

Donna J. Gardino

Educational Experience *MBA, Organization Management* University of Colorado, Boulder, Colorado
B.S., Business Administration Elmhurst College, Elmhurst, Illinois
A.S., Accounting Triton College, River Grove, Illinois
University of Phoenix Graduate Level Project Management Coursework

Certifications *Certified Purchasing Manager* (C.P.M.) N.A.P.M.1991 - 1996

Employment History

MPO Executive Director and Coordinator, Fairbanks Metropolitan Area Transportation System (FMATS) (April 2008 – 2017), Fairbanks, AK

- **Oversee** the on-going functions of the Metropolitan Planning Organization and serve as Secretary of the Policy Committee. **Oversee** the preparation of the Unified Planning Work Program, annual budget, Metropolitan Transportation Plan and the Transportation Improvement Program and other planning products. Develop transportation policies for consideration by the Policy Board. **Supervise** two employees.
- **Coordinate** a multi-agency MPO to fulfill all federal transportation planning requirements to ensure receipt of federal transportation funding. **Review** all applicable federal laws, regulations and state statutes to ensure compliance
- **Review and analyze** legislation at all levels affecting FMATS and make recommendations to the Technical and Policy Committees as to their impacts on MPO operations. Educate legislative and agency staff and local civic organizations on Fairbanks area transportation needs and plans
- **Coordinate** transportation air quality conformity analysis and the interagency consultation process.
- **Represent** the MPO on numerous advisory committees regarding the development of transportation plans involving wayfinding signs, complete streets, trails, corridor studies, statewide long range plan, and state strategic highway safety plan.
- **Policy Committee Member** of the Association of Metropolitan Planning Organizations (AMPO) (2012-present); Nominating Committee for the AMPO Board of Directors (2013 and 2014)
- **Community Representative on the University of Alaska Fairbanks Master Planning Committee** 2014 to present
- **Board Member of the Downtown Association of Fairbanks**
- **Member of the Transportation Infrastructure Committee of the Greater Fairbanks Chamber of Commerce** from 2008 - 2017

Acting Transportation Planner I, State of Alaska Department of Transportation and Public Facilities (July 2006 – February 2007) Fairbanks, AK

- **Manage** the annual Northern Region Winter Trail Marking Program from planning through construction, Serpentine Hot Springs Winter Trail Marking Project, DeLong Mountain Port Expansion EIS, Kotzebue Airport Relocation Feasibility Study, and the outstanding portion of the Northwest Arctic Transportation Plan
- **Represent** the region as the Acting **Aviation Planner**, **manage** the annual aviation, buildings and equipment Project Evaluation nomination process

- for Alaska's Northern Region, review lease requests, and handle other airport related issues
- ❑ **Review, clarify and compile** federal and state DOT&PF appropriations and disseminate the information on behalf of the department
- ❑ **Work extensively** with communities to refine their transportation needs and bring projects to their communities, assisting with obtaining non-federal dollars to match federal earmarks
- ❑ Member of the 2006 Planning Conference **organizational committee**
- ❑ Member of the Statewide Functional Class update Project Team and Strategic Highway Safety Plan Team, **led** the 2007 EPA Summit Team

Planner III, State of Alaska Department of Transportation and Public Facilities (2004 – March 2008) Fairbanks, AK

- ❑ **Reviewed state policy and regulations** concerning the state's planning program and made recommendations to headquarters
- ❑ **Successfully assisted** local governmental officials **in analyzing transportation planning needs** and developing work programs, nomination packages, match and maintenance agreements
- ❑ **Organized and conducted** public meetings in numerous communities to identify transportation needs
- ❑ **Successfully negotiated** the first three party agreement with BIA, DOT and a tribal non-profit organization for the design and construction of a community evacuation road
- ❑ **Represented the State** as a panelist at a statewide tribal transportation symposium, as speaker at annual BLM Corridor meetings
- ❑ **Completed** a host of special projects on an as needed basis including significant work on identifying transportation infrastructure needs for gas pipeline construction, legislative updates, the future of the interstate system in Alaska, and transition team requests
- ❑ **Organized** the statewide Pavement Preservation Technical Appraisal with FHWA and the National Center for Pavement Preservation

Engineering Assistant II, Engineering Technician, State of Alaska Department of Transportation and Public Facilities (1994 – 2004), Fairbanks and Delta, AK

- ❑ **Administered construction contracts** for multimillion-dollar projects, monitoring **compliance with applicable contractual agreements**
- ❑ Selected to **manage emergency procurement process** during 2002 earthquake due to outstanding procurement expertise
- ❑ **Developed RFPs, change orders, encumbrances**, pay estimates, directives and PDA revisions
- ❑ **Recognized for excellence in Office Engineering/Management**, developing presentations and conducting training for newly hired engineers
- ❑ **Performed several claim analyses and developed written backup** for review by the contracting officer in developing claim decisions
- ❑ **Tracked contractor progress**, updating GANTT charts as required
- ❑ **Coordinated with agencies, internal departments and community leaders** on highway construction projects and their associated issues
- ❑ **Office Engineer on multiple projects** simultaneously and trained several office engineers on active projects in the same season

- ❑ **Designated Project Engineer** on two diverse airport construction projects, including twenty rural airports, and an aggregate crushing contract with the Maintenance and Operations Department

Management Analyst II, City of Moreno Valley (2003 – 2004) Moreno Valley, CA

- ❑ **Provided technical and professional assistance**, prepared staff reports and recommended appropriate actions involving analysis of governmental procedures and policies
- ❑ **Conducted special studies, research, analysis, planning and program management** for the development and implementation of a municipally owned electrical utility
- ❑ **Coordinated with the incumbent utility, FERC, development community, media, graphics and technical consultants** to bring the electrical utility online
- ❑ **Effectively communicated** governmental policies, orally and in writing, to the public and provided quality customer service
- ❑ **Organized and facilitated public meetings** to inform the public on the city's policy regarding the new municipally owned utility
- ❑ **Prepared policies, procedures, ordinances, resolutions** and a variety of reports and correspondence
- ❑ **Updated project schedules** and tracked deadlines on over fifty projects

Administrator, Deltana Community Corporation (1997-2000) Delta, AK

- ❑ **Nominated projects for the STIP** on behalf of the community and City of Delta for four years, canvassing the community to determine priorities and obtaining resolutions of support
- ❑ **Prepared and administered work plans and budgets** and controls
- ❑ **Conducted grant funding** and related project research, identified opportunities and presented alternatives to the board, **developed applications** and administered federal and state grants
- ❑ **Managed and coordinated with multiple agencies** on community-sponsored construction and development projects
- ❑ **Obtained all necessary permits**, coordinated funding and managed project progress by construction and consultant personnel
- ❑ **Organized all accounting records for 3 previous years** and brought the corporation in good standing with the State of Alaska
- ❑ Legislative audit at end of contract indicated **full compliance with state and general accounting procedures**

Chairperson, Fort Greely Base Reuse Advisory Committee, Landfill Committee, Steering Committee, Economic Development Committee (1995-2000) Delta Junction, AK

- ❑ **Organized and facilitated public meetings** to develop a vision for the city's future
- ❑ **Led the Advisory Committee** in its review of all potential options for reuse at Fort Greely where project complexities included land use issues, renovations, solid waste management, asbestos remediation issues, utilities, security and other major potential infrastructure improvements
- ❑ **Prepared and updated GANTT charts** for a potential prison project and solid waste management plan development
- ❑ **Coordinated preliminary research** regarding various projects prior to consultant-led feasibility studies

- ❑ **Reviewed technical consultant findings**, analyzed alternatives and made recommendations and presentations to the City Council
- ❑ Selected by the Mayor to present current military base development progress in Washington D.C.

Secretary, Delta Regional Economic Development Council (1998–2000)

Delta, AK

As a founding member, spearheaded the economic development of the city:

- ❑ **Organized and facilitated public meetings** necessary to develop a Comprehensive Economic Development Strategy all without a funding source
- ❑ **Authored the strategy** on behalf of the community and **modified the strategy** into a two-year Work Plan that was used to obtain Champion Community Status through USDA Rural Development and strategy is currently being implemented and funded
- ❑ **Developed all budgets** and setup and maintained all accounting records
- ❑ **Drafted the bylaws** of the corporation

Owner, Double Diamond Services (1993-2001) Delta, AK

As a small business consultant, provided a diverse menu of services:

- ❑ **Developed business plans** for small businesses
- ❑ Worked as **community liaison to the planning consultant** for the Pogo-Teck Mining Project, developing a local business directory, establishing a centralized hiring location and **organizing local public involvement meetings**
- ❑ Automated small business **accounting systems** saving clients thousands of dollars annually
- ❑ **Researched and developed policy and procedure manuals** resulting in more efficient and cost saving employee performance
- ❑ **Authored professional proposal responses** to federal solicitations for private construction contractors enabling clients to capture work
- ❑ **Created advertising and promotional publications** to increase business

Contract Agent, U S West Business Resources, Inc. (1990-1993)

Englewood, CO

Accomplishments include:

- ❑ **Coordinated project teams** for the procurement of personal computer hardware, software, installation, training and maintenance as well as telephony equipment and network engineering services
- ❑ **Led negotiations on all contracts** and developed written agreements and administration plans upon completion of negotiations
- ❑ **Managed over 50 contracts in value of over \$200 million**
- ❑ **Negotiations resulted in savings** in the first year alone of over \$333,000 while reducing the number of contracts by 70%
- ❑ Achieved **savings of over \$3 million/annually** in subsequent years

**Volunteer
Activities
and
Recognition**

- ❑ Fairbanks Ski Patrol – Alpine Patroller 2005 to Present
- ❑ Birch Hill Nordic Ski Patrol – 2016 to Present
- ❑ State of Alaska Alpine Patroller of the Year 2008/2009, 2012/2013 and 2017/2018

- ❑ Awarded Yellow Merit Star 2013 and 2018
- ❑ Outdoor Emergency Care and Toboggan Instructor
- ❑ Alaska Division Assistant Division Director
- ❑ Member-at-Large NSP Governance and Planning Committees
- ❑ Governor's Advisory Board on Roads and Highways 2018 to Present
- ❑ Downtown Association of Fairbanks Board Member 2015 to Present
- ❑ University of Alaska Master Planning Committee 2014 to Present

Training

- ❑ Webinars: FAST Act, MAP-21, SAFETEA-LU, Performance Measures, Planning for Operations, Climate Change Partners and Collaboration, U.S. Federal Transportation Policy Briefing, Walkability for Older Pedestrians, Pedestrian Guidelines, TIM Integration and Pedestrian Crossings, FHWA Procurement, Scenario Planning, Planning and Environmental Linkages, Proven Safety Countermeasures for Pedestrians, Best Practices for Fiscal Constraint Compliance in Transportation Plans, TIPs and STIPs, Livability in Transportation, Pedestrian Safety Planning and Design, Climate Change 101 and GHG Targets, Methodologies and Legislation, Context Sensitive Solutions, Integrating Bike/Ped Facilities in Constrained Rights-of-Way, Complete Streets, Census 2010, Engaging the Private Sector in Freight Plan Development, Walkable Communities
- ❑ Incident Command System 2019
- ❑ NHI Course: Transportation Asset Management
- ❑ Corridor Planning and Roundabouts
- ❑ American Planning Association Conference (2008 – 2017)
- ❑ Association of Metropolitan Planning Organization Technical Conference 2017
- ❑ Association of Metropolitan Planning Organization Conference (2008 – 2017)
- ❑ Transcad Training
- ❑ NHI Course: Bicycle and Pedestrian Facility Design
- ❑ Webinars: Strategic Land-Use and Transportation Planning Using a Sustainable Infrastructure Approach
- ❑ NHI 142049: Beyond Compliance: Historic Preservation in Transportation Project Development -
- ❑ Safe Routes To School
- ❑ NHI 380069: Road Safety Audits and Reviews
- ❑ NHI 131104: Pavement Preservation Practices and Pavement Management -
- ❑ NHI 380076: Low Cost Safety Improvements
- ❑ NHI 152072: Highway Program Financing
- ❑ FAA Academy Course No. 06401: Airport Planning Criteria
- ❑ Overview of the FHWA Proposed Rulemaking on Planning
- ❑ Title VI-Nondiscrimination in the Federal-Aid Program
- ❑ General and Transportation Conformity
- ❑ NHI 31110A: Federal-Aid Highway 101
- ❑ Workshop on the NEPA and Tribes in Alaska
- ❑ NHI 142005A: NEPA and Transportation Decision-Making
- ❑ NHI 140218: Functional Assessment of Wetlands
- ❑ Effective Transit Planning and Investment
- ❑ Writing that Works - Transportation Focus
- ❑ ANILCA Seminar
- ❑ Conflict Management
- ❑ American Heart Association Provider-Level First Aid and Outdoor Emergency Care Technician (ongoing)

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- ❑ Introduction to ArcGIS I
- ❑ Civil Rights Training
- ❑ Contract Administration I and II
- ❑ Effective Negotiating I
- ❑ Phase II Storm Water Regulations
- ❑ Management Training for First-Line Supervisors
- ❑ Beginning Autocad, University of Alaska