



# MATANUSKA-SUSITNA BOROUGH TALKEETNA SEWER & WATER BOARD

for  
SERVICE AREA NO. 36

Andrew Haag, Chair  
James Kellard

Jane Steere, Vice Chair

Ryan Sheldon  
Vacant

## AGENDA

### REGULAR MEETING

Talkeetna Public Library  
24645 Talkeetna Spur Road  
Talkeetna, AK 99676

Microsoft Teams  
Meeting ID: 219 084 064 569  
Passcode: Rwkjk6

February 5, 2025  
1:00 pm

- 
- I. CALL TO ORDER
  - II. ROLL CALL
  - III. APPROVAL OF AGENDA
  - IV. APPROVAL OF MINUTES OF PRECEDING MEETINGS
    - A. Regular Meeting: January 8, 2025
  - V. STAFF REPORT
    - A. TSW Supervisor (Amanda Fleming)
    - B. MSB Engineer (Mike Campfield)
  - VI. AUDIENCE PARTICIPATION
  - VII. UNFINISHED BUSINESS

- A. Meeting Procedures
- B. Service Area Rule & Rate Changes
- C. Public Input Meeting – May 7, 2025

VIII. NEW BUSINESS

- A. Budget Preparations for FY26

IX. COMMENTS FROM THE BOARD

X. NEXT MEETING

- A. Regular Meeting: March 5, 2025, 1:00 pm, Talkeetna Public Library & Teams

XI. ADJOURNMENT



MATANUSKA-SUSITNA BOROUGH  
TALKEETNA SEWER & WATER BOARD

for  
SERVICE AREA NO. 36

Andrew Haag, Chair  
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MINUTES

REGULAR MEETING

Talkeetna Public Library  
24645 Talkeetna Spur Road  
Talkeetna, AK 99676

Microsoft Teams  
Meeting ID: 219 084 064 569  
Passcode: Rwkjk6

1:02pm-1:33pm  
January 8, 2025

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I. CALL TO ORDER

This regular meeting of the Talkeetna Sewer & Water Board for Service Area No. 36 was held on Wednesday, January 8, 2025 at the Talkeetna Public Library at 24645 Talkeetna Spur Road in Talkeetna, Alaska. The meeting was called to order at 1:02pm by Ryan Sheldon.

II. ROLL CALL

Talkeetna Sewer & Water Board members present and establishing a quorum were:

Mr. Andrew Haag – absent  
Ms. Jane Steere – present and on-time  
Mr. Ryan Sheldon – present and on-time  
Mr. James Kellard – present and on-time

A board attendance sheet was not collected.

III. APPROVAL OF AGENDA

Motion to adopt the agenda did not happen. Meeting procedures were discussed under New Business to properly address agenda and meeting minutes approvals.

VOTE: None.

#### IV. APPROVAL OF MINUTES OF PRECEDING MEETINGS

##### A. Regular Meeting:

Minutes for the December 4, 2024 regular meeting were not provided by the Board. There was no motion to approve the minutes.

VOTE: None.

#### V. STAFF REPORT

##### A. TSW Supervisor (Amanda Fleming)

- KTNA – Su-Valley Voice: Amanda, Ryan, and Mike discussed TSW systems, rule and rate changes, and infrastructure improvements on December 12, 2024. Ryan and Amanda were very pleased with how the interview went.
- Proposed rules and rates changes approved by MSB Assembly on December 17, 2024. Changes effective July 1, 2025.
  - TSW staff will be contacting customers required to install grease traps or impacted by other rule changes.
  - Commercial definition will only include properties that are operating businesses. Properties with multiple buildings connected that are otherwise operating residentially will be considered residential. MSB will audit properties that might be impacted by this rule and change them automatically.
- Garret Mischenko has resigned. MSB staff is preparing to advertise for his replacement.
- A draft budget will be presented at the next meeting with specific anticipated expenses for FY26.
  - Jane inquired about the high MTA expenses – Amanda explained that MTA expenses for TSW are combined in a contract with all MTA accounts for the MSB. This is negotiated by IT and Purchasing.

##### B. MSB Engineer (Mike Campfield) – absent

#### VI. AUDIENCE PARTICIPATION

##### A. None.

#### VII. UNFINISHED BUSINESS

- A. **Public Input Meeting** – Mike C. has requested via Amanda that the meeting to be pushed out to May as the RFP has not been publicized yet and will take time to be awarded.

Motion to move the Public Input Meeting to the Regular Meeting on May 7, 2025 at 6:00pm and change the Regular Meeting on March 5, 2025 from 6:00pm to 1:00pm by James. Seconded by Jane.

VOTE: All approved.

VIII. NEW BUSINESS

- A. **Meeting Procedures** – Amanda has been working with the Clerk’s office to establish better meeting organization. She has been officially designated at the Board Administrative Support to the board and will assist in meeting minutes, agenda preparation, and getting information to the Clerk’s office.
- Minutes from 2024 still need to be signed and sent to the Clerk.
  - The Team’s link for minutes is now available to the Public.
  - Jane Steere inquired about conflict of interest of potentially her and her son both serving on the Board. Amanda will follow up with the Clerk’s office.

IX. COMMENTS FROM THE BOARD

- A. None.

X. NEXT MEETING

- A. Regular Meeting: February 5, 2025 at 1pm

XI. ADJOURNMENT

Motion to adjourn the meeting by Ryan. Seconded by James.  
Meeting adjourned at 1:33pm.

ATTESTED:

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Ms. Amanda Fleming, Board Administrative Support

DRAFT

Category	Account	Account Description	FY22 Actual	FY23 Actual	FY24 Actual	FY25 Adopted	FY25 YTD	% Used	FY26 Request	% Change
<b>Revenues</b>										
Other State Revenue	337.800	State PERS Relief	12366.41	3455.64	2368.55	0.00	0.00	#DIV/0!	0.00	#DIV/0!
		Totals	12366.41	3455.64	2368.55	0.00	0.00	#DIV/0!	0.00	#DIV/0!
General Government	341.900	Miscellaneous Fees	0.00	0.00	7210.65	0.00	0.00	#DIV/0!	0.00	#DIV/0!
		Totals	0.00	0.00	7210.65	0.00	0.00	#DIV/0!	0.00	#DIV/0!
Sanitation/Septage Fees	344.500	Water & Sewer Fees	35110.57	14909.41	17377.02	14000.00	10569.72	75%	17000.00	21%
		Totals	35110.57	14909.41	17377.02	14000.00	10569.72	75%	17000.00	21%
Water & Sewer Fees	349.100	Water Charges	182714.42	223515.49	233774.78	220000.00	133030.67	60%	317812.00	44%
	349.500	Sewer Charges	178824.03	185311.48	190849.01	185000.00	115453.41	62%	169005.00	-9%
		Totals	361538.45	408826.97	424623.79	405000.00	248484.08	61%	486817.00	20%
Interest Earnings	361.100	Interest On Investments	1625.00	4311.00	4241.00	100.00	0.00	0%	4300.00	4200%
		Totals	1625.00	4311.00	4241.00	100.00	0.00	0%	4300.00	4200%
Transfer From Other Funds	367.300	Grant Projects	756926.00	0.00	0.00	0.00	0.00	#DIV/0!	0.00	#DIV/0!
	367.400	Capital Projects	0.00	21707.08	486645.88	0.00	0.00	#DIV/0!	44000.00	#DIV/0!
		Totals	756926.00	21707.08	486645.88	0.00	0.00	#DIV/0!	44000.00	#DIV/0!
Other Revenue Sources	369.100	Miscellaneous	0.00	22080.77	4046.75	0.00	0.00	#DIV/0!	0.00	#DIV/0!
		Totals	0.00	22080.77	4046.75	0.00	0.00	#DIV/0!	0.00	#DIV/0!
Proceeds of Gfs Disposal	391.100	Sale of Gfa	0.00	3060.00	0.00	0.00	0.00	#DIV/0!	0.00	#DIV/0!
		Totals	0.00	3060.00	0.00	0.00	0.00	#DIV/0!	0.00	#DIV/0!
Sales Tax	313.200	Sales Tax	1034603.38	928220.93	1055412.88	900000.00	482449.60	54%	1082000.00	20%
	313.250	Sales Tax Penalty & Interest	72.55	30.00	60.00	0.00	90.00	#DIV/0!	250.00	#DIV/0!
		Totals	1034675.93	928250.93	1055472.88	900000.00	482539.60	54%	1082250.00	20%
<b>Rev Totals</b>			<b>2202242.36</b>	<b>1406601.80</b>	<b>2001986.52</b>	<b>1319100.00</b>	<b>741593.40</b>	<b>56%</b>	<b>1634367.00</b>	<b>24%</b>
<b>Expenses</b>										
Salaries & Wages	411.100	Permanent Wages	219932.43	248980.02	288288.20	282320.00	159621.78	57%	282320.00	0%
	411.200	Temp Wages & Adjmts	9110.11	8810.37	0.00	0.00	0.00	#DIV/0!	0.00	#DIV/0!
	411.300	Overtime Wages	11458.91	10995.84	6867.06	15000.00	3775.49	25%	15000.00	0%
		Totals	240501.45	268786.23	295155.26	297320.00	163397.27	55%	297320.00	0%
Benefits	412.100	Insurance Contrib	60172.00	74953.00	94785.00	103500.00	53312.50	52%	103500.00	0%
	412.190	Life Insurance	355.13	411.82	494.30	493.00	254.21	52%	493.00	0%

412.200 Unemployment Contrib	1443.64	1612.11	1770.69	1784.00	980.46	55%	1784.00	0%
412.300 Medicare	3502.23	3830.64	4104.15	4311.00	2260.85	52%	4311.00	0%
412.400 Retirement Contrib. - DB Plan	20137.16	9648.71	5946.04	79563.00	2691.57	3%	79563.00	0%
412.410 PERS Tier IV - DC Plan	34389.35	42990.09	49481.02	0.00	20133.29	#DIV/0!	0.00	#DIV/0!
412.411 PERS Tier IV - Health Plan	2047.65	2537.41	2800.44	0.00	1237.71	#DIV/0!	0.00	#DIV/0!
412.412 PERS Tier IV - HRA	4635.99	6243.35	7603.89	0.00	4052.97	#DIV/0!	0.00	#DIV/0!
412.413 PERS Tier IV - OD&D	591.92	694.28	831.62	0.00	357.94	#DIV/0!	0.00	#DIV/0!
412.600 Workers Compensation	14248.39	16257.12	12204.30	11231.00	6709.31	60%	11231.00	0%
412.700 Sbs Contribution	14732.95	16471.23	18073.93	18226.00	9989.53	55%	18226.00	0%
Totals	156256.41	175649.76	198095.38	219108.00	101980.34	47%	219108.00	0%
Expenses Within Borough								
413.100 Mileage - Within Borough	0.00	0.00	0.00	200.00	0.00	0%	400.00	100%
413.300 Exp Allowance-Within Boro	0.00	0.00	0.00	200.00	0.00	0%	0.00	-100%
Totals	0.00	0.00	0.00	400.00	0.00	0%	400.00	0%
Expenses Outside Of Boro								
414.200 Exp Reimb- Outside Boro	2785.88	895.88	714.75	1500.00	3566.56	238%	3500.00	133%
Totals	2785.88	895.88	714.75	1500.00	3566.56	238%	3500.00	133%
Communications								
421.100 Communication Network Services	24280.01	25500.15	22453.48	28750.00	15803.21	55%	21436.80	-25%
421.200 Postage	1121.36	1363.68	1361.76	1500.00	822.78	55%	1500.00	0%
Totals	25401.37	26863.83	23815.24	30250.00	16625.99	55%	22936.80	-24%
Advertising								
422.000 Advertising	184.30	0.00	0.00	300.00	0.00	0%	0.00	-100%
Totals	184.30	0.00	0.00	300.00	0.00	0%	0.00	-100%
Printing								
423.000 Printing	264.00	628.75	914.50	500.00	0.00	#DIV/0!	500.00	0%
Totals	264.00	628.75	914.50	500.00	0.00	0%	500.00	0%
Utilities - Building Oprtns								
424.100 Electricity	47095.71	45737.21	46913.61	52823.00	23880.66	45%	50000.00	-5%
424.500 Garbage Pickups	72.00	278.97	4.00	500.00	0.00	0%	100.00	-80%
424.600 Heating Fuel-Oil	1088.81	1249.58	1259.63	1538.00	620.12	40%	1500.00	-2%
Totals	48256.52	47265.76	48177.24	54861.00	24500.78	45%	51600.00	-6%
Rental/Lease								
425.300 Equipment Rental	0.00	0.00	0.00	5000.00	0.00	0%	5000.00	0%
Totals	0.00	0.00	0.00	5000.00	0.00	0%	5000.00	0%
Professional Charges								
426.300 Dues & Fees	4751.00	3182.50	3245.75	3000.00	1937.50	65%	3000.00	0%
426.600 Computer Software/Online Services	1886.80	2184.06	2358.61	3750.00	4845.73	129%	5800.00	55%
426.700 Occupational Health	200.00	234.01	0.00	500.00	0.00	0%	500.00	0%
426.900 Other Professional Chgs	3712.44	9206.30	20052.50	20000.00	0.00	0%	20000.00	0%
Totals	10550.24	14806.87	25656.86	27250.00	6783.23	25%	29300.00	8%
Insurance & Bond								



	427.100 Property Insurance	25219.98	29268.03	33751.23	45565.00	27599.50	61%	45565.00	0%
	427.500 Liability Insurance	2630.22	2414.69	2848.56	3846.00	3048.46	79%	3846.00	0%
	Totals	27850.20	31682.72	36599.79	49411.00	30647.96	62%	49411.00	0%
Maintenance Services									
	428.100 Building Maint Services	765.54	253.58	919.62	2500.00	265.65	11%	60000.00	2300%
	428.300 Equipment Maint Services	16306.26	17532.45	19862.43	20000.00	3845.41	19%	21750.00	9%
	428.400 Vehicle Maint Services	924.84	0.00	500.00	500.00	26.24	5%	1000.00	100%
	Totals	17996.64	17786.03	21282.05	23000.00	4137.30	18%	82750.00	260%
Other Contractual									
	429.200 Training Reimb/Conf Fees	2950.00	1800.00	900.00	4000.00	2266.30	57%	4000.00	0%
	429.210 Training/Instructor Fees	1280.00	0.00	0.00	1000.00	23.91	2%	150.00	-85%
	429.710 Testing	11014.00	10311.80	7746.00	20000.00	3703.00	19%	10000.00	-50%
	429.900 Other Contractual	55430.16	64909.60	60492.00	75000.00	37024.00	49%	17500.00	-77%
	Totals	70674.16	77021.40	69138.00	100000.00	43017.21	43%	31650.00	-68%
Office Supplies									
	430.100 Office Supplies	0.00	713.67	138.88	1000.00	336.29	34%	500.00	-50%
	Totals	0.00	713.67	138.88	1000.00	336.29	34%	500.00	-50%
Maintenance Supplies									
	431.100 Vehicle Maint Supplies	2400.00	1222.51	623.20	2400.00	1172.38	49%	3500.00	46%
	431.200 Building Maint Supplies	0.00	0.00	367.10	200.00	236.78	118%	500.00	150%
	431.300 Equipment Maint Supplies	20755.70	21544.28	18534.69	20000.00	17552.62	88%	22500.00	13%
	431.400 Grounds Maint Supplies	0.00	0.00	744.00	0.00	1116.00	#DIV/0!	2000.00	#DIV/0!
	431.900 Other Maint. Supplies	960.19	148.36	1300.11	1000.00	824.90	82%	20000.00	1900%
	Totals	24115.89	22915.15	21569.10	23600.00	20902.68	89%	48500.00	106%
Fuel/Oil-Vehicle Use									
	432.100 Oil & Lubricants	0.00	0.00	161.51	204.00	500.00	245%	250.00	23%
	432.200 Gas	7164.50	6907.26	5710.74	11000.00	2086.14	19%	8000.00	-27%
	Totals	7164.50	6907.26	5872.25	11204.00	2586.14	23%	8250.00	-26%
Misc Supplies									
	433.100 Personnel Supplies	498.30	942.84	661.20	1000.00	317.74	32%	1000.00	0%
	433.110 Clothing	720.76	706.22	554.58	1000.00	1032.07	103%	1000.00	0%
	433.120 Tools	921.92	754.66	702.22	1500.00	839.92	56%	1000.00	-33%
	433.200 Medical Supplies	0.00	25.33	170.97	500.00	0.00	0%	250.00	-50%
	433.900 Other Supplies	40484.43	44948.15	34758.28	38500.00	16472.79	43%	20000.00	-48%
	Totals	42625.41	47377.20	36847.25	42500.00	18662.52	44%	23250.00	-45%
Equipment Under \$25,000									
	434.000 IT Equipment under \$25,000	2606.00	0.00	0.00	2500.00	1099.99	44%	4500.00	80%
	434.100 Other Equip under \$25,000	24099.98	19431.59	814.49	20000.00	3808.75	19%	20000.00	0%
	434.300 Furniture Under \$25,000	4839.63	0.00	0.00	0.00	0.00	#DIV/0!	0.00	#DIV/0!
	Totals	31545.61	19431.59	814.49	22500.00	4908.74	22%	24500.00	9%
Loan Payments									
	442.200 Loan Pymnts-Interest	1191.89	1060.02	927.97	435559.00	434872.19	100%	109530.00	-75%

	Totals	1191.89	1060.02	927.97	435559.00	434872.19	100%	109530.00	-75%
Intra Govern/Recov Expens									
443.210 Administration-Admin/Audi		2500.00	2625.00	2756.00	2894.00	2894.00	100%	2894.00	0%
443.260 IT - Admin & Audit		1500.00	1575.00	25969.00	16997.00	16997.00	100%	16997.00	0%
443.280 Finance - Admin & Audit		36000.00	37765.00	37504.00	42480.00	42480.00	100%	42480.00	0%
443.290 Legal - Admin & Audit		4500.00	4720.00	4956.00	5204.00	5204.00	100%	5204.00	0%
	Totals	44500.00	46685.00	71185.00	67575.00	67575.00	100%	67575.00	0%
Capital Project Transfers									
446.700 Tfr415/425/430/435/440/47		0.00	225000.00	90000.00	16000.00	16000.00	100%	25000.00	56%
	Totals	0.00	225000.00	90000.00	16000.00	16000.00	100%	25000.00	56%
<b>Exp Totals</b>		<b>751864.47</b>	<b>1031477.12</b>	<b>946904.01</b>	<b>1428838.00</b>	<b>960500.20</b>	<b>67%</b>	<b>1100580.80</b>	<b>-23%</b>
<b>Net Totals</b>		<b>1450377.89</b>	<b>375124.68</b>	<b>1055082.51</b>	<b>-109738.00</b>	<b>-218906.80</b>	<b>199%</b>	<b>533786.20</b>	<b>-586%</b>

YTD Updated 1/29/24

	FY23 Actual	FY24 Actual	FY25 To Date	FY25 Proposed	FY26 Estimated	FY27 Estimated	FY28 Estimated	FY29 Estimated
Total Revenues	\$1,406,601.80	\$2,001,986.52	\$741,593.40	\$1,319,100.00	\$1,684,367.00	\$1,718,054.34	\$1,752,415.43	\$1,787,463.74
Total Expenditures	(\$1,031,477.12)	(\$946,904.01)	(\$960,500.20)	(\$1,428,838.00)	(\$1,100,581.00)	(\$1,114,724.75)	(\$1,129,876.50)	(\$1,145,356.28)
	\$375,124.68	\$1,055,082.51	(\$218,906.80)	(\$109,738.00)	\$583,786.00	\$603,329.59	\$622,538.93	\$642,107.46
Estimated Revenues			\$741,593.40	\$1,319,100.00	\$1,684,367.00	\$1,718,054.34	\$1,752,415.43	\$1,787,463.74
Estimated expenditures			(\$960,500.20)	(\$1,428,838.00)	(\$1,100,581.00)	(\$1,114,724.75)	(\$1,129,876.50)	(\$1,145,356.28)
Capital Projects			(\$14,023.38)	(\$16,000)	(\$25,000.00)	(\$25,000.00)	(\$25,000.00)	(\$25,000.00)
Loan - Principal payment			(\$326,396.00)	(\$326,396.00)	(\$377,095.44)	(\$336,303.00)	(\$341,369.00)	(\$346,511.00)
<b>Actual adjustment to fund balance 6/30</b>	\$375,124.68	\$1,055,082.51						
Estimated adjustment to fund balance at end of FY			(\$545,302.80)	(\$436,134.00)	\$206,690.56	\$267,026.59	\$281,169.93	\$295,596.46
<b>Actual fund balance 6/30</b>	\$2,037,629.23	\$3,092,711.74						
Estimated fund balance at end of FY			\$2,547,408.94	\$2,656,577.74	\$2,863,268.30	\$3,130,294.89	\$3,411,464.82	\$3,707,061.27
WTP Loan Interest Payment					(\$686.73)			
WTP Loan Principal Payment					(\$45,782.44)			
WWTF Loan Interest Payment					(\$108,841.64)	(\$103,851.07)	(\$98,785.34)	(\$93,643.30)
WWTF Loan Principal Payment					(\$331,313.00)	(\$336,303.00)	(\$341,369.00)	(\$346,511.00)
Capital Funds Returned to Fund	\$21,707.06	\$486,645.88						
Corrected Actual Revenues w/o Cap Project Returns	\$1,384,894.74	\$1,515,340.64						
Fund Balance w/o Cap Project Returns	\$2,015,922.17	\$2,606,065.86						
Sales Tax Revenues	\$928,250.93	\$1,055,472.88	\$433,772.00					
Rates & Fees Revenues	\$448,877.15	\$453,258.21	\$259,053.80					
Interest on Investments	\$4,311.00	\$4,241.00	\$0.00					
State PERS Relief	\$3,455.64	\$2,368.55	\$0.00					
Other Revenues	\$21,707.08	\$486,645.88	\$0.00					
<b>Totals</b>	\$1,406,601.80	\$2,001,986.52	\$692,825.80					
Totals minus Other	\$1,384,894.72	\$1,515,340.64	\$692,825.80					

YTD Updated 1/29/25