



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

May 7, 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: April 2, 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 – Date TBD
- C. Budget Preparations for FY26

VIII. NEW BUSINESS

IX. COMMENTS FROM THE BOARD

X. NEXT MEETING

- A. Regular Meeting: June 4, 2025, 1:00 pm, Talkeetna Public Library & Teams

XI. ADJOURNMENT



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TALKEETNA SEWER & WATER BOARD

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MINUTES

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April 2, 2025
1:01pm-1:50pm

I. CALL TO ORDER

This regular meeting of the Talkeetna Sewer & Water Board for Service Area No. 36 was held on Wednesday, April 2, 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 1:01pm 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. Ryan Sheldon – present and joined Teams at 1:02pm
Mr. James Kellard – present and on-time

Also in attendance:

Chad Fry, O&M Division Manager
Michael Foster, Utilities/Facilities Maintenance Laborer

Layla Lesley, Risk Management Specialist for MSB

III. APPROVAL OF AGENDA

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

No changes, agenda approved as presented.

IV. APPROVAL OF MINUTES OF PRECEDING MEETINGS

A. Regular Meeting:

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

No objections, minutes approved as presented.

V. STAFF REPORT

A. TSW Supervisor (Amanda Fleming)

- Introduced Mike Foster, the new Utilities/Facilities Maintenance Laborer hired to fill the operator vacancy. It is anticipated that it will take him approximately two years to become a fully certified operator.
- March billing has not taken place, so no update for comparing current and new rates.
- The MSB Mat-Valley Federal Credit Union (MVFCU) account has been closed. Customers can no longer transfer money to this account and must utilize other methods such as mail and online payments. Regular users of the MVFCU account were notified of the closure. The new ACH option has a comparable fee to the MVFCU transfer fee.
- Anticipate discharging wastewater in May. No changes to the discharge permit.

B. MSB Engineer (Mike Campfield) – absent, update presented by Amanda

- April 22, 2025, Mike, Amanda, and TSW operators will meet with Steph Engineering to discuss the Water Condition Assessment maintenance this summer.
- The Request for Proposal (RFQ) for Water System Upgrades is on hold while negotiations regarding annual permit fees with the Alaska Railroad Corporation (ARRC) take place. TSW pays permit fees for the current wellhouse and treatment plant and ARRC pays for monthly water and sewer charges.

VI. AUDIENCE PARTICIPATION

A. None

VII. UNFINISHED BUSINESS

- A. **Service Area Rule & Rate Changes** – no update
- B. **Public Input Meeting – May 7, 2025** – no update

Budget Preparations for FY26 – Budget presentations will be made to the Assembly soon. TSW will be highlighted regarding upcoming projects, funding, and maintaining compliance.

Layla Lesley with the Office of Risk Management presented information on the MSB's Commercial Insurance Program and answered questions specific to Talkeetna Sewer & Water Service Area No. 36. Insurance premium expenses are estimated during budget season based on broker estimates and recently have come in lower than the budgeted amounts and the remaining funds can be used elsewhere in the operating budget.

MSB Assessments is working to reevaluate MSB buildings for proper valuation to ensure complete coverage as an assessment has not been done in at least 10 years. May need TSW facilities to have special appraisal. TSW facilities currently recognized (wellhouse, office/trailer storage building, sewage lagoons, water distribution system, sewer system, and the pump stations) are currently valued at ~\$14.7 million. Total annual premium for FY25 was \$27,599.00. The \$1 million self-insurance reserve is per facility and TSW would work with the Finance Director to cover those expenses.

The Board would like Layla to look at TSW assets and determine with the insurance brokers the best way to cover the facilities (bundled or separate).

VIII. NEW BUSINESS

- A. None

IX. COMMENTS FROM THE BOARD

- A. James – send board communication to iCloud account.

X. NEXT MEETING

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

XI. ADJOURNMENT

Motion to adjourn the meeting by Jane. Seconded by James.

Meeting adjourned at 1:50pm.

Mr. Andrew Haag, Chair

ATTESTED:

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
Revenues										
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	12821.72	92%	17000.00	21%
		Totals	35110.57	14909.41	17377.02	14000.00	12821.72	92%	17000.00	21%
Water & Sewer Fees	349.100	Water Charges	182714.42	223515.49	233774.78	220000.00	180736.52	82%	317812.00	44%
	349.500	Sewer Charges	178824.03	185311.48	190849.01	185000.00	162696.69	88%	169005.00	-9%
		Totals	361538.45	408826.97	424623.79	405000.00	343433.21	85%	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	3678.00	#DIV/0!	0.00	#DIV/0!
		Totals	0.00	22080.77	4046.75	0.00	3678.00	#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	601617.51	67%	1082000.00	20%
	313.250	Sales Tax Penalty & Interest	72.55	30.00	60.00	0.00	571.80	#DIV/0!	250.00	#DIV/0!
		Totals	1034675.93	928250.93	1055472.88	900000.00	602189.31	67%	1082250.00	20%
Rev Totals			2202242.36	1406601.80	2001986.52	1319100.00	964099.24	73%	1634367.00	24%
Expenses										
Salaries & Wages	411.100	Permanent Wages	219932.43	248980.02	288288.20	282320.00	218481.79	77%	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	4465.07	30%	15000.00	0%
		Totals	240501.45	268786.23	295155.26	297320.00	222946.86	75%	297320.00	0%
Benefits	412.100	Insurance Contrib	60172.00	74953.00	94785.00	103500.00	74437.51	72%	103500.00	0%
	412.190	Life Insurance	355.13	411.82	494.30	493.00	354.93	72%	493.00	0%

412.200 Unemployment Contrib	1443.64	1612.11	1770.69	1784.00	1337.78	75%	1784.00	0%
412.300 Medicare	3502.23	3830.64	4104.15	4311.00	3071.61	71%	4311.00	0%
412.400 Retirement Contrib. - DB Plan	20137.16	9648.71	5946.04	79563.00	3651.62	5%	79563.00	0%
412.410 PERS Tier IV - DC Plan	34389.35	42990.09	49481.02	0.00	37112.51	#DIV/0!	0.00	#DIV/0!
412.411 PERS Tier IV - Health Plan	2047.65	2537.41	2800.44	0.00	1683.39	#DIV/0!	0.00	#DIV/0!
412.412 PERS Tier IV - HRA	4635.99	6243.35	7603.89	0.00	5367.41	#DIV/0!	0.00	#DIV/0!
412.413 PERS Tier IV - OD&D	591.92	694.28	831.62	0.00	486.80	#DIV/0!	0.00	#DIV/0!
412.600 Workers Compensation	14248.39	16257.12	12204.30	11231.00	9084.06	81%	11231.00	0%
412.700 Sbs Contribution	14732.95	16471.23	18073.93	18226.00	13639.89	75%	18226.00	0%
Totals	156256.41	175649.76	198095.38	219108.00	150227.51	69%	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	3751.00	250%	3500.00	133%
Totals	2785.88	895.88	714.75	1500.00	3751.00	250%	3500.00	133%
Communications								
421.100 Communication Network Services	24280.01	25500.15	22453.48	28750.00	22533.66	78%	21436.80	-25%
421.200 Postage	1121.36	1363.68	1361.76	1500.00	1216.94	81%	1500.00	0%
Totals	25401.37	26863.83	23815.24	30250.00	23750.60	79%	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	37160.09	70%	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	1437.49	93%	1500.00	-2%
Totals	48256.52	47265.76	48177.24	54861.00	38597.58	70%	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	5493.73	146%	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	8736.68	32%	29300.00	8%
Insurance & Bond								

	427.100 Property Insurance	25219.98	29268.03	33751.23	45565.00	27599.50	61%	32567.00	-29%
	427.500 Liability Insurance	2630.22	2414.69	2848.56	3846.00	3048.46	79%	3597.00	-6%
	Totals	27850.20	31682.72	36599.79	49411.00	30647.96	62%	36164.00	-27%
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	11275.56	56%	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	11567.45	50%	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	3958.00	20%	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	43272.21	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	1841.79	921%	500.00	150%
	431.300 Equipment Maint Supplies	20755.70	21544.28	18534.69	20000.00	24658.58	123%	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	32887.33	139%	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	3456.86	31%	8000.00	-27%
	Totals	7164.50	6907.26	5872.25	11204.00	3956.86	35%	8250.00	-26%
Misc Supplies									
	433.100 Personnel Supplies	498.30	942.84	661.20	1000.00	1570.18	157%	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	19974.95	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	14384.67	72%	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	15484.66	69%	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%
Exp Totals		751864.47	1031477.12	946904.01	1428838.00	1125828.35	79%	1087333.80	-24%
Net Totals		1450377.89	375124.68	1055082.51	-109738.00	-161729.11	147%	547033.20	-598%

YTD Updated 4/29/25

	FY18 Actual	FY19 Actual	FY20 Actual	FY21 Actual	FY22 Actual	FY23 Actual	FY24 Actual	FY25 To Date	FY25 Proposed	FY26 Projected	FY27 Projected	FY28 Projected	FY29 Projected
Total Revenues	\$538,100.78	\$1,460,772.84	\$1,061,549.06	\$989,254.36	\$2,202,242.36	\$1,406,601.80	\$2,001,986.52	\$964,099.24	\$1,319,100.00	\$1,634,367.00	\$1,667,054.34	\$1,700,395.43	\$1,734,403.34
Total Expenditures	(\$315,567.96)	(\$362,107.71)	(\$1,892,244.11)	(\$808,145.68)	(\$751,864.47)	(\$1,031,477.12)	(\$946,904.01)	(\$1,125,828.35)	(\$1,428,838.00)	(\$1,087,333.80)	(\$1,101,212.61)	(\$1,116,094.11)	(\$1,131,298.24)
	\$222,532.82	\$1,098,665.13	(\$830,695.05)	\$181,108.68	\$1,450,377.89	\$375,124.68	\$1,055,082.51	(\$161,729.11)	(\$109,738.00)	\$547,033.20	\$565,841.73	\$584,301.32	\$603,105.09
Projected Revenues								\$964,099.24	\$1,319,100.00	\$1,634,367.00	\$1,667,054.34	\$1,700,395.43	\$1,734,403.34
Projected Expenditures								(\$1,125,828.35)	(\$1,428,838.00)	(\$1,087,333.80)	(\$1,101,212.61)	(\$1,116,094.11)	(\$1,131,298.24)
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)
Actual adjustment to fund balance 6/30	\$222,532.82	\$1,098,665.13	(\$830,695.05)	\$181,108.68	\$1,450,377.89	\$375,124.68	\$1,055,082.51						
Projected adjustment to fund balance at end of FY								(\$493,554.17)	(\$436,134.00)	\$169,937.76	\$229,538.73	\$242,932.32	\$256,594.09
Actual fund balance 6/30	(\$236,952.10)	\$861,713.03	\$31,017.98	\$212,126.66	\$1,662,504.55	\$2,037,629.23	\$3,092,711.74						
Projected fund balance at end of FY								\$2,599,157.57	\$2,656,577.74	\$2,826,515.50	\$3,056,054.23	\$3,298,986.55	\$3,555,580.64
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	\$0.00	\$0.00	\$0.00	\$0.00	\$756,926.00	\$21,707.06	\$486,645.88	\$1,977.00					
Corrected Actual Revenues w/o Cap Project Returns	\$538,100.78	\$1,460,772.84	\$1,061,549.06	\$989,254.36	\$1,445,316.36	\$1,384,894.74	\$1,515,340.64	\$962,122.24					
Fund Balance w/o Cap Project Returns	(\$236,952.10)	\$861,713.03	\$31,017.98	\$212,126.66	\$905,578.55	\$2,015,922.17	\$2,606,065.86	\$2,597,180.57					
Sales Tax Revenues	\$163,591.04	\$1,083,732.41	\$667,123.68	\$596,972.98	\$1,034,675.93	\$928,250.93	\$1,055,472.88	\$602,189.31					
Rates & Fees Revenues	\$369,539.27	\$372,417.83	\$387,724.13	\$378,257.49	\$396,649.02	\$448,877.15	\$453,258.21	\$356,254.93					
Interest on Investments	\$146.00	\$221.00	\$499.00	\$258.00	\$1,625.00	\$4,311.00	\$4,241.00	\$0.00					
State PERS Relief	\$1,533.47	\$4,401.60	\$6,202.25	\$13,765.89	\$12,366.41	\$3,455.64	\$2,368.55	\$0.00					
Other Revenues	\$3,291.00	\$0.00	\$0.00	\$0.00	\$756,926.00	\$21,707.08	\$486,645.88	\$3,678.00					
Totals	\$538,100.78	\$1,460,772.84	\$1,061,549.06	\$989,254.36	\$2,202,242.36	\$1,406,601.80	\$2,001,986.52	\$962,122.24					
Totals minus Other	\$534,809.78	\$1,460,772.84	\$1,061,549.06	\$989,254.36	\$1,445,316.36	\$1,384,894.72	\$1,515,340.64	\$958,444.24					

YTD Updated 4/29/25