



# 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

1:00pm-1:35pm  
February 5, 2025

---

#### I. CALL TO ORDER

This regular meeting of the Talkeetna Sewer & Water Board for Service Area No. 36 was held on Wednesday, February 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 1:00pm 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 – absent and not eligible for quorum

Also in attendance:

Chad Fry, O&M Division Manager

### III. APPROVAL OF AGENDA

Motion to adopt the agenda as presented 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 January 8, 2025, regular meeting were reviewed by the Board.

Motion to approve the minutes as present by James. Seconded by Jane.

No objections, minutes approved as presented.

### V. STAFF REPORT

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

- TSW vacancy was posted 1/30/25. The position is listed as a Laborer/Technician/Specialist which provides flexibility in hiring a lower qualified candidate to train up to an operator.
- Lift Station 02 (Airport) is down one pump. Currently have one pump being re-built and expected to be ready to replace the failed pump next week. All lift stations have two pumps, so systems are still able to function during a failure.
- Lift Station 03 (G St) back up generator is also down. The backup generator for LS02 is currently on-site while Cummins works on repairs. Both generators can operate LS02 and LS03.

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

- Several allocated funding opportunities are still in process. The Congressionally Directed Spending, which is federal grant money, could see changes with the new administration. The state funding is allocated towards the water system upgrades.
- The water system upgrades Request for Proposal (RFP) is under internal reviews. It is expected to be posted in February and will be advertised for 30 days. Then the evaluation, selection, and awarding process will take approximately another month. The Public Input Meeting may need to be moved. Likely 2-3 months.
- Mike C. and Amanda are researching how to handle the sludge volume from the anaerobic cells as this is very expensive annual maintenance. The MSB will likely present an RFP to assess alternative disposal options to include drying and land applying sludge on-site.
- The Talkeetna Fire Department has requested \$350,000 in state legislative funding to install additional hydrants within the Service Area

based on coverage gaps identified in the recent Public Protection Classification assessment performed by ISO.

## VI. AUDIENCE PARTICIPATION

- A. None.

## VII. UNFINISHED BUSINESS

- A. **Meeting Procedures** – Amanda worked with the Clerk's office over the last month to review better meeting procedures. Reviewed that email communications will be between Amanda and Andrew, as chair, and everyone else will be blind carbon copied. Board contact information is updated. Meeting packets, minutes, and video recordings will be posted online.

Ryan Sheldon is currently on official on the board. He still needs to provide the Clerk's office with his signed Oath of Office. The Clerk's approved his attendance last meeting with an email copy of his Oath of Office. There is one other board vacancy.

Amanda updated that Jane's inquiry about whether her son joining the board would be a conflict of interest - ultimately that decision is up to the MSB Mayor however, two family members on one board would likely be a conflict of interest.

- B. **Service Area Rule & Rate Changes** – Amanda is still working with the billing vendor to get new rates updated into the test billing application. The goal is to test new rates on current customer consumption prior to implementation to ensure functionality of the billing system and provide MSB staff and the Board more data come the annual review of rates & fees at the end of the calendar year. Test bills will not automatically be sent to customers however, Amanda will provide that information to customers at their request.

Andrew requested this topic to stay on the agenda as we progress through test billing.

- C. **Public Input Meeting – May 7, 2025** – Meeting is currently scheduled but might be adjusted dependent on when the MSB gets an engineering firm on contract. Andrew recommended hosting the regular meeting first followed by an open house like the wastewater system upgrades open house several years ago.

The MSB Planning Department will be meeting with MSB Staff and Board member Andrew in March to plan out the best way to communicate and present this meeting to the Service Area.

## VIII. NEW BUSINESS

A. **Budget Preparations for FY26** – MSB Staff presented the proposed FY26 budget along with actual revenues & expenses for FY22, FY23, FY24, and to-date FY25. Proposed budgets are in review process – this budget will likely see minimal change. Key notes:

- Wages & benefits, property & liability insurance, and audit G/Ls are set by other MSB departments and have not been provided for FY26 yet.
- Some G/Ls reflect major increases or decreases – this is to properly assign expenses to the correct G/Ls.
- Sewer & water revenues are based on new rate projections.

Andrew inquired about details on the property & liability insurance rates. Amanda will provide an update at next month's meeting.

IX. COMMENTS FROM THE BOARD

A. None.

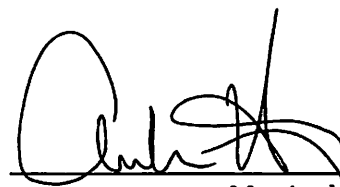
X. NEXT MEETING

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

XI. ADJOURNMENT

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

No objections, meeting adjourned at 1:35 pm.



Mr. Andrew Haag, Chair

ATTESTED:



Ms. Amanda Fleming, Board Administrative Support

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	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%	
Rev Totals			2202242.36	1406601.80	2001986.52	1319100.00	741593.40	56%	1634367.00	24%	
Expenses											
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	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%
Exp Totals		751864.47	1031477.12	946904.01	1428838.00	960500.20	67%	1100580.80	-23%
Net Totals		1450377.89	375124.68	1055082.51	-109738.00	-218906.80	199%	533786.20	-586%

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)
Actual adjustment to fund balance 6/30	\$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
Actual fund balance 6/30	\$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					
Totals	\$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