



# 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

November 5, 2025  
1:00 pm

- 
- I. CALL TO ORDER
  - II. ROLL CALL
  - III. APPROVAL OF AGENDA
  - IV. APPROVAL OF MINUTES OF PRECEDING MEETINGS
    - A. Regular Meeting: October 1, 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. Land Acquisition for New Headworks and Storage Tank Project

VIII. NEW BUSINESS

- A. Board Vacancies

IX. COMMENTS FROM THE BOARD

X. NEXT MEETING

- A. Regular Meeting: December 3, 2025, 1:00 pm, Talkeetna Public Library & Teams

XI. ADJOURNMENT



# 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

October 1, 2025  
1:05pm-1:58pm

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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, October 1, 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. Ryan Sheldon – present and on-time  
Mr. James Kellard – present and on-time

Also in attendance:

Chad Fry, O&M Division Manager  
Joesph Metzger, Land & Resource Management Division Manager

### III. APPROVAL OF AGENDA

Motion to adopt the agenda by Ryan Sheldon. Seconded by Jane Steere.

### IV. APPROVAL OF MINUTES OF PRECEDING MEETINGS

#### A. Regular Meeting:

Minutes for the July 2, 2025, regular meeting and August 6, 2025, regular meeting were reviewed by the Board. Motion to approve the minutes by Ryan. Seconded by James Kellard.

No objections, minutes approved as presented.

### V. STAFF REPORT

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

- WW treatment plant discharging through the end of October; sludge pumping occurs this month as well.
- Hydrant flushing and testing occurred 9/30/25. Only half the distribution system was flushed but fire department was able to complete their maintenance.
- MEA electric meters – two were not recording usage and were disconnected. This results in a savings of \$13 for each meter per month.
- Power and communications for G Street lift station will be buried from the pole to the building this fall. This eliminates the concern of snow sliding and causing damage to the power line.
- New employee is provisionally certified for wastewater treatment and wastewater collections. He is taking a free, online course for water treatment this month. He still will not be fully certified for some time.
- Seasonal shutoffs in full swing.
- Working on establishing a leak adjustment policy. Customers will be able to submit a leak adjustment with documentation of a repaired leak; potentially annually or bi-annually.
- New MSB website -service oriented. Will go from matsugov.us to matsu.gov. The look of several things like Parcel Viewer has changed. Please contact Amanda if there are issues with any of the Talkeetna pages. There are links to the project pages for water and sewer for the public to view the Water Condition Assessment, for example.
- Question from Andrew – are there issues going on at the WW lagoons? He has noticed a strong odor the last few days. Answer from Amanda – we are experiencing what appears to be a late season turn over and having a harder time treating the wastewater than normal.

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

- Water Condition Assessment – For how long the system has been installed, there were no significant defects identified. Ground conditions are not very

corrosive; no leaks identified. The system should be reassessed in 15-20 years. This assessment was only on the mainlines. The copper services lines were not assessed and may be impacted by corrosion, as observed by multiple service lines repaired over the years.

- The Headworks project is still pending land acquisition. The test well on the ARRC parcel is still representative of other parcels in the area, specifically the DNR parcels to the west that Land Management is pursuing. There is a 12" mainline that runs the length of Front Street from the water plant to G Street on the south side. Both sites would still require some additional sewer main lines.
- ADEC Loan was intended for the general water project, not specifically land purchase. The land acquisition requirement was not outlined in the original application; however, it was identified in the draft agreement. Funds are still approved but would need to be revisited with ADEC once land is acquired.
- As previously discussed, we have received \$4.7 million from the State Legislature. This money has been used for small tasks such as the Water Condition Assessment but is largely available. The \$5.1 million Congressional Directed Spending grant application is being finalized with MSB Finance.
  - Money from these grants is slotted to first address the headworks project including a storage tank. Any remaining funds could be used for sewer mainline repairs and adding hydrants to the Service Area. The Talkeetna Fire Department and Talkeetna Sewer & Water also submitted a request for additional funding for the hydrants on the State Legislative Priorities list however, this has not been confirmed available.
  - *Ryan asked if grant money could be used to pay down loan debt. Amanda will provide a confirmed answer at next meeting.*

## VI. AUDIENCE PARTICIPATION

- A. None

## VII. UNFINISHED BUSINESS

- A. **Service Area Rule & Rate Changes** – Amanda has received some feedback from Customers that the rates are too high (this has come from Customers in the top 5). It was noted with the Board last year that a rate change would likely cause frustration with higher users however, the rates were established with flexibility to adjust fees on an annual basis based on revenues and expenditures, as well as provide a more equitable rate for residential and commercial accounts. Amanda is in the process of updating the rate calculator spreadsheet with more recent meter data, new accounts, and account reclassifications. This spreadsheet will be provided at the next meeting for discussion. Additionally, an average residential household usage will be established to identify an average price/gallon for those Customers.

*Board would like to see water usage and revenue comparisons for current rates vs. old rates as well as the updated rate calculator spreadsheet at the next meeting.*

Grease trap letters were mailed out to commercial accounts that will be required to have one installed. No businesses have contacted Amanda to-date.

VIII. NEW BUSINESS

- A. **Land Acquisition for New Headworks and Storage Tank Project (Joseph Metzger)**  
– Currently pursuing a DNR parcel off East Front Street. An application along with a site plan was submitted in July to DNR through the Public and Charitable Good program; State statute allows the State to convey lands that would be used for public charitable good. LM investigated getting an early entrance lease or agreement, however that is not an option as this can interrupt or delay the ‘deliberative stage’ process for land conveyance. Timeline is unknown. MSB Management has met with the DNR Commissioner to request an expedited review.

Alaska Statute (AS) 38.05.810; *Joseph will provide Amanda a case #.*

Board may consider a resolution of support to send to DNR regarding the community’s interest in pursuing this parcel.

IX. COMMENTS FROM THE BOARD

X. NEXT MEETING

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

XI. ADJOURNMENT

Meeting adjourned at 1:58pm.

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Mr. Andrew Haag, Chair

ATTESTED:

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Ms. Amanda Fleming, Board Administrative Support

	FY18 Actual	FY19 Actual	FY20 Actual	FY21 Actual	FY22 Actual	FY23 Actual	FY24 Actual	FY25 To Date	FY26 To Date	FY26 Adopted	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	\$1,477,945.85	\$609,506.21	\$1,438,000.00	\$1,466,760.00	\$1,496,095.20	\$1,526,017.10
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)	(\$1,320,811.72)	(\$439,373.30)	(\$1,048,615.80)	(\$1,061,803.31)	(\$1,075,896.62)	(\$1,090,296.81)
	\$222,532.82	\$1,098,665.13	(\$830,695.05)	\$181,108.68	\$1,450,377.89	\$375,124.68	\$1,055,082.51	\$157,134.13	\$170,132.91	\$389,384.20	\$404,956.69	\$420,198.58	\$435,720.30
Projected Revenues									\$609,506.21	\$1,438,000.00	\$1,466,760.00	\$1,496,095.20	\$1,526,017.10
Projected Expenditures								(\$1,320,811.72)	(\$439,373.30)	(\$1,048,615.80)	(\$1,061,803.31)	(\$1,075,896.62)	(\$1,090,296.81)
Capital Projects								(\$14,023.38)	(\$18,130.00)	(\$25,000.00)	(\$25,000.00)	(\$25,000.00)	(\$25,000.00)
Loan - Principal payment								(\$337,254.06)	(\$331,313.00)	(\$336,823.50)	(\$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								(\$180,119.93)	(\$161,180.09)	\$52,560.70	\$68,653.69	\$78,829.58	\$89,209.30
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								\$2,912,591.81	\$2,751,411.72	\$2,965,152.51	\$3,033,806.20	\$3,112,635.78	\$3,201,845.08
WTP Loan Interest Payment										(\$605.30)			
WTP Loan Principal Payment										(\$5,510.50)			
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	\$21,707.08	\$486,645.88	\$1,977.00	\$134,209.73				
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	\$1,384,894.72	\$1,515,340.64	\$1,475,968.85	\$475,296.48				
Fund Balance w/o Cap Project Returns	(\$236,952.10)	\$861,713.03	\$31,017.98	\$212,126.66	\$905,578.55	\$2,015,922.15	\$2,606,065.86	\$2,910,614.81	\$2,617,201.99				
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	\$1,030,556.17	\$287,606.55				
Rates & Fees Revenues	\$369,539.27	\$372,417.83	\$387,724.13	\$378,257.49	\$396,649.02	\$448,877.15	\$453,258.21	\$431,494.11	\$146,288.93				
Interest on Investments	\$146.00	\$221.00	\$499.00	\$258.00	\$1,625.00	\$4,311.00	\$4,241.00	\$4,157.00	\$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	\$5,129.57	\$0.00				
Other Revenues	\$3,291.00	\$0.00	\$0.00	\$0.00	\$756,926.00	\$21,707.08	\$486,645.88	\$4,632.00	\$41,401.00				
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	\$1,475,968.85	\$475,296.48				
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	\$1,471,336.85	\$433,895.48				

YTD Updated 11/5/25

**Collected Income for FY22**

July	August	September	October	November	December	January	February	March	April	May	June	Total
35468.02	35134.70	33318.87	32983.57	32249.65	30535.08	30792.37	30064.19	30309.10	32231.07	32694.26	40868.14	<b>396649.02</b>

**Billed Income for FY22**

July	August	September	October	November	December	January	February	March	April	May	June	Total
35134.70	34000.00	32983.57	32249.65	30535.08	30792.37	30064.19	30309.10	32231.07	32694.26	37469.79	39590.32	<b>398054.10</b>

99.65%

**Collected Income for FY23**

July	August	September	October	November	December	January	February	March	April	May	June	Total
39590.32	38162.80	37084.72	35501.56	33294.45	31325.38	31895.79	31604.88	32345.78	32361.32	33051.03	47518.35	<b>423736.38</b>

**Billed Income for FY23**

July	August	September	October	November	December	January	February	March	April	May	June	Total
40000.00	39000.00	37000.00	36000.00	34000.00	31000.00	32000.00	32000.00	32000.00	32000.00	33000.00	47000.00	<b>425000.00</b>

99.70%

**Metered Water in Million Gallons for FY24**

July	August	September	October	November	December	January	February	March	April	May	June	Total
1.20	1.12	0.74	0.44	0.38	0.47	0.47	0.52	0.54	0.49	0.89	1.31	<b>7.25</b>

**Collected Income for FY24**

July	August	September	October	November	December	January	February	March	April	May	June	Total
39174.53	46398.20	43909.17	43224.17	30194.13	36230.18	32564.17	36113.63	32901.77	30810.44	34350.24	43340.83	<b>449211.46</b>

**Billed Income for FY24**

July	August	September	October	November	December	January	February	March	April	May	June	Total
39419.97	38937.99	36633.01	33622.86	33692.43	33946.35	32714.38	33678.55	33342.67	35478.30	38384.77	40141.60	<b>389851.28</b>

115.23%

**Metered Water in Million Gallons for FY25**

July	August	September	October	November	December	January	February	March	April	May	June	Total
1.36	1.21	0.83	0.45	0.41	0.41	0.38	0.42	0.48	0.50	0.93	1.37	<b>7.37</b>

**Collected Income for FY25**

July	August	September	October	November	December	January	February	March	April	May	June	Total
38249.81	40946.27	39998.37	40523.66	32877.30	36581.83	33225.65	29767.11	33428.37	33978.64	35822.20	34156.87	<b>429556.08</b>

**Billed Income for FY25**

July	August	September	October	November	December	January	February	March	April	May	June	Total
41916.93	40149.85	37338.24	34508.61	34546.49	33506.42	33590.13	34340.04	34332.60	35342.92	40367.78	42203.77	<b>399940.01</b>
						32071.88	32959.23	33194.37	missing	42940.38	52615.06	

107.41%

**Metered Water in Million Gallons for FY26**

July	August	September	October	November	December	January	February	March	April	May	June	Total
1.47	1.32	0.83	0.44									<b>4.06</b>

**Collected Income for FY26**

July	August	September	October	November	December	January	February	March	April	May	June	Total
42772.76	50852.81	48881.75										<b>142507.32</b>

**Billed Income for FY26**

July	August	September	October	November	December	January	February	March	April	May	June	Total
54824.75	52101.85	40045.18	32522.47									<b>179494.25</b>

79.39%

**New rates effective FY26***Billed income does not reflect adjustments for move in/move out, seasonal on/off, other*

estimated billing data

testing of new rates minus fees






**SUBJECT:** APPROPRIATING \$40,353.38 FROM TALKEETNA SEWER AND WATER FUND BALANCE TO TALKEETNA SEWER AND WATER FISCAL YEAR 2026 OPERATING BUDGET TO PAY OFF DEBT ASSOCIATED WITH TALKEETNA COMMUNITY WATER UPGRADES

**AGENDA OF:** October 7, 2025

**ASSEMBLY ACTION:**

**AGENDA ACTION REQUESTED:** Introduce and set for public hearing.

Route To	Signatures
Originator	 Recoverable Signature X Amanda Fleming Signed by: Amanda Fleming
Public Works Director	 Recoverable Signature X Tom Adams, P E Signed by: Tom Adams
Finance Director	 Recoverable Signature X Cheyenne Heindel Signed by: Cheyenne Heindel
Borough Attorney	X Nicholas Spiropoulos Signed by: Nicholas Spiropoulos 9/24/2025
Borough Manager	X Michael Brown Signed by: Mike Brown 9/24/2025
Borough Clerk	X Brenda J. Henry for Signed by: Brenda Henry 9/25/2025

**ATTACHMENT (S) :** Ordinance Serial No. 25-112 (2 pp)  
Fiscal Note - Yes

**SUMMARY STATEMENT:** The Operations & Maintenance Division requests the authorization to utilize Talkeetna Sewer & Water (TSW) Fund Balance, Fund 293, to pay off loan debt with the Alaska Department of Environmental Conservation (ADEC).

The TSW Utility was required to upgrade the Talkeetna Water System to address arsenic in the drinking water supply that exceeds the maximum contaminant level set by the Environmental Protection Agency. Debt was incurred as the TSW did not have the capacity to pay for the upgrades from their operating budget or from fund

balance at that time (OR 10-012, RS 10-003). In 2010, a low-interest loan was issued by the ADEC via the American Recovery and Reinvestment Act of 2009 as an eligible project under the Alaska Drinking Water Fund Program. Upgrades were completed in 2012, and the first loan payment was paid in 2013.

Fund 293 now has adequate fund balance to pay off the remaining debt balance of \$40,353.38 which will save \$2,457.24 in finance charges and eliminate 7 years of administrative management on the loan.

**RECOMMENDATION OF ADMINISTRATION:**

Adopt the legislation as presented.

## MATANUSKA-SUSITNA BOROUGH

## FISCAL NOTE

Agenda Date: October 7, 2025

SUBJECT: APPROPRIATING \$40,353.38 FROM TALKEETNA SEWER AND WATER FUND BALANCE TO TALKEETNA SEWER AND WATER FISCAL YEAR 2026 OPERATING BUDGET TO PAY OFF DEBT ASSOCIATED WITH TALKEETNA COMMUNITY WATER UPGRADES

FISCAL ACTION (TO BE COMPLETED BY FINANCE)	FISCAL IMPACT <b>YES</b> NO
AMOUNT REQUESTED \$40,353.38	FUNDING SOURCE Talkeetna Sewer and Water F. 293 FY26 Operating Budget
FROM ACCOUNT # 293.000.000 4xx.xxx	PROJECT
TO ACCOUNT:	PROJECT #
VERIFIED BY:  X _____ L i e s e l Z a n t o S i g n e d b y : L i e s e l Z a n t o 9 / 2 4 / 2 0 2 5	

## EXPENDITURES/REVENUES:

(Thousands of Dollars)

OPERATING	FY2025	FY2026	FY2027	FY2028	FY2029	FY2030
Personnel Services						
Travel						
Contractual						
Supplies						
Equipment						
Land/Structures						
Grants, Claims						
Miscellaneous		40.4				
TOTAL OPERATING		40.4				

CAPITAL						
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REVENUE						
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## FUNDING:


(Thousands of Dollars)

General Fund						
State/Federal Funds						
Other		40.4				
TOTAL		40.4				

## POSITIONS:

Full-Time						
Part-Time						
Temporary						

## ANALYSIS: (Attach a separate page if necessary)

APPROVED BY:	 Recoverable Signature  X _____ C h e y e n n e H e i n d e l S i g n e d b y : C h e y e n n e H e i n d e l
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# Payment Schedule

Project No. 561211 ARRA - Matanuska-Susitna Borough  
Agreement: 561211 ARRA - based on Actual Disbursements  
Talkeetna Community Water Upgrade

Principal is Paid Over: 20 Years  
Interest Rate: 1.50000%

Ref Num	Due Date	Date Received	Principal Payment	Finance Charge	Total Payment	Annual Payment	Ending Balance
1	3/1/2013	2/14/2013	4,540.80	1,496.77	6,037.57	6,037.57	100,459.20
2	3/1/2014	2/19/2014	4,608.91	1,506.89	6,115.80	6,115.80	95,850.29
3	3/1/2015	2/23/2015	4,678.05	1,437.75	6,115.80	6,115.80	91,172.24
4	3/1/2016	2/10/2016	4,748.22	1,367.58	6,115.80	6,115.80	86,424.02
5	3/1/2017	2/13/2017	4,819.44	1,296.36	6,115.80	6,115.80	81,604.58
6	3/1/2018	3/1/2018	4,891.73	1,224.07	6,115.80	6,115.80	76,712.85
7	3/1/2019	2/19/2019	4,965.11	1,150.69	6,115.80	6,115.80	71,747.74
8	3/1/2020	2/24/2020	5,039.59	1,076.22	6,115.81	6,115.81	66,708.15
9	3/1/2021	2/18/2021	5,115.18	1,000.62	6,115.80	6,115.80	61,592.97
10	3/1/2022	3/3/2022	5,191.91	923.89	6,115.80	6,115.80	56,401.06
11	3/1/2023	3/20/2023	5,269.79	846.02	6,115.81	6,115.81	51,131.27
12	3/1/2024	2/29/2024	5,348.83	766.97	6,115.80	6,115.80	45,782.44
13	3/1/2025	3/21/2025	5,429.06	686.73	6,115.79	6,115.79	40,353.38
Adj1	10/31/2025	10/29/2025	40,353.38	401.85	40,755.23	40,755.23	0.00
			105,000.00	15,182.41	120,182.41	120,182.41	



DEPARTMENT OF COMMERCE, COMMUNITY, AND ECONOMIC DEVELOPMENT  
DIVISION OF COMMUNITY AND REGIONAL AFFAIRS

Designated Legislative Grant Program  
Grant Agreement

Grant Agreement Number <b>24-DC-022</b>		Vendor Number <b>MAB84586</b>	Amount of State Funds <b>\$4,750,000.00</b>	
GAE	Appropriation Unit <b>DE4221004</b>	Lapse Date <b>06/30/2028</b>	Project Title <b>Talkeetna Water and Sewer Line Repairs and System Upgrades</b>	
Grantee			Department Contact Person	
Name <b>Matanuska-Susitna Borough</b>			Name <b>Lindsay Reese</b>	
Street/PO Box <b>350 Dahlia Ave</b>			Title <b>Grants Administrator 2</b>	
City/State/Zip <b>Palmer, Alaska 99645</b>			Street/PO Box <b>550 W. 7<sup>th</sup> Avenue Ste 1650</b>	
Contact Person <b>Tonya Loyer, Accountant</b>			City/State/Zip <b>Anchorage, Alaska 99501</b>	
Phone <b>907-861-8585</b>	Fax <b>907-861-8150</b>		Phone <b>907-269-7906</b>	Fax <b>907-269-4539</b>
Email <b>tonya.loyer@matsugov.us</b>			Email <b>lindsay.reese@alaska.gov</b>	

**AGREEMENT**

The Alaska Department of Commerce, Community, and Economic Development, Division of Community and Regional Affairs (hereinafter 'Department') and **Matanuska-Susitna Borough** (hereinafter 'Grantee') agree as set forth herein.

**Section I.** The Department shall pay the Grantee for the performance of the project work under the terms outlined in this Agreement. The amount of the payment is based upon project expenses incurred, which are authorized under this Agreement. In no event shall the payment exceed **\$4,750,000.00**.

**Section II.** The Grantee shall perform all of the work required by this Agreement.

**Section III.** The work to be performed under this Agreement begins **July 1, 2023**, and shall be completed no later than **June 30, 2028**.

**Section IV.** The Agreement consists of this page and the following:

ATTACHMENTS



- Attachment A: Scope of Work
1. Project Description
  2. Project Budget
  3. Project Management
  4. Reporting
- Attachment B: Payment Method
- Attachment C: Standard Provisions

AMENDMENTS

Any fully executed amendments to this Agreement

APPENDIX

Appendix A: State Laws and Regulations

Grantee		Department	
Signature		Signature	
Printed Name and Title <b>Michael Brown, Borough Manager</b>		Printed Name and Title <b>Kimberly Phillips, Grants Administrator 3</b>	
Date	<b>11/29/23</b>	Date	<b>11/30/23</b>

## Attachment A Scope of Work

### 1. Project Description

The purpose of this FY 2024 Designated Legislative Grant in the amount of \$4,750,000.00 *pursuant to the provisions of AS 37.05.315, Grants to Municipalities, SSLA 2023, HB39, Chapter 1, Section 14, Page 86, and Line 16-18* is to provide funding to Matanuska-Susitna Borough (MSB) for use towards the Talkeetna Water and Sewer Line Repairs and System Upgrades. The objective of this project is to investigate and initiate appropriate system repairs or replacement of the water and sewer lines in Talkeetna. Water system improvements will include a new storage tank, a new source well, pumps, head works and treatment building, service line repairs, fire hydrant and water distribution pipeline replacements and pipeline loop connections. Activities include inspections, investigations, preliminary engineering, environmental impact analysis, property and right-of-way acquisition, utility relocation, design, and construction.

This project may include the following items:

- Inspections
- Design and Engineering
- Environmental Impact Analysis
- Right – Of – Way Acquisition
- Construction
- Utility relocation

Additional expenditures must be reasonable and relative to the project objective and may require preapproval by the department.

No more than five percent (5%) of the total grant award may be reimbursed for administrative expenses for projects involving equipment purchase or repairs and no more than ten percent (10%) of the total grant award may be reimbursed for administrative expenses for all other projects. To be reimbursed for eligible administrative costs, expenses must be reported on the Designated Legislative Grant Financial/Progress Report form.

### 2. Project Budget

Cost Category	Total Project Costs
Project Funds	\$4,750,000.00
Administration	\$0.00
<b>Total Grant Funds</b>	<b>\$4,750,000.00</b>

### **3. Project Management**

This project will be managed by the Grantee.

Signatory authority for execution of the Grant Agreement and subsequent amendments is granted to the chief administrator. For grants appropriated to a municipality, the mayor is the chief administrator unless the municipality operates a managerial form of government; then the city manager/administrator acts as the chief administrator. For named recipients and unincorporated communities, the executive director or highest-ranking official will act as chief administrator.

The chief administrator may delegate authority for executing the Grant Agreement and amendments to others within the Grantee's organization via the Signatory Authority Form. The chief administrator also designates financial and performance progress reporting authority via the Signatory Authority Form. Such delegation is limited to others within the Grantee's organization unless otherwise approved by the Department.

The Grantee must establish and maintain separate accounting for the use of this grant. The use of grant funds in any manner contrary to the terms and conditions of this Grant Agreement may result in the subsequent revocation of the grant and any balance of funds under the grant. It may also result in the Grantee being required to return such amounts to the State.

If applicable under state law, grantees must be registered and in good standing with the Department of Commerce, Community and Economic Development's Division of Corporations, Business and Professional Licensing.

### **4. Reporting**

The Grantee shall submit a Designated Legislative Grant Financial/Progress Report Form provided by the Department each month, or quarterly, with the concurrence of the Department, during the life of the Grant Agreement. Grant Financial/Progress Report Forms are due thirty (30) days after the end of the month or quarter being reported. The report period is the first of the month through the last day of the month. If quarterly reporting is approved, the report period is the first day of the first month through the last day of the third month of the quarter. The final Financial/Progress Reports must be submitted within thirty (30) days following completion of the project.

## **Attachment B Payment Method**

### **1. Reimbursement Payment**

Upon receiving and approving a Grantee's Financial/Progress Report, the Department will reimburse the Grantee for expenditures paid during the reporting period, in accordance with this Grant Agreement. The Department will not reimburse without approved Financial/Progress Reports, prepared and submitted by the Grantee on the form provided by the Department. Before approving the financial/progress report for payment, the Department may require the Grantee to submit documentation of the costs reported (e.g., copies of vendor billings/invoices and proof of payment, general ledger expenditure report).

### **2. Advance Payment**

In most instances, the Department will make payment to a Grantee on a cost reimbursable basis. If cost reimbursement significantly inhibits the Grantee's ability to implement the project, the Department may advance to the Grantee an amount not to exceed a projected thirty (30) day cash need, or twenty percent (20%) of the amount in Section I, whichever is less.

Before the Department will issue an advance, the Grantee must submit a "Request for Advance Payment" form along with documentation of costs associated with the advance. The "Request for Advance Payment" form can be obtained from the Department electronically or in hard copy.

All advances will be recovered with the Grantee's next Financial/Progress Report form. Should earned payments during the terms of this Grant Agreement be insufficient to recover the full amount of the advance, the Grantee will repay the unrecovered amount to the Department when requested to do so by the Department, or at termination of the Grant Agreement.

### **3. Withholding of Ten Percent (10%)**

The Department may withhold ten percent (10%) of the amount in Section I until the Department determines that the Grantee has satisfactorily completed the terms of this Grant Agreement, including all required reporting of the project.



## **Attachment C**

### **Standard Provisions**

#### **Article 1. Definition**

“Department” refers to the Department of Commerce, Community, and Economic Development with the State of Alaska.

#### **Article 2. Indemnification**

It is understood and agreed that this Grant Agreement is solely for the benefit of the parties to the Grant Agreement and gives no right to any other party. No joint venture or partnership is formed as a result of the Grant Agreement.

The Grantee, its successors and assigns, will protect, save, and hold harmless the Department and the State of Alaska and their authorized agents and employees, from all claims, actions, costs, damages, or expenses of any nature whatsoever by reason of the acts or omissions of the Grantee, its subcontractors, assigns, agents, contractors, licenses, invitees, employees, or any person whomever arising out of or in connection with any acts or activities authorized by this Grant Agreement. The Grantee further agrees to defend the Department and the State of Alaska and their authorized agents and employees in any litigation, including payment of any costs or attorney’s fees for any claims or actions commenced thereon arising out of or in connection with acts or activities authorized by this Grant Agreement. This obligation shall not include such claims, costs, damages, or expenses which may be caused by the sole negligence of the Department of the State of Alaska or their authorized agents or employees, provided, that if the claims or damages are caused by or result from the concurrent negligence of (a) the Department and the State of Alaska and their agents or employees, and (b) the Grantee, its agents or employees, this indemnity provision shall be valid and enforceable only to the extent of the negligence of the Grantee, or Grantee’s agents or employees.

#### **Article 3. Legal Authority**

The Grantee certifies that it possesses legal authority to accept grant funds under the State of Alaska and to execute the project described in this Grant Agreement by signing the Grant Agreement document. The Grantee’s relation to the Department and the State of Alaska shall be at all times as an independent Grantee.

#### **Article 4. Waivers**

No conditions or provisions of this Grant Agreement can be waived unless approved by the Department in writing. The Department’s failure to insist upon strict performance of any provision of the Grant Agreement, or to exercise any right based upon a breach thereof, or the acceptance of any performance during such a breach, shall not constitute a waiver of any right under this Grant Agreement.

#### **Article 5. Access to Records**

The Department and duly authorized officials of the State of Alaska shall have full access and the right to examine, excerpt, or transcribe any pertinent documents, papers, records, and books of the Grantee, and of persons or organizations with which the Grantee may contract, involving transactions related to the project and this Grant Agreement.

#### **Article 6. Reports**

The Grantee, at such times and in such forms as the Department may require, shall furnish the Department with such periodic reports as it may request pertaining to the activities undertaken pursuant to this Grant Agreement, including the final close-out report, the costs and obligations incurred in connection therewith, and any other matters covered by this Grant Agreement.

#### **Article 7. Retention of Records**

The Grantee shall retain financial and other records relating to the performance of this Grant Agreement for a period of six years from the date when the final financial status report is submitted to the Department, or until final resolution of any audit findings, claims, or litigation related to the grant.

**Article 8. Assignability**

The Grantee shall not assign any interest in this Grant Agreement and shall not transfer any interest in the same (whether by assignment or novation).

**Article 9. Financial Management and Accounting**

The Grantee shall establish and maintain a financial management and accounting system that conforms to generally accepted accounting principles.

**Article 10. Program Income**

Program income earned during the award period shall be retained by the Grantee and added to the funds committed to the award and used for the purpose and under the conditions applicable to the use of award funds.

**Article 11. Amendments and Modifications**

The Grantee or the Department may request an amendment or modification of this Grant Agreement. However, such amendment or modification shall not take effect until approved, in writing, by the Department and the Grantee.

**Article 12. Procurement**

Grantees may utilize their own written procurement procedures, provided they reflect applicable state and local laws and regulations and conform to the standards identified in AS 36.30.

**Article 13. State Excluded Parties List Report**

The grantee is responsible for ensuring that all sub-grantees or sub-contractors are not listed on the 'Excluded Parties List Report', which identifies those parties excluded from receiving State contracts.

**Article 14. Recordkeeping**

The Grantee agrees to keep such records as the Department may require. Such records will include information pertaining to grant awards and authorizations, obligations, unobligated balances, assets, liabilities, outlays and income. They will also include information pertaining to project performance and efforts to comply with the provisions of the Grant Agreement.

**Article 15. Obligations Regarding Third-Party Relationships**

None of the Work specified in this Grant Agreement shall be contracted by the Grantee without prior approval of the Department. No permission for subcontracting shall create, between the Department or the State of Alaska and the subcontractor, any contract or any relationship.

The Grantee shall remain fully obligated under the provisions of this Grant Agreement notwithstanding its designation of any third party or parties of the undertaking of all or any part of the project described herein. Any subcontractor that is not the Grantee shall be required by the Grantee to comply with all applicable provisions of this Grant Agreement.

The Grantee shall bind all subcontractors to each and every applicable Grant Agreement provision. Each subcontract for work to be performed with funds granted under this Grant Agreement shall specifically include a provision that the Department and the State of Alaska are not liable for damages or claims from damages arising from any subcontractor's performance or activities under the terms of the subcontracts.

#### **Article 16. Conflict of Interest**

No officer or employee of the Department; no member, officer, or employee of the Grantee or its designees or agents; no member of the governing body of the jurisdiction in which the project is undertaken or located; and no other official of such locality or localities who exercises any functions or responsibilities with respect to the project during his or her tenure, shall have any personal or pecuniary gain or interest, direct or indirect, in any contract, subcontract, or the proceeds thereof, for work to be performed in connection with the project assisted under this Grant Agreement.

The Grantee shall incorporate, or cause to incorporate, in all such contracts or subcontracts, a provision prohibiting such interest pursuant to the purpose of this provision.

#### **Article 17. Political Activity**

No portion of the funds provided hereunder shall be used for any partisan political activity or to further the election or defeat of any candidate for public office or influence the approval or defeat of any ballot issue.

#### **Article 18. Notices**

The Grantee shall comply with all public notices or notices to individuals required by applicable state and federal laws and shall maintain a record of this compliance.

#### **Article 19. Prohibition Against Payment of Bonus or Commission**

The assistance provided under this Grant Agreement shall not be used in payment of any bonus or commission for the purpose of obtaining approval or concurrence under this contract provided, however, that reasonable fees of bona fide technical consultant, managerial, or other such services, other than actual solicitation, are not hereby prohibited if otherwise eligible as project costs.

#### **Article 20. Termination by Mutual Agreement**

This Grant Agreement may be terminated, in whole or in part, prior to the completion of contract project activities when both parties agree that continuation is not feasible or would not produce beneficial results commensurate with the further expenditure of funds. The Department will determine whether an environmental review of the cancellation is required under State and/or Federal law. The parties must agree on the termination conditions, including effective date and the portion to be terminated. The Grantee shall not incur new obligations for the terminated portion after the effective date and shall cancel as many outstanding obligations as possible. The Department shall make funds available to the Grantee to pay for allowable expenses incurred before the effective date of termination.

#### **Article 21. Termination for Cause**

If the Grantee fails to comply with the terms of this Grant Agreement, or fails to use the grant for only those purposes set forth herein, the Department may take the following actions:

- A. Suspension – After notice in writing by certified mail to the Grantee, suspend the grant and withhold any further payment or prohibit the Grantee from incurring additional obligations of grant funds, pending corrective action by the Grantee or a decision to terminate. Response must be received within fifteen (15) days of receipt of the written notice.
- B. Termination – Terminate the grant in whole or in part, at any time before the final grant payment is made. The Department shall promptly notify the Grantee in writing of its determination to terminate, the reason for such termination, and the effective date of the termination. Payments made to the Grantee or recoveries by the Department shall be in accordance with the legal rights and liabilities of the parties.

## **Article 22. Withdrawal of Funds**

In the event funding from the state, federal, or other sources is withdrawn, reduced, or limited in any way after the effective date of this Grant Agreement and prior to normal completion, the Department may terminate the agreement, reduce funding, or re-negotiate subject to those new funding limitations and conditions. A termination under this article shall be implemented under the same conditions as a termination under Article 20 of this Attachment.

## **Article 23. Recovery of Funds**

In the event of a default or violation of the terms of the Grant Agreement by the Grantee, the Department may institute actions to recover all, or part of the project funds paid to the Grantee. Repayment by the Grantee of grant funds under this recovery provision shall occur within thirty (30) days of demand.

All remedies conferred on the Department by this agreement, or any other instrument or agreement are cumulative, not exclusive, and may be exercised concurrently or consecutively at the Department's option.

## **Article 24. Disputes**

Except as otherwise provided in this agreement, any dispute concerning a question of fact arising under this agreement that is not disposed of by mutual agreement shall be decided by the Department, which shall reduce its decision to writing and mail, or otherwise furnish a copy thereof, to the Grantee. The decision of the Department shall be final and conclusive.

This "Disputes" clause does not preclude the consideration of questions of law in connection with the decision provided for in the preceding paragraph provided that nothing in the Grant Agreement shall be construed as making final the decisions of any administrative official, representative, or board on a question of law.

## **Article 25. Jurisdiction**

This Grant Agreement shall be governed by the laws and statutes of the State of Alaska. The venue of any suit hereunder may be in the Superior Court for the First Judicial District, Juneau, Alaska.

## **Article 26. Ownership of Project/Capital Facilities**

The Department makes no claim to any capital facilities or real property improved or constructed with funds under this Grant Agreement and, by this grant of funds, does not and will not acquire any ownership interest or title to such property of the Grantee. The Grantee shall assume all liabilities arising from the ownership and operation of the project and agrees to hold the Department and the State of Alaska harmless from any and all causes of action arising from the ownership and operation of the project.

## **Article 27. Site Control**

If the grant project involves the occupancy and use of real property, the Grantee assures that it has the legal right to occupy and use such real property for the purposes of the grant, and further that there is legal access to such property.

As a minimum requirement, the Grantee should obtain a "sufficient interest" that allows the Grantee the right to use and occupy the site for the expected useful life of the building, structure or other improvement. Generally, the interest obtained should be for at least 20 years. A sufficient interest depends upon the nature of the project and the land status of the site.

## **Article 28. Insurance**

The Grantee is responsible for obtaining any necessary liability insurance and maintain in force at all times during the performance of this Grant Agreement the insurance policies identified below. All insurance policies shall comply with, and be issued by insurers licensed to transact the business of insurance under Alaska Statute AS 21. The Grantee shall require any contractor hired to work on the project be licensed, bonded and insured for at least the amount of the project and if appropriate provide and maintain Professional Liability Insurance.

- A. Workers' Compensation Insurance for all employees engaged in work under this Grant Agreement, coverage as required by AS 23.30.045, and; where applicable, any other statutory obligations including but not limited to Federal U.S.L. & H. and Jones Act requirements.
- B. Commercial General Liability Insurance covering all business premises and operations used by the Grantee in the performance of this project and Grant Agreement with coverage limits not less than \$300,000 combined single limit per occurrence and annual aggregates where applicable.
- C. Comprehensive Automobile Liability Insurance covering all vehicles used by the Grantee in the performance of this project and Grant Agreement with coverage limits not less than \$100,000 per person/\$300,000 per occurrence bodily injury and \$50,000.00 property damage.
- D. Professional Liability Insurance covering all errors, omissions or negligent acts of the contractor, subcontractor or anyone directly or indirectly employed by them, made in the performance of this contract which result in financial loss to the State. Limits required are per the following schedule:

**Contract Amount Minimum Required Limits**

Under \$100,000    \$100,000 per occurrence/annual aggregate

**Article 29. Subcontracts for Engineering Services**

In the event that the Grantee subcontracts for engineering services, the Grantee will require that the engineering firm certify that it is authorized to do business in the State of Alaska. In the event that the engineering firm is also the project administrator, the Grantee shall require that the bond or insurance shall be for not less than the amount of the entire project.

**Article 30. Governing law**

This Grant Agreement is governed by the laws of the State of Alaska. The Grantee shall perform all aspects of this project in compliance with the appropriate laws and regulations. It is the responsibility of the Grantee to ensure that all permits required for the construction and operation of this project by the Federal, State, or Local governments have been obtained.

**Article 31. Budget Flexibility**

Notwithstanding the provisions of Article 11, Attachment C, the Grantee may revise the project budget in Attachment A without a formal amendment to this agreement. Such revisions are limited within each line item to a maximum of ten percent (10%) of the line item or \$10,000, whichever is less, over the entire term of this agreement. Such budget revisions shall be limited to changes to existing budget line items. Budget revisions may not be used to increase any budget item for project administrative expenses. Changes to the budget beyond the limits authorized by this provision may only be made by a formal amendment to this agreement.

**Article 32. Equal Employment Opportunity (EEO)**

The Grantee may not discriminate against any employee or applicant for employment because of race, religion, color, national origin, age, physical handicap, sex, marital status, changes in marital status, pregnancy, or parenthood. The Grantee shall post in a conspicuous place, available to employees and applicants for employment, a notice setting out the provisions of this paragraph.

The Grantee shall state, in all solicitations or advertisements for employees to work on state funded projects, that it is an equal opportunity employer (EEO) and that all qualified applicants will receive consideration for employment without regard to race, religion, color, national origin, age, physical handicap, sex, marital status, changes in marital status, pregnancy, or parenthood.

The Grantee shall include the provisions of this EEO article in every contract relating to this Grant Agreement and shall require the inclusion of these provisions in every agreement entered into by any of its contractors, so that those provisions will be binding upon each contractor or subcontractor.

**Article 33. Americans with Disabilities Act**

The Americans with Disabilities Act (ADA) prohibits discrimination against persons with disabilities. Title I of the ADA prohibits discrimination against persons with disabilities in employment and provides that a reasonable accommodation be provided for applicants and employees. Title II of the Act prohibits public agencies from discriminating against individuals with disabilities in the provision of services, programs, or activities. Reasonable accommodation must be made to ensure or allow access to all services, programs, or activities. This section of the Act includes physical access to public facilities and requires that public entities must, if necessary, make modifications to their facilities to remove physical barriers to ensure access by persons with disabilities. All new construction must also be accessible to persons with disabilities. A public entity's subgrantees or contractors must also comply with the ADA provisions. Grantees are responsible for assuring their compliance with the ADA.

**Article 34. Public Purposes**

The Grantee agrees that the project to which this Grant Agreement relates shall be dedicated to public purposes for its useful life. The benefits of the project shall be made available without regard to race, religion, color, national origin, age, physical handicap, sex, marital status, changes in marital status, pregnancy, or parenthood.

If the Grantee is a non-municipal entity and if monies appropriated under this grant constitute the sole or principal funding source for the acquisition of equipment or facilities, the Grantee agrees that in the event a municipal corporation is formed which possesses the power and jurisdiction to provide for such equipment or facilities, the Grantee shall offer, without compensation, to transfer ownership of such equipment or facilities to the municipal corporation.

If the Grantee is a non-profit corporation that dissolves, the assets and liabilities from the grant project are to be distributed according to statutory law, AS 10.20.290-10.20.452.

**Article 35. Operation and Maintenance**

Throughout the life of the project, the Grantee shall be responsible for the operation and maintenance of any facility, equipment, or other items acquired under this grant.

**Article 36. Assurance**

The Grantee shall spend monies awarded under this grant only for the purposes specified in this Grant Agreement.

**Article 37. Current Prevailing Rates of Wage**

Certain grant projects are constrained by the provisions of AS 36. PUBLIC CONTRACTS. To the extent that such provisions apply to the project, which is the subject of this Grant Agreement, the Grantee shall pay the current prevailing rates of wage to employees as required by AS 36.05.010. The Grantee also shall require any contractor to pay the current prevailing rates of wage as required by AS 36.05.010.

**Article 38. Severability**

If any provision under this Grant Agreement or its application to any person or circumstance is held invalid by any court of rightful jurisdiction, this invalidity does not affect other provisions of the contract agreement which can be given effect without the invalid provision.

**Article 39. Performance**

The Department's failure to insist upon the strict performance of any provision of the Grant Agreement or to exercise any right based upon breach thereof or the acceptance of any performance during such breach shall not constitute a waiver of any rights under this Grant Agreement.

#### **Article 40. Sovereign Immunity**

If the Grantee is an entity which possesses sovereign immunity, it is a requirement of this grant that the Grantee irrevocably waive its sovereign immunity with respect to state enforcement of this Grant Agreement. The waiver of sovereign immunity, effected by resolution of the entity's governing body, is herein incorporated into this Grant Agreement.

#### **Article 41. Audit Requirements**

The Grantee must comply with the audit requirements of the Alaska Administrative Code set forth in **2AAC45.010. AUDIT REQUIREMENTS**. An entity that expends a cumulative or total, equal to the state single audit threshold during the fiscal year is required to have a state single audit. A copy of the most current **2AAC45.010** adopted regulations is available at the Alaska Department of Administration's State Single Audit website: <http://doa.alaska.gov/dof/ssa/index.html>.

Current audit compliance supplements and guides specific to programs under AS 37.05.315 Grants to Municipalities, AS 37.05.316 Grants to Named Recipients, and AS 37.05.317 Grants to Unincorporated Communities can be found at [http://doa.alaska.gov/dof/ssa/audit\\_guide.html](http://doa.alaska.gov/dof/ssa/audit_guide.html).

#### **Article 42. Close-Out**

The Department will advise the Grantee to initiate close-out procedures when the Department determines, in consultation with the Grantee, that there are no impediments to close-out and that the following criteria have been met or soon will be met:

- A. All costs to be paid with grant funds have been incurred with the exception of close-out costs and any unsettled third-party claims against the Grantee. Costs are incurred when goods and services are received, or contract work is performed.
- B. The last required performance report has been submitted. The Grantee's failure to submit a report will not preclude the Department from effecting close-out if it is deemed to be in the State's interest. Any excess grant amount that may be in the Grantee's possession shall be returned by the Grantee in the event of the Grantee's failure to finish or update the report.
- C. Other responsibilities of the Grantee under this Grant Agreement and any close-out agreement and applicable laws and regulations appear to have been carried out satisfactorily or there is no further State interest in keeping the grant open for the purpose of securing performance.

## **Appendix A**

### **State Laws and Regulations and Permits**

Grantees are responsible for all applicable state laws, regulations and permits; including but not limited to the following list which most commonly affects Grantees.

#### **Municipality Public Facility Operations and Maintenance—AS 37.05.315(c)**

In accepting a grant under AS 37.05.315 for construction of a public facility, a municipality covenants with the State that it will operate and maintain the facility for the practical life of the facility and that the municipality will not look to the State to operate or maintain the facility or pay for its operation or maintenance. This requirement does not apply to a grant for repair or improvement of an existing facility operated or maintained by the State at the time the grant is accepted if the repair or improvement for which the grant is made will not substantially increase the operating or maintenance costs to the State.

#### **Restriction on Use—AS 37.05.321**

A grant or earnings from a grant under AS 37.05.315 - 37.05.317 may not be used for the purpose of influencing legislative action. In this section “influencing legislative action” means promoting, advocating, supporting, modifying, opposing, or delaying or seeking to do the same with respect to any legislative action but does not include the provision or use of information, statistics, studies, or analyses in written or oral form or format. A grant or earnings from a grant made under AS 37.05.315 - 37.05.317 may not be used for purposes of travel in connection with influencing legislative action unless pursuant to a specific request from a legislator or legislative committee.

#### **Hiring Preferences—AS 36.10**

This chapter of the Alaska Statutes applies to grants for public works projects and requires compliance with the hiring preferences under AS 36.10.150 – 36.10.175 for employment generated by the grant.

#### **Historic Preservation Act—AS 41.35**

This chapter of the Alaska Statutes applies to public construction of any nature undertaken by the State, or by a governmental agency of the State, or by a private person under contract with or licensed by the State or a governmental agency of the State. The Department of Natural Resources must be notified if the construction is planned for an archaeological site. The Department of Natural Resources may stop the construction to determine the extent of the historic, prehistoric, or archaeological values.

#### **Fire Protection—AS 18.70**

This chapter of the Alaska Statutes requires the Alaska Department of Public Safety (the State Fire Marshal) to adopt regulations (currently in the form of Uniform Fire Code, as amended) establishing minimum standards for:

1. Fire detection and suppression equipment;
2. Fire and life safety criteria in commercial, industrial, business, institutional, or other public buildings used for residential purposes containing four or more dwelling units;
3. Any activity in which combustible or explosive materials are stored or handled in commercial quantities;
4. Conditions or activities carried on outside a building described in (2) or (3) likely to cause injury to persons or property.



### **Procurement Preference for State Agricultural and Fisheries Products—AS 29.71.040**

This chapter of the Alaska Statutes applies to municipalities that use state funds to purchase agricultural and fisheries products. The law requires:

1. When agricultural products are purchased, only such products harvested in the state shall be purchased whenever priced no more than seven percent above products harvested outside the state, and of like quality compared with agricultural products harvested outside the state.
2. When fisheries products are purchased, only fisheries products harvested or processed within the jurisdiction of the state shall be purchased whenever priced no more than seven percent above products harvested or processed outside the jurisdiction of the state, available, and of like quality compared with fisheries products harvested or processed outside the jurisdiction of the state.

### **Alaska Product Preferences—AS 36.15**

This chapter of the Alaska Statutes applies to projects financed by state money in which the use of timber, lumber, and manufactured lumber products is required, only timber, lumber and manufactured lumber projects originating in this state from local forests shall be used wherever practicable. The law requires the insertion of this clause in calls for bids and in all contracts awarded.

### **Permits and Environmental Procedures**

The Alaska Department of Environmental Conservation (ADEC) regulates all activities in Alaska that might pollute the air, water, or soil. There are dozens of ADEC permits related to constructing and operating public buildings. The law requires the following permits, including others designated by the commissioner. The following list is not intended to be all-inclusive.

- Air Emissions Permit
- Anadromous Fish Protection Permit
- Authorization for Tidelands Transportation
- Brine or Other Saltwater Waste Disposal Permit
- Burning Permit during Fire Season
- Coal Development Permit
- Critical Habitat Area Permit
- Dam Construction Permit
- Driveway Permit
- Encroachment Permit
- Miscellaneous State Land Use Permit
- Mineral and Geothermal Prospecting Permits
- Occupied Tide and Submerged Land
- Open Burning Permit
- Permit for Use of Timber or Materials
- Permit to Appropriate Water
- Pesticides Permit
- Preferred Use Permit
- Right-of-Way and Easement Permits
- Solid Waste Disposal
- Special Land Use Permit
- State Game Refuge Land Permit
- State Park Incompatible Use Permit
- Surface Oiling Permit
- Surface Use Permit
- Tide and Submerged Lands Prospecting Permit
- Tidelands Permit
- Tidelands Right-of-Way or Easement Permit
- Utility Permit
- Wastewater Disposal Permit
- Water Well Permit



## MATANUSKA-SUSITNA BOROUGH BOROUGH CLERK'S OFFICE

350 E. Dahlia Avenue • Palmer, Alaska 99645  
Phone: 907-861-8683 • Fax: 907-861-7845

October 2, 2025

Jane Steere  
PO Box 12  
Talkeetna, AK 99676

### RE: Re-Appointment of Current Board Position

Dear Jane,

Your **current** term of office on the Talkeetna Sewer and Water Service Area No. 36, for the Member 5 – SSA position, will expire on 12/31/2025.

You are eligible for **re-appointment** to your current position to serve another 3-year term. *If you would like to serve another 3-year term*, please complete and return the enclosed application to the Clerk's Office by November 7, 2025. The Assembly will be considering nominations and confirmations at the November 18, 2025, regular Assembly meeting.

**A timely return of your re-appointment application will avoid  
interrupting your term of service.**

On behalf of the Mayor, Assembly, and the citizens of the Matanuska-Susitna Borough, I would like to take this opportunity to express our appreciation for your public service.

For inquiries, please feel free to contact me at 907-861-8675 or [jamie.jokhy@matsugov.us](mailto:jamie.jokhy@matsugov.us).

*Jamie R Jokhy*  
Mat-Su Borough Clerk's Office  
350 E Dahlia Ave  
Palmer AK 99645  
[jamie.jokhy@matsugov.us](mailto:jamie.jokhy@matsugov.us)

Enclosures: Re-Appointment Application  
Business Reply Envelope

cc: Amanada Fleming