

MEMORANDUM

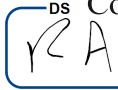
State of Alaska

Department of Transportation & Public Facilities
Office of the Commissioner

TO: Distribution

DATE: November 17, 2023

FROM: Ryan Anderson, PE
Commissioner



SUBJECT: Creation of FY25
Harbor Project
Evaluation
Committee

In 2006, the Alaska Legislature passed landmark legislation which established a 50/50 matching grant program called the Municipal Harbor Facility Grant Program (now called the Harbor Facility Grant Program). The purpose of the grant program is to recapitalize local government's small boat harbor infrastructure and further the sustainability of Alaska's public harbor system. For fiscal year 2023 (FY24), the Governor approved the capital budget of \$5.5 million.

Today, I am hereby creating a Harbor Project Evaluation Committee (PEC) to evaluate and rank applicants for the Department's Harbor Facility Grant Program and appointing six members to the Harbor PEC. The Harbor PEC consists of one planner representing each region, one planner representing statewide, a regional harbor maintenance representative, and a community harbormaster representative. The Harbor PEC members are:

Facilitator:	Michelle Duncan, Transportation Planner 1, Headquarters
Member:	Sarah Cripe, Area-wide Planner, Southcoast Region
Member:	Eric Taylor, Multimodal Transportation Planning Chief, Headquarters
Member:	Courtney Kreis, Transportation Planner, Northern Region
Member:	Philana Miles, Aviation and Programs Planner, Central Region
Member:	Marcus Zimmerman, Regional Maintenance Chief, Southcoast Region
Member:	Stephen Ribuffo, Harbormaster Representative, Port of Anchorage

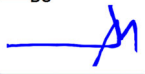
Alaska is blessed with one of the finest harbor systems in the country, and our magnificent coastline and bountiful marine resources make our harbors vitally important to Alaskans and our communities. The Harbor Facility Grant Program is consistent with the Department's transportation mission and furthering our role in supporting community owned harbor capital projects.

Please contact Michelle Duncan at (907) 465-6971 if you have any questions about your role or responsibilities.

DISTRIBUTION LIST

Judy Chapman, Deputy Director, Project Delivery, DOT & PF
Sarah Cripe, Area-wide Planner, Juneau Field Office, DOT & PF
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Ryan Anderson



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Alaska DOT&PF Commissioner

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State of Alaska - Department of Transportation

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ELECTRONIC RECORD AND SIGNATURE DISCLOSURE

Please read this Electronic Records and Signature Disclosure (ERSD). It concerns your rights regarding electronically undertaking, and the conditions under which you and the State of Alaska agree to electronically undertake, the transaction to which it relates (the “TRANSACTION”).

Consent to Electronically Undertake the TRANSACTION

You can electronically undertake the TRANSACTION only if you confirm that you meet the following requirements by selecting the box next to “I agree to use electronic records and signature” (the “AGREE BOX”):

1. you can fully access and have read this ERSD;
2. you can fully access all of the information in the other TRANSACTION records;
3. you can retain all of the TRANSACTION records in a form that you will be able to fully access for later reference;
4. you consent to undertake the TRANSACTION electronically; and
5. you are authorized to undertake the TRANSACTION. (Please note that falsely undertaking the TRANSACTION may subject you to civil liabilities and penalties and/or to criminal penalties.)

If you cannot or are not willing to confirm each of these five things, do not select the AGREE BOX.

Withdrawing Consent

If you select the AGREE BOX, you can withdraw your consent to electronically undertake the TRANSACTION at any time before you complete the TRANSACTION: simply do not finalize it. The only consequence of withdrawing your consent is that you will not finalize the TRANSACTION.

If you select the AGREE BOX, your consent will apply only to this TRANSACTION. You must separately consent to electronically undertake any other transaction with the State of Alaska.

Paper Option for Undertaking the TRANSACTION

You may undertake the TRANSACTION with the State of Alaska using paper records. (State of Alaska employees who want to undertake the TRANSACTION in paper should contact the agency responsible for the TRANSACTION.) Print the paper records on the website of the State of Alaska agency responsible for the TRANSACTION, or request them from the agency. The State of Alaska homepage is at <http://alaska.gov/>.

Copies of TRANSACTION Records

After completing the TRANSACTION but before closing your web browser, you should download the TRANSACTION records. Or you can download the records within 30 days after

completing the TRANSACTION using the link in the DocuSign email sent to the email address you used to complete the TRANSACTION. The State of Alaska will not provide a paper copy of the TRANSACTION records as part of the TRANSACTION. Under the Alaska Public Records Act (APRA), AS 40.25.100–.295, you can request a copy from the agency responsible for the TRANSACTION, but if too much time has passed, the agency may no longer have the records when you make your request. If required under the APRA, the agency will charge a fee.

Required Hardware and Software

For the minimum system requirements to electronically undertake the TRANSACTION, including accessing and thereby retaining the TRANSACTION records, visit <https://support.docusign.com/guides/signer-guide-signing-system-requirements>. These requirements may change. In addition, you need access to an email account.

How to Contact the State of Alaska

To ask a question on this ERSD or the DocuSign document generated after you complete the TRANSACTION or on using DocuSign to electronically undertake the TRANSACTION, contact the Alaska Department of Administration at either of the following addresses:

State of Alaska
Department of Administration
550 West 7th Avenue
Suite 1970
Anchorage, AK 99501
Reference: DocuSign

doa.commissioner@alaska.gov
Subject: DocuSign

To ask any other question on the TRANSACTION records or to update the information for contacting you electronically, contact the State of Alaska agency responsible for the TRANSACTION using the contact information in the TRANSACTION records or, if those records contain no contact information, using the contact information on the agency's website. Again, the State of Alaska homepage is at <http://alaska.gov/>.