



**MATANUSKA-SUSITNA BOROUGH  
TALKEETNA SEWER & WATER BOARD**

for  
SERVICE AREA NO. 36

Andrew Haag, Chair  
James Kellard

Jane Steere, Vice Chair

Ryan Sheldon  
Vacant

**MINUTES**

**REGULAR MEETING**

Talkeetna Public Library  
24645 Talkeetna Spur Road  
Talkeetna, AK 99676

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

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

---

**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

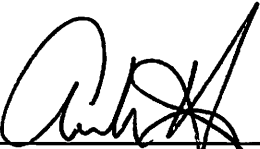
A. Jane – Hope to fill the vacant board position.

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.

  
\_\_\_\_\_  
Mr. Andrew Haag, Chair

ATTESTED:



Ms. Amanda Fleming, Board Administrative Support