



# 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

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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, 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 officially 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 admit & 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.

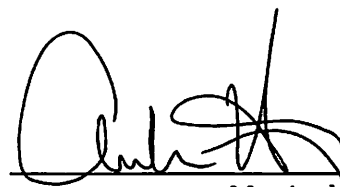
X. NEXT MEETING

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