



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

April 2, 2025  
1:00 pm

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- I. CALL TO ORDER
  - II. ROLL CALL
  - III. APPROVAL OF AGENDA
  - IV. APPROVAL OF MINUTES OF PRECEDING MEETINGS
    - A. Regular Meeting: March 5, 2025
  - V. STAFF REPORT
    - A. TSW Supervisor (Amanda Fleming)
    - B. MSB Engineer (Mike Campfield)
  - VI. AUDIENCE PARTICIPATION
  - VII. UNFINISHED BUSINESS

- A. Service Area Rule & Rate Changes
- B. Public Input Meeting – May 7, 2025
- C. Budget Preparations for FY26

VIII. NEW BUSINESS

IX. COMMENTS FROM THE BOARD

X. NEXT MEETING

- A. Regular Meeting: May 7, 2025, 1:00 pm, Talkeetna Public Library & Teams

XI. ADJOURNMENT



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TALKEETNA SEWER & WATER BOARD

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MINUTES

REGULAR MEETING

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March 5, 2025  
1:05pm-1:47pm

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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, March 5, 2025 at the Talkeetna Public Library at 24645 Talkeetna Spur Road in Talkeetna, Alaska and via Microsoft Teams. The meeting was called to order at 1:05pm by Andrew Haag.

II. ROLL CALL

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

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

Mr. Ryan Sheldon – present but not eligible for quorum

Also in attendance:

Chad Fry, O&M Division Manager

### III. APPROVAL OF AGENDA

Motion to adopt the agenda by Jane Steere. Seconded by James Kellard.

No changes, agenda approved as presented.

### IV. APPROVAL OF MINUTES OF PRECEDING MEETINGS

#### A. Regular Meeting:

Minutes for the February 5, 2025 regular meeting were reviewed by the Board. Motion to approve the minutes by Jane. Seconded by James.

No objections, minutes approved as presented.

### V. STAFF REPORT

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

- Interviewed for operator vacancy this week – expecting to onboard someone within the next few weeks.
- Online payment system has been available to customers for about a year with approximately 50% of customers utilizing the online payment system with either autopay or single payments. There has been a reduction in late payments and disconnect notices as a result. Billing occurs the first week of the month and the due date cannot be earlier than 25 days from the billing date. This normally puts due dates between the 28th and the 1<sup>st</sup> of every month. Consistency on the billing side provides more consistency for customers to make planned payments.
- New billing system has allowed for more consistency with billing. The billing process is much more automatic than with the previous system, but paper statements are still mailed.

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

- On Mike's behalf, Amanda provided a brief update on the Water Upgrade Request for Proposal (RFP) – this is currently working through the internal signature process. Mike also recommended we postpone the Public Input Meeting to later this fall since the RFP has not been awarded.

### VI. AUDIENCE PARTICIPATION

One person in attendance – no comment.

### VII. UNFINISHED BUSINESS

#### A. **Meeting Procedures** – New procedures going well.

Motion to remove item from unfinished business by Jane. Seconded by Jim. Approved.

- B. **Service Area Rules & Rates** – Amanda was successfully able to test the new rates for January and February consumption. The comparison to the current rates identified a slight reduction in monthly revenues however this can be contributed to lower base rates during lower demand months and not billing late fees or other services charges within the test feature.

The new rules and rates will go into effect July 1, 2025. Legal reviewed the rule changes that we proposed, and the Assembly adopted those changes in December 2024. Amanda hopes to send out additional information regarding the grease trap rule change and fees. Drew received an inquiry from a community member regarding which commercial accounts would be required to install grease traps – the rule would impact businesses such as commercial kitchens, hangars, and other businesses that have potential to contribute significant fats, oils, and greases (FOG) into the sewer collection system.

**Public Input Meeting – May 7, 2025** – Drew and Amanda met with Julie Spackman with MSB Planning to discuss the meeting structure and how to best advertise information to the community. She recommended scheduling the meeting later this summer/fall after an Engineering group has been selected so we can coordinate with their project timeline. Discussion occurred regarding specifics within the RFP including well size, depth, chemical treatment processes. Fluoride was discussed including access to chemicals, expense, safety of employees, and general public need and/or desire to have fluoride added to the water.

Motion to re-schedule the May 7<sup>th</sup> Regular Meeting to 1:00pm and postpone the Public Input Meeting to later this year by Jane. Seconded by James. Approved.

- C. **Budget Preparations for FY26** – Budget has been reviewed by the Public Works Director with no significant changes.

The Office of Risk Management provided a summary document of the MSB's Commercial Insurance Program. The Board requested for Layla Lesley, Risk Management Specialist for the MSB, to attend the next meeting to provide more detail on the program specifically in relation to TSW.

## VIII. NEW BUSINESS

- A. None

IX. COMMENTS FROM THE BOARD

A. Jane – Hope to fill the vacant board position.

X. NEXT MEETING

A. Regular Meeting: April 2, 2025, 1:00pm, Talkeetna Public Library & Teams

XI. ADJOURNMENT

Motion to adjourn the meeting by Jim. Seconded by Jane.  
Meeting adjourned at 1:47pm.

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Mr. Andrew Haag, Chair

ATTESTED:

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Ms. Amanda Fleming, Board Administrative Support

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	11961.22	85%	17000.00	21%
		Totals	35110.57	14909.41	17377.02	14000.00	11961.22	85%	17000.00	21%
Water & Sewer Fees										
	349.100	Water Charges	182714.42	223515.49	233774.78	220000.00	165801.70	75%	317812.00	44%
	349.500	Sewer Charges	178824.03	185311.48	190849.01	185000.00	146901.98	79%	169005.00	-9%
		Totals	361538.45	408826.97	424623.79	405000.00	312703.68	77%	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	1977.00	#DIV/0!	44000.00	#DIV/0!
		Totals	756926.00	21707.08	486645.88	0.00	1977.00	#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	546686.88	61%	1082000.00	20%
	313.250	Sales Tax Penalty & Interest	72.55	30.00	60.00	0.00	541.80	#DIV/0!	250.00	#DIV/0!
		Totals	1034675.93	928250.93	1055472.88	900000.00	547228.68	61%	1082250.00	20%
<b>Rev Totals</b>			<b>2202242.36</b>	<b>1406601.80</b>	<b>2001986.52</b>	<b>1319100.00</b>	<b>873870.58</b>	<b>66%</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	197733.90	70%	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	4463.40	30%	15000.00	0%
		Totals	240501.45	268786.23	295155.26	297320.00	202197.30	68%	297320.00	0%
Benefits										
	412.100	Insurance Contrib	60172.00	74953.00	94785.00	103500.00	65812.51	64%	103500.00	0%
	412.190	Life Insurance	355.13	411.82	494.30	493.00	313.81	64%	493.00	0%

412.200 Unemployment Contrib	1443.64	1612.11	1770.69	1784.00	1213.26	68%	1784.00	0%
412.300 Medicare	3502.23	3830.64	4104.15	4311.00	2791.59	65%	4311.00	0%
412.400 Retirement Contrib. - DB Plan	20137.16	9648.71	5946.04	79563.00	3464.38	4%	79563.00	0%
412.410 PERS Tier IV - DC Plan	34389.35	42990.09	49481.02	0.00	31380.17	#DIV/0!	0.00	#DIV/0!
412.411 PERS Tier IV - Health Plan	2047.65	2537.41	2800.44	0.00	1525.68	#DIV/0!	0.00	#DIV/0!
412.412 PERS Tier IV - HRA	4635.99	6243.35	7603.89	0.00	4857.92	#DIV/0!	0.00	#DIV/0!
412.413 PERS Tier IV - OD&D	591.92	694.28	831.62	0.00	441.21	#DIV/0!	0.00	#DIV/0!
412.600 Workers Compensation	14248.39	16257.12	12204.30	11231.00	8235.67	73%	11231.00	0%
412.700 Sbs Contribution	14732.95	16471.23	18073.93	18226.00	12367.94	68%	18226.00	0%
Totals	156256.41	175649.76	198095.38	219108.00	132404.14	60%	219108.00	0%
Expenses Within Borough								
413.100 Mileage - Within Borough	0.00	0.00	0.00	200.00	61.60	31%	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	61.60	15%	400.00	0%
Expenses Outside Of Boro								
414.200 Exp Reimb- Outside Boro	2785.88	895.88	714.75	1500.00	3345.00	223%	3500.00	133%
Totals	2785.88	895.88	714.75	1500.00	3345.00	223%	3500.00	133%
Communications								
421.100 Communication Network Services	24280.01	25500.15	22453.48	28750.00	20305.23	71%	21436.80	-25%
421.200 Postage	1121.36	1363.68	1361.76	1500.00	955.95	64%	1500.00	0%
Totals	25401.37	26863.83	23815.24	30250.00	21261.18	70%	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	494.89	99%	500.00	0%
Totals	264.00	628.75	914.50	500.00	494.89	99%	500.00	0%
Utilities - Building Oprtns								
424.100 Electricity	47095.71	45737.21	46913.61	52823.00	32899.38	62%	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	1177.55	77%	1500.00	-2%
Totals	48256.52	47265.76	48177.24	54861.00	34076.93	62%	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	3217.50	107%	3000.00	0%
426.600 Computer Software/Online Services	1886.80	2184.06	2358.61	3750.00	5269.63	141%	5800.00	55%
426.700 Occupational Health	200.00	234.01	0.00	500.00	25.45	5%	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	8512.58	31%	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	5753.39	29%	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	6045.28	26%	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	3868.00	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	43182.21	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	1176.67	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	22663.91	113%	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	4094.29	409%	20000.00	1900%
	Totals	24115.89	22915.15	21569.10	23600.00	29287.65	124%	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	3277.38	30%	8000.00	-27%
	Totals	7164.50	6907.26	5872.25	11204.00	3777.38	34%	8250.00	-26%
Misc Supplies									
	433.100 Personnel Supplies	498.30	942.84	661.20	1000.00	1536.50	154%	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	899.91	60%	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	19941.27	47%	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	9602.23	48%	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	10702.22	48%	24500.00	9%
Loan Payments									
	442.200 Loan Pymnts-Interest	1191.89	1060.02	927.97	435559.00	435558.92	100%	109530.00	-75%

	Totals	1191.89	1060.02	927.97	435559.00	435558.92	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>1065407.80</b>	<b>75%</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>-191537.22</b>	<b>175%</b>	<b>533786.20</b>	<b>-586%</b>

YTD Updated 3/25/25

	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	\$873,870.58	\$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)	(\$1,065,407.80)	(\$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	(\$191,537.22)	(\$109,738.00)	\$583,786.00	\$603,329.59	\$622,538.93	\$642,107.46
Estimated Revenues			\$873,870.58	\$1,319,100.00	\$1,684,367.00	\$1,718,054.34	\$1,752,415.43	\$1,787,463.74
Estimated expenditures			(\$1,065,407.80)	(\$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			(\$331,825.06)	(\$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			(\$523,362.28)	(\$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			\$2,569,349.46	\$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	\$1,977.00					
Corrected Actual Revenues w/o Cap Project Returns	\$1,384,894.74	\$1,515,340.64	\$871,893.58					
Fund Balance w/o Cap Project Returns	\$2,015,922.17	\$2,606,065.86	\$2,567,372.46					
Sales Tax Revenues	\$928,250.93	\$1,055,472.88	\$547,228.68					
Rates & Fees Revenues	\$448,877.15	\$453,258.21	\$324,664.90					
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	\$871,893.58					
Totals minus Other	\$1,384,894.72	\$1,515,340.64	\$871,893.58					

YTD Updated 3/25/25