORM A REGIONAL PLANNING ORGANIZATION

WHEREAS, the State of Alaska Department of Transportation & Public Facilities (AKDOT) is responsible for statewide transportation planning and project implementation; and,

WHEREAS, to better meet its responsibility for transportation planning, AKDOT has adopted a Regional Planning Organizations (RPOs) pilot program in Alaska, and recently designated federal funding in furtherance creating RPOs; and,

WHEREAS, RPOs work with communities to fine-tune transportation planning to meet the needs of local stakeholders. Participants in the RPO Pilot Program will advocate for transportation issues they deem important in their region, help draft long range transportation plans, establish a formal channel of communication with DOT&PF, and ensure the public remains engaged throughout the process; and,

WHEREAS, RPOs, like the more formal regional transportation planning organizations, are intended to assist AKDOT in identifying transportation needs, conduct planning, assist local governments and support the statewide transportation planning process in non-metropolitan areas of a state, and could lead to the formation of a RTPO; and,

WHEREAS, the AKDOT recently drafted a model for a Cooperative Agreement as a pilot program for Regional Planning Organizations (RPOs); and

WHEREAS, the Agreement outlines a process for the AKDOT to work with RPOs towards drafting a boundary map, forming a regional/rural policy committee, undertaking the development of a Long-Range Transportation Plan, and evaluating transportation needs and priorities for projects that improve transportation links between communities in the region, to share with the AKDOT; and

WHEREAS, as part of this Agreement the AKDOT will provide a base level of funding for administration and planning efforts, provide technical assistance and oversight, participate in technical and policy committee meetings, and work collaboratively on Federal and state policy decisions that may affect the RPO area; and

WHEREAS, interest from communities statewide in creating RPOs has increased following Congress passing the Infrastructure Investment & Jobs Act, which has increased Federal transportation formula funding to the State, and added new Federal discretionary grant programs; and

WHEREAS, a Southeast Alaska RPO can focus on and articulate the need for essential transportation links between the region's communities, including support for Alaska Marine Highway System, Interisland Ferry Authority, and airport and float plane facilities; and,

WHEREAS, Southeast Conference was founded in 1958 with the goal of establishing marine transportation connecting Southeast Alaska communities, leading to what became the Alaska Marine Highway System; and,

WHEREAS, Southeast Conference has unfailingly advocated for all Southeast community transportation needs, including the AMHS since its inception, and continues to do so; and,

WHEREAS, AMHS advocacy includes active participation in the AMHS Reform and Reshaping Working Group, the Alaska Marine Transportation Advisory Board, Alaska Marine Highway Operations Board and other activities under multiple gubernatorial administrations; and,

WHEREAS, Southeast Conference advocacy of other projects, including ongoing support of developing mariculture industry in Southeast Alaska, Prince William Sound, and in Southwest coastal Alaska, demonstrates the Conference's range and interaction throughout the AMHS service area; and,

WHEREAS, Southeast Conference has consistently collaborated and supported AKDOT efforts to improve that marine, surface and air transportation systems in the region; and

WHEREAS, sustainable, reliable and safe transportation systems are critical for the continuation and growth of local economies; and,

WHEREAS, Southeast Conference works collaboratively with all affected boroughs, municipalities, and Tribes for consensus of representation in the proposed formation of a Southeast RPO, and will seek letters of support that SEC will use in working with DOT&PF.

NOW, THEREFORE, BE IT RESOLVED, that the Southeast Conference Board of Directors supports working with the Alaska DOT&PF toward a cooperative agreement to form a Regional Planning Organization for Southeast Alaska to advocate for transportation projects linking communities in the region; and

THEREFORE, BE IT FURTHER RESOLVED, that the Southeast Conference Board of Directors supports working with the Alaska DOT&PF toward a cooperative agreement to form a Regional Planning Organization for Southeast Conference to lead an AMHS-wide RPO in partnership with the three other coastal economic development districts, focused on the viability and sustainability of the Alaska Marine Highway System; and,

BE IT FURTHER RESOLVED, that the Southeast Conference Board of Directors authorizes the Southeast Conference Executive Director to negotiate a cooperative agreement, the final terms of which are subject to approval by the Board of Directors.

ADOPTED BY THE SOUTHEAST CONFERENCE BOARD OF DIRECTORS ON March 27, 2024.

Witness by:



Attest



**A RESOLUTION SUPPORTING APPOINTMENT
OF SOUTHEAST CONFERENCE AS THE REGIONAL NON
METROPOLITAN TRANSPORTION PLANNING ORGANIZATION
(Resolution 04-14)**

WHEREAS, The communities of Southeast Alaska are dependent upon good transportation alternatives for their economic survival; and

WHEREAS, Southeast Conference has taken an active interest in regional transportation issues since its inception in 1959, and has working committees that bring communities within the region together to discuss and advocate on transportation issues; and

WHEREAS, The Southeast Conference has a long history of speaking out on regional transportation issues, before the legislature and elsewhere, and takes an active role in providing feedback and monitoring of the Department of Transportation's Statewide Transportation Improvement Plan (STIP); and

WHEREAS, The Southeast Conference has been designated an Alaska Regional Development Organization by the State of Alaska, and an Economic Development District by the U.S. Department of Commerce, further lending itself to more formal roles in advocating for the interests of the region; and

WHEREAS, The final rule on local official consultation was published in the Federal Register on behalf of the Federal Highway Administration and the Federal Transit Administration, on January 23, 2003 requiring states to consult with non-metropolitan local officials, and provide for their participation in the statewide transportation planning and programming that is separate and discrete from their public involvement process; and

WHEREAS, The states have one year from effective date of the rule to document and implement the consultation process; and

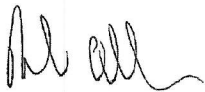
WHEREAS, The membership of Southeast Conference desires a formal role in advising the State Department of Transportation and Public Facilities on STIP allocations in the federally defined Non Metropolitan area of Southeast Alaska.

NOW THEREFORE, BE IT RESOLVED THAT: Southeast Conference be appointed as the regional representative to whatever process is established statewide to address this federal requirement, to coordinate input from our member communities into the STIP process, contingent on board approval of the final version of the State of Alaska's plan to comply with the requirement.

ADOPTED BY THE MEMBERSHIP OF Southeast Conference on September 18, 2003

Witness:

Attest:



Rob Allen - Southeast Conference President



Meilani Schijvens - Administrative Director

Attachment C – FFY26-27 AWP Rural Area Planning Task

Task: Rural Area Planning, PL-03

Primary Funding Source: SPR

Lead Division: Project Delivery

Task Manager: Jill Melcher

Purpose / Need

The purpose of the Rural Area Planning task is to facilitate a comprehensive and cooperative transportation planning process in rural and remote areas. The task aims to support the development and implementation of transportation plans and programs that address the specific needs and challenges of rural communities. This includes planning for future transportation programs, participating in the development of local public transportation systems and programs, and supporting the availability of financing. The task also involves engaging in the development and implementation of management systems and supporting research and studies necessary for effective rural transportation planning. This task directly supports eligible federal activities outlined in 23 USC 134, 135, and 505, as well as other applicable statutes and regulations related to statewide planning and transportation (23 CFR 450).

Scope of Work

- Assess the transportation needs and challenges specific to rural areas, and connections to urban areas. Assist in project ranking and selection processes.
- Foster collaboration and maintain strong liaison with agencies, local governments, communities, Tribes, and relevant organizations to garner support for the department's transportation plans, programs, policies, and projects. This includes attending or hosting transportation events, conferences and events to support ongoing coordination and collaboration.
- Maintain continuous communications with elected and local officials through meetings, newsletters, web, email, phone and other platforms per 23 CFR 450.210(b) Non-Metropolitan Local Officials Cooperation (NMLOC). Cooperate with local officials to achieve common planning goals. Support engagement in transportation plans (Long Range Transportation Plan) and the Statewide Transportation Improvement Program (STIP).
- Stay apprised of social, political and economic developments within the region and assessing their potential impacts on transportation systems.
- If applicable, utilize other funds or state non-participating sources to accomplish additional work objectives aligned with the overall goal of improving transportation infrastructure and services in rural areas.
- Support Regional Planning Organizations (RPOs) by helping with organization start up, funding platform, scope of work, and coordinating on key planning tasks.
- Support the development and maintenance of a 10-Year Plan by identifying, prioritizing and scheduling rural projects.
- Update and maintain a project Needs List for rural communities.
- Coordinate with Regional Preconstruction Engineers on Scope, Schedule & Estimates (SSE) generation.
- Participate in Planning, Environmental Linkages (PEL) studies

- Assist Headquarters in the development, maintenance, and implementation of the Statewide Long- Range Transportation Plan, Statewide Transportation Improvement Program, and the Federal Lands Access Program as well as highway functional classification and other highway corridor and related land use issues.
- Review and comment on other entities/agencies planning products
- Manage consultation processes such as the Non-Metropolitan Local Official Consultation/Cooperation Process (NMLOCP)

Products/Deliverables

Products/Deliverables	Status	Responsible Party	Start	End
Scope, Schedule & Estimate Development	As Needed	State DOT Planning	FFY26 Q1	FFY27 Q4
RPO coordination documentation and funding distribution agreements	As Needed	State DOT Planning	FFY26 Q1	FFY27 Q4
Public involvement and outreach meeting participation	Ongoing	State DOT Planning	FFY26 Q1	FFY27 Q4
Agreements (e.g., match, maintenance, RSAs) and project nominations	As Needed	State DOT Planning	FFY26 Q1	FFY27 Q4
Tribal Calls & Coordination	Ongoing	State DOT Planning	FFY26 Q1	FFY27 Q4
10 Year Plan Development	Ongoing	State DOT Planning	FFY26 Q1	FFY27 Q4
Needs List Maintenance	Ongoing	State DOT Planning	FFY26 Q1	FFY27 Q4

SOUTHEAST ALASKA REGIONAL PLANNING ORGANIZATION PILOT SE-RPO OPERATING AGREEMENT

VISION:

The vision of the Southeast Alaska-Regional Planning Organization is for a strong, connected and collaborative Southeast Alaska through which enables a safe, efficient, reliable, resilient and accessible multi-modal transportation system in Southeast Alaska that advances local, regional, national, and international travel for life, livelihoods and commerce.

RPO DESIGNATION and NAME:

- On February 11, 2026, the State of Alaska Department of Transportation & Public Facilities (DOT&PF) and the Southeast Conference (SEC) signed an agreement establishing the Regional Planning Organization for Southeast Alaska.
- The name of the organization is the Southeast Alaska Regional Planning Organization (SE-RPO).

PURPOSE and SCOPE:

The purpose of SE-RPO is to assist AKDOT&PF and Southeast Alaska Communities and Tribes with transportation planning by identifying and advocating local transportation needs, conducting transportation planning, assisting local governments, and supporting the statewide transportation planning process in non-metropolitan areas of Southeast Alaska. The primary project area is the Southeast Region of Alaska, encompassing the panhandle from the City and Borough of Yakutat in the north to the community of Metlakatla in the south. Planning activities conducted under this Agreement will address transportation needs, opportunities, and challenges specific to this region. Additionally, the project scope may extend to include adjacent areas within the Southcoast Region of Alaska, where transportation systems and issues often span jurisdictional and community boundaries. Activities will focus on improving connectivity, supporting regional mobility, and advancing coordinated planning efforts that reflect the needs of the broader region.

The scope of the AKDOT&PF RPO Pilot Program is:

- A means for the SE-RPO and the AKDOT&PF to work together on transportation priorities that are within or affect the planning area of Southeast Alaska.
- To increase communication and cooperation between the AKDOT&PF and the Citizens and businesses that operate in the region.
- To ensure regional and local input is maximized to identify local and inter-regional transportation needs.
- Allow for thorough vetting, better planning, prioritization and decision making to feed into AKDOT&PF's capital project development and to benefit the region.
- To address other transportation issues and priorities that affect the planning area.

As outlined in SEC Agreement 26-007, the SE-RPO may work on a variety of planning products, including but not limited to:

- Develop and maintain an annual work plan
- Develop and maintain a public involvement plan
- Develop and maintain a project intake and review process for transportation projects for regional initiatives and for the Alaska State Transportation Improvement Plan
- Creation and promulgation of an annual report on the actions and finances of the SE-RPO

- Supporting efforts of designated RPO governing body members to report regularly to each of their respective organizations

PLACE OF BUSINESS:

The principal office of SE-RPO is co-located at the offices of Southeast Conference, located at 9360 Glacier Hwy, Ste 201, Juneau, AK 99801. The mailing address is 9360 Glacier Hwy, Ste 201, Juneau, AK 99801. Other offices for the transaction of business may be located at such places as the SE-RPO Advisory Board may determine.

ORGANIZATION AND ADMINISTRATION:

- The affairs of SE-RPO shall be managed by its Advisory Board. The Advisory Board members shall be appointed to office by the Southeast Conference Board of Directors with approval from AKDOT&PF. Candidates interested in serving on the Advisory Board must submit a notice of intent no less than 30 days prior to the scheduled annual meeting.
- Administrative support and fiduciary responsibility for funding shall be provided by SEC.
- The SE-RPO shall abide by the SEC bylaws, policies, and procedures for administrative, procurement, budgetary, and fiscal matters.

AUTHORITY:

- The SE-RPO acting within the scope of this operating agreement is empowered to research, facilitate public input, debate, and set transportation goals for the region, inclusive of public input; and to make decisions, adopt, support and publish transportation priorities, goals or comments.
- The SE-RPO is authorized to appoint sub-committees or task forces as needed to support its work within the scope of this operating agreement.
- The SE-RPO is an independent policy board with decision-making authority housed and administered by the SEC.

PROCESS AND SCHEDULE:

- The RPO will develop a decision-making process and a public participation plan as a policy of the Advisory Board.
- The RPO shall meet regularly, at the call of the Chair or as scheduled by the board. Regular board meetings shall be held at least quarterly. One of the quarterly meetings may be designated as an annual meeting.
- Special meetings of the Advisory Board may be led by or at the request of the chair or any two Advisory Board directors, and shall be held at the principal office of SE-RPO or at such other place as the directors may determine, with a virtual attendance option.
- A meeting schedule should be published annually, for the upcoming year.
- All meetings shall comply with the State of Alaska Open Meetings Act (AS 44.62.310-.312) and be in compliance with Federal & State law, and Grant and contract terms.
- A majority of the number of advisory board members constitute a quorum for the transaction of business. The act of majority of the members present at a meeting at which a quorum is present is the act of the board.
- Each Advisory Board member shall have one (1) vote.
- Advisory Board meetings shall follow Roberts Rules of Order

BOARD MEMBERS:

- The SE-RPO Board is comprised of no fewer than seven and not more than eleven volunteer members from the region.
- Qualifications of Advisory Board Members.
 - Community and Tribal members may serve on the RPO Advisory board if they are residing in the region, own or represent a business that operates within the boundary of the RPO, or is an at large entity that utilizes or facilitates transportation in the region but does not reside here. Members shall be selected based on experience in a transportation industry, technical expertise, or familiarity with community transportation issues.
- Seats/Appointments
 - Term seat composition of the board will consist of three (3) publicly elected officials, three (3) to five (5) employees of public entities and three (3) to (five (5) private businesses. Each director must be at least eighteen years of age and the majority of the board must reside within the southeast region of Alaska, and be citizens of the United States. Additionally one AKDOT&PF Commissioner Office representative or appointee and one SEC Transportation Committee Chair or appointee may serve as an ExOfficio with the board.
- Term:
 - Seats shall be for two-year terms.
 - Each of the seats shall initially rotate in staggered terms of one (1), two (2) and three (3) years for the first three years and two years thereafter so that approximately 1/3 of the seats expire each year.
- Recruitment and Development
 - The Advisory Board may appoint a recruitment and development subAdvisory Board to recruit potential Advisory Board members and organize ongoing training and development for current Advisory Board members.
- Nomination
 - Advisory Board member candidates for private designated seats shall be nominated by the designated entities.
 - Other Advisory Board member candidates may be nominated by any citizen or organization that meets the eligibility criteria for serving on the Advisory Board by submitting a written nomination to the Southeast Conference Executive Director.
- Appointment
 - Appointments to the SE-RPO will be made at SE-RPO's annual meeting by SEC from nominations received before or at the annual meeting.
- Vacancies
 - Nomination for vacancies shall be in the same manner as outlined in the nomination section and may be appointed by SEC on an interim basis at any time.
 - Interim appointments will serve the remaining term of the vacated seat being filled.
- Resignation, Termination & Removal:
 - Resignations shall be submitted to the SE-RPO chair for action.

- Unexcused absence of an Advisory Board member from four (4) regularly scheduled meetings of the SE-RPO during a twelve (12) month period shall be considered equivalent to resignation and the seat of Advisory Board member shall be declared vacant.
- Officers
 - Officers are members of the Advisory Board and are elected by the Advisory Board.
 - Officers shall serve a two (2) year term.
 - Officer positions and duties are designated as follows.
 - Chair: The Chair shall preside over all SE-RPO meetings, shall have general supervision over the affairs of SE-RPO and over other officers, and shall perform all other such duties as are incidental to their office. In the case of the absence of the Chair, the Chair's duties shall be performed by the Vice-Chair. The chairperson may be called upon to be the Advisory Board spokesperson at functions or other meetings.
 - Vice Chair: The Vice-Chair shall assist the Chair and preside in the absence of the Chair.
 - Any officer of the Advisory Board may be removed by the Southeast Conference Board of Directors or two thirds of the Advisory Board membership whenever, in its judgment, the best interests of SE-RPO would be served thereby. Such removal shall be without prejudice to the contract rights, if any, of the officer so removed.
 - A vacancy in any office due to any reason may be filled by the Advisory Board for the unexpired portion of the term.

REPORTING/ANNUAL MEETING:

- The SE-RPO shall prepare and publish an annual report for the Community on the plans and finances of the Advisory Board.
- Each designated seat shall report regularly and gather input and direction on matters of the SE-RPO to each respective sponsoring organization.
- The SE-RPO shall have an annual meeting coinciding with the SEC annual meeting to report on the plans and finances of the Advisory Board and to appoint Advisory Board members.

THE SOUTHEAST CONFERENCE BOARD OF DIRECTORS: The SE-RPO is an entity housed within Southeast Conference. Southeast Conference Board of Directors may carry out certain functions in support of SE-RPO. Such functions may include review of applicants for positions to be filled on the Board; review of contractor proposals unless such review is assigned to another Advisory Board or staff; review of budget options and grant applications; signing of checks and contracts; and conduct any and all other functions for the non-profit as outlined in the Southeast Conference By-Laws. While SE-RPO follows the State of Alaska Public Meetings Act, the Southeast Conference, its board of directors, members and meetings specific to business that does not pertain to SE-RPO, retains the rights of a non-profit corporation and is not required to follow the State of Alaska Public Meetings Act rules or procedures

SOUTHEAST CONFERENCE EXECUTIVE DIRECTOR: The general affairs of the Southeast Alaska Regional Planning Organization shall be managed by the Executive Director for Southeast Conference, hired and supervised by the Southeast Conference Board of Directors.

The Executive Director will serve as the point of contact and will provide leadership and general oversight in executing the programs and operations of the SE-RPO and assures that internal coordination and external relations are productive, cordial, and efficient. The Executive Director may sign checks and retain contractors and consultants for matters and projects directed or approved by the Advisory Board and shall involve the SE-RPO in selection procedures. The Executive Director may hire other employees for projects and work items approved by the Board and with funds specifically approved by the Board.

SOUTHEAST CONFERENCE TRANSPORTATION AND ECONOMIC

DEVELOPMENT DIRECTOR AND OTHER STAFF: The Southeast Conference Transportation and Economic Development Director will provide day-to-day support to SE-RPO, under the supervision of the Executive Director. The Transportation and Economic Development Director will conduct all required quarterly reporting, facilitate meetings, prepare meeting packets and serve as the project manager for the Southeast Alaska Regional Planning Organization.

CONFLICT OF INTEREST:

- In all matters in which an Advisory Board Member (member) has an interest shall make it known to the SE-RPO Advisory Board and abstain from voting and participating in decision-making discussions that directly or indirectly be beneficial to a member. A member who is present but not authorized to vote, is still counted for determination of quorum, but is not counted in determining the majority required for Advisory Board action:
 - Definition of “Interest” is a member who is deemed to be interested in a matter if:
 - (a) The matter involves a contract or transaction that involves a member or his/her organization.
 - (b) The matter involves a contract or transaction with an entity or government unit of which a member is a member, officer, director, employee, shareholder, partner, joint venture, or other interest holder.
 - (c) The member or member’s family members would receive a direct and substantial benefit from the SE-RPO disposition of the matter, other than a general benefit derived from their status as resident of the community or member of the public.
 - (d) The matter involves proposing or establishing policies, goals or strategies that are likely to substantially benefit an adverse or competing entity of which the member is an officer, member of the governing body or compensated employee.
 - (e) No member shall work directly for Southeast Conference or its programs that will result in financial gain for the member. Any possible conflict of interest on the part of any or member candidate shall be disclosed by the member to the other members and made a matter of record when a matter related to the interest becomes a subject of Advisory Board action. A member may abstain from any consideration that represents a conflict of interest.
- The above stated definition of an” interest” shall not in any way limit the Advisory Board’s discretion to determine, on a case-by-case basis, that a member has a conflict of interest based on the circumstances or a particular matter.

CODE OF ETHICS

- The Duties of Loyalty

- Advisory Board members shall be loyal to the Advisory Board, and act within the scope of this operating agreement its best interest at all times. The position of Advisory Board Member may not be used for personal profit.
- Due Care
 - Advisory Board members shall perform their duties in good faith, with sound business judgment, and with the care of a prudent person. Due care requires Advisory Board members to:
 - Attend Advisory Board meetings regularly. Conduct themselves in a professional manner while serving on behalf of the Advisory Board.
 - Analyze Advisory Board reports, information, and activities to ensure that they meet sound business standards.
 - Comply with all adopted policies and applicable laws, including civil rights protections.
 - Expend SE-RPO funds that have been designated for use to the Advisory prudently.
 - Respect the boundaries between the Advisory Board's role in policy development and management's role in the implementation policies.
 - Refrain from making statements which are damaging to the Advisory Board or are false, or misleading.
- Enforcement and Disciplinary Procedures
 - The Advisory Board shall establish procedures for reporting and appropriate sanctions in the case of a violation of the code of ethics.

AMENDMENT

- This operating agreement may be amended with 60 days' notice and approval of both the SE-RPO Advisory Board and AKDOT&PF.

DISSOLUTION

At any regular meeting or any special meeting called and noticed for such purpose, SE-RPO may elect to dissolve by a vote of two-thirds of the Advisory Board.

FFY26 Southeast Alaska Regional Planning Organization (SE-RPO)

FHWA-Compliant Regional Planning Work Program (RWP)

Purpose and Compliance Statement

This Regional Planning Work Program (RWP) defines the federally eligible transportation planning, coordination, and public involvement activities to be undertaken by the Southeast Alaska Regional Planning Organization (SE-RPO) during Federal Fiscal Year (FFY) (February 12, 2026 – September 30, 2027).

All tasks contained in this RWP are: Consistent with 23 U.S.C. §134 and §135 transportation planning requirements; Eligible for FHWA State Planning and Research (SPR) / PL funds; Advisory, planning focused, and non-implementation in nature; and Coordinated with the Alaska Department of Transportation & Public Facilities (DOT&PF) to avoid duplication.

SE-RPO activities are intended to support and assist DOT&PF led planning efforts and do not include project delivery, maintenance, operations, or grant application preparation.

Compensation for services by the SE-RPO is based on the budgeted hours and fixed hourly rates as defined in budgeted hours table for each activity in the RWP.

Total budget not to exceed \$50,000.

Activity 1. Transportation Planning

Function Budget: Transportation Planning \$11,146

Budgeted Hours (Estimated): 142

Task 1.1 Transportation Planning Coordination

Assist DOT&PF in the development and implementation of statewide and regional long-range transportation planning efforts that are applicable to Southeast Alaska. Coordinate transportation planning activities with relevant partners to support integrated and efficient planning.

Subtask 1.1.1 Participate in coordination meetings and provide regional input to transportation planning activities, including the Statewide Long-Range Transportation Plan and other applicable statewide or regional plans.

Subtask 1.1.2 Coordinate with communities, Tribes, DOT&PF, and partner agencies to identify emerging transportation issues and trends relevant to regional planning. Ensure

regional transportation needs are clearly communicated during state planning and programming cycles.

Subtask 1.1.3 Engage with other regional planning organizations, state agencies, and DOT&PF planning initiatives to promote coordination and avoid duplication of effort.

Subtask 1.1.4 Review transportation plans and studies as requested by DOT&PF and provide advisory comments related to regional transportation planning considerations.

Deliverables/Milestones

- Develop task list for FFY26 of current plans needing updates
- Develop board subcommittees for appropriate transportation areas to enhance coordination
- Review documents

Task 1.2 Identification of Regional Transportation Needs

Support the identification and documentation of current and future transportation needs in Southeast Alaska.

Subtask 1.2.1 Compile regional and community transportation plans, needs and issues list for consideration in statewide planning processes, including the State Needs List, 10-Year Plan, and STIP development led by DOT&PF.

Subtask 1.2.2 Assist in identifying regional goals, objectives, and strategies consistent with adopted statewide transportation planning priorities

Subtask 1.2.3 Facilitate regional or community discussions to identify transportation needs and priorities for advisory input into DOT&PF planning processes.

Deliverables /Milestones:

- STIP and Major STIP Amendment Comments affecting the project area
- Initiation of regional and community transportation needs and issues list
- Alignment of regional transportation lists to plans
- Buildout of SE regional and community comprehensive and transportation plans in DOT&PF Plans Library

Activity 2. Technical Assistance and Planning Support

Function Budget: Technical Assistance \$7,399

Budgeted Hours (Estimated): 98

Task 2.1 Planning-Oriented Technical Assistance

Provide planning-level technical assistance to communities and stakeholders consistent with adopted transportation plans.

Subtask 2.1.1 Monitor federal and state transportation legislation, regulations, and research and share relevant planning-related information with SE-RPO members.

Subtask 2.1.2 Assist communities in evaluating whether locally identified transportation needs are consistent with applicable local, regional, and statewide transportation plans.

Subtask 2.1.3 Transportation data collection and planning analysis complementing or using the states data to assist informed community planning for effective and successful projects.

Subtask 2.1.4 Work with communities to conduct research, data collection and planning development for community transportation projects.

Deliverables/Milestones

- Newsletters, announcements or press releases
- Begin Buildout of Data Hub source page on website

Task 2.2 Advisory Communications

Subtask 2.2.1 Prepare advisory letters of support or concern regarding transportation planning issues when requested and consistent with regional transportation goals.

Deliverables/Milestones

- Formal written advisory letters
- Summary memo documenting the RPO's position
- Maintain tracking log of advisory letter requests and actions taken

Activity 3. Public Participation, Outreach, and Communication

Function Budget: Public Involvement \$17,626

Budgeted Hours (Estimated): 109

Task 3.1 Public Participation Planning

Public involvement activities in concert with approved transportation planning activities.

Subtask 3.1.1 Create a Public Involvement Plan (PIP) framework for the SE-RPO and coordinate with DOT&PF on State and Federal public participation requirements.

Subtask 3.1.2 Create a planning-focused SE-RPO website or webpage on the Southeast Conference website, containing current meeting information (meeting locations, agendas, etc.), planning documents, and public notices consistent with the PIP.

Subtask 3.1.3 Maintain and update a planning-focused SE-RPO website

Deliverables/Milestones

- Framework for developing a Public Involvement Plan
- Build out RPO Website on Public Input

Task 3.2 Ongoing Communication

Subtask 3.2.1 Facilitate regular communication between DOT&PF, communities, Tribes, and planning partners regarding transportation planning activities and schedules.

Subtask 3.2.2 Coordinate with local and Tribal governments, including non-metropolitan local officials and participate in national, statewide and regional forums, including meetings and symposia, to support regional transportation planning activities.

Subtask 3.2.3 Meeting with communities to promote the RPO designation and opportunity for communities.

Deliverables/Milestones

- Bi-Annual communication and engagement activities report (pre-PIP)
- Provide meeting summaries documenting key issues, priorities, actions, and coordination outcomes, including relevant input to support DOT&PF planning documents).

Activity 4. Program Management and Reporting

Function Budget: Program Management \$13,847

Budgeted Hours (Estimated): 145

Task 4.1 RWP Management and Reporting

Manage the SE-RPO planning program in accordance with DOT&PF agreements and federal requirements.

Subtask 4.1.1 Prepare and submit quarterly activity summaries to DOT&PF documenting progress toward RWP tasks.

Subtask 4.1.2 Track and manage eligible planning expenditures consistent with the approved budget and 2 CFR 200 requirements.

Subtask 4.1.3 Submit required performance and expenditure reports to DOT&PF in accordance with subaward requirements.

Subtask 4.1.4 Submit RWP annually prior to September 1 for review and approval by September 30, 2026

Subtask 4.1.5 Develop Annual RWP for FFY27

Deliverables/Milestones

- Quarterly Project Progress Reports
- Quarterly Financial Reports
- Develop annual RWP and budget for FFY27

Task 4.2 RPO Establishment

Subtask 4.2.1 Work with DOT&PF, communities, Tribes and industry operators to determine board composition and initial board members.

Subtask 4.2.2 Work with DOT&PF and the SE-RPO to develop and adopt RPO Bylaws and other necessary RPO documents.

Deliverables/Milestones

- Advisory Board Composition
- Advisory Board elections
- Advisory Board and Organization Bylaws

Task 4.3 Governance Support and Planning Activities

Subtask 4.3.1 Support advisory board functions necessary to carry out SE-RPO transportation planning responsibilities, consistent with adopted bylaws and DOT&PF guidance.

Deliverables/Milestones

- Meeting Minutes
 - Meeting packets
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Activity 5. Special Studies and Additional Planning Activities

As requested by DOT&PF and/or SE-RPO and subject to funding availability, SE-RPO may undertake additional planning only, special studies or activities through RWP amendments. All such activities will be reviewed for federal eligibility prior to initiation and approved by DOT&PF.

FHWA Eligibility Statement

No activities in this RWP include project delivery, maintenance, operations, aviation-only planning, economic development programming, or grant application preparation. All tasks are advisory and planning-focused in nature and are eligible for FHWA transportation planning funds, subject to DOT&PF concurrence.

Regional Work Program Signature Page

The undersigned agree to the terms of this Regional Planning Work Program (RWP):

SUBRECIPIENT, SOUTHEAST CONFERENCE

Dated: 4/14/2026 _____

Signed by:
J Robert Venables
By: _____
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Robert Venables, Executive Director

STATE OF ALASKA, DEPARTMENT OF TRANSPORTATION AND PUBLIC FACILITIES

Dated: 4/14/2026 _____

DocuSigned by:
Judy Chapman
By: _____
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Judy Chapman, Deputy Director, Statewide Planning