



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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MINUTES

REGULAR MEETING

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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 Stephl 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

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%

		1443.64	1612.11	1770.69	1784.00	1337.78	75%	1784.00	0%
412.200 Unemployment Contrib									
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							#DIV/0!		
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