

MATANUSKA-SUSITNA BOROUGH

350 East Dahlia Avenue, Palmer, Alaska 99645 - 907-861-8683

BOROUGH MAYOR

Edna DeVries

BOROUGH CLERK

Lonnie R. McKechnie, CMC

BOROUGH MANAGER

Michael Brown

BOROUGH ATTORNEY

Nicholas Spiropoulos



BOROUGH ASSEMBLY

Michael Bowles, District 1
Stephanie Nowers, District 2
Dee McKee, District 3
Maxwell Sumner, District 4
Bill Gamble, District 5
Dmitri Fonov, District 6
Ron Bernier, District 7

ASSEMBLY AGENDA

ASSEMBLY CHAMBERS

350 EAST DAHLIA AVENUE, PALMER

ASSEMBLY REGULAR MEETING

6:00 PM

TUESDAY, DECEMBER 16, 2025

WAYS TO PARTICIPATE IN THE ASSEMBLY MEETING IF YOU CANNOT ATTEND IN PERSON:

IN WRITING:

* You can submit written comments to leg.com@matsugov.us

TELEPHONIC TESTIMONY:

- * Dial 1-855-225-2326
- * You will hear "Joining conference" when you are admitted to the meeting.
- * You will be automatically muted and able to listen to the meeting.
- * When the Mayor announces audience participation or a public hearing you would like to speak to, press *3; you will hear "Your hand has been raised."
- * When it is your turn to testify you will hear "Your line has been unmuted."
- * State your name for the record, spell your last name, and provide your testimony.

OBSERVE: observe the meeting via the live stream video at:

- * <https://matanuska.legistar.com/Calendar.aspx>
- * <https://www.facebook.com/MatSuBorough>
- * Matanuska-Susitna Borough - YouTube

I. CALL TO ORDER

II. ROLL CALL

III. APPROVAL OF AGENDA

IV. PLEDGE OF ALLEGIANCE

V. MINUTES OF PRECEDING MEETINGS

VI. REPORTS/CORRESPONDENCE

A. AGENCY REPORTS (MSB 2.12.082; Seven minutes per person)

- 1. Reports From Cities**
- 2. Matanuska-Susitna Borough School District**
- 3. State of Alaska**

B. COMMITTEE REPORTS

- 1. Joint Assembly/School Board Committees**
- 2. Assembly Public Relations**

[RS 25-121](#) A Resolution Approving A Seven Day Extension To The 2025 December Mat-Su Wind Storm Disaster Issued On December 9, 2025.

Attachments: [RS 25-121.pdf](#)
[IM 25-266.PDF](#)

C. MANAGER COMMENTS

- 1. State/Federal Legislation**
- 2. Strategic Planning Issues**
- 3. Gravel Pits Update**

[25-192](#) Gravel Pits Presentation

Attachments: [12/16/25 - Gravel Presentation for Assembly](#)

D. ATTORNEY COMMENTS

E. CLERK COMMENTS

F. CITIZEN AND OTHER CORRESPONDENCE

25-184

1. Bogard RSA Board of Supervisors: Resolution No. 25-01
2. Butte Community Council: 06/11/25, 08/13/25, 09/10/25
3. Fairview RSA Board of Supervisors: 09/16/25, Resolution No. 25-01
4. Knik RSA Board of Supervisors: Resolution No. 25-01
5. Lazy Mountain RSA Board of Supervisors: 11/14/25
6. Meadow Lakes RSA Board of Supervisors: Resolution No. 25-03
7. Planning Commission: 11/17/25
8. South Knik River Community Council: 08/21/25, 09/18/25, 10/16/25
9. Talkeetna Community Council: 11/03/25
10. Tanaina Community Council: 11/24/25

Attachments: [12/16/25 - Citizens and Other Correspondence](#)

G. INFORMATIONAL MEMORANDUMS

IM 25-260

Reporting Conclusion Of Contract No. 23-083B with Northern Asphalt Construction, Inc., For a Total Contract Amount Of \$2,185,282.14 For The Cheri Lake Drive, Karen Avenue, And King Arthur Drive Improvements Project.

Attachments: [IM 25-260](#)

IM 25-262

Informing The Assembly Of The Manager's Signature On And Submission Of A Grant Application To The Mat-Su Trails And Parks Foundation.

Attachments: [IM 25-262](#)

VII. SPECIAL ORDERS

A. AUDIENCE PARTICIPATION (You can speak under one of the audience participations on the agenda, but not both; Three Minutes Per Person.)

B. PUBLIC HEARINGS (Three Minutes Per Person.)

RS 25-114

A Resolution Approving Changes To Update The Fiscal Year 2027 Schedule Of Rates And Fees Effective July 1, 2026.

Attachments: [RS 25-114](#)

[IM 25-250](#)

[12/16/25 - Bowles Possible Amendment](#)

[OR 25-102](#) An Ordinance Amending MSB 43.20, Subdivision Development Standards To Allow Lots To Be Reduced To 30,000 Square Feet Within Single-Family Residential Land Use Districts.

Sponsors: Sumner

Attachments: [OR 25-102](#)
[IM 25-194](#)
[12/16/25 - Sumner Proposed Amendment](#)

[OR 25-103](#) An Ordinance Repealing MSB 17.02, Mandatory Land Use Permit In Its Entirety; And Adopting MSB 17.07, Land Use Review.

Sponsors: Sumner

Attachments: [OR 25-103](#)
[IM 25-195](#)

[OR 25-111](#) An Ordinance Amending MSB 17.55, Setbacks And Screening Easements, To Reduce The Minimum Building Setback Requirement From Pedestrian Easements.

Sponsors: Nowers

Attachments: [OR 25-111](#)
[IM 25-210](#)

[OR 25-133](#) An Ordinance Allowing Renters Of The Big Lake Lions Recreation Center To Consume And Serve Alcoholic Beverages Per The Terms Of The Rental Agreement At The Big Lake Lions Recreation Center.

Attachments: [OR 25-133](#)
[IM 25-254](#)

C. AUDIENCE PARTICIPATION (You can speak under one of the audience participations on the agenda, but not both; Three Minutes Per Person.)

D. CONSENT AGENDA

1. RESOLUTIONS

[RS 25-119](#) A Resolution Amending The Scope Of Work For The Oilwell Road Amber Lake Parking Area Design Project To The Homebuilt Circle Neklason Lake Parking Area.

Attachments: [RS 25-119](#)
[IM 25-263](#)

[RS 25-120](#) A Resolution To Initiate Discussions And Considerations Regarding The Proposal To Annex The Chugiak-Eagle River Area Into The Matanuska-Susitna Borough.

Attachments: [RS 25-120](#)
[IM 25-264](#)

2. ACTION MEMORANDUMS

[AM 25-144](#) Authorization For Destruction Of Ballots From The November 4, 2025, Regular Borough Election.

Attachments: [AM 25-144](#)

[AM 25-145](#) Award Of Bid No. 26-079B To AK Clearwater Mechanical In The Contract Amount Of \$138,840 For Boiler Replacement At Snowshoe Elementary School.

Attachments: [AM 25-145](#)

[AM 25-146](#) Award Of Bid No. 26-073B To Tutka, LLC In The Contract Amount Of \$919,100 To Construct Circle View Dike Repairs.

Attachments: [AM 25-146](#)

[AM 25-147](#) Approval Of Change Order No. 6 For Contract No. 23-002P(C) With DOWL, LLC. For The Edgerton Parks Road And Mountain Trails Drive Upgrade And Pathway Project; And To Extend The Completion Date To July 31, 2026.

Attachments: [AM 25-147](#)

[AM 25-148](#) Award Of Bid No. 26-086B To Recon, LLC. In The Contract Amount Of \$191,200 To Provide Geotechnical Evaluation Of Land Identified As Likely Having High Quality Deposits Of Civil Construction Materials.

Attachments: [AM 25-148](#)

[AM 25-149](#) Approval Of Amendment No. 6 For HDL Engineering Consultants, LLC. For The Jolly Creek Drainage Improvement Task Order Under Contract 20-117P(A); And Extending The Completion Date To December 31, 2027, To Develop Final Bid Packages And Provide Support During Construction.

Attachments: [AM 25-149](#)

[AM 25-150](#) Award Of Bid No. 26-078B To Mechanical Specialists, Inc. For The Contract Amount Of \$199,863 For The Finger Lake Elementary School Boiler Replacement.

Attachments: [AM 25-150](#)

VIII. UNFINISHED BUSINESS

IX. VETO

X. NEW BUSINESS

A. INTRODUCTIONS (No Public Hearings For 01/06/25)

B. MAYORAL NOMINATIONS AND APPOINTMENTS

1. VACANCY REPORT

[25-185](#) Mayoral Requests for Confirmation

Attachments: [12/16/25 - Vacancy Report](#)

C. OTHER NEW BUSINESS

D. REFERRALS (For Referral To The Planning Commission For 90 Days Or Other Date Specified By The Assembly)

XI. RECONSIDERATION

XII. MAYOR, ASSEMBLY, AND STAFF COMMENTS

XIII. EXECUTIVE SESSION (For Matters, Which The Immediate Public Knowledge Of Would Clearly Have An Adverse Effect Upon The Finances Of The Borough; And Matters Which By Law, Municipal Charter, Or Ordinance Are Required To Be Kept Confidential; And To Discuss Matters Involving Consideration Of Borough Records That By Law Are Not Subject To Public Disclosure; And Discussion Of Matters Subject To Attorney/Client Privilege.)

A. Federal Transit Administration Ferry Obligations

B. Other Pending Claims And Potential Liabilities Asserted Against The Borough

XIV. ADJOURNMENT

**Disabled Persons Needing Reasonable Accommodation In Order To Participate At An Assembly Meeting Should Contact The
Borough ADA Coordinator At (907) 861-8432 At Least One Week In Advance Of The Meeting.**

**MATANUSKA-SUSITNA BOROUGH
RESOLUTION SERIAL NO. 25-121**

A RESOLUTION OF THE MATANUSKA-SUSITNA BOROUGH ASSEMBLY APPROVING A SEVEN (7) DAY EXTENSION TO THE 2025 DECEMBER MAT-SU WIND STORM DISASTER ISSUED ON DECEMBER 9, 2025.

WHEREAS, commencing on December 5, 2025, the Matanuska-Susitna Borough sustained high-speed winds and threats to private and public infrastructure throughout the Borough; and

WHEREAS, the Borough experienced wind gusts of at least 89 mph, with continued gusts in excess of 50 mph, resulting in ongoing damage to homes, vehicles, businesses, and public utilities; and

WHEREAS, as a result, there was widespread damage to Borough and State infrastructure, public utilities, homes, and businesses to include debris on roads, power lines, homes, and businesses, prolonged and sustained loss of the electric power grid and basic utilities to large populations, frozen pipes, and damages to vehicles; and

WHEREAS, the severity of the event was beyond the timely and effective response of local resources; and

WHEREAS, on December 9, 2025, the Borough Mayor and Manager declared a local disaster emergency and issued a Disaster Declaration; and

WHEREAS, high winds initially subsided, but then continued through December 15, 2025; and

WHEREAS, the conditions continue to accumulate resulting from this disaster emergency including widespread damages to infrastructure, utilities, homes, businesses, and prolonged loss of electric power continue to persist, with additional damages reported due to sustained high winds; and

WHEREAS, the severity of the disaster emergency remains beyond the timely and effective response capability of local resources; and

WHEREAS, the Disaster Declaration issued on December 9, 2025 expires after seven days unless extended by the governing body.

NOW, THEREFORE, BE IT RESOLVED, that the Borough Assembly approves a seven (7) day extension to the disaster declaration.

BE IT FURTHER RESOLVED, the Borough requests the State of Alaska extend its declaration to make individual and public assistance available due to the prolonged nature of these winds and resulting damages.

ADOPTED by the Matanuska-Susitna Borough Assembly this 16 day
of December, 2025.


EDNA DeVRIES, Borough Mayor

ATTEST:


LONNIE R. McKECHNIE, CMC, Borough Clerk

(SEAL)

PASSED UNANIMOUSLY: Bowles, Nowers, McKee, Sumner, Gamble, Fonov,
and Bernier

SUBJECT: A RESOLUTION OF THE MATANUSKA-SUSITNA BOROUGH ASSEMBLY APPROVING A SEVEN (7) DAY EXTENSION TO THE 2025 DECEMBER MAT-SU WIND STORM DISASTER ISSUED ON DECEMBER 9, 2025.

AGENDA OF: December 16, 2025

Assembly Action:

Adopted without objection. 12/16/25 - EMW

AGENDA ACTION REQUESTED: Present to the Assembly for consideration.

Route To	Signatures
Originator M. Brown	<div>12/15/2025</div> <div>X Michael Brown</div> <div>Signed by: Mike Brown</div>
Finance Director	<div>12/15/2025</div> <div>X Liesel Zanto for C H</div> <div>Signed by: Liesel Zanto</div>
Borough Attorney	<div>12/15/2025</div> <div>X Nicholas Spiropoulos</div> <div>Signed by: Nicholas Spiropoulos</div>
Borough Manager	<div>12/15/2025</div> <div>X Michael Brown</div> <div>Signed by: Mike Brown</div>
Borough Clerk	<div>12/15/2025</div> <div>X Estelle Wiese for LM</div> <div>Signed by: Estelle Wiese</div>

ATTACHMENT (S): Resolution Serial No. 25-121 (2 pp)
Mat-Su Borough Disaster Declaration (1 pp)

SUMMARY STATEMENT: This resolution approves a seven (7) day extension to the 2025 December Mat-Su Wind Storm Disaster.

RECOMMENDATION OF ADMINISTRATION: Respectfully request approval.



MATANUSKA-SUSITNA BOROUGH

Office of the Mayor

350 East Dahlia Avenue • Palmer, AK 99645

Phone (907) 861-8682 / Fax (907) 861-8669

DISASTER DECLARATION

WHEREAS, commencing on December 5, 2025, the Matanuska-Susitna Borough sustained high-speed straight-line winds and threats to private and public infrastructure throughout the Matanuska-Susitna Borough; and

WHEREAS, the Matanuska-Susitna Borough is a political subdivision within the State of Alaska; and

WHEREAS, the Matanuska-Susitna Borough experienced wind gusts of at least 89 mph, and winds gusted in excess of 50 mph from Friday, December 5, through Tuesday, December 9. There were many reports of hurricane-force wind gusts damaging homes, vehicles, and other property; and

WHEREAS, the following conditions exist as a result of the disaster emergency: widespread damages to Borough and State infrastructure, public utilities, homes, and businesses to include debris on roads, power lines, homes, and businesses, prolonged and sustained loss of the electric power grid and basic utilities to large populations, frozen pipes, and damages to vehicles; and

WHEREAS, the severity of the disaster emergency is beyond the timely and effective response capability of local resources; and

THEREFORE, be it resolved that the Borough Mayor and Manager of the Matanuska-Susitna Borough hereby declare a Disaster Emergency per AS 26.23.140 to exist in the Matanuska-Susitna Borough.

FURTHERMORE, it is requested that the Governor of the State of Alaska declare a Disaster Emergency to exist, as described in AS.26.23.020, and provide State financial disaster assistance under the public and individual assistance programs to the Matanuska-Susitna Borough and its residents and businesses in its response and recovery from this event.

FURTHERMORE, the undersigned certify that the Matanuska-Susitna Borough has expended, to date, local resources in an amount to be determined, with costs continuing to grow rapidly as a result of this disaster emergency.

Signed this 9 day of December 2025.

Edna DeVries
Mayor

Michael Brown
Borough Manager

MSB Gravel Resources

Construction Aggregate Opportunities



Gravel Basic Facts

- Low value, high volume & high weight commodity
- Transportation costs drive need close to projects
- Most gravel in the MSB is poor quality
- Few locations on MSB owned land have high quality gravel deposits
- Gravel deposit Size, Purity, and LOCATION = value

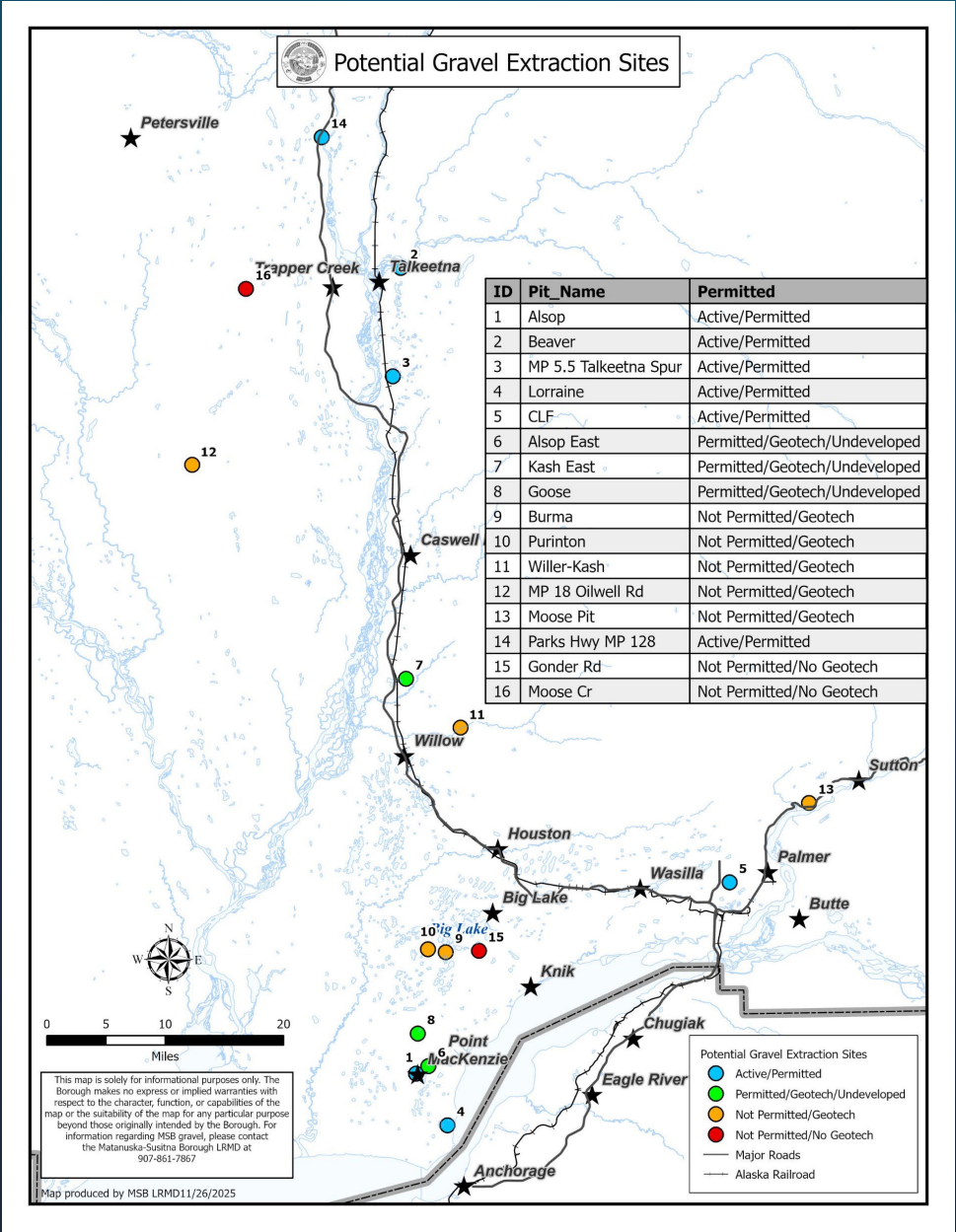
Strategy

- No more pits!
- Prepare land for future development
- Finding the good gravel, permitting, planning access, then wait...



Gravel on MSB Land

- Active/Permitted
 - Permitted / Geotech / Undev.
 - Not Permitted / Geotech
 - Not Permitted / No Geotech
- ❖ Info incl. for MSB projects



Beaver Pit

- Classified 1982
- Local roads and private property
- 2016 Airport Project
 - Improved Material Stockpiles
- Local Sales
 - Property development





Alsop Pit (off Reddane Ave.)

- Only source of Class A Fill in Point MacKenzie
- Used extensively to build Pt Mac Rd, Port, and PRME
- Used to build neighborhood roads / home sites
- Hauled 8 miles to Port instead of washing Class C Fill in Port
- Screened bone rock from PMRE has been used for septic rock and French drains







New Gravel Sites

- Meadow Lakes – 10-yr Lease
 - Leased to Operator
- MP 128 Parks – Contract
 - Permitted and Geotech
 - Material Sale Contract
 - Access is being constructed now*

Gravel Sites to Open

- MP 77 Parks – Permit, need access
 - Available for lease
- MP 56 Glenn – Geotech, need permit

Geotechnical Investigations

- Don't know till you dig
- Drilling or excavating
- Collect samples
- Determine quality
- Estimate quantity
- Sample many parcels
 - A little
- Sample one area
 - Definitely
- Caswell
 - Winter '25

Date & Time: Fri, May 26, 2023 at 16:48:54 AKDT
Position: 061.679299° N / 149.000827° W (±11.6ft)
Altitude: 491ft (±13.1ft)
Datum: WGS-84
Azimuth/Bearing: 351° N09W 6240mils True (±14°)
Elevation Angle: +02.0°
Horizon Angle: +01.4°
Zoom: 1.0X
MEB MP56 TB04
SR/RECON



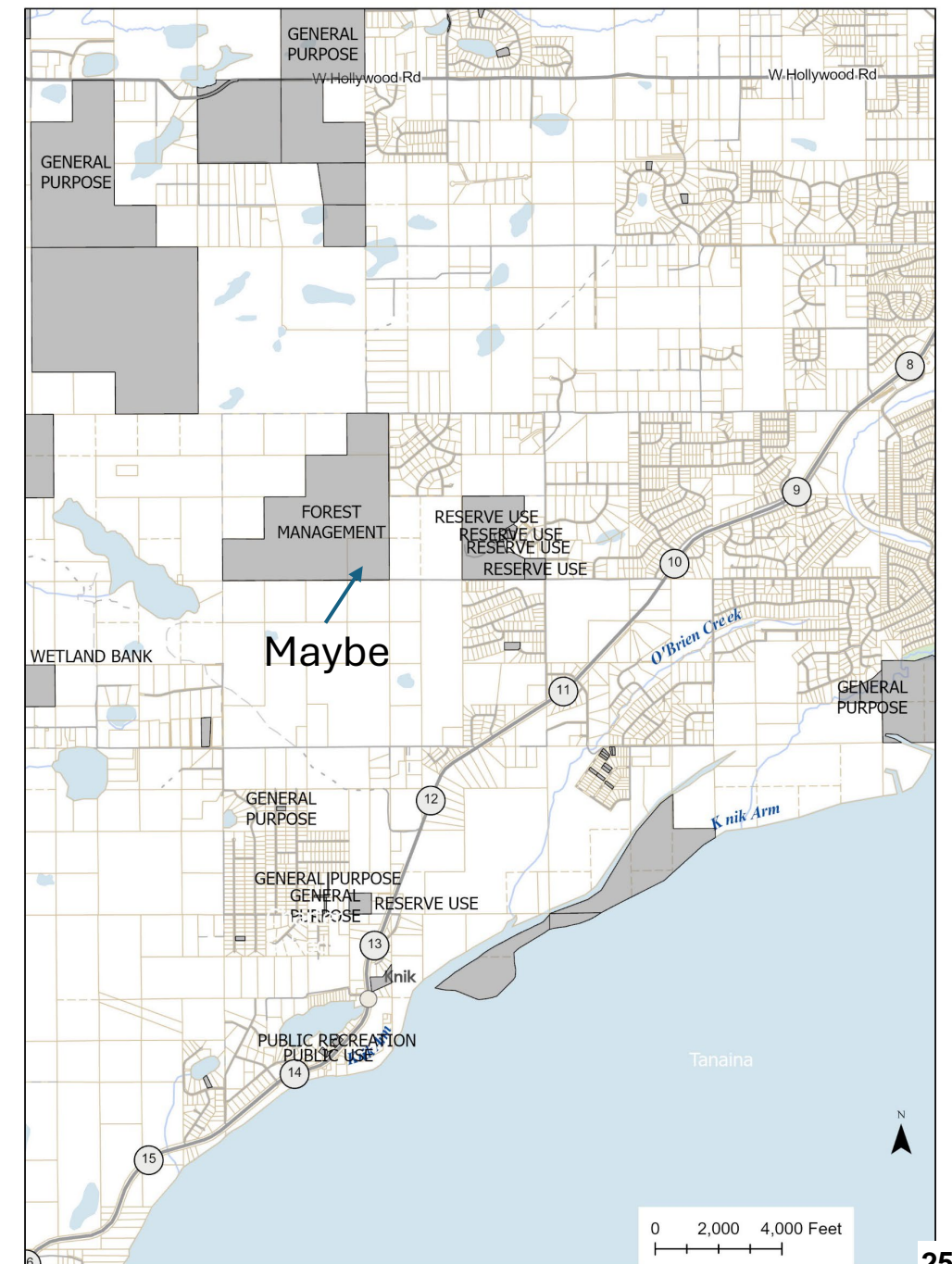
[illegible]

- Schrock Road Area

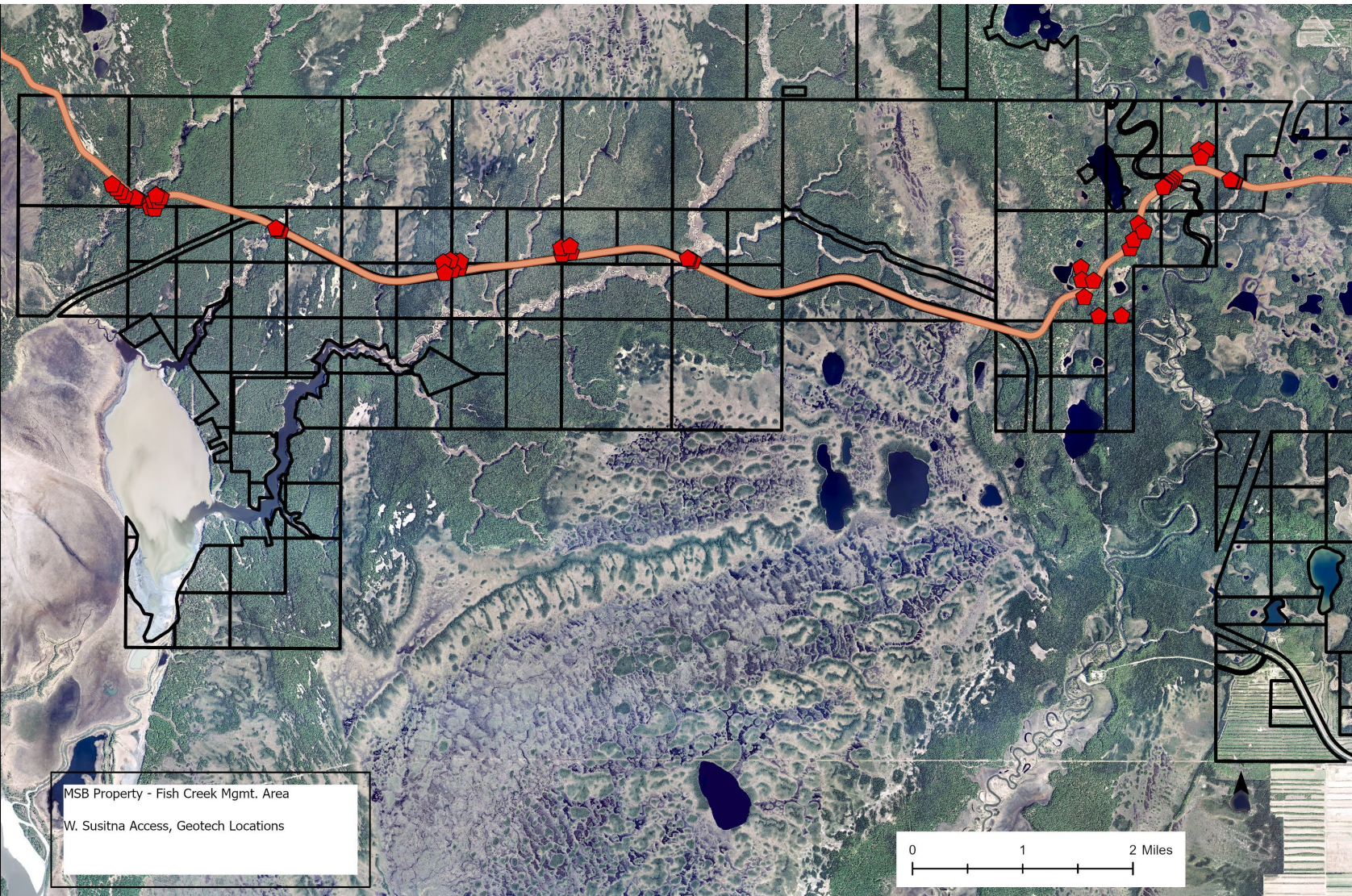
- Very little undeveloped MSB land remaining
- Classified for Agriculture
- High water table?
- No Road Access!
- Low probability of good gravel

Area of Need

- Knik-Goose Bay Road
 - More MSB land in area
 - Lots of wetland
 - Mile 11 KGB Rd, off Clay-Chapman
 - Classified Forest Management
 - S.E. 40-acres may have good gravel
 - Funding needed for preliminary Geotech
 - \$45,000 needed



Area of Need: West Susitna Access Project



- First 13 mile on MSB land
 - 10 possible gravel sources
 - Geotech and wetlands
- Gravel may require compliance with 17.30.037
- Key Gravel MSB Code Challenges

Questions?



A RESOLUTION OF ROAD SERVICE AREA #25, BOGARD SUBMITTING AN
APPROVED 2026 ROAD SERVICE AREA IMPROVEMENT PLAN FOR ROAD
IMPROVEMENT PROJECTS TO THE ASSEMBLY FOR REVIEW AND APPROVAL.

WHEREAS, the Annual Road Improvement Project List is
developed for road improvement projects in each road service area;
and

WHEREAS, the Road Improvement Project List has been presented
to area residents by this Road Service Area Board of Supervisors;
and

WHEREAS, the Matanuska-Susitna Borough Assembly reviews and
approves the Road Improvement Project List; and

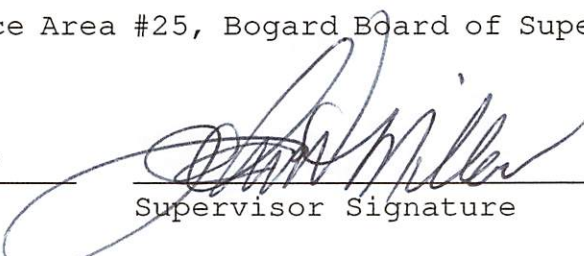
NOW THEREFORE BE IT RESOLVED, that Road Service Area #25,
Bogard Supervisors concur with this Road Improvement Project List
and request the Matanuska-Susitna Borough Assembly approve it as
submitted.

ADOPTED by Road Service Area #25, Bogard Board of Supervisors:

Noffke, Jennifer L.

Digitally signed by Noffke,
Jennifer L.
Date: 2025.12.01 15:52:08 -09'00'

Supervisor Signature



Supervisor Signature

Supervisor Signature

Date: 12 / 2 / 2025

Butte Community Council Minutes

Butte Community Center

3881 S. Butte Rd.

7:00 PM June 11th, 2025

RECEIVED
NOV 24 2025
CLERKS OFFICE

Call to Order 7:12 PM

Roll Call and Determination of Quorum - Board members present: Ron, Janet, Linda, Larry, Eileen and Taylor + 7 members of the community.

Pledge of Allegiance – Led by Chief Shipton

Approval of Agenda – Motion Taylor, 2nd Linda

Officers Reports

Secretary's Report – Approval of May Minutes – Motion Taylor, 2nd Eileen

Treasurer's Report - None

Correspondence - none

President's Report – Fire Department installed smoke, CO2 detector and Fire extinguishers.

Special Presentations - None

Committee Reports (2 minutes each)

Neighborhood Watch -Bike event held, they did not notify council prior.

Community Patrol - None

Little Angels Playground – None

Butte Community Sign None

Community Reports (3 minutes each)

Butte Fire Department - Chief Shipton gave monthly update on training. New command vehicle in service.

Road Service (RSA No. 26) - None

Assembly - None

School District - None

Legislature Eleilia Preston, staff of Sen Hughes, presented for Sen Hughes who was in Fairbanks. Sen Hughes attended Energy Conference. Gas line project in works with \$115 Billion promised for it. Sen Hughes will have a Coffee Chat June 21st from 8:00-9:30am at Donut King in Wasilla. Contact number for Shelley is (907) 841-1634 and Eleilia (907) 227-7774

Old Business

Butte Community Picnic (June 14th) – John Whisamore will bring grills and picnic tables and he and Brendon will do the cooking. Three Bears donated \$300 which will buy all the food and Coca Cola donated 16 cases of soda and water.

New Business

Building Rental -49th State Street Rodders will be using the building on 12/6/2025 for their Christmas Party. We need to secure someone to keep parking lot plowed when building will be in use. Jerry will plow for the event on 12/6.

Need web page set up for scheduling and payments. Chief Shipton has a person that can help us with this.

Road signs for Community Council Bldg are needed. Will inquire with our Senator and Representative on how to acquire them and have them installed on Plumley Rd and on S Butte Rd,

Adjournment – Moved by Taylor 8:02 pm

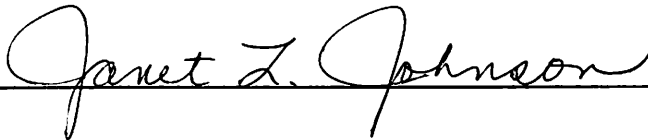
Next Meeting August 13th

Upcoming Items of Interest:

4th Annual Butte Community Picnic – June 14th



President 8/13/25



Secretary 8/13/25

Butte Community Council Minutes

Butte Community Center

3881 S. Butte Rd.

7:00 PM August 13th, 2025

RECEIVED
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CLERKS OFFICE

Call to Order – 7:05 PM

Roll Call and Determination of Quorum – Board members present: Larry, Linda, Eileen, Ron Michelle and Janet. Total of 22 Community and guests present.

Pledge of Allegiance – Mike Bowles

Approval of Agenda – Eileen, 2nd Gregory

Officer's Reports

Secretary's Report – Approval of June Minutes: Eileen, 2nd JoAnn

<u>Treasurer's Report</u> General Fund (Misc.Exp):	\$	489.05
Savings (Compound Cleanup):	\$	2,386.95
Building:	\$	39,881.17
Neighborhood Watch:	\$	1,680.00

Correspondence - None

President's Report - None

Special Presentations :

MSB Community Development: Joe Metzger-Land management and Land Sales. i.e. Timber and gravel, land sales, firewood with a permit. Christmas Tree harvesting. Also reminded us about Problem Reporter.

Hugh Leslie- Parks and Recreation, i.e. 5 libraries, 2 pools, ice arenas, trails, Jim Creek area improvements, lakes. Is also willing to help with ideas for developing "The Compound" into a recreational area for Butte.

MSB Planning Department: Alex Strawn – Spoke about water body setback issue that is coming before the Mat Su Borough Assembly.

Committee Reports (2 minutes each)

Neighborhood Watch -None

Community Patrol - None

Little Angels Playground – Still need overburden moved. Gregory moved to have BCC pay Rob Cox \$4500 to clear playground area. 2nd Linda Cox. Did not pass. John Whisamore moved to table. 2nd Gregory

Butte Community Sign – None

Candidate Report – Mike Bowles- Borough Assembly 1 candidate.

Community Reports (3 minutes each)

Butte Fire Department – Chief Shipton gave report on number of calls made since April, leadership development and good retention rate. Maud Road substation development starting.

Road Service (RSA No. 26) – Lucy gave report. Monthly meeting at BCC Idg.. next Thursday.

Assembly – None

School District – None

Legislature – Senator Hughes Chief of Staff gave update for the Senator.

Old Business - None

New Business - None

Adjournment – 9:06 Moved by Michelle

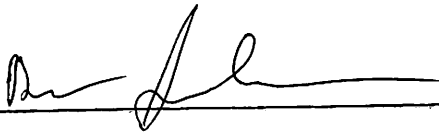
Next Meeting September 10th

Upcoming Items of Interest:

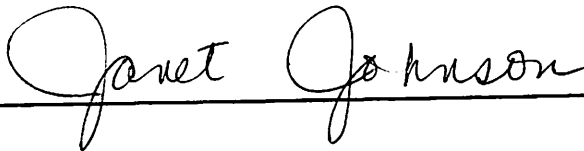
Alaska State Fair Aug 15th – Sept 1st

Mat-Su Emergency Preparedness Expo Sept 20th

Mat-Su Health Foundation Butte Community Survey Sept 25th



President, Sept 10, 2025



Secretary, Sept 10, 2025

Butte Community Council Minutes

Butte Community Center

3881 S. Butte Rd.

7:00 PM September 10th, 2025

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CLERKS OFFICE

Call to Order-7:02 pm

Roll Call and Determination of Quorum-Board members present: Ron, Janet, Michelle and Linda. Total of 22 Community members and guests present.

Pledge of Allegiance-Led by Amy Otto-Buchanan

Approval of Agenda- Gregory, 2nd JoAnn

Officer's Reports

Secretary's Report – Approval of August Minutes Gregory, 2nd Amy

Treasurer's Report - General Fund (Misc.Exp):	\$	489.05
Savings (Compound Cleanup):	\$	2,386.95
Building:	\$	37,570.79
Neighborhood Watch:	\$	1,680.00

Correspondence-None

President's Report-Received \$200 from the Hale family in gratitude for us of building.

Special Presentations

MSHF – Community Listening Session – Rachel Christensen will be conducting community interviews here on 9/25 to explore the health of the community and explore financial help needed.

Committee Reports (2 minutes each)

Neighborhood Watch-None

Community Patrol-None

Little Angels Playground -ordered 10 yards of gravel

Butte Community Sign -None. Ron will contact DOT about signage for Butte Community Center

Community Reports (3 minutes each)

Butte Fire Department-None

Road Service (RSA No. 26)-Lucy Klebasadel dealt with Platting Board concerning violations re: setbacks and signage or speed bumps on dangerous roads. Concerned that Republican Rd will not hold up to new amount of traffic. Fuel tax delayed until November. Next meeting the 3rd Thursday.

Assembly-None

School District-None

Legislature-Eleilia Preston for Senator Hughes. Special session Aug 30-31.

MSB Assembly 1 Candidate Forum

Michael Bowles

Michelle Heun

Old Business

None

New Business

FY28 CIP proposal – Michelle Huen- Wants letter of support for enlarged parking lot and single vault outhouse at trail off Smith Rd

Adjournment 8:39-Janet

Next Meeting October 8th

Upcoming Items of Interest:

MSB Motor Fuel Excise Tax Info Open House Sept 17th – 6pm Butte Elementary

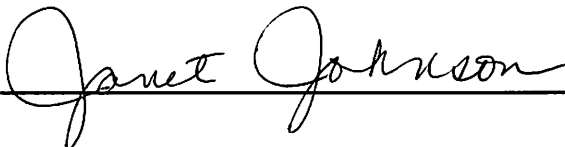
Mat-Su Emergency Preparedness Expo Sept 20th - 10-3 Menard Sports Center

Mat-Su Health Foundation Butte Community Survey Sept 25th - 9-3 Butte CC

Matanuska River Flooding Townhall October 11th – 1-3 Palmer Senior Center



President, Oct 8, 2025



Secretary, Oct 8, 2025

RECEIVED

NOV 21 2025

CLERKS OFFICE

**MATANUSKA-SUSITNA BOROUGH
ROAD SERVICE AREA #14 FAIRVIEW BOARD OF SUPERVISORS**

REGULAR MEETING

September 16, 2025, 4:00 PM, at Fairview Loop Baptist Church

3118 W Fairview Loop, Wasilla AK 99654

CALL TO ORDER. Call to order occurred at 4PM

ROLL CALL, DETERMINATION OF QUORUM

Both members were present with Brian in person and Terry on a teleconference.

PLEDGE OF ALLEGIANCE

APPROVAL OF AGENDA

Passed by unanimous consent.

APPROVAL OF MINUTES:

Minutes of April 15, 2025, were approved unanimously.

TRAINING:

None.

STAFF REPORTS

- A. O&M: Seth Hansen reported that the Ridgeview project was completed in June. Fern cross culvert replacement was not completed because it will be covered in the larger upgrade. Creekside dig out was not completed because the contractor was unable to meet the end of year deadline. Same was true with Trunk Road repairs. Remaining funds were transferred to capital for funding the Candywine project. A culvert repair was completed on Rothbury. Marble and Bromley had surface course and calcium chloride application. Nelson road had right of way clearing in September. Snowshoe drainage project is underway. Utility locates are underway. All 48-inch culverts are installed. Paving finished this season. Some complaints about grading quality are being addressed. Brushing is complete but they did need to ride the contractor to some degree. A resident in The Ranch subdivision recommended flashing lights in the school zone. Jamie Taylor directed the issue to Tom Adams.
- B. Capital Projects: Dustin Spidal passed out a new RIP list. K&H is working on Trapline. Candywine design is complete at about \$800K with utility relocations. Bromley is at 95%. Jenks and Gislason design is complete and is awaiting funding of approx. \$850K. Chugach View design is 65% complete

and needs right of way. Chestnut drive paving upgrade will move into design soon.

UNFINISHED BUSINESS

A. None.

NEW BUSINESS: None

PERSONS TO BE HEARD: John Murphy lives on Schachle off Fairview and Davis then Jinks Drive. There was a big leak at the bottom of the pavement. The area does not get graded as much as it used to and is always bumpy. It needs to be improved. Seth Hansen agreed to look at the issue.

Jeanne Schachle spoke about Fairview Loop conditions.

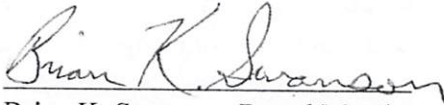
CORRESPONDENCE AND INFORMATION: None

OTHER BUSINESS: None.

BOARD COMMENTS: Brian stated he was glad to see Jenks and Gislason were on the new RIP list. Terry advised he would be moving to Washington State next summer and would not be eligible to serve on the board at that point.

ADJOURNMENT: Adjournment occurred at 4:41PM

Next Meeting: November 18, 2025 at 4PM.



Brian K. Swanson, Board Member

Terrance J.
Dolan

Terrance J. Dolan, Primary

Digitally signed by Terrance
J. Dolan

Date: 2025.11.18 18:14:01
-09'00'

RECEIVED

DEC 03 2025

Reso # 2025-01 *MSL*

CLERKS OFFICE

A RESOLUTION OF ROAD SERVICE AREA #14, FAIRVIEW SUBMITTING AN APPROVED 2026 ROAD SERVICE AREA IMPROVEMENT PLAN FOR ROAD IMPROVEMENT PROJECTS TO THE ASSEMBLY FOR REVIEW AND APPROVAL.

WHEREAS, the Annual Road Improvement Project List is developed for road improvement projects in each road service area; and

WHEREAS, the Road Improvement Project List has been presented to area residents by this Road Service Area Board of Supervisors; and

WHEREAS, the Matanuska-Susitna Borough Assembly reviews and approves the Road Improvement Project List; and

NOW THEREFORE BE IT RESOLVED, that Road Service Area #14, Fairview Supervisors concur with this Road Improvement Project List and request the Matanuska-Susitna Borough Assembly approve it as submitted.

ADOPTED by Road Service Area #14, Fairview Board of Supervisors:



Supervisor Signature



Supervisor Signature

Supervisor Signature

Date: 11 / 18 / 2025

MATANUSKA-SUSITNA BOROUGH PUBLIC WORKS DEPARTMENT
2025 ROAD SERVICE AREA ROAD IMPROVEMENT PROJECT LIST
ACCOUNT # 30037

ROAD SERVICE AREA #14
FAIRVIEW

DRAFT
11/18/2025 3:26:44 PM

ASSEMBLY: Dist 3, Dee McKee
RSA SUPERINTENDENT: Seth Hansen
RSA PRIMARY: Terrance Dolan
RSA ALT: Brian Swanson
RSA ALT: Vacant

PRIORITY STATUS	ROADS / LOCATION	DESCRIPTION OF WORK	ESTIMATED COST	Target Design	Target Construction
N/A	Sand Pile Storage Development	Develop Sand Storage Area Split with RSA #17	\$75,000	TBD	TBD
1	Snowcrest Dr (0.21 mi) Trapline Dr (0.21 mi)	Design / Utility Relocate / ROW Acquisition / Construct Improvements / Paving	\$850,000	Complete In-Design	Update 2025 Contract
2	S. Candywine Rd. (0.13 mi) E. McNeese Pky (0.18 mi) S. Donovan Way (0.13 mi) E Rian Ave (0.18 mi)	Design / Utility Relocate / ROW Acquisition / Construct Improvements	\$800,000	Design complete	2026
3 4	W. Bromley Dr (0.52)	Design / Utility Relocate / ROW Acquisition / Construct Improvements / Paving	\$595,000	In Design	2029
4 3	Jenks Dr (0.30) Gislason Dr (0.45)	Design / Utility Relocate / ROW Acquisition / Construct Improvements	\$825,000	Design complete	2033 2029
5	Chugach View Dr (0.25) Michelle Ln (0.10)	Design / Utility Relocate / ROW Acquisition / Construct Improvements / Paving	\$400,000	In Design	TBD
6	Chestnut Dr (0.34)	Recondition / Paving	\$175,000	2025	TBD
7	Loussac Ln (0.69)	Recondition / Paving	\$350,000	2026	TBD
8	Well Site Rd (0.53)	Design / Utility Relocate / ROW Acquisition / Construct Improvements / Paving	\$583,000	2026	TBD
9	Slipstream Dr (0.10) Slipstream Cir (0.22)	Recondition / Paving	\$150,000	2028	TBD
10	Jenks Dr (0.30) Gislason Dr (0.45)	Recondition / Paving	\$300,000	2028	TBD

A RESOLUTION OF ROAD SERVICE AREA #17, KNIK SUBMITTING AN
APPROVED 2026 ROAD SERVICE AREA IMPROVEMENT PLAN FOR ROAD
IMPROVEMENT PROJECTS TO THE ASSEMBLY FOR REVIEW AND APPROVAL.

WHEREAS, the Annual Road Improvement Project List is
developed for road improvement projects in each road service area;
and

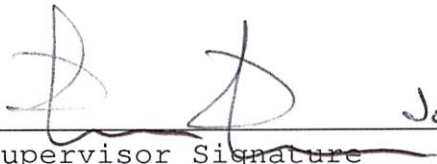
WHEREAS, the Road Improvement Project List has been presented
to area residents by this Road Service Area Board of Supervisors;
and

WHEREAS, the Matanuska-Susitna Borough Assembly reviews and
approves the Road Improvement Project List; and

NOW THEREFORE BE IT RESOLVED, that Road Service Area #17,
Kn timer Supervisors concur with this Road Improvement Project List
and request the Matanuska-Susitna Borough Assembly approve it as
submitted.

ADOPTED by Road Service Area #17, Kn timer Board of Supervisors:


Supervisor Signature


Supervisor Signature

Supervisor Signature

Date: 12 / 2 / 25

**MATANUSKA-SUSITNA BOROUGH PUBLIC WORKS DEPARTMENT
2026 ROAD SERVICE AREA ROAD IMPROVEMENT PROJECT LIST
ACCOUNT # 30040**

**ROAD SERVICE AREA #17
KNIK**

DRAFT

ASSEMBLY: Dist 3, Dee McKee
ASSEMBLY: Dist 4, Maxell Sumner
ASSEMBLY: Dist 5, Bill Gamble
RSA SUPERINTENDENT: Seth Hanson
RSA ALT #1: John Jobe RSA PRIMARY: John Szymik
RSA ALT #2: Joe Cizek

PRIORITY STATUS	ROADS / LOCATION	DESCRIPTION OF WORK	ESTIMATED COST	Target Design	Target Construction
N/A	RSA WIDE	PAVEMENT PRESERVATION PROJECTS (example: S. Twilight Dr., N. Midtown Dr., N. Prosepect Dr.)	\$500,000	N/A	Bi-Annually / Tri-Annually
N/A	RSA WIDE	Guardrail Replacement & Repair	\$300,000	N/A	2027
1	Settlers Bay Drive Geotechnical Exploration	Slope evaluation on Settlers Bay Drive to be completed with TIP '24 project.	\$100,000	2027 2026	N/A
2	Birch Cove Dr (0.40 mi) Cook Inlet Cir (0.13 mi) Tradewinds Cir (0.15 mi) Goose Bay Dr (0.63 mi)	Design / Utility Relocate / ROW Acquisition / Construct Improvements/ Paving	\$1,600,000	Design In-Design Complete	2026
3	Birch Harbor (0.47 mi)	Design / Utility Relocate / ROW Acquisition / Construct Improvements / Paving	\$750,000	In Design	2028
4	This Wy (0.25 mi) That Wy (0.13 mi) Finally Here (0.13 mi)	Design / Utility Relocate / ROW Acquisition / Construct Improvements	\$580,000	In Design	2028
5	Royal Ln (0.52 mi) O'Brien Creek Dr (0.50 mi) O'Brien Creek Ct (0.05 mi) Mcquire Lane (0.13 mi) Ira Dr (0.16 mi) John Rd (.20 mi)	Design / Utility Relocate / ROW Acquisition / Construct Improvements / Paving	\$2,227,000	In Design	2031
6	Snowgoose Cir (0.10 mi)	Design / Utility Relocate / ROW Acquisition / Construct Improvements / Paving	\$200,000	2026	TBD
7	Hallie Dr (0.98 mi) Waxwing Ct (0.57 mi) Alan's Dr (0.57 mi)	Design / Utility Relocate / ROW Acquisition / Construct Improvements / Paving	\$2,350,000	2026	TBD
8	Pt. MacKenzie Rd (17.0 mi)	Right Of Way Survey and Clearing	\$750,000	2028	TBD

9 W. Gleason Ln (0.65 mi.) Design / Utility Reloc / ROW Acquisition / Construct Improvements. \$ 715,000 2028 TBD

<div>9</div> <div>10</div>	4th (0.38 mi) 5th (0.41 mi) 6th (0.44 mi) 7th (0.47 mi)	Design / Utility Relocate / ROW Acquisition / Construct Improvements Paving	\$1,870,000	2028	TBD
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Lazy Mnt
RSA 19 Supervisory Board
16005 E Shawn Drive
Palmer, Alaska
November 14, 2025

RECEIVED
DEC 04 2025
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MINUTES

The meeting was called to order by Daniel Keane at 7:00 PM. Present were:
Daniel Keane Primary
Scott Godwin Alternate

Guests present:
Doug Sughroue
Dustin Spidal
1 Guest

A quorum was present, and due notice had been published.

Approval of the Agenda

The agenda was approved

Approval of the minutes

There were no minutes from the previous meeting due to cancellation for lack of quorum.

Staff Reports

Doug Sughroe reported on the status of maintenance and construction projects in the RSA
Dustin Spidal reported on the budget and RIP list

Audience Participation

Questions on the budget and how it was determined were directed to Dustin.

The date for the next meeting to be determined

Adjournment was at 8:00 PM

Daniel J Keane

Reso # 2.5-3

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DEC 04 2025
CLERKS OFFICE

A RESOLUTION OF ROAD SERVICE AREA #27, MEADOW LAKES SUBMITTING
AN APPROVED 2026 ROAD SERVICE AREA IMPROVEMENT PLAN FOR ROAD
IMPROVEMENT PROJECTS TO THE ASSEMBLY FOR REVIEW AND APPROVAL.

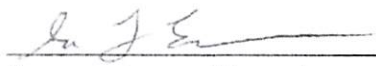
WHEREAS, the Annual Road Improvement Project List is
developed for road improvement projects in each road service area;
and

WHEREAS, the Road Improvement Project List has been presented
to area residents by this Road Service Area Board of Supervisors;
and

WHEREAS, the Matanuska-Susitna Borough Assembly reviews and
approves the Road Improvement Project List; and

NOW THEREFORE BE IT RESOLVED, that Road Service Area #27,
Meadow Lakes Supervisors concur with this Road Improvement Project
List and request the Matanuska-Susitna Borough Assembly approve it
as submitted.

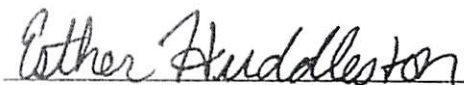
ADOPTED by Road Service Area #27, Meadow Lakes Board of
Supervisors:


Supervisor Signature


Supervisor Signature


Supervisor Signature

Date: 12/04/2025



Esther Huddleston

**MATANUSKA-SUSITNA BOROUGH PUBLIC WORKS DEPARTMENT
2026 ROAD SERVICE AREA ROAD IMPROVEMENT PROJECT LIST
ACCOUNT # 30047**

**ROAD SERVICE AREA #27
MEADOW LAKES**

For Review
11/20/2025 11:18:55 AM

ASSEMBLY: Dist 4, Maxwell Sumner
ASSEMBLY: Dist 5, Bill Gamble
ASSEMBLY: Dist 7, Ron Bernier
RSA SUPERINTENDENT: Alex Forkner
RSA PRIMARY: Steve Edwards

RSA ALT: Charles Conrad RSA ALT: Michael Fulton
RSA ALT: Sean Bradley RSA ALT: Ester Huddleson

PRIORITY STATUS	ROADS / LOCATION	DESCRIPTION OF WORK	ESTIMATED COST	Target Design	Target Construction
N/A	RSA WIDE	Drainage Studies: ROW Acquisition / Construction Improvements	\$100,000	N/A	Annually/ Bi-Annually
N/A	RSA WIDE	PAVEMENT MAINTENANCE	\$500,000	N/A	Bi-Annually / Tri-Annually
1	Herkimer Dr (0.20 mi) Spring Dr (0.22 mi)	Design / Utility Relocate / ROW Acquisition / Construct Improvements / Paving	\$375,000	In Design	2026
2	Swan Dr (0.63 mi) Rainbow St (0.08 mi)	Design / Utility Relocate / ROW Acquisition / Construct Improvements	\$650,000	In Design	2027
3	Doublon Dr (0.31 mi) Cove Dr (0.18 mi) Captain Kidd Ave (0.17 mi) Jolly Rodger Dr (0.25 mi)	Design / Utility Relocate / ROW Acquisition / Construct Improvements	\$650,000	In Design	2028
4	Gunflint (1.29 mi)	Design / Utility Relocate / ROW Acquisition / Construct Improvements	\$1,050,000	In Design	2030
5	W. Buttercup Dr. (0.59 mi) W. Marigold Dr.	Design / Construct Improvements/ Paving 2" overlay on Buttercup & Pave 2" on Marigold	\$650,000	2026	2032
6	Meadow Lakes Loop Phase #2-3 (2.99 mi)	Design / Utility Relocate / ROW Acquisition / Construct Improvements / Paving	\$5,450,000	In Design	TDB
7	N. Suzanna St. (0.31 mi) connection	Design / Utility Relocate / ROW Acquisition / Construct Improvements	\$500,000	2026	TBD
8	Ridgecrest Dr. (0.59 mi)	Design / Utility Relocate / ROW Acquisition / Construct Improvements/ Paving	\$550,000	2027	TBD
9	W. Youngtree Dr. (0.28 mi) N. GreenTree Ln. (0.07 mi) W. Wintergreen Dr. (0.37 mi)	Design / Utility Relocate / ROW Acquisition / Construct Improvements/ Paving	\$450,000	2027	TBD

Approved: 12/04/25

RSA 27

Target dates are subject to change due to funding, right-of-way, utility relocations, shifting priorities, or Assembly approval.

AM # 25-xxx

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MATANUSKA-SUSITNA BOROUGH

Edna DeVries, Mayor

PLANNING COMMISSION
Doug Glenn, District 1 – Vice Chair
Richard Allen, District 2
Brendan Carpenter, District 3
Michael Collins, District 4
Linn McCabe, District 5
Maksim Zagorodniy, District 6
Curt Scoggin, District 7



Michael Brown, Borough Manager

PLANNING & LAND USE DEPARTMENT
Alex Strawn, Planning & Land Use Director
Jason Ortiz, Planning & Land Use Deputy Director
Wade Long, Development Services Manager
Fred Wagner, Platting Officer
Lacie Olivieri, Planning Clerk

*Assembly Chambers of the
Dorothy Swanda Jones Building
350 E. Dahlia Avenue, Palmer*

**PLANNING COMMISSION
MEETING MINUTES
November 17, 2025**

I. CALL TO ORDER, ROLL CALL, AND DETERMINATION OF QUORUM

The Matanuska-Susitna Borough Planning Commission's regular meeting was held on November 3, 2025, at the Assembly Chambers of the Dorothy Swanda Jones Building 350 E. Dahlia Avenue, Palmer, Alaska. Chair Allen called the meeting to order at 6:00 p.m.

Present: – Commissioner Linn McCabe*
Commissioner Richard Allen
Commissioner Doug Glenn
Commissioner Curt Scoggin
Commissioner Brendan Carpenter

Absent/Excused: Commissioner Maksim Zagorodniy
Commissioner Michael Collins

Staff Present: 3 – Mr. Wade Long, Development Services Manager
Ms. Lacie Olivieri, Planning Department Admin
Ms. Denise Michalske, Assistant Borough Attorney

II. APPROVAL OF AGENDA

Chair Allen inquired if there were any changes to the agenda.

GENERAL CONSENT: The agenda was approved without objection.

III. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by Commissioner McCabe.

IV. CONSENT AGENDA

A. MINUTES: Regular Meeting Minutes – October 20, 2025

B. INTRODUCTION FOR PUBLIC HEARING QUASI-JUDICIAL MATTERS

(There were no introductions for public hearing quasi-judicial matters.)

C. INTRODUCTION FOR PUBLIC HEARING LEGISLATIVE MATTERS

Resolution 25-24

A Resolution Of The Matanuska-Susitna Borough Planning Commission Recommending Approval Of An Ordinance Amending MSB 17.59 Lake Management Plan Implementation To Update Definitions Related To Motorized And Personal Watercraft.

Staff: Alex Strawn, Planning and Land Use Director

Chair Allen read the Consent Agenda into the record.

GENERAL CONSENT: The Consent Agenda was approved without objection.

V. COMMITTEE REPORTS

(There were no committee reports.)

VI. AGENCY/STAFF REPORTS

(There were no Agency/Staff Reports)

VII. LAND USE CLASSIFICATIONS

(There were no land use classifications.)

VIII. AUDIENCE PARTICIPATION *(Three minutes per person.)*

There being no persons to be heard, Audience Participation was closed without objection.

IX. PUBLIC HEARING QUASI-JUDICIAL MATTERS

X. PUBLIC HEARING LEGISLATIVE MATTERS

XI. CORRESPONDENCE AND INFORMATION

(Correspondence and information were presented, and no comments were noted)

XII. UNFINISHED BUSINESS

(There was no unfinished business.)

XIII. NEW BUSINESS

XIV. COMMISSION BUSINESS

A. Approval of 2026 Meeting Schedule

B. Upcoming Planning Commission Agenda Items (Staff: Alex Strawn)
(Commission Business was presented, and no comments were noted.)

XV. DIRECTOR AND COMMISSIONER COMMENTS

Commissioner McCabe: No comment, be careful driving home

Commissioner Glenn: No comment

Commissioner Carpenter: No comment

Wade Long: On December 15 we will be holding elections for chair and vice-chair. An item that is coming up is the hazard mitigation plan update. Please look into that and ask any questions. The only changes are a tsunami risk and a permafrost thaw landslide hazard. If you have any questions, please contact Taunnie Boothby or the Planning Department

Commissioner Allen:

XVI. ADJOURNMENT

The regular meeting adjourned at 6:09 p.m.



RICK ALLEN
Planning Commission Chair

ATTEST:



LACIE OLIVIERI
Planning Commission Clerk

Minutes approved:

12/01/25

RECEIVED

NOV 25 2025

CLERKS OFFICE

South Knik River Community Council
Regular Meeting Minutes - Thursday Aug. 21st 2025

Location: SKRCC Building
17958 E Knik River Rd.
Palmer, AK 99645

1. SKRCC President, Vlastic Marek, called meeting to order at 7:00pm and led the Pledge of Allegiance
2. Quorum reached with 7 board members and of the total number of people present, at least 5 were residents. Meeting was recorded, but not available via zoom.
3. Agenda was approved
4. May 15th 2025 Meeting Minutes. Meeting Minutes were read by Secretary and were motioned to approve, seconded and approved.
5. Reports:
 - a. President Report - Vlastic mentioned the various items he had worked on in the building over the summer, to include fixing the bathroom door.
 - i. Advised that the Hospital had emailed and asked for written support. This item was motioned to approve support, seconded and approved for support.
 - ii. Brought to attention the document received regarding the assembly's info on the body of water setback issue that has been brought to their attention. Mike Bowles spoke on this issue that is going on right now about the planning commission denying to vote on the issue and requesting a rewrite. This issue will come up again with the Assembly on 9/16/25.
 - b. Legislative Report - N/A
 - c. Treasure Report -
 - i. CAP Grant Funds: \$7,585.97
 - ii. Savings: \$2,648.69
 - iii. Main Account: \$6,060Purchases Included: utilities, MEA and MTA, Annual Insurance and the cost of the building of the foundation for the addition.
 - d. Building Progress Report -
 - i. Foundation of the addition was put in and they are ready to build up floor to build floor to cover w/ tarp to keep from freezing.
 - ii. Questions were asked regarding the decking and access to the basement, which will be inside. Funds for the supplies for floor were already allocated for this.

- iii. Wayne was asked about the generator hook-up and advised Vlastic to contact Rob Hicks regarding getting it hooked-up.
 - iv. An attendee asked if there are other grants available to apply for to get funds for the Community Council
 - 1. Mike Bowles informed that the Matsu Health Foundation has multiple grants available to apply for; Mike has volunteered to look into those grants and work with Wayne to apply for them
6. Guest Speakers - Candidates for Mat-Su Borough Assembly
- a. Michelle Heun - Spoke about her resume and that she has been in public service for 30 years; gave background and what she currently does. Mentioned website for anyone who is interested in more information - MichelleHeunForAssembly.com;
 - i. Mentioned the Forum's regarding Tax Excise that is being discussed and potentially passed in Borough; She would like to see an amendment on the Tax Excise but didn't mention what the amendment would be exactly.
 - ii. Spoke on wanting people to be notified earlier when development of land is happening.
 - iii. Goal = Has time & Flexibility, is passionate about the growth and is concerned about growth; works for us.
 - b. Michael Bowles - Spoke about background and experience on multiple different Boards in the past.
 - i. Agrees with Michelle regarding 2 week notice of development is not enough time.
 - ii. Is against the Tax Excise tax
 - 1. Gave reasons why opposes Tax Excise comparing this to the one that was implemented in Anchorage; Anchorage did not use the funds to go towards/what they were supposed to;
 - 2. Thinks we need to relax and see what the 5% increase in tax does;
 - 3. Says wants 65 & older to not have property tax
 - 4. Wants to stop the taxes and find out where property tax funds are going
 - 5. Wants to work towards getting Borough to enforce already in place property code violations
 - 6. Spoke on borough becoming 1st Class borough; Susitna HWY/ Port McKensie
7. Unfinished Business -
- a. Secretary read all proposed bylaw changes; each bylaw amendment proposals was discussed, motioned and voted on. Results were as follows:
 - i. Article VI - Officers - Section 2 Eligibility: Changes proposed were approved 12/0.

- ii. Article VII - Meetings - Section 1 Meetings: Changes proposed were approved 11/1
- iii. Article VIII - Parliamentary Authority: Changes proposed approved 15/1
- iv. Article IX - Amendment of Bylaws: Changes proposed approved 16/1
- v. Article VI - Officers - Section 1 Officers: Changes proposed were approved 15/0. There was a discussion and amendment to the change requested regarding The Director of Communications; then motioned and approved as new requested wording was approved. (See Bylaws Amendment)
- vi. Bylaw Amendment 1: Article IV Section 1 - After discussion and clarification; this entire request was withdrawn and approved to be withdrawn.
- vii. Bylaw Amendment 2 - Article V Section 2:
 - 1. Discussion was had; motion to adopt was made and was denied 15/0
- viii. Bylaw Amendment 3 - Article VII Section 1:
 - 1. This change received unanimous consent to withdraw because changes requested for this were already approved in a prior request/vote in the meeting

8. New Business -

- a. Tony Nicholls: CPR Training with AED Machine - Was not at meeting, this was passed over.
- b. Generator Install - Vlastic brought up the request/proposal for discussion on having the generator, already owned, installed. It was mentioned that we should get a few quotes and talk to Bob Hicks for prior quote. This will be on next months agenda.
- c. Next Steps in Foundation Work - The funds for getting supplies to build up the floor of the addition were motioned to approve and seconded and was approved and will be provided to Wayne and there will be people who volunteered, getting together to frame and build this up, prior to winter.

9. Announcements and Correspondence

- a. A few of these items had been discussed in the Presidents Report;
- b. The idea/request to sell the building with the bunks was motioned and seconded and approved 18/0 to sell.
 - i. Vlastic volunteered to list building on craigslist.

10. Meeting was adjourned.

president: *Vlastic Mark* NOV. 20, 2025

secretary: *Sutton* 11/20/2025

South Knik River Community Council
Regular Meeting Minutes – Thursday Sept. 18th 2025

Location: SKRCC Building
17958 E Knik River Rd.
Palmer, AK 99645

RECEIVED
NOV 25 2025
CLERKS OFFICE

1. SKRCC President, Vlastic Marek, called meeting to order at 7:00pm and led the Pledge of Allegiance
2. Quorum was not reached.
3. Agenda was not able to be approved.
4. Aug. 21st 2025 Meeting Minutes. Meeting Minutes were provided in print but were not approved, due to not having quorum.
5. Impromptu Guest Speakers –
 - a. Taunnie Booth – Advised on the Mat-Su Borough 2026 Hazard Mitigation Plan Update
 - i. Can be contacted @ 907-861-8526 or Taunnie.Boothby@matsugov.us if there are any questions
 - ii. Current mitigation plan cycle will focus on the 2 new hazards
 1. Tsunami warning area has been updated – Move to 60 foot elevation for safety – gathering locations are Menard Center or AK State Fairgrounds
 - a. Are in the first phase of being awarded a grant to install Tsunami Sirens and signage
 2. Permafrost-thaw Landslide Instabilities – Glen Highway Section mile 109 – could possibly slip into MatSu River
 - a. Notified AKDOT and working with them to consider monitoring /other actions
 - b. Bob Hicks – Brought it to the meetings attention that trucks have been parked on the road for the construction and he stopped and talked about putting up signs, but they weren't putting up signs until after they started working.
 - i. Would like to get signage put up = "Hidden Driveways Ahead" starting at KRR .5 mile marker and every about 2 miles to make more specific acknowledgement
 - c. Mike Bowles – Running for local Assembly
 - i. Informed that the Borough is trying to approve a .07 cent tax excise. They are wanting to pay off bond debt and looking for ways to do so. He advised that it's highly likely that the money could end up being used for not what it is saying.
 - ii. * Bus route supposed to be 1.5mm trying to bring in federal funding; problem is, we are not getting included. Tax money is being used for Valley Mover bus. We should have access to services we pay for,
 - iii. Encourages people to go to meetings.

- iv. Tax excise is to be an advisory vote on Nov. ballot and based on results = what/how assembly will vote.
- v. Apologized for how things were handled.
- vi. Is working on applying for grants for our community council and has requested \$30k.

6. Reports:

- a. President Report – Vlastik
- b. Legislative Report – N/A
- c. Treasure Report – N/A
 - i. CAP Grant Funds:
 - ii. Savings:
 - iii. Main Account:
- d. Building Progress Report –
 - i. Supplies were ordered and volunteers will be working on the floor of the expansion on the 1st two Saturdays in Oct. @ 9am.
- e. Old Cabin Sale status – Still working on getting this sold.
- f. Generator – Mike advised he would ask who he knows, about hooking up generator.

7. Guest Speakers –

- a. Andrew Evans – Staff to Rep. DenLena Johnson – Was not present
- b. Tony Nicholls, CPD and AED Training – Was not present
- c. Tim Haley – Was not present

8. Unfinished Business –

- a. Directors: Director at Large Remaining – We will be assigning this position to one of the existing directors.

9. New Business –

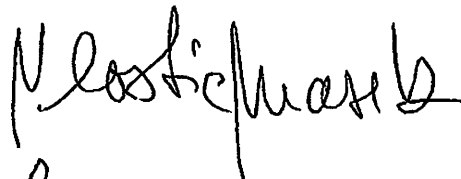
- a. Wayne – Asked about the BLM Right of Way – 2nd location was it approved?
 - i. The answer received was that it's only in the beginning public/being discussed & researched phase, they are still working on it.

10. Announcements and Correspondence

- a. Pioneer Peak parking lot construction had been started and should be concluded within 2 weeks.
- b. Elaine Laux thanked Vlastik for donating wood boards to her

11. Meeting ended, but not approved to be adjourned, with no quorum.

Vlastic Marek
SKRCC President



Date: Nov. 20, 2025

Attest:



Sable Anderson
Secretary

Date: Nov. 20, 2025

RECEIVED

NOV 25 2025

CLERKS OFFICE

South Knik River Community Council
Regular Meeting Minutes – Thursday Oct. 16th 2025

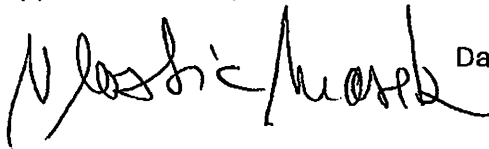
Location: SKRCC Building
17958 E Knik River Rd.
Palmer, AK 99645

1. SKRCC President, Vlastic Marek, called meeting to order at 7:00pm and led the Pledge of Allegiance
2. Quorum was reached with 5 council members and 11 residents.
3. Agenda was approved.
4. Aug. 21st 2025 and September 18th Meeting Minutes. September Meeting Minutes were provided in print and August minutes were read aloud. August minutes were approved, September's minutes do not have to be approved because there was not quorum at that meeting.
5. Reports:
 - a. President Report – Vlastic had nothing to report.
 - b. Legislative Report – N/A
 - c. Treasure Report –
 - i. CAP Grant Funds: \$8,851.51
 - ii. Savings: \$2,635.48
 - iii. It was motioned and approved to setup autopay for electric and internet.
 - d. Building Progress Report –
 - i. Wayne thanked everyone who helped out. Meeting one more Saturday (10/18). Needs tongue and groove subfloor, then tarp. Going to pump out water so doesn't freeze.
 - e. Old Cabin Sale status – Still working on getting this sold.
 - f. Generator – Craig said we are needing to find bids for electricians
6. Guest Speakers –
 - a. Andrew Evans – Staff to Rep. DeLena Johnson –
 - i. Been in Palmer 25 years. Big stuff going on now. 2 years ago \$2 million was put into DOT to do clearing on Old Glenn. They are done with primary right of way clearing. Was cleared so can see signs and put up screens to catch things from falling. Johnson is trying to get the remaining \$650k to stay with the Old Glenn. It's sitting there and it hasn't been reallocated yet. Had a meeting Town Hall; - DOT wants \$40million to help with Mat-Su flooding. If anyone has questions/concerns, they can contact Andy Evans – 907-376-4958 and email is Andrew.Evans@akleg.gov. Both sides have been surveyed and will be cleared soon.
 - ii. Wayne asked while clearing brush and trees – the section by the rock face by highways needs to be cleared. When merging from Glenn to

Old Glenn the 4 brush to left needs removing. Andy said he will look into and let us know. Will email Board. Explained that when designated as a safety corridor, you get funding for things like street lights, guard rails, etc. MEA is supposed to replace lights that are out. Neither MEA nor Borough are out here checking for lights. Also explained some roads are State roads and some Borough. Resolution from 2 years ago still in works to make us designated as a safety corridor. Process = clear trees – traffic study – then process through DOT then goes to Federal Gov. to get final approval.

- iii. Someone asked if he can provide info on 5G tower at KRR start and Old Glenn. He said he will try and get back to us on that.
- b. Tony Nicholls, CPD and AED Training – Showed how to use Mat-Su Borough AED serviced by Borough EMS
 - i. Check mark in window, that means it is charged
 - ii. If it's an "X", needs replacing or serviced
 - iii. Adult pads and pediatric pads (adult pads can be used on kids, just need to be put on front and back)
 - iv. Turn on then follow instructions
 - v. Will work on scheduling CPR training, Butte fire station also offers training
- c. Tim Haley – Was not present
- 7. Unfinished Business –
 - a. Directors: Director at Large Remaining – We can't appoint the position; they have to be elected.
 - b. Wayne Martin was nominated/seconded for Property Director
 - c. Terry Lindsey was nominated/seconded for Communications Director
 - d. Dick Roberts was nominated/seconded for Director at Large
 - e. All nominations were accepted and there will be a vote on them at the Nov. 20, 2025 meeting.
- 8. New Business –
 - a. It was mentioned that Agnes
- 9. Announcements and Correspondence
 - a. Wayne asked for an ETA on the updated Bylaws and advised to send them to the Borough so public can access them. Advised hopefully 30 days.
- 10. Meeting ended, was approved to be adjourned.

Vlastic Marek
SKRCC President



Date: NOV. 20, 2025

Attest:



Sable Anderson
Secretary

Date: Nov. 20, 2025

**Regular Meeting of the Talkeetna Community Council Monday,
November 3rd, 2025, 7:00 p.m.
Talkeetna Public Library w/ Zoom link
Meeting Minutes**

1. Call to order 7:01pm. Establish a quorum: 4 were in

attendance: Krister Bowman, Jon Korta, Kai Leddy, Jodi Rodwell,

Absent: Kara Walker, Elliot Hunker, Adam Bartles.

2. K. Leddy will take the minutes.

3. Approval of agenda - Addition: Amy Straub from Mat Su Regional Hospital about new hospital under item 6. Addition: b. Under New Business is to certify ballot counters for tomorrow's election. **Motion** by Jodi to approve, no objections. Agenda is approved.

4. Approval of Minutes from 09/02/2025 and 10/6/2025- September's minutes were taken via AI in Secretary Leddy's absence, and needed to be reviewed for edits/mistakes. **Motion** by Krister to approve both sets of minutes, seconded by Jodi. No objections, **Motion passes**, minutes approved.

5. Treasurer's Report - in correspondence packet, Treasurer Kara Walker absent.

6. Out-of-Town Guest(s): Amy Straub from Mat Su Regional Hospital re: Proposed Behavioral Health Facility - a structured group therapy clinic, for patients exiting in-patient who might wait months to get a counselor this would allow them to get immediate therapy access. The hospital has filed for a certificate of need with the State for funding to build a freestanding hospital adjacent to the Mat Su Regional hospital, they are requesting Letters of support from the communities in the area. In partnership with the Mat Su Health Foundation, who owns the land and provides funding for the building, Mat Su Regional hospital will provide staffing and payroll. The facility would include adult and adolescent accommodations, male and female, and single occupancy beds to accommodate those in crisis. Last year, at Mat Su Regional there were almost 1,400 behavioral health referrals and only 437 could be admitted due to limited space. This demonstrates the need for a freestanding behavioral health hospital. Letters of support from community councils and individuals can be submitted at <https://www.lookforwardmat-su.com/> and more information can be found there as well.

7. Correspondence: Link to Correspondence Packet HERE: <https://tinyurl.com/3c3v2fsk>

8. Announcements:

9. Persons to be heard: Angela from Mahay's in pursuit of crosswalk or painted lines near

the Mahay's office on the Spur road as it comes into town. There are a lot of folks crossing the spur road between Burger Barn and Mahay's office mixed with vehicles coming into town quickly that haven't slowed down per posted speed limits. Angela has reached out to MSB but has hit dead ends, hoping working with the TKA Community Council will help show support for this local need. Another idea has been to lower the speed limit signage in that stretch.

Dena McChargue was present and encouraged everyone to vote tomorrow.

10. Fire Dept. Report - Chief Eric Chappel - number of calls this month including commercial fire put out by patrons, make sure to check your fire alarms monthly! One responder received their Fire Apparatus Driver Operator certification and another responder received their Fire I certification to become an interior firefighter. Additionally there is 1 new hire being processed and 2 applications being reviewed for the department.

11. Talkeetna Water and Sewer Board - Ryan Sheldon - n/a

12. Talkeetna Road Service Area Report - John Strassenburgh - n/a

13. Talkeetna Library Report - Geri Denkewalter - as always there are amazing programs at the library! The puzzling competition scene is heating up with a potential competition coming up between all the MSB libraries. Talkeetna library is sure to put up some excellent contenders! Tomorrow (Nov 4th) is Election day (borough wide) and the library will be open extended hours (7am to 8pm).

14. Committee/Board Reports

- a. TPAC (Talkeetna Parks Advisory Committee) - Karl Swanson - the vault toilets have made it out of downtown (and hopefully on their way to Whigmi trailhead) Nov 17th at 6:30 is the next TPAC meeting at the Library, there will also be a Zoom attendance available.
- b. Recycling - Cici Schoenberger - see report in correspondence packet (link above)
- c. Community Assistance Program - n/a
- e. CERT (Community Emergency Response Team) - still looking for local leaders! Contact Eric Chappel if interested.
- f. Technology Committee - Kai Leddy - anyone notices issues on the website, please email connect@talkeetnacouncil.org. Heads of committees please make sure to email in your meeting times so they can get posted on the website.
- g. Paddle and Racket Committee - n/a
- h. Skatepark Committee - see minutes in correspondence report
- i. AK Long Trail Advisory Group - in person meeting scheduled for Nov 20th at the Senior Center from 4-6pm. Interior Trails will be present to talk about the project and how it can coordinate with the local communities.

15. Unfinished Business

16. New Business

- a. Draft MOA with MSB for Library Crosswalk Project - proposed gravel path from across from Morel Circle (south of library) and travel north through the woods to connect to Library parking lot. It will be state funded, MSBorough constructed, and TKA Community Council is in charge of the funding. Jon has been doing the financial reports every month and was unable to get MSB to take over ownership of the funding aspect (as it's not logical to have TKA Council be in charge). Additionally, the original proposition listed the TKA Council as responsible for the year-round trail maintenance which is not within the Council's abilities, however the Borough does year round maintenance on a number of trails in the area. A memorandum of agreement has been drafted and is being discussed as to what changes may or may not need to be made to transmit the financial responsibility from TKA Council to MSB. This item will be tabled and moved to New Business at the December Talkeetna Community Council meeting. Community members are welcome to email connect@talkeetnacouncil.org with any questions or suggestions regarding the project.
- b. Certify Ballot Counters - The TCCI election is same day as the MSB election (tomorrow Nov 4th). Kathleen Fleming is our head of Elections committee and she and her wonderful group of volunteers will lead the ballot counting at the close of election day. **Motion** by Jodi to approve the ballot counters: Doug Smith, Adam Bartles, Kim Adelia Leff; Krister seconds, no opposition. **Motion passes.**

17. Board Comments

Krister - Currently, 500 miles off shore near Fiji where zooming in is a challenge. Thank you everyone and sorry to leave the council but it's been a pleasure. Hopes to be in-person for his final meeting in December!

Jodi - Thank you everyone for coming, great attendance for a small agenda, thank you for getting the word out about being sure to vote. Thank you Leddy for all the work you do with correspondence and keeping website together.

Leddy - Thank you everyone for coming out, nice to continue to have attendance as we go into winter. Thank you to everyone who spoke tonight and shared information with the community!

Jon - Funny story: ADN wrote to TCCI asking about the recent mayoral election of Wendell the dog. They wanted to know if Jon or the dog is the true mayor! Jon let them know the elections are Tuesday and there's no dogs or cats on the ballot. We have 3 wonderful folks on the ballot for TCCI Board seats, their bios are on the website at talkeetnacouncil.org.

18. Adjournment motioned by Jodi, seconded by Krister, no opposition. Meeting adjourned at 8:06pm

Next meeting Monday, December 1st, 2025 at 7pm at Talkeetna Public Library.

Signed by: Jon Korta, Chair  _____ Date: 12-1-25

Attested to: Kai Leddy, Secretary  _____ Date: 12-1-25

**If you're not on our correspondence email list, please send a note to
connect@talkeetnacouncil.org**



RECEIVED
DEC 04 2025
CLERKS OFFICE

PO Box 870236 Wasilla, AK 99687
tanainacommunity@gmail.com Facebook as "Tanaina Community Council"

GENERAL MEMBERSHIP MEETING MINUTES
MONDAY November 24, 2025

Location: Curtis Menard Sports Complex Meeting Room
and/or via Zoom.com meeting ID: 898 6138 3709 or telephone 346-248-7799

Time: 7:14 pm AKST

Attendance: Mary Ravetta, Amanda Kern (via zoom), Corine Hickey, Rachel Lund

I. Approval of Previous Meeting Minutes & Agenda

Motion I move to approve the minutes from the previous meeting (October 28, 2025) and the agenda for today's meeting (November 25, 2025) as written. Motion made by Rachel and 2nd by Amanda. The motion passed unanimously

II. Treasurer's Report

- Zoom annual fee \$159.90 pd on 11-18-2025
- PO Box annual fee \$296.00 on 11-3-2025
- Menard rental fee \$540 on 10-10-25
- FY 26 CAP (community assistance program) funds anticipated deposited mid-November

Motion I move to approve the following Tanaina Community Council operating expenses: Zoom subscription, Annual PO Box rental fee, and Room rental fee at the Menard Center. Motion made by Amanda and 2nd by Mary. The motion passed unanimously.

III. Guest Speaker and/or Assembly Representative:

- Senate representative Senator Yunt none
- Assemblyman representative Dmitri Fonov none

IV. Old Business

- Change TCC General membership meeting Discussion: The committee discussed moving the TCC General Membership meeting to Monday. The intended purpose is to maximize attendance from the general membership, the Assemblyman, and the Senate.

Motion I move to change the TCC general membership meeting day to Monday, keeping the current time of 7:00 PM – 8:30 PM, in order to increase attendance. Motion made by Amanda and 2nd by Mary. The motion passed unanimously. New meeting dates as follows:

- Nov 24 7-8:30
- December No meeting
- Jan 26
- Feb 23
- Marh 23
- April 27

- May 26 (Tuesday) because Monday is a holiday will meet on Tuesday in May 2026

- Update on land search and CIP (capital improvement project) options with MSB
 1. Discussion: Direct appeal for reduced rate land use to Assembly member (Dmitri Fonov) and borough manager (Mike Brown) please refer to draft letter of intent to lease borough land

Motion I move that the Tanaina Community Council officially submit a Letter of Intent to Lease Borough Land to the Mat-Su Borough Manager and the District 6 Assembly Member, formally requesting the use of said land for the proposed Community Center and Park development. Motion made by Amanda and 2nd by Mary. The motion passed unanimously.
 2. Capital Improvement Project – Discussion held regarding the potential land purchase via a CIP 2026 project. The next step is to meet with the Planning Department to review the project scope and departmental requirements.

V. New Business

- Grant- Rachel will spearhead the grant effort. Her tasks include detailing potential grants, specifying the associated application fees, confirming the process for grant approval (i.e., whether the board must approve each individual grant application), establishing a grant writing structure, and identifying potential grant writers or resources.
- Discussion to officially change the Registered Agent for the Tanaina Community Council (Entity Number 10113375) from Colin Fay to Rachel Lund on the Alaska Department of Commerce filing.

Motion I move to officially change the Registered Agent for the Tanaina Community Council (Entity Number 10113375) on the Alaska Department of Commerce filing from Colin Fay to Rachel Lund. Motion made by Corine and 2nd by Rachel. The motion passed unanimously.

- Election of Officers

The general membership conducted an official vote to fill the executive position of Vice President. The role of President was confirmed as existing. Following the election and confirmation of Rachel Lund as Treasurer, a vacancy was created in the role of Secretary. A new candidate was subsequently nominated to fill the Secretary position.

Position	Elected/Confirmed Officer	Notes
President	Amanda	Confirmed; remains in the role.
Vice President	Corine	Nominated and elected by unanimous vote.
Treasurer	Rachel Lund	Nominated and elected by unanimous vote.
Secretary	Mary Ravetta	Nominated and elected by unanimous vote.

Discussion confirmed that Rachel will update the official officer listings within both the Mat-Su Borough and State of Alaska directories.

VI. Persons to Be Heard- none

VII. Roundtable Discussion -none

VIII. Adjournment 7:55 pm

Our next TCC general membership meeting will be Monday January 26, 2026

Amanda Korn

12/4/25

Rachel Lund
12-4-25




SUBJECT: Reporting Conclusion Of Contract No. 23-083B with Northern Asphalt Construction, Inc., For a Total Contract Amount Of \$2,185,282.14 For The Cheri Lake Drive, Karen Avenue, King Arthur Drive Improvements Project.

AGENDA OF: December 16, 2025

ASSEMBLY ACTION:

Presented to the Assembly 12/16/25 - EMW

AGENDA ACTION REQUESTED: For information only.

Route To	Signatures
Originator	<div>11/21/2025</div> <div>X Austin Larson</div> <div>Signed by: Austin Larson</div>
Project Management Division Manager	<div>11/21/2025</div> <div>X Cole Branham</div> <div>Signed by: Cole Branham</div>
Public Works Director	<div> Recoverable Signature</div> <div>X Tom Adams, P E</div> <div>Signed by: Tom Adams</div>
Purchasing Director	<div>11/24/2025</div> <div>X Rustin Krafft</div> <div>Signed by: Russ Krafft</div>
Finance Director	<div> Recoverable Signature</div> <div>X Cheyenne Heindel</div> <div>Signed by: Cheyenne Heindel</div>
Borough Attorney	<div>11/25/2025</div> <div>X Shannon Bodolay</div> <div>Signed by: Shannon Bodolay</div>
Borough Manager	<div>11/25/2025</div> <div>X Michael Brown</div> <div>Signed by: Mike Brown</div>
Borough Clerk	<div> Recoverable Signature</div> <div>X Lonnie McKechnie</div> <div>Signed by: Lonnie McKechnie</div>

ATTACHMENT (S) :

SUMMARY STATEMENT: Pursuant to Matanuska-Susitna Borough (MSB) Code, 3.08-170(F), the following is a summary of Bid No. 23-083B, awarded to Northern Asphalt Construction, Inc., for the

Cheri Lake Drive, Karen Avenue, King Arthur Drive Improvements Project.

The MSB entered into a contract with Northern Asphalt Construction, Inc., on May 31, 2023 for Bid No. 23-083B, for The Cheri Lake Drive, Karen Avenue, King Arthur Drive Improvements Project No.35472-1800-1814.

The original contract amount of \$2,192,994 was approved through Assembly Action AM No. 23-042, presented on May 16, 2023.

Two Change orders were required during the course of the project, resulting on a final contract amount of \$2,185,282.14.

SUBJECT: INFORMING THE ASSEMBLY OF THE MANAGERS SIGNATURE ON A GRANT APPLICATION FOR SUBMISSION TO THE MAT-SU TRAILS AND PARKS FOUNDATION.

AGENDA OF: December 16, 2025

ASSEMBLY ACTION:

Presented to the Assembly 12/16/25 - EMW

AGENDA ACTION REQUESTED: For information only.

Route To	Signatures
Originator	<div>12/2/2025</div> <div>X H u g h L e s l i e</div> <div>Signed by: Hugh Leslie III</div>
Community Development Director	<div>12/4/2025</div> <div>X J i l l i a n M o r r i s s e y</div> <div>Signed by: Jillian Morrissey</div>
Finance Director	<div> Recoverable Signature</div> <div>X C h e y e n n e H e i n d e l</div> <div>Signed by: Cheyenne Heindel</div>
Borough Attorney	<div>12/4/2025</div> <div>X N i c h o l a s S p i r o p o u l o s</div> <div>Signed by: Nicholas Spiropoulos</div>
Borough Manager	<div>12/4/2025</div> <div>X M i c h a e l B r o w n</div> <div>Signed by: Mike Brown</div>
Borough Clerk	<div> Recoverable Signature</div> <div>X L o n n i e M c K e c h n i e</div> <div>Signed by: Lonnie McKechnie</div>

ATTACHMENT (S) :

SUMMARY STATEMENT: The Community Development Department would like to submit an application to the Mat-Su Trails and Parks Foundation for a grant in the amount of \$100,000 to support the replacement and upgrade of the stairs at the West Butte Trail. This project will enhance safety and accessibility for trail users and reduced maintenance costs. Includes a required 50% matching contribution.

Introduced: 12/02/25
Public Hearing: 12/16/25
Adopted: 12/16/25

**MATANUSKA-SUSITNA BOROUGH
RESOLUTION SERIAL NO. 25-114**

A RESOLUTION OF THE MATANUSKA-SUSITNA BOROUGH ASSEMBLY APPROVING CHANGES TO UPDATE THE FISCAL YEAR 2027 SCHEDULE OF RATES AND FEES, EFFECTIVE JULY 1, 2026.

WHEREAS, the Borough recognizes the importance of maintaining a comprehensive and up-to-date Schedule of Rates and Fees to ensure financial accountability and support for the effective management of Borough operations; and

WHEREAS, the Schedule of Rates and Fees outlines all rates and fees charged by the Borough and serves as a critical tool for both transparency and annual budget preparation; and

WHEREAS, changes to the Schedule of Rates and Fees for Fiscal Year 2027 are necessary to reflect current economic conditions, align with budgetary needs, and ensure the continued provision of essential services to Borough residents; and

NOW, THEREFORE, BE IT RESOLVED, that the Matanuska-Susitna Borough Assembly hereby approves the necessary updates to the Fiscal Year 2027 Schedule of Rates and Fees, to be effective July 1, 2026.

ADOPTED by the Matanuska-Susitna Borough Assembly this 16 day
of December, 2025.



EDNA DeVRIES, Borough Mayor

ATTEST:



LONNIE R. McKECHNIE, CMC, Borough Clerk

(SEAL)

PASSED UNANIMOUSLY: Bowles, Nowers, McKee, Sumner, Gamble, Fonov,
and Bernier

SUBJECT: A RESOLUTION OF THE MATANUSKA-SUSITNA BOROUGH ASSEMBLY APPROVING CHANGES TO UPDATE THE FISCAL YEAR 2027 SCHEDULE OF RATES AND FEES EFFECTIVE July 1, 2026.

AGENDA OF: December 2, 2025

Assembly Action:

Amended and Adopted without objection. 12/16/25 - EMW

AGENDA ACTION REQUESTED: Introduce and set for public hearing.

Route To	Signatures
Originator: George Hays	<div>11/17/2025</div> <div>X George W. Hays</div> <div>Signed by: George Hays</div>
AC&R: Vanessa Forbes	<div>Recoverable Signature</div> <div>X Vanessa E. Forbes</div> <div>Signed by: Vanessa Forbes</div>
Finance: Cheyenne Heindel	<div>Recoverable Signature</div> <div>X Cheyenne Heindel</div> <div>Signed by: Cheyenne Heindel</div>
Comm Dev: Jillian Morrissey	<div>11/17/2025</div> <div>X Jillian Morrissey</div> <div>Signed by: Jillian Morrissey</div>
DES: Ken Barkley	<div>Recoverable Signature</div> <div>X Ken Barkley</div> <div>Signed by: Ken Barkley</div>
IT: Leah Jones	<div>11/18/2025</div> <div>X Leah Jones</div> <div>Signed by: Leah Jones</div>
PW: Tom Adams	<div>Recoverable Signature</div> <div>X Tom Adams, PE</div> <div>Signed by: Tom Adams</div>
Planning: Alex Strawn	<div>11/18/2025</div> <div>X Alex Strawn</div> <div>Signed by: Alex</div>
Borough Attorney	<div>11/20/2025</div> <div>X Nicholas Spiropoulos</div> <div>Signed by: Nicholas Spiropoulos</div>
Borough Manager	<div>11/21/2025</div> <div>X Michael Brown</div> <div>Signed by: Mike Brown</div>
Borough Clerk	<div>11/24/2025</div> <div>X Lonnie McKechnie</div> <div>Signed by: Lonnie McKechnie</div>

ATTACHMENT (S): Proposed FY2027 Schedule of Rates and Fees (26pp)
Resolution Serial No. 25-114 (2pp)

SUMMARY STATEMENT:

Background

The Schedule of Rates and Fees is a comprehensive document listing every fee and rate the Borough charges. It is updated annually to ensure alignment with current economic conditions, evolving service demands, and the Borough's budgetary requirements. Maintaining an accurate and up-to-date schedule is crucial for financial planning and resource management. It does not include fines and penalties as those are listed in Borough Code.

Purpose of the Update

1. **Transparency:** The annual review and update of rates and fees reinforce the Borough's commitment to open and transparent governance.
2. **Budget Preparation:** The updated schedule is a foundational tool for preparing the annual budget. It ensures the Borough can responsibly project revenue streams and allocate resources efficiently.
3. **Economic Considerations:** Adjustments are necessary to reflect current economic factors such as inflation, operational costs, and changes in service demand. This proactive approach enables the Borough to maintain fiscal stability while providing essential services.

Conclusion

The resolution to update the Fiscal Year 2027 Schedule of Rates and Fees is a necessary measure to uphold the Borough's financial integrity and transparency. Upon approval, the revised schedule will be disclosed to the public, effective July 1, 2026, providing adequate notice and ensuring a seamless transition into the new fiscal year.


RECOMMENDATION OF ADMINISTRATION: Respectfully request approval.

MATANUSKA-SUSITNA BOROUGH

FISCAL NOTE

Agenda Date: **December 2, 2025**

SUBJECT: A RESOLUTION OF THE MATANUSKA-SUSITNA BOROUGH ASSEMBLY APPROVING CHANGES TO UPDATE THE FISCAL YEAR 2027 SCHEDULE OF RATES AND FEES EFFECTIVE July 1, 2026.

FISCAL ACTION (TO BE COMPLETED BY FINANCE)	FISCAL IMPACT YES NO
AMOUNT REQUESTED *	FUNDING SOURCE Fee Revenue
FROM ACCOUNT #	PROJECT
TO ACCOUNT: 100/2xx/510/520.000.000 3xx.xxx	PROJECT #
VERIFIED BY: <div style="text-align: right;">1 1 / 2 0 / 2 0 2 5</div> <div style="text-align: center;">  Liesel Zanto </div> <div style="text-align: center; font-size: small;">Signed by: Liesel Zanto</div>	(This area is intentionally left blank for the project description.)
(This area is intentionally left blank for the project description.)	

EXPENDITURES/REVENUES:

(Thousands of Dollars)

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

CAPITAL						
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REVENUE			*			
---------	--	--	---	--	--	--

FUNDING:



(Thousands of Dollars)

General Fund			*			
State/Federal Funds						
Other			*			
TOTAL			*			

POSITIONS:

Full-Time						
Part-Time						
Temporary						

ANALYSIS: (Attach a separate page if necessary) *Actual revenue based on fees received in FY27.

APPROVED BY:	 Recoverable Signature
	<div style="text-align: center;">  Cheyenne Heindel </div> <div style="text-align: center; font-size: small;">Signed by: Cheyenne Heindel</div>

Rates & Fees

#	Department	Location Type Purpose	Description Change	FY26 Approved Amount	FY27 Net Change	Proposed FY27 Amount
1	Administration	Public Record Requests	Labor(first 5 hours per requestor per calendar month is free)			
2	Administration	Public Record Requests	B/W Copies	\$0.25		\$0.25
3	Administration	Public Record Requests	Color Copies (reg)	\$1.00		\$1.00
4	Administration	Public Record Requests	Color Copies (large) 11 X 17	\$1.75	\$0.25	\$2.00
5	Animal Care	Animal Care Facility	After Hours Pick-Up and Assist Services/per hour for Cities	\$150.00		\$150.00
6	Animal Care	Animal Care Facility	Lifetime license for a surgically altered, microchipped cat or dog	\$30.00		\$30.00
7	Animal Care	Animal Care Facility	Lifetime license for an un-altered, microchipped cat or dog	\$60.00	\$5.00	\$65.00
8	Animal Care	Animal Care Facility	Animal Care Services for Wasilla	\$35,959.14	\$1,797.96	\$37,757.10
9	Animal Care	Animal Care Facility	Mushing Facility License	\$150.00	\$10.00	\$160.00
10	Animal Care	Animal Care Facility	Compliance Inspection Fee	\$100.00	\$5.00	\$105.00
11	Animal Care	Animal Care Facility	3-year Animal License for a surgically altered cat or dog	\$15.00		\$15.00
12	Animal Care	Animal Care Facility	Pick-Up Services for Animals over 200 lbs. for Cities	\$75.00	\$25.00	\$100.00
13	Animal Care	Animal Care Facility	3-year Animal License for an un-altered cat or dog	\$30.00		\$30.00
14	Animal Care	Animal Care Facility	Application fee for Removal, Reduction, or Modification of Classification	\$35.00	\$5.00	\$40.00
15	Animal Care	Animal Care Facility	3-year kennel or cattery license	\$75.00		\$75.00
16	Animal Care	Animal Care Facility	Annual inspection fee for animals classified Level 3 or 4	\$100.00		\$100.00
17	Animal Care	Animal Care Facility	Special Adoptions (range \$150-\$500)			
18	Animal Care	Animal Care Facility	Animal Care Services for Palmer	\$35,959.14	\$1,797.96	\$37,757.10
19	Animal Care	Animal Care Facility	Microchip placement in a cat or dog (in conjunction with a lifetime license)	\$30.00	\$5.00	\$35.00

#	Department	Location Type Purpose	Description Change	FY26 Approved Amount	FY27 Net Change	Proposed FY27 Amount
20	Animal Care	Animal Care Facility	Live Animal Trap Two Week Rental Fee	\$10.00	\$5.00	\$15.00
21	Animal Care	Animal Care Facility	Animal Care Services for Houston	\$15,812.28	\$790.61	\$16,602.89
22	Animal Care	Animal Care Facility	Adoptions (range \$27-\$145)			
23	Clerks	Elections	Election Recount/ContestSee MSB 25.45.020		Deleted	
24	Comm Dev	Borough Gymnasium	Hourly Rental	\$35.00	\$5.00	\$40.00
25	Comm Dev	Big Lake Boat Launch	Day Use Pass - Includes Parking - Per Vehicle for the Big Lake Boat Launch	\$15.00	\$5.00	\$20.00
26	Comm Dev	Brett Memorial Ice Arena	VOID Not Applicable Individual Instruction 10 (30-minute) Lesson Punch Card. Ice fee not included	\$180.00	Deleted	
27	Comm Dev	Brett Memorial Ice Arena	Public Skating-General	\$10.00	\$1.00	\$11.00
28	Comm Dev	Brett Memorial Ice Arena	void not applicable Skate Pass 10-Senior	\$35.00	Deleted	
29	Comm Dev	Brett Memorial Ice Arena	Skate Sharpening Single Sharpening/Next Day Pickup	\$10.00	\$2.00	\$12.00
30	Comm Dev	Brett Memorial Ice Arena	Skate Rental	\$5.00	\$1.00	\$6.00
31	Comm Dev	Brett Memorial Ice Arena	Skate Sharpening 10-Punch Card	\$90.00	\$18.00	\$108.00
32	Comm Dev	Brett Memorial Ice Arena	Skate Repair/Blade Change/Rivet Replacement	\$6.00	\$1.00	\$7.00
33	Comm Dev	Brett Memorial Ice Arena	Skatefest - Family Entry -2 members	\$80.00	\$5.00	\$85.00
34	Comm Dev	Brett Memorial Ice Arena	Skatefest - Addtl Entries	\$15.00	\$1.00	\$16.00
35	Comm Dev	Brett Memorial Ice Arena	Skatefest - Single	\$65.00	\$5.00	\$70.00
36	Comm Dev	Brett Memorial Ice Arena	Freestyle Skating 10 Visit Punch Card	\$90.00	\$5.00	\$95.00
37	Comm Dev	Big Lake Boat Launch	Annual Pass - Includes Parking - Per Vehicle for the Big Lake Boat Launch	\$100.00	\$25.00	\$125.00
38	Comm Dev	Brett Memorial Ice Arena	Locker Rental - Annual	\$50.00	\$2.00	\$52.00

#	Department	Location Type Purpose	Description Change	FY26 Approved Amount	FY27 Net Change	Proposed FY27 Amount
39	Comm Dev	Talkeetna Band Shell	Full Day - Includes Electric	\$60.00	\$5.00	\$65.00
40	Comm Dev	Land Management	Timber Permit Extension (Non-Commercial - up to 25,000 Board Feet)	\$500.00	\$15.00	\$515.00
41	Comm Dev	Land Management	Title 13 Ag Property Conveyance Fee	\$250.00	\$8.00	\$258.00
42	Comm Dev	Libraries (Sutton, Big Lake, Willow, Trapper Creek and Talkeetna)	replacement library card	\$3.00	\$1.00	\$4.00
43	Comm Dev	Land Management	Timber Permit (Non-Commercial - up to 25,000 Board Feet)	\$500.00	\$15.00	\$515.00
44	Comm Dev	Talkeetna Band Shell	Half Day - Includes Electric	\$40.00	\$5.00	\$45.00
45	Comm Dev	Trail Fees	Trailhead Parking violation	\$40.00	\$5.00	\$45.00
46	Comm Dev	Brett Memorial Ice Arena	Group Theater on Ice - 6 months	\$290.00	\$10.00	\$300.00
47	Comm Dev	Brett Memorial Ice Arena	Group Theater on Ice - 12 months	\$540.00	\$20.00	\$560.00
48	Comm Dev	Road, Street, Sidewalk and Trail Permits	Utility Permit - Distance per lineal foot	\$0.25		\$0.25
49	Comm Dev	Big Lake Recreation Center	FEE NOT APPLICABLE DELETE New Fee - Bounce House Per Person Per Hour	\$15.00	Deleted	
50	Comm Dev	Brett Memorial Ice Arena	Freestyle Skating Per Hour	\$12.00	\$1.00	\$13.00
51	Comm Dev	Chalet at Government Peak	fees set by contractor/see website https://governementpeakchalet.com/			
52	Comm Dev	Brett Memorial Ice Arena	Group Learn to Skate Package / 7 - 45 minute lessons	\$105.00	\$5.00	\$110.00
53	Comm Dev	Brett Memorial Ice Arena	Advertising - (2) 6'x2' Zamboni Ad - Addt'l Year	\$1,700.00	\$50.00	\$1,750.00
54	Comm Dev	Brett Memorial Ice Arena	ISI Membership	\$15.00	\$1.00	\$16.00
55	Comm Dev	Brett Memorial Ice Arena	NOTE: All Banner Ads, Dasher Board Ads, and In-Ice Logos User Supplied (Upon Approval)			

#	Department	Location Type Purpose	Description Change	FY26 Approved Amount	FY27 Net Change	Proposed FY27 Amount
56	Comm Dev	Brett Memorial Ice Arena	Public Hockey 10 Sessions	\$135.00	\$4.00	\$139.00
57	Comm Dev	Field Use Permits	Alcantra Soccer and Ball Field - Full Day - Per Field	\$40.00	\$5.00	\$45.00
58	Comm Dev	Brett Memorial Ice Arena	Advertising - 36"x96" In-Ice Logo Annual Fee	\$900.00	\$27.00	\$927.00
59	Comm Dev	Brett Memorial Ice Arena	Hourly Outdoor Ice Rental	\$85.00	\$3.00	\$88.00
60	Comm Dev	Brett Memorial Ice Arena	Single Learn to Skate Lesson	\$13.00	\$2.00	\$15.00
61	Comm Dev	Brett Memorial Ice Arena	Summer Fun Hockey Mites-Bantams Package	\$175.00	\$10.00	\$185.00
62	Comm Dev	Brett Memorial Ice Arena	Party Room Each Addt'l Skater	\$6.00	\$1.00	\$7.00
63	Comm Dev	Brett Memorial Ice Arena	Party Room Each Addt'l Hour	\$30.00	\$1.00	\$31.00
64	Comm Dev	Brett Memorial Ice Arena	Late Fee - Addt'l Events	\$5.00	\$1.00	\$6.00
65	Comm Dev	Brett Memorial Ice Arena	Advertising - 30"x96" Dasher Board-Addt'l Year	\$900.00	\$100.00	\$1,000.00
66	Comm Dev	Brett Memorial Ice Arena	Group Learn to Skate package/ 7 - 30 minute lessons	\$85.00	\$3.00	\$88.00
67	Comm Dev	Brett Memorial Ice Arena	Advertising-4'x8' Banner-Addt'l Year	\$1,000.00	\$50.00	\$1,050.00
68	Comm Dev	Brett Memorial Ice Arena	Advertising-4'x8' Banner-1st Year	\$1,300.00	\$50.00	\$1,350.00
69	Comm Dev	Brett Memorial Ice Arena	Public Hockey 1 Session	\$15.00	\$1.00	\$16.00
70	Comm Dev	Brett Memorial Ice Arena	Field Trip - Includes Skate Rental	\$6.00	\$1.00	\$7.00
71	Comm Dev	Brett Memorial Ice Arena	Summer Fun Hockey U16-U18 Package	\$175.00	\$10.00	\$185.00
72	Comm Dev	Brett Memorial Ice Arena	Advertising-4'x4' Banner-1st Year	\$650.00	\$25.00	\$675.00
73	Comm Dev	Brett Memorial Ice Arena	Late Fee - First Event	\$10.00	\$1.00	\$11.00
74	Comm Dev	Brett Memorial Ice Arena	Advertising - (2) 6'x2' Zamboni Ad - 1st Year	\$2,000.00	\$100.00	\$2,100.00

#	Department	Location Type Purpose	Description Change	FY26 Approved Amount	FY27 Net Change	Proposed FY27 Amount
75	Comm Dev	Brett Memorial Ice Arena	Arena Sponsored Skating Shows - Per Skater	\$25.00	\$5.00	\$30.00
76	Comm Dev	Brett Memorial Ice Arena	Youth Learn-to-Play Hockey Program	\$115.00	\$5.00	\$120.00
77	Comm Dev	Brett Memorial Ice Arena	Production Team Event - Per Skater	\$10.00	\$1.00	\$11.00
78	Comm Dev	Brett Memorial Ice Arena	Adult Learn to Play Hockey Class 1 hour	\$20.00	\$1.00	\$21.00
79	Comm Dev	Field Use Permits	Alcantra Soccer and Ball Field - Half Day - Per Field	\$30.00	\$5.00	\$35.00
80	Comm Dev	Brett Memorial Ice Arena	Coaches Freestyle 10 Punch Card	\$90.00	\$5.00	\$95.00
81	Comm Dev	Commercial Concessionaire Permit	1-5 Vendors/Day	\$100.00	\$3.00	\$103.00
82	Comm Dev	Brett Memorial Ice Arena	Each Addt'l Member	\$90.00	\$5.00	\$95.00
83	Comm Dev	Brett Memorial Ice Arena	Advertising - Center Ice Circle Logo	\$1,500.00	\$50.00	\$1,550.00
84	Comm Dev	Fish Creek Park	Float Plane Access	\$30.00	\$5.00	\$35.00
85	Comm Dev	Brett Memorial Ice Arena	Team Event - Per Skater	\$5.00	\$1.00	\$6.00
86	Comm Dev	Brett Memorial Ice Arena	Hourly Private Ice Rental/Paid Gate Gate/Prime-time (Sept 1-March 31) Mon-Fri 5:00-10:00 pm or Sat-Sun 8:00 am-10:00 pm	\$285.00	\$10.00	\$295.00
87	Comm Dev	Brett Memorial Ice Arena	Hourly Private Ice Rental/ Rental/Prime-time (Sept 1-March 31) Mon-Fri 5:00-10:00 pm or Sat-Sun 8:00 am-10:00 pm	\$265.00	\$10.00	\$275.00
88	Comm Dev	Brett Memorial Ice Arena	Advertising-4'x8' Banner-Addt'l Year	\$450.00	\$25.00	\$475.00
89	Comm Dev	Brett Memorial Ice Arena	Advertising - 30"x96" Dasher Board-1st Year	\$1,200.00	\$100.00	\$1,300.00
90	Comm Dev	Brett Memorial Ice Arena	Party Package-Includes 1 hour Private Locker Room and 10 Skaters	\$110.00	\$10.00	\$120.00
91	Comm Dev	Brett Memorial Ice Arena	Coaches Freestyle Per Hour	\$10.00	\$2.00	\$12.00

#	Department	Location Type Purpose	Description Change	FY26 Approved Amount	FY27 Net Change	Proposed FY27 Amount
92	Comm Dev	Commercial Contracts Timber/Vegetation/ Earth Material Extraction	Harvest of Natural Vegetation & Non Wood Forest Products Contract - fee based on Fair Market Value at time of contract			
93	Comm Dev	Pools	Administrative Refund Fee - All Facilities	\$5.50	\$0.50	\$6.00
94	Comm Dev	Libraries (Sutton, Big Lake, Willow, Trapper Creek and Talkeetna)	Laminate - Legal Size	\$1.25	\$0.75	\$2.00
95	Comm Dev	Pools	After School Swim Lessons including transportation 1 way (8 Lessons)	\$75.00	\$75.00	\$150.00
96	Comm Dev	Pools	10 Visit Punch Card - Adult	\$60.00	\$10.00	\$70.00
97	Comm Dev	Pools	DELETE NOT NEEDED PreSchool Lessons 8 @ 30 min	\$60.00	Deleted	
98	Comm Dev	Commercial Contracts Timber/Vegetation/ Earth Material Extraction	Earth Materials Contract - fee based on Fair Market Value at time of contract			
99	Comm Dev	Designated Special Use Management Area Permit	Deshka Seasonal Camp	\$75.00	\$3.00	\$78.00
100	Comm Dev	Libraries (Sutton, Big Lake, Willow, Trapper Creek and Talkeetna)	Commercial Facility Use per hour	\$40.00	\$5.00	\$45.00
101	Comm Dev	Pools	Parent/ Child swim Lessons 4 @ 30 min	\$45.00	\$5.00	\$50.00
102	Comm Dev	Personal Use Permits	Earth Materials/Gravel & Peat Per Cubic Yard in addition to the Individual Permit Fee	\$3.00	\$1.00	\$4.00
103	Comm Dev	Libraries (Sutton, Big Lake, Willow, Trapper Creek and Talkeetna)	Resident Library Card - Free			
104	Comm Dev	Personal Use Permits	Firewood Per Cord (10 cord max) in addition to the Individual Permit Fee	\$25.00	\$1.00	\$26.00

#	Department	Location Type Purpose	Description Change	FY26 Approved Amount	FY27 Net Change	Proposed FY27 Amount
105	Comm Dev	Libraries (Sutton, Big Lake, Willow, Trapper Creek and Talkeetna)	Overdue Fees - Per Day, Per Item	\$0.25	\$0.05	\$0.30
106	Comm Dev	Pavilions	Jordan Lake - Half Day	\$50.00	\$5.00	\$55.00
107	Comm Dev	Pools	Lifeguard Training	\$250.00	\$10.00	\$260.00
108	Comm Dev	Pools	Swim Diaper	\$3.00		\$3.00
109	Comm Dev	Pavilions	Christensen Lake - Half Day	\$50.00	\$5.00	\$55.00
110	Comm Dev	Commercial Contracts Timber/Vegetation/ Earth Material Extraction	Harvest of Natural Vegetation & Non Wood Forest Products Contract Extension	\$500.00	\$15.00	\$515.00
111	Comm Dev	Easement Fees	Public Use Easement (ROW) - Free - This serves a public purpose.			
112	Comm Dev	Trail Fees	Annual Day Use Pass - Per Vehicle	\$40.00	\$5.00	\$45.00
113	Comm Dev	Commercial Land Use Permits	One Round-Trip Crossing	\$250.00	\$8.00	\$258.00
114	Comm Dev	Trail Use Permits	Events with 21-50 people fee or no fee (must name the borough as an additional insured)	\$50.00	\$5.00	\$55.00
115	Comm Dev	Trail Use Permits	Events under 20 people, entry fee to participate	\$25.00	\$5.00	\$30.00
116	Comm Dev	Pools	One Year Pass - Adult	\$500.00	\$50.00	\$550.00
117	Comm Dev	Pools	Private Swim Lessons 1 @ 30 min	\$35.00	\$5.00	\$40.00
118	Comm Dev	Trail Use Permits	Events with 51-100 people fee or no fee (must name the borough as an additional insured, and provide 1 porta-can)	\$100.00	\$5.00	\$105.00
119	Comm Dev	Pavilions	Jay Nolfi - Fish Creek Park - Full Day	\$75.00	\$5.00	\$80.00
120	Comm Dev	Pools	Hourly Rental/36-70 ppl Party Package and	\$175.00	\$10.00	\$185.00
121	Comm Dev	Libraries (Sutton, Big Lake, Willow, Trapper Creek and Talkeetna)	Facility Use / hour (during business hours) - Free			
122	Comm Dev	Libraries (Sutton, Big Lake, Willow,	B/W Photo Copies - 2 Sided	\$0.50	\$0.05	\$0.55

#	Department	Location Type Purpose	Description Change	FY26 Approved Amount	FY27 Net Change	Proposed FY27 Amount
		Trapper Creek and Talkeetna)				
123	Comm Dev	Pools	delete 10 Visit Punch Card --Disabled	\$50.00	Deleted	
124	Comm Dev	Commercial Land Use Permits	One Round-Trip Crossing-Per person Per Day (in addition to R/T crossing fee of \$250)	\$2.00	\$1.00	\$3.00
125	Comm Dev	Libraries (Sutton, Big Lake, Willow, Trapper Creek and Talkeetna)	Laminate - Wallet Size	\$0.75	\$0.25	\$1.00
126	Comm Dev	Utility Facilities	Transmission Distribution-For Easement across Borough land to service private non-Borough property - Fee set by Fair Market Value or 125% of assessed value of easement area			
127	Comm Dev	Pools	Hourly Rental/71-105 ppl Party Package and	\$200.00	\$10.00	\$210.00
128	Comm Dev	Commercial Contracts Timber/Vegetation/ Earth Material Extraction	Timber Contract Extension	\$500.00	\$15.00	\$515.00
129	Comm Dev	Trail Use Permits	Any commercial event regardless of size or pay to enter (must name the borough as an additional insured, and provide a minimum of one porta-can per every 100 attendees)	\$250.00	\$10.00	\$260.00
130	Comm Dev	Matanuska River Park Campground	RV Dump - Per Use	\$5.00	\$1.00	\$6.00
131	Comm Dev	Pools	Open Swim - Up to 4	\$22.00	\$3.00	\$25.00
132	Comm Dev	Easement Fees	Private Easement - - Fee set by Fair Market Value for sq ft of easement			
133	Comm Dev	Libraries (Sutton, Big Lake, Willow, Trapper Creek and Talkeetna)	Laminate - 8.5x11	\$1.25	\$0.75	\$2.00
134	Comm Dev	Pools	10 Visit Punch Card - Preschool	\$15.00	\$5.00	\$20.00
135	Comm Dev	Talkeetna Lakes Park	Boat Storage (annually)	\$50.00	\$5.00	\$55.00
136	Comm Dev	Pavilions	Matanuska River Park - Half Day	\$60.00	\$5.00	\$65.00

#	Department	Location Type Purpose	Description Change	FY26 Approved Amount	FY27 Net Change	Proposed FY27 Amount
137	Comm Dev	Non-Commercial	1-12 month permit	\$500.00	\$15.00	\$515.00
138	Comm Dev	Pools	30 Day Pass - Youth/Senior/Disabled Youth	\$55.00	\$10.00	\$65.00
139	Comm Dev	Commercial Contracts Timber/Vegetation/ Earth Material Extraction	Timber Contract - fee based on Fair Market Value at time of contract			
140	Comm Dev	Commercial Land Use Permits	Commercial 7-12 month permit	\$1,000.00	\$29.00	\$1,029.00
141	Comm Dev	Talkeetna River Park Campground	Camp Site-2 tents/2 vehicles - Per Night	\$25.00	\$5.00	\$30.00
142	Comm Dev	Pools	Swim Club Full Pool Rental to include lifeguards Daily Admission/One Time	\$4.00	\$76.00	\$80.00
143	Comm Dev	Pools	DELETE 30-Day Pass--Disabled	\$55.00	Deleted	
144	Comm Dev	Pools	Hourly Facility Swim Meet rate School District Private Use	\$175.00	\$5.00	\$180.00
145	Comm Dev	Libraries (Sutton, Big Lake, Willow, Trapper Creek and Talkeetna)	Scan Documents - Every 5 Pages	\$1.00	\$1.00	\$2.00
146	Comm Dev	Libraries (Sutton, Big Lake, Willow, Trapper Creek and Talkeetna)	Temp. Non-Resident Library Card - 4 months	\$10.00	\$1.00	\$11.00
147	Comm Dev	Libraries (Sutton, Big Lake, Willow, Trapper Creek and Talkeetna)	B/W Photo Copies - 1 Side	\$0.25		\$0.25
148	Comm Dev	Land Management	Application & Processing Fee	\$500.00	\$15.00	\$515.00
149	Comm Dev	Pools	One Year Pass - Family up to 4 members	\$1,000.00	\$200.00	\$1,200.00
150	Comm Dev	Pools	delete Open Swim--Senior-55+	\$7.00	Deleted	
151	Comm Dev	Pools	delete Hourly Rental/1-20 ppl SHARED	\$65.00	Deleted	
152	Comm Dev	Pavilions	Matanuska River Park - Full Day	\$100.00	\$5.00	\$105.00
153	Comm Dev	Trail Use Permits	Filming production permits (need a two week minimum lead time. The borough must also be named as an additional insured.)	\$500.00	\$15.00	\$515.00

#	Department	Location Type Purpose	Description Change	FY26 Approved Amount	FY27 Net Change	Proposed FY27 Amount
154	Comm Dev	Libraries (Sutton, Big Lake, Willow, Trapper Creek and Talkeetna)	Facility Use / hour (after business hours)	\$40.00	\$5.00	\$45.00
155	Comm Dev	Pools	Red Cross Lessons 8 @ 30 min	\$65.00	\$5.00	\$70.00
156	Comm Dev	Pavilions	Alcantra- Full Day	\$75.00	\$5.00	\$80.00
157	Comm Dev	Trail Fees	Add'l Passes Issued to Same Family/Same Address	\$30.00	\$5.00	\$35.00
158	Comm Dev	Pavilions	Jay Nolfi - Fish Creek Park - Half Day	\$50.00	\$5.00	\$55.00
159	Comm Dev	A.D.L. Lease Document Fees	Alaska Division of Lands	\$250.00	\$8.00	\$258.00
160	Comm Dev	Pavilions	Crevasse Moraine - Half Day	\$50.00	\$5.00	\$55.00
161	Comm Dev	Varies: See Fee Description	Day Use Pass - Per Vehicle - for Borough Trail Systems: Lazy Mountain, Crevasse Moraine, Ayshire Road, Talkeetna Lakes Park, Chase Parking Lot, Gov't Peak Rec Area, Jim Creek, Christiansen Lake, Big Lake Boat Launch Parking, Settlers Bay, etc.	\$5.00	\$1.00	\$6.00
162	Comm Dev	Pools	30 Day Pass - Adult	\$75.00	\$10.00	\$85.00
163	Comm Dev	Matanuska River Park Campground	Camp Site with Electric Hookup	\$40.00	\$5.00	\$45.00
164	Comm Dev	Pavilions	Alcantra- Half Day	\$50.00	\$5.00	\$55.00
165	Comm Dev	Trail Fees	Remote Property Owner Annual Parking Pass - Up to 2 Vehicles	\$30.00	\$5.00	\$35.00
166	Comm Dev	Pools	One Year Pass - Youth, senior, disabled Youth	\$400.00	\$50.00	\$450.00
167	Comm Dev	Pools	delete Hourly Rental/21-35 ppl SHARED	\$75.00	Deleted	
168	Comm Dev	Utility Facilities	Private Utility Easement Across Borough Land - Fee set by Fair Market Value for easement area			
169	Comm Dev	Libraries (Sutton, Big Lake, Willow, Trapper Creek and Talkeetna)	Fax - Per Page	\$1.00	\$1.00	\$2.00
170	Comm Dev	Pools	DELETE 30-Day Pass--Senior	\$55.00	Deleted	

#	Department	Location Type Purpose	Description Change	FY26 Approved Amount	FY27 Net Change	Proposed FY27 Amount
171	Comm Dev	Trail Use Permits	Events under 20 people, no entry fee to participate	\$10.00	\$5.00	\$15.00
172	Comm Dev	Matanuska River Park Campground	Delete Fee, we no longer charge for showers Showers (10 min)	\$2.00	Deleted	
173	Comm Dev	Roving Vendor Permit	Vendor that offers food, goods, or services to the public from one or more location on public property	\$150.00	\$5.00	\$155.00
174	Comm Dev	Pools	Single Session Additional Member Add'l Members	\$5.00		\$5.00
175	Comm Dev	Commercial Contracts Timber/Vegetation/ Earth Material Extraction	Earth Materials Contract Extension	\$500.00	\$15.00	\$515.00
176	Comm Dev	Port Development Permit	New Application fee	\$1,000.00	\$29.00	\$1,029.00
177	Comm Dev	Pools	Delete 10-Visit Punch Card - Senior	\$50.00	Deleted	
178	Comm Dev	Libraries (Sutton, Big Lake, Willow, Trapper Creek and Talkeetna)	Laminate - Rolled Per Foot	\$1.25	\$0.75	\$2.00
179	Comm Dev	Libraries (Sutton, Big Lake, Willow, Trapper Creek and Talkeetna)	Color Photo Copies	\$1.00	\$1.00	\$2.00
180	Comm Dev	Pavilions	Crevasse Moraine - Full Day	\$75.00	\$5.00	\$80.00
181	Comm Dev	Jim Creek / Sunshine Creek	Camp Sites (6 person limit)	\$30.00	\$5.00	\$35.00
182	Comm Dev	Pavilions	Christensen Lake - Full Day	\$75.00	\$5.00	\$80.00
183	Comm Dev	Pools	Open Swim - Youth 4-17/Senior and Disabled 4-17	\$7.00	\$1.00	\$8.00
184	Comm Dev	Pavilions	Jordan Lake - Full Day	\$75.00	\$5.00	\$80.00
185	Comm Dev	Pools	Float for Life- Infant/ Toddler swim lesson 4 @ 15 min	\$45.00	\$5.00	\$50.00
186	Comm Dev	Designated Special Use Management Area Permit	Christiansen Lake Float Plane Dockage/Sealed Bid	\$500.00	\$15.00	\$515.00
187	Comm Dev	Commercial Land Use Permits	Seasonal (6 months or less)	\$500.00	\$15.00	\$515.00

#	Department	Location Type Purpose	Description Change	FY26 Approved Amount	FY27 Net Change	Proposed FY27 Amount
188	Comm Dev	Pools	Padlock Rental	\$3.00	\$1.00	\$4.00
189	Comm Dev	Matanuska River Park Campground	Camp Site-2 tents/2 vehicles - Per Night	\$30.00	\$5.00	\$35.00
190	Comm Dev	Pools	Water Safety Instructor Training	\$250.00	\$10.00	\$260.00
191	Comm Dev	Pools	Parent/Child Swim Punch Card 5 each	\$50.00	\$10.00	\$60.00
192	Comm Dev	Pools	Lifeguard Recertification	\$100.00	\$5.00	\$105.00
193	Comm Dev	Pools	Open Swim - Preschool	\$3.00	\$2.00	\$5.00
194	Comm Dev	Pools	delete One-Year-Pass-Disabled	\$400.00	Deleted	
195	Comm Dev	Pools	10 Visit Punch Card - Youth/Senior/Disabled Youth	\$50.00	\$10.00	\$60.00
196	Comm Dev	Pools	School District Hourly Facility Practice Rate/PE (Shared) Shared-Use	\$65.00	\$5.00	\$70.00
197	Comm Dev	Pools	delete One-Year-Pass-Senior	\$400.00	Deleted	
198	Comm Dev	Libraries (Sutton, Big Lake, Willow, Trapper Creek and Talkeetna)	Copy from Printers Per Page	\$0.25	\$0.05	\$0.30
199	Comm Dev	Personal Use Permits	Individual Permit	\$25.00	\$1.00	\$26.00
200	Comm Dev	Pools	delete Open-Swim-Disabled	\$7.00	Deleted	
201	Comm Dev	Matanuska River Park Campground	Group Encampment (MRP-F)- Includes First 20 People	\$150.00	\$5.00	\$155.00
202	Comm Dev	Pools	Adult/Teen Swim Lessons 4 @ 45 min	\$45.00	\$5.00	\$50.00
203	Comm Dev	Utility Facilities	Utility to service borough facility/land			
204	Comm Dev	Pools	30 Day Pass - Family (includes 4)	\$100.00	\$20.00	\$120.00
205	Comm Dev	Trail Use Permits	Events with over 100 people fee or no fee (must name the borough as an additional insured, and provide and initial 2 porta-cans and 1 additional porta-can per every additional 100 attendees)	\$250.00	\$10.00	\$260.00
206	Comm Dev	Pools	Open Swim - Adult 18-54	\$8.00	\$2.00	\$10.00
207	Comm Dev	Matanuska River Park Campground	Bundle of Firewood	\$7.00	\$1.00	\$8.00

#	Department	Location Type Purpose	Description Change	FY26 Approved Amount	FY27 Net Change	Proposed FY27 Amount
208	Comm Dev	Libraries (Sutton, Big Lake, Willow, Trapper Creek and Talkeetna)	Damaged Items	\$5.00	\$1.00	\$6.00
209	Comm Dev	Pools	Hourly Rental/1-35 ppl Party Package and	\$150.00	\$10.00	\$160.00
210	Comm Dev	Big Lake Recreation Center	Public Skating General New Fee	\$5.00		\$5.00
211	Comm Dev	Big Lake Recreation Center	Entire Facility Special Ice Event New Fee	\$500.00		\$500.00
212	Comm Dev	Big Lake Recreation Center	Summer Facility Rental New Fee	\$300.00		\$300.00
213	Comm Dev	Big Lake Recreation Center	Summer Rental Per Day New Fee	\$3,000.00		\$3,000.00
214	Comm Dev	Big Lake Recreation Center	Skate Sharpening New Fee	\$10.00		\$10.00
215	Comm Dev	Big Lake Recreation Center	Learn To Skate Per Class 45 Minute Session New Fee	\$20.00		\$20.00
216	Comm Dev	Big Lake Recreation Center	Pickle Ball Per Person 2 Hours New Fee	\$10.00		\$10.00
217	Comm Dev	Big Lake Recreation Center	Field Trip Rate Per Person New Fee	\$6.00		\$6.00
218	Comm Dev	A.D.L. Lease Document Fees	Swim Club Shared Rental To include Lifeguards		\$70.00	\$70.00
219	Comm Dev	Pools	Each Additional Member Yearly Pass		\$300.00	\$300.00
220	Comm Dev	Big Lake Recreation Center	Stick Time Per Person New Fee	\$10.00		\$10.00
221	Comm Dev	Big Lake Recreation Center	Birthday Party Package Party Room with 10 skaters and skate rentals New Fee	\$110.00		\$110.00
222	Comm Dev	Big Lake Recreation Center	Paid Gate Hourly Rate New Fee	\$265.00		\$265.00
223	Comm Dev	Land Management	New Fee - Title 13 Agriculture Right Conversion	\$1,500.00	\$44.00	\$1,544.00
224	Comm Dev	Big Lake Recreation Center	DELETE NOT APPLICABLE New Fee Putt-Putt Per Person 1 Hour	\$15.00	Deleted	
225	Comm Dev	Big Lake Recreation Center	Kitchen+Mezzanine rental New Fee Kitchen Rental Hourly Rate (does not include Mezzanine Room)	\$250.00		\$250.00

#	Department	Location Type Purpose	Description Change	FY26 Approved Amount	FY27 Net Change	Proposed FY27 Amount
226	Comm Dev	Big Lake Recreation Center	Mezzanine Level Hourly Room Rental (does not include kitchen) New Fee	\$125.00		\$125.00
227	Comm Dev	Big Lake Recreation Center	Ice 1.5 hour Rental New Fee Hourly Rental	\$250.00		\$250.00
228	Comm Dev	Big Lake Recreation Center	Skate Rental New Fee	\$5.00		\$5.00
229	Comm Dev	Big Lake Recreation Center	Drop In Hockey Rate Per Person New Fee	\$10.00		\$10.00
230	Comm Dev	Big Lake Recreation Center	Freestyle New Fee	\$10.00		\$10.00
231	Comm Dev	Pools	30 Day Additional Family Pass Fee. Per person		\$5.00	\$5.00
232	Comm Dev	Land Management	Per Acre Charge for Exclusive Use of Borough Land			
233	DES	Hazardous Materials, basic or operations level	Hazardous Materials Response, Operations Level, per hour.	\$350.00	\$11.00	\$361.00
234	DES	Rescue response, basic or operations level	Initial Rescue response, basic or operation's level, per hour.	\$350.00	\$11.00	\$361.00
235	DES	Ambulance Rates	(BLS) Non-Emergency	\$740.00	\$22.00	\$762.00
236	DES	Vehicle or small outside fire, no FSA	Passenger vehicle fire or small outside fire, outside an FSA, per hour.	\$350.00	\$11.00	\$361.00
237	DES	False Alarm Fire Fees	Second False Alarm	\$300.00	\$9.00	\$309.00
238	DES	Ambulance Rates	Ambulance Rates/Standby Per Hour	\$150.00	\$5.00	\$155.00
239	DES	Rescue Response, technical or special	Rescue response, Technical or special rescue, per hour.	\$650.00	\$19.00	\$669.00
240	DES	Large/Commercial Vehicle, or large outside fire, no FSA	Large/commercial vehicle fire or outside fire, no FSA per hour	\$650.00	\$19.00	\$669.00
241	DES	Ambulance Rates	ALS Level 2	\$1,050.00	\$31.00	\$1,081.00
242	DES	Hazardous Materials, decontamination or technician response	Hazardous Materials Response, Decontamination or Technical Level response per hour.	\$700.00	\$21.00	\$721.00

#	Department	Location Type Purpose	Description Change	FY26 Approved Amount	FY27 Net Change	Proposed FY27 Amount
243	DES	Unauthorized fire, small	Unauthorized fire, small	\$350.00	\$11.00	\$361.00
244	DES	Unauthorized fire, large	Unauthorized fire, large, per hour	\$700.00	\$21.00	\$721.00
245	DES	Ambulance Rates	(ALS) Non-Emergency	\$850.00	\$25.00	\$875.00
246	DES	False Alarm Fire Fees	Third False Alarm	\$350.00	\$12.00	\$362.00
247	DES	Off-Road Rescue, basic or operations level	Off Road Rescue, basic or operations level, per hour.	\$350.00	\$11.00	\$361.00
248	DES	Off-Road Rescue, technical or special	Off-Road Rescue, Technician level or extended, per hour	\$650.00	\$19.00	\$669.00
249	DES	Ambulance Rates	(ALS) Emergency	\$990.00	\$29.00	\$1,019.00
250	DES	Search & Rescue/Ability to Waive in Certain Instances	Personnel Only	\$150.00	\$5.00	\$155.00
251	DES	Tender Support, any fire	Tender Support, per tender, per hour for fire or rescue responses.	\$300.00	\$9.00	\$309.00
252	DES	False Alarm Fire Fees	Each Addt'l	\$400.00	\$12.00	\$412.00
253	DES	Ambulance Rates	Basic Life Support (BLS)	\$890.00	\$26.00	\$916.00
254	DES	Ambulance Rates	Per Loaded Patient Mileage	\$20.00	\$1.00	\$21.00
255	DES	False Alarm Fire Fees	First False Alarm			
256	Finance		Tobacco License	\$100.00		\$100.00
257	IT	Geographic Information Systems (GIS)	Current Imagery - 26	\$100.00	\$15.00	\$115.00
258	IT	Geographic Information Systems (GIS)	Plotted Color Map - Small	\$17.00	(\$2.00)	\$15.00
259	IT	Geographic Information Systems (GIS)	Plotted Color Map - Large	\$32.00	(\$2.00)	\$30.00
260	IT	Geographic Information Systems (GIS)	Current LIDAR	\$150.00	\$25.00	\$175.00

#	Department	Location Type Purpose	Description Change	FY26 Approved Amount	FY27 Net Change	Proposed FY27 Amount
261	Planning	Road, Street, Sidewalk and Trail Permits	Utility Permit	\$100.00	\$50.00	\$150.00
262	Planning	Use Permit Fees	Glacier View Special Land Use District CUP	\$1,500.00	\$100.00	\$1,600.00
263	Planning	Platting Fees	Vacation of Dedicated Right-of-Way (and Regular Plat fee).	\$250.00	\$50.00	\$300.00
264	Planning	Administrative Fees	CD/DVD/DVD-R	\$7.50	\$2.50	\$10.00
265	Planning	Platting Fees	Elimination of a Common Lot Line on a Recorded Plat	\$300.00	\$50.00	\$350.00
266	Planning	Use Permit Fees	Earth Materials Extraction Administrative Permit	\$1,000.00	\$100.00	\$1,100.00
267	Planning	Use Permit Fees	Large Lot Single-Family Residential Land Use District Conditional Use Permit (CUP) Application	\$1,500.00	\$100.00	\$1,600.00
268	Planning	Platting Fees	Master Plan Final: Per Lot amount figured - Preliminary fee divided by 2 = X; then X ÷ # of lots in MSP; then X times # of lots in the phase being submitted			
269	Planning	Health & Welfare Permits	Special Events Permit (1000+ Attendees)	\$1,000.00	\$100.00	\$1,100.00
270	Planning	Use Permit Fees	Talkeetna Conditional Use Permit - Variance	\$1,500.00	\$100.00	\$1,600.00
271	Planning	Health & Welfare Permits	Special Events Permit (500 - 1000 Attendees)	\$500.00	\$50.00	\$550.00
272	Planning	Use Permit Fees	Multi-Family Land Use Permit - add \$25 for each additional unit beyond 5 units	\$25.00	\$5.00	\$30.00
273	Planning	Platting Fees	Vacation of Public Use Easement (PUE) - Stand Alone. There is no additional fee for more than one vacation.	\$500.00	\$50.00	\$550.00
274	Planning	Use Permit Fees	Hay Flats Special Land Use District Exception Application	\$1,000.00	\$100.00	\$1,100.00
275	Planning	Platting Fees	Variance with Regular Plat fee	\$250.00	\$50.00	\$300.00
276	Planning	Use Permit Fees	Nonconforming Structures (Amnesty)	\$300.00	\$50.00	\$350.00
277	Planning	Use Permit Fees	Racetracks Conditional Use Permit (CUP)	\$1,500.00	\$100.00	\$1,600.00

#	Department	Location Type Purpose	Description Change	FY26 Approved Amount	FY27 Net Change	Proposed FY27 Amount
278	Planning	Use Permit Fees	Waste Incinerator Conditional Use Permit (CUP)	\$1,500.00	\$100.00	\$1,600.00
279	Planning	Use Permit Fees	Residential Planned Unit Development Application - Additional Lots or Tracts being created - Per Lot	\$100.00	\$10.00	\$110.00
280	Planning	Use Permit Fees	Regulation of Alcoholic Beverage Conditional Use Permit (CUP)	\$1,500.00	\$100.00	\$1,600.00
281	Planning	Platting Fees	Regular Plat (per lot over 12)	\$100.00	\$10.00	\$110.00
282	Planning	Use Permit Fees	Sutton Special Land Use District Conditional Use Permit (CUP)	\$1,500.00	\$100.00	\$1,600.00
283	Planning	Use Permit Fees	Tall Structures Nonconforming Use	\$200.00	\$50.00	\$250.00
284	Planning	Use Permit Fees	Shoreline Setback Exemption Application	\$300.00	\$50.00	\$350.00
285	Planning	Use Permit Fees	Tall Structures Administrative Permit	\$500.00	\$50.00	\$550.00
286	Planning	Platting Fees	Pre-Application Conference Fee	\$50.00	\$2.00	\$52.00
287	Planning	Use Permit Fees	Coal Bed Methane Exploration Conditional Use Permit (CUP)	\$1,500.00	\$100.00	\$1,600.00
288	Planning	Administrative Fees	Color Copies (per page)	\$1.00	\$1.00	\$2.00
289	Planning	Use Permit Fees	Transfer of a Junkyard Conditional Use Permit (CUP)	\$500.00	\$50.00	\$550.00
290	Planning	Platting Fees	Elimination /Modification of Utility, Drainage, Sanitation, and Screening Easement (No fee if submitted with a Regular Plat)	\$500.00	\$50.00	\$550.00
291	Planning	Platting Fees	Appeals of Platting Officer Decision	\$200.00	\$50.00	\$250.00
292	Planning	Platting Fees	Variance - Stand alone (Platting)	\$500.00	\$50.00	\$550.00
293	Planning	Use Permit Fees	Denali State Park Conditional Use Permit (CUP)	\$1,500.00	\$100.00	\$1,600.00
294	Planning	Use Permit Fees	Utility Permit Distance Fee per Linear Foot	\$0.25	\$0.75	\$1.00
295	Planning	Use Permit Fees	Flood Damage Prevention Development Permit	\$100.00	\$10.00	\$110.00
296	Planning	Health & Welfare Permits	Public Display of Fireworks	\$25.00	\$25.00	\$50.00
297	Planning	Administrative Fees	Thumb Drive - 32GB	\$20.00	\$5.00	\$25.00

#	Department	Location Type Purpose	Description Change	FY26 Approved Amount	FY27 Net Change	Proposed FY27 Amount
298	Planning	Use Permit Fees	Tall Structures Network Improvement Permit	\$100.00	\$10.00	\$110.00
299	Planning	Platting Fees	Waiver Subdivision	\$300.00	\$50.00	\$350.00
300	Planning	Use Permit Fees	Nancy Lake Special Land Use District Exception	\$1,500.00	\$100.00	\$1,600.00
301	Planning	Use Permit Fees	Variance (Planning)	\$1,500.00	\$100.00	\$1,600.00
302	Planning	Health & Welfare Permits	Temporary Noise Permit	\$1,000.00	\$100.00	\$1,100.00
303	Planning	Administrative Fees	Thumb Drive - 16GB	\$15.00	\$10.00	\$25.00
304	Planning	Platting Fees	Vacation of Section Line Easement (SLE) or RS 2477 - Stand Alone. There is no additional fee for more than one vacation.	\$500.00	\$50.00	\$550.00
305	Planning	Administrative Fees	Construction Manual/Title 43	\$5.00	\$5.00	\$10.00
306	Planning	Platting Fees	Forty-Acre Exemption	\$300.00	\$50.00	\$350.00
307	Planning	Use Permit Fees	Residential Land Use District Application (Rezone)	\$1,000.00	\$100.00	\$1,100.00
308	Planning	Use Permit Fees	Mandatory Land Use Permit (Residential Non-habitable)	\$50.00	\$10.00	\$60.00
309	Planning	Platting Fees	Regular Plat (1 - 12 lots)	\$1,500.00	\$100.00	\$1,600.00
310	Planning	Use Permit Fees	Flood Damage Prevention Development Permit - Variance	\$500.00	\$50.00	\$550.00
311	Planning	Road, Street, Sidewalk and Trail Permits	Driveway Permit	\$50.00	\$10.00	\$60.00
312	Planning	Platting Fees	Additional Plat Reviews after Second Final	\$100.00	\$10.00	\$110.00
313	Planning	Use Permit Fees	Commercial/Industrial Core Area Conditional Use Permit	\$1,500.00	\$100.00	\$1,600.00
314	Planning	Platting Fees	Vacation of Public Use Easement (PUE) with Regular Plat fee	\$250.00	\$50.00	\$300.00
315	Planning	Platting Fees	Abbreviated Plat	\$500.00	\$50.00	\$550.00
316	Planning	Administrative Fees	Color Maps	\$12.00	\$3.00	\$15.00
317	Planning	Use Permit Fees	Chickaloon Special Land Use District Conditional Use Permit (CUP)	\$1,500.00	\$100.00	\$1,600.00

#	Department	Location Type Purpose	Description Change	FY26 Approved Amount	FY27 Net Change	Proposed FY27 Amount
318	Planning	Platting Fees	Public Hearing or Public Use Easement (PUE) - Stand Alone	\$500.00	\$50.00	\$550.00
319	Planning	Platting Fees	Vacation of Section Line Easement (SLE) or RS 2477 with Regular Plat fee	\$250.00	\$50.00	\$300.00
320	Planning	Road, Street, Sidewalk and Trail Permits	Construction Permit	\$200.00	\$50.00	\$250.00
321	Planning	Administrative Fees	Thumb Drive - 8GB	\$10.00	\$15.00	\$25.00
322	Planning	Use Permit Fees	Earth Materials Extraction Conditional Use Permit (CUP)	\$1,500.00	\$100.00	\$1,600.00
323	Planning	Administrative Fees	Black & White Copies (per page)	\$0.25		\$0.25
324	Planning	Road, Street, Sidewalk and Trail Permits	Encroachment Permit	\$150.00	\$10.00	\$160.00
325	Planning	Health & Welfare Permits	Liquor License Alaska Alcoholic Beverage Control Board Referrals for Matanuska-Susitna Borough Review of Issuance, Renewal, or Transfer (location, owner)	\$100.00	\$10.00	\$110.00
326	Planning	Platting Fees	Street Name Changes	\$250.00	\$50.00	\$300.00
327	Planning	Use Permit Fees	Nonconforming Structures - Pre-Existing Legal Nonconforming (Grandfather)	\$300.00	\$50.00	\$350.00
328	Planning	Use Permit Fees	Residential Planned Unit Development Application - Concept Plan - Up to 50 Lots	\$500.00	\$50.00	\$550.00
329	Planning	Platting Fees	Public Hearing Continuance (None if Mutually Agreed)			
330	Planning	Platting Fees	Final Plat (only for Regular Plats) 50% of Preliminary Fee			
331	Planning	Use Permit Fees	Tall Structures Conditional Use Permit (CUP)	\$1,500.00	\$100.00	\$1,600.00
332	Planning	Health & Welfare Permits	Marijuana Control Board Referral for Matanuska-Susitna Borough Review of Issuance, Renewal, or Transfer (location, owner)	\$100.00	\$10.00	\$110.00
333	Planning	Administrative Fees	11x17 Color Copies (per page)	\$1.75	\$0.25	\$2.00
334	Planning	Use Permit Fees	Residential Land Use District Conditional Use Permit (CUP)	\$1,500.00	\$100.00	\$1,600.00

#	Department	Location Type Purpose	Description Change	FY26 Approved Amount	FY27 Net Change	Proposed FY27 Amount
335	Planning	Use Permit Fees	Coal Bed Methane Development Conditional Use Permit (CUP)	\$1,500.00	\$100.00	\$1,600.00
336	Planning	Administrative Fees	Plat Map/Tax Map Copies/Mylar	\$5.00		\$5.00
337	Planning	Road, Street, Sidewalk and Trail Permits	REPEALED -Driveway Permit Deposit (refundable upon final driveway acceptance or denial /non interest bearing) Driveway Permit Deposit (refundable upon final driveway acceptance or denial /non interest bearing)	\$150.00	Deleted	
338	Planning	Platting Fees	Road Inspection fee (1% of construction cost estimate with, a minimum fee of \$500)	\$500.00	\$50.00	\$550.00
339	Planning	Use Permit Fees	Talkeetna Special Land Use Conditional Use Permit (CUP)	\$1,500.00	\$100.00	\$1,600.00
340	Planning	Platting Fees	Right-of-Way Acquisition Plats	\$500.00	\$50.00	\$550.00
341	Planning	Use Permit Fees	Conditional Uses	\$1,500.00	\$100.00	\$1,600.00
342	Planning	Use Permit Fees	Regulation of Adult Businesses Conditional Use Permit (CUP)	\$1,500.00	\$100.00	\$1,600.00
343	Planning	Use Permit Fees	Single-Family Residential Land Use District Conditional Use Permit (CUP)	\$1,500.00	\$100.00	\$1,600.00
344	Planning	Use Permit Fees	Liquor License Relocation	\$500.00	\$50.00	\$550.00
345	Planning	Use Permit Fees	Multi-Family Land Use Permit	\$500.00	\$50.00	\$550.00
346	Planning	Health & Welfare Permits	Special Events Permit Site Monitor Fee/Per Day	\$300.00	\$50.00	\$350.00
347	Planning	Administrative Fees	Flood Plain Development Survey	\$10.00	\$40.00	\$50.00
348	Planning	Road, Street, Sidewalk and Trail Permits	Essential Services Utility Type II Permit		\$300.00	\$300.00
349	Public Works	Central Landfill (Disposal Areas)	Animal Carcass - per ton	\$147.00		\$147.00
350	Public Works	Talkeetna Sewer & Water	New Fee - Temporary Off-Site Service Tier 3: per gallon for 12,001 gallons or more	\$0.03		\$0.03
351	Public Works	Talkeetna Sewer & Water	Winter Service Request: During Business Hours	\$150.00		\$150.00
352	Public Works	Talkeetna Sewer & Water	Mainline Connection Permit Fee	\$250.00		\$250.00

#	Department	Location Type Purpose	Description Change	FY26 Approved Amount	FY27 Net Change	Proposed FY27 Amount
353	Public Works	Central Landfill (Abandoned Vehicle Program)	Processing Fee - per vehicle	\$50.00		\$50.00
354	Public Works	Transfer Stations (all)	Safety Vest	\$5.00	\$5.00	\$10.00
355	Public Works	Transfer Stations (all)	Per Cubic Yard Rate	\$17.00		\$17.00
356	Public Works	Talkeetna Sewer & Water	Residential Tier 1: per gallon for 3,001 gallons - 7,500 gallons			
357	Public Works	Talkeetna Sewer & Water	Late Charge	\$12.50		\$12.50
358	Public Works	Transfer Stations (all)	Tarp	\$15.00	\$1.00	\$16.00
359	Public Works	Talkeetna Sewer & Water	Summer Service Request: During Non-Business Hours	\$150.00		\$150.00
360	Public Works	Talkeetna Sewer & Water	New Fee - Commercial Tier 2: per gallon for 7,501 gallons - 12,000 gallons	\$0.02		\$0.02
361	Public Works	Talkeetna Sewer & Water	Residential Sewer Service	\$60.00		\$60.00
362	Public Works	Central Landfill (Special Waste)	Contaminated Soil disposal - per ton (generated outside the MSB)	\$400.00	\$12.00	\$412.00
363	Public Works	Central Landfill (Special Waste)	Contaminated Soil disposal - per ton (generated inside the MSB)	\$200.00	\$6.00	\$206.00
364	Public Works	Transfer Stations (all)	Unsecured Load Fee (residential)	\$15.00		\$15.00
365	Public Works	Central Landfill (Billing Office)	Late Fees (after 30 days past due)			
366	Public Works	Talkeetna Sewer & Water	New Fee - Commercial Tier 3: per gallon for 12,001 gallons or more	\$0.03		\$0.03
367	Public Works	Central Landfill (Disposal Areas)	Scrap Metal - per ton - commercial - \$75; Residential - Free	\$75.00		\$75.00
368	Public Works	Central Landfill (Disposal Areas)	Municipal Solid Waste (MSW) Residential Disposal - per ton (waste generated inside MSB)	\$147.00		\$147.00
369	Public Works	Talkeetna Sewer & Water	Temporary Off-Site Service	\$90.00		\$90.00
370	Public Works	Talkeetna Sewer & Water	Temporary Off-Site Service Tier 1: per gallon for 3,001 gallons - 7,500	\$0.01		\$0.01

#	Department	Location Type Purpose	Description Change	FY26 Approved Amount	FY27 Net Change	Proposed FY27 Amount
			gallons			
371	Public Works	Central Landfill (Disposal Areas)	Tarp	\$15.00	\$1.00	\$16.00
372	Public Works	Central Landfill (Disposal Areas)	33-gallon or less bagged or canned garbage - per bag/can (limit of 5 bags/cans per day)	\$3.00		\$3.00
373	Public Works	Central Landfill (Disposal Areas)	Coolant Removal - Commercial sized Refrigerant Unit	\$60.00		\$60.00
374	Public Works	Central Landfill (Disposal Areas)	Vehicle or Trailer Weight Ticket - per vehicle or trailer	\$20.00		\$20.00
375	Public Works	Talkeetna Sewer & Water	Residential Water Service	\$60.00		\$60.00
376	Public Works	Central Landfill (Special Waste)	Medical Waste disposal - per ton	\$147.00		\$147.00
377	Public Works	Talkeetna Sewer & Water	New Fee - Temporary Off-Site Service Permit Fee	\$100.00		\$100.00
378	Public Works	Central Landfill (Disposal Areas)	Coolant Removal - Residential sized Refrigerant Unit	\$40.00		\$40.00
379	Public Works	Transfer Stations (Big Lake and Willow ONLY)	Brush - per cubic yard (Residential rate)			
380	Public Works	Central Landfill (Green Waste)	Brush - per ton (Commercial rate)	\$128.00	(\$68.00)	\$60.00
381	Public Works	Talkeetna Sewer & Water	New Fee - Unauthorized Sewer Discharge Penalty	\$500.00		\$500.00
382	Public Works	Central Landfill (Billing Office)	Business Charge Account ID Card Fee	\$5.00	\$5.00	\$10.00
383	Public Works	Talkeetna Sewer & Water	Summer Service Request: During Business Hours	\$75.00		\$75.00
384	Public Works	Transfer Stations (Universal Waste)	Battery (car or larger) - per battery (households dispose of up to 5 batteries for free)	\$5.00		\$5.00
385	Public Works	Transfer Stations (Universal Waste)	Residential Rate ONLY - Hazardous Waste Disposal - per gallon (households disposal of up to 5 gallons free: includes latex paints, used motor or cooking oil, and antifreeze)	\$1.00		\$1.00
386	Public Works	Talkeetna Sewer & Water	Commercial Tier 1: per gallon for 3,001 gallons - 7,500 gallons	\$0.01		\$0.01

#	Department	Location Type Purpose	Description Change	FY26 Approved Amount	FY27 Net Change	Proposed FY27 Amount
387	Public Works	Central Landfill (Billing Office)	RFID Tag Replacement	\$10.00		\$10.00
388	Public Works	Talkeetna Sewer & Water	New Fee - Disconnect Penalty	\$50.00		\$50.00
389	Public Works	Talkeetna Sewer & Water	Failure to Install Grease Trap Penalty	\$300.00		\$300.00
390	Public Works	Talkeetna Sewer & Water	Unauthorized Connection Penalty	\$750.00		\$750.00
391	Public Works	Central Landfill (Abandoned Vehicle Program)	Towing Fee - per vehicle			
392	Public Works	Central Landfill (Billing Office)	Business Charge Account Set Up Fee	\$50.00	\$75.00	\$125.00
393	Public Works	Central Landfill (Green Waste)	Grass, Leaves, Yard Debris - per ton	\$128.00	(\$68.00)	\$60.00
394	Public Works	Central Landfill (Special Waste)	Asbestos disposal - per ton (generated inside the MSB)	\$85.00	\$5.00	\$90.00
395	Public Works	Talkeetna Sewer & Water	Unauthorized Turn-On and Turn-Off Penalty	\$250.00		\$250.00
396	Public Works	Talkeetna Sewer & Water	Interrupted Service	\$35.00		\$35.00
397	Public Works	Talkeetna Sewer & Water	New Fee - Residential Tier 3: per gallon for 12,001 gallons or more	\$0.02		\$0.02
398	Public Works	Talkeetna Sewer & Water	New Fee - Temporary Off-site Service Tier 2: per gallon for 7,501 gallons - 12,000 gallons	\$0.02		\$0.02
399	Public Works	Central Landfill (Special Waste)	Bio-Solids disposal - per ton	\$160.00		\$160.00
400	Public Works	Talkeetna Sewer & Water	Hydrant Use: Wrench and Meter Deposit	\$250.00		\$250.00
401	Public Works	Central Landfill (Billing Office)	Business Charge Account Reactivation Fee	\$25.00		\$25.00
402	Public Works	Transfer Stations (Big Lake ONLY)	Coolant Removal - Residential sized Refrigerant Unit	\$40.00		\$40.00
403	Public Works	Central Landfill (Disposal Areas)	Safety Vest	\$5.00	\$5.00	\$10.00
404	Public Works	Talkeetna Sewer & Water	Failure to Connect Penalty	\$45.00		\$45.00

#	Department	Location Type Purpose	Description Change	FY26 Approved Amount	FY27 Net Change	Proposed FY27 Amount
405	Public Works	Central Landfill (Abandoned Vehicle Program)	Daily Storage Fee - per vehicle, per day	\$10.00		\$10.00
406	Public Works	Central Landfill (Special Waste)	Asbestos disposal - per ton (generated outside the MSB)	\$170.00	\$10.00	\$180.00
407	Public Works	Central Landfill (Billing Office)	Commercial RFID Tag Set-Up and Installation	\$100.00	(\$50.00)	\$50.00
408	Public Works	Hazardous Waste Facility at Central Landfill	Commercial Rate ONLY - Hazardous Waste Disposal - per ton (includes all paints, stains, lubricants/oils, herbicides/pesticides, batteries, corrosives, cleaning supplies, e-waste, fluorescent lights, etc.)	\$147.00		\$147.00
409	Public Works	Talkeetna Sewer & Water	Residential Tier 2: per gallon for 7,501 gallons - 12,000 gallons			
410	Public Works	Talkeetna Sewer & Water	Winter Service Request: During Non-Business Hours	\$300.00		\$300.00
411	Public Works	Talkeetna Sewer & Water	Stub-Out Connection Permit Fee	\$150.00		\$150.00
412	Public Works	Central Landfill (Disposal Areas)	Unsecured Load Fee (commercial)	\$50.00		\$50.00
413	Public Works	Talkeetna Sewer & Water	Commercial Sewer Service	\$100.00		\$100.00
414	Public Works	Central Landfill (Billing Office)	Facility Key Deposit (per key)	\$30.00		\$30.00
415	Public Works	Talkeetna Sewer & Water	Disconnect Notice Penalty	\$30.00		\$30.00
416	Public Works	Talkeetna Sewer & Water	Commercial Water Service	\$90.00		\$90.00
417	Public Works	Talkeetna Sewer & Water	Returned Check Penalty	\$30.00		\$30.00
418	Public Works	Central Landfill (Disposal Areas)	Unsecured Load Fee (residential)	\$15.00		\$15.00
419	Public Works	Central Landfill (Green Waste)	Brush - per ton (Residential rate)			
420	Public Works	Hazardous Waste Facility at Central Landfill	Residential Rate ONLY - Hazardous Waste Disposal - per ton (households disposal of up to 40 lbs. free: includes all paints, stains, lubricants/oils, herbicides/pesticides, batteries, corrosives, cleaning	\$147.00		\$147.00

#	Department	Location Type Purpose	Description Change	FY26 Approved Amount	FY27 Net Change	Proposed FY27 Amount
			supplies, e-waste, fluorescent lights, etc.)			
421	Public Works	Talkeetna Sewer & Water	New Fee - Seasonal Turn On/Off Service Request: Business Hours Only	\$50.00		\$50.00
422	Public Works	Central Landfill (Disposal Areas)	Minimum Charge for less than 200 pounds	\$15.00		\$15.00
423	Public Works	Transfer Stations (all)	33-gallon or less bagged or canned garbage - per bag/can (limit of 5 bags/cans per day)	\$3.00		\$3.00
424	Public Works	Central Landfill (Disposal Areas)	Municipal Solid Waste (MSW) Commercial Disposal - per ton (waste generated inside MSB)	\$147.00		\$147.00
425	Public Works	Central Landfill (Disposal Areas)	Improper Disposal Fee - Commercial Fee Only	\$150.00		\$150.00
426	Public Works	Talkeetna Sewer & Water	As-Built Drawings Deposit	\$500.00		\$500.00
427	Public Works	Central Landfill (Billing Office)	RFID Tag Annual Maintenance and Renewal Fee	\$50.00		\$50.00
428	Public Works	Central Landfill (Disposal Areas)	Municipal Solid Waste (MSW) Residential Disposal - per ton (waste generated outside MSB)	\$294.00		\$294.00
429	Public Works	Central Landfill (Disposal Areas)	Construction & Demolition (C&D) Debris disposal - per ton (debris generated inside MSB)	\$136.00		\$136.00
430	Public Works	Central Landfill (Disposal Areas)	Construction & Demolition (C&D) Debris disposal - per ton (debris generated outside MSB)	\$272.00		\$272.00
431	Public Works	Central Landfill (Disposal Areas)	Municipal Solid Waste (MSW) Commercial Disposal - per ton (waste generated outside MSB)	\$294.00		\$294.00
432	Quasi-Judicial Fees	Animal Care & Regulation Classification Appeals	See MSB 15.39.130		Deleted	
433	Quasi-Judicial Fees	Office of Administrative Hearings	See MSB 3.08.342 and 2.29		Deleted	
434	Quasi-Judicial Fees	Board of Adjustments and Appeals	See MSB 15.39.130		Deleted	

#	Department	Location Type Purpose	Description Change	FY26 Approved Amount	FY27 Net Change	Proposed FY27 Amount
435	Test	A.D.L. Lease Document Fees				
436	Test	Ambulance Rates				

[Amendment to Item #51](#)

51	Comm Dev	Chalet at Government Peak (01/01/2027)	a. Rental Fee Daily - Full Day Monday - Thursday b. Rental Fee Daily - Half Day Monday - Thursday c. Rental Fee Daily - Full Day Friday - Sunday d. Rental Fee Daily - Half Day Friday - Sunday e. Rental fee additional hour(s) f. Security Deposit for all rentals g. Cleaning fees				a. \$350 b. \$175 c. \$450 d. \$225 e. \$30/hr f. \$150 g. \$100/hr
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I MOVE to amend Resolution 25-114 by:

Inserting the following fees under the Community Development Department:

(1) Government Peak Chalet (starting 01/01/2027)

- a. Rental Fee Daily – Full Day Monday – Thursday - \$350
- b. Rental Fee Daily – Full Day Friday-Sunday -- \$450
- c. Rental fee additional hour(s) - \$30/hr
- d. Security Deposit for all rentals - \$150
- e. Cleaning fees - \$100/hr

Rationale: Fees for the Government Peak chalet are currently not included in the schedule of rates and fees as the Borough has been managing the facility through a concessionaire. The Borough intends to manage it directly beginning in January 2027. Therefore, fees for facility use should be included in the FY27 fee schedule.

CODE ORDINANCE

Sponsored by: Assemblymember Sumner
Referred to the Planning Commission for
90 days: 09/02/25
Introduced: 12/02/25
Public Hearing: 12/16/25
Postponed to 03/17/26: 12/16/25
Referred to the Platting Board: 12/16/25

Action:

**MATANUSKA-SUSITNA BOROUGH
ORDINANCE SERIAL NO. 25-102**

AN ORDINANCE OF THE MATANUSKA-SUSITNA BOROUGH ASSEMBLY AMENDING CHAPTER 43.20 SUBDIVISION DEVELOPMENT STANDARDS TO ALLOW LOTS TO BE REDUCED TO 30,000 SQUARE FEET WITHIN SINGLE-FAMILY RESIDENTIAL LAND USE DISTRICTS.

BE IT ENACTED:

Section 1. Classification. This ordinance is of a general and permanent nature and shall become a part of the Borough Code.

Section 2. Adoption of subsection. MSB 43.20.281(F) is hereby amended to read as follows:

(F) The minimum individual lot area within a proposed subdivision designated as a Single-Family Residential Land Use District under MSB 17.75 may be reduced to 30,000 square feet, provided that:

(1) each lot that is reduced has 10,000 square feet of contiguous usable septic area delineated on the plat, unless served by a municipal or community wastewater system;

(a) the septic system, also known as an onsite wastewater system, shall be installed within the

delineated septic area.

(2) each lot that is reduced has the approximate water well location delineated on the plat, unless the lot is served by a municipal or community wastewater system; and

(a) the water well shall be installed within the delineated water well area.

(3) a certification from a professional engineer, licensed by the state of Alaska, is submitted to the Planning and Land Use Department. The certification must confirm that the reduction in lot size and the reserve area of each septic system will meet all DEC requirements for conventional onsite wastewater systems, and site conditions in reserve areas are "Good", as defined by most recent version of the Alaska Department of Environmental Conservation Onsite Wastewater System Installations Manual, section 2.6 Evaluating Site Conditions table, except that percolation rates may be up to 15 minutes per inch.

Section 3. Amendment of subsection. MSB 1.45.100(C) is hereby amended by adding the following to the schedule of fines:

(C) The following schedule of minimum fines shall apply to the violation of the specified codes and may not be judicially reduced:

Code	Description	Fine Amount
<u>43.20.281(F)</u>	<u>Failure to install water well or wastewater system within delineated area</u>	<u>\$1,000</u>

Section 4. Effective date. This ordinance shall take effect upon adoption.

ADOPTED by the Matanuska-Susitna Borough Assembly this - day of -, 2025.

EDNA DeVRIES, Borough Mayor

ATTEST:

LONNIE R. McKECHNIE, CMC, Borough Clerk

(SEAL)



SUBJECT: AN ORDINANCE OF THE MATANUSKA-SUSITNA BOROUGH ASSEMBLY AMENDING CHAPTER 43.20 SUBDIVISION DEVELOPMENT STANDARDS TO ALLOW LOTS TO BE REDUCED TO 30,000 SQUARE FEET WITHIN SINGLE-FAMILY RESIDENTIAL LAND USE DISTRICTS.

AGENDA OF: September 2, 2025

ASSEMBLY ACTION:

Postponed to 03/17/28 & Referred to the Platting Board with Assemblymembers Sumner & Fonov opposed. 12/16/28 - EMW

AGENDA ACTION REQUESTED: Refer to Planning Commission and Platting Board for 90 days.

Route To	Signatures
Originator	<div>8 / 2 0 / 2 0 2 5</div> <div>X A l e x S t r a w n</div> <div>S i g n e d b y : A l e x</div>
Department Director	<div>8 / 2 0 / 2 0 2 5</div> <div>X A l e x S t r a w n</div> <div>S i g n e d b y : A l e x</div>
Finance Director	<div>  R e c o v e r a b l e S i g n a t u r e </div> <div>X C h e y e n n e H e i n d e l</div> <div>S i g n e d b y : C h e y e n n e H e i n d e l</div>
Borough Attorney	<div>8 / 2 0 / 2 0 2 5</div> <div>X N i c h o l a s S p i r o p o u l o s</div> <div>S i g n e d b y : N i c h o l a s S p i r o p o u l o s</div>
Borough Manager	<div>  R e c o v e r a b l e S i g n a t u r e </div> <div>X M i c h a e l B r o w n</div> <div>S i g n e d b y : M i c h a e l B r o w n</div>
Borough Clerk	<div>8 / 2 5 / 2 0 2 5</div> <div>X E s t e l l e W i e s e f o r L M</div> <div>S i g n e d b y : E s t e l l e W i e s e</div>

ATTACHMENT (S) : Ordinance Serial No. 25-102 (3 pp)
 MSB 43.20 (18 pp)
 ADEC Onsite Wastewater Systems Installation Manual (74 pp)
 Planning Commission Resolution No. 25-18 (2pp)

SUMMARY STATEMENT: This ordinance is at the request of Assemblymember Sumner.

PROPOSED ACTION

This ordinance will adopt standards in MSB 43.20 Subdivision Development Standards to allow the individual lot area to be reduced to 30,000 square feet in size within Single-Family Residential Land Use Districts. The proposed standards support the

goals and objectives of the Matanuska-Susitna Borough Comprehensive Plan.

Matanuska-Susitna Borough Comprehensive Plan

Goal (LU-1): Protect and enhance the public safety, health, and welfare of Borough residents.

- Policy LU1-1: Provide for consistent, compatible, effective, and efficient development within the Borough.

Goal (LU-4): Protect and enhance the Borough's natural resources including watersheds, groundwater supplies and air quality.

- Policy LU4-1: Identify, monitor, protect, and enhance the quantity and quality of the Borough's watersheds, groundwater aquifers, and clean air resources.
- Policy LU4-2: Population density standards should accommodate the natural system's ability to sustain varying density levels.

RECOMMENDATION OF ADMINISTRATION: Refer to Planning Commission, Platting Board, and then introduce and set for public hearing.

DEPARTMENT OF ENVIRONMENTAL CONSERVATION



Onsite Wastewater Systems Installation Manual

Technical Guidance and Approved Best Management Practices

Publication Date: April 1, 2024
Previous Version dated October 13, 2023

IM 25-194
OR 25-102

Publication Date Disclaimer

This document will be updated frequently in the first few years of publication as the Department and the Onsite Wastewater System Technical Review Committee (OWS TRC) continues to further development publicly identified best management practices for the installation, operation, and management of onsite wastewater systems. This document is intended to be updated as frequently as needed to clarify and expand on common practices used throughout the state. The publication date will be updated anytime there is a change in this manual. Please be sure you are using the most recent published version of this manual.

The Department and the OWS TRC relied on select standards published by other states in the development of this manual. The following publications may be used for standards and additional information that are not well covered in this manual (in all cases, regulatory requirements contained in 18 AAC 72 and items specifically addressed in this manual supersede different standards used by other local and state governments and the Uniform Plumbing Code.

Manual for Septic System Professionals in Minnesota

<https://septic.umn.edu/manual-professional>

Idaho Department of Environmental Quality Technical Guidance Manual for Individual and Subsurface Sewage Disposal Systems

<https://www.deq.idaho.gov/water-quality/wastewater/septic-and-septage/>

Washington State Department of Health Recommended Standards and Guidance Documents for:

- Holding Tank Sewage Systems
- Intermittent Sand Filter Systems
- Mound Systems
- Pressure Distribution Systems

<https://doh.wa.gov/community-and-environment/wastewater-management/forms-publications>

Any comments or suggestions on how the Department may improve this manual may be sent to Tonya Bear at tonya.bear@alaska.gov.

Table of Contents

1	Introduction.....	1
1.1	Purpose and Authority	1
1.2	Technical Review Committee.....	1
1.3	Discharge to Waters.....	1
1.3.1	Functional Equivalent	1
1.4	Systems or facilities not requiring explicit registration or approval.....	2
1.4.1	Pit Privy or Outhouse	2
1.4.2	Composting or Incinerating Toilets	2
1.4.3	Mobile Food Unit	2
1.4.4	Sewage Haul Vehicles, Vacuum Trucks	2
1.4.5	Some Float Homes or Other Water Vessels.....	3
1.5	Existing Systems, Non-Conforming Systems, and Change of Use	3
1.5.1	Log Cribs and Cesspools	3
1.5.2	Abandonment and Decommissioning.....	3
1.5.3	Change of Use	4
1.5.4	Undocumented Systems or Undocumented Modifications	4
1.6	Remote Temporary Camps.....	5
1.7	Underground Injection Control Program	5
1.7.1	Motor Vehicle Waste Disposal Wells	5
1.8	Sewage Spills and Clean Up.....	6
2	General Requirements for Onsite Systems	6
2.1	Permit and Plan Approval Requirements	6
2.2	Restrictions on Approved Homeowner, Certified Installer, and Engineer.....	6
2.2.1	Approved Homeowner.....	7
2.2.2	Certified Installer.....	7
2.2.3	Registered Engineer.....	8
2.3	Notification and Documentation Requirements	9
2.3.1	Notification.....	9
2.3.2	Registration	10
2.4	Wastewater Quantity and Quality	10
2.4.1	Residential Dwellings	10
2.4.2	Commercial Facilities	11

2.4.3	Seasonal Use	12
2.4.4	Non-Domestic Wastewater	12
2.5	Minimum Treatment.....	12
2.6	Evaluating Site Conditions.....	13
2.7	Surface Features	14
2.8	Evaluating Subsurface Conditions.....	15
2.8.1	Soil Texture and USCS Group Determinations	15
2.8.2	Percolation Tests.....	16
2.8.3	Limiting Conditions.....	17
2.9	Separation Distance Requirements.....	17
2.9.1	Public Water Systems	17
2.9.2	Private Water Systems.....	17
2.9.3	Surface Water	17
2.9.4	Slopes & Cut Banks.....	17
2.9.5	Other Obstacles	18
2.10	Freeze Protection	21
2.11	Sand Liners.....	21
2.11.1	Regional Sand Liner Waivers	22
2.12	Classified Fill.....	23
2.13	Distribution Medium	23
2.13.1	Sewer Rock	23
2.13.2	Chambers	24
2.13.3	Gravelless Pipe	24
2.13.4	Other Media.....	24
2.14	Filter Fabric.....	24
3	Piping, Collection and Pumping Systems.....	24
3.1	General Requirements	24
3.2	Sewer Line Slopes.....	25
3.3	Building Sewer and Private Sewer Lines.....	26
3.4	Community Sewer Lines	26
3.5	STEP Tanks	26
3.6	Pump Stations and Lift Stations.....	26
3.7	Basement Sumps	27
4	Conventional Onsite Wastewater Systems.....	27

4.1	Restrictions.....	27
4.2	Septic Tank.....	27
4.2.1	Minimum Size.....	28
4.2.2	Tanks in Series.....	29
4.2.3	Tanks in Parallel.....	29
4.2.4	Tanks in Series and Parallel	29
4.3	Conventional Soil Absorption Systems	30
4.3.1	Minimum Application Rates	30
4.3.2	Bed System.....	31
4.3.3	Shallow Trench System.....	32
4.3.4	5-Wide Trench.....	33
4.3.5	Deep Trench Leach Field	34
4.3.6	Seepage Pit.....	35
4.4	Cut and Fill Systems	36
4.4.1	Replacement Leach Field in Same Location as Existing Leach Field	36
5	Alternative Onsite Wastewater Systems	37
5.1	Permit and Operational Requirements.....	37
5.2	Restrictions.....	37
5.3	Advanced Treatment Systems	37
5.3.1	Disinfection	38
5.3.2	Nitrogen Removal.....	38
5.4	Land Surface Disposal.....	38
5.5	Alternative Soil Absorption Systems.....	39
5.5.1	Mound Systems.....	39
5.5.2	Pressure Distribution.....	40
5.5.3	Increased Application Rates for Soil Absorption Systems	40
5.6	Graywater Systems.....	42
5.7	Holding Tanks	42
5.7.1	Minimum Storage Capacity	42
5.7.2	Overflow Prevention.....	42
5.7.3	Mobile or Temporary Work Camps.....	43
5.8	Vault Privy.....	43

1 INTRODUCTION

1.1 Purpose and Authority

This technical guidance manual was developed by the Department of Environment Conservation to provide publicly identified best management practices for the construction, installation, maintenance, and operation of onsite wastewater systems in the State of Alaska.

This manual supplements Title 18 of the Alaska Administrative Codes (AAC) Chapter 72 Wastewater Treatment and Disposal regulations (18 AAC 72) in effect as of the date of this manual. The most current regulations are available from the Department's website at dec.alaska.gov. For the purposes of this technical guidance, terms not currently defined in 18 AAC 72 may be used in the context defined in this manual. The standards presented in this guidance are focused on smaller onsite wastewater systems although these best management practices may also apply to larger onsite and community wastewater systems.

The purpose of this manual is to provide technical guidance on acceptable installations for onsite wastewater systems under a myriad of site conditions encountered throughout the state and variations of prescriptive standards that the department recognizes as approved best management practices addressing the intent and requirements of 18 AAC 72. Facilities or developments meeting the criteria to be exempt from prior plan approval must have wastewater systems that meet the requirements in 18 AAC 72 and be installed in substantial conformance to the best management practices presented in this technical guidance manual. This manual was developed under 18 AAC 72.070 as protective of public health, public and private water systems, and the environment.

1.2 Technical Review Committee

A technical review committee (TRC) was established by the Department under 18 AAC 72.007 to provide recommendations and expertise in the development of the standards and best management practices presented in this manual. The technical review committee consists of industry professionals, both certified installers and professional engineers, with many years of experience in onsite wastewater systems. The Department and the TRC will continue to develop this manual and make changes as needed.

1.3 Discharge to Waters

This manual does not cover any direct discharge to state or federal waters, including discharges that may be considered a functional equivalent covered under the Clean Water Act. All wastewater systems discharging to surface waters, including wetlands, must have prior plan approval. Permit coverage under an APDES/NPDES, or other monitoring requirements, may also apply.

1.3.1 Functional Equivalent

On April 23, 2020, the Supreme Court ruled that certain subsurface discharges could be considered a "functional equivalent" of a direct discharge to nearby surface waters. If a leach field or other point of discharge point is not located at least 100 feet from surface water, the Department will determine if the discharge is a potential functional equivalent during the waiver review process and may require

a functional equivalent analysis. For wastewater systems discharging more than 2,500 gpd, a functional equivalent analysis may be required as part of the plan review submittal. A functional equivalent discharge to Waters of the United States (WOTUS) will require authorization under an APDES permit. Private residences are excluded in the general permit from seeking coverage.

1.4 Systems or facilities not requiring explicit registration or approval

1.4.1 Pit Privy or Outhouse

Pit privies, also commonly called “outhouses”, must meet the minimum construction and operation requirements at 18 AAC 72.030, or a waiver is required under 18 AAC 72.060. Some local government entities may restrict or prohibit the use of pit privies in their jurisdiction. An outhouse that utilizes a vault or holding tank, instead of an unlined excavation, must be registered under 18 AAC 72.611 as a vault privy. Additional guidance and information on pit privy construction, operation, and closure is located in Appendix B.

1.4.2 Composting or Incinerating Toilets

Composting toilets and incinerator toilets installed within a house or occupied building are not regulated by the onsite wastewater program. Human waste from composting must be disposed of at an approved solid waste facility or according to the manufacturer’s directions. Ash from incinerating toilets may be disposed of according to manufacturer directions.

Compost privy, incinerator privy, moldering privies, porta-a-potties, etc. installed outside of the building footprint must meet the horizontal and vertical separation distance requirements of a pit privy.

Units must be wholly contained without a discharge of wastewater into the environment. If the unit includes overflow valves, side-streaming, dewatering of sewage, or other direct discharges of wastewater into the environment (such as separating toilets), the discharge must be to an appropriate wastewater system or otherwise approved by the Department.

1.4.3 Mobile Food Unit

For a mobile food vehicle to be exempt from registration or plan approval, the wastewater holding tank must be mounted on or within the food truck or trailer such that nothing needs to be disconnected to move the mobile food unit and the wastewater tank as a whole (much like an RV). To qualify for this exemption, the vehicle must be permitted as a “mobile food unit” by the Division of Environmental Health Food Safety and Sanitation program and meet the definition at 18 AAC 31.990(84). Any holding tanks separate from the mobile unit must be registered or approved in accordance with 18 AAC 72 and this manual as a holding tank. All septage removed from the holding tank must be disposed at a facility authorized to receive that wastewater. The wastewater cannot be disposed into an onsite wastewater system that has not been registered or approved to receive that wastewater.

1.4.4 Sewage Haul Vehicles, Vacuum Trucks

No registration or plan approval is required for vehicles manufactured to haul wastewater. All septage, sewage, sludge, and honeybucket waste must be disposed of at a facility approved or authorized to accept that type of waste. Any spills from the pumping or hauling of wastewater must be properly contained and remediated in accordance with section 1.8.

1.4.5 Some Float Homes or Other Water Vessels

Float homes and vessels moored to one area or docked in a harbor cannot discharge untreated wastewater. Float homes must have a marine sanitation device and generally falls under the EPA and Coast Guard rules for discharge of wastewater from vessels. The discharge from commercial vessels must be authorized under a discharge permit issued by DEC or EPA. Otherwise, vessels, including float homes, must discharge at least 3 miles offshore or at an approved treatment works.

1.5 Existing Systems, Non-Conforming Systems, and Change of Use

Existing onsite wastewater systems are expected to be performing and operated in a manner that is protective of public and private water systems and the environment. When an existing onsite system is modified or major components replaced, the entire system must be verified to meet current regulations. If any part of the onsite wastewater system does not meet current regulations, that portion of the system must also be modified or replaced, or a waiver of the deficiency approved.

1.5.1 Log Cribs and Cesspools

A log crib is a type of subsurface disposal system that consists of an excavation with wood (railroad ties, timbers, limbed trees, plywood, etc.) used to shore up the excavation prior to burial, creating a large void below ground. While the practice of installing log cribs has not been an acceptable standard for several decades, there are still many log cribs in use throughout the state. A disposal system utilizing wood in contact with wastewater is no longer allowed to be installed, repaired, or modified under 18 AAC 72.015. This regulation utilizes an approach to phase out the use of an outdated disposal system but does not require immediate replacement of a functioning log crib. Existing cribs that are still operating in a manner protective of public health may be left in service until such time as a failure occurs. A failure of a log crib includes a lid or sidewall collapse and back up or surfacing of effluent. A log crib must also be replaced with any other modification such as a septic tank or lift station replacement, or when additional service connections are added. A change of use may also require a log crib to be replaced.

Cesspools are disposal areas that receive untreated wastewater. Cesspools have been prohibited from use for several decades. When a cesspool is discovered, it must immediately be decommissioned and replaced with a wastewater treatment and disposal system meeting the requirements of 18 AAC 72. There are no exceptions to this requirement.

1.5.2 Abandonment and Decommissioning

Some components of a wastewater system may be abandoned in place but any component that would leave a large subsurface void must be decommissioned and not simply abandoned. Components that would leave a large void such as septic tanks, holding tanks, cribs, seepage pits, lift stations, manholes, and large diameter pipe (24 inches or larger) require decommissioning.

Proper decommissioning requires that sewage sludge in the septic tank or other component be completely removed by a septic tank pumper. Once empty, the component must be completely removed, crushed in-place, or the top cover removed and then completely filled with compacted soil, concrete, or other material, as required by the Uniform Plumbing Code.

Private sewer lines and community sewer lines within 5 feet of a property line must be cut and plugged with a permanent seal when abandoned. When a leach field is abandoned in place, the

monitor tubes must be cut off below grade and buried; any piping that allows overflow, bypass, or other diversion piping must be permanently plugged or removed.

When a wastewater system is decommissioned or abandoned, it is often during replacement or connection into a public or private utility. The location and method of decommissioning should be included with the record documents provided to the owner. If a documentation is required to be submitted to the Department for a new wastewater system, the information provided to the Department must include a statement regarding methods used and the locations of abandoned or decommissioned components of an existing system. The Department strongly encourages photos be taken for documentation of materials and methods used for abandonment or decommissioning.

1.5.3 Change of Use

A change of use of an existing system must be documented with the department. Common change of uses include conversion from a private residence to a commercial facility (such as a daycare, assisted living home, or short-term rental), beginning a home-based food service operation, or adding private sewer lines to connect additional buildings. When the change of use requires an upgrade or modification to the wastewater system, notification and documentation must be provided in the same manner as required for all new installations or replacement of existing components. When the change in use does not involve a modification to an existing system, an engineer must still evaluate the existing system and submit documentation to the Department demonstrating that the system is adequate for the new use. This documentation is usually required by other ADEC programs, such as Food Safety and Sanitation, or by other licensing agencies, such as those for assisted living homes, daycares, or other public facilities.

An increase in number of bedrooms of a private residence or other residential dwelling may also constitute a change of use unless the documentation of the installed system reflects it was sized for the number of bedrooms served. An increase in the size or number of septic tanks to meet the minimum volume required for an increase in bedrooms must be documented as a new component installation. If the soil absorption system is not also replaced for increased size, reasonable assurance must be given that the leach field is performing acceptably at the time of septic tank upgrade. Performing acceptably means the existing leach field is not showing imminent signs of failure or inadequacy of accepting an additional hydraulic load, regardless if the documented or estimated absorption area meets the minimum construction standards for the increased number of bedrooms. Once placed into service, a single leach field may not be added on to or modified to accommodate a change in use. Additional leach fields installed in parallel utilizing a distribution box or flow splitter may be acceptable. A leach field left in service must also be confirmed to meet the required separation distances or a waiver of the deficiency must be approved.

A change of use where no modifications or improvements are planned must be documented with the department by submitting an after the fact registration or approval to operate request under 18 AAC 72.290, 18 AAC 72.560, or 18 AAC 72.660.

1.5.4 Undocumented Systems or Undocumented Modifications

All wastewater systems in the state of Alaska must be registered or approved by the department except where a local government has delegated authority for wastewater systems and the system is documented with or approved by the local government authority. Onsite wastewater systems are required to have a valid registration or approval under 18 AAC 72.501 and 18 AAC 72.601. Under

18 AAC 72.080, a registration or plan approval is invalidated if the system is modified or the use of the system changes. Wastewater systems with no record of registration or written approval, must be registered or approved after the fact under 18 AAC 72.290, 18 AAC 72.560, or 18 AAC 72.660.

1.6 Remote Temporary Camps

Remote temporary camps with a population of less than 25 people and no flush toilets may be eligible for registration under an integrated authorization managed by the Division of Environmental Health Food Safety and Sanitation (FSS) program. To be eligible for the wastewater disposal portion of this authorization, the remote temporary camp must

- not be located in or near a community, or near a major road system;
- not be located within the North Slope Borough;
- have limited disposal options due to the remote nature of the camp;
- follow the best management practices and guidance contained in the integrated authorization.

Additional information and the Temporary Camp Application Worksheet may be found at <https://dec.alaska.gov/eh/fss/forms/>. Temporary or mobile work camps served by wastewater holding tanks are covered in section 5.7.3.

1.7 Underground Injection Control Program

Many subsurface leach fields are classified as Class V injection wells by EPA. A leach field must be registered as a Class V injection well with the EPA if it receives any amount of nondomestic wastewater, serves multiple buildings, or serves 20 or more people per day.

See https://www.epa.gov/sites/default/files/2015-08/documents/fs_septic_sys.pdf for more information or <https://www.epa.gov/uic/underground-injection-control-region-10-ak-id-or-and-wa#register> to register an underground injection well.

1.7.1 Motor Vehicle Waste Disposal Wells

A motor vehicle waste disposal well is a shallow disposal system that receives fluids from vehicle repair or maintenance activities. Motor vehicle waste disposal wells are regulated as Class V injection wells. Typical motor vehicle waste disposal wells consist of floor drains or sinks in service bays that connect to a septic system or dry well. In areas where vehicle maintenance may occur, floor drains are prohibited from being connected to a leach field, regardless of additional treatment such as an oil water separator. The only exception is a residential dwelling that is exempt from EPA's underground injection control program; however, garage floor drain connections are still strongly discouraged due to the potential of pollutants entering the onsite disposal system that may result in a contaminated site. ADEC does regulate contaminated sites for all facility types. Floor drains in non-residential buildings are considered a source of nondomestic wastewater and must receive explicit approval by the department.

New construction of Class V motor vehicle waste disposal wells has been banned since April 6, 2000. See <https://www.epa.gov/uic/underground-injection-control-region-10-ak-id-or-and-wa#mvwdw-ak> for more information. Floor drains in areas where vehicle maintenance or washing

may occur will not be approved for connection to subsurface leach field; other onsite disposal will also not be approved without monitoring. Sludge and liquid from sumps, holding tanks, or other treatment units collecting waste from motor vehicle maintenance and washing areas must be disposed of at a facility authorized to take the type of waste. Additional testing may be required by the facility prior to acceptance.

1.8 Sewage Spills and Clean Up

Spills and leaks of wastewater, sewage, septage, or similar must be collected and disposed at an approved facility and the area cleaned and disinfected. Department published guidelines are available online at <https://dec.alaska.gov/water/wastewater/engineering/sewage-spill-cleanup>.

2 GENERAL REQUIREMENTS FOR ONSITE SYSTEMS

2.1 Permit and Plan Approval Requirements

A person that discharges wastewater in the state of Alaska must do so in a manner that is protective of public health and the environment. The Department requires onsite wastewater systems to be installed or construction supervised by a qualified person who ensures or verifies the onsite wastewater system meets prescriptive requirements and follows standard sanitary practice. Small onsite systems that are installed in accordance with the regulations and these guidelines are seen to pose little to no threat to public health or the environment. Larger onsite wastewater systems and those with off-site disposal still require plan approval under 18 AAC 72.200 – 18 AAC 72.290, 18 AAC 72.515, and 18 AAC 72.615. In addition to plan approval, a discharge permit may also be required.

2.2 Restrictions on Approved Homeowner, Certified Installer, and Engineer

Only individuals that have received the appropriate training and licensing are allowed to install and document an onsite wastewater system that has met the requirements of 18 AAC 72 and follows this guidance. Restrictions are placed on these individuals that affect the type, size, and the facility served by an onsite wastewater system that can be installed without prior plan approval.

Only those systems that meet certain criteria can be installed without prior plan approval:

- receives domestic wastewater only, no potential sources of non-domestic wastewater allowed;
- located on the same property as the facility served, or if facility spans multiple properties, all ownership is under the same entity, including the entirety of the buildings or structures served;
- does not discharge to surface water, and is not a functional equivalent of a discharge to surface waters regardless if classified as Waters of the US or Waters of the State; and
- meets the requirements of regulations and follows the best management practices in this manual; or a waiver is obtained prior to construction or simultaneously with registration.

An onsite wastewater system that does not meet all construction standards and separation distance requirements must have a waiver approved under 18 AAC 72.540 or 18 AAC 72.640, or a plan approved under 18 AAC 72.515 or 18 AAC 72.615 prior to construction.

2.2.1 Approved Homeowner

A homeowner is allowed to install a conventional wastewater system serving their owner-occupied private residence if they complete the training provided by the Department and pay the fee to become an “Approved Homeowner”. This allowance is strictly limited to only those systems that meet all the prescriptive separation distance requirements of 18 AAC 72.520 and the construction requirements at 18 AAC 72.530. In addition, the approved homeowner must have the soil classified by either obtaining a gradation analysis from a soils laboratory or a report from a professional engineer. Certain soil types and classifications require a percolation test to be conducted by a professional engineer and a report provided selecting the appropriate application rate to use from the Wastewater Applications Rates table; the professional engineer is required to seal the report and it must be included with the registration documents provided by the Approved Homeowner. A Certified Installer may only perform percolation tests and determine the appropriate application rates for systems they install under their certification.

2.2.2 Certified Installer

A Certified Installer is a licensed contractor that has received additional training by the Department and has a valid certificate under 18 AAC 72.400 – 18 AAC 72.430. A certified installer is limited to installing conventional wastewater systems that meet all the prescriptive separation distance requirements of 18 AAC 72.520 and the construction requirements at 18 AAC 72.530. Conventional onsite systems that cannot meet those requirements must obtain a waiver under 18 AAC 72.540 before construction. In addition, certified installers are restricted to conventional onsite wastewater systems that serve the following facility types:

- private residence
 - a single lot developed with no more than two residential units;
 - total calculated on lot daily flow must not exceed 1,500 gpd;
 - may include other buildings or connections as long as they are used by the residents only (ex. detached garage, RV parking);
 - does not include a commercial development open to the public or that produces a product for human consumption (ex. daycare, AirBNB or other short-term rental, in-home bakery or caterer, etc.)
- a single multi-family dwelling with no more than four residential units
 - system must serve only one building
 - total calculated on lot daily flow must not exceed 1,500 gpd
- small commercial facilities
 - a single building with calculated daily flow not exceeding 500 gpd
 - total calculated on lot daily flow must not exceed 1,500 gpd

For systems serving facilities that do not meet these criteria, the installer may only do the work as a contractor or subcontractor with the design and construction supervision by a registered engineer. In that situation, the person responsible to the Department for verifying the system meets the prescriptive standards, and submitting the notification and documentation is the registered engineer.

2.2.3 *Registered Engineer*

A professional engineer registered in the state of Alaska as an environmental or civil engineer may install or supervise construction of onsite wastewater systems that are designed to meet all the prescriptive separation distance requirements of 18 AAC 72.100, 18 AAC 72.520, and 18 AAC 72.620, and the construction requirements of 18 AAC 72.530 and 18 AAC 72.630 without obtaining prior plan approval.

Without prior plan approval, engineers are limited to onsite wastewater systems installed under their construction supervision to the following:

- conventional onsite wastewater systems
 - any combination of residential dwellings or commercial facilities
 - total calculated on lot or facility-wide daily flow must not exceed 2,500 gpd
- alternative onsite wastewater systems
 - any combination of residential dwelling or commercial facilities
 - total calculated on lot or facility-wide daily flow must not exceed 1,500 gpd
- temporary or mobile work camps served by wastewater holding tanks

Construction supervision and supervising construction are defined in 18 AAC 72 and specifically within the context of onsite wastewater systems that can be installed without prior approval. 18 AAC 72.990(16) provides that the terms mean

providing oversight and direction during construction such that the supervising engineer, or a person under the supervising engineer's responsible charge (A) can validate that the system was constructed in accordance with the requirements of this chapter and conforms to department publicly identified best management practices, protective of public health, public and private water systems, and the environment; and (B) has the information necessary to prepare accurate record documents.

The Department intends "direction" in this definition to mean that the engineer is available to provide adequate instruction on relevant regulatory requirements and construction standards, and can verify the work such that the engineer can provide the Department with a great degree of confidence that the completed work conforms to regulatory requirements and the contractor has implemented and maintained the integrity of the design concept of the completed project as a functioning whole. Importantly, the Department notes that "supervision" and "direction," as those terms are used in 18 AAC 72.990(16) and elsewhere in 18 AAC 72, do not mean the engineer is responsible for the means, methods, techniques, or procedures used by the contractor or owner. The contractor, owner, and engineer are expected to have frequent communication during construction to address any concerns, changed or unexpected site conditions, and otherwise coordinate such that the engineer can validate construction and has the information necessary to prepare accurate record documents.

Additionally, the phrases "construction supervision" or "supervising construction," as defined in department regulations, are considered terms of art limited to the specific context of 18 AAC 72 and this manual. These terms do not assign or imply any liability, role, or relationship beyond what the Department requires of engineers under regulation. Further, oversight and enforcement of these regulations is limited solely to the State.

The Department does not expect an engineer to be onsite during all construction but rather expects the engineer to verify, at appropriate times, that the system is being constructed according to their design, regulatory requirements, and guidance provided in this manual. The methods the engineer uses to oversee construction and provide adequate direction are at the discretion of the engineer. Site visits conducted by the engineer, or an individual under their responsible charge, are not intended to be exhaustive or to involve detailed inspections of the work beyond the responsibilities of the engineer to the Department.

In all system installations requiring an engineer involvement, the accepted standard is that the engineer will design a system that meets regulatory requirements protective of human health and the environment. If the system is not installed according to that design, regulatory requirements, and/or is not protective, then the engineer will advise the contractor/owner of the deficiencies and options for corrections. An engineer may apply for waivers/plan approval if the deviations can be justified. Another option is to notify the Department that the system was not constructed according to the design or regulatory requirements and the contractor and/or owner have refused to make corrections or pursue other avenues such as a waiver or plan approval.

2.3 Notification and Documentation Requirements

The Department clarifies the documentation and notification requirements set out at 18 AAC 72.550 and 18 AAC 72.650 in this section. 18 AAC 72.550(a) identifies “[a] *person* who plans to install a system” (emphasis added), and 18 AAC 72.650(a) identifies “[a] *registered engineer* who plans to install a system” (emphasis added). Similarly, 18 AAC 72.550(c) identifies “[a] *person* who is responsible for construction of a system” (emphasis added) and 18 AAC 72.650(c) identifies “[a] *registered engineer* who is responsible for construction of a system” (emphasis added). By referring to “person” and “registered engineer” in each of these sections, the Department is referring to the applicable qualified person (such as an approved homeowner, certified installer, or registered engineer) required at 18 AAC 72.511 and 18 AAC 72.611. Use of the phrase “responsible for construction of a system” used in 18 AAC 72.550 and 18 AAC 72.650 does not imply or create any requirements for registered engineers that would conflict with the Department’s interpretation of “construction supervision” or “supervising construction” at 18 AAC 72.990(16) and as provided above in this guidance.

2.3.1 Notification

The qualified person described at 18 AAC 72.511 or 18 AAC 72.611 (approved homeowner, certified installer, or registered engineer as required) planning to install or modify an onsite wastewater system without prior plan approval must notify the department at least 24 hours before beginning construction. The notification must be submitted through the Environmental Data Management System (EDMS) on the form provided by the department. The notification form must include the following information:

1. the legal description and physical address of the property including directions to the site;
2. name and email address of the person responsible for installation and documentation;
3. the scheduled date of installation or modification; and
4. other information requested on the 24-hr notification form.

2.3.2 Registration

Within 90 days of installation or modification of an onsite wastewater system, the qualified person described at 18 AAC 72.511 or 18 AAC 72.611 must submit for the department's assessment a completed registration package that includes

1. a completed Documentation of Construction on the form provided by the Department through EDMS
2. calculations for maximum daily flow, pump selections, pressurized distribution systems, etc. as applicable
3. drawings on the forms provided by the Department, or record drawings provided by the engineer, that includes
 - a. a scaled site plan showing new, existing, and decommissioned or abandoned wastewater system components, nearby drinking water sources and surface waters, and all existing or proposed buildings or connections planned for the wastewater system;
 - b. cross-sections and profile view of the installed system;
 - c. testhole log(s) and location of testhole(s);
 - d. percolation test data sheet and results if required for the soils encountered;
 - e. calculations and other details as necessary to facilitate the departments review
4. photographs that document the various states of installation or modification to include at a minimum
 - a. foundation cleanout(s) and all sewer line(s)
 - b. all treatment components, disposal system, and mechanical devices including pumps, alarms, and control panels as applicable
 - c. final grading and landscaping around the system
5. for advanced treatment systems or package plants, a signed statement from the owner or operator of the system on a form provided by the department certifying they will operate and maintain the system in accordance with an operations and maintenance manual developed for the system
6. the registration fee of \$115.

An Approved Homeowner must also submit the laboratory soils report or soils report sealed by an engineer with their documentation.

The site plan, cross-section, testhole/soil absorption system, and photo log portion of the form must be uploaded as attachments. The Department provides a pdf document that may be used for the required drawings and an easy-to-use photo log on its website at septic.alaska.gov. The Department will accept drawings not using the Department provided diagrams as long as the required information is included.

2.4 Wastewater Quantity and Quality

2.4.1 Residential Dwellings

All year-round residential dwellings including private residences and multi-family units must use a daily flow of 150 gallons per day per bedroom. Residential dwellings utilizing a hauled water system may use 100 gallons per day per bedroom. Wastewater systems serving dwellings or structures that

do not have flush toilets may be eligible for further reductions in daily flow under the Graywater Systems section.

2.4.2 Commercial Facilities

Commercial facilities include any building or services open to the public. Examples of commercial facilities include RV parks, restaurants, office buildings, nightly lodging, residential care facilities, and daycares. The daily flow for commercial facilities must be calculated by using published typical flows from the EPA wastewater system manual, the UPC, or this guidance. Typical flows published by other states may also be used when the use is more specific than the sources provided in the Wastewater Minimum Daily Flows table.

Wastewater Minimum Daily Flows		
Commercial Sources		
Source	Unit	Flow in gpd/unit
Airport	Passenger	3
Assisted Living Homes	Resident	100
	Employee	15
Automobile Service Station	Vehicle Served	12
	Employee	15
Bar	Employee	15
	Guest	3
Day Care Facilities	Each Child and Employee	15
w/ food service		20
Department Store	Employee	10
	Toilet Room	500
Hotel	Employee	15
	Guest	50
Laundry – Self Serve	Machine	550
	Wash	50
Office	Employee	15
Restaurant	Meal	3
	Customer	9
	Employee	15
Rooming House	Tenant	75
Shopping Center	Employee	15
	Parking Space	2
Recreational Sources		
Bathhouse for cabins/rooms	Person	25
Cabin, Resort	Person	50
Cabin, Basic	Person	25
Cafeteria	Customer	2
	Employee	10
Campground, Developed	Person	30

Coffee Shop	Customer	6
	Employee	10
Coffee Cart (no food preparation, pre-packaged items only)	Unit	150
Day Camp	Person	15
Dining Hall	Meals Served	7
Dormitory/Bunkhouse	Person	40
Hotel, Resort	Person	50
RV Park with Sewer/Water Hookups	Vehicle Space	100
RV Park dump station	Vehicle space	50
Store, convenience	Customer	3
	Employee	10
Theater	Seat	3
Visitor Center	Visitor	5
Institutional Sources		
Assembly Hall	Seat	3
Hospital	Bed	165
	Employee	10
Prison	Inmate	120
	Employee	10
School, with cafeteria, gym, showers	Each student, staff, faculty	25
School, without cafeteria, gym, showers	Each student, staff, faculty	15

2.4.3 Seasonal Use

No reductions in the minimum calculated daily flow may be taken for seasonal use facilities.

2.4.4 Non-Domestic Wastewater

Wastewater systems receiving non-domestic wastewater or having a potential source of non-domestic wastewater must obtain prior plan approval from the Department. Private residences are excluded (must meet the definition at 18 AAC 72.990(67)).

There are a wide variety of potential non-domestic wastewater sources but not all are treated equally. Non-domestic wastewater sources include drinking water treatment waste, fish or meat processing facilities, breweries and distilleries, and the grease trap contents from a commercial kitchen. A potential source of non-domestic wastewater also includes floor drains. Floor drains in vehicle maintenance areas are prohibited from being connected to a subsurface leach field. Refer to section 1.7.1 in the Underground Injection Control section.

2.5 Minimum Treatment

The minimum treatment requirements of 18 AAC 72.050 must be met prior to onsite disposal. The disposal system must also meet the minimum construction standards in regulation and this manual. Minimum treatment and construction standards are contained in sections specific to a system type. The construction requirements in regulation and the standards presented in this manual are intended to help ensure Water Quality Standards in 18 AAC 70 are met. If minimum construction standards

or separation distance requirements are not attained, a valid waiver of the provision must be approved by the Department in accordance with 18 AAC 72.060, 72.540, and 72.640.

For systems consisting of collection and storage only, the final disposal location must be at a facility approved to receive septage or sludge. The location of septage or sludge disposal must be included with the registration documents.

2.6 Evaluating Site Conditions

Each site is unique and must be assessed on a case-by-case basis. Surface and subsurface conditions must be taken into account while assessing what type of system may be installed.

Preliminary assessment

A preliminary assessment should be performed that consists of collecting all available information concerning the site and the surrounding area including the location of any public or private drinking water sources. Sources of information may be the local ADEC Office, soil surveys through the U.S. Department of Agriculture Natural Resources Conservation Service, aerial photos, local government offices, neighboring property owners, and local well driller's logs (available at ADNR's WELTS database online). When replacing an existing system, the records available through ADEC should be checked for information on the existing system as well as any plat approval restrictions.

During the preliminary evaluation phase, the person responsible should be able to determine the type of system that is appropriate for the site and whether prior plan approval is required. The person responsible should always look for the best possible site conditions when locating an onsite system.

GENERAL SITE CHARACTERISTICS & RATING			
Site Criteria	Good	Moderate	Poor
Flooding	None (protected)	Rare	Common
*Depth to Bedrock	>11 ft	7-11 ft	<7 ft
*Depth to Cemented Soil (Clay-Silt)	>11 ft	7-11 ft	<7 ft
*Depth to Seasonal High Water Table	>9 ft	7-9 ft	<7 ft
Permeability (Percolation Rate)	3-10 min/in	1-3 or 10-24 min/in	<1 min/in or >45 min/in
Slope	0-10%	10-20%	>20%
Soil Classification	**GW, **GP, SW, SP	GM & SM	ML & CL
* Depth from original ground level			
** These soils require a sand liner unless waived by the Department			

A preliminary field evaluation should then be performed that consists of a site inspection to locate areas on the lot best suited for a soil absorption system. Features such as gullies, surface water, steep slopes, onsite and neighboring wells, and roads must be noted in relation to proposed soil absorption system location. Once the most suitable site for the system is determined, a test pit or

boring is dug within 25 feet of the perimeter of the proposed soil absorption system, to confirm subsurface conditions.

The test pit or boring needs to extend to at least 6 feet below the bottom of the proposed soil absorption system, to verify that no impermeable soil layers are within 6 vertical feet of the proposed bottom of the distribution rock. Data to be collected from the explorations include an estimate of soil texture or classification, soil structure, soil density, groundwater depth, location of any impermeable layers, and soil moisture conditions.

2.7 Surface Features

In many cases topographic features limit where an onsite wastewater treatment and disposal system may be located. When evaluating a site, one of the first things that should be done is to locate all surface features that will limit the location of an on-site system as follows:

- **Drinking water wells:** All drinking water systems in the vicinity of the system must be located to the distance practical, generally within 2 times the regulatory separation distance requirement. This includes wells on the property itself and on adjacent properties. If the onsite wastewater system is within 200 feet of any well, the classification the water system must be known before proceeding. More information is in section 2.
- **Other components of onsite wastewater systems** such as private sewer lines, community sewer lines, cleanouts, and lift stations must be separated from drinking water systems by the distances shown in Minimum Separation Distance Requirements table.
- **Surface water:** A lift station, holding tank, septic tank, soil absorption system, or other wastewater treatment or disposal system shall be evaluated for the minimum separation distance requirement to surface water as shown in the Minimum Separation Distance Requirements table.
- **Slope and cut banks:** A conventional soil absorption system shall be evaluated for the minimum separation distance requirement to a slope exceeding 25% that has more than 10 feet of elevation change.
- **Lot Lines:** The wastewater disposal should be 10 feet or more from the lot lines, and must be entirely within the boundaries of the property associated with the facility served.
- **Other wastewater systems:** Adjacent onsite system absorption fields must be horizontally separated from one another by the distances described in the Minimum Separation Distance Requirements table.
- **Obstacles:** Objects such as trees, boulders, gardens, or man-made structures may be located inside the area selected for the onsite sewer system. If the property owner does not want these items removed, the system may be able to be laid out to go around them. Typically, a shallow or deep trench type leach field would be used in these cases. Including minimal curves should have negligible effects on the leach field performance.
- **Flooding sites:** Systems should be installed outside of known flooding areas. If not possible, the responsible party must coordinate with the local floodplain management on any additional restrictions. For areas outside of a local floodplain management, the following restrictions apply: Tanks must be anchored to counter buoyant forces during conditions of the flood. All sewer vents and cleanouts must be not less than 2 feet above the base flood

elevation or fitted with watertight or locking caps that prevent the inflow of floodwater into the system. A conventional leach field cannot be installed in 20-year flood zones.

Changing site conditions

Site conditions are subject to change over time. Previous documentation on record with the Department may not accurately reflect current site conditions. Every site must be re-evaluated for surface and subsurface conditions each time an onsite wastewater system is installed or modified. Things to consider are:

- Adjacent property development and drainage patterns: Streets, highways, up-gradient properties, nearby large development, and other potential nearby development may change local drainage patterns that may directly or indirectly effect an onsite wastewater system. Changes can include surface drainage of waters into the wastewater system but can also steer drainage patterns away from the system.
- Eroding site conditions: Lots nearby rivers or bluffs may experience erosion over time. If the rate of erosion can be calculated, placement of the system should account for the rate of erosion and the lifespan of the system.
- Climate changing factors: Warming arctic conditions can melt permafrost which destabilizes the existing soils, introduces additional groundwater into the soils, etc. Seasonal rain patterns can occur resulting in more or less precipitation in the area. Resilient system selections should be chosen.
 - Droughts: Systems installed during droughts should account for historical known seasonal high water table or surface water conditions. Pay attention to nearby vegetation or visual cues for areas previously inundated by water

2.8 Evaluating Subsurface Conditions

This section will be improved in the future with much more detail on determining soil classification. Until that time, the guidance provided in the Idaho or Minnesota technical manual publications referenced at the beginning of this manual are excellent resources.

2.8.1 Soil Texture and USCS Group Determinations

Soil types defined by the Unified Soil Classification System (USCS) are identified with a two letter symbol. The USDA defines soils according to a textural system that is determined by the percentage present of each particle size. Soils considered suitable for conventional soil absorption systems include:

- Clean Gravels (GW or GP)
- Clean Sands (SW or SP)
- Silty Gravel (GM)
- Silty Sand (SM)
- Silt (ML)

Soils classified as clays (CL or CH), organic silts and clays (OL), and peats (PT), are not considered suitable for a subsurface soil absorption system unless designed by a registered engineer. Systems

installed on sites with these soils conditions must be done in accordance with the standard practices presented in this manual or have engineering plan approval from ADEC prior to construction.

To identify subsurface soil conditions, a test hole or pit must be dug, preferably using a backhoe because a larger excavation provides the best opportunity to examine soils. The test hole(s) must be dug around the perimeter of the actual system site, rather than within, and be within 25 feet of the anticipated leach field site. Equipment must be kept off the proposed system site to prevent compaction of the soil. The soil strata where the leach field distribution media will be installed and below are the determining factors in how the soil absorption system should be constructed. An alternate method of determining subsurface conditions is by boring, either by machine or by hand. This method should only be attempted by more experienced soil testers. A well log is not a substitute for a test hole or boring.

2.8.2 Percolation Tests

Percolation tests are required in all soil types except for in clean sands classified as SP or SW. In clean gravels (GP or GW), a percolation test is required to confirm if the gravels percolation faster than 1 min/inch which will require the installation of a sand liner. The percolation test in clean gravels can be skipped as long as a sand liner is installed.

This section will be further developed with percolation test procedures. Until that time, the EPA falling head percolation test procedure, guidance provided in the Manual for Septic System Professionals in Minnesota, or the Municipality of Anchorage percolation test procedure contained in their wastewater system ordinance at 15.65 must be used.

Regional exceptions for percolation tests

Greater Fairbanks Area:

- Fairbanks Silt Loam, a dry windblown loess located in the hills, can be designated a silty sand (SM) and sized at 275 sf/bed or 0.55 gpd/sf
- Fairbanks Schist, a highly fractured schist, can be designated a silty gravel (GM) and sized at 225 sf/bed or 0.67 gpd/sf
- North Pole, much of this area has sandy sediments on the bordering the classification between sand or gravel by USCS, these systems may be installed using 150 sf/bed or 1.0 gpd/sf application rate; some areas of North Pole do not fall under this categorical exception such as Lakloey Hill, sites with permafrost, or where the sediments are primarily gravel without a high percentage of sands (greater than 45% passing the #4 sieve)

Tok:

See the section 2.11 for information on the regional waiver for the sand liner requirement. A percolation test is not required for GP/GW soils in areas where the conditions of the sand liner waiver are met.

Soldotna Area:

- Nikiski Sands, a sandy gravel that may have slightly more than 50% gravel resulting in a GP or GW classification; this area does not require percolation test and can be sized at 150 sf/bed or 1.0 gpd/sf

2.8.3 Limiting Conditions

A limiting condition is a subsurface feature that limits the vertical location and type of leach field system that may be installed. Limiting conditions include groundwater, bedrock, permafrost and poor soil conditions. All limiting conditions within 6 feet of the bottom of a leach field must be identified.

Seasonal high water tables vary by region and time. In most locations, the seasonal high is between June 1 and September 30. If installing a system in a timeframe not known for a seasonal high water table or in a period of drought, a seasonal high water table adjustment factor needs to be included, usually at least 1 to 2 feet.

2.9 Separation Distance Requirements

Minimum separation distance requirements contained in 18 AAC 72.100, 18 AAC 72.520, and 18 AAC 72.620 must be met for all existing and new components, or a waiver approved for the lesser separation distance prior to beginning construction or modification of a wastewater system. When a system is modified or replaced, in almost all cases a previously issued waiver is void.

2.9.1 Public Water Systems

Regulations at 18 AAC 80 set the minimum separation distance requirements between wells and surface water intakes serving a public water system. For help classifying a public water system, contact the Drinking Water Program at your local ADEC office or submit the drinking water classification form available on website at <https://dec.alaska.gov/eh/dw/forms/>. Public drinking water systems may also be shown on GIS maps available at <https://dec.alaska.gov/eh/dw/dwp/protection-areas-map/> or by turning on the PWS layer within [EDMS Map Explorer](#).

2.9.2 Private Water Systems

Regulations at 18 AAC 72.100 set the separation distance requirements for private water systems.

At locations where a private water line must cross a private or community sewer line, the following requirements must be met or a waiver approved by the department:

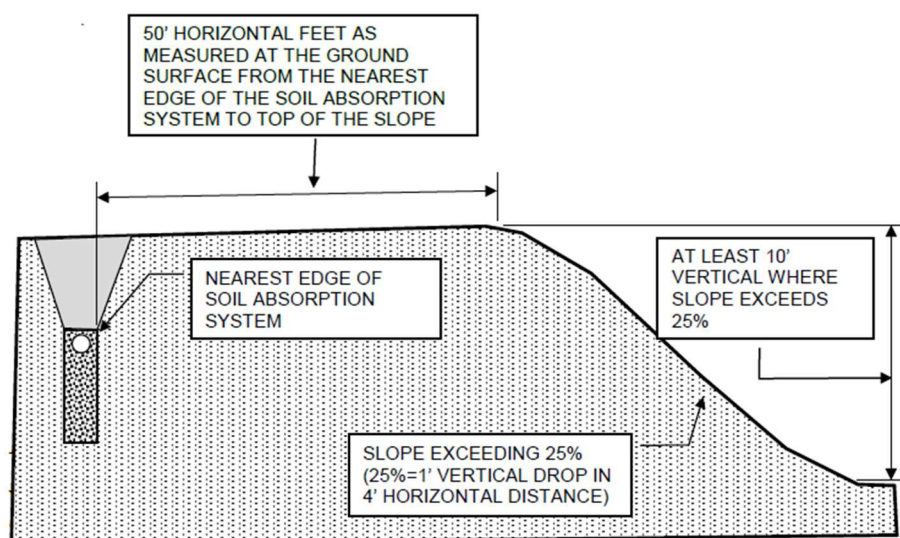
- The sewer line must be located at least 12 inches below the water line
- The sewer line joints must be located 9 feet from the private water line joints

2.9.3 Surface Water

Regulations prohibit installing a lift station, holding tank, septic tank, soil absorption system, seepage pit, pit privy or other wastewater treatment or disposal system within 100 feet, measured horizontally, of the mean annual high water level of a lake, river, stream, spring or slough or the mean higher high water level of coastal waters. Note that this includes a slough which is further defined as a swamp, bog, or marsh.

2.9.4 Slopes & Cut Banks

Regulations require a 50-foot set back, measured at the ground surface, from the nearest edge of any type of a conventional soil absorption area and a slope exceeding 25% that has more than 10 feet of elevation change.



2.9.5 Other Obstacles

Objects such as trees, boulders, gardens, or man-made structures may be located inside the area selected for the onsite sewer system. If the property owner does not want these items removed, the system can be redesigned or laid out to go around them. Because of the deep nature of most excavations, it is recommended that the system is installed 10 feet away from these obstacles.

MINIMUM HORIZONTAL SEPARATION DISTANCES TO DRINKING WATER SYSTEMS							
all horizontal separation distances must be measured from nearest edge to nearest edge							
	Private Sewer Line ^a and Cleanouts, Basement Sump	Sewer Line ^b and Cleanouts, Manholes, Lift Station	Septic Tank, Wastewater Holding Tank, Lift Station, Manholes	Pit Privy, Soil Absorption System	Fuel Tank ^c and Lines	Drinking Water Treatment Waste disposal system	Other Sources of Contamination ^d
Public Water System	100 feet	200 feet	200 feet	200 feet	100 feet	100 feet	200 feet
Private Water System	25 feet	100 feet	100 feet	100 feet	25 feet	25 feet	100 feet
Water line	10 feet	10 feet	10 feet	10 feet	10 feet	10 feet	Contact DWP
Private Water Line	1 foot	5 feet	5 feet	5 feet	10 feet	5 feet	--
Additional separation distance requirements may apply for public water systems; 18 AAC 80 must be referenced for all public water system requirements. a. A drain pipe buried in the ground below a building is required to meet the same separation distance as a private sewer line to a public water system. b. Sewer line includes sewer main, community sewer line, and stormwater sewer lines. c. The separation distance to fuel tanks applies to below-ground fuel tanks and fuel lines, and to above-ground tanks greater than 500 gallons. d. Other sources of contamination include, but are not limited to, animal byproducts, manure, and agricultural waste. The separation distance to landfills is covered under 18 AAC 60. DWP = Drinking Water Program.							
MINIMUM VERTICAL SEPARATION DISTANCES TO DRINKING WATER COMPONENTS							
	Private Sewer Line, Building Sewer	Community Sewer Line or Cleanout, Sewer Main	Septic Tank, Wastewater Holding Tank	Soil Absorption System	Fuel Tank** and Lines	Drinking Water Treatment Waste disposal system	Other Sources of Contamination*
Water line	18 inches recommended	18 inches	cannot cross	cannot cross	no crossing recommended	10 feet	Contact DWP
Private Water Line	12-inches	12-inches	cannot cross	cannot cross	no crossing recommended	5 feet	--
Well Classification and Select Abbreviated Definitions (See 18 AAC 80.1990 or 18 AAC 72.990 for complete definitions)							
Public Water System: a potable water system serving 25 or more people at least 60 days per year or a system that has at least 15 service connections.							
Water Line: is a pipe or conduit used to carry water as part of a public water system but does not include a water service line or private water line.							
Private Water System: a potable water system that is not a public water system							
Private Water Line: is a line, pipe, or conduit used to carry water as part of a private water system. The department interprets regulations to not include a water service line that is connected to a public water system in the definition of private water line.							

Disclaimer: This separation distance table was developed for convenience but may not contain all separation distances required to be met.

MINIMUM HORIZONTAL SEPARATION DISTANCES FROM SEWER COMPONENTS					
	River, Lake, Stream, Spring, Slough^c	Slopes >25%	Soil Absorption System	Lot Line^a	Foundation^a
Septic Tank, Holding Tank, Lift Station	100 feet	need to be stable	5 feet	10 feet	10 feet
Soil Absorption System	100 feet	50 feet ^d	see b. below	10 feet	10 feet
Pit Privy	100 feet	50 feet recommended	see b. below	10 feet	10 feet
<p>a. Recommended minimum horizontal separation distance. All parts, including ground cover for freeze protection must be wholly located on the property with the facility being served. Locating a septic tank or soil absorption system too close to a building foundation may have negative impacts. The septic tank cleanouts or manhole riser must be accessible for maintenance purposes.</p> <p>b. 6 feet or 2 times the distribution media depth, whichever is greater.</p> <p>c. Setbacks is from the mean annual high water level of surface water or the mean higher high water level of tidally influenced water.</p> <p>d. Separation distance applies to the downhill slope; does not apply to mound type soil absorption systems</p>					
MINIMUM VERTICAL SEPARATION DISTANCES FROM SEWER COMPONENTS					
	Seasonal High Water Table		Impermeable Soil, Permafrost, Bedrock		
Septic Tank, Wastewater Holding Tank	need buoyancy protection		--		
Subsurface Soil Absorption System	4 feet		6 feet		
Pit Privy	4 feet		--		

Disclaimer: This separation distance table was developed for convenience but may not contain all separation distances required to be met.

2.10 Freeze Protection

All geotechnical insulation products shall meet the current ASTM C578 Type IV standard specifications for “Rigid Cellular Polystyrene Thermal Insulation,” and have a minimum compressive strength of 25 psi. Examples of products that meet this standard are DuPont Styrofoam Brand Scoreboard, Owens Corning Foamular 250, and Insulfoam Type IX. Spray foam insulation must not be used over a leach field. Filter fabric is still required with insulation. Extra care must be taken backfilling the excavation when insulation is used.

One inch of manufactured insulation may be substituted for one foot of soil cover, up to a maximum of 2 feet of soil cover with at least two inches of insulation. The minimum soil cover shall not be reduced to less than two feet insulation.

These freeze protection standards also apply to advanced treatment units unless the manufacturer has provided specific recommendations or designed the package plant or advanced treatment system to operate in arctic conditions with lessor ground cover or insulation equivalency.

INSULATION REQUIREMENTS	
Geographical Area	Depth of Soil Cover or Insulation Equivalent*
Southwest Alaska (Kodiak Island Borough and all areas southwest of Chignik, including Chignik)	two feet of soil cover
Southeast Alaska (east of 141° West longitude), the coastal area south and east of Valdez (to 141° West longitude), and the Valdez corporate boundary	three feet of soil cover
All remaining areas of the state	four feet of soil cover
*Up to two feet of the required soil cover may be substituted with insulation material publicly identified by the department as equivalent. Soil cover may not be reduced to less than two feet.	

2.11 Sand Liners

Sand Liners are intended to provide additional treatment in fast draining soil conditions. Soils with percolation rates faster than 1 minute per inch require a sand liner. Sand liner material shall conform to either specification Standard 1 or Standard 2 in the table below.

A two-foot-thick sand liner meeting ADEC specifications, must be placed beneath all leach fields when the receiving soil is classified as gravel (GW or GP), unless a percolation test verifies the rate of water infiltration is slower than 1 minute per inch, or the sand liner requirement is waived by the Department. Also refer to section 2.8.2 for areas where a percolation test is not required for GW/GP soils and a sand liner is waived or implied.

The person responsible must ensure the sand liner material meets the specifications. The department recommends gradation analysis be obtained from the source that is representative of the material used. Multiple gradations may be needed to ensure quality.

Additional Notes on Sand Liners:

- Sand liners may be used only with a bed or shallow trench type system

- A minimum infiltrative area of 150 square feet per bedroom is required
- It is recommended that the infiltration area is increased by 50%
- Compaction of the sand liner must be avoided

Standard 1 - Specific Sieve Criteria	
Sieve Size	Percent Passing by Weight
No. 10	85 to 100
No. 20	60 to 90
No. 40	25 to 50
No. 60	≤ 15
No. 200	≤ 5
* The sand may not have more than 45% (of the total) passing any one sieve and retained on the next consecutive sieve of those shown above.	
Standard 2 – Cc and Cu Criteria	
Property	Criteria
Coefficient of Uniformity (Cu)	< 4
Coefficient of Curvature (Cc)	≤ 1
Amount Passing No. 10 Sieve	≥ 85%
Amount Passing No. 200 Sieve	≤ 5%
* The sand must not have more than 45 % of the total passing any one sieve and retained on the next consecutive sieve, of those listed in Standard 1	

2.11.1 Regional Sand Liner Waivers

Tok:

A regional sand liner waiver was issued by the Department on January 16, 2002 for select areas in and around Tok where subsurface soil conditions consists of gravelly sand or sandy gravel. The following site conditions and location must be met for the waiver to apply:

- Applicable for a private residence only;
- Groundwater cannot be encountered in any test holes (dug to at least 6 feet below the bottom of the leach field);
- Waiver does not apply to systems located within 200 feet of any surface water body;
- Waiver applies only to the following areas:
 - T18N R11E, Sections 1, 2, and 11 – 14;
 - T18N R12E, Sections 7 – 34;
 - T18N R13E, Sections 18 – 20 and undesignated area to the Tok River, excluding the 200 ft buffer zone around the surface water;
 - T17N R12E, Sections 1, 2, and 11 – 14 and undesignated area to the Eagle Trail

2.12 Classified Fill

For a conventional bed or shallow trench system using a cut and fill technique, the material used to fill the excavation must meet the sand liner requirements or the following criteria:

CLASSIFIED FILL CRITERIA	
Sieve Size	Percent Passing by Weight
3"	100
1-1/2"	85 - 100
3/4"	55-100
No. 4	45 - 100
No. 10	12 - 60
No. 40	4 – 30
#200	<10%

2.13 Distribution Medium

Distribution medium means sewer rock, polystyrene beads, chambers, or gravelless pipe or another material used to provide void space in a soil absorption system. The distribution media provides void space through which effluent flows, storage space, and encourages lateral distribution of effluent through the leach field prior to reaching native soils.

2.13.1 Sewer Rock

There are two specifications for sewer rock, coarse and fine. The fine graded sewer rock must be used in bed, shallow trench, or mound type systems. Coarse graded sewer rock may be used for all other types of conventional leach fields. Sewer rock should be rounded and not compactable to allow for adequate void space. It is critical that the amount of fines (soil passing the #200 sieve) is less than 1%. Fines can easily clog up the infiltrative surface in the soil absorption system and will lead to early failure of the leach field. The use of tailings is not allowed, angular rock must be avoided.

SEWER ROCK CRITERIA	
Coarse Grade Sewer Rock Criteria	
Sieve Size	Percent Passing by Weight
3"	100
2"	0 to 100
1 1/2"	0 to 71
1"	0 to 30
3/4"	0 to 10
1/2"	0 to 5
#200	0 to 1
Fine Graded Sewer Rock Criteria	
Sieve Size	Percent Passing by Weight
2"	100
1 1/2"	90 to 100

1"	0 to 100
3/4"	0 to 10
1/2"	0 to 5
#200	0 to 1

2.13.2 Chambers

Chambers are for use in bed or shallow trench type systems only and must be installed in accordance with the standard details and drawings for bed or shallow trench systems in this manual. Chambers are given credit for bottom area only, require filter fabric over the chambers to prevent fines from migrating into the chamber louvers, and are to be installed per manufacturer specifications.

2.13.3 Gravelless Pipe

There are several types of gravelless media. For the purposes of this manual, the department considers manufactured polystyrene beads such as EZFlow as an approved media. Gravelless pipe that doesn't provide the equivalent media depth for the type of field are not allowed unless approved by the department through the plan review process.

2.13.4 Other Media

Distribution medium not described above must be presented to and approved by the Department.

2.14 Filter Fabric

All geotechnical fabric products shall be Tytar 3401 or equivalent. Geotechnical fabric products shall conform to AASHTO M288 Class 3 and have the following characteristics:

- Minimum Permittivity (ASTM D4491) - 0.5/sec
- Maximum Apparent Opening Size (ASTM D4751) – 0.20 to 0.21 mm (US Sieve #70)

A barrier of geotechnical filter fabric is always required on top of the sewer rock and chambers to prevent soil backfill from migrating into the void spaces. Other distribution medium may also require filter fabric or have an equivalent method of preventing fines from migrating into the void space. VISQUEEN or other impermeable material may not be used. Foam board insulation is not a substitute for filter fabric.

3 PIPING, COLLECTION AND PUMPING SYSTEMS

3.1 General Requirements

Building sewer lines, disposal sewer lines, leach field lines, cleanouts, and standpipes shall use solvent welded couplings and fittings of the same designation as the pipe being joined. Please refer to the table for the current approved list of pipe types or ASTM designations.

SEWER LINES APPROVED PIPE MATERIALS					
Pipe Type	ASTM Designation	Building Sewer	Disposal Sewer	Leachfield Pipe	Cleanout and Monitor
Schedule 40 ABS	F628	Yes	Yes	No	Yes

Schedule 40 PVC	D1785	No	Yes	Yes	Yes
Schedule 40 PVC	D2665	No	Yes	Yes	Yes
SDR 35	D3034	No	Yes	Yes	Yes

Pipe Joints and Mechanical Watertight Couplings

Solid pipe with no joints shall span 5 feet from the inlet and outlet of septic tanks onto undisturbed earth, or the soil may be backfilled and compacted in six-inch lifts before laying the pipe. All pipe joints in monitoring tubes, cleanouts, solid lines, manifolds, and distribution piping must be cleaned prior to gluing, and glued with proper cement for that pipe type.

Manufacturers and types of banded rubber couplings include, but are not limited to Fernco brand, Mission brand, or equal. Mechanical watertight couplings are required on the inlet, outlet, and cleanout or vent pipes on septic tanks. The use of banded rubber couplings are only allowed for connecting the Building Sewer, the Disposal Sewer and the cleanout pipes to the septic tank. Do not use banded rubber couplings for any other purpose.

Pipe Bedding & Installation

Sewer lines shall be laid on undisturbed or compacted soil and must be properly bedded and compacted to the spring line to prevent deflections and low points in the line where water and solids can accumulate and may freeze or otherwise block the pipe. Soil in the pipe zone must also be properly compacted to prevent excessive deflection or pipe collapse because of soil pressure from backfill. Areas that are over-excavated, such as at the septic tank ends, should be carefully compacted to adequately support the piping yet protect the septic tank from deflection. In a multiple trench or bed type leach field, the wastewater must be distributed to each lateral by a solid pipe manifold. All leach field piping must be level, including manifold pipe and perforated pipes.

3.2 Sewer Line Slopes

The slope of the Building Sewer pipe in the 10 feet immediately preceding the septic tank must be between 1/8" to 1/4" per foot (not to exceed 2% slope). The slope or grade of the sewer pipes should be as uniform as possible.

MINIMUM AND MAXIMUM SEWER LINE SLOPES		
Nominal Sewer Line Size*	Minimum Slope	Maximum Slope**
four-inch	two percent	20 percent
six-inch	one percent	13 percent
eight-inch	0.4 percent	eight percent
*For pipes larger than eight-inch nominal diameter, minimum and maximum slopes must be calculated using the Manning formula to maintain a minimum velocity of two feet per second and a maximum velocity of 10 feet per second when flowing full.		
**Maximum slope may be exceeded for drop connections or for sewer lines located after pretreatment.		

Drop Connections

Drop connections shall have a maximum drop of 10 vertical feet. A drop connection shall be constructed using a combo fitting with the sweep pointing downward and a cleanout pipe to the surface. The bottom of the vertical drop shall be constructed with a 90 degree sweep.

3.3 Building Sewer and Private Sewer Lines

All building sewer or private sewer lines must be a minimum 4-inch diameter for gravity flow. A foundation cleanout shall be installed within five (5) feet of the outside wall of the foundation. The use of double cleanouts is strongly encouraged. Additional building sewer or private sewer line cleanouts shall be installed at intervals not to exceed one-hundred feet in straight runs and for each aggregate horizontal change in direction of 45 degrees or more prior to the septic tank or pre-treatment tank.

3.4 Community Sewer Lines

By definition, there are no community sewer lines associated with a private residence. Community sewer lines shall be laid straight and at a uniform slope. Manholes must be installed at locations where there are changes in pipe slope, size, alignment, and at intersections. Where a community sewer line is entirely located on a single property or serving a single facility, and the sewer line is 6-inches in diameter or less, a cleanout may be installed instead of a manhole as described in the private sewer line section.

3.5 STEP Tanks

STEP is an acronym and stands for “Septic Tank Effluent Pumping”. For the purposes of this manual, a “STEP tank” refers specifically to a septic tank that has a pump installed in the second compartment of the tank or has a third compartment manufactured for use with a pump. A “STEP Tank” that is separate from the septic tank is referred to as a pump station or lift station in this manual. When a septic tank is used as a STEP tank, the minimum operating volume listed in the Minimum Septic Tank Size table must be increased by at least 250. For example, a three (3) bedroom home must have a minimum operating volume of 1,250 gallons if used as a STEP tank. A STEP tank will require a manhole riser that extends to the ground surface to provide access to the pump and floats for maintenance. The manhole riser must be pre-manufactured and compatible with the manhole access and connect to the tank with a bonded or mechanical connection that is watertight. The top two feet of the manhole riser must be insulated. The manhole riser must have a lid that is secured. The use of a frost plug in the riser is recommended.

3.6 Pump Stations and Lift Stations

A pumping station, or also commonly called a lift station, is a separate vault chamber specifically used to house a pump. The pump station may be used to elevate wastewater to gain vertical distance to a limiting condition or for use as a dosing chamber for a leach field. Vaults that are not pre-manufactured for use as a lift station must first be submitted to the Department for approval through the normal plan-review process prior to construction. Small vaults (generally less than 100 gallons in volume) that are more suitable for, or manufactured for the purpose of, a basement sump are not allowed to be used as a lift station.

3.7 Basement Sumps

Basement sumps is a term that refers to a pump station that is located within the footprint of a building that collects sewage. Basement sump is not intended to apply to sumps that handle groundwater dewatering only. The construction and installation of basement sumps falls under the state plumbing code, however, basement sumps are required to be located at least 25 feet from a private drinking water well.

4 CONVENTIONAL ONSITE WASTEWATER SYSTEMS

4.1 Restrictions

Prior Department approval is required before constructing, installing, or modifying any part of a conventional wastewater system for systems that have daily flows or a cumulative on-lot or facility-wide flow greater than 2,500 gallons per day, the system serves more than one lot or structure not under the same ownership, the system receives non-domestic wastewater, or the system is installed in an area where other conventional onsite wastewater systems have been known to perform poorly. Conventional leach fields may only be installed in areas where the soil conditions are suitable for a subsurface discharge.

4.2 Septic Tank

Septic tanks separate solid material from liquid by providing time for heavier materials to settle to the tank bottom forming a sludge layer, and for lighter materials to float to the top forming a scum layer. These layers may later be reduced in volume by anaerobic digestion, which is the decomposition of organic and inorganic matter in the absence of oxygen. Septic tanks do not completely purify wastewater, eliminate odors, or digest all solid material, but they are effective in trapping most solids and scum so that reasonably clarified wastewater (effluent) is passed on to the leach field. Improperly sized or damaged tanks, or steep slopes of sewer lines prior to the septic tank can cause turbulence in the septic tank, will prevent the adequate separation of solids and scum in the tank.

A typical septic tank has two compartments. A two-compartment configuration has been shown in some studies to exhibit a slightly better removal of suspended solids than single compartment tanks. Regulations require that two compartment tanks be used. Baffles are located at the inlet, compartment divider, and outlet of a septic tank. The inlet baffle is designed to slow down the incoming wastewater and direct it downward. The interior baffle keeps most of the solid material in the first compartment and the outlet baffle is the last defense to retain solids and scum in the tank.. Materials that degrade slowly, such as coffee grounds, oil and grease, paper towels, disposable diapers, feminine hygiene products, and similar materials should not be disposed of in septic tanks. Water treatment wastes add a significant hydraulic load to the system and may contribute to the corrosion of steel septic tanks, which must be considered when evaluating the appropriate size and tank material. Household cleaning chemicals and detergents, in quantities normally used, are generally not harmful to the system. Performance additives, such as yeast, bacteria and enzymes, have not been found to be beneficial to the septic tank performance, particularly in cold climates, and should not be used.

Septic tanks should be pumped when the sludge layer or floating scum layer exceeds 6 inches. A two-year pumping cycle is recommended. If septic tanks are not pumped periodically, accumulated sludge will overflow with the wastewater into the soil absorption system, resulting in premature failure of the field. The single most important maintenance item a homeowner can do is to pump a septic tank every two years at a minimum.

Septic tanks are manufactured where the outlet pipe is two to three inches lower than the inlet pipe. During installation, if the inlet and outlet ends of the septic tank are reversed, water will back up into the building sewer, stranding solids that could block the line.

Mechanical watertight couplings, such as Fernco couplings, or equivalent are required on the inlet and outlet of these septic tanks. The use of banded rubber couplings are only for connecting the Building Sewer, the Disposal Sewer, and cleanouts to the septic tank. Do not use banded rubber couplings for any other purpose.

Tanks should be located so that a pump truck can readily access the tank and in areas away from driveways or parking lots where snow is typically removed during winter months. Tanks shall not be in a driveway unless rated by the manufacturer for vehicular traffic and is insulated with at least 2 inches of foam board or spray foam. If a tank is paved over, the tank must still be accessible either through vehicle rated risers or cleanouts. Cleanout pipes must be at least four inches in diameter to accommodate a pumping hose, and should extend above grade and the tops capped. Cleanout locations should be “tied” to permanent landmarks by measuring and recording the distance between the cleanout pipes and permanent features such as house corners, so that the pipes may be found if covered with snow or soil.

Septic tanks shall conform to the standards listed in this section. In all cases, installation recommendations or requirements of the manufacturer must be followed.

- Conform to Appendix H of the Uniform Plumbing Code;
- Bear proof of certification by the applicable quality control/assurance certifying organization;
- Have two (2) compartments; and
- Follow the manufacturer’s recommendations for maximum burial depth

4.2.1 *Minimum Size*

Minimum Septic Tank Size			
Residential Dwellings		Commercial Facilities	
Number of Bedrooms	Minimum Tank Size*	Daily Design Flow	Minimum Tank Size*
0 - 3	1,000 gallons	Up to 500 gpd	1,000 gallons
4 - 8	1,000 plus 250 gallons for each bedroom over three	501 to 750 gpd	1,250 gallons
9 - 13	2,500 gallons	751 to 1,000 gpd	1,500 gallons
14 - 18	3,000 gallons	1,001 to 1,250 gpd	2,000 gallons
Greater than 18	1,125 + (0.75 * design flow)	Greater than 1,250 gpd	1,125 + (0.75 * design flow)

*Tanks may be used in series or in parallel to achieve the minimum septic tank volume. The installation and design of more than one tank must be by a method publicly identified by the department as acceptable guidance under 18 AAC 72.070 and protective of public health, public and private water systems, and the environment.

- If a kitchen sink garbage disposal is used, an additional 250 gallon capacity is recommended above the minimum bedroom size, to contain the extra sludge generated.
- If a lift station is located prior to the septic tank, the minimum septic tank size must be increased by 250 gallons for residential dwellings with more than 18 bedrooms or commercial facilities with an estimated daily flow greater than 1250 gallons.
- When an integral lift station is contained in the tank, an additional 250 gallons is required to compensate for the loss in volume due to the pumping chamber.
- An insulated, watertight, flanged manhole riser, and cover are required in place of cleanout or vent pipes on septic tanks with tank volumes greater than 2,000 gallons.

A larger tank may always be installed and is encouraged for multiple family dwellings and commercial facilities such as restaurants.

4.2.2 Tanks in Series

Tanks in series means that two tanks are used inline. The first tank receives raw waste and drains to a second, downstream tank. Single compartment tanks may be placed in series to achieve minimum volume requirements. The first tank must be sized to accept two-thirds of the total volume required. For instance, if the total volume of tankage required is 1,500 gallons, the upstream tank must be at least 1,000 gallons, and the downstream tank must be at least 500 gallons. The downstream tank must be placed 5 feet from the upstream tank. The upstream tank may be dual-compartment if the first compartment is sized to meet two-thirds of the total volume required. The downstream tank may be single-compartment or two-compartment. If a single-compartment tank is used, an effluent filter should be installed on the outlet of the second tank.

4.2.3 Tanks in Parallel

Tanks in parallel means two tanks that are installed to operate simultaneously. A device must be used to evenly split the flow between the two tanks. Two compartment tanks that meet the two-thirds/one-third rule may be placed in parallel to achieve minimum volume requirements. The total volume of the two tanks must meet the overall volume requirement. For instance, if 2,000 gallons of total volume is required, two 1,000 gallon tank may be installed in parallel.

4.2.4 Tanks in Series and Parallel

In some cases, such as remote projects where transporting large tanks is infeasible, single compartment tanks may be placed in parallel and series. The first two tanks must have a total of two-thirds of the design volume and be placed in parallel. A device must be used to split the flow evenly between the two tanks. The third tank must be placed at least 5 feet downstream and receive wastewater from both upstream tanks. The third tank must be sized to hold one-third of the total required volume. For instance, if the total tank volume required is 3000 gallons, two 1,000 gallon tanks may be placed in parallel upstream and one 1,000 gallon tank may be placed downstream in series.

4.3 Conventional Soil Absorption Systems

The leach field or soil absorption area is used as the final treatment and disposal point for the clarified effluent from the septic tank. Physical, chemical, and biological processes occurring within the soil will reduce the organic and microbial constituents of the wastewater. At least four feet of unsaturated soil below the leach field is required to effectively reduce the bacteria to an acceptable level. Regulation requires at least 4 feet of vertical separation between the bottom most portion of the distribution media and the groundwater table measured during the time of year when it is expected to be the highest. The local ADEC office may have records available that would be of use in determining the elevation of the seasonal high groundwater table.

Excavation

All excavation shall be accomplished according to OSHA safety regulations. The bottom of the leach field excavation and the bottom of the septic tank excavation shall be level before the placement of the tank or leach field media. Excavations shall not be left open.

Construction machinery should not be driven over the infiltrative area. Beds and trenches should be excavated using a backhoe or similar apparatus, not using a dozer. If during the excavation process, the infiltrative surface becomes smeared, the surface should be raked or otherwise roughened, to remove the smeared soils. To overcome the smearing that naturally occurs when a backhoe bucket is drawn through soil, some contractors have installed rakes on the side of their buckets.

Final Grading, Topsoil, and Seeding

Final grading over a wastewater disposal system should be slightly mounded to allow for settling and graded to help precipitation to drain water away from both the septic tank and the absorption area. If backfill has settled, or was not properly completed at the time of construction, the area should be regraded to provide adequate drainage. The final graded area must be covered with topsoil and seeded with grass.

4.3.1 Minimum Application Rates

The most conservative wastewater application rate from the table below, based on either percolation rate or soil texture (USCS), must be used.

If more than one soil horizon or soil type is to be used in the absorption area, more than one percolation test may be needed to size the system. When using soil horizons with differing percolation or application rates, the system must be sized based on the soil with the most conservative application rate.

WASTEWATER APPLICATION RATES				
Percolation Rate ^a (minutes/inch)	Soil Texture (Unified Soil Classification)	Application Rate in sf/bedroom	Application Rate in gpd/sf for design flows ≤ 2,500 gpd	Application Rate in gpd/sf for design flows >2,500 gpd
Faster than 1	Gravel (GW/GP)	Not Suitable ^b	Not Suitable ^b	Not Suitable ^b
1 – 5	Gravel (GW/GP)	125	1.2	0.79 – 0.98

1 – 15	Medium to coarse sand (SW/SP)	150	1.0	0.67 – 0.89
6 – 15	Fine sand or loamy sand (SP-SM)	190	0.8	0.61 – 0.74
16 - 30	Sandy loam, silty gravel (GM), silty sand (SM)	250	0.6	0.52 – 0.61
31 – 60 ^c	Loam, silt loam, silt (ML)	335	0.45	0.25 – 0.52
61 – 120 ^d	Silty clay loam, clay loam ^e	Not Suitable ^d	Not Suitable ^d	Not Suitable ^d
<p>a. Soils classified as silty sand (SM), silty gravel (GM), or silt (ML) must have a percolation test conducted; percolation tests must be performed in accordance with either a method publicly identified by EPA or the department as acceptable, or by an alternate method that has been presented by a registered engineer and approved by the department; a certified installer may perform the percolation test for systems installed under the certified installer's certification; Soils classified as clay (CL or CH), organic silt or clay (OL), or peat (PT) require an engineer design and prior department approval.</p> <p>b. Soils classified as gravel (GW or GP) for which a percolation test has not been conducted or a percolation test result is faster than one minute per inch may still be used if a shallow trench or bed system is installed with a two-foot sand liner below the distribution media and if application rates used are at least 1.0 gpd/sf or 150 sf/bedroom; sand must meet the specifications publicly identified by the department under 18 AAC 72.070; the department may waive the sand liner requirement in a manner set out in 18 AAC 72.540.</p> <p>c. Soils with percolation rates slower than 30 minutes per inch are unsuitable for seepage pits.</p> <p>d. Soils with percolation rates slower than 60 minutes per inch require an engineer design and prior department approval; soils with percolation rates slower than 120 minutes per inch are considered impermeable.</p> <p>e. Soils without expandable clays or soil types not listed in this table require an engineer design and prior department approval.</p>				

4.3.2 Bed System

Bed type leach fields are typically shallow excavations that utilize a solid header and perforated laterals to distribute effluent evenly across the leach field area. A bed type leach field is usually installed in areas with a limiting condition (seasonal high water table, bedrock, or an impermeable soil) is present within 4 to 8 feet of the ground surface and is often used in conjunction with a lift station to obtain the required vertical separation. The bottom of the distribution media must be below original grade and meet vertical separation distances to be considered a conventional bed.

Site Considerations:

- Suitable for sites with less than 10% slope
- Suitable for sites that require a sand liner (GW or GP soils percolating faster than 1 min/in)
- Typically used in areas where a limiting condition (such as the water table) is close to the ground surface
- Performs best in sands and gravels with minimal fines; bed systems are not recommended to be installed in soils with high percentage of silt
- For larger bed systems, pressure distribution or multiple zones allows for a more even distribution of effluent

Construction Standards:

- Beds should be rectangular in shape with the header width shorter than the lateral length.
- More than 5 feet wide; recommended no more than 24 feet wide
- Maximum length is 100 feet measured from the manifold or solid header
- Minimum depth of distribution medium measured from the spring line of the distribution pipe is 12 inches
- Distribution pipe and chambers must be laid level in the leach field area; pressure distribution should be utilized when a lift station is located prior to the field
- Longest dimension must be parallel to the slope contour
- Minimum of two monitoring tubes required, placed in opposite corners. Four monitoring tubes are recommended, one in each corner
- May use chambers or other gravelless media in lieu of sewer rock
- If the infiltrative surface (bottom) has smearing (glazing) evident, an alternate strata should be used (example, placing at least 6-inches of sand liner or classified fill below the distribution media)

Sizing:

Bed type leach fields receive credit for the bottom area only. Absorption area is calculated by multiplying length times width.

Total Absorption Area = Length x Width

Length of Bed = Total Absorption Area / Width

Width of Bed = Total Absorption Area / Length

Drawings:

New drawings will be coming with future revisions. The drawings in the 2016 OWSIM publication are still mostly valid for conventional leach field areas and are included in Appendix C.

4.3.3 Shallow Trench System

Shallow trench systems are shallow excavations that are no more than 5 feet wide and 100 feet in length. Shallow trenches may be installed using multiple separate trenches with effluent distributed between trenches utilizing a solid header, drop connections, or distribution boxes. Of all system types, shallow trenches use the most surface area to obtain required absorption area but also have flexibility to avoid surface obstacles. The bottom of the distribution media must be below original grade and meet vertical separation distances to be considered a conventional shallow trench.

Site Considerations:

- Suitable for sites with less than 25% slope
- Often used for sites where a bed system won't fit
- Suitable for sites that require a sand liner
- Typically used in areas where a limiting condition is close to the ground surface
- Trench systems allow for some flexibility to fit site conditions.

Construction Standards:

- Minimum depth of distribution medium is 12 inches, measured from the spring line of pipe
- Maximum 5 feet wide
- Maximum trench length is 100 feet
- May use chambers in lieu of sewer rock
- Distribution pipe or chambers must be laid level
- For sloping sites, length of the trench must be along the contour of the slope
- Multiple trench systems can be installed to operate in parallel.
- Monitoring tube required at the end of each trench, or at each end when installed perpendicular to the disposal sewer pipe
- Avoid compaction and sealing of the soil's infiltrative surface
- If the infiltrative surface (bottom) has smearing (glazing) evident, an alternate strata should be used or place 6-inches of sand liner or classified fill on top of native silty soils.

Sizing:

Shallow trench soil absorption systems receive credit for bottom area only. Absorption area is calculated by multiplying length times width.

Total Absorption Area = Length x Width

Drawings:

New drawings will be coming with future revisions. The drawings in the 2016 OWSIM publication are still valid for conventional leach field areas and are included in Appendix C.

4.3.4 5-Wide Trench

5-wide trench systems are hybrid leach field system that uses both sidewalls and bottom as its infiltrative surface. The name is given because they are always 5 feet wide with a variable amount of distribution media. Utilizes the entire bottom area and a portion of its sidewalls as the infiltrative surface.

Site Considerations:

- Cannot be used in areas where a sand liner is required
- Often used in areas with limiting conditions, such as sloughing soils or a high water table, that prevents the installation of a deep trench
- Suitable for sites with less than 25% slope
- Trench systems allow for some flexibility to fit around obstacles

Construction Requirements:

- Always 5 feet wide
- Minimum depth of distribution medium measured from the spring line of the pipe is 18 inches and maximum depth is 48 inches
- Maximum trench length is 100 feet
- Leach field piping must be laid level
- For sloping sites, length of the trench must be along the contour of the slope

- Multiple trench systems can be installed to operate in parallel when connected with a solid header or distribution box
- Monitoring tube required at the end of each trench, or at each end when installed perpendicular to the disposal sewer pipe
- If the infiltrative surface (bottom and sidewalls) have smearing (glazing) evident, the areas must be raked; an alternate soil strata should be used if possible

Sizing:

5-wide trench soil absorption systems receive full credit for the bottom and a partial credit for sidewalls. Absorption area is calculated by multiplying length times 5 and dividing by the sizing factor in the below table.

Trench Length Required = (Total Absorption Area Required / 5) x Sizing Factor

Total Absorption Area = (Length x 5) / (Sizing Factor)

5-Wide Leachfield Length Sizing Factor	
Depth of Sewer Rock Beneath Perforated Pipe	System Sizing Factor
18 inches (1 ½ feet)	0.78
24 inches (2 feet)	0.70
30 inches (2 ½ feet)	0.64
36 inches (3 feet)	0.58
42 inches (3 ½ feet)	0.54
48 inches (4 feet)	0.50

Drawings:

New drawings will be coming with future revisions. The drawings in the 2016 OWSIM publication are still valid for conventional leach field areas and are included in Appendix C.

4.3.5 Deep Trench Leach Field

Deep trench soil absorption systems are deep excavations that have four feet or greater of distribution media depth.

Site Considerations:

- Suitable for sites with less than 25% slope
- Often the most preferred system when limiting conditions are not encountered.
- Cannot be used in areas where a sand liner is required
- Best in soils that are fine grained and somewhat cohesive such as silt and sandy silt soils
- If the infiltrative surface (sidewalls) has smearing (glazing) evident, an alternate strata should be used if possible. Otherwise, a soil test can be performed to determine the soils absorption ability.
- Trench systems allow for some flexibility to fit around obstacles

Construction Requirements:

- Width varies, typically bucket-width or 12 inches to 24 inches. 12-inch wide buckets may limit depth of excavation.
- Minimum depth of distribution medium measured from the spring line of the pipe is 4 feet and maximum is 12 feet
- Maximum trench length is 100 feet
- Leach field piping must be laid level
- For sloping sites, length of the trench must be along the contour of the slope
- Multiple trench systems can be installed to operate in parallel when connected with a solid header or distribution box
- Monitoring tube required at the end of each trench, or at each end when installed perpendicular to the disposal sewer pipe
- If the infiltrative surface areas have smearing (glazing) evident, the areas must be raked before the distribution medium is installed to prevent sealing the soil's infiltrative surface.

Sizing:

Deep trench soil absorption systems receive credit for the sidewall area along the length only. Absorption area is calculated by multiplying the length of the trench by the depth and multiplying by 2 for each sidewall.

Total Absorption Area = Length x Depth x 2 Sidewalls

Drawings:

New drawings will be coming with future revisions. The drawings in the 2016 OWSIM publication are still valid for conventional leach field areas and are included in Appendix C.

4.3.6 Seepage Pit

Seepage pits are large pit systems that have a perforated tank located in the middle. These are the most expensive, but seem to be the longest lasting, system.

Site Considerations:

- Suitable for sites with less than 10% slope
- Suitable for sites with percolation rates less than 30 minutes per inch.
- May be used in silt and weathered bedrock applications.
- Cannot be used in areas where a sand liner is required

Construction Requirements:

- The entire excavation must be filled with leach rock around the distribution tank
- Depth may not exceed more than 2 feet below bottom of leach tank; total depth may not exceed 8 feet
- If rectangular, longest dimension should be parallel to the slope contour
- Monitoring tube required as a solid pipe only attached to the top of the distribution tank
- When installing a system in a soil with sidewall smearing, the sidewalls must be scarified before the sewer rock is installed to prevent sealing the soil's infiltrative surface.

Sizing:

Seepage pit soil absorption systems receive credit for the sidewall area only. Absorption area is calculated by the total perimeter length and multiplying it by the depth.

Total Absorption Area = Perimeter x Depth

Perimeter of Seepage Pit

Rectangular shape: Perimeter = 2 x Width + 2 x Length

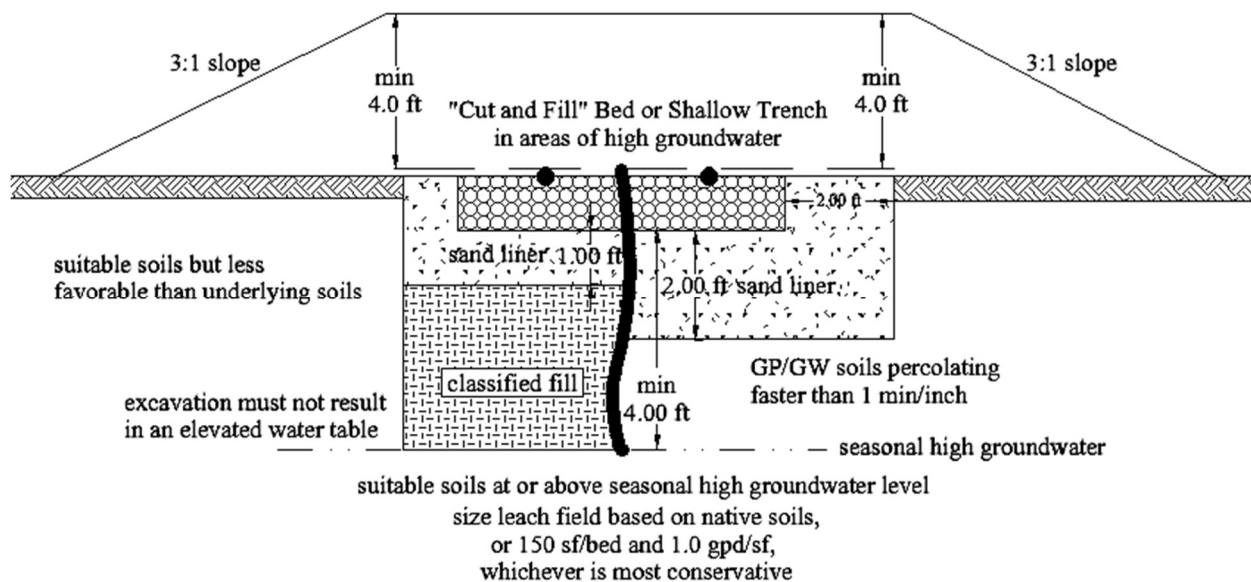
Square shape: Perimeter = Length x 4 side walls

Drawings:

New drawings will be coming with future revisions. The drawings in the 2016 OWSIM publication are still valid for conventional leach field areas and are included in Appendix C.

4.4 Cut and Fill Systems

Cut and fill systems are used on sites with shallow slowly permeable soils overlying more permeable soils such as gravels, sands, and sandy loams and where construction of a conventional leach field system below the tight soil horizons are not possible due to a limiting condition. Only a bed or shallow trench type leach field may be utilized for a cut and fill system. Sites that do not have a more permeable suitable native soil (example, the soil horizon to depth is all silts) are not suitable for a cut and fill system. The following figures show site conditions where a cut and fill system may be used. A system that requires a sand liner in GP or GW soils are a type of cut and fill system.



4.4.1 Replacement Leach Field in Same Location as Existing Leach Field

Replacement in same place systems are used on sites where the only suitable replacement location is in the same location as the operating system. Only a bed or shallow trench leach field are eligible for to be replaced in the same area. To install a new system in the same area as an existing system, the old distribution media and a minimum of two feet of soils below the bottom of the distribution

media must be removed and properly disposed. The excavation must be filled with a sand liner or classified fill to maintain vertical separation distances. A technique similar to the cut and fill system is typically used. No part of the failed leach field may be left in service. Systems replaced in the same area often do not last as long as the original system; an alternative engineered system solution including waivers or an advanced treatment unit may be a better solution.

5 ALTERNATIVE ONSITE WASTEWATER SYSTEMS

5.1 Permit and Operational Requirements

Alternative onsite wastewater systems installed without prior plan approval must be designed by a professional engineer to meet standard sanitary engineering practice and the publicly identified best management practices identified in this manual. In addition, the installation must be inspected by the design engineer, or a person under their responsible charge, at appropriate phases of construction to ensure the system is installed according to the design and to develop record documents required to be submitted to the Department. All existing components of a wastewater system must be verified to confirm they meet the standards in this manual and are still functional.

Wastewater systems that will not meet separation distance requirements in 18 AAC 72.100 and 18 AAC 72.620 must obtain a waiver approval prior to beginning construction. An alternative onsite wastewater system that discharges to surface waters (including wetlands and relatively permanent waters) must continue to obtain prior plan approval and an approval to operate in accordance with 18 AAC 72.615 and 18 AAC 72.200 – 290.

5.2 Restrictions

Alternative onsite wastewater systems that receive domestic wastewater, and include onsite disposal or storage only may be constructed, installed, or modified without prior plan review for systems serving

1. a private residence, multi-family dwelling, commercial facility, employee housing or other supporting infrastructure, or a combination of thereof where the total on lot design flow and total facility-wide design flow is 1500 gallons per day or less
2. temporary or mobile camps associated with mining or oil and gas exploration and development that do not discharge to WOTUS or otherwise require a permit issued by DEC (does not exempt from other agency permits that may be required)

Alternative onsite wastewater systems may consist of a wide variety of system designs from package plants to holding tanks. This manual is generally organized by type of wastewater system, disposal system, or component specific requirements. This manual is not intended to be a full substitute for engineering judgement and sanitary practices but rather provides some minimum acceptable standards and best management practices for alternative onsite wastewater systems.

5.3 Advanced Treatment Systems

A package plant or advanced treatment unit must have current certification from an accredited third-party testing organization such as NSF 40 or equivalent third-party accreditation; or shall

demonstrate the ability to meet secondary treatment requirements through a one-year monitoring and sampling plan showing the system can successfully treat wastewater under similar installations.

Wastewater must meet minimum treatment requirements of 18 AAC 72.050 prior to disposal. This manual covers disposal system options for advanced onsite wastewater systems only which, by definition, does not include disposal to surface waters. All systems that discharge to surface waters, including wetlands, are required to have plan approval under 18 AAC 72.615.

5.3.1 Disinfection

Disinfect is defined at 18 AAC 72.990(25). In general, it means fecal coliform is reduced to less than 200 cfu/100 mL.

Disinfection by UV light, chlorination, ozonation, or other process is required for all land surface discharges unless the Department approves the discharge without disinfection through plan review under 18 AAC 72.615.

Disinfection by UV light, ozonation, or other process is required for some increased application rates for soil absorption systems in the table presented in section 5.5.3. Soil absorption systems utilizing a two-foot sand liner or other suitable soils of a minimum four foot depth are presumed to provide the disinfection necessary prior to reaching the groundwater.

Disinfection as required for land surface discharges is also required for all leach field type systems that include collection and conveyance piping installed in or under the leach field area daylighting to the ground surface. In addition, fencing and signage is also required the same as other land surface discharges.

5.3.2 Nitrogen Removal

Additional content will be added in future revisions. Nitrogen removal may be required in areas where the nitrate level in the groundwater exceeds 10 mg/L or the wastewater disposal system is expected to increase nitrate levels in groundwater above 10 mg/L at the property boundary, at nearby surface water, or in any private or public water system. Nitrogen removal technology is also required to utilize the highest wastewater application rates presented in column three of the table for secondary treated wastewater.

5.4 Land Surface Disposal

Wastewater discharged to the ground surface must meet the secondary treatment standard defined at 18 AAC 72.990. For systems installed without plan approval, effluent discharged to the land surface must meet the disinfection standard and the land surface discharge area must be fenced, and a warning sign posted. The fencing and warning signs are not required for land surface discharges serving a private residence but are recommended.

Land surface discharges must meet horizontal separation distance requirements to surface water, and private and public water system sources. Consideration of lot size and proximity to neighboring properties must also be considered. All wastewater discharged to the land surface must remain within the property boundary.

While a land surface discharge is an option, visible wastewater is a quick way to raise alarm of uninformed neighbors and usually receives complaints more frequently or sooner than discharges to a soil absorption system. Wastewater observed creating a nuisance on adjacent properties is considered a failure of the system under 18 AAC 72.090.

5.5 Alternative Soil Absorption Systems

An alternative soil absorption system (SAS) is a type of soil disposal system that does not meet the requirements of a conventional soil absorption system. This includes systems that utilize additional treatment in order to use a higher application rate than a SAS that receives septic tank effluent.

5.5.1 Mound Systems

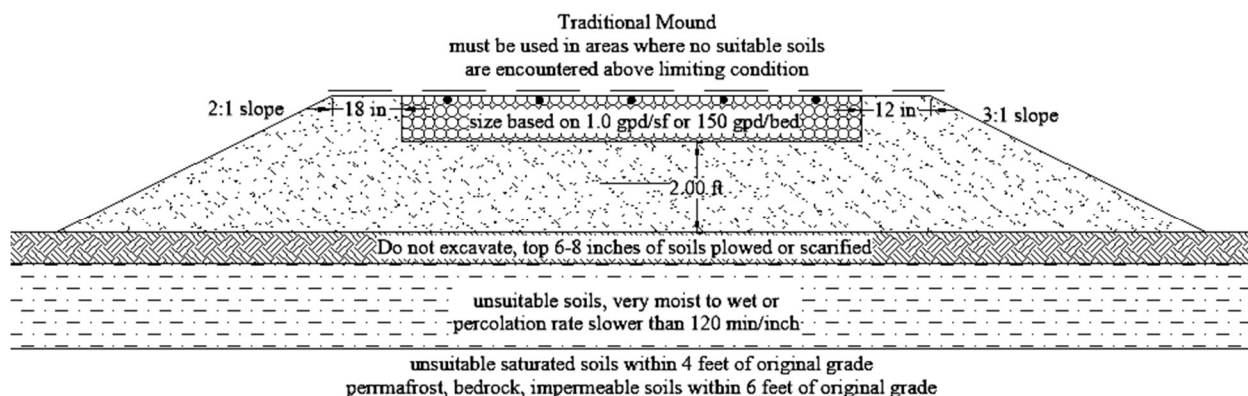
The content of this section will be improved in the future. The mound system guidance provided in either the Minnesota or Idaho technical guidance publications referenced at the beginning of this manual are excellent resources and are acceptable for topics not well covered in this section.

Mound type systems are a type of soil absorption system where the bottom of the distribution media must be located above original grade due to shallow limiting conditions or unsuitable soils. The distribution media depth in a mound must include 12-inches of fine leach rock, measured from the springline of the effluent distribution piping, or utilize manufactured media of equivalent depth.

All mound systems must include pressurized distribution of effluent to the distribution media. An engineer who utilizes elevation change to demonstrate pressure distribution, must still incorporate timed dose into the design with a minimum of 5 doses a day and maximum dose in any one hour period not exceeding 15% of the daily flow. The minimum calculated residual head at the furthest point of distribution should be at least 4 psi regardless if a pump or elevation change is used.

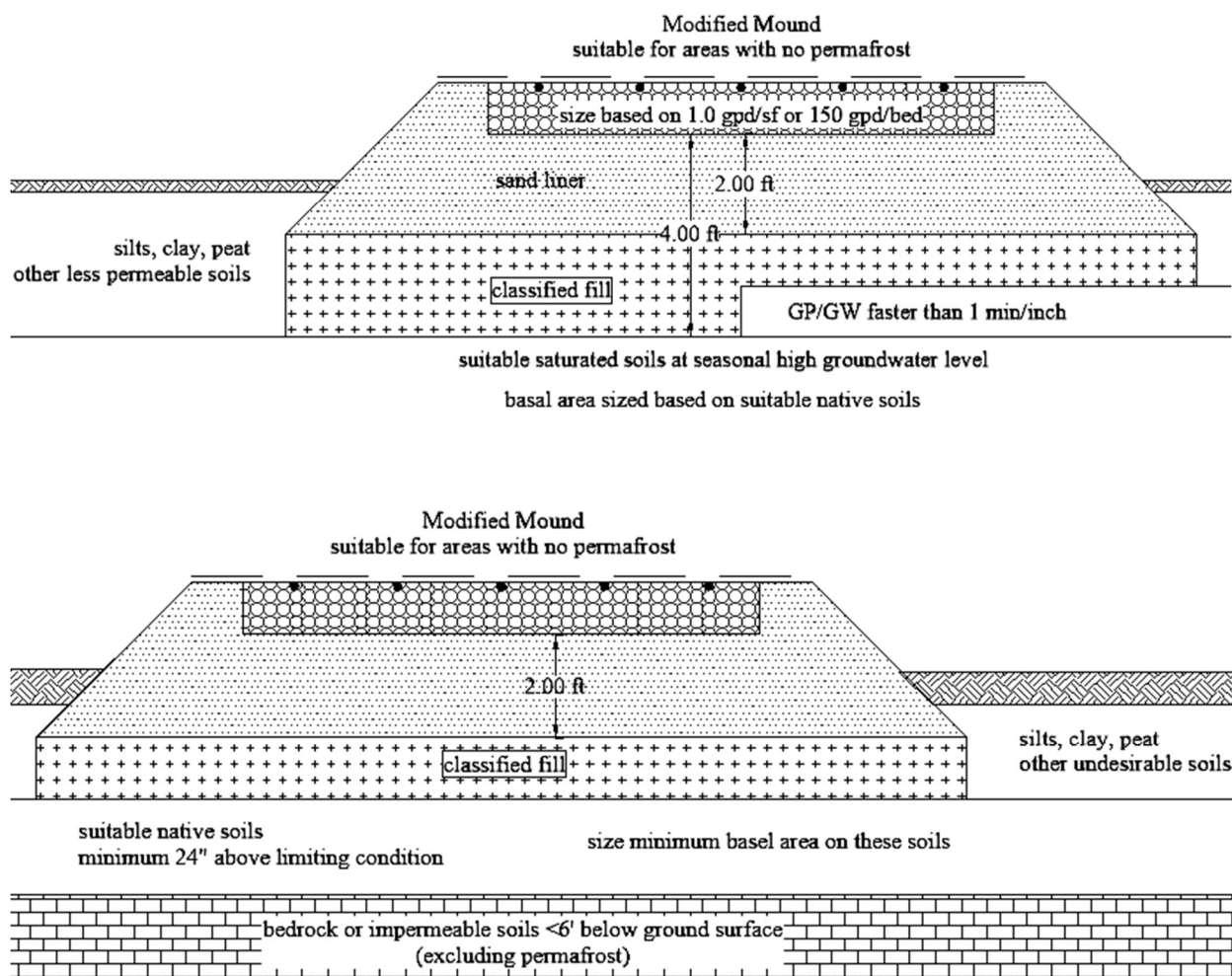
Traditional Mound

A traditional mound is the only type of alternative soil absorption system that is suitable for areas of shallow permafrost, wet slowly percolating soils, or otherwise where a modified mound is not suitable. The principal behind the traditional mound design does not rely on native soils for treatment; rather the sand liner is expected to provide sufficient treatment prior to reaching the original ground surface. Organic soils are left in place promote horizontal movement of the effluent away from the mound where effluent may not be otherwise be dispersed in the subsurface soils.



Modified Mound

Similar to a cut a fill system, a modified mound may only be used in areas where more suitable soils are located above or at a limiting condition. Below are two scenarios where a modified mound may be used. In the case of a modified mound in areas with high water tables, the bottom of the distribution media must be located at least 4 feet above the seasonal high water table. A modified mound is not allowed in shallow permafrost areas or very moist to wet soil conditions.



5.5.2 Pressure Distribution

All mounds require a pressure distribution using a pump. Timed dose is recommended.

Additional content will be added in future revisions. In the meantime, the pressure distribution guidance published by Washington State Department of Health should be utilized.

5.5.3 Increased Application Rates for Soil Absorption Systems

A soil absorption receiving secondary treated wastewater may utilize the application rates in the below table; additional components and treatment is necessary to apply the higher application rates.

Overflow conveyance piping to the land surface that have the potential to bypass or short circuit soil treatment are not allowed without disinfection (ex. UV).

Secondary treatment is defined at 18 AAC 72.990(79). In general, it means advanced treatment that produces effluent with less than 30 mg/L of BOD and TSS.

Disinfect is defined at 18 AAC 72.990(25). In general, it means fecal coliform is reduced to less than 200 cfu/100 mL. Soil absorption systems utilizing sand liners and/or suitable soils above a limiting condition are presumed to provide physical disinfection necessary to meet the 18 AAC 70 Water Quality standard of 1 cfu/mL for groundwater.

Wastewater Application Rates for soil absorption systems receiving effluent meeting secondary treatment standards				
Percolation Rate^a (minutes/inch)	Soil Texture (Unified Soil Classification)	with gravity distribution	with timed dose or pressurized distribution	with timed dose or pressurized distribution and nitrogen removal
Faster than 1	Gravel (GW/GP)	Not Suitable	Not Suitable ^b	Not Suitable ^b
1 – 5	Gravel (GW/GP)	1.8	2.0	3.0
1 – 15	Medium to coarse sand (SW/SP)	1.5	1.8	2.8
6 – 15	Fine sand or loamy sand (SP-SM)	1.2	1.5	2.5
16 – 30	Sandy loam, silty gravel (GM), silty sand (SM)	0.9	1.2	2.0
31 – 60	Loam, silt loam, silt (ML)	0.5	0.8	1.0
61 – 90	Silty clay loam, clay loam ^c	0.3	0.4	0.5
91 – 120 ^d	Any soil texture ^c	Not Suitable ^d	0.15	0.25
a. Percolation tests must be performed in accordance with either a method publicly identified by EPA or the department as acceptable. The application rate must be based on either the percolation test or soil texture/classification, whichever is the most conservative. b. Soils classified as gravel (GW or GP) for which a percolation test has not been conducted or a percolation test result is faster than one minute per inch may still be used if a shallow trench or bed system is installed with a two-foot sand liner below the distribution media and the application rates listed for SW/SP is used; sand must meet the specifications publicly identified by the department; the department may waive the sand liner requirement in a manner set out in 18 AAC 72.540 or disinfection must be included as part of the treatment prior to discharge to the leach field; for treatment that includes disinfection (ex. UV) the application rates listed for gravel (GW/GP) may be used. c. Soils with expandable clays or soil types not listed in this table require an engineer design and prior department approval. d. Soils with percolation rates slower than 90 min/inch require prior department approval; soils with percolation rates slower than 120 minutes per inch are considered impermeable.				

5.6 Graywater Systems

The OWS TRC is preparing content to greatly improve on this section and expects that it will be available by the next publication date anticipated in May, 2024. Wastewater that does not contain waste from a toilet is known as graywater. Graywater from sinks, showers, laundry, kitchen, bath, or other domestic source must still receive treatment before being discharged to the environment.

Additional information on best practices for the use and installation of graywater only systems will be included in future revisions of this manual. In the meantime, graywater system guidance provided in either the Minnesota or Idaho technical guidance publications referenced at the beginning of this manual are excellent resources and are acceptable.

5.7 Holding Tanks

A holding tank is a watertight tank used for the temporary storage of wastewater. Holding tanks that receive only non-waterborne human urine or excrement is defined as a vault privy. All holding tanks must be pumped regularly and the contents disposed at a facility approved to receive septage. Except for holding tanks serving facilities listed in Section 5.2, holding tanks shall conform to the requirements listed in 18 AAC 72.615(d) and receive plan approval prior to construction.

Holding tanks receiving waterborne waste should generally be avoided for year-round residential dwellings and are discouraged unless there are no other practicable alternatives. The exception to this might be a community operated pump and haul system. The registration of a holding tank installed without plan approval must include the location of septage disposal and information justifying a holding tank as the most practicable and feasible wastewater system for the facility operations and site conditions.

This section does not apply to marine sanitation devices or tanks contained in a mobile food unit permitted under 18 AAC 31. This section also does not apply to holding tanks contained wholly within an occupied building where any spills or leaks would be contained within the building. For holding tanks receiving non-waterborne human waste only, refer to the vault privy section for minimum standards.

5.7.1 Minimum Storage Capacity

Calculations for holding tanks and daily flow for the facility must be submitted, providing a base minimum of two days' storage capacity, or greater if the department identifies it as necessary. Holding tanks serving residential dwellings must be sized the same as required for a septic tank.

If water is supplied by a water holding tank, the wastewater holding tank should be sized at 110% of the water holding tank volume. If water is supplied from a private well or public water system, a year-round residential dwelling unit may not use a wastewater holding tank unless the tank is maintained by a community operated pump and haul program.

5.7.2 Overflow Prevention

All holding tanks receiving waterborne waste must be equipped with an audible and visual high-water alarm. It is strongly recommended a double alarm system be used to provide an early alert to the occupants of the need to schedule pumping and to minimize water use.

For a single alarm system, the float must be set to alarm at no more than 80% to 85% of the storage capacity or at a volume equaling at least 2 days of storage capacity at an assumed reduced water usage rate of 25% of the design flow. For a double alarm system, the first alarm should be set at 80% to 85% and the second alarm set at 90% to 95% of the storage capacity. Depending on the location of the property and availability of pumpers, the high-water alarm(s) may need to give occupants more advanced warning prior to the tank nearing maximum capacity.

5.7.3 Mobile or Temporary Work Camps

Mobile or temporary work camps that are served by holding tanks located within a mobile module may be registered and do not require prior plan approval.

Additional content will be added in future revisions. In the meantime, standard designs that have regularly been approved by the Department for mobile holding tank modules serving camps associated with Oil and Gas are acceptable for registration.

5.8 Vault Privy

A vault privy is a watertight vessel that receives only human waste with no addition of water. Vault privies will typically be used at public facilities with a high amount of traffic and the use of an onsite wastewater disposal system is not practical due to the lack of a pressurized water system or electricity. The vault should be easily accessible for pumping and maintenance. Private residences should use a pit privy if site conditions allow minimum separation distances to be met.

Vault privies must be designed by a registered engineer. The vault must be protected from the introduction of atmospheric water by a shelter located over the vault opening. A commercially available design should be used. A vault privy must meet the same separation distances as a holding tank but is not required to have a high-water alarm. If the bottom of the vault is set in the seasonal groundwater table, buoyancy protection and calculations must be provided.

A responsible party must be identified that will ensure pumping the vault will occur and contents are disposed at an approved wastewater treatment system.

Appendices

Appendix A – Formula's and Examples

All of the formulas and examples in this Appendix are based on minimum requirements. In scenarios where numbers must be rounded, they are to be rounded up to be conservative (e.g., above the minimum requirements).

Wastewater Flows and Application Rate Formula's

Residential:

Total Absorption Area Required may be calculated from the number of bedrooms or from the total wastewater flow

Total Wastewater Flow = Number of bedrooms x 150 gpd/bedroom

Total Absorption Area Required = Number of bedrooms x Application rate in sf/bedroom

Commercial:

Peak Wastewater Flow = Number of Units x Flow in gpd/unit

Total Absorption Area Required = Peak Wastewater Flow / Application rate in gpd/sf

Leach Field Formula's

Bed: *credit for bottom area only*

Total Absorption Area Required / Bed Width = Total Bed Length Required

Common bed widths are, 12', 18', and 24'

E.g., 18ft width x 25ft length = 450 sqft

Shallow Trench: *credit for bottom area only*

Total Absorption Area Required / Trench Width = Total Trench Length Required

E.g., 5ft width x 60ft length = 300 sqft

5-Wide: *credit for percentage of side walls and bottom area*

(Total Absorption Area Required / 5) x Sizing Factor of Depth of Sewer Rock = Total Trench Length Required

E.g., (450 sqft required / 5ft width) x 0.70 (RF for sewer rock depth of 2ft) = 63ft length

Deep Trench: *credit for side wall area only*

Total Absorption Area Required / (2 Sidewalls x Depth of Sewer Rock) = Total Trench Length Required

E.g., (6ft depth x 2 sidewalls) x 62.5ft length = 750 sqft

Seepage Pit: *credit for side wall area only*

Total Absorption Area Required / Depth of Sewer Rock = Total Perimeter Required

Total Perimeter / 4 = Length of each

This calculation assumes a pit with four equal sides or a square. For rectangular seepage pits, the length of each section must add up to be the total perimeter.

E.g., 6ft depth x 25ft length x 4 sidewalls = 600sqft

Example scenarios for conventional soil absorption systems:***Scenario 1*****Site Evaluation:**

A client has a 4-bedroom single-family home at a location which is suspected to have a high seasonal high groundwater table which fluctuates throughout the year.

In August, a 13-foot-deep test hole is dug within 25 feet of the proposed system reveals silty sand (SM) soils with a groundwater table at 11 feet below the ground surface. A percolation test was performed at 4 ½ feet which resulted in a percolation rate of 10 minutes per inch.

The application rate determined from section 4.3.1 of this manual is determined to be 250 sf/bedroom as it is the most conservative rate based on the observed soil texture (SM) and percolation rate.

Since the testhole was dug in August on a relatively normal precipitation year, it is decided to research surrounding onsite systems and discuss the location with Department staff. It is then concluded that August is not the time of year that represents the seasonal high ground water table.

Adjusting 2 feet to the encountered groundwater table places the seasonal high groundwater table at 9 feet below the ground surface. The bottom of the sewer rock then must be placed at 5 feet or higher to maintain the required 4 foot vertical separation distance to the seasonal high groundwater table.

With the above information, you determine that a shallow trench or bed leach fields are the most appropriate systems to be installed on this property.

Leach Field Calculations:

Total Absorption Area Required

4 bedrooms x 250 sf/bedroom = 1000 sf required

Potential leach field sizes:

Bed:

1000 sf / 18 ft-wide = 55.55 ft length required, round up to 56 ft or an 18 ft-wide by 56 ft-length bed

1000 sf / 24 ft-wide = 41.67 ft length required, round up to 42 ft, or a 24 ft-wide by 56 ft-length bed

Shallow Trench:

1000 sf / 5 ft-wide = 200 ft length required, use 2 parallel 100 ft-length by 5 ft-wide shallow trenches or 3 parallel 67 ft-length by 5 ft-wide

Scenario 2**Site Evaluation:**

A property owner has a 2-bedroom single-family home and a 1-bedroom cabin on a moderately sloped lot. A discussion with the owner determines that the site meets the definition of a private residence. In the area of the proposed soil absorption area, the slope is estimated at 15% and there is no slope exceeding 25% within 50 feet of the leach field.

A 16-foot-deep test hole, the maximum reach of the excavator, is dug within 25 feet of the proposed system reveals a predominantly coarse sand with a minimal amount of gravel is encountered. No groundwater or impermeable soils were encountered. The gravel is estimated by weight to be 20% of the total soil encountered. The USCS classification is then determined to be poorly graded sand with gravel or SP.

The application rate determined from section 4.3.1 of this manual is determined to be 150 sf/bedroom.

Since the excavator could only dig to 16 feet and to ensure the vertical separation distances to groundwater and impermeable soils, the bottom of the sewer rock then must be placed at 10 feet below ground surface to maintain the required 6-foot vertical separation distance to impermeable soils.

With the above information, you determine that a deep trench or 5-wide are the most appropriate systems to be installed on this property. A shallow trench may also be used.

Leach Field Calculations:

Total Absorption Area Required

3 bedrooms x 150 sf/bedroom = 450 sf required

Potential leach field sizes:

Deep Trench:

$450 \text{ sf} / (6 \text{ ft-deep} \times 2 \text{ sidewalls}) = 37.5 \text{ ft length required, round up to 38 ft or a 38 ft-length by 6 ft-deep deep trench}$

$450 \text{ sf} / (5 \text{ ft-deep} \times 2 \text{ sidewalls}) = 45 \text{ ft length required, or a 45 ft-length by 5 ft-deep deep trench}$

$450 \text{ sf} / (4 \text{ ft-deep} \times 2 \text{ sidewalls}) = 56.25 \text{ ft length required, round up to 57 or a 57 ft-length by 4 ft-deep deep trench}$

5-wide:

$450 \text{ sf} / 5 \text{ ft-wide} = 90 \text{ ft length required prior to multiplying the system sizing factor}$

$90 \text{ ft-length} \times 0.50 \text{ (sizing factor for 4 ft depth of sewer rock)} = 45 \text{ ft length required, or a 45 ft-length by 5 ft-wide by 4 ft deep 5-wide}$

$90 \text{ ft-length} \times 0.58 \text{ (sizing factor for 3 ft depth of sewer rock)} = 52.2 \text{ ft length required, round up to 53 feet or a 53 ft-length by 5 ft-wide by 3 ft deep 5-wide}$

$90 \text{ ft-length} \times 0.78 \text{ (sizing factor for 18 inches depth of sewer rock)} = 70.2 \text{ ft length required, round up to 71 feet or a 71 ft-length by 5 ft-wide by 18 inches deep 5-wide}$

Scenario 3**Site Evaluation:**

A coffee cart business desires to upgrade from holding tanks to an onsite wastewater disposal system and a well. The property is 5 acres with a large driveway with multiple entrances to accommodate vehicle access. The lot is relatively level with no surface conditions that could affect the system location on the initial investigation. The business owner would prefer the leach field to be a seepage pit if possible.

Multiple potential test hole locations are identified in the initial planning stage. Locations are identified to keep the septic tank and leach field out of the driveway, the sewer line 100 feet away from the proposed well, and the septic tank / leach field 200 feet away from the proposed well. The business owner is referred to the Department's Drinking Water program for a water system classification.

A 16-foot-deep test hole is dug within 25 feet of the proposed system reveals 3 feet of organic silt (OL), 4 feet of fine sand (SP-SM), and 9 feet of silty gravel (GM). No groundwater or impermeable soils were encountered. Percolation tests were performed at 5 feet below ground surface in the fine sand layer resulting in a percolation rate of 6 minutes per inch and at 8 feet below ground surface in the silty gravel resulting in a percolation rate of 22.5 minutes per inch.

The application rate determined from section 4.3.1 of this manual is determined to be 0.80 gpd/sf in the SP-SM layer and 0.60 gpd/sf in the GM layer. Because the system selected utilizes multiple soil horizons with varying application rates, the most conservative application rate of the varying soil horizons is 0.60 gpd/sf.

Since the test hole depth is 16 feet deep and to ensure the vertical separation distances to groundwater and impermeable soils, the bottom of the sewer rock then must be placed no deeper than 10 feet below ground surface to maintain the required 6 foot vertical separation distance to impermeable soils.

With the above information, you determine that a seepage pit may be installed on this property as requested by the owner. All other system types may also be used.

Leach Field Calculations:

Total Absorption Area Required

1 Coffee Cart x 150 gpd/unit = 150 gpd

150 gpd / 0.60 gpd/sf = 250 sf required

Potential leach field sizes:

Seepage Pit:

250 sf / 6 ft-deep = 41.67 ft perimeter required, use 42 ft

42 ft / 4 sides = 10.5 ft per side, use 11 ft, or a 6 ft-deep 11x11ft seepage pit

Appendix B - Guidelines for pit privy design, operation and closure

Decide where to locate the pit

- Find a site where the groundwater table is deep enough to ensure the four foot minimum vertical separation between the bottom of the pit and the groundwater.
- Locate the pit privy in area where the water will drain away from pit
- A pit privy shall not be installed in an area that is subject to flooding.
- Pit privies meeting the below requirements are not required to be approved by or registered with the Department. Check with local government for additional restrictions or requirements.
- The pit privy must meet the following minimum separation distances (setbacks).

Pit Privy Minimum Required Separation Distances Measured Horizontally or Vertically	
Distance in Feet	Separation Distance to
100 feet	Surface water, wetlands, sloughs, swamps and from any potable water system that is not a public water system
200 feet	Any water source used to supply a public water system serving at least 25 people for more than 60 days
6 feet	From the edge of the pit privy to any other soil absorption field
4 feet	The distance between the bottom of the pit privy and seasonal high groundwater table

If you cannot meet these setback requirements, contact the local DEC office. You may be required to provide site-specific information that documents your properties particular circumstance, or you may not be eligible to install a pit privy at your property.

Dig the pit

- Dig a pit deep enough to provide capacity for the amount of waste anticipated. When sizing the pit, include the estimated amount of ash from burnable solid waste if you intend to dispose of the ash in the pit privy.
- As noted above, dig the pit so that the bottom of the pit is at least four feet above the groundwater table to prevent flooding of the pit and provide adequate treatment of the waste.
- Construct the pit to prevent cave-ins. If necessary, cribbing can be used to shore up the sides of the pit. Cribbing should fit firmly against the earthen walls on all sides. Cribbing should descend the full depth of the pit and rise flush with the ground level. Use only untreated lumber for the cribbing.
- Construct the pit so water drains away from the opening and not into the pit. Use the excavated soil to berm up around the pit.

Construct the privy

- There need not be a “house” associated with a pit privy as long as the opening of the pit is protected from rain and snow. This prevents the pit from filling with extra liquids.

- There must be a covering over the pit that prevents insects and vermin (voles, shrews, etc.) from entering the pit. A bench must be constructed over the pit that has a closing lid. If you use a commercial toilet seat, remove the knobs from the underside of the seat and seal the toilet seat to the bench.
- Use durable and cleanable materials. Painted or stained wood surfaces are acceptable.
- If you construct a structure that includes ventilation, screening with openings no greater than 1/16 inch should be used to cover the vent opening.
- Ensure that all possible accesses into the pit are sealed to prevent small insects from entering the pit.

Operate the pit properly

- Use lime to control odors. Apply as frequently as needed.
- Use extreme caution when working with strong disinfectants such as lime. Be careful to not spill the lime or allow it to remain on the seat of the privy. Lime will cause chemical burns to the skin.
- Do not dump graywater, garbage, oil, hazardous substances, toxic waste, or un-burned solid waste into a pit privy.
- Ash from burnable solid waste can be dumped into a pit privy.
- If the privy is used yearly, but closed seasonally, apply lime to the pit prior to the seasonal closure. Additionally, secure the pit against rain, snow and vermin. For example, if a toilet seat is used it should be removed and the hole covered with a board secured to the bench with nails or screws. A tarp may be needed over the bench to further guard against snow and rain filling the pit.
- A pit privy must be closed when it fills to within two feet of the ground surface. See Step five for instructions on abandoning a pit privy.

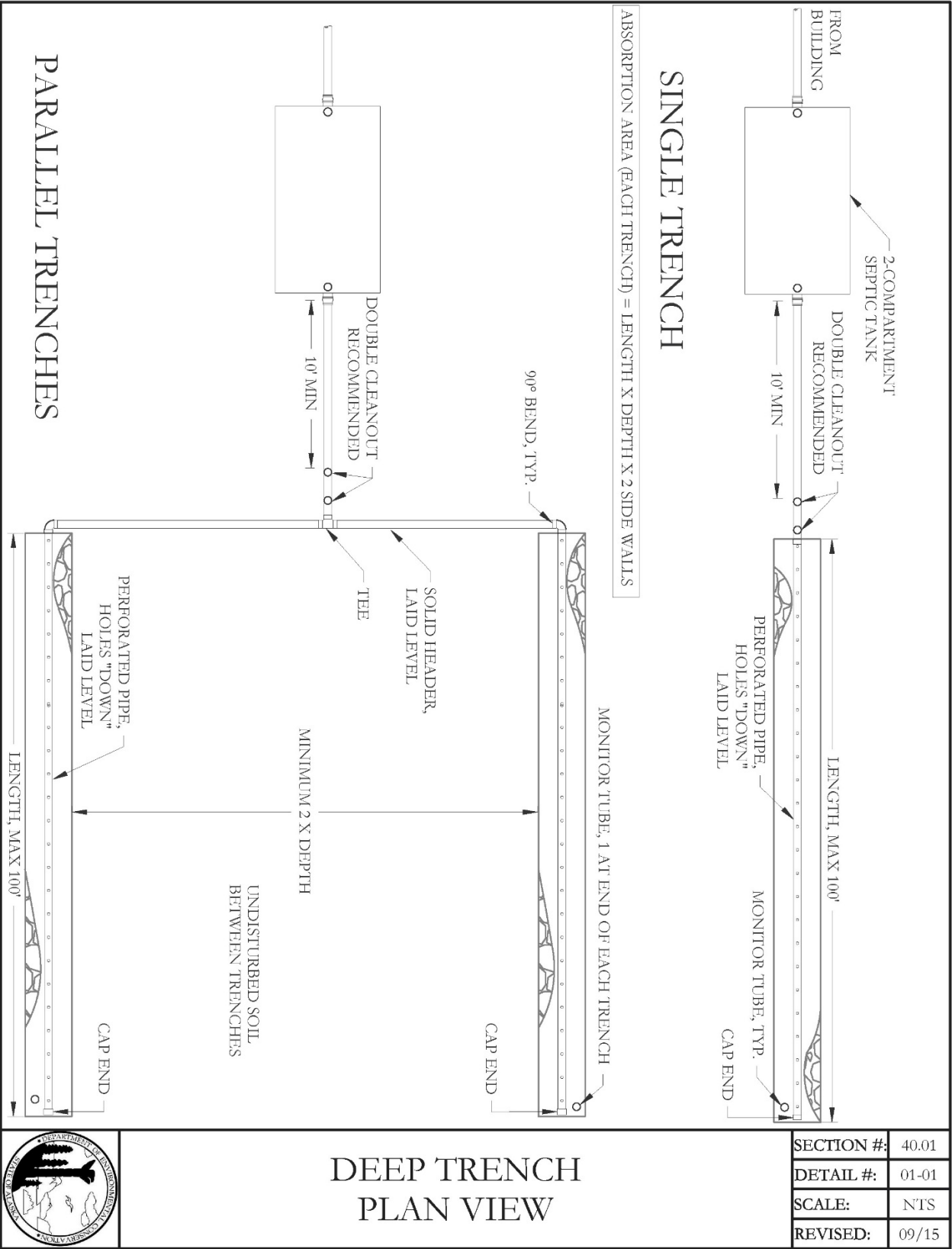
Abandon the pit privy properly when solids are within two feet of the ground level or when use of the pit privy is permanently discontinued

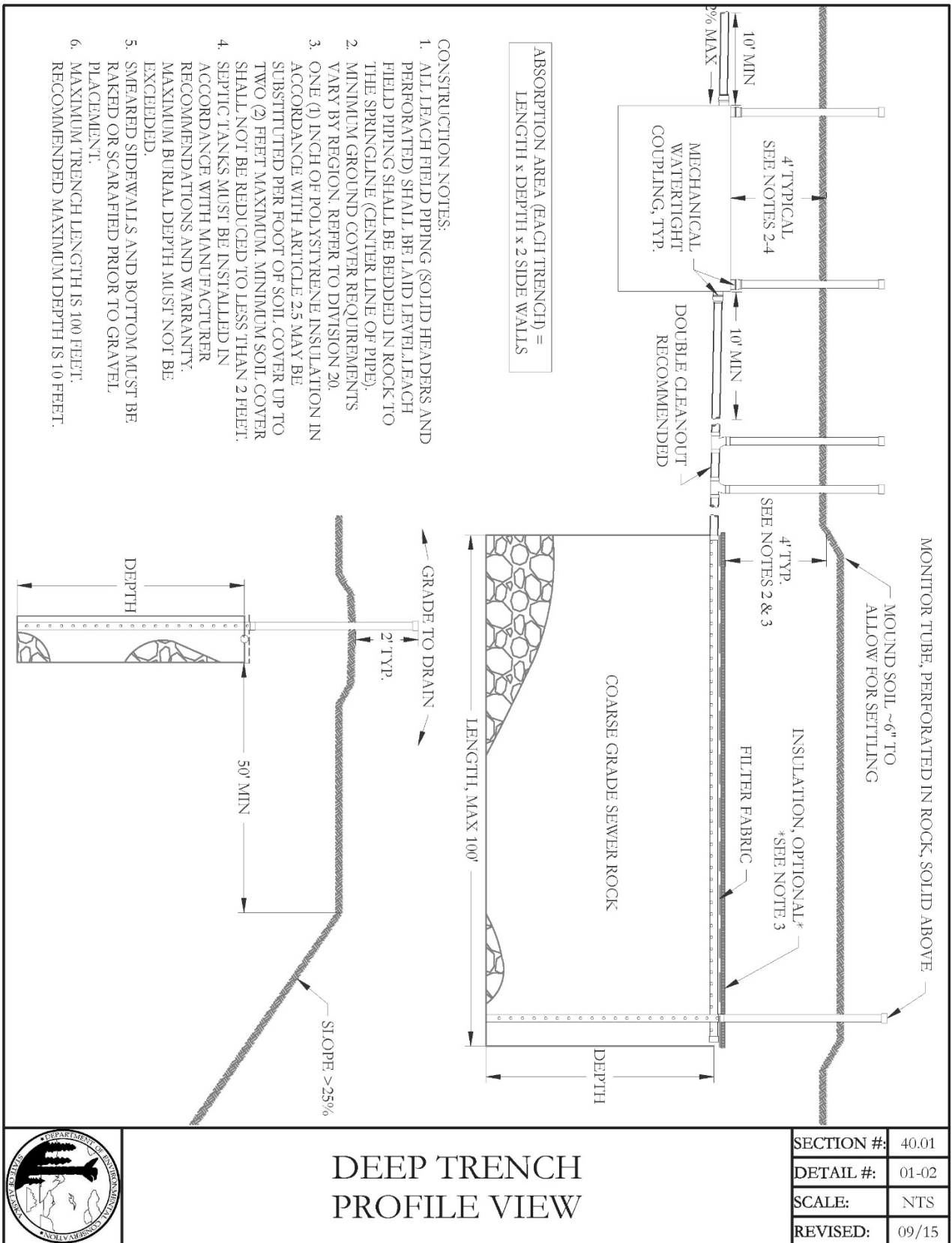
- Remove any structure erected over the pit.
- Apply lime to the pit.
- Cover with a minimum of two feet of compacted soil. More cover may be needed to adequately cover the pit.
- Contour the soil so there is a mound that will ensure drainage away from the pit and to allow settling of the soil.
- Mark the pit location so that future owners avoid digging a new pit into a previously abandoned pit.

Appendix C – Conventional Onsite System Drawings

These drawings are from the 2016 Onsite Wastewater System Installation Manual. These drawing for conventional leach fields are still mostly valid and are to be used for reference until new drawings are incorporated in this manual.

Article 1.2 Standard Drawings for Deep Trench Systems

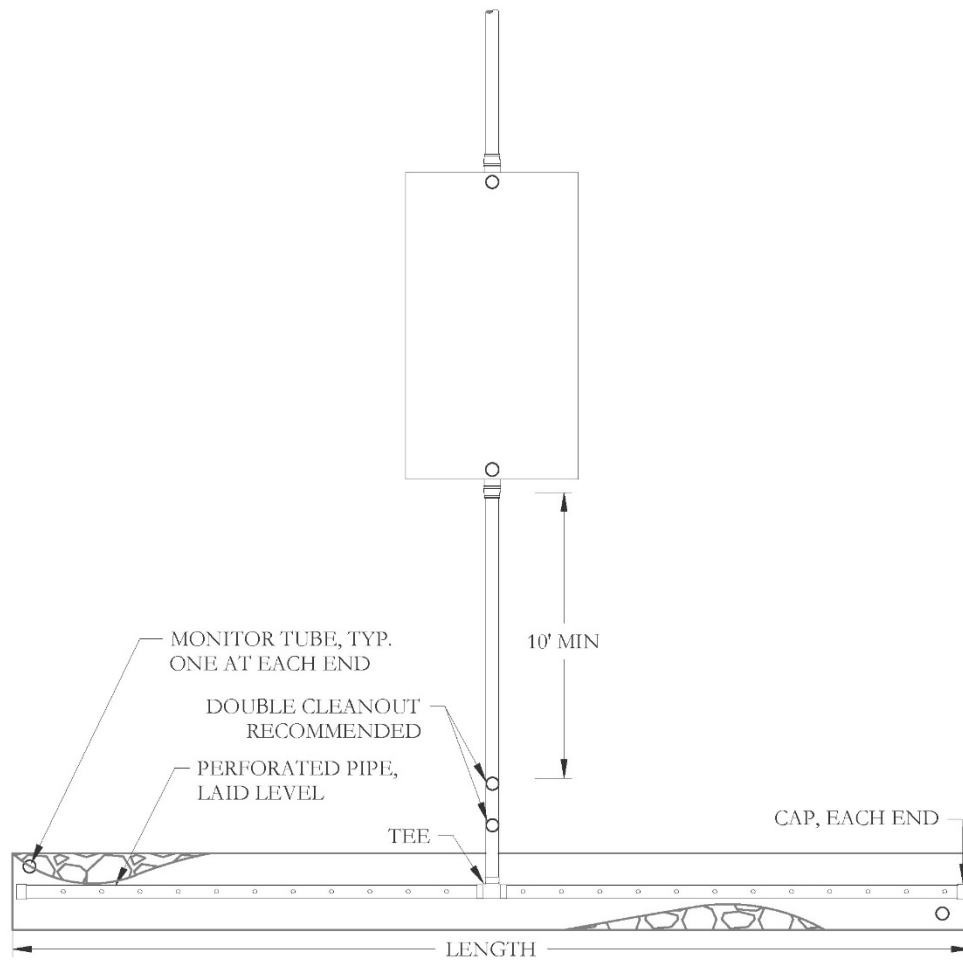




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REVISED:	09/15

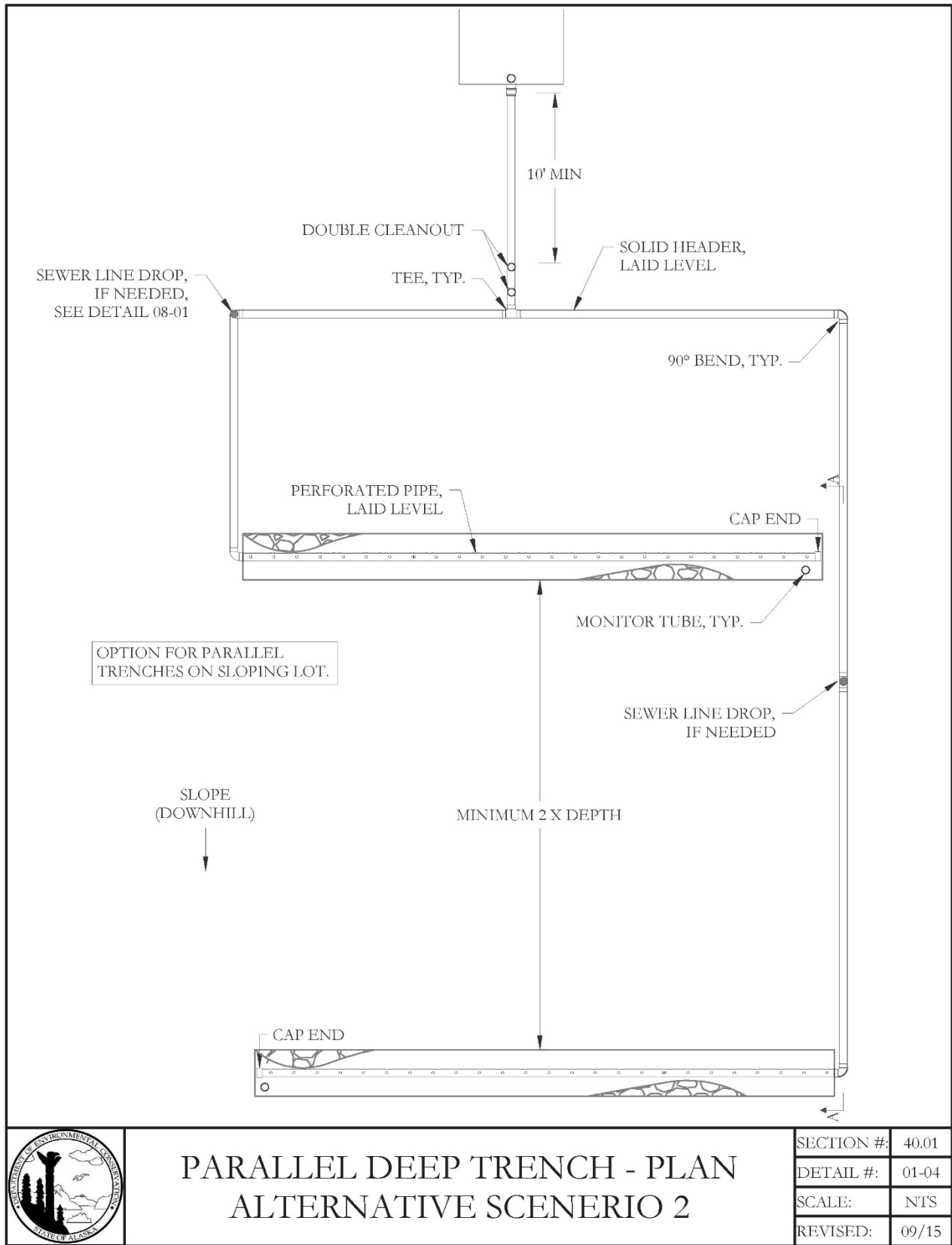
DEEP TRENCH PROFILE VIEW





DEEP TRENCH ALTERNATIVE SCENERIO 1

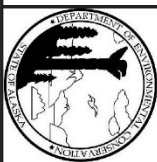
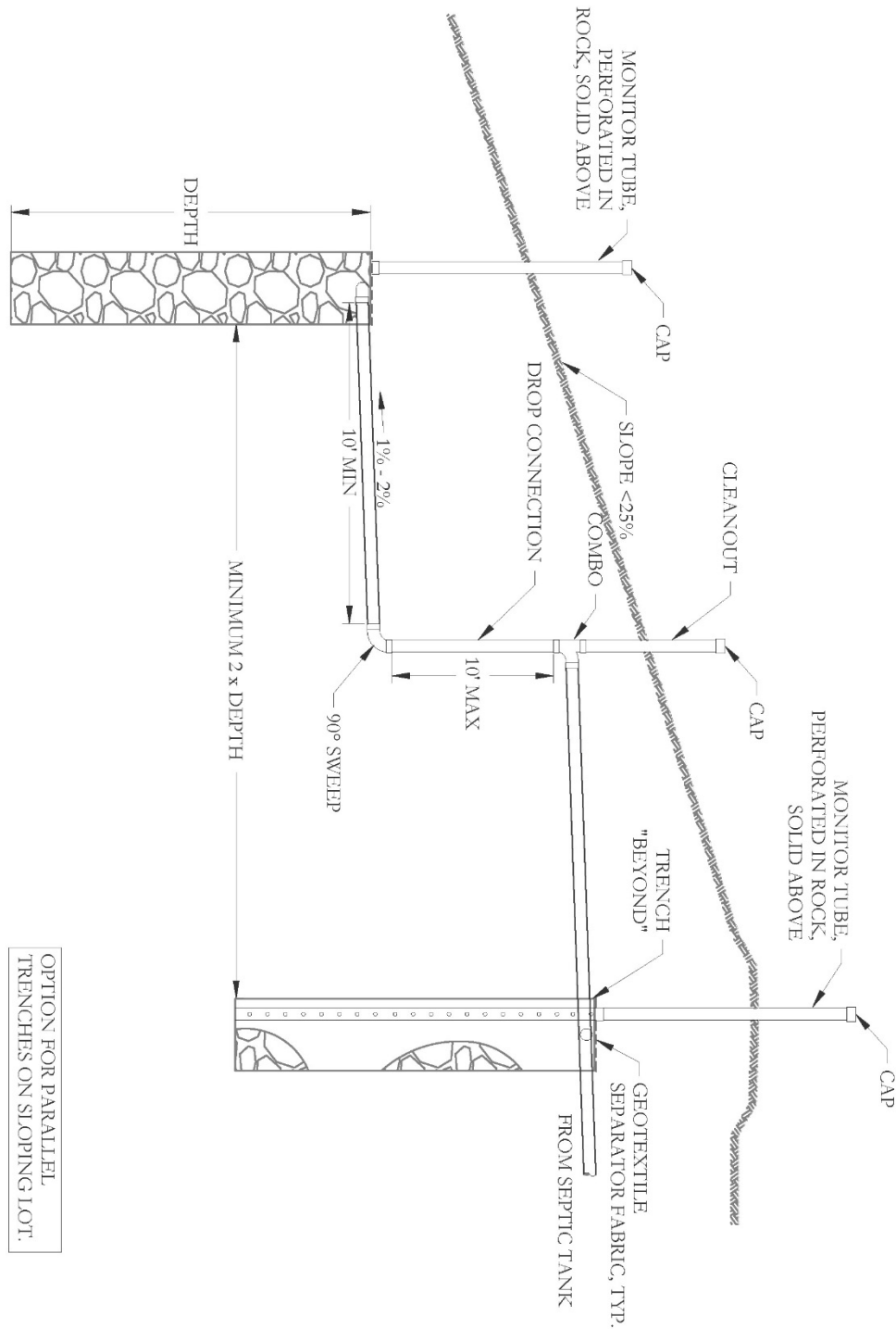
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DETAIL #:	01-03
SCALE:	N'TS
REVISED:	09/15



PARALLEL DEEP TRENCH - PLAN ALTERNATIVE SCENERIO 2



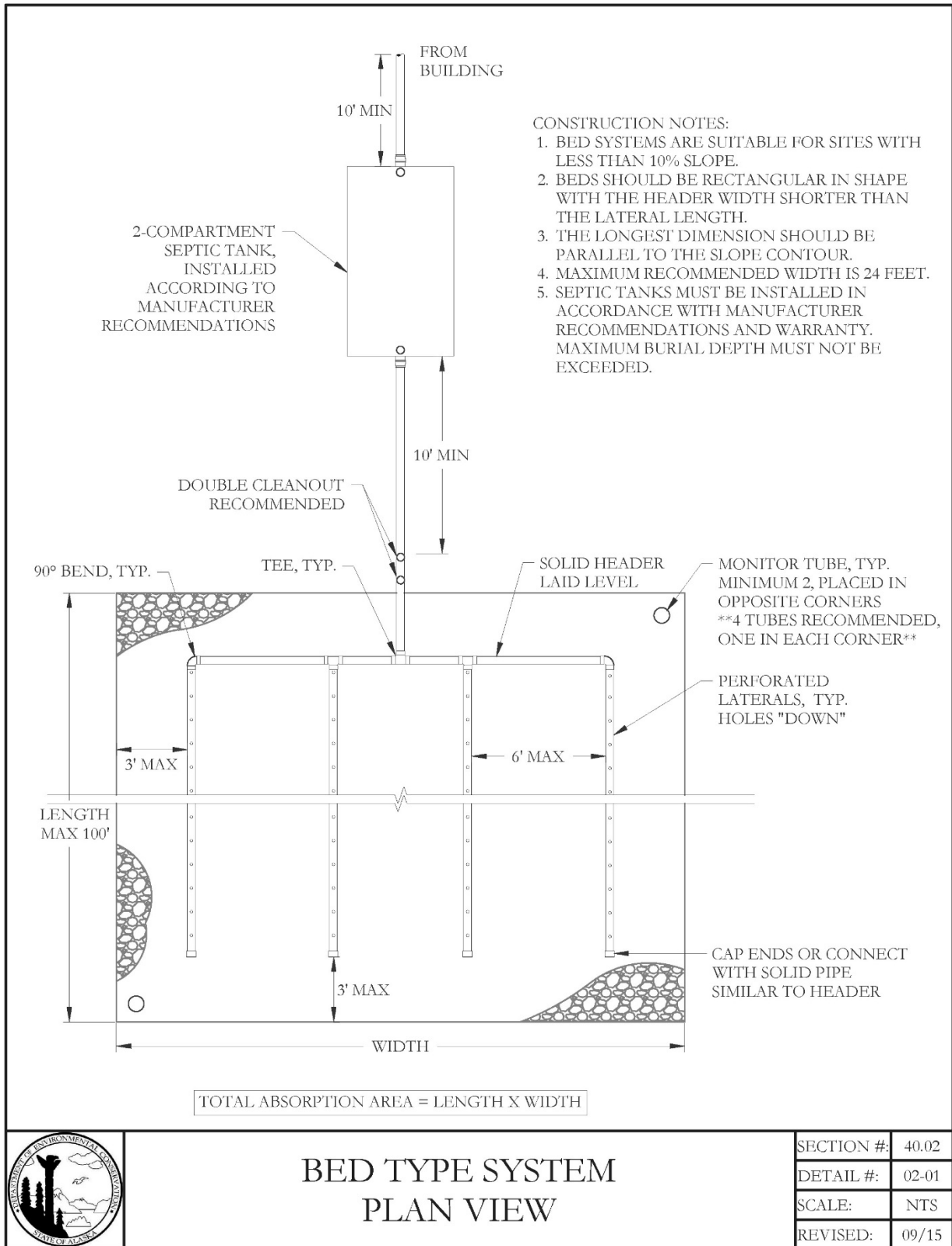
SECTION A-A

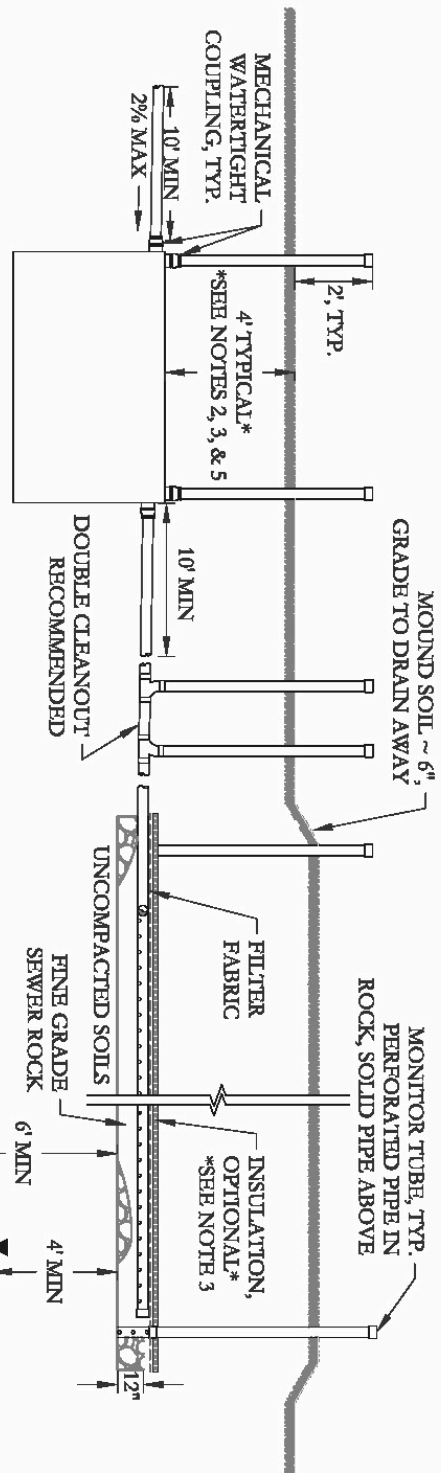


PARALLEL DEEP TRENCH - PROFILE ALTERNATIVE SCENARIO 2

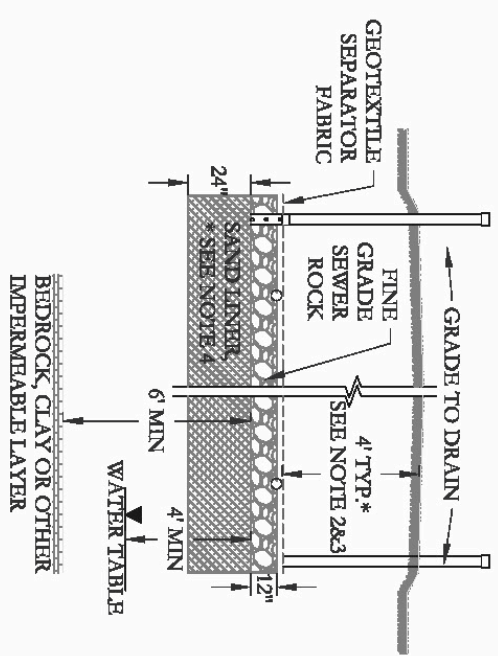
SECTION #:	40.01
DETAIL #:	01-05
SCALE:	NTS
REVISED:	09/15

Article 2.2 Standard Drawings for Bed Type Systems



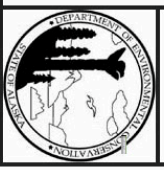


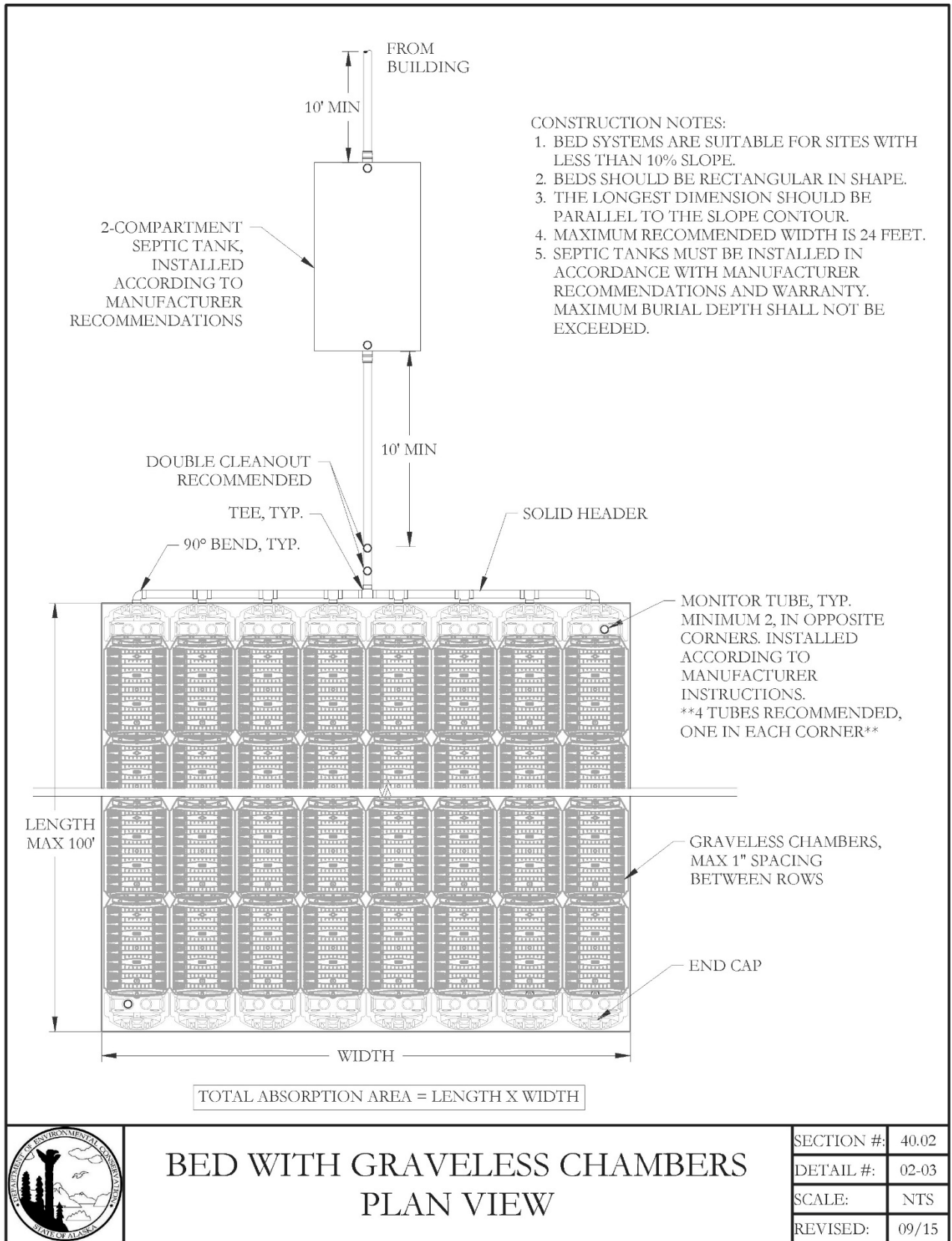
- CONSTRUCTION NOTES:
1. ALL LEACH FIELD PIPING (SOLID AND PERFORATED) SHALL BE LAID LEVEL AND BEDDED IN ROCK TO THE SPRINGLINE (CENTER LINE OF PIPE). MINIMUM 12 INCHES OF ROCK MUST BE PLACED BELOW SPRINGLINE.
 2. MINIMUM GROUND COVER REQUIREMENTS VARY BY REGIONS. REFER TO DIVISION 20.
 3. ONE (1) INCH OF POLYSTYRENE INSULATION MAY BE SUBSTITUTED PER FOOT OF SOIL COVER UP TO TWO (2) FEET MAXIMUM. MINIMUM SOIL COVER SHALL NOT BE REDUCED TO LESS THAN TWO (2) FEET.
 4. SAND LINER, MEETING THE GRADATION SPECIFICATION IN ARTICLE 3.18, REQUIRED IF GRAVEL SOILS PERCOLATE FASTER THAN 1 MIN/INCH.
 5. SEPTIC TANKS MUST BE INSTALLED IN ACCORDANCE WITH MANUFACTURER RECOMMENDATIONS AND WARRANTY. MAXIMUM BURIAL DEPTH MUST NOT BE EXCEEDED.



BED TYPE SYSTEM PROFILE VIEW

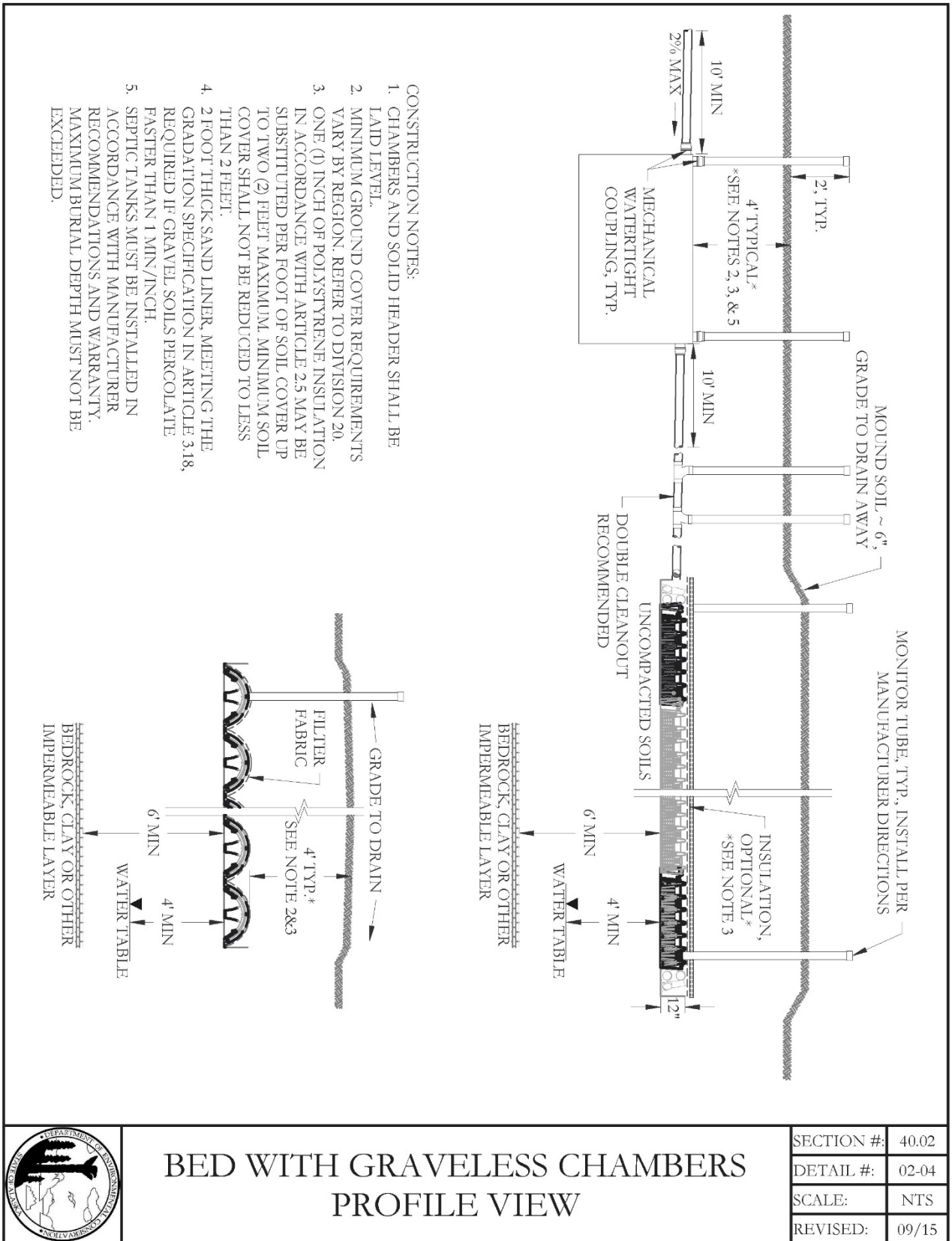
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REVISED:	09/15



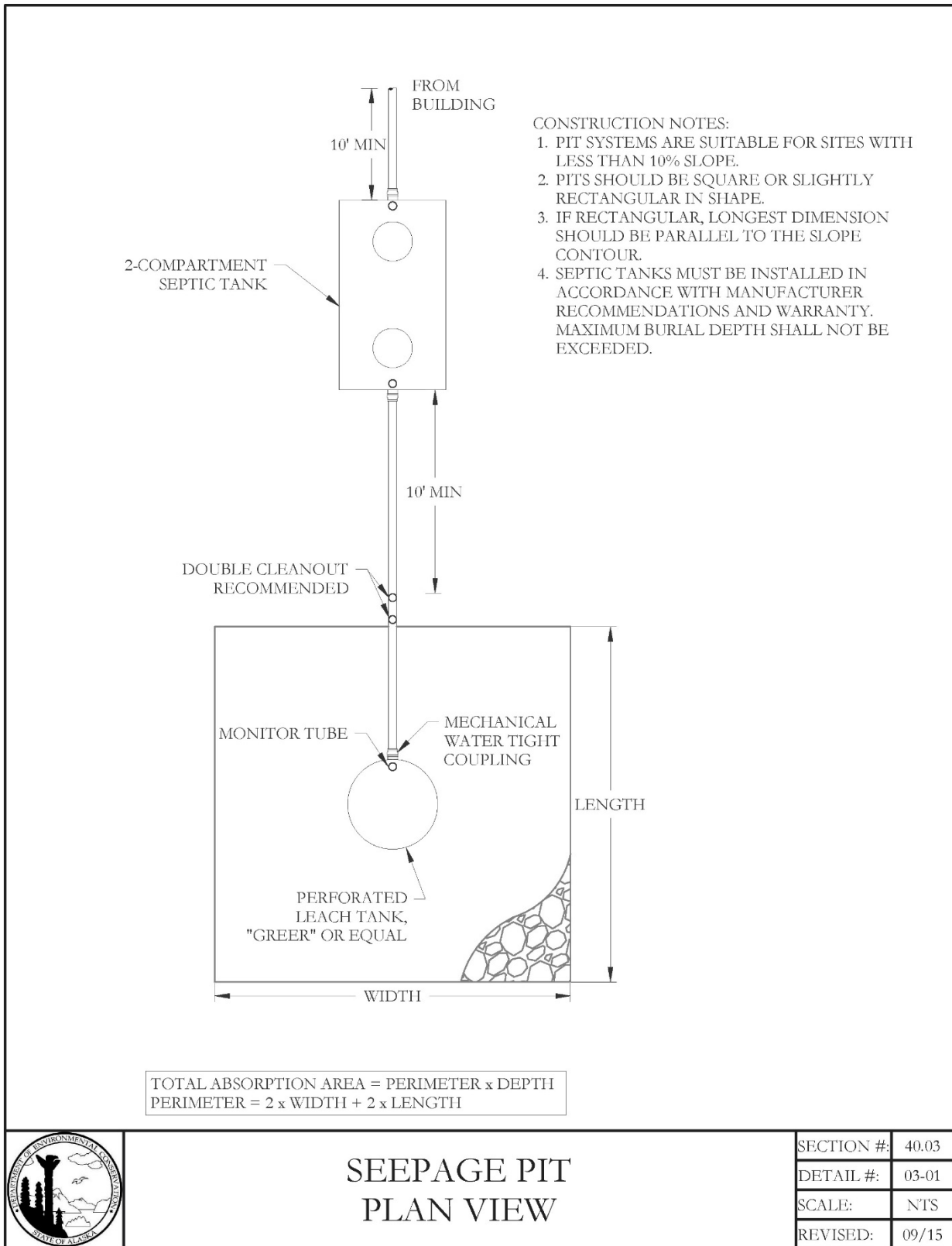


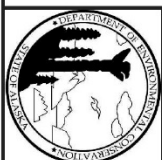
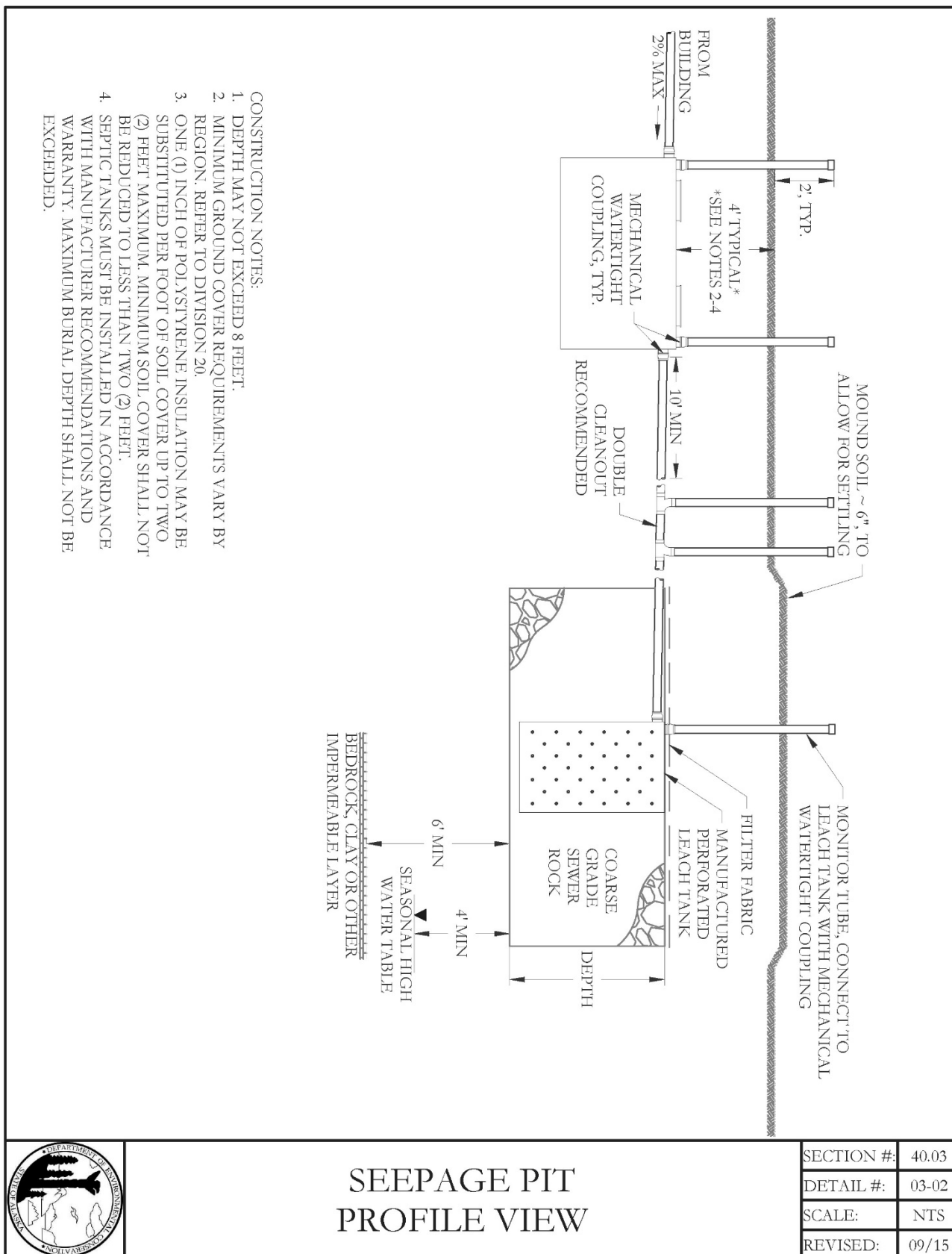
BED WITH GRAVELESS CHAMBERS PLAN VIEW

SECTION #:	40.02
DETAIL #:	02-03
SCALE:	NTS
REVISED:	09/15

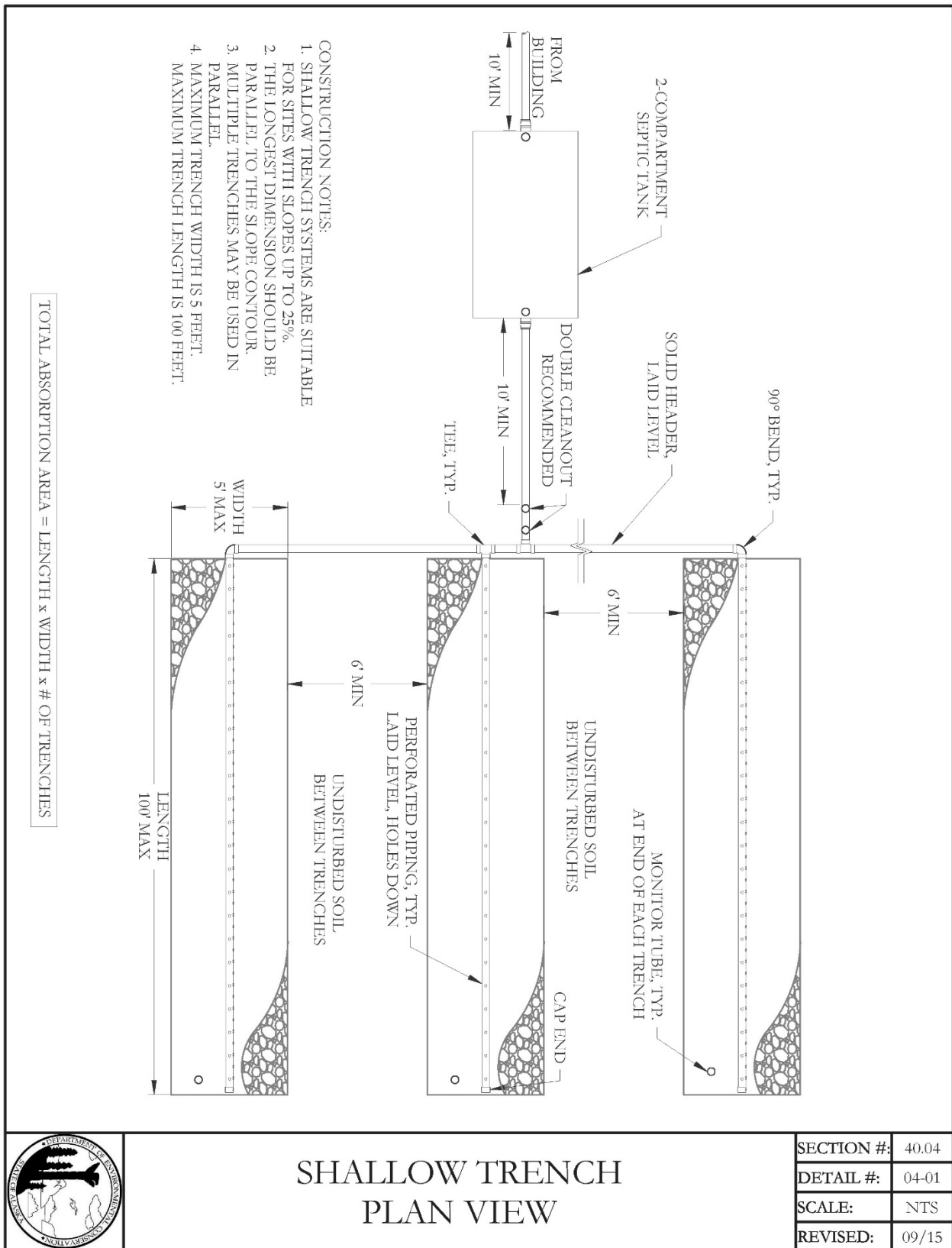


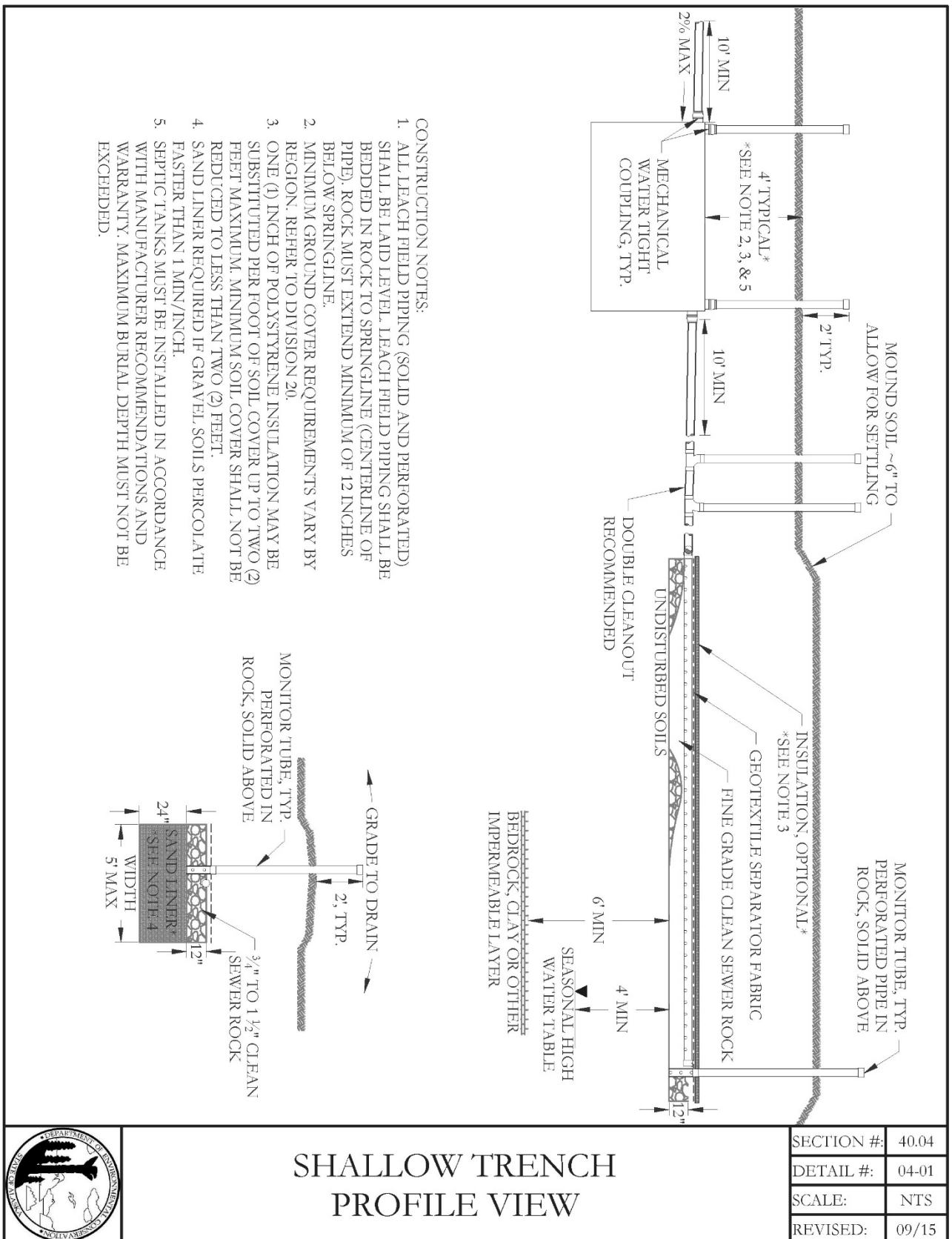
Article 3.2 Standard Drawings for a Seepage Pit Type System



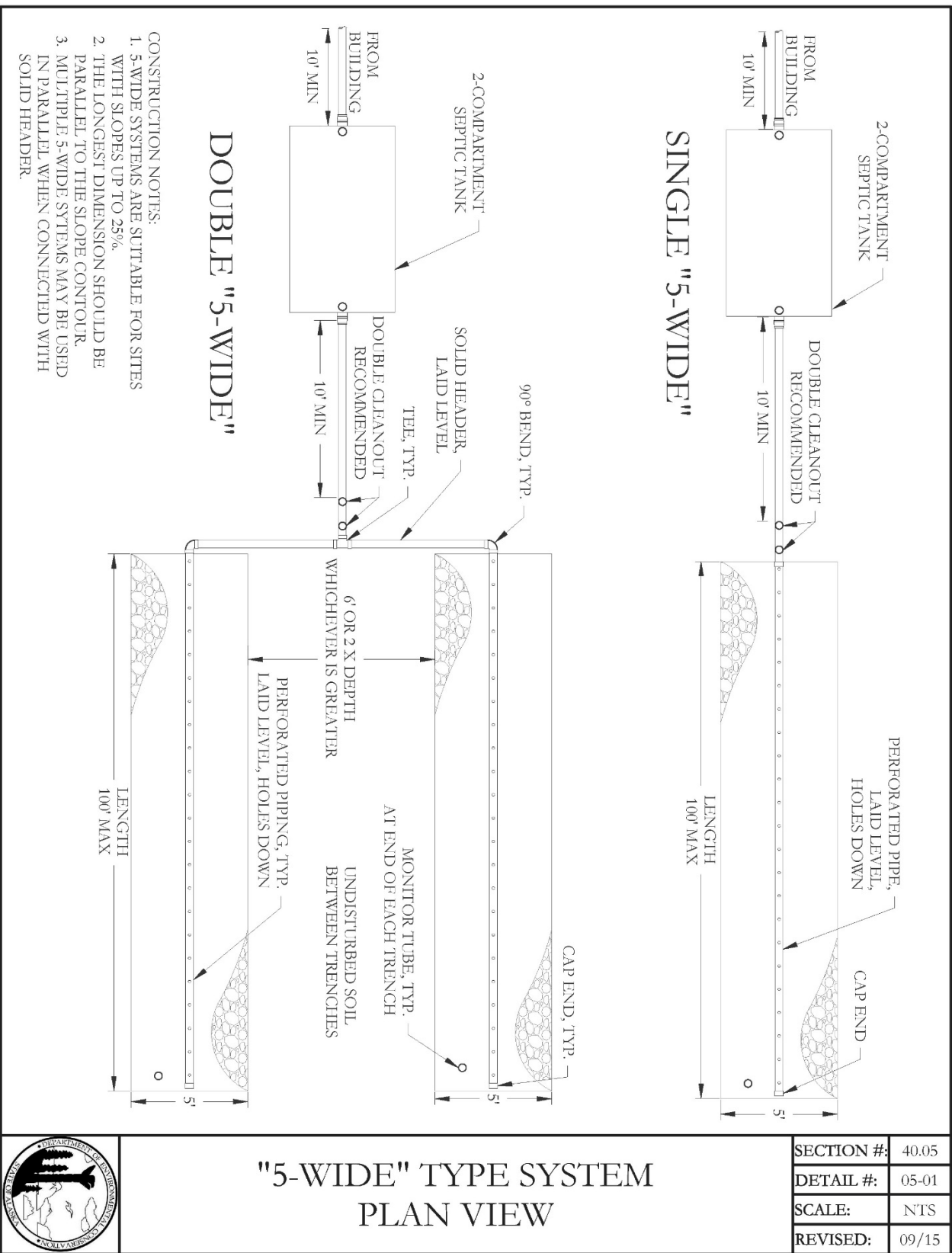


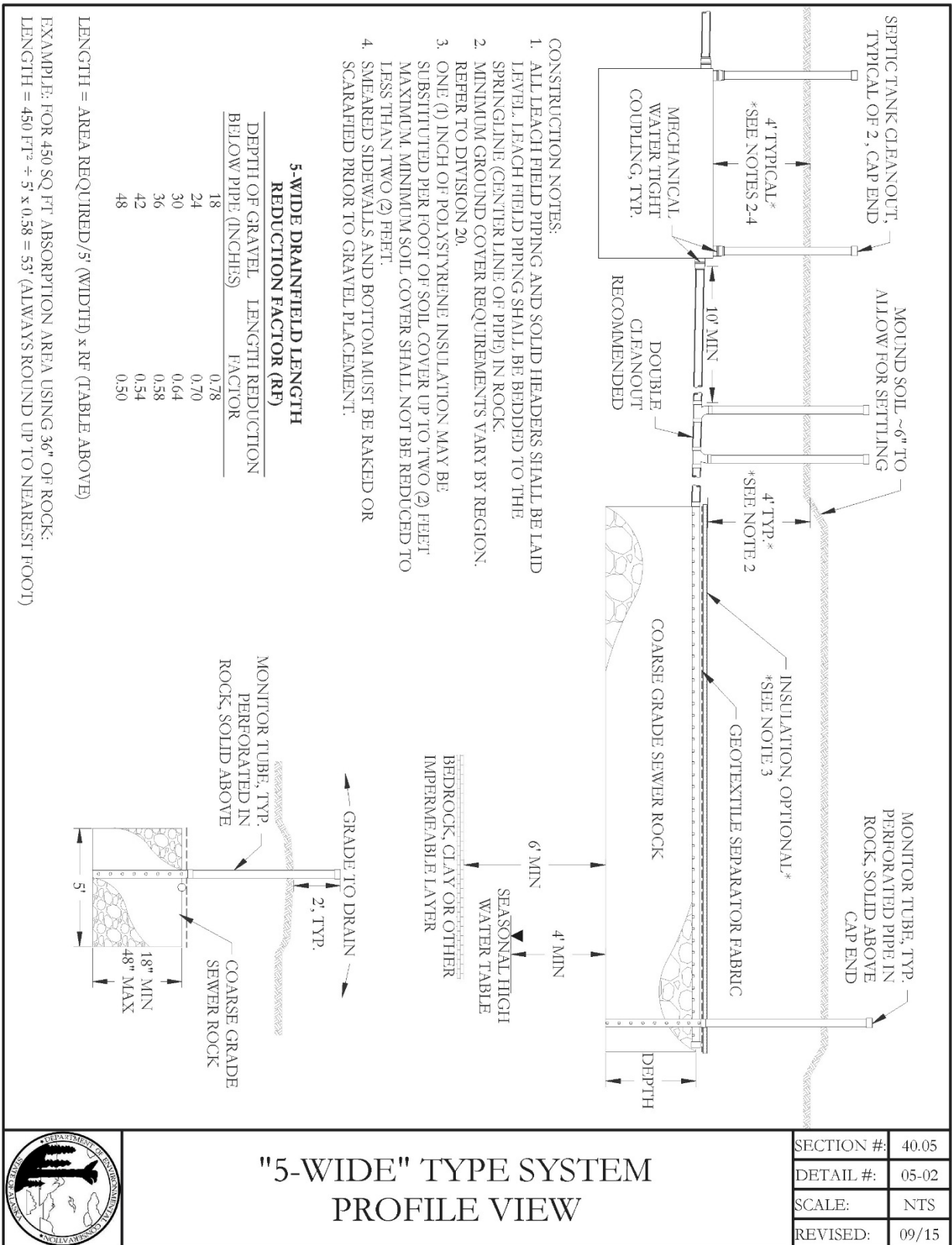
Article 4.2 Standard Drawings for a Shallow Trench Type System



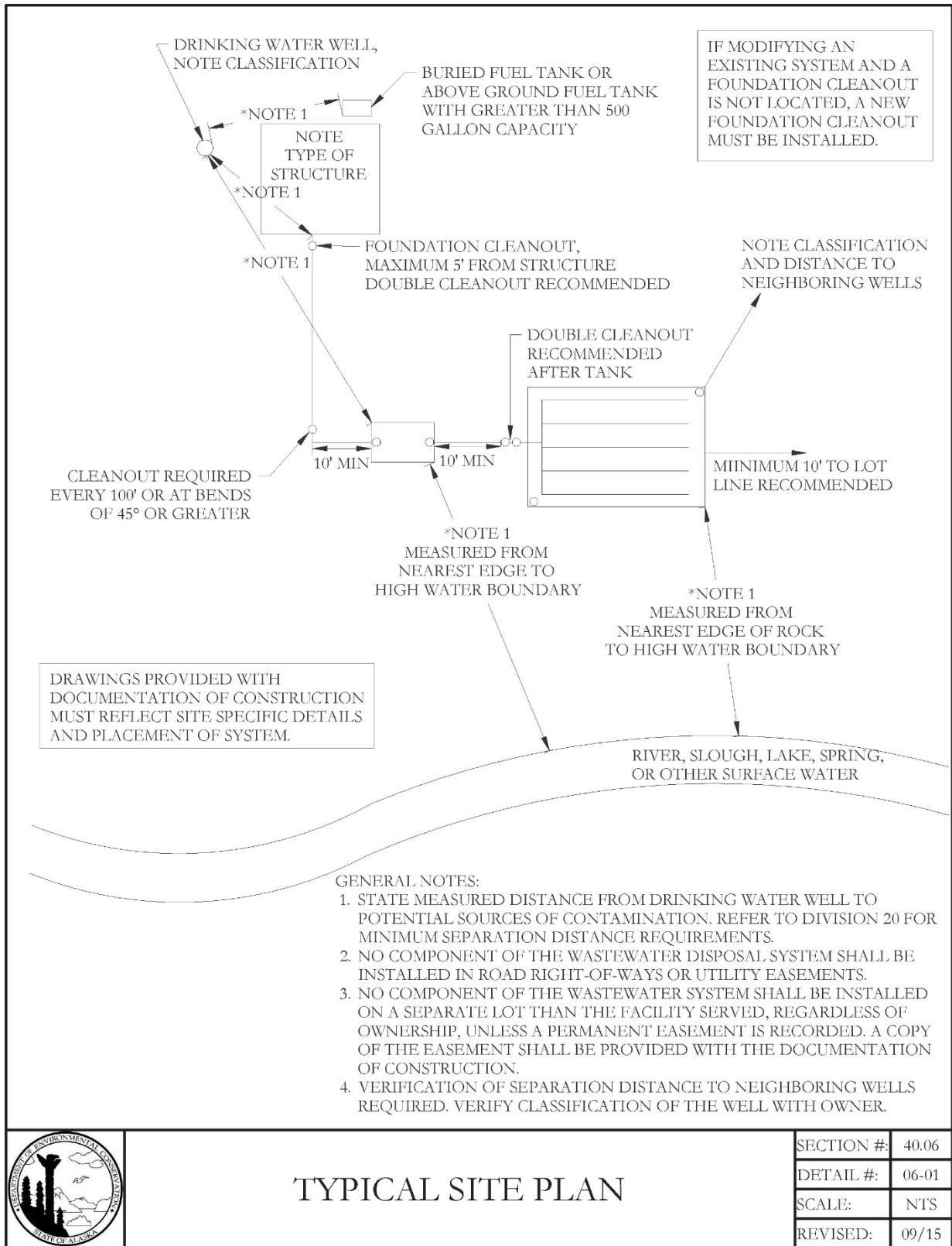


Article 5.2 Standard Drawings for a Five Wide Type System

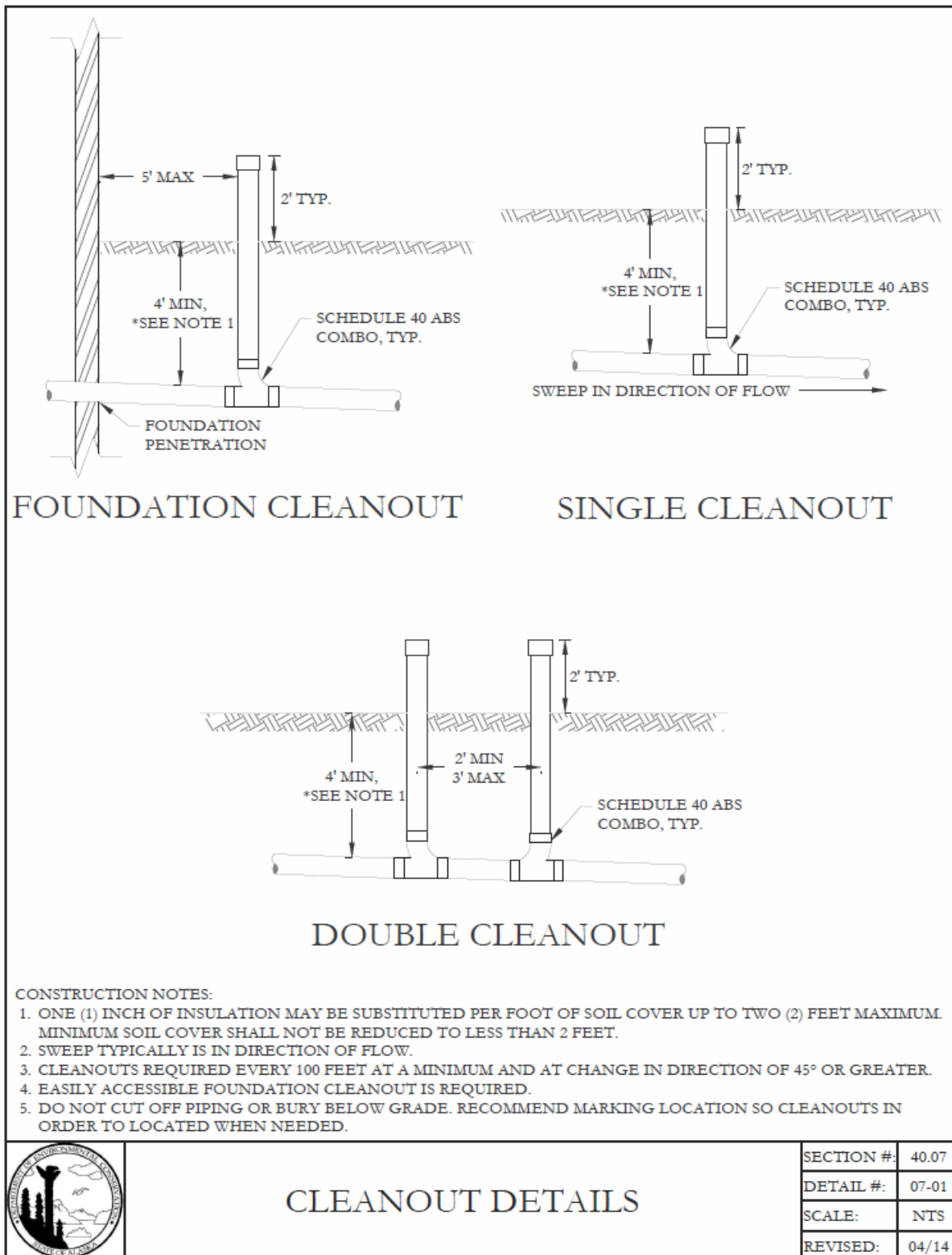




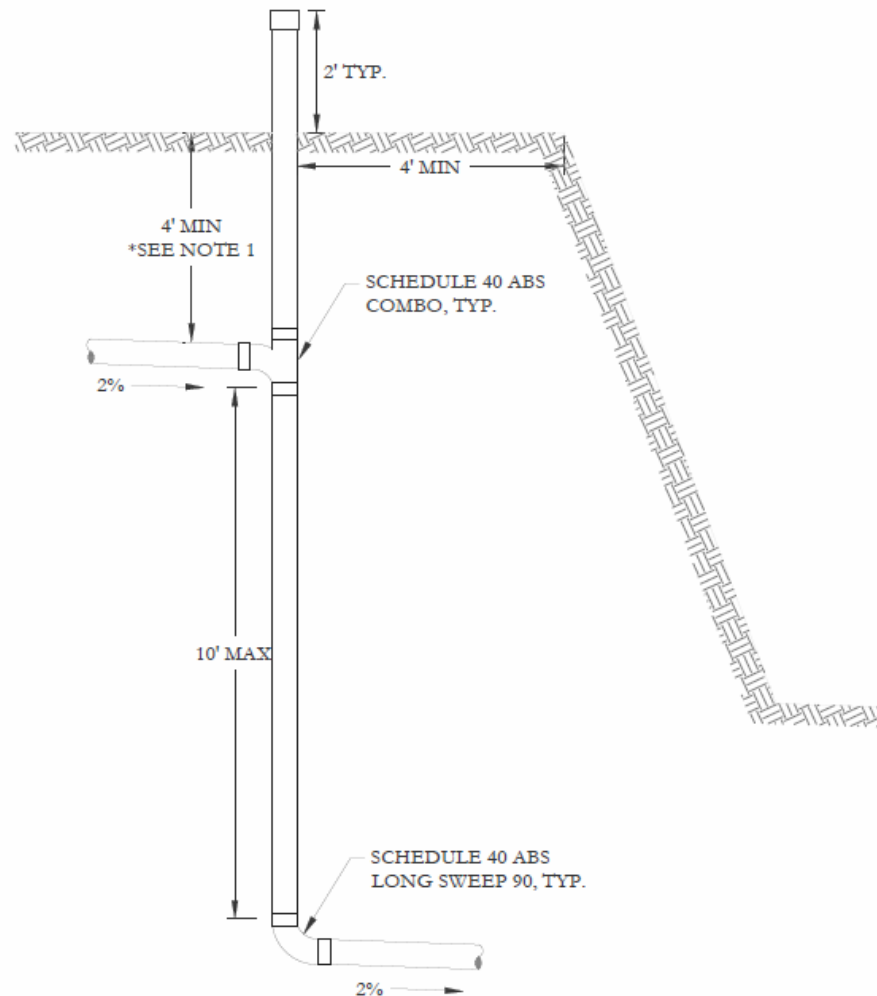
SECTION 40.06 TYPICAL SITE PLAN



SECTION 40.07 TYPICAL CLEAN OUT



SECTION 40.08 TYPICAL DROP CONNECTION



GENERAL NOTES:

1. ONE (1) INCH INSULATION MAY BE SUBSTITUTED PER FOOT OF SOIL UP TO TWO (2) FEET MAXIMUM. MINIMUM SOIL COVER SHALL NOT BE REDUCED TO LESS THAN TWO (2) FEET.



DROP CLEANOUT

SECTION #:	40.08
DETAIL #:	08-01
SCALE:	NTS
REVISED:	04/14

CHAPTER 43.20: SUBDIVISION DEVELOPMENT STANDARDS

Section

43.20.020 Standards; general

43.20.040 Development standards districts

43.20.055 Rural and remote access [Repealed]

43.20.060 Dedication to public

43.20.100 Access required

43.20.120 Legal access

43.20.130 Major road corridors

43.20.140 Physical access

43.20.280 Area [Repealed]

43.20.281 Area

43.20.300 Lot and block design

43.20.320 Frontage

43.20.340 Lot dimensions

43.20.020 STANDARDS; GENERAL.

(A) This chapter establishes general design standards for subdivision development which, except as provided otherwise, govern all subdivisions in the borough.

(B) Construction of improvements within subdivision shall also comply with official construction standards for public improvements under the Subdivision Construction Manual.

(Ord. 17-033, § 52, 2017; Ord. 11-072, § 3 (part), 2012)

43.20.040 DEVELOPMENT STANDARDS DISTRICTS.

**IM 25-194
OR 25-102**

(A) It is the purpose of this section to provide a means of establishing different development requirements for the subdivision of land in recognition of the diverse conditions in the borough, ranging from highly urbanized to undeveloped, remote areas without conventional road access; to provide a means of establishing different development requirements in identified areas that are tailored more to the needs of the areas; and to provide a means in individual cases of reducing certain requirements in remote areas where the requirements are inconsistent with the public need for access, subdivision improvements, and other platting requirements.

(B) Cities to which the assembly has delegated by ordinance the authority to administer specific design and construction standards shall administer the standards pursuant to the delegation.

(C) The assembly, by ordinance, may establish one or more development standards districts in which there are subdivision development standards in addition to, or different from, those specified in this chapter. The ordinance may be adopted only after the planning commission has considered the ordinance and made its recommendation to the assembly, and after a public hearing on the ordinance before the assembly, notice of which shall be given as provided in MSB 43.10.065.

(Ord. 15-036, § 21, 2015; Ord. 11-072, § 3 (part), 2012)

43.20.055 Rural and Remote Access. [Repealed by Ord. 17-033, § 29, 2017]

43.20.060 DEDICATION TO PUBLIC.

(A) All roads shall be dedicated to the public, except as provided in MSB 43.20.100(C); provided, that a subdivider shall be required only to provide the designated right-of-way width within the subdivision, and one-half of the designated right-of-way width of the street on the exterior boundary of the subdivision with the dedication secured from the adjacent property owner before final plat approval.

(B) When accepting roadway dedication, the platting authority shall conduct a public hearing.

(C) Roads shall be dedicated for access to all lots within the subdivision and parcels of land adjacent to the subdivision except that access to adjoining lands does not have to be provided where legal and constructible alternative access is available. Dedications shall be a minimum of 60 feet wide and sufficient to carry all traffic generated by the subdivision and to

IM 25-194
OR 25-102

provide residential rights-of-way for projected traffic through the subdivision. Sixty-foot radius rights-of-way shall be dedicated at temporary and permanent cul-de-sacs.

(D) Subdivisions shall provide through connecting rights-of-way of residential collector standard minimum (as defined in the MSB Subdivision Construction Manual) to all adjoining stub rights-of-way and unsubdivided parcels, where feasible, to improve interconnectivity and public safety. If it is shown by the applicant to be unnecessary for future development and/or public safety, then a reduction to a lesser road right-of-way standard or an elimination of the requirement to provide access shall be applied to all of (or a portion of) the right-of-way that is being considered for a reduced standard.

(E) The platting board may require the dedication or improvement, or dedication and improvement, of rights-of-way, tracts, or easements no narrower than ten feet in width to accommodate the construction of walkways up to eight feet in width in any of the following circumstances:

- (1) if a walkway is indicated as appropriate in the borough's comprehensive plan or other ordinance, i.e., special land use district (SPUD);
- (2) if the walkway is reasonably necessary to provide safe and efficient pedestrian access to a school, playground, park, shopping center, public cemetery, transportation, or other community facility; or
- (3) if the walkway is reasonably necessary to provide connectivity to a dedicated right-of-way in an adjoining subdivided or unsubdivided parcel.
- (4) The above requirements for dedication of additional right-of-way for a walkway shall apply only where a walkway cannot be contained within the legal right-of-way reserved for a street.
 - (a) Plats or master plans of 20 lots or less shall be exempt from requirements to construct a walkway, unless evidence is presented supporting the need for pedestrian safety or the walkway will provide connectivity to other pedestrian facilities.

(Ord. 22-103, § 10, 2022; Ord. 17-033, § 53, 2017; Ord. 16-018, § 24, 2016; Ord. 11-072, § 3 (part), 2012)

43.20.100 ACCESS REQUIRED.

(A) There shall be legal and physical road access provided to all subdivisions and to all lots within subdivisions, except as allowed by subsection (B) of this section and any other exemption within this title.

**IM 25-194
OR 25-102**

(B) Upon finding that no practical means of providing road access to a proposed subdivision exists and upon a showing that permanent public access by air, water, or railroad is both practical and feasible, the platting board shall waive the road requirements of subsection (A) of this section. If other than road access is approved, the mode of access shall be noted on the plat.

(C) Subdivisions with private roads shall be approved, provided they meet the following criteria:

(1) Internal roads conform to the requirements of the Subdivision Construction Manual for residential standards minimum except as allowed in this section;

(2) Emergency services shall be provided access to deliver services within the private subdivision;

(3) There is no possibility or public necessity to provide for public through traffic because alternate legal access to adjoining properties is available and that access is constructible in accordance with Subdivision Construction Manual standards;

(4) Private road maintenance is guaranteed.

(a) The applicant shall submit a documented plan stating the following:

(i) what seasons road maintenance will be performed;

(ii) contact information for road maintenance;

(iii) length of the maintained roads in feet; and

(iv) surface type;

(5) Existing lots created within subdivisions recorded with platted private roads may be subdivided using the private roads as the legal and physical access;

(6) Access from borough-approved gated subdivisions is allowed provided the private road right-of-way serving as access is included in the platting action;

(7) When gated subdivisions are outside of a road service area, internal roads shall conform to the requirements of the Subdivision Construction Manual for pioneer or mountain road standards minimum;

(8) Flag lots accessed by private roads are exempt from MSB 43.20.300(E)(4);

(9) Utility easements within gated subdivisions shall not be granted to the borough on a plat unless the utility easement is accessible by and adjoining to public rights-of-way;

(10) Private roads used as access shall be designated as a tract.

(D) *[Repealed by Ord. 17-033, § 30, 2017]*

(E) A subdivision plat whose sole purpose is to separate/divide a home/headquarters site in a Matanuska-Susitna Borough agricultural rights parcel under former MSB Title 13 is exempt from the road construction standards of the MSB Subdivision Construction Manual; provided, that the following conditions are fulfilled:

(1) prior to preliminary plat submittal the agriculture rights property owner is to obtain assembly approval of the subdivision of the home/headquarters site through an application made to the borough land and resource management division;

(2) the maximum parcel size is five acres for the home/headquarters site;

(3) only two parcels can be created from the farm unit parcel, the home/headquarters site and the remainder;

(4) the applicant demonstrates that legal access as defined in MSB 43.20.120, Legal Access, exists to all parcels or tracts created, and the suitability of the legal access for future residential road construction is documented by a land surveyor or civil engineer hired by the applicant;

(5) the property is to be surveyed and monumented and a plat submitted in conformance with MSB 43.15.016, Preliminary plat submittal and approval, 43.15.049, Final plat; general provisions, and 43.15.051, Final plat; submitted;

(6) a plat note declaring that the borough is not responsible for road construction or road maintenance; and

(7) a plat note restricting further subdivision of the parcels being created.

(F) *Rural and remote access.* The provisions of this subsection provide a different set of access and road construction standards for rural and remote subdivisions:

(1) If the subject property is outside of a road service area, legal access to all lots shall be required and pioneer standard road construction is allowed for physical access.

(a) For subdivisions greater than ten lots, a parking area of sufficient size shall be reserved and constructed if no provisions are made for winter maintenance of the

IM 25-194
OR 25-102

subdivision roads.

(b) For a plat of four lots or less outside of a road service area, legal access shall be provided to all lots and construction of a road is not required; provided, that:

(i) a note shall be placed on the plat to state that if any of the lots or parcels are further subdivided which would create more than the original lots created, a road must be constructed to minimum pioneer standards to provide physical access to the lots being further subdivided.

(2) For a plat or waiver of four lots or less within a road service area, legal access must be provided to all lots and physical access to the lots may be by a pioneer standard road; provided, that:

(a) A note shall be placed on the plat to state that if any of the lots or parcels are further subdivided which would create more than the original lots created, a road must be constructed to minimum residential standards to provide physical access to the lots being further subdivided.

(b) This provision of code will not require the petitioner to upgrade any road providing access to the subject parcel that is maintained by the state or an incorporated municipality.

(G) *Remote subdivision access for parcels outside of a road service area.* The purpose of this subsection is to allow for recreational use and subdivision of lands outside of road service areas where road access to a proposed remote subdivision is not practicable given the size of the subdivision, the cost of subdividing, assessed value of the property, and the cost of providing access due to the location, topographical constraints, and terrain, and it is not the desire of the subdivider to have road access, and proposed access is via trails, creeks, rivers, or lakes by snowmobile, on foot, skis, dog team, off-road vehicle, boat, railroad, or airplane. The following legal and physical access requirements apply:

(1) Legal access shall be provided for internal roads or trails to all parcels, and internal rights-of-way shall be a minimum of 60 feet wide. Legal access can be provided for by plat or by a recorded public use easement document, or other public access easement such as a section line easement.

(2) External legal access to a remote subdivision can be provided by any of the following and shall be a minimum of 100 feet wide for terrestrial access to accommodate reroutes of trails within the right-of-way or easement, excepting that for subdivisions of ten lots or less may be 50 feet wide:

- (a) a navigable waterway;
- (b) a float plane accessible lake;
- (c) an airstrip as approved by applicable agencies including FAA, DOT, or other agencies; where an airstrip is used, a plat note shall be added that no maintenance or upgrades will be provided by the borough; or
- (d) railroad.

(3) *Private property rights.* Access routes shall not trespass upon private lands, and shall avoid conflicts with adjoining and nearby private properties.

(4) Sufficient land area shall be dedicated for parking at the permanent public access point unless the applicant demonstrates that it is unnecessary to serve the proposed subdivision. Physical improvement shall be made to a required parking area to handle the average number of vehicles using the area at one time, to include clearing and grubbing, a base constructed of suitable soils, and grading and drainage improvements as necessary.

(5) *Physical access.*

(a) Internal access roads or trails shall be constructible. Internal and external physical trail access shall meet the following minimum standards:

- (i) a minimum of ten feet wide;
- (ii) avoid wetlands where possible;
- (iii) be cleared and grubbed;
- (iv) have hardened surface with a minimum of one-foot-thick gravel base or use existing soils where suitable as determined by an engineer;
- (v) be shaped to drain;
- (vi) provide drainage improvements such as culverts for water crossings and make grading improvements to avoid ponding in low areas:

(aa) when transiting across unavoidable natural features where improvements will be continually inundated by natural forces, a subdivider will not be required as a condition of plat approval to provide improvements that cannot be permanent due to natural circumstances. However, a subdivider must demonstrate why such areas are unavoidable,

IM 25-194
OR 25-102

given the size of the subdivision, the expected disruption to access, and the cost of avoiding such disruption. Except that disruption which is expected to be so frequent as to render the access unusable for any significant part of a season will not be allowed;

(bb) where trails encounter large water crossings such as creeks and rivers and it is not feasible to install culverts or construct a bridge, an open water crossing will be allowed; provided, that it is approved by the agencies having jurisdiction over the waterway and stream bank stabilization improvements are installed where needed;

(vii) for transit across wetland or marshy conditions, installation of approved matting shall be allowed to be substituted for a hardened surface as specified above.

(6) All subdivisions under this section shall have a plat note which reads:

The borough is not responsible for maintenance or upgrades of any access improvements to parcels created under this provision.

(H) *DNR remote recreational projects.* The purpose of this section is to specify the legal and physical access requirements for parcels created under the Alaska Department of Natural Resources (DNR) Remote Recreational Land Disposal Program(s) and only these standards shall apply. This program typically consists of large staking area of state land where selected entrants stake their own parcel within the staking area which is subsequently surveyed and conveyed to the entrants by the state.

(1) *Preliminary plat approval.* The DNR shall submit a preliminary plat application to the platting officer for review and approval by the platting board containing the following:

- (a) boundary of the proposed staking area;
- (b) proposed external winter and/or summer access, vehicle parking, and staging areas to the staking area;
- (c) the maximum number of proposed parcels; and
- (d) identify a proposed main trail or means of access through the staking area from the access point or points.
 - (i) If a trail is the main access within the staking area, it shall be within a 60-foot-wide right-of-way.

(2) *Final plat submittal and approval.*

(a) The final plat for this section shall conform with provisions of MSB 43.15.051 through 43.15.055.

(b) The final location of the main trail or access through the staking area may be adjusted by the petitioner from the location shown on the preliminary plat.

(c) A plat note shall be added stating the borough is not responsible for maintenance or upgrades of any access improvements to parcels created under this provision.

(l) *Replatting remote recreational parcels.* The provisions of this section shall apply to the subdivision of parcels created under DNR land disposal programs including Remote Parcel, Open to Entry (AS 38.05.077), Homesteads (AS 38.09) and Remote Recreational land programs.

(1) Said parcels may be subdivided into not more than three lots with each having a minimum lot size of two and one-half acres.

(2) Lots created herein are exempt from other legal and physical access provisions contained within this code.

(3) In lieu of a usable area report, a note shall be placed on the plat that wastewater disposal systems shall comply with ADEC regulations.

(Ord. 22-103, §§ 11 – 13, 2022; Ord. 17-033, § 30, 2017; Ord. 16-018, § 25, 2016; amended during 4/15 supplement; Ord. 11-072, § 3 (part), 2012)

43.20.120 LEGAL ACCESS.

(A) The applicant shall provide the platting division a right-of-way document verifying the existence of legal access. In this title, legal access exists only if one of the following is met:

(1) An unrestricted, public right-of-way connects the subdivision to a constructed public transportation system and one of the following is met:

(a) The applicant's land surveyor submits to the platting division for review and approval documentation and an opinion demonstrating that the right-of-way exists;
or

(b) The applicant provides copies of borough-accepted recorded conveyances creating the public easement or right-of-way where the access is located, or that

access or right-of-way is maintained by the state of Alaska or an incorporated municipality; or

(c) The applicant provides documentation satisfactory to the borough demonstrating the legal access is guaranteed through judicial decree;

(2) The right-of-way is an easement or fee interest at least 50 feet in width dedicated or irrevocably conveyed to the public.

(B) The applicant proves that the proposed access can be constructed practically and economically within the legal access documented.

(Ord. 22-103, § 14, 2022; Ord. 17-033, § 31, 2017; Ord. 15-036, § 23, 2015; Ord. 11-072, § 3 (part), 2012)

43.20.130 MAJOR ROAD CORRIDORS.

(A) Subdivisions of any lots abutting or within 100 feet of a national, state, or borough road classified as a highway or arterial road in the MSB Long Range Transportation Plan or its future updates are subject to the provisions of this section.

(B) The distance between direct accessways onto national, state, or borough roads classified as highways or arterial roads shall be maximized and shall be 650 feet or greater when measured at centerline unless preexisting conditions and preexisting nonconforming lots do not allow. Access shall be by collector street, frontage road, or shared driveways, where feasible. A property adjacent to a road described in subsection (A) of this section shall not be denied access where an existing road or driveway causes an access to have less than 650 feet of separation.

(C) Variances may be granted in the interest of public safety and in those cases where preexisting legal nonconforming lots of record cannot comply with the standard after good faith negotiation with adjacent property owners has failed to provide a shared access that would conform to the standards of this chapter. Variances will maintain the greatest possible distance between access points. Variances may be granted to allow shared access to multiple contiguous pre-existing legal nonconforming lots subject to the same criteria listed for individual lots.

(Ord. 17-033, § 32, 2017)

43.20.140 PHYSICAL ACCESS.

(A) Roads used for access and internal circulation shall:

- (1) conform to the existing requirements of the Subdivision Construction Manual; and
- (2) be located entirely within dedicated or legal rights-of-way; and
 - (a) Prior to recordation, a surveyor's sealed drawing shall be submitted showing traveled ways within existing or proposed rights-of-way and any slopes steeper than 2.5 to 1 that extend beyond the right-of-way limits.
 - (b) A centerline profile shall be provided for those sections of streets exceeding 6 percent grade.

(Ord. 17-033, § 54, 2017; Ord. 11-072, § 3 (part), 2012)

43.20.280 Area. [Repealed by Ord. 15-036, § 24, 2015]

43.20.281 AREA.

(A) Unless designated otherwise by another authority having jurisdiction, minimum lot sizes shall be as follows:

(1) Except as allowed under subsections (A)(2), (3), and (4) of this section, all lots within this district shall contain at least 40,000 square feet of area with at least 10,000 square feet of usable building area and 10,000 square feet of contiguous usable septic area. Lots having 20,000 square feet or less of the total of usable building area and usable septic area shall have 10,000 square feet of contiguous usable septic area surrounded by a well exclusion area extending 100 feet from the perimeter, delineated and reserved on the plat at the discretion of the platting board.

(a) Usable septic area is that area where seasonal high water table is a minimum of eight feet below the surface. Where water is encountered at ten feet or less below the surface, the seasonal high subsurface water is to be determined between May 1st and October 30th, and:

- (i) that area where slopes are less than 25 percent;
- (ii) that area which is more than 100 feet from open water, surface waters, and wetlands;
- (iii) that area which is located at least 50 feet from the top of a slope which is greater than 25 percent and has more than ten feet of elevation change;

- (iv) that area which is not within an area dedicated to public use;
- (v) that area which is outside of utility or other easements that would affect the use of the areas for on-site septic installation;
- (vi) that area which is outside of a protective well radius;
- (vii) that area which is outside of any known debris burial site; and
- (viii) *[Repealed by Ord. 17-033, § 55, 2017]*

(b) Water table and ability of soils to accept effluent shall be determined by a number of borings or test holes sufficient to indicate subsurface conditions over the entire area of the subdivision. All of the borings and test holes shall be located within the perimeter of the proposed subdivision. Borings and test holes must have the following minimum depths below the ground surface:

- (i) in areas known or suspected to contain permafrost, the lesser of:
 - (aa) twenty feet deep; or
 - (bb) a depth at which permafrost or an impermeable layer is encountered; and
- (ii) the least depth associated with the following conditions, where they apply:
 - (aa) two feet below the depth where the water table is encountered;
 - (bb) twelve feet deep for shallow trench or bed systems;
 - (cc) sixteen feet deep for areas where deep trench or seepage pits will likely be used;
 - (dd) the depth to bedrock, clay, or other impermeable strata with an expected percolation rate slower than 120 minutes per inch; or
 - (ee) As determined by the engineer, a lesser depth as required to verify usable areas is acceptable for hand-dug excavations on parcels with limited or no access for heavy equipment.

(c) The minimum number of test holes shall be determined by the engineer.

(d) When the water table is encountered in the test holes, the depth to the seasonal high water table must be determined by:

**IM 25-194
OR 25-102**

- (i) monitoring test holes or soil borings at times between May and October (inclusive);
 - (ii) soil mottling or staining analyses;
 - (iii) interpretation of levels of standing open water;
 - (iv) local knowledge and experience, if approved by the borough; or
 - (v) a combination of these methods.
- (e) The depth to any seeps must be noted and may require subsequent monitoring.
- (f) Soils in a usable wastewater disposal area must be:
- (i) clearly shown to be visually classified as GW, GP, SW, or SP under the Unified Soils Classification System and expected to have a percolation rate of 15 minutes per inch or less (faster);
 - (ii) clearly shown to be GM or SM under the Unified Soils Classification System by a sieve analysis; or
 - (iii) shown by a percolation test conducted in accordance with (ADEC) Alaska State Department of Environmental Conservation regulations to have a percolation rate of 60 minutes per inch or less (faster).
- (g) These borings or test holes shall be accomplished under the direct supervision of a state of Alaska registered civil engineer, who shall submit soil logs and other findings in writing to the Matanuska-Susitna Borough certifying 10,000 square feet of contiguous usable area for septic drain field use.
- (h) Where lots, tracts, or parcels exceed five acres in size, the platting authority may accept a reduced number of test holes or other supporting information, accomplished under the direct supervision of a state of Alaska registered engineer.
- (i) The platting authority shall exempt the submission requirements of MSB 43.15.016(A)(6) for purposes of fulfilling usable area requirements for subdivisions of land where:
- (i) the lot size is 400,000 square feet or greater and an engineer or land surveyor submits a detailed topographic narrative; or

(ii) the existing subdivision was previously approved by the Alaska State Department of Environmental Conservation or by the Borough after July 1, 1996, and the proposed subdivision action is limited to moving one or more lot lines, provided the aggregate square footage affected is 2,000 square feet or less.

(2) Lots containing at least 20,000 square feet but less than 40,000 square feet must be serviced by an approved municipal or community water or municipal or community septic system. The platting authority may approve lots having at least 20,000 square feet, provided each lot is serviced by an approved municipal or community water system or municipal or community wastewater system. A community wastewater disposal system shall include a common wastewater disposal site on separate lot(s) that serves the entire subdivision.

(a) Lots containing at least 20,000 square feet but less than 40,000 square feet not served by an approved municipal or community septic system must have a minimum 10,000 square feet of usable septic area and are exempt from the usable building area requirement.

(3) The platting authority may approve lots having less than 20,000 square feet but at least 7,200 square feet if served by a community or municipal water system and community or municipal sewage disposal facilities.

(4) For those areas not served by municipal sewer and water, lots less than 20,000 square feet must be approved by a planned unit development as authorized by MSB 17.36.

(B) Within jurisdictions having authority, minimum lot sizes and dimensions shall be those established under or pursuant to the applicable provisions of MSB Title 17; however, where a size or dimension has not been established under or pursuant to MSB Title 17, the applicable provision of this title applies.

(C) If a condemnation by a governmental agency reduces the area of a lot below the minimum required by this section, the area after condemnation shall be the minimum area required for that lot if that lot met the minimum requirements before the condemnation and the resulting area after the condemnation is not less than 80 percent of the minimum required.

(D) Exclusive of open space, lots designated or dedicated for a public or utility purpose with no on-lot sewer shall have no minimum lot size but shall have restrictions, requirements, designations, or dedications noted on the plat.

(E) *Open space incentive.* The intent of this subsection is to support the goals, policies, and objectives of the Matanuska-Susitna Borough Parks, Recreation, and Open Space Plan.

(1) Minimum individual lot area may be reduced up to 25 percent by the dedication of an equal area of usable open space within the subdivision; provided, that:

(a) Each non-open space lot, in which the lot area was reduced, has 10,000 square feet of contiguous usable septic area delineated on the plat, unless served by a municipal or community wastewater system;

(b) The open space area is connected by public access, or is attached to an existing open space or greenbelt area that has public access. If it is proposed to attach to an existing open space or greenbelt area, the access must be in an area that is feasible for the intended use; and

(c) Open space shall be irrevocably dedicated to the municipality or borough, or irrevocably dedicated to the subdivision owners.

(d) Open space may only be resubdivided provided the aggregate change is 2,000 square feet or less and does not conflict with previously approved platting board conditions.

(2) Additional nonusable area may be attached to the usable open space area, but shall not be used for calculations in the reduction of lot size.

(3) Open space area is exempt from lot configuration; however, the minimum width of any open space area shall be a minimum of 20 feet.

(4) Usable open space area shall be a minimum of 30,000 contiguous square feet.

(a) Usable open space area has a seasonal high groundwater table no closer than two feet below the surface, and is outside of existing or proposed utility, slope, or public use easements and does not include any other existing or proposed easements that would normally disturb the natural vegetative state.

(5) The proposed open space area shall connect to adjacent open space areas when prudent and feasible.

(6) Open space area shall be delineated and identified on the plat.

(7) Community wells and community septic systems shall not be allowed on open space dedicated to a municipality or the borough but are allowed in open space areas if

**IM 25-194
OR 25-102**

accepted by the subdivision owners. Protective well radii may be allowed in open space areas.

(Ord. 22-103, § 15, 2022; Ord. 17-033, § 55, 2017; Ord. 16-018, §§ 26, 27, 2016; Ord. 15-036, § 25, 2015)

43.20.300 LOT AND BLOCK DESIGN.

(A) The length of a block shall be not less than 400 feet, no more than 3,000 feet, or less than 800 feet along collector or arterial roads.

(B) No lot under 2 acres in size shall have an average depth of more than 3 times the average width, except:

(1) Lots of 40,000 square feet minimum shall have an average width of at least 125 feet when they exceed the 3-to-1 ratio due to unusable area or natural ground slope exceeding 25 percent;

(2) Lots of 20,000 square feet minimum shall have an average width at least 85 feet when they exceed the 3-to-1 ratio due to unusable area or natural ground slope exceeding 25 percent grade.

(C) Lots 2 acres to 10 acres may have an average depth of no more than 4 times its average width.

(1) Lots 2 to 10 acres shall have an average width of at least 125 feet when they exceed the 4-to-1 ratio due to unusable area or natural ground slope exceeding 25 percent.

(D) *[Repealed by Ord. 17-033, § 34, 2017]*

(E) *Flag lots.*

(1) Flag lots are defined in MSB 43.05.005 and further defined as having a pole portion which is 100 feet wide or less.

(2) The pole portion of flag lots shall:

(a) not be included in the usable area calculations;

(b) not be included in the depth-to-width ratio;

(c) not exceed a length of 2,640 feet.

(3) Utility easements and utilities shall be located outside of the length of the flag pole portion of the lot:

(a) excepting where the flag pole is greater than 75 feet wide to accommodate utilities.

(4) When served by road access, multiple flag lots within the proposed subdivision with pole portions adjoining shall:

(a) share a common access point to the road at the road right-of-way line;

(b) be overlaid with a common access easement as outlined in the current Subdivision Construction Manual, or with a public use easement. Public use easements shall be granted over the width of the pole portion and shall extend into the flag portion an adequate distance to provide for a turnaround designed to Subdivision Construction Manual standards;

(i) applies to lots greater than three acres;

(c) be served by a public use easement created to provide sufficient access to subject parcels when a common access point is a requirement for subdividing.

(5) For flag lots containing three acres or less, the minimum pole portion width is:

(a) thirty feet where two or more pole portions are adjoining;

(b) forty feet for a single pole portion;

(i) forty-five feet of frontage if access is onto a cul-de-sac.

(6) For lots greater than three acres, the minimum pole portion width is:

(a) thirty feet where two or more pole portions are adjoining;

(i) forty-five feet of frontage if access is onto a cul-de-sac;

(b) sixty feet for a single pole portion.

(7) Flag lots are limited to ten percent of the total number of lots for any subdivision of 60 or more lots, up to a maximum of ten flag lots, and no more than six lots for a subdivision of less than 60 lots. The calculated amount shall be rounded to the greater number in case of a fraction of 0.5 or greater, and rounded to the lesser number in case of a fraction of less than 0.5.

(Ord. 22-103, § 16, 2022; Ord. 17-033, §§ 33 – 35, 2017; Ord. 16-018, § 28, 2016; Ord. 15-036, § 26, 2015; Ord. 11-072, § 3 (part), 2012)

43.20.320 FRONTAGE.

(A) Exclusive of flag lots, lots shall contain a minimum of 60 feet of frontage, unless located on a cul-de-sac, in which case the minimum frontage may be 45 feet.

(B) Frontage for flag lots is pursuant to MSB 43.20.300(E).

(Ord. 17-033, § 36, 2017; Ord. 15-036, § 27, 2015; Ord. 11-072, § 3 (part), 2012)

43.20.340 LOT DIMENSIONS.

(A) Lots adjacent to a watercourse or body of water shall be a minimum of 125 feet in width at the waterline, as measured directly between property corners at the waterline, or a minimum of 85 feet in width if community sewerage is provided to the lot.

(1) For flag lots where water is the only legal access, water body frontage is pursuant to MSB 43.20.300(E).

(Ord. 17-033, § 39, 2017; Ord. 15-036, § 28, 2015; Ord. 11-072, § 3 (part), 2012)

By:	A. Strawn
Introduced:	10/20/25
Public Hearing:	11/03/25
Action:	Approved

**MATANUSKA-SUSITNA BOROUGH
PLANNING COMMISSION RESOLUTION NO. 25-18**

A RESOLUTION OF THE MATANUSKA-SUSITNA BOROUGH PLANNING COMMISSION RECOMMENDING APPROVAL OF AN ORDINANCE AMENDING MSB 43.20 TO ALLOW LOTS TO BE REDUCED TO 30,000 SQUARE FEET WITHIN SINGLE-FAMILY RESIDENTIAL LAND USE DISTRICTS.

WHEREAS, Assembly Ordinance 25-102 adopts standards in MSB 43.20 Subdivision Development Standards to allow the individual lot area to be reduced to 30,000 square feet in size within Single-Family Residential Land Use Districts; and

WHEREAS, the proposed standards support the goals and objectives of the Matanuska-Susitna Borough Comprehensive Plan.

NOW, THEREFORE, BE IT RESOLVED, that the Matanuska-Susitna Borough Planning Commission hereby recommends approval of Assembly Ordinance 25-102.

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ADOPTED by the Matanuska-Susitna Borough Planning Commission
on this 3rd day of November, 2025.



RICHARD ALLEN, Chair

ATTEST



LACIE OLIVIERI, Planning Clerk

(SEAL)

YES: McCabe, Allen, Collins, Zagorodniy, Carpenter

NO: None

By: A. Strawn
Public Hearing: 12-04-2025
Action: Approved

**MATANUSKA-SUSITNA BOROUGH
PLATTING BOARD RESOLUTION NO. 25-02**

A RESOLUTION OF THE MATANUSKA-SUSITNA BOROUGH PLATTING BOARD
RECOMMENDING THE ASSEMBLY POSTPONE ACTION ON ORDINANCE 25-102.

WHEREAS, the proposed changes represent significant land use changes and the Platting Board has had little time to consider the implications to these changes; and

WHEREAS, the Platting Board has been given little information as to the full effect this ordinance would have.

NOW, THEREFORE, BE IT RESOLVED, the Matanuska-Susitna Borough Platting Board hereby recommends postponement of action by the Assembly on Ordinance 25-102 until such time that they can review long-term impacts of this ordinance, but no sooner than January 1, 2026.

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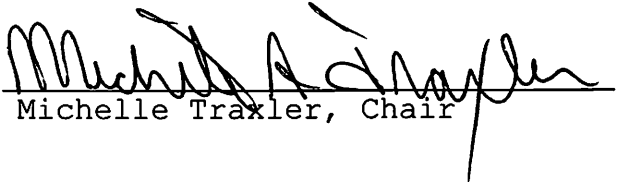
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ADOPTED by the Matanuska-Susitna Borough Platting Board on
this 4th day of December, 2025.


Michelle Traxler, Chair

ATTEST


LACIE OLIVIERI, Platting Clerk

(SEAL)



YES: Liebing, Kreger, Traxler, Gillson

NO: None

I move to amend Ordinance 25-102 as follows:

- In Section 2, eliminate paragraph (2) and its subparagraph (a) of MSB 43.20.281(F) in their entirety, as shown below:

[(2) EACH LOT THAT IS REDUCED HAS THE APPROXIMATE WATER WELL LOCATION DELINEATED ON THE PLAT, UNLESS THE LOT IS SERVED BY A MUNICIPAL OR COMMUNITY WASTEWATER SYSTEM; AND

(a) THE WATER WELL SHALL BE INSTALLED WITHIN THE DELINEATED WATER WELL AREA.]

- In Section 2, modify the acceptable percolation rate in paragraph (3) of MSB 43.20.281(F) by substituting “15 minutes per inch” with “30 minutes per inch,” as shown below:

(3) a certification from a professional engineer, licensed by the state of Alaska, is submitted to the Planning and Land Use Department. The certification must confirm that the reduction in lot size and the reserve area of each septic system will meet all DEC requirements for conventional onsite wastewater systems, and site conditions in reserve areas are "Good", as defined by most recent version of the Alaska Department of Environmental Conservation Onsite Wastewater System Installations Manual, section 2.6 Evaluating Site Conditions table, except that percolation rates may be up to [15] **30** minutes per inch.

- In section 3, modify the language in the description portion of the table from [FAILURE TO INSTALL WATER WELL OR WASTEWATER SYSTEM WITHIN DELINEATED AREA] to “**Installation of septic system outside of delineated area.**”
- Change “Section [4]. Effective date.” to Section **5**. Effective date.
- Create a new Section 4 to read as follows:

Section 4. Amendment of section. MSB 17.75.160 is hereby amended as follows:

(A) Buildings, structures, and other development shall be subject to the setback requirements specified in MSB 17.55.

(B) Water wells shall not be installed within 100 feet of areas delineated on the plat for septic systems.

CODE ORDINANCE

Sponsored by: Borough Manager
Introduced: 12/02/25
Public Hearing: 12/16/25
Postponed to 03/17/26: 12/16/25
Action:

**MATANUSKA-SUSITNA BOROUGH
ORDINANCE SERIAL NO. 25-103**

AN ORDINANCE OF THE MATANUSKA-SUSITNA BOROUGH ASSEMBLY REPEALING MSB 17.02 MANDATORY LAND USE PERMIT IN ITS ENTIRETY AND ADOPTING MSB 17.07 LAND USE REVIEW.

BE IT ENACTED:

Section 1. Classification. This ordinance is of a general and permanent nature and shall become a part of the Borough Code.

Section 2. Repeal of chapter. MSB 17.02 is hereby repealed in its entirety.

[CHAPTER 17.02: MANDATORY LAND USE PERMIT
17.02.010 INTENT AND APPLICABILITY.

(A) IT IS THE INTENT OF THIS CHAPTER TO IMPROVE THE LEVEL OF COMPLIANCE WITH EXISTING BOROUGH CODE BY ESTABLISHING A MANDATORY LAND USE REVIEW PROCESS AND DIRECTLY PROVIDING REGULATORY INFORMATION TO PERSONS PROPOSING DEVELOPMENT WITHIN THE BOROUGH OUTSIDE OF THE CITIES OF HOUSTON, PALMER, AND WASILLA.

(B) THIS CHAPTER IS APPLICABLE WITHIN ALL AREAS OF THE MATANUSKA-SUSITNA BOROUGH OUTSIDE OF THE CITIES OF HOUSTON, PALMER, AND WASILLA AND THE PORT DISTRICT, AS ESTABLISHED IN MSB 18.02.020, BOUNDARIES.

(C) THERE ARE FEDERAL, STATE, AND LOCAL REQUIREMENTS GOVERNING LAND USE. IT IS THE RESPONSIBILITY OF THE INDIVIDUAL LAND OWNERS TO OBTAIN A DETERMINATION WHETHER SUCH REQUIREMENTS APPLY TO THE DEVELOPMENT OF THEIR LAND. ANY LAND WITHIN THE BOUNDARIES OF THE MATANUSKA-SUSITNA BOROUGH IS SUBJECT TO LAND USE AND DEVELOPMENT REGULATIONS. IT IS NOT THE INTENT OF THIS CHAPTER TO REPLACE OR SUPERSEDE REGULATIONS OF OTHER CHAPTERS WITHIN THIS TITLE. ADDITIONAL INFORMATION AND PERMITS, SUCH AS FLOOD DAMAGE PREVENTION, MOBILE HOME PARK ORDINANCE, CONDITIONAL USES, AND REGULATION OF ALCOHOLIC BEVERAGES MAY BE REQUIRED IN ACCORDANCE WITH THE BOROUGH CODE. THIS TITLE WILL BE AMENDED AND UPDATED AS NECESSARY WHEN NEW MSB TITLE 17 REGULATIONS ARE ADOPTED.

(D) A LAND USE PERMIT IS NOT REQUIRED WHERE COMMENCEMENT OF CONSTRUCTION OR PLACEMENT, AS DEFINED IN MSB 17.125, OCCURRED BEFORE THE EFFECTIVE DATE OF THE ORDINANCE CODIFIED IN THIS CHAPTER.

17.02.020 LAND USE PERMIT.

(A) THE LAND OWNER OR AUTHORIZED AGENT SHALL OBTAIN A LAND USE PERMIT FROM THE MATANUSKA-SUSITNA BOROUGH PLANNING DEPARTMENT PRIOR TO THE COMMENCEMENT OF:

(1) [REPEALED BY ORD. 11-073, § 2, 2011]

(2) [REPEALED BY ORD. 11-073, § 2, 2011]

(3) [REPEALED BY ORD. 11-073, § 2, 2011]

(4) [REPEALED BY ORD. 11-073, § 2, 2011]

(5) [REPEALED BY ORD. 13-025, § 2, 2013]

(6) CONSTRUCTION OR PLACEMENT OF ANY BUILDING
WITHIN 75 FEET OF ANY WATERCOURSE OR WATER BODY;

(B) A LANDOWNER OR AUTHORIZED AGENT MAY VOLUNTARILY
REQUEST A LAND USE PERMIT FOR ANY STRUCTURE OR USE NOT
REQUIRED TO OBTAIN A PERMIT UNDER THIS CHAPTER.

(C) A PERMIT IS NOT REQUIRED UNDER THIS CHAPTER
WHEN THE PROPOSED USE IS SUBJECT TO ANOTHER PERMIT WITHIN
THIS TITLE.

17.02.030 PROCEDURE.

(A) A COMPLETE LAND USE PERMIT APPLICATION SHALL BE
SUBMITTED TO THE PLANNING AND LAND USE DIRECTOR ON A
FORM PROVIDED BY THE PLANNING AND LAND USE DEPARTMENT.

(B) A COMPLETE LAND USE PERMIT APPLICATION WILL
CONTAIN THE FOLLOWING ATTACHMENTS:

(1) [REPEALED BY ORD. 22-104, § 3, 2022], 2011]

(2) SITE PLAN;

(a) SITE PLANS ARE NOT REQUIRED TO BE
CERTIFIED BUT SHALL CLEARLY IDENTIFY THE FOLLOWING:

(i) NORTH ARROW;

(ii) BOUNDARIES OF PARCEL;

(iii) SIZE, LOCATION, AND SETBACK
DIMENSIONS OF PROPOSED STRUCTURES;

(iv) NAMES AND LOCATION OF ADJACENT
ROADWAYS;

(v) LOCATION OF RIGHTS-OF-WAY AND
PUBLIC EASEMENTS WITHIN AND ADJACENT TO THE PARCEL;

(vi) LOCATION AND NAME OF ADJACENT
WATER BODIES;

(vii) LOCATION OF SUBSURFACE SEWAGE
DISPOSAL SYSTEMS; AND

(vii) INTENDED USE OF PROPOSED
STRUCTURES.

(3) [REPEALED BY ORD. 11-073, § 3 (PART),
2011]

(4) [REPEALED BY ORD. 11-073, § 3 (PART),
2011]

(C) [REPEALED BY ORD. 11-073, § 3 (PART), 2011]

(D) [REPEALED BY ORD. 11-073, § 3 (PART), 2011]

(E) AN APPLICATION FEE AS ESTABLISHED BY THE
ASSEMBLY, PAYABLE TO THE MATANUSKA-SUSITNA BOROUGH,
SHALL BE SUBMITTED WITH THE APPLICATION. IF MORE THAN
ONE LAND USE PERMIT FEE IS REQUIRED UNDER THIS CHAPTER,
THE APPLICANT SHALL PAY ONLY ONE FEE, WHICHEVER IS THE
HIGHEST.

(F) A COPY OF THE APPLICATION SHALL BE RETAINED IN THE PLANNING AND LAND USE DEPARTMENT FILES.

17.02.040 ACTION ON APPLICATIONS.

(A) THE PLANNING AND LAND USE DIRECTOR OR DESIGNATED STAFF SHALL DETERMINE WHETHER AN APPLICATION FOR A LAND USE PERMIT IS COMPLETE. FOR INCOMPLETE APPLICATIONS, A WRITTEN EXPLANATION OF APPLICATION DEFICIENCIES SHALL BE PROVIDED WITHIN SEVEN WORKING DAYS OF THE DATE THE APPLICATION IS RECEIVED IN THE PLANNING AND LAND USE DEPARTMENT.

(B) [REPEALED BY ORD. 22-104, § 4, 2022], 2011]

(C) IN REVIEWING A LAND USE PERMIT APPLICATION, THE PLANNING AND LAND USE DIRECTOR SHALL MAKE SPECIFIC FINDINGS EXPLAINING HOW THE PROPOSAL DOES OR DOES NOT CONFORM TO THE REQUIREMENTS OF THIS TITLE. THE PLANNING AND LAND USE DIRECTOR ALSO MAY PROVIDE OPTIONS AS TO HOW THE PROPOSAL MAY CONFORM TO THESE REQUIREMENTS.

(D) THE PLANNING AND LAND USE DIRECTOR SHALL RENDER A DECISION WITHIN TEN WORKING DAYS FROM THE DATE THE APPLICATION IS DETERMINED COMPLETE.

(1) PERMITS UNDER THIS CHAPTER SHALL BE REVIEWED AND APPROVED BASED ON COMPLIANCE WITH BOROUGH CODE, INCLUDING BUT NOT LIMITED TO THE FOLLOWING:

(a) SETBACKS;

- (b) SPECIAL LAND USE DISTRICTS;
- (c) FLOOD HAZARD AREAS;
- (d) DRIVEWAY PERMITS;
- (e) CONDITIONAL USES; AND
- (f) MULTIFAMILY DEVELOPMENT PERMITS.

(E) IF A DECISION IS NOT RENDERED WITHIN THE ALLOTTED REVIEW TIME, THE APPLICANT SHALL BE ENTITLED TO A COMPLETE REFUND OF FEES.

(F) [REPEALED BY ORD. 22-104, § 4, 2022], 2011]

(G) [REPEALED BY ORD. 22-104, § 4, 2022], 2011]

(H) [REPEALED BY ORD. 22-104, § 4, 2022], 2011]

(I) APPEALS FROM A DECISION GRANTING OR DENYING A LAND USE PERMIT UNDER THIS CHAPTER SHALL BE FILED AND CONDUCTED IN ACCORDANCE WITH MSB 15.39.]

Section 2. Adoption of chapter. MSB 17.07 is hereby adopted to read as follows:

17.07 LAND USE REVIEW

17.07.010 Intent and Applicability

17.07.020 Land Use Review

17.07.030 Procedure

17.07.040 Action on Applications

17.07.010 INTENT AND APPLICABILITY

(A) It is the intent of this chapter to improve the level of compliance with existing borough code by

establishing a land use review process and directly providing regulatory information to people proposing development within the borough.

(B) This chapter is applicable within all areas of the Matanuska-Susitna Borough outside of the cities of Houston, Palmer, and Wasilla and the Port District, as established by MSB 18.02.

(C) Land within the boundaries of the Matanuska-Susitna Borough is subject to land use and development regulations. It is the responsibility of individual landowners to obtain a determination whether such requirements apply to the development of their land.

(D) There may be federal or state requirements governing land use that are not reviewed by this process and it is the responsibility of individual property owners to comply with any applicable federal or state requirements.

(E) It is not the intent of this chapter to replace or supersede regulations of other chapters within this title. Additional information and permits, such as flood damage prevention, conditional uses, and regulation of alcoholic beverages may be required in accordance with borough code.

(F) A land use review is not required where

commencement of construction or placement, as defined in MSB 17.125, occurred before the effective date of the ordinance codified in this chapter.

17.07.020 LAND USE REVIEW

(A) The landowner or authorized agent shall submit a land use review application to the Planning Department prior to the commencement of:

(1) construction or placement of any building whose gross floor area is 480 square feet or larger;

(2) construction or placement of any additions of 480 square feet or larger to existing buildings; or

(3) construction or placement of any building within 75 feet of any watercourse or water body.

(B) A landowner or authorized agent may voluntarily request a land use review for any structure or use not required to obtain a determination under this chapter.

(C) A land use review is not required under this chapter when the proposed use is subject to a separate permit within this title and the landowner or authorized agent is following that separate permit process.

17.07.030 PROCEDURE

(A) A complete land use review application shall be submitted to the planning and land use department on a form provided by the planning and land use department.

(B) A complete land use review application will contain the following attachments:

(1) site plan;

(a) site plans are not required to be certified but shall clearly identify the following:

(i) north arrow;

(ii) boundaries of parcel;

(iii) size, location, and setback dimensions of proposed structures;

(iv) names and location of adjacent roadways;

(v) location of rights-of-way and public easements within and adjacent to the parcel;

(vi) location and name of adjacent water bodies;

(vii) location of subsurface sewage disposal systems; and

(viii) intended use of proposed structures.

(2) An application fee as established by the assembly. If more than one land use review or permit fee is required under this chapter, the applicant shall pay only one fee, whichever is the highest.

17.07.040 ACTION ON APPLICATIONS

(A) The planning and land use director or designated staff shall determine whether an application for a land use review is complete. For incomplete applications, a written explanation of application deficiencies shall be provided within five working days of the date the application is received in the planning and land use department. Incomplete applications shall be reviewed, to the extent possible, for compliance with the applicable Borough code based solely on the information provided. Such a review does not imply completeness of the application or full compliance with borough code. The applicant shall remain responsible for submitting all required materials prior to a final determination.

(B) In reviewing a complete land use review application, the planning and land use director or designated staff shall make specific findings explaining how the proposal does or does not conform to the requirements of this title. The planning and land use director may also provide options as to how the proposal may conform to these requirements.

(C) The planning and land use director or designated staff shall render a determination within

five working days from the date the application is determined to be complete.

(1) Applications under this chapter shall be reviewed for compliance with borough code, including but not limited to the following:

- (a) setbacks;
- (b) special land use districts;
- (c) flood hazard areas;
- (d) driveway permits;
- (e) conditional uses; and
- (f) multifamily development permits.

(D) If a decision is not rendered within the allotted review time, the applicant shall be entitled to a complete refund of fees.

(E) Appeals of a decision for a land use review under this chapter shall be filed and conducted in accordance with MSB 15.39.

(F) This ordinance will expire on December 31, 2027.

Section 3. Effective date. This ordinance shall take effect January 1, 2026.

ADOPTED by the Matanuska-Susitna Borough Assembly this - day of -, 2025.

EDNA DeVRIES, Borough Mayor

ATTEST:

LONNIE R. McKECHNIE, CMC, Borough Clerk

(SEAL)

SUBJECT: AN ORDINANCE OF THE MATANUSKA-SUSITNA BOROUGH ASSEMBLY AMENDING REPEALING MSB 17.02 MANDATORY LAND USE PERMIT IN ITS ENTIRETY AND ADOPTING MSB 17.07 LAND USE REVIEW.

AGENDA OF: September 16, 2025

ASSEMBLY ACTION:

Postponed to 03/17/26 with Assemblymembers Sumner & Fonov opposed. 12/16/25 - EMW

AGENDA ACTION REQUESTED: Refer to Planning Commission for 90 days.

Route To	Signatures
Originator	<div>9 / 3 / 2 0 2 5</div> <div>X A l e x S t r a w n</div> <div>S i g n e d b y : A l e x</div>
Department Director	<div>9 / 3 / 2 0 2 5</div> <div>X A l e x S t r a w n</div> <div>S i g n e d b y : A l e x</div>
Finance Director	<div>9 / 3 / 2 0 2 5</div> <div>X L i e s e l Z a n t o f o r C H</div> <div>S i g n e d b y : L i e s e l W e l l a n d</div>
Borough Attorney	<div>9 / 3 / 2 0 2 5</div> <div>X J o h n A s c h e n b r e n n e r f o r N . S .</div> <div>S i g n e d b y : J o h n A s c h e n b r e n n e r</div>
Borough Manager	<div>9 / 3 / 2 0 2 5</div> <div>X M i c h a e l B r o w n</div> <div>S i g n e d b y : M i k e B r o w n</div>
Borough Clerk	<div>9 / 3 / 2 0 2 5</div> <div>X B r e n d a J . H e n r y f o r</div> <div>S i g n e d b y : B r e n d a H e n r y</div>

ATTACHMENT (S) : Ordinance Serial No. 25-103 (12pp)
 MSB 17.02 (4pp)
 Planning Commission Resolution No. 25-20 (3 pp)

SUMMARY STATEMENT: This ordinance is at the request of Assemblymember Sumner.

This ordinance repeals MSB 17.02 Mandatory Land Use Permit in its entirety and adopts MSB 17.07 Land Use Review.

This review process is intended to improve the level of compliance with existing Borough code by providing pertinent regulatory information to those proposing development. This review applies to the construction, placement, or addition to any building 480 square feet or larger. It also applies to development within the Borough's 75' waterbody setback. In addition, any landowner can request a

review of a proposal not subject to the application process so a landowner can be assured the development is in compliance with Borough code.

The review process has the following intended benefits:

1. Improves the process by which code is communicated to the public and increase compliance with Borough code.
2. Prevents Borough residents from building illegally, particularly related to Borough setbacks. This reduces code enforcement fines, variance applications, and bank financing issues if the owner wants to sell their property.
3. Provides a fast determination to the applicant on whether the proposed development is fully compliant with applicable MSB code.

The proposed ordinance supports the goals and objectives of the Matanuska-Susitna Borough Comprehensive Plan.

Matanuska-Susitna Borough Comprehensive Plan

Goal E-3: Create an attractive environment for business investment.

Policy E3-2: Institute appropriate land use guidelines and regulations that reduce land use conflicts and protect residents and businesses.

Goal LU-1: Protect and enhance the public safety, health, and welfare of Borough residents.

Policy LU1-1: Provide for consistent, compatible, effective, and efficient development within the Borough.

Improving compliance with the underlying requirements of Borough code is the ultimate goal of this ordinance. A such, it is not the intent of the Borough Assembly that staff be heavy handed in situations where through oversight or other innocent mistake a landowner or agent fails to apply for a timely review. Rather, it is the intent of the Borough Assembly that staff educate and encourage compliance with the ordinance to include issuing after-the-fact permits when circumstances warrant.

Finally, this ordinance will expire after 2 years. Of course, the Borough Assembly can vote to extend it at a later time, but since the goal is improving compliance with the underlying requirements of Borough code, there will be data after 2 years to determine whether the ordinance is fulfilling this objective.

RECOMMENDATION OF ADMINISTRATION: Refer to Planning Commission and then introduce and set for public hearing.

CHAPTER 17.02: MANDATORY LAND USE PERMIT

Section

17.02.010 Intent and applicability

17.02.020 Land use permit

17.02.030 Procedure

17.02.040 Action on applications

17.02.010 INTENT AND APPLICABILITY.

(A) It is the intent of this chapter to improve the level of compliance with existing borough code by establishing a mandatory land use review process and directly providing regulatory information to persons proposing development within the borough outside of the cities of Houston, Palmer, and Wasilla.

(B) This chapter is applicable within all areas of the Matanuska-Susitna Borough outside of the cities of Houston, Palmer, and Wasilla and the Port District, as established in MSB 18.02.020, Boundaries.

(C) There are federal, state, and local requirements governing land use. It is the responsibility of the individual land owners to obtain a determination whether such requirements apply to the development of their land. Any land within the boundaries of the Matanuska-Susitna Borough is subject to land use and development regulations. It is not the intent of this chapter to replace or supersede regulations of other chapters within this title. Additional information and permits, such as flood damage prevention, mobile home park ordinance, conditional uses, and regulation of alcoholic beverages may be required in accordance with the borough code. This title will be amended and updated as necessary when new MSB Title 17 regulations are adopted.

(D) A land use permit is not required where commencement of construction or placement, as defined in MSB 17.125, occurred before the effective date of the ordinance codified in this chapter.

(Ord. 10-108, § 2, 2010; Ord. 07-121, § 2, 2007; Ord. 06-192(AM), § 3 (part), 2007)

17.02.020 LAND USE PERMIT.

(A) The land owner or authorized agent shall obtain a land use permit from the Matanuska-Susitna Borough Planning Department prior to the commencement of:

(1) *[Repealed by Ord. 11-073, § 2, 2011]*

(2) *[Repealed by Ord. 11-073, § 2, 2011]*

(3) *[Repealed by Ord. 11-073, § 2, 2011]*

(4) *[Repealed by Ord. 11-073, § 2, 2011]*

(5) *[Repealed by Ord. 13-025, § 2, 2013]*

(6) construction or placement of any building within 75 feet of any watercourse or water body;

(B) A landowner or authorized agent may voluntarily request a land use permit for any structure or use not required to obtain a permit under this chapter.

(C) A permit is not required under this chapter when the proposed use is subject to another permit within this title.

(Ord. 22-104, § 2, 2022; Ord. 13-025, § 2, 2013; Ord. 11-073, § 2, 2011; Ord. 06-192(AM), § 3 (part), 2007)

17.02.030 PROCEDURE.

(A) A complete land use permit application shall be submitted to the planning and land use director on a form provided by the planning and land use department.

(B) A complete land use permit application will contain the following attachments:

(1) *[Repealed by Ord. 22-104, § 3, 2022], 2011]*

(2) site plan;

(a) site plans are not required to be certified but shall clearly identify the following:

(i) north arrow;

(ii) boundaries of parcel;

(iii) size, location, and setback dimensions of proposed structures;

- (iv) names and location of adjacent roadways;
- (v) location of rights-of-way and public easements within and adjacent to the parcel;
- (vi) location and name of adjacent water bodies;
- (vii) location of subsurface sewage disposal systems; and
- (viii) intended use of proposed structures.

(3) *[Repealed by Ord. 11-073, § 3 (part), 2011]*

(4) *[Repealed by Ord. 11-073, § 3 (part), 2011]*

(C) *[Repealed by Ord. 11-073, § 3 (part), 2011]*

(D) *[Repealed by Ord. 11-073, § 3 (part), 2011]*

(E) An application fee as established by the assembly, payable to the Matanuska-Susitna Borough, shall be submitted with the application. If more than one land use permit fee is required under this chapter, the applicant shall pay only one fee, whichever is the highest.

(F) A copy of the application shall be retained in the planning and land use department files.

(Ord. 22-104, § 3, 2022; Ord. 11-073, § 3 (part), 2011; Ord. 06-192(AM), § 3 (part), 2007)

17.02.040 ACTION ON APPLICATIONS.

(A) The planning and land use director or designated staff shall determine whether an application for a land use permit is complete. For incomplete applications, a written explanation of application deficiencies shall be provided within seven working days of the date the application is received in the planning and land use department.

(B) *[Repealed by Ord. 22-104, § 4, 2022], 2011]*

(C) In reviewing a land use permit application, the planning and land use director shall make specific findings explaining how the proposal does or does not conform to the requirements of this title. The planning and land use director also may provide options as to how the proposal may conform to these requirements.

(D) The planning and land use director shall render a decision within ten working days from the date the application is determined complete.

OR 25-103
IM 25-195

(1) Permits under this chapter shall be reviewed and approved based on compliance with borough code, including but not limited to the following:

- (a) setbacks;
- (b) special land use districts;
- (c) flood hazard areas;
- (d) driveway permits;
- (e) conditional uses; and
- (f) multifamily development permits.

(E) If a decision is not rendered within the allotted review time, the applicant shall be entitled to a complete refund of fees.

(F) *[Repealed by Ord. 22-104, § 4, 2022], 2011]*

(G) *[Repealed by Ord. 22-104, § 4, 2022], 2011]*

(H) *[Repealed by Ord. 22-104, § 4, 2022], 2011]*

(I) Appeals from a decision granting or denying a land use permit under this chapter shall be filed and conducted in accordance with MSB 15.39.

(Ord. 22-104, § 4, 2022; Ord. 11-073, § 3 (part), 2011; Ord. 06-192(AM), § 3 (part), 2007)

By: A. Strawn
Introduced: 10/06/25
Public Hearing: 10/20/25
Action: Approved

**MATANUSKA-SUSITNA BOROUGH
PLANNING COMMISSION RESOLUTION NO. 25-20**

A RESOLUTION OF THE MATANUSKA-SUSITNA BOROUGH PLANNING COMMISSION
RECOMMENDING APPROVAL OF AN ORDINANCE REPEALING MSB 17.02
MANDATORY LAND USE PERMIT IN ITS ENTIRETY AND ADOPTING MSB 17.07
LAND USE REVIEW.

WHEREAS, Assembly Ordinance 25-103 repeals MSB 17.02
Mandatory Land Use Permit in its entirety and adopts MSB 17.07
Land Use Review; and

WHEREAS, the review process is intended to improve the level
of compliance with existing Borough code by providing pertinent
regulatory information to those proposing development; and

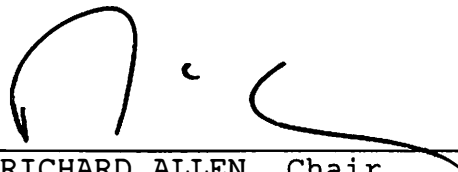
WHEREAS, the review process is intended to prevent Borough
residents from building illegally, particularly related to Borough
setbacks. This reduces code enforcement fines, variance
applications, and bank financing issues if the owner wants to sell
their property; and

WHEREAS, the proposed ordinance will provide a fast
determination to the applicant on whether the proposed development
is fully compliant with applicable MSB code; and

WHEREAS, Assembly Ordinance 25-103 supports the goals and objectives of the Matanuska-Susitna Borough Comprehensive Plan.

NOW, THEREFORE, BE IT RESOLVED, that the Matanuska-Susitna Borough Planning Commission hereby recommends approval of Assembly Ordinance 25-103.

ADOPTED by the Matanuska-Susitna Borough Planning Commission on this 20th day of October, 2025.



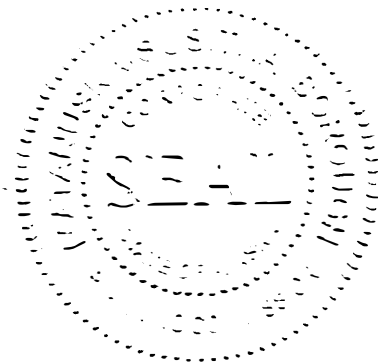
RICHARD ALLEN, Chair

ATTEST



LACIE OLIVIERI, Planning Clerk

(SEAL)



YES: McCabe, Scoggin, Allen, Carpenter, Collins

NO: None

CODE ORDINANCE

Sponsored by: Assemblymember Nowers
Introduced: 12/02/25
Public Hearing: 12/16/25
Postponed to 01/20/26: 12/16/25

Action:

**MATANUSKA-SUSITNA BOROUGH
ORDINANCE SERIAL NO. 25-111**

AN ORDINANCE OF THE MATANUSKA-SUSITNA BOROUGH ASSEMBLY AMENDING MSB 17.55 TO REDUCE THE MINIMUM BUILDING SETBACK REQUIREMENT FROM PEDESTRIAN EASEMENTS.

BE IT ENACTED:

Section 1. Classification. This ordinance is of a general and permanent nature and shall become a part of the Borough Code.

Section 2. Amendment of section. MSB 17.55.004 is hereby amended to read as follows:

(A) For the purpose of this chapter, the following definitions shall apply unless the context clearly indicates or requires a different meaning.

• **"Pedestrian" means a person traveling on foot or by means of a wheelchair or other mobility device intended for individuals with disabilities.**

• **"Pedestrian easement" means an area designated for public pedestrian travel that provides connectivity between streets, lots, or public areas.**

Section 3. Amendment of section. MSB 17.55.010 is hereby amended to read as follows:

(A) No structure or building line shall be placed within

25 feet from the right-of-way line of any public right-of-way, except no furthestmost protruding portion of any structure shall be placed within ten feet from the right-of-way line of any public right-of-way when the pre-existing lot:

(1) measures 60 feet or less in frontage on a public right-of-way, and is not located on a cul-de-sac bulb;
or

(2) comprises a nonconforming structure erected prior to July 3, 1973. This setback shall be known as the structure or building line setback.

(B) Except where specifically provided otherwise by ordinance, no furthestmost protruding portion of any structure or building line shall be located nearer than ten feet from any side or rear lot line.

(C) Except as otherwise specified by code, eaves may project a maximum of three feet into required setback areas.

(D) The setback requirements of this section do not apply to property within the cities of Palmer and Wasilla.

(E) If a condemnation by a governmental agency reduces the building line setback of a structure below 25 feet, but there remains at least ten feet setback, and the setback reduced by the condemnation met the requirements

of this section prior to the condemnation, the resulting setback shall be the setback requirements for the lot.

(F) For purposes of this chapter, commercial or industrial buildings on separate but adjacent parcels, which otherwise meet the setback requirements, may have connecting pedestrian walkways, enclosed or not.

Pedestrian walkways:

(1) shall not contribute to the building area or the number of stories or height of connected buildings; and

(2) must comply with the current adopted edition of the International Building Code, except that the outside width of the walkway shall not exceed 30 feet in width, exclusive of eaves.

(G) No furthestmost protruding portion of any structure or building line shall be located nearer than ten feet from railroad rights-of-way, except that utilities and rail dependent structures may extend up to railroad rights-of-way.

(H) No furthestmost protruding portion of any structure or building line shall be located nearer than ten feet from a pedestrian easement.

Section 4. Effective date. This ordinance shall take effect upon adoption.

ADOPTED by the Matanuska-Susitna Borough Assembly this - day
of -, 2025.

EDNA DeVRIES, Borough Mayor

ATTEST:

LONNIE R. McKECHNIE, CMC, Borough Clerk

(SEAL)

SUBJECT: AN ORDINANCE OF THE MATANUSKA-SUSITNA BOROUGH ASSEMBLY AMENDING MSB 17.55 TO REDUCE THE MINIMUM BUILDING SETBACK REQUIREMENT FROM PEDESTRIAN EASEMENTS.

AGENDA OF: September 16, 2025

ASSEMBLY ACTION:

Postponed to 01/20/26 without objection. 12/16/25 - EMW

AGENDA ACTION REQUESTED: Refer to Planning Commission for 90 days.

Route To	Signatures
Originator	<div>9 / 3 / 2 0 2 5</div> <div>X A l e x S t r a w n</div> <div>S i g n e d b y : A l e x</div>
Department Director	<div>9 / 3 / 2 0 2 5</div> <div>X A l e x S t r a w n</div> <div>S i g n e d b y : A l e x</div>
Finance Director	<div>9 / 3 / 2 0 2 5</div> <div>X L i e s e l Z a n t o f o r C H</div> <div>S i g n e d b y : L i e s e l W a l l a n d</div>
Borough Attorney	<div>9 / 3 / 2 0 2 5</div> <div>X J o h n A s c h e n b r e n n e r f o r N . S .</div> <div>S i g n e d b y : J o h n A s c h e n b r e n n e r</div>
Borough Manager	<div>9 / 3 / 2 0 2 5</div> <div>X M i c h a e l B r o w n</div> <div>S i g n e d b y : M i k e B r o w n</div>
Borough Clerk	<div>9 / 3 / 2 0 2 5</div> <div>X B r e n d a J . H e n r y f o r</div> <div>S i g n e d b y : B r e n d a H e n r y</div>

ATTACHMENT (S) : Ordinance Serial No. 25-111 (4pp)
 MSB 17.55 (5pp)
 Planning Commission Resolution No. 25-21 (2 pp)

SUMMARY STATEMENT: This ordinance is at the request of Assemblymember Nowers.

A 25-foot public right-of-way setback was originally adopted in 1973 by assembly ordinance.

This ordinance adds two new definitions and establishes a minimum building setback of ten feet from pedestrian easements. The code currently requires a 25-foot setback from public rights-of-way, including public easements, and a 10-foot setback from lot lines and railroad rights-of-way, but it does not explicitly address pedestrian easements. As a result, some property owners have

inadvertently built too close to these easements and fallen into violation of Borough code. The proposed change resolves these issues and provides a clear, consistent standard by requiring a 10-foot setback from pedestrian easements.

The 10-foot setback aligns with existing requirements for other boundaries, protects pedestrian walkways from encroachment, ensures safe and accessible connections, and promotes consistency throughout the code. Reducing the setback from 25 feet to 10 feet increases property usability by allowing more flexible site design and building placement, and may also encourage developers to dedicate additional pedestrian easements.

The proposed ordinance is consistent with the MSB comprehensive plan.

Matanuska-Susitna Borough Comprehensive Plan

Goal E-3: Create an attractive environment for business investment.

Policy E3-2: Institute appropriate land use guidelines and regulations that reduce land use conflicts and protect residents and businesses.

Goal LU-1: Protect and enhance the public safety, health, and welfare of Borough residents.

Policy LU1-1: Provide for consistent, compatible, effective, and efficient development within the Borough.

RECOMMENDATION OF ADMINISTRATION: Refer to Planning Commission and then introduce and set for public hearing.

CHAPTER 17.55: SETBACKS AND SCREENING EASEMENTS

Section

17.55.004 Definitions

17.55.005 General

17.55.010 Setbacks

17.55.015 *Shorelands; definition [Repealed]*

17.55.020 Setbacks for shorelands

17.55.040 Violations, enforcement, and penalties

17.55.004 DEFINITIONS.

(A) For the purpose of this chapter, the following definitions shall apply unless the context clearly indicates or requires a different meaning.

- “Aircraft hangar” means a roofed structure which is used to completely or partially enclose and store aircraft and aircraft accessories.
- “Boathouse” means a roofed structure which is used to completely or partially enclose and store boats and boating accessories.
- “Building” means any structure intended for the shelter, housing, or enclosure of any individual, animal, process, equipment, goods, or materials of any kind or nature.
- “Building line” means the line of that part of the building nearest the property line.
- “Dedication” means the reservation of land to a public use by the owner manifesting the intention that it shall be accepted and used presently or in the future for such public purpose. A dedication by the owner under the terms of this section is a conveyance of an interest in property which shall be deemed to include the warranties of title listed in A.S. 34.15.030. The dedication of streets, alleys, sidewalks, or public open space shall convey a fee interest in the area dedicated. The dedication of all other public rights-of-way shall be deemed to create an easement in gross to perform the indicated function in the area depicted.

- “Engineer” means a registered professional civil engineer authorized to practice engineering in the state of Alaska.
- “Incidental” means subordinate and minor in significance and bearing a reasonable relationship to the primary use.
- “Lot” means the least fractional part of subdivided lands having limited fixed boundaries and having an assigned number, or other name through which it may be identified.
- “Lot depth” means the average distance between front and rear lot lines.
- “Lot frontage” means all property abutting the right-of-way of a dedicated street or road easement, measured along the right-of-way between side lot lines of a lot.
- “Lot width” means the average distance between side lot lines.
- “Ordinary high water mark” means the mark made by the action of water under natural conditions on the shore or bank of a body of water which action has been so common and usual that it has created a difference between the character of the vegetation or soil on one side of the mark and character of the vegetation and soil on the other side of the mark.
- “Parcel” means an unsubdivided plot of land.
- “Right-of-way” means a strip of land reserved, used, or to be used for a street, alley, walkway, airport, or other public or private purpose.
- “Structure” means anything that is constructed or created and located on or above the ground, or attached to something fixed to the ground. For purposes of minimum setbacks and building separation requirements, the following are not considered structures unless specifically addressed by code: signs; fences; retaining walls; parking areas; roads, driveways, or walkways; window awnings; a temporary building when used for 30 days or less; utility boxes and other incidental structures related to utility services; utility poles and lines; guy wires; clotheslines; flagpoles; planters; incidental yard furnishings; water wells; monitoring wells; and/or tubes, patios, decks, or steps less than 18 inches above average grade.
- “Subdivision” means the division of a tract or parcel of land into two or more lots, sites, or other divisions, or the combining of two or more lots, tracts, or parcels into one lot, tract, or parcel for the purpose, whether immediate or future, of sale or lease for more than ten years, including any resubdivision and when appropriate to the context, the process of subdividing or the land actually subdivided.
- “Surveyor” means a professional land surveyor who is registered in the state of Alaska.

- “Utility box” means electric transformers, switch boxes, telephone pedestals and telephone boxes, cable television boxes, traffic control boxes, and similar devices.
- “Utility services” means the generation, transmission, or distribution of electricity, gas, communications, and municipal water and sewer systems.

(Ord. 22-063, § 3, 2022; Ord. 21-019, § 2, 2021; Ord. 17-088(SUB), § 2, 2017; Ord. 13-164, §§ 2, 3, 2013; Ord. 93-042, § 2 (part), 1993; Ord. 89-072, § 2 (part), 1989; Ord. 88-221, § 2 (part), 1988)

17.55.005 GENERAL.

This chapter establishes minimum structural setbacks from lot lines, water courses and water bodies, rights-of-way, and specific screening easements for certain lands within subdivisions in the Matanuska-Susitna Borough except where otherwise specified in special land use district regulations within this title.

(Ord. 03-053, § 2, 2003; Ord. 88-190, § 3 (part), 1988)

17.55.010 SETBACKS.

(A) No structure or building line shall be placed within 25 feet from the right-of-way line of any public right-of-way, except no furthestmost protruding portion of any structure shall be placed within ten feet from the right-of-way line of any public right-of-way when the pre-existing lot:

- (1) measures 60 feet or less in frontage on a public right-of-way, and is not located on a cul-de-sac bulb; or
- (2) comprises a nonconforming structure erected prior to July 3, 1973. This setback shall be known as the structure or building line setback.

(B) Except where specifically provided otherwise by ordinance, no furthestmost protruding portion of any structure or building line shall be located nearer than ten feet from any side or rear lot line.

(C) Except as otherwise specified by code, eaves may project a maximum of three feet into required setback areas.

(D) The setback requirements of this section do not apply to property within the cities of Palmer and Wasilla.

(E) If a condemnation by a governmental agency reduces the building line setback of a structure below 25 feet, but there remains at least ten feet setback, and the setback reduced by the condemnation met the requirements of this section prior to the condemnation, the resulting setback shall be the setback requirements for the lot.

(F) For purposes of this chapter, commercial or industrial buildings on separate but adjacent parcels, which otherwise meet the setback requirements, may have connecting pedestrian walkways, enclosed or not. Pedestrian walkways:

(1) shall not contribute to the building area or the number of stories or height of connected buildings; and

(2) must comply with the current adopted edition of the International Building Code, except that the outside width of the walkway shall not exceed 30 feet in width, exclusive of eaves.

(G) No furthestmost protruding portion of any structure or building line shall be located nearer than ten feet from railroad rights-of-way, except that utilities and rail dependent structures may extend up to railroad rights-of-way.

(Ord. 11-159, § 2, 2011; Ord. 11-019, § 2, 2011; Ord. 93-042, § 2 (part), 1993; Ord. 88-190, § 3 (part), 1988)

17.55.015 Shorelands; definition. [Repealed by Ord. 17-088(SUB), § 3, 2017]

17.55.020 SETBACKS FOR SHORELANDS.

(A) Except as provided in subsection (B) of this section, no structure or footing shall be located closer than 75 feet from the ordinary high water mark of a body of water. Except as provided otherwise, eaves may project three feet into the required setback area.

(B) Docks, piers, marinas, aircraft hangars, and boathouses may be located closer than 75 feet and over the water, provided they are not used for habitation and do not contain sanitary or petroleum fuel storage facilities. Structures permitted over water under this subsection shall conform to all applicable state and federal statutes and regulations.

(1) Boathouses or aircraft hangars which are exempt from a minimum shoreline setback for structures shall:

(a) be built over, in, or immediately adjacent to a waterbody and used solely for storing boats and boating accessories;

**IM 25-210
OR 25-111**

- (b) be designed, constructed and oriented for primary access by boats or aircraft directly to a waterbody;
- (c) not have more than incidental accessory access to a street or driveway; and
- (d) not be usable as a garage or habitable structure without significant alteration.

(C) In the city of Wasilla, this section does not apply to structures where construction was completed prior to November 16, 1982. Elsewhere in the borough, this section does not apply to structures where construction was completed prior to January 1, 1987, if the present owner or owners of the property had no personal knowledge of any violation of the requirements of this section prior to substantial completion of the structures. The director of the planning department shall, upon application by a property owner, determine whether a property qualifies for an exception under this subsection.

- (1) An application for a shoreline setback exception shall include a filing fee as established by resolution of the assembly.

(D) In this section, a “structure” is any dwelling or habitable building or garage.

(E) No part of a subsurface sewage disposal system shall be closer than 100 feet from the ordinary high water mark of any body of water. The planning commission shall require this distance be increased where necessary to protect waters within the borough.

(Ord. 17-088(SUB), § 4, 2017; IM 96-019, page 1, presented 3-19-96; Ord. 93-095, § 2, 1993; Ord. 93-042, § 2 (part), 1993; Ord. 90-052, § 3, 1990; Ord. 88-190, § 3 (part), 1988; initiative election of 5-5-87)

17.55.040 VIOLATIONS, ENFORCEMENT, AND PENALTIES.

(A) Except as otherwise specified in this chapter violations of this chapter are infractions.

(B) Remedies, enforcement actions, and penalties shall be consistent with the terms and provisions of MSB 1.45.

(Ord. 95-088(SUB)(am), § 26 (part), 1995)

By:	A. Strawn
Introduced:	10/06/25
Public Hearing:	10/20/25
Action:	Approved

MATANUSKA-SUSITNA BOROUGH
PLANNING COMMISSION RESOLUTION NO. 25-21

A RESOLUTION OF THE MATANUSKA-SUSITNA BOROUGH PLANNING COMMISSION RECOMMENDING APPROVAL OF AN ORDINANCE AMENDING MSB 17.55 TO REDUCE THE MINIMUM BUILDING SETBACK REQUIREMENT FROM 25 FEET TO 10 FEET FROM PEDESTRIAN EASEMENTS.

WHEREAS, Assembly Ordinance 25-111 reduces the minimum building setback from 25 feet to 10 feet from pedestrian easements; and

WHEREAS, the proposed ordinance adds two new definitions for "pedestrian" and "pedestrian easement"; and

WHEREAS, existing code currently requires a 25-foot setback from public rights-of-way, including public easements, and a 10-foot setback from lot lines and railroad rights-of-way, but it does not explicitly address pedestrian easements; and

WHEREAS, some property owners have inadvertently built too close to pedestrian easements and fallen into violation of Borough code; and

WHEREAS, the proposed change resolves violation where individuals built less than 25 feet, but greater than 10 feet from pedestrian easements; and

WHEREAS, the proposed change creates a clear and consistent standard by requiring a 10-foot setback from pedestrian easements; and

WHEREAS, the proposed standards support the goals and objectives of the Matanuska-Susitna Borough Comprehensive Plan.

NOW, THEREFORE, BE IT RESOLVED, that the Matanuska-Susitna Borough Planning Commission hereby recommends approval of Assembly Ordinance 25-111.

ADOPTED by the Matanuska-Susitna Borough Planning Commission on this 20th day of October, 2025.



RICHARD ALLEN, Chair

ATTEST



JACIE OLIVIERI, Planning Clerk

(SEAL)

YES: McCabe, Scoggin, Allen, Carpenter, Collins

NO: None

NONCODE ORDINANCE

Sponsored By: Borough Manager
Introduced: 12/02/25
Public Hearing: 12/16/25
Defeated: 12/16/25

**MATANUSKA-SUSITNA BOROUGH
ORDINANCE SERIAL NO. 25-133**

AN ORDINANCE OF THE MATANUSKA-SUSITNA BOROUGH ASSEMBLY ALLOWING RENTERS OF THE BIG LAKE LIONS RECREATION CENTER TO CONSUME AND SERVE ALCOHOLIC BEVERAGES PER THE TERMS OF THE RENTAL AGREEMENT AT THE BIG LAKE LIONS RECREATION CENTER.

WHEREAS, the Big Lake Lions Recreation Center was recently purchased; and

WHEREAS, Borough seeks opportunities to expand cost recovery at our recreational facilities; and

WHEREAS, the Matanuska Susitna Borough allows for the consumption and serving of alcoholic beverages at the Government Peak Recreation Area Chalet; and

WHEREAS, the Recreational Services Division has developed rental rates for use of the Big Lake Lions Recreation Center; and

WHEREAS, the use of the facility will increase through better marketability of a facility that permits the use of alcohol; and

WHEREAS, the rental agreement with potential users includes provisions to indemnify and hold harmless the Borough and provide additional insurance to cover the sale or serving of alcoholic beverages;

BE IT ENACTED:

Section 1. Classification. This Ordinance is a noncode ordinance.

Section 2. Authorization For The Sale Or Serving Of Alcoholic Beverages.

The Matanuska-Susitna Borough Assembly hereby authorizes the sale or serving of alcoholic beverages per the terms and conditions of a use permit which will include provisions to indemnify and hold harmless the Borough and provide additional insurance to cover the sale or serving of alcoholic beverages with such terms and conditions deemed necessary or advisable by the Manager.

Section 3. Effective Date. This ordinance shall take effect upon adoption.

DEFEATED by the Matanuska-Susitna Borough Assembly this 16 day of December, 2025.

NO: Bowles, McKee, Fonov, and Bernier

YES: Nowers, Sumner, and Gamble


SUBJECT: AN ORDINANCE OF THE MATANUSKA-SUSITNA BOROUGH ASSEMBLY ALLOWING RENTERS OF THE BIG LAKE LIONS RECREATION CENTER TO CONSUME AND SERVE ALCOHOLIC BEVERAGES PER THE TERMS OF THE RENTAL AGREEMENT AT THE BIG LAKE LIONS RECREATION CENTER.

AGENDA OF: December 2, 2025

ASSEMBLY ACTION:

Defeated with Assemblymembers Nowers, Sumner, & Gamble in support. 12/16/25 - EMW

AGENDA ACTION REQUESTED: Introduce and set for public hearing.

Route To	Signatures
Originator	<div>11/6/2025</div> <div>X H u g h L e s l i e</div> <div>Signed by: Hugh Leslie III</div>
Community Development Director	<div>11/7/2025</div> <div>X J i l l i a n M o r r i s s e y</div> <div>Signed by: Jillian Morrissey</div>
Finance Director	<div> R e c o v e r a b l e S i g n a t u r e</div> <div>X C h e y e n n e H e i n d e l</div> <div>Signed by: Cheyenne Heindel</div>
Borough Attorney	<div>11/7/2025</div> <div>X N i c h o l a s S p i r o p o u l o s</div> <div>Signed by: Nicholas Spiropoulos</div>
Borough Manager	<div>11/7/2025</div> <div>X M i c h a e l B r o w n</div> <div>Signed by: Mike Brown</div>
Borough Clerk	<div>11/10/2025</div> <div>X B r e n d a J . H e n r y f o r</div> <div>Signed by: Brenda Henry</div>

ATTACHMENT (S): Ordinance Serial No. 25-133 (2 pp)
Fiscal Note

SUMMARY STATEMENT: Allow the consumption of alcoholic beverages at the Big Lake Lions Recreation Center per the terms and conditions of a use permit which will include provisions to indemnify and hold harmless the Borough and provide additional insurance to cover the sale or serving of alcoholic beverages.


RECOMMENDATION OF ADMINISTRATION: Approve as written.

MATANUSKA-SUSITNA BOROUGH

FISCAL NOTE

Agenda Date: 12/02/2026

SUBJECT: AN ORDINANCE OF THE MATANUSKA-SUSITNA BOROUGH ASSEMBLY ALLOWING RENTERS OF THE BIG LAKE LIONS RECREATION CENTER TO CONSUME AND SERVE ALCOHOLIC BEVERAGES PER THE TERMS OF THE RENTAL AGREEMENT AT THE BIG LAKE LIONS RECREATION CENTER.

FISCAL ACTION (TO BE COMPLETED BY FINANCE)	FISCAL IMPACT YES NO
AMOUNT REQUESTED *	FUNDING SOURCE Rental Revenue
FROM ACCOUNT #	PROJECT
TO ACCOUNT: 100.000.000 346.000	PROJECT #
VERIFIED BY: <div style="text-align: right;">11/16/2025</div> <div style="text-align: center;">  Liesel Zanto </div> <div style="text-align: center;">Signed by: Liesel Zanto</div>	[Redacted Signature Area]

EXPENDITURES/REVENUES:

(Thousands of Dollars)

OPERATING	FY2024	FY2025	FY2026	FY2027	FY2028	FY2029
Personnel Services						
Travel						
Contractual						
Supplies						
Equipment						
Land/Structures						
Grants, Claims						
Miscellaneous						
TOTAL OPERATING						

CAPITAL						
---------	--	--	--	--	--	--

REVENUE			*			
---------	--	--	---	--	--	--

FUNDING:



(Thousands of Dollars)

General Fund			*			
State/Federal Funds						
Other						
TOTAL			*			

POSITIONS:

Full-Time						
Part-Time						
Temporary						

ANALYSIS: (Attach a separate page if necessary) *Revenue depends on facility rentals

APPROVED BY:	 Recoverable Signature <div style="text-align: center;">  Cheyenne Heindel </div> <div style="text-align: center;">Signed by: Cheyenne Heindel</div>
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Adopted: 12/16/25

**MATANUSKA-SUSITNA BOROUGH
RESOLUTION SERIAL NO. 25-119**

A RESOLUTION OF THE MATANUSKA-SUSITNA BOROUGH ASSEMBLY AMENDING THE SCOPE OF WORK FOR THE OILWELL ROAD AMBER LAKE PARKING AREA DESIGN PROJECT TO THE HOMEBUILT CIRCLE NEKLASON LAKE PARKING AREA.

WHEREAS, the intent and rationale for this resolution is found in the accompanying Informational Memorandum No. 25-263.

NOW, THEREFORE, BE IT RESOLVED, that the Assembly hereby approves the scope of work for the Homebuilt Circle Neklason Lake Parking Area project.

Scope of Work

Construct a gravel parking area on Borough owned land located off Homebuilt Circle near Neklason Lake.

<u>Budget</u>			
<u>Project</u>	<u>Project Name</u>	<u>Budget</u>	<u>Amended Budget</u>
15040-1800-1821	Oilwell Rd Amber Lake Parking Area Design	\$25,000	\$ 0
15040	Homebuilt Circle Neklason Lake Parking Area		\$25,000
TOTALS		\$25,000	\$25,000

ADOPTED by the Matanuska-Susitna Borough Assembly this 16 day
of December, 2026.


EDNA DeVRIES, Borough Mayor

ATTEST:


LONNIE R. McKECHNIE, CMC, Borough Clerk
(SEAL)

PASSED UNANIMOUSLY: Bowles, Nowers, McKee, Sumner, Gamble, Fonov,
and Bernier



SUBJECT: A RESOLUTION OF THE MATANUSKA-SUSITNA BOROUGH ASSEMBLY AMENDING THE SCOPE OF WORK FOR THE OILWELL ROAD AMBER LAKE PARKING AREA DESIGN PROJECT TO THE HOMEBUILT CIRCLE NEKLASON LAKE PARKING AREA.

AGENDA OF: December 16, 2025

Assembly Action:

Approved under the consent agenda 12/16/25 - EMW

AGENDA ACTION REQUESTED: Present to the Assembly for consideration.

Route To	Signatures
Department Director	<div>12/2/2025</div> <div>X J i l l i a n M o r r i s s e y</div> <div>Signed by: J i l l i a n M o r r i s s e y</div>
Finance Director	<div> R e c o v e r a b l e S i g n a t u r e</div> <div>X C h e y e n n e H e i n d e l</div> <div>Signed by: C h e y e n n e H e i n d e l</div>
Borough Attorney	<div>12/2/2025</div> <div>X N i c h o l a s S p i r o p o u l o s</div> <div>Signed by: N i c h o l a s S p i r o p o u l o s</div>
Borough Manager	<div>12/2/2025</div> <div>X M i c h a e l B r o w n</div> <div>Signed by: M i c h a e l B r o w n</div>
Borough Clerk	<div> R e c o v e r a b l e S i g n a t u r e</div> <div>X L o n n i e M c K e c h n i e</div> <div>Signed by: L o n n i e M c K e c h n i e</div>

ATTACHMENT (S): Resolution Serial No. 25-119 (2 pp)

SUMMARY STATEMENT: Project 15040-1800-1821 for the Oilwell Road Amber Lake Parking Area Design were not used, as anticipated, and the parking area at Oilwell Road Amber Lake is complete without use of these funds.

There is a need to construct a gravel parking area on Borough owned land located off Homebuilt Circle near Neklason Lake to improve public access to the lake. During the Neklason Lake at Homebuilt Circle Fish Passage Improvement project, the site will function as a temporary staging area before transitioning to its long term use as a public parking for lake access.


RECOMMENDATION OF ADMINISTRATION: Respectfully request approval.

MATANUSKA-SUSITNA BOROUGH

FISCAL NOTE

Agenda Date: December 16, 2025

SUBJECT: A RESOLUTION OF THE MATANUSKA-SUSITNA BOROUGH ASSEMBLY AMENDING THE SCOPE OF WORK FOR THE OILWELL ROAD AMBER LAKE PARKING AREA DESIGN PROJECT TO THE HOMEBUILT CIRCLE NEKLASON LAKE PARKING AREA.

FISCAL ACTION (TO BE COMPLETED BY FINANCE)	FISCAL IMPACT YES NO
AMOUNT REQUESTED \$25,000	FUNDING SOURCE Parks and Rec Capital Projects
FROM ACCOUNT # 440.000.000 4xx.xxx	PROJECT# 15040
TO ACCOUNT: 440.000.000 3xx.xxx	PROJECT # 15040
VERIFIED BY: <div style="text-align: right;">1 2 / 2 / 2 0 2 5</div> <div style="text-align: center;">  L i e s e l Z a n t o Signed by: Liesel Zanto </div>	

EXPENDITURES/REVENUES:

(Thousands of Dollars)

OPERATING	FY2026	FY2027	FY2028	FY2029	FY2030	FY2031
Personnel Services						
Travel						
Contractual						
Supplies						
Equipment						
Land/Structures						
Grants, Claims						
Miscellaneous						
TOTAL OPERATING						
CAPITAL	25.0					
REVENUE						

FUNDING:



(Thousands of Dollars)

General Fund						
State/Federal Funds						
Other	25.0					
TOTAL	25.0					

POSITIONS:

Full-Time						
Part-Time						
Temporary						

ANALYSIS: (Attach a separate page if necessary)

APPROVED BY:	 Recoverable Signature
	<div style="text-align: center;">  C h e y e n n e H e i n d e l Signed by: Cheyenne Heindel </div>

Postponed Indefinitely: 12/16/25

**MATANUSKA-SUSITNA BOROUGH
RESOLUTION SERIAL NO. 25-120**

A RESOLUTION OF THE MATANUSKA-SUSITNA BOROUGH ASSEMBLY TO INITIATE DISCUSSIONS AND CONSIDERATIONS REGARDING THE PROPOSAL TO ANNEX THE CHUGIAK-EAGLE RIVER AREA INTO THE MATANUSKA-SUSITNA BOROUGH.

WHEREAS, there is a proposal forming by a group of concerned and affected residents of the Chugiak-Eagle River area ("the Sponsors") to annex that area into the Matanuska-Susitna Borough; and

WHEREAS, there has been a long history of cooperative and collaborative relations between the residents of the Matanuska-Susitna Borough ("Mat-Su") and the residents of Chugiak-Eagle River area ("CER") spanning decades; and

WHEREAS, in the 1940s and 1950s, the CER area was settled by farmers moving in from Palmer and the road to CER and on to Anchorage was known as the Palmer Hwy; and

WHEREAS, in the 1950s, when the Anchorage Electric and Telephone utilities were requested to expand their services to cover the CER area but declined, CER turned to the Mat-Su utilities which resulted in the presence of M.E.A. and M.T.A. in CER; and

WHEREAS, with Alaska statehood and new constitution local areas were encouraged to form their own governments and in 1974, the people of CER voted to form a local government for the area; and

WHEREAS, in 1975 the CER's new government was voided by the Alaska Supreme Court in *Abrams v. State*, 534 P.2d 91 (1975); and

WHEREAS, the people of CER did not reach out to Mat-Su to be annexed because in 1975 the City of Anchorage and the Greater Anchorage Area Borough unified into the Municipality of Anchorage and CER became a part of it; and

WHEREAS, the Sponsors report that CER was told that it would be recognized as uniquely independent even after unification; and

WHEREAS, the Sponsors report that CER has been primarily self-supporting through service areas covering roads, parks and fire with the State Department of Transportation maintaining the collector roads; and

WHEREAS, the Sponsors report that the Anchorage Municipality has been reversing its position on the autonomy of CER resulting in the reversal of latitude of functioning, imposing ordinances not applicable to CER, disregarding CER Community Councils, disregarding the CER Comprehensive Plan which has resulted in the Sponsors, and other people of CER wishing to disconnect with Anchorage and be part of another established borough; and

WHEREAS, Mat-Su is invested in economic growth; and

WHEREAS, Mat-Su is interested in development opportunities for the benefit of the borough and the State of Alaska; and

WHEREAS, the Sponsors report that CER has a long history of self-sufficiency and fiscal management, as seen by its development

and service areas; and

WHEREAS, the Sponsors have been pursuing separating from Anchorage for many years and have submitted preliminary documentation in doing so to the State Local Boundary Commission, which requests feedback from the Mat-Su.

NOW, THEREFORE, BE IT RESOLVED, that the Matanuska Susitna Borough is interested in initiating discussions and considerations about annexing Chugiak-Eagle River into the Matanuska Susitna Borough.

POSTPONED indefinitely by the Matanuska-Susitna Borough Assembly this 16 day of December, 2025.

The motion to Postpone Indefinitely Passed:

YES: Bowles, Nowers, McKee, Sumner, Gamble, Bernier

NO: Fonov

SUBJECT: A RESOLUTION OF THE MATANUSKA-SUSITNA BOROUGH ASSEMBLY TO INITIATE DISCUSSIONS AND CONSIDERATIONS REGARDING THE PROPOSAL TO ANNEX THE CHUGIAK-EAGLE RIVER AREA INTO THE MATANUSKA-SUSITNA BOROUGH.

AGENDA OF:December 16, 2025

Assembly Action:

Postponed Indefinitely with
Assemblymember Fonov opposed 12/16/25- EMW

AGENDA ACTION REQUESTED: Present to the Assembly for consideration.

Route To	Signatures
Originator/Attorney	<div style="text-align: right;">12 / 1 / 2025</div> X N i c h o l a s S p i r o p o u l o s Signed by : N i c h o l a s S p i r o p o u l o s
Finance Director	<div style="text-align: center;">Recoverable Signature</div> X C h e y e n n e H e i n d e l Signed by : C h e y e n n e H e i n d e l
Borough Manager	<div style="text-align: right;">12 / 2 / 2025</div> X M i c h a e l B r o w n Signed by : M i c h a e l B r o w n
Borough Clerk	<div style="text-align: center;">Recoverable Signature</div> X L o n n i e M c K e c h n i e Signed by : L o n n i e M c K e c h n i e

ATTACHMENT (S): Resolution Serial No. 25-120 (3 pp)

SUMMARY STATEMENT: This resolution is sponsored by Assemblymember Fonov to initiate discussions and considerations regarding the proposal to annex the Chugiak-Eagle River area into the Matanuska-Susitna Borough.

There is a proposal forming by a group of concerned and affected residents of the Chugiak-Eagle River area ("the Sponsors") to annex that area into the Matanuska-Susitna Borough. There has been a long history of cooperative and collaborative relations between the residents of the Matanuska-Susitna Borough ("Mat-Su") and the residents of Chugiak-Eagle River area ("CER") spanning decades.

CER has always sought a degree of autonomy and independence as their own local community. The Sponsors of the proposal report that the Anchorage Municipality has been reversing its position on the autonomy of CER resulting in the reversal of latitude of functioning, imposing ordinances not applicable to CER, disregarding CER Community Councils, disregarding the CER Comprehensive Plan which has resulted in the Sponsors, and other

people of CER wishing to disconnect with Anchorage and be part of another established borough. Since Mat-Su is invested in economic growth and development opportunities for the benefit of the borough and the State of Alaska and the Sponsors report that CER has a long history of self-sufficiency and fiscal management, as seen by its development and service areas, it makes sense to initiate discussions and considerations of the proposal.

RECOMMENDATION OF ADMINISTRATION: Consider resolution.

SUBJECT: REQUESTING THE AUTHORIZATION FOR DESTRUCTION OF BALLOTS FROM THE NOVEMBER 4, 2025, REGULAR BOROUGH ELECTION.

AGENDA OF: December 16, 2025

ASSEMBLY ACTION:

Approved under the consent agenda 12/16/25 - EMW

AGENDA ACTION REQUESTED: Present to the Assembly for consideration.

Route To:	Signature
Originator	<div> <div>X</div> <div>Estelle Wiese</div> <div>11/25/2025</div> <div>Signed by: Estelle Wiese</div> </div>
Finance Director	<div> <div>X</div> <div>Cheyenne Heindel</div> <div>12/1/2025</div> <div>Signed by: Cheyenne Heindel</div> </div>
Borough Attorney	<div> <div>X</div> <div>Nicholas Spiropoulos</div> <div>12/1/2025</div> <div>Signed by: Nicholas Spiropoulos</div> </div>
Borough Manager	<div> <div>X</div> <div>Michael Brown</div> <div>12/1/2025</div> <div>Signed by: Mike Brown</div> </div>
Borough Clerk	<div> <div>X</div> <div>Lonnice McKechnie</div> <div>12/4/2025</div> <div>Signed by: Lonnice McKechnie</div> </div>

SUMMARY STATEMENT: The Assembly's certification of the November 4, 2025, Regular Borough Election was on November 18, 2025. Pursuant to MSB 25.35.060, the Clerk requests authorization from the Assembly to destroy the official ballots from the regular election, not sooner December 19, 2025.

MSB 25.35.060, provides that all official ballots shall be preserved for not less than 30 calendar days from the date of election certification. Upon expiration for the 30-day period, the Clerk shall completely destroy the ballots upon approval from the Assembly.

RECOMMENDATION OF ADMINISTRATION: To approve the destruction of the official ballots from the November 4, 2025, Regular Borough Election not earlier than December 19, 2025, in accordance with Borough Code.

SUBJECT: Award of bid number 26-079B to AK Clearwater Mechanical for the contract amount of \$138,840.00 for Snowshoe Elementary School Boiler Replacement.

AGENDA OF: December 16, 2025

ASSEMBLY ACTION:

Approved under the consent agenda 12/16/25 - EMW

AGENDA ACTION REQUESTED: Present to the Assembly for consideration.

Route To:	Signature
Purchasing Officer	<div>12/2/2025</div> <div>X Rustin Krafft</div> <div>Signed by: Rustin Krafft</div>
Public Works Director	<div>RECOVERABLE SIGNATURE</div> <div>X Tom Adams, P.E.</div> <div>Signed by: Tom Adams</div>
Finance Director	<div>RECOVERABLE SIGNATURE</div> <div>X Cheyenne Heindel</div> <div>Signed by: Cheyenne Heindel</div>
Borough Attorney	<div>12/2/2025</div> <div>X Nicholas Spiropoulos</div> <div>Signed by: Nicholas Spiropoulos</div>
Borough Manager	<div>12/2/2025</div> <div>X Michael Brown</div> <div>Signed by: Mike Brown</div>
Borough Clerk	<div>12/4/2025</div> <div>X Lonnie McKechnie</div> <div>Signed by: Lonnie McKechnie</div>

ATTACHMENT (S): Scope of Work (3p)

SUMMARY STATEMENT: On October 28, 2025, the Matanuska-Susitna Borough Purchasing Division issued a solicitation requesting bids from qualified contractors for Snowshoe Elementary School Boiler Replacement. Construction Services purchased will support the Public Works Department in assembly district #3.

This project, funded by the MSB on-going deferred maintenance allocation to the Matanuska-Susitna Borough School District (MSBSD), will replace 2 boilers originally installed when the school was constructed in 1979. Installation and direct replacement of the boilers will reduce maintenance costs and improve system reliability. The existing boilers at the Snowshoe facilities are some of the oldest boilers in the school district. The boilers are being replaced with essentially the same type of boilers and updated burner units. Sectional cast iron boilers are the MSBSD preferred heating system, due to their

time-tested reliability and low maintenance.

In response to the advertisement, six bids were received. Award recommendation is being made to AK Clearwater Mechanical as the lowest responsive and responsible bidder based on the Total Bid Amount.

The final completion date for this project is July 10, 2026.

In accordance with MSB 3.08.170(B), Administration requests authority to modify the resulting contract completion date by 180 days for unforeseen circumstances.

The Public Works Department, Project Management Division will be administering the contract.

RECOMMENDATION OF ADMINISTRATION: Approve the subject action memorandum.

MATANUSKA-SUSITNA BOROUGH

FISCAL NOTE

Agenda Date: December 16, 2025

SUBJECT: Award of bid number 26-079B to AK Clearwater Mechanical for the contract amount of \$138,840.00 for Snowshoe Elementary School Boiler Replacement.

FISCAL ACTION (TO BE COMPLETED BY FINANCE)	FISCAL IMPACT YES NO
AMOUNT REQUESTED \$138,840	FUNDING SOURCE School Capital Projects
FROM ACCOUNT # 400.000.000 4xx.xxx	PROJECT# 40207-1800-1811
TO ACCOUNT :	PROJECT #
VERIFIED BY: <div style="text-align: center;">1 2 / 2 / 2 0 2 5</div> <div style="text-align: center;">X <u>L i e s e l Z a n t o</u></div> <div style="text-align: center;">S i g n e d b y : L i e s e l Z a n t o</div>	CERTIFIED BY:
DATE:	DATE:

EXPENDITURES/REVENUES:

(Thousands of Dollars)

OPERATING	FY2026	FY2027	FY2028	FY2029	FY2030	FY2031
Personnel Services						
Travel						
Contractual						
Supplies						
Equipment						
Land/Structures						
Grants, Claims						
Miscellaneous						
TOTAL OPERATING						

CAPITAL	138.8					
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REVENUE						
---------	--	--	--	--	--	--

FUNDING:

(Thousands of Dollars)

General Fund						
State/Federal Funds						
Other	138.8					
TOTAL	138.8					

POSITIONS:

Full-Time						
Part-Time						
Temporary						

ANALYSIS: (Attach a separate page if necessary)

PREPARED BY: _____ PHONE: _____

DEPARTMENT: _____ DATE: _____

1 2 / 2 / 2 0 2 5

X

C h e y e n n e H e i n d e l

APPROVED BY: _____ DATE: _____

S i g n e d b y : C h e y e n n e H e i n d e l

**SCOPE OF WORK
BID 26-079B**

SNOWSHOE ELEMENTARY SCHOOL BOILER REPLACEMENT

The Matanuska-Susitna Borough is requesting bids from qualified mechanical contractors to provide complete boiler replacement services for Snowshoe Elementary School.

The Base Bid includes like-for-like replacement of the two (2) existing boilers with the same make and model currently installed, including new Power Flame burners, required electrical upgrades, and integration of factory boiler and burner flame controls for full functionality. Work also includes coordination of DDC boiler controls with the MSBSD controls contractor, Convergent, to transfer system operations to the new boilers and burners; installation of new gas controls and valves; and all miscellaneous materials and components required for a complete and operational boiler replacement.

1.01 General

- A. The contractor shall provide all labor, supervision, equipment, materials, shipping, and incidentals required to furnish and install new natural gas-fired boilers and all associated components necessary to obtain the manufacturer's warranty for a complete system replacement.
- B. The new boilers shall be integrated into the existing building DDC system. The DDC system subcontractor is Convergent.
- C. The contractor is responsible for verifying existing conditions, making all necessary connections, complying with applicable codes, and obtaining all required permits and inspections from the authorities having jurisdiction over commercial plumbing and mechanical work in the State of Alaska.
- D. The contractor shall also be responsible for the proper and safe removal and disposal of the existing boilers, waste, debris, and excess materials. MSBSD shall be offered the first right of refusal for any usable spare parts removed from the existing boilers prior to disposal.
- E. Existing piping will remain in use for the new boiler system; however, the contractor is responsible for modifying existing piping as necessary to accommodate the new boilers for a complete and functional installation. Existing boiler stacks may be reused only if they are in good condition and meet manufacturer's requirements for the new boilers.
- F. The contractor shall coordinate all required utility shutdowns with MSBSD.
- G. The facility is located: 2001 W Fairview Loop, Wasilla, AK 99654
- H. An electronic (PDF) copy of submittals will be delivered to the Borough Project Manager for approval.
- I. The contractor shall provide a detailed project schedule and schedule of values prior to the Pre-Construction Meeting.
- J. Payment applications shall be based on the approved schedule of values and submitted once per month.
- K. Commissioning of the replaced boilers and balancing of the hydronic system for optimal operational performance shall be completed and documented prior to contract expiration. A commissioning report shall be submitted to the Borough Project Manager and MSBSD Facilities Maintenance.

1.02 Products

- A. The preferred boiler replacement manufactures are as follows:
 - Burnham Boilers, Model: *See reference below*
 - Burner - Power Flame, Model: *See reference below.*
 - Gas controls and valves – Honeywell

1.03 Delivery, Storage, and Handling

- A. All materials and equipment storage and security is the responsibility of the contractor.
- B. The Borough Project Manager shall be notified immediately of any material shortages, shipping issues, or other conditions that may cause delays.

1.04 Project Site Conditions

- A. Work will occur during the school year while school is in session, and primarily during regular business hours. Work hours are not restricted, and the contractor may schedule additional hours as needed to ensure timely completion.
- B. The contractor shall isolate existing boiler piping to maintain operation of the remaining active boiler during replacement.
- C. Boiler replacements shall be phased to maintain building heat throughout construction. The first boiler replaced must be fully commissioned, tested, and accepted by the MSBSD Facilities Operations Manager before work begins on the second boiler.

1.05 Clean-Up and Inspection

- A. The project area shall be kept free of debris, containers, packaging, and equipment at the end of each workday.
- B. Final completion of the contract is contingent upon successful commissioning, final inspection, and formal acceptance following installation of the second boiler.

1.06 Proposed Project Schedule

Dec 16, 2025Assembly award (assumed)
Dec 18, 2025Contract signing (assumed)
Dec 29, 2025NTP (after deliverables)
To Be DeterminedPre-con Meeting/Prior to Mobilization
To Be Determined Material lead time (assumed and reflected in the completion dates)
June 4, 2026.....Substantial Completion
July 10, 2026Final Completion

1.07 Warranty

- A. A minimum one-year warranty shall be provided on all labor, equipment, and materials supplied under this contract.
- B. Upon completion, the contractor shall provide on-site training for MSBSD maintenance staff on boiler operation, controls, and routine maintenance procedures.

1.08 Contract Closing

- A. A final site inspection and operational check shall be conducted with the Borough Project Manager, contractor, and School District maintenance staff.
- B. Contractor shall provide two (2) hard copies and one (1) electronic copy of all O&M manuals.
- C. All punch list items must be corrected and verified prior to final payment.
- D. Provide one electronic and one hard copy of record drawings reflecting all field changes and final as-built conditions.



MATANUSKA-SUSITNA BOROUGH PURCHASING DIVISION

BID OPENING PRELIMINARY RESULTS

26-079B Snowshoe Elementary School Boiler Replacement

BIDDER		AK Clearwater Mechanical	Nodak Electric Construction	CGC Services
Signed Bid Form		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Receipt of Addendum – 1, 2, 3		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Bid Guarantee		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
BID ITEM	DESCRIPTION	BID AMOUNT	BID AMOUNT	BID AMOUNT
1.	Total Bid Amount	\$138,840.00	\$246,400.00	\$149,065.00
BIDDER		Mechanical Specialists, Inc.	JGH Plumbing & Heating	Goertz Construction, Inc.
Signed Bid Form		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Receipt of Addendum – 1, 2, 3		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Bid Guarantee		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
BID ITEM	DESCRIPTION	BID AMOUNT	BID AMOUNT	BID AMOUNT
1.	Total Bid Amount	\$159,969.00	\$141,127.00	\$273,000.00

RECOMMENDATION: ALL BIDS ARE TAKEN UNDER ADVISEMENT

Tuesday, November 18, 2025
DATE

PURCHASING OFFICER

PURCHASING REPRESENTATIVE

PROJECT MANAGER/WITNESS

SUBJECT: Award of bid number 26-073B to Tutka, LLC for the contract amount of \$919,100.00 to Construct Circle View Dike Repairs.

AGENDA OF: December 16, 2025

ASSEMBLY ACTION:

Approved under the consent agenda 12/16/25 - EMW

AGENDA ACTION REQUESTED: Present to the Assembly for consideration.

Route To:	Signature
Purchasing Director	X Rustin Krafft Signed by: Rustin Krafft 12/2/2025
Public Works Director	X Tom Adams, P.E. Signed by: Tom Adams 12/2/2025
Finance Director	X Cheyenne Heindel Signed by: Cheyenne Heindel 12/2/2025
Borough Attorney	X Nicholas Spiropoulos Signed by: Nicholas Spiropoulos 12/2/2025
Borough Manager	X Michael Brown Signed by: Mike Brown 12/4/2025
Borough Clerk	X Lonnie McKechnie Signed by: Lonnie McKechnie 12/4/2025

ATTACHMENT (S) : Analysis Sheet (1p)
Scope of Work (2p)

SUMMARY STATEMENT: On October 23, 2025, the Matanuska-Susitna Borough Purchasing Division issued a solicitation requesting bids from qualified contractors to Construct Circle View Dike Repairs. Construction Services purchased will support the Public Works Department in assembly district #1.

This project is funded through the State Legislative Grant Program and is intended to reduce flood and erosion risks for the Circle View Subdivision. The project area is located near the Butte, approximately 10 miles south of Palmer, with access from the Old Glenn Highway via Bodenburg Loop, McCombs Road, and Brian Drive. The existing dikes are located along the south bank of the Matanuska River.

The work includes clearing vegetation, improving access where necessary, and supplying and placing riprap on four of the five

existing dikes to protect the structures from erosion and scour. The project includes installing riprap below the water surface in a dynamic river environment.

In response to the advertisement, seven bids were received. Award recommendation is being made to Tutka, LLC as the lowest responsive and responsible bidder based on the Total Bid Amount.

The final completion date for this project is April 21, 2026.

In accordance with MSB 3.08.170(B), Administration requests authority to modify the resulting contract completion date by 90 days for unforeseen circumstances.

The Public Works Department, Project Management Division will be administering the contract.

RECOMMENDATION OF ADMINISTRATION: Approve the subject action memorandum.

MATANUSKA-SUSITNA BOROUGH

FISCAL NOTE

Agenda Date: December 16, 2025

SUBJECT: Award of bid number 26-073B to Tutka, LLC for the contract amount of \$919,100.00 to Construct Circle View Dike Repairs.

FISCAL ACTION (TO BE COMPLETED BY FINANCE)	FISCAL IMPACT YES NO
AMOUNT REQUESTED \$919,100	FUNDING SOURCE Roads and Bridges Capital Projects
FROM ACCOUNT # 430.000.000 4xx.xxx	PROJECT# 35003-9700-9703
TO ACCOUNT :	PROJECT #
VERIFIED BY: <div style="text-align: right;">1 2 / 2 / 2 0 2 5</div> <div style="text-align: center;"> 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 </div>	CERTIFIED BY:
DATE:	DATE:

EXPENDITURES/REVENUES:

(Thousands of Dollars)

OPERATING	FY2026	FY2027	FY2028	FY2029	FY2030	FY2031
Personnel Services						
Travel						
Contractual						
Supplies						
Equipment						
Land/Structures						
Grants, Claims						
Miscellaneous						
TOTAL OPERATING						

CAPITAL	919.1					
---------	-------	--	--	--	--	--

REVENUE						
---------	--	--	--	--	--	--

FUNDING:

(Thousands of Dollars)

General Fund						
State/Federal Funds						
Other	919.1					
TOTAL	919.1					

POSITIONS:

Full-Time						
Part-Time						
Temporary						

ANALYSIS: (Attach a separate page if necessary)

PREPARED BY: _____ PHONE: _____

DEPARTMENT: _____ DATE: _____

1 2 / 2 / 2 0 2 5

X
C h e y e n n e H e i n d e l

APPROVED BY: _____ DATE: _____

Signed by: Cheyenne Heindel

BID 26-073B
Construct Circle View Dike Repairs
SCOPE OF WORK

General

The Matanuska-Susitna Borough (MSB) is soliciting bids from qualified contractors to supply labor, materials, equipment and supplies necessary to repair approximately 600 feet of river dike along four of the five existing dikes in the Circle View Subdivision along the Matanuska River, near Butte, approximately 10 miles south of Palmer, Alaska.

This project is funded through a grant provided by the Alaska Department of Commerce, Community, and Economic Development – Division of Community and Regional Affairs.

Equal Employment Opportunity (EEO)

The State of Alaska's non-discrimination policy for bids prohibits awarding contracts based on race, religion, color, national origin, sex, age, marital status, pregnancy, parenthood, disability, or political affiliation. Bidders must agree to this clause, which also requires them to take affirmative action to ensure fair treatment of employees and applicants. State regulations require bidders to comply with these non-discrimination requirements throughout the entire contract period, and failure to comply can be considered a breach of contract and lead to future bidding restrictions.

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.

Scope of Work

Work includes placement of riprap below the water surface in a dynamic river environment where water levels may fluctuate. The extent of in-water placement will depend on the river channel location and water levels at the time of construction. The project is scheduled for winter construction, when water levels are typically at their lowest.

The project area is near the Butte, approximately 10 miles south of Palmer. Access to the site is from the Old Glenn Highway via Bodenbug Loop, McCombs Road and Brian Drive. Dikes are located along the south bank of the Matanuska River (See project drawings). Access is provided via 4 existing 30-foot dike access and section line easements, as shown on the Circle View Subdivision Plat (Attachment 1). The Contractor shall locate and flag easement limits, clear and grub as necessary, and place compact fill or geotextile fabric as needed to provide stable access to the river. Work performed in these easements is subsidiary to Mobilization and Demobilization.

All construction shall be completed in accordance with Alaska Department of Transportation and Public Facilities (ADOT&PF) Standard Specifications for Highway Construction (SSHC), 2017 edition, as modified by the MSB Standard Specifications, and as shown on the Construction Plans (Attachment 2).

The contractor shall clear and grub all vegetation from dikes 1 through 4 (dike 5 excluded) as indicated in the plans. This work will be paid for under the Clearing and Grubbing line item.

Survey Control for the project is provided in the "Circle View Dikes 2023 Survey" drawings prepared by RECON (Attachment 3).

Work Description

Provide all labor, equipment, materials and supplies necessary to complete the work shown on the plan drawings and as refined during construction. The contractor is responsible for providing adequate resources to complete the project without any adjustments to the original bid amount or contract time.

Schedule

Work shall commence following Notice to Proceed and upon direction from the MSB Project Manager. Repair of the revetment is the priority and shall be completed as soon as possible. The dike construction shall occur between December, 2025, and February 28th, 2026.

Time is of the essence. Work shall be completed in one continuous timeframe. Substantial Completion shall be achieved no later than March 3, 2026, and Final Completion shall be achieved no later than April 21, 2026.

Work hours are 8 a.m. – 5 p.m., Monday through Friday, unless otherwise approved by the MSB Project Manager.

Traffic and Access

The contractor shall develop a traffic control plan per project specifications and submit it to the MSB for review and approval before construction begins.

Within the residential subdivisions west of East Bodenburg Loop, the speed limit for construction vehicles shall not exceed 20 miles per hour, or the posted speed limit, whichever is less. Construction traffic is prohibited south of Brian Drive on McCombs Road and on Melanie Lane in the adjacent Circle View residential subdivision.

Project Management and Documentation

The Contractor is required to utilize Projectmates, the Borough's designated project management software, for all aspects of project coordination and documentation under this Contract. This includes, but is not limited to, tracking project schedule and updates, managing submittals and deliverables, submitting applications for payment, and uploading project photos and documentation.

All Requests for Information (RFIs), issues, meeting minutes, and other required project documentation shall be logged and maintained within Projectmates. The platform will serve as the official system of record for the project.

The Contractor shall designate one individual to serve as the primary point of contact for all Projectmates related activities. This individual will be responsible for maintaining the Contractor's project information within the system and ensuring compliance with all platform requirements. One Projectmates license will be provided for this designated individual.

The Contractor shall ensure that all entries in Projectmates are timely, accurate, and complete. The system must be kept current and well organized throughout the duration of the project. Regular updates and reports generated from Projectmates may be required by the Borough to monitor progress, verify compliance with the approved schedule and budget, and support timely decision-making.

Failure to utilize Projectmates as required may result in delayed processing of submittals, pay applications, or other project deliverables.

Permits

The Borough will provide environmental permits required for placement of riprap.

26-073B Construct Circle View Dike Repairs Detailed Bid Analysis																	
Vendor Name				Tutka, LLC		Western Construction Equipment		Granite Construction Company		Dirtworks, Inc.		Mass Excavation, Inc.		Ficklin Construction		Bristol Prime Contractors	
Item No.	Line Item Description	Pay Unit	Estimated Quantities	Unit Price	Total	Unit Cost	Total	Unit Cost	Total	Unit Cost	Total	Unit Cost	Total	Unit Cost	Total	Unit Cost	Total
201 (3b)	Clearing and Grubbing	Acre	2	\$10,000.00	\$20,000.00	\$15,000.00	\$30,000.00	\$10,000.00	\$20,000.00	\$10,550.00	\$21,100.00	\$36,000.00	\$72,000.00	\$8,500.00	\$17,000.00	\$36,437.91	\$72,875.82
203 (3)	Unclassified Excavation	Cubic Yard	1800	\$10.00	\$18,000.00	\$15.00	\$27,000.00	\$25.00	\$45,000.00	\$23.00	\$41,400.00	\$42.00	\$75,600.00	\$21.00	\$37,800.00	\$47.67	\$85,806.00
611 (2)	Riprap, Class IV	Ton	6350	\$126.00	\$800,100.00	\$130.00	\$825,500.00	\$130.00	\$825,500.00	\$156.00	\$990,600.00	\$146.00	\$927,100.00	\$134.37	\$853,249.50	\$300.04	\$1,905,254.00
640 (1)	Mobilization and Demobilization	Lump Sum	All Required		\$70,000.00		\$30,000.00		\$95,000.00		\$41,150.00		\$37,750.00		\$250,200.00		\$90,928.27
642 (1)	Construction Surveying	Lump Sum	All Required		\$5,500.00		\$25,000.00		\$5,000.00		\$14,050.00		\$35,000.00		\$36,000.00		\$30,250.88
642 (13)	Post Construction As-Built Survey	Lump Sum	All Required		\$5,500.00		\$20,000.00		\$5,000.00		\$4,500.00		\$21,000.00		\$22,600.00		\$24,200.70
Total					\$919,100.00		\$957,500.00		\$995,500.00		\$1,112,800.00		\$1,168,450.00		\$1,216,849.50		\$2,209,315.67

SUBJECT: APPROVAL OF CHANGE ORDER No. 6 FOR CONTRACT NO. 23-002P(C) WITH DOWL, LLC, FOR THE EDGERTON PARKS ROAD-MOUNTAIN TRAILS DRIVE UPGRADE AND PATHWAY PROJECT TO EXTEND THE COMPLETION DATE TO JULY 31, 2026.

AGENDA OF: December 16, 2025

ASSEMBLY ACTION:

Approved under the consent agenda 12/16/25 - EMW

AGENDA ACTION REQUESTED: Present to the Assembly for consideration.

Route To:	Signature
Originator	<div>12/1/2025</div> <div>X A n d r e w S t r a h l e r</div> <div>Signed by: Andrew Strahler</div>
Project Management Division Manager	<div>12/3/2025</div> <div>X C o l e B r a n h a m</div> <div>Signed by: Cole Branhams</div>
Public Works Director	<div>RECOVERABLE SIGNATURE</div> <div>X T o m A d a m s , P E</div> <div>Signed by: Tom Adams</div>
Purchasing Director	<div>12/3/2025</div> <div>X R K r a f f t</div> <div>Signed by: Russ Krafft</div>
Finance Director	<div>RECOVERABLE SIGNATURE</div> <div>X C h e y e n n e H e i n d e l</div> <div>Signed by: Cheyenne Heindel</div>
Borough Attorney	<div>12/3/2025</div> <div>X N i c h o l a s S p i r o p o u l o s</div> <div>Signed by: Nicholas Spiropoulos</div>
Borough Manager	<div>12/3/2025</div> <div>X M i c h a e l B r o w n</div> <div>Signed by: Mike Brown</div>
Borough Clerk	<div>12/3/2025</div> <div>X B r e n d a J . H e n r y f o r</div> <div>Signed by: Brenda Henry</div>

ATTACHMENT(S): DOWL - Amendment Request.

SUMMARY STATEMENT: The Edgerton Parks Road - Mountain Trails Drive Upgrade and Pathway project, Project No. 35472-1812, is part of the Transportation Infrastructure Program 2021 (TIP21), approved as Proposition 1 by MSB voters in November 2021. The purpose of the Edgerton Parks Road - Mountain Trails Drive Upgrade and Pathway project is to upgrade Edgerton Parks Road to collector standards and provide pedestrian facilities from Palmer Fishhook Road to

Government Peak Recreational Area.

On September 8, 2022, the Purchasing Department awarded contract No. 23-002P(C) to DOWL, LLC, in the original contract amount of \$653,204 for the project design. The award was authorized through AM 22-115 September 6, 2022. The original contract completion date was set for December 31, 2024.

Change Order 1 added \$19,213 for additional design services and to prepare easement exhibits for the project.

Change Order 2 added \$7,835 for the preparation of a Temporary Water Use Authorization (TWUA) permit application for submittal to the Department of Natural Resources.

Change Order 3 added \$14,772 to prepare a DOT&PF Approach Road Permit application, update the bid documents to incorporate DOT&PF comments, prepare a special provision to the standard specifications for a Critical Path Method (CPM) schedule, and prepare an easement document for acquiring right of way necessary for the project. The final plans will be updated to reflect the acquired right of way.

Change Order 4 added \$424,875 for construction management services and extended the completion date to December 31, 2025. The amendment was authorized through AM 24-028.

Change Order 5 added \$10,615 to the contract for permitting.

Change Order 6 will add \$15,815 for additional construction management services and requests to extend the final completion date to July 31, 2026, to provide support for site stabilization and project closeout resulting from construction delays to address poor subgrade soils underlying the existing roadway structural section (AM 25-122).

The Administration requests to extend the final completion date for contract No. 23-002P(C) with DOWL, LLC, to July 31, 2026.

RECOMMENDATION OF ADMINISTRATION: Approve change order No. 6 for contract No. 23-002P(C) with DOWL LLC, to extend the final completion date to July 31, 2026.

Cecilia Anastasia

From: Cecilia.Anastasia@matsugov.us
Subject: FW: Edgerton Parks Rd and Mountain Trails Drive - Contract Amendment Request

From: Forrester Cook <fcook@dowl.com>
Sent: Thursday, November 13, 2025 1:37 PM
To: Andrew Strahler <andrew.strahler@matsugov.us>
Subject: Edgerton Parks Rd and Mountain Trails Drive - Contract Amendment Request

[EXTERNAL EMAIL - CAUTION: Do not open unexpected attachments or links.]

Good afternoon, Drew.

DOWL requests a contract amendment to address the following:

- (1) Contractor's delayed 2024 & 2025 project performance due to respective utility relocations and out-of-scope work.
- (2) Subsequent extension to the Contractor's substantial completion date beyond assumptions in DOWL's original CA/CM proposal.
- (3) Out-of-scope work along Edgerton Parks Road and Mountain Trails Drive required additional evaluation, contractor engineering support, and additional inspection efforts.
- (4) Perform construction management close-out activities.

Additional details for this contract amendment are provided below.

Scope & Schedule

- (1) Provide construction management services for the subject project for the remainder of its duration.
- (2) Extend the Contract Completion Date from 12-31-25 to 07-31-26.

Deliverables

- (1) Record drawings
- (2) MSB Close-out package

Budget

Task A – Project Management – 10 hrs @ \$205/hr = \$2,050
Task B – Contractor Pay Application Review – 25 hrs @ \$145/hr = \$3,625
Task C – 2026 Close-out Site Visits – 12 hrs @ \$145/hr + 4 hrs \$205/hr = \$2,560
Task D – Final Completion – 8 hrs @ \$205/hr = \$1,640
Task E – Record Drawings – 24 hrs @ \$145/hr + 6 hrs @ \$205/hr = \$4,710
Task F – MSB Close-out Package Development – 6 hrs @ \$205/hr = \$1,230

Total Cost = \$15,815

DOWL requests authorization for a \$16K contract amendment to bring this project to the finish line.

Respectfully,

Forrester Cook, PE, PMP
Project Manager

DOWL

(907) 562-2000 | office
(907) 865-1295 | direct
(907) 978-0726 | cell

dowl.com

SUBJECT: Award of bid number 26-086B to Recon LLC for the contract amount of \$191,200.00 to provide Geotechnical Evaluation of Material Sites.

AGENDA OF: December 16, 2025

ASSEMBLY ACTION:

Postponed to 1/20/26 without objection. 12/16/25 - EMW

AGENDA ACTION REQUESTED: Present to the Assembly for consideration.

Route To:	Signature
Purchasing Director	<div>12/3/2025</div> <div>X Rustin Krafft</div> <div>Signed by: Rustin Krafft</div>
Community Development Director	<div>12/4/2025</div> <div>X Jillian Morrissey</div> <div>Signed by: Jillian Morrissey</div>
Finance Director	<div>RECOVERABLE SIGNATURE</div> <div>X Cheyenne Heindel</div> <div>Signed by: Cheyenne Heindel</div>
Borough Attorney	<div>12/4/2025</div> <div>X Nicholas Spiropoulos</div> <div>Signed by: Nicholas Spiropoulos</div>
Borough Manager	<div>12/4/2025</div> <div>X Michael Brown</div> <div>Signed by: Mike Brown</div>
Borough Clerk	<div>RECOVERABLE SIGNATURE</div> <div>X Lonnie McKeechie</div> <div>Signed by: Lonnie McKeechie</div>

ATTACHMENT (S) : Scope of Work (2p)

SUMMARY STATEMENT: On November 7, 2025, the Matanuska-Susitna Borough Purchasing Division issued a solicitation requesting bids from qualified contractors to perform geotechnical investigations of Material Sites. The Services purchased will support the Community Development Department in assembly district #7.

This project will be performing geotechnical investigations on land identified as likely having high quality deposits of civil construction materials. This investigation is an essential first step in meeting the demand for local sources of aggregate materials. The two Mat-Su Borough parcels included in this project have the potential to supply large quantities of construction materials over many years as well as having direct access to the railroad. This project will involve mobilizing a drill rig to the area which will collect subsurface samples to provide estimates of

the quality and quantity of recoverable gravel products. A successful outcome would include a long-term gravel extraction operation supplying the construction trades and generating gravel royalty revenue for the Borough.

In response to the advertisement, one bid was received. Award recommendation is being made to Recon LLC as the lowest responsive and responsible bidder based on Total Bid Amount.

The final completion date for this project is June 30, 2026.

In accordance with MSB 3.08.170(B), Administration requests authority to modify the resulting contract completion date by 90 days for unforeseen circumstances.

The Community Development Department, will be administering the contract.

RECOMMENDATION OF ADMINISTRATION: Approve the subject action memorandum.

MATANUSKA-SUSITNA BOROUGH

FISCAL NOTE

Agenda Date: December 16, 2025

SUBJECT: Award of bid number 26-086B to Recon LLC for the contract amount of \$191,200.00 to provide Geotechnical Evaluation of Material Sites.

FISCAL ACTION (TO BE COMPLETED BY FINANCE)	FISCAL IMPACT YES NO
AMOUNT REQUESTED \$191,200	FUNDING SOURCE Land Mgmt Budget/Misc Capital Projects
FROM ACCOUNT # 203.170.141 429.900/480.000.000 4xx.xxx	PROJECT#47031-2000-2008
TO ACCOUNT :	PROJECT #
VERIFIED BY: X <u>L i e s e l Z a n t o</u> Signed by: L i e s e l Z a n t o	CERTIFIED BY:
DATE:	DATE:

EXPENDITURES/REVENUES:

(Thousands of Dollars)

OPERATING	FY2026	FY2027	FY2028	FY2029	FY2030	FY2031
Personnel Services						
Travel						
Contractual	64.1					
Supplies						
Equipment						
Land/Structures						
Grants, Claims						
Miscellaneous						
TOTAL OPERATING						

CAPITAL	127.1					
---------	-------	--	--	--	--	--

REVENUE						
---------	--	--	--	--	--	--

FUNDING:

(Thousands of Dollars)

General Fund						
State/Federal Funds						
Other	191.2					
TOTAL	191.2					

POSITIONS:

Full-Time						
Part-Time						
Temporary						

ANALYSIS: (Attach a separate page if necessary)

PREPARED BY: _____ PHONE: _____

DEPARTMENT: _____ DATE: _____

1 2 / 4 / 2 0 2 5

X

C h e y e n n e H e i n d e l

APPROVED BY: _____ DATE: _____

Signed by: C h e y e n n e H e i n d e l

BID 26-086B
GEOTECHNICAL EVALUATION OF MATERIAL SITES
SPECIFICATIONS/SCOPE OF SERVICES

The Matanuska-Susitna Borough is seeking a qualified contractor to evaluate the sand and gravel on two parcels. The contractor is required to submit a plan detailing the methods of evaluation and limited sampling and analysis to provide sufficient data to estimate potential quantities and quality of borrow suitable for road projects.

Sampling and analysis shall be structured to determine the quantity, character, quality and distribution of geologic materials. Samples will be collected from drill holes. The sampling and analysis must provide a reasonable characterization of the quality and volume of the subsurface soils on each parcel. The evaluation should also approximate depth to groundwater at each site or groundwater elevation on each site. Sampling should extend to the depth of the unconsolidated deposits likely to produce quality aggregate and not be restricted by depth to water. Maximum depth of sampling should extend to 100-feet below ground surface, or the lower limit of unconsolidated deposits, whichever is less. Temporary groundwater wells should be installed to allow for water level data monitoring. A minimum of one transect crossing the two parcels across a zone of maximum potential for deposits of non-frost susceptible aggregate should be drilled. The number of boreholes will be a function of the depth of each hole, however, at least three holes should be drilled.

The borough parcels to be evaluated include:

Tax ID	Location	Description
1) 22N04W32D001	MP 200 Railroad	Uplands
2) 22N04W33A001	MP 200 Railroad	Uplands

Access to the parcels is from the Intertie Easement, in accordance with the Site Access reconnaissance report. Access may only occur once the ground is frozen and covered with sufficient snow to protect the vegetation and Caswell Creek is frozen. The transect crossing both parcels may require limited clearing to permit the passage of drill rigs.

Select samples representative of the site will be tested for material quality. All additional material samples will be retained for potential future testing. The material test selection is dictated by the *Standard Specifications for Highway Construction* issued by the Alaska Department of Transportation and Public Facilities (DOT&PF). DOT&PF primarily delineate aggregates for highway construction with the three tests listed below.

- a. Gradation analysis
- b. Degradation
- c. L.A. Abrasion

A preliminary geotechnical investigation report of the potential material site shall include maps illustrating the location of the boreholes, the transect, and the access route used for the investigation. In addition, the report shall include photographs, geologic logs of the boreholes / wells, as well as aggregate/soils test reports listing sieve analysis and grain size distribution from each of the samples.

The Contractor shall provide services as identified and authorized by a notice to proceed issued by the Borough. The Contractor shall identify key personnel responsible for project delivery. All services shall be performed by or under the direct supervision of these designated individuals.

The Contractor is required to maintain a schedule detailing project tasks and milestones. This schedule will show the sequence and duration of tasks and will be used to measure performance and progress.

Work must be completed no later than June 30, 2026.

SUBJECT: APPROVAL OF AMENDMENT NUMBER 6, FOR HDL ENGINEERING CONSULTANTS LLC, FOR THE JOLLY CREEK DRAINAGE IMPROVEMENT TASK ORDER UNDER CONTRACT 20-117P(A), TO EXTEND THE COMPLETION DATE TO DECEMBER 31, 2027, TO DEVELOP FINAL BID PACKAGES AND PROVIDE SUPPORT DURING CONSTRUCTION.

AGENDA OF: December 16, 2025

ASSEMBLY ACTION:

Approved under the consent agenda 12/16/25 - EMW

AGENDA ACTION REQUESTED: Present to the Assembly for consideration.

Route To:	Signature
Originator	<div>12/3/2025</div> <div>X A n d r e w S t r a h l e r</div> <div>Signed by: Andrew Strahler</div>
Project Management Division Manager	<div>12/3/2025</div> <div>X C o l e B r a n n h a m</div> <div>Signed by: Cole Brannham</div>
Public Works Director	<div>RECOVERABLE SIGNATURE</div> <div>X T o m A d a m s , P E</div> <div>Signed by: Tom Adams</div>
Purchasing Director	<div>12/3/2025</div> <div>X R K r a f f t</div> <div>Signed by: Ruff Krafft</div>
Finance Director	<div>RECOVERABLE SIGNATURE</div> <div>X C h e y e n n e H e i n d e l</div> <div>Signed by: Cheyenne Heindel</div>
Borough Attorney	<div>12/4/2025</div> <div>X N i c h o l a s S p i r o p o u l o s</div> <div>Signed by: Nicholas Spiropoulos</div>
Borough Manager	<div>12/4/2025</div> <div>X M i c h a e l B r o w n</div> <div>Signed by: Mike Brown</div>
Borough Clerk	<div>RECOVERABLE SIGNATURE</div> <div>X L o n n i e M c K e c h n i e</div> <div>Signed by: Lonnie McKechnie</div>

ATTACHMENT (S) :

SUMMARY STATEMENT: On November 9, 2022, Purchasing issued purchase order No. 2023-2169, under term contract No. 20-117P(A) Engineering and Geotechnical Services, to HDL Engineering Consultants, LLC for the design of Jolly Creek Drainage Project.

The original task order amount was \$129,055 and the completion date was set to January 31, 2024.

Amendment 1 added \$136,250 and extended the completion date to December 31, 2025, to include drainage improvements along Cherrywood Drive (AM 23-122).

Amendment 2 added \$14,750 for additional design work, hydrologic and hydraulic analysis, and research related to high groundwater conditions affecting planned infiltration trenches.

Amendment 3 added \$27,590 for preparation of 10 drainage-easement exhibits and additional professional survey services.

Amendment 4 added \$1,565 for fees associated with environmental permit applications.

Amendment 5 added \$51,200 for redesign of proposed drainage improvements within Jordan Lake Park due to recent clearing and grading activities by an unrelated project, and for redesign of the storm drain system near the East Lake Mall property area following denial of drainage easements by the landowners.

Amendment 6 requests approval to extend the completion date to December 31, 2027. The project is planned in three phases, and completion of design, development of bid packages, construction support, and closeout will be staged accordingly. Construction timing for each phase will depend largely on available funding and the acquisition of required easements.

The Administration requests approval of Amendment No. 6 to Purchase Order No. 2023-2169, under Term Contract No. 20-117P(A), with HDL Engineering Consultants, LLC, to extend the completion date to December 31, 2027, for the Jolly Creek Drainage Project.

The Administration also requests authority to extend the time of performance under this agreement by up to 90 days for unforeseen conditions in accordance with MSB 3.08.170. All other terms of the agreement remain unchanged.

RECOMMENDATION OF ADMINISTRATION: Approve Amendment No. 6 for Purchase Order No. 2023-2169, under Term Contract No. 20-117P(A) Engineering and Geotechnical Services, with HDL Engineering Consultants, LLC, to extend the completion date to December 31, 2027, for the Jolly Creek Drainage Project, and authorize up to a 90 day extension of the time of performance for unforeseen conditions in accordance with MSB 3.08.170.

SUBJECT: Award of bid number 26-078B to Mechanical Specialists, Inc. for the contract amount of \$199,863.00 for Finger Lake Elementary School Boiler Replacement.

AGENDA OF: December 16, 2025

ASSEMBLY ACTION:

Approved under the consent agenda 12/16/25 - EMW

AGENDA ACTION REQUESTED: Present to the Assembly for consideration.

Route To:	Signature
Purchasing Director	<div>11/24/2025</div> <div>X Rustin Krafft</div> <div>Signed by: Rustin Krafft</div>
Public Works Director	<div>11/24/2025</div> <div>X Tom Adams, P.E.</div> <div>Signed by: Tom Adams</div>
Finance Director	<div>11/25/2025</div> <div>X Cheyenne Heindel</div> <div>Signed by: Cheyenne Heindel</div>
Borough Attorney	<div>11/25/2025</div> <div>X Shannon Bodolay</div> <div>Signed by: Shannon Bodolay</div>
Borough Manager	<div>11/25/2025</div> <div>X Michael Brown</div> <div>Signed by: Mike Brown</div>
Borough Clerk	<div>11/25/2025</div> <div>X Lonnie McKechnie</div> <div>Signed by: Lonnie McKechnie</div>

ATTACHMENT (S) : Analysis Sheet (1p)
Scope of Work (3p)

SUMMARY STATEMENT: On October 27, 2025, the Matanuska-Susitna Borough Purchasing Division issued a solicitation requesting bids from qualified contractors to provide complete boiler replacement services for Finger Lake Elementary school. Construction Services purchased will support the Public Works Department in assembly district #4.

The Base Bid includes a like-for-like replacement of the existing boilers with the same make and model currently installed. Work includes new burners, required electrical upgrades, integration of factory boiler and burner flame controls for full functionality, and coordination of DDC boiler controls coordination with the MSBSD controls contractor Convergent to transfer system operations to the new boilers and burners. The work also includes new gas controls and valves, pipe insulation,

and all miscellaneous items required for a complete and functional boiler replacement.

Two Additive Alternates awarded include:

1. Flue replacement

2. Day tank replacement and fuel oil system maintenance

In response to the advertisement, five bids were received. Award recommendation is being made to Mechanical Specialists, Inc. as the lowest responsive and responsible bidder based on the lowest Total Base Bid and selected Alternates One and Two.

The final completion date for this project is May 28, 2026.

Funding for this project

In accordance with MSB 3.08.170(B), Administration requests authority to modify the resulting contract completion date by 90 days for unforeseen circumstances.

The Public Works Department, Construction Division will be administering the contract.

RECOMMENDATION OF ADMINISTRATION: Approve the subject action memorandum.

MATANUSKA-SUSITNA BOROUGH

FISCAL NOTE

Agenda Date: December 16, 2025

SUBJECT: Award of bid number 26-078B to Mechanical Specialists, Inc. for the contract amount of \$199,863.00 for Finger Lake Elementary School Boiler Replacement.

FISCAL ACTION (TO BE COMPLETED BY FINANCE)	FISCAL IMPACT YES NO
AMOUNT REQUESTED \$199,863	FUNDING SOURCE School Capital Projects
FROM ACCOUNT # 400.000.000 4xx.xxx	PROJECT# 40207
TO ACCOUNT :	PROJECT #
VERIFIED BY: <div style="text-align: center;">1 1 / 2 4 / 2 0 2 5</div> <div style="text-align: center;">X <u>L i e s e l Z a n t o</u></div> <div style="text-align: center;">S i g n e d b y : L i e s e l Z a n t o</div>	CERTIFIED BY:
DATE:	DATE:

EXPENDITURES/REVENUES:

(Thousands of Dollars)

OPERATING	FY2026	FY2027	FY2028	FY2029	FY2030	FY2031
Personnel Services						
Travel						
Contractual						
Supplies						
Equipment						
Land/Structures						
Grants, Claims						
Miscellaneous						
TOTAL OPERATING						

CAPITAL	199.8					
---------	-------	--	--	--	--	--

REVENUE						
---------	--	--	--	--	--	--

FUNDING:

(Thousands of Dollars)

General Fund						
State/Federal Funds						
Other	199.8					
TOTAL	199.8					

POSITIONS:

Full-Time						
Part-Time						
Temporary						

ANALYSIS: (Attach a separate page if necessary)

PREPARED BY: _____ PHONE: _____

DEPARTMENT: _____ DATE: _____

1 1 / 2 5 / 2 0 2 5

X C h e y e n n e H e i n d e l

 APPROVED BY: _____ DATE: _____
 Signed by: C h e y e n n e H e i n d e l

26-078B Finger Lake Elementary School Boiler Replacement Detailed Bid Analysis					
Vendor Name	Alaska Clearwater Mechanical	CGC Services	Goertz Construction, Inc.	JGH Plumbing & Heating	Mechanical Specialists, Inc.
Line Item Description					
Base Bid - Complete boiler replacement	\$147,660.00	\$168,773.00	\$240,569.00	\$164,000.00	\$145,092.00
Add. Alt. 1 - Flue Replacement	\$65,941.00	\$29,355.00	\$54,985.00	\$18,000.00	\$23,524.00
Add. Alt. 2 - Day tank replacement and fuel oil system maintenance	\$40,896.00	\$36,775.00	\$36,024.00	\$19,400.00	\$31,247.00
Total	\$254,497.00	\$234,903.00	\$331,578.00	\$201,400.00	\$199,863.00

**SCOPE OF WORK
BID 26-078B**

FINGER LAKE ELEMENTARY SCHOOL BOILER REPLACEMENT

The Matanuska-Susitna Borough is requesting bids from qualified mechanical contractors to provide complete boiler replacement services for Finger Lake Elementary school.

The Base Bid includes a like-for-like replacement of the existing boilers with the same make and model currently installed. Work includes new burners, required electrical upgrades, integration of factory boiler and burner flame controls for full functionality, and coordination of DDC boiler controls coordination with the MSBSD controls contractor Convergent to transfer system operations to the new boilers and burners. The work also includes new gas controls and valves, pipe insulation, and all miscellaneous items required for a complete and functional boiler replacement.

Two Additive Alternates are included:

1. Flue replacement
2. Day tank replacement and fuel oil system maintenance

1.01 General

- A. The contractor shall provide all labor, supervision, equipment, materials, shipping, and incidentals required to furnish and install new natural gas fired boilers and all associated components necessary to obtain a manufacturer's warranty for a complete boiler replacement.
- B. The new boilers shall be integrated into the existing building DDC system. The DDC system subcontractor is Convergent.
- C. The contractor is responsible for verifying existing conditions, making all necessary connections, complying with applicable codes, and obtaining all required permits from the authorities having jurisdiction over commercial plumbing and mechanical work in the State of Alaska.
- D. The contractor shall also be responsible for the proper and safe removal and disposal of the existing boilers, waste, debris, and excess materials. MSBSD shall be offered the first right of refusal for any usable spare parts removed from the existing boilers prior to disposal.
- E. Existing piping will remain in use for the new boilers; however, the contractor is responsible for modifying existing piping as necessary to accommodate the replacement units. Existing boiler stacks may be reused only if they are in good condition and meet the manufacturer's requirements for the new boilers.
- F. The contractor shall coordinate all required utility shutdowns with MSBSD.
- G. Project Location: 5981 East Eek Street, Wasilla, Alaska 99654
- H. An electronic (PDF) copy of all submittals will be delivered to the Borough Project Manager for approval.
- I. The contractor shall provide a detailed project schedule and schedule of values prior to the Pre-Construction Meeting.
- J. The contractor shall submit a work and phasing plan outlining sequencing, and isolation methods prior to demolition.

- K. The contractor shall coordinate with MSBSD Facilities and Borough Project Manager to minimize disruption to school operations. Any work requiring shutdowns or disruptive noise shall be scheduled outside of instructional hours when feasible.
- L. The contractor shall update the project schedule monthly and submit progress updates with each pay application.
- M. Payment applications shall be based on the approved schedule of values and submitted no more than once per month.
- N. Commissioning of the replaced boilers and balancing of the hydronic system for optimal performance shall be completed and documented prior to contract expiration. A commissioning report shall be submitted to the Borough Project Manager and MSBSD Facilities Maintenance.

1.02 Products

- A. The preferred boiler replacement manufactures are as follows:
 - Well-McLain , Model: *See reference below*
 - Burner – Well McLain duel fuel: *See reference below.*
 - Gas controls and valves – Honeywell

1.03 Delivery, Storage, and Handling

- A. All materials and equipment, storage, and security are the responsibility of the contractor.
- B. The Borough Project Manager shall be notified immediately of any material shortages, shipping issues, or other conditions that may cause delays.

1.04 Project Site Conditions

- A. Work will occur during the school year, while school is in session, and primarily during regular business hours. Work hours are not restricted, and the contractor may schedule additional hours as needed to ensure timely completion. The contractor shall coordinate working hours and schedule with the Borough Project Manager.
- B. The contractor shall isolate existing boiler piping to maintain operation of the remaining active boiler during replacement.
- C. Boiler replacements shall be phased to maintain building heat throughout construction. The first boiler replaced must be fully commissioned, tested, and accepted by the MSBSD Facilities Operations Manager before work begins on the second boiler.

1.05 1.05 Clean-Up and Inspection

- A. The project area shall be kept free of debris, containers, packaging, and equipment at the end of each workday.
- B. Final completion of the contract is contingent upon successful commissioning, final inspection, and formal acceptance following installation of the second boiler.

1.06 Proposed Project Schedule

Dec. 16, 2025Assembly Award (tentative)
Dec. 18, 2025Contract signing (tentative)
Dec. 29, 2025Notice to Proceed (after deliverables)
To Be DeterminedPre-Construction Meeting/Prior to Mobilization
To Be DeterminedMaterial lead time (assumed and reflected in the completion dates)
April 28, 2026Substantial Completion
May 28, 2026.....Final Completion

1.07 Warranty

- A. A minimum one-year warranty shall be provided on all labor, equipment, and materials supplied under this contract.
- B. Upon completion, the contractor shall provide on-site training for MSBSD maintenance staff on boiler operation, controls, and routine maintenance procedures.

1.08 Contract Closing

- A. A final site inspection and operational check shall be conducted with the Borough Project Manager, contractor, and School District maintenance staff.
- B. Contractor shall provide two (2) hard copies and one (1) electronic copy of all Operations & Maintenance (O&M) manuals.
- C. All punch list items must be corrected and verified prior to final payment.
- D. Provide one electronic and one hard copy of record drawings reflecting all field changes and final as-built conditions.

BOARD AND COMMISSION VACANCY REPORT Dec 16, 2025

N = New Application **R = Reappointment**

	Applications Received	Mayor's Appointments for Assembly Confirmation
Agriculture Advisory Board <i>12 members—1 vacancy</i> At-Large Member..... Knowledge &/or Exp. Field Crops Including Potatoes, carrots, lettuce, etc..... Wasilla Soil/Water Conservation District..... Margaret Adsit—N Term begins 1/1/26	Mark Stahl—N Term begins 1/1/26 Craig Hanson—R Term begins 1/1/26
Animal Care and Regulation Board <i>5 members/1 alt—1 vacancy</i> Alternate		
Board of Adjustment and Appeals <i>5 members/3 alt—1 vacancy</i> Alternate 1..... Alternate 3.....	Larry Schmidt—R Term begins 1/1/26	Michael Dale—N Term begins 1/1/26 Ronald Johnson—N
Board of Equalization <i>15 members—9 vacancies</i> Member 4..... Member 6 Member 7 Member 9 Member 10 Member 11 Member 13 Member 14 Member 15	Traci Barickman—N Term begins 1/1/26
Borough Area Schools Site Selection Committee <i>7 members</i> School Board Rep 1..... School Board Rep 2.....	Kendal Kruse—N Resignation of Thomas Bergey Lorie Colee—N Resignation of Ted Swanson

BOARD AND COMMISSION VACANCY REPORT Dec 16, 2025

N = New Application R = Reappointment

	Applications Received	Mayor's Appointments for Assembly Confirmation
Commission on Salaries and Emoluments <i>5 members—1 vacancy</i>		
Member 4—Labor Organization.....	Igor Galloway—N	
Enhanced 911 <i>7 members/7 alt</i>		
City of Palmer Alt.....	Whitney Daw—R Term begins 1/1/26
Health and Social Services Board <i>7 members/1 alt—2 vacancies</i>		
Member 1.....	Scott Lindbloom—N	
Member 6		
Jt Assembly/School Board Committee on School District Funding Issues <i>6 members</i>		
Assembly Seat 3.....	Maxwell Sumner—R
Jt Assembly/School Board Committee on School Issues <i>7 members</i>		
Assembly Member 1.....	Stephanie Nowers—R
School Board Member 1.....	Kathy McCollum—N
.....	Resignation of Thomas Bergey
School Board Member 3.....	Brooks Pitcher—R
Labor Relations Board <i>5 members—1 vacancy</i>		
Member 2		
Library Board <i>9 members</i>		
Trapper Creek.....	Jennie Goetsch—N Term begins 1/1/26	
Wasilla.....	Veronica “Bonnie” Cavanaugh—N Term begins 1/1/26	
.....	Kathy Kysar—N Term begins 1/1/26	
Talkeetna.....	Mary Fischer—R Term begins 1/1/26	
		Laura Anderson—N Term begins 1/1/26

BOARD AND COMMISSION VACANCY REPORT Dec 16, 2025

N = New Application **R = Reappointment**

	Applications Received	Mayor's Appointments for Assembly Confirmation
Library Citizens' Advisory Committee <i>7 members/2 alt—1 vacancy</i> Member 3.....	Veronica "Bonnie" Cavanaugh—N	
Local Emergency Planning Committee <i>33 members—6 vacancies</i> Borough Government Elected Official Env/Bus/Tech 5 Law Enforcement—AK State Troopers Law Enforcement—Palmer Police Trucking or Transportation		
MSB Fish and Wildlife Commission <i>9 members—1 vacancy</i> Member 3—Hunting Rep.....	Crosby Morrow—N Mark Johnson—N	
Office of Administrative Hearings <i>5 members—4 vacancies</i> Seat B Seat C Seat D Seat E		
Parks, Recreation, and Trails Advisory Board <i>11 members—2 vacancies</i> District 3 District 4		
Planning Commission <i>7 members</i> District 6.....	Maksim Zagorodniy—R Term begins 1/1/26	
Transportation Advisory Board <i>7 members—1 vacancy</i> Public Transportation Industry		

BOARD AND COMMISSION VACANCY REPORT Dec 16, 2025

N = New Application **R = Reappointment**

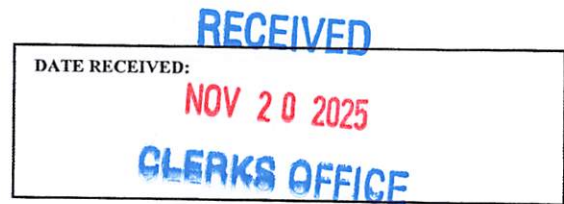
	Applications Received	Mayor's Appointments for Assembly Confirmation
Butte FSA #2 <i>3 members—1 vacancy</i> Member 3		
Sutton FSA #4 <i>3 members—3 vacancies</i> Member 1 Member 2 Member 3		
West Lakes FSA #136 <i>5 members—1 vacancy</i> Member 3		
Willow-Caswell FSA #140 <i>5 members—2 vacancies</i> Member 1..... Member 3..... Member 5	Jacob Lamphier—N Tamara Boeve—R Term begins 1/1/26	William Brewer—N
Big Lake RSA #21 <i>5 members</i> Member 5.....	Garland Morrison—R Term begins 1/1/26
Bogard RSA #25 <i>3 members—1 vacancy</i> Member 2		
Caswell Lakes RSA #15 <i>3 members</i> Member 3.....	Sheena Fort—R Term begins 1/1/26	
Fairview RSA #14 <i>3 members—1 vacancy</i> Member 2		
Gold Trail RSA #28 <i>5 members—1 vacancy</i> Member 5.....	Vladimir Zagorodniy—N
Meadow Lakes RSA #27 <i>5 members</i> Member 1.....	Stephen Edwards—R Term begins 1/1/26	
Trapper Creek RSA #30 <i>3 members—1 vacancy</i> Member 1..... Member 2..... Member 3.....	Andrew Stinnett—N Term begins 1/1/26 Ryan Romans—N David Finch—N Resignation of Donna Massay

BOARD AND COMMISSION VACANCY REPORT Dec 16, 2025

N = New Application R = Reappointment

	Applications Received	Mayor's Appointments for Assembly Confirmation
Chase Trail SSA #134 <i>3 members—1 vacancy</i> Member 1		
Circle View & Stampede Estates Flood & Water Erosion Control SSA #131 <i>5 members—5 vacancies</i> Member 1 Member 2 Member 3 Member 4 Member 5		
Talkeetna Flood Control SSA #7 <i>3 members—3 vacancies</i> Member 1 Member 2 Member 3		
Talkeetna Sewer & Water SSA #36 <i>5 members—1 vacancy</i> Member 5—SSA		

MATANUSKA-SUSITNA BOROUGH - CLERK'S OFFICE
350 E. Dahlia Avenue Palmer, AK 99645
Phone: 907-861-8683 Fax: 907-861-7845



BOARD, COMMISSION, AND COMMITTEE APPLICATION FORM
INSTRUCTIONS

Complete and sign the application. Do not leave any blank fields. Type or print legibly in ink. Specify exactly what board and position you are seeking. Completed applications may be emailed to jamie.jokhy@matsugov.us or delivered or mailed to the Borough Clerk's Office, 350 E. Dahlia Avenue, Palmer, or faxed to 907-861-7845. If you have questions, please call 907-861-8675. The information in this document is a public record.

Board and position for which I am applying: Agriculture Advisory Board, Position 11

(For example, Board of Equalization, Member 3)

Applicant Name: Mark Stahl

Residence Address: 14120 E Beaver Dr, Willow, AK 99688

Mailing Address: HC 89 Box 294, Willow, AK 99688

Home/Cell phone: 907-355-5813 Work phone: _____ Email: markcstahl@yahoo.com

Name and Address of Employer: self-employed

Can you regularly attend meetings? Yes ☒ No ☐ *(Pursuant to (MSB 4.05.030, "A vacancy occurs on the board when the member is absent from three (3) consecutive regular board meetings without the board excusing the absence for good cause.")*

Do you or a family member, immediate or extended, have a personal or financial interest with the Borough?

Yes ☐ No ☒ If yes, list positions or interest: _____

(For example: employee, emergency responder, board member, contractor, etc.)

Do you have a family member, immediate or extended, currently serving on a Borough Board?

Yes ☐ No ☒ If yes, list positions or interest: _____

(For example: RSA or FSA supervisor, board member, etc.)

How long have you lived in the Borough: 17 years

Briefly explain why you are interested in serving on the board in which you are applying:

I own and operate a hay and cattle ranch near Willow and I am interested in helping improve the agricultural industry and food security in the borough

List professional or personal experiences that qualify you for membership on the board. You may attach a brief resume to highlight your qualifications:

Farming for over 25 years in Alaska and Washington state; college degree in forestry; previous member of the Upper Susitna SWCD; previous member of the MatSu AGAB

11/20 email 281

Applicant Name: Mark Stahl

List three professional or personal references:

Name: Peter Mathiesen Phone: 314-541-6535
Name: Reeve Carlson Phone: 907-232-8653
Name: Curtis Woods Phone: 412-974-7189

1. Do you have any civil judgments against you within the last 10 years, whether monetary, non-monetary, declarative, injunctive, or any other form or mater? X NO YES

If yes, please provide on a separate page with the following: (1) case name, (2) nature of actions, (3) year of judgment, and (4) a brief description of the judgment entered and/or sentence imposed.

2. Do you have any judgments against you in a criminal case within the last 10 years, whether upon finding of guilt, plea of no contest, suspended, or any form of judgment other than dismissal or not guilty?
X NO YES

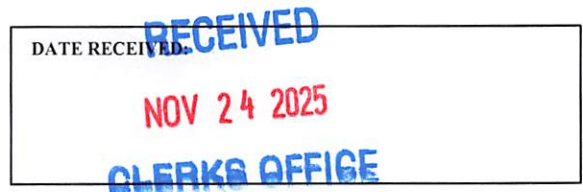
If yes, please provide on a separate page the following: (1) case name, (2) nature of action, (3) year of judgment, and (4) a brief description of the judgment entered and/or sentence imposed.

Applicant Signature: Mark Stahl Date: 11-20-2025

PLEASE SIGN APPLICATION

Office Use Only: Precinct: <u>30-605</u>	Assembly District: <u>7</u>	Service Area: <u>na</u>
Position on Board: <u>AGAB, (11) At-Large Member</u>	Term Ends: <u>12/31/28</u>	
Residence Checked: YES <input checked="" type="checkbox"/>	Map Checked: YES <input checked="" type="checkbox"/>	Code Checked: 1 st <input checked="" type="checkbox"/> 2 nd <input checked="" type="checkbox"/>

MATANUSKA-SUSITNA BOROUGH - CLERK'S OFFICE
350 E. Dahlia Avenue Palmer, AK 99645
Phone: 907-861-8683 Fax: 907-861-7845



BOARD, COMMISSION, AND COMMITTEE APPLICATION FORM

RE-APPOINTMENT
INSTRUCTIONS

Complete and sign the application. Do not leave any blank fields. Type or print legibly in ink. Specify exactly what board and position you are seeking. Completed applications may be emailed to jamie.jokhy@matsugov.us or delivered or mailed to the Borough Clerk's Office, 350 E. Dahlia Avenue, Palmer, or faxed to 907-861-7845. If you have questions, please call 907-861-8675.

Board and position for which I am applying: Agriculture Advisory Board, Field Crop.... ^{Knowledge for Exp.}

(For example, Board of Equalization, Member 3)

Applicant Name: Ray Hanson

Residence Address: 6996 N. Peter Zell Circle, Palmer, AK

Mailing Address: 305 E. Fireweed Ave Palmer, AK 99645

Home/Cell phone: (907) 982-2207 Work phone: (907) 746-7738 Email: ceh@mtaonline.net

Name and Address of Employer: Hanson Land Solutions

Can you regularly attend meetings? Yes ☒ No ☐ (Pursuant to (MSB 4.05.030, "A vacancy occurs on the board when the member is absent from three (3) consecutive regular board meetings without the board excusing the absence for good cause.")

Do you or a family member, immediate or extended, have a personal or financial interest with the Borough?
Yes ☐ No ☒ If yes, list positions or interest: _____
(For example: employee, emergency responder, board member, contractor, etc.)

Do you have a family member, immediate or extended, currently serving on a Borough Board?
Yes ☐ No ☒ If yes, list positions or interest: _____
(For example: RSA or FSA supervisor, board member, etc.)

How long have you lived in the Borough: 16 Years

Briefly explain why you are interested in serving on the board in which you are applying:
I care about the promotion of agriculture in the Borough +
the associated impacts of policy on property rights

List professional or personal experiences that qualify you for membership on the board. You may attach a brief resume to highlight your qualifications:

As a Land Surveyor I have considerable experience in dealing w/ land
use issues + how land-owners are impacted by government policy
As a beef cattle producer with a growing herd I have experience in dealing
with the realities of securing suitable land for agricultural use

R

11/24 emailed 283

Applicant Name:

Craig Hanson

List three professional or personal references:

Name:

Doug Clem

Phone:

(907) 232-5685

Name:

Gerald Devildess

Phone:

(907) 414-1017

Name:

Jude Biber

Phone:

(907) 745-3400

1. Do you have any civil judgments against you within the last 10 years, whether monetary, non-monetary, declarative, injunctive, or any other form or mater? NO X YES

If yes, please provide on a separate page with the following: (1) case name, (2) nature of actions, (3) year of judgment, and (4) a brief description of the judgment entered and/or sentence imposed.

2. Do you have any judgments against you in a criminal case within the last 10 years, whether upon finding of guilt, plea of no contest, suspended, or any form of judgment other than dismissal or not guilty?
X NO YES

If yes, please provide on a separate page the following: (1) case name, (2) nature of action, (3) year of judgment, and (4) a brief description of the judgment entered and/or sentence imposed.

Applicant Signature:

Craig Hanson

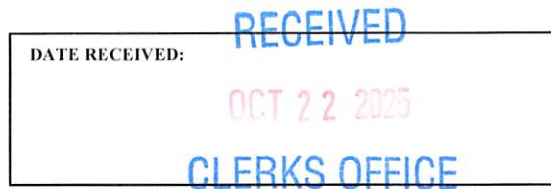
Date:

11/24/25

PLEASE SIGN APPLICATION

Office Use Only: Precinct: 29-505 Assembly District: 1 Service Area: n/a
Position on Board: AGAB, Knowledge for Exp. Field Corps Term Ends: 12/31/28
Residence Checked: YES ☒ Map Checked: YES ☒ Code Checked: 1st ☒ 2nd ☒

MATANUSKA-SUSITNA BOROUGH - CLERK'S OFFICE
350 E. Dahlia Avenue Palmer, AK 99645
Phone: 907-861-8683 Fax: 907-861-7845



BOARD, COMMISSION, AND COMMITTEE APPLICATION FORM
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Board and position for which I am applying: Agricultural Advisory Board, Wasilla Soil & Water
(For example, Board of Equalization, Member 3)

Applicant Name: Margaret Adsit
Residence Address: 3100 S. Old Glenn Hwy
Mailing Address: 248 E Dahlia Ave, Palmer, AK 99645
Home/Cell phone: 907-982-4387 Work phone: 907-7074083 Email: lands@akfarmland.com
Name and Address of Employer: Alaska Farmland Trust

Can you regularly attend meetings? Yes ☒ No ☐ (Pursuant to (MSB 4.05.030, "A vacancy occurs on the board when the member is absent from three (3) consecutive regular board meetings without the board excusing the absence for good cause.")

Do you or a family member, immediate or extended, have a personal or financial interest with the Borough?

Yes ☐ No ☒ If yes, list positions or interest: _____
(For example: employee, emergency responder, board member, contractor, etc.)

Do you have a family member, immediate or extended, currently serving on a Borough Board?

Yes ☐ No ☒ If yes, list positions or interest: _____
(For example: RSA or FSA supervisor, board member, etc.)

How long have you lived in the Borough: 2009 (16 years)

Briefly explain why you are interested in serving on the board in which you are applying:

As the Lands Coordinator and Farmlink Director with the Alaska Farmland Trust, I work with ag land owners across the Mat-Su and Alaska to help them protect their farms and keep farmers farming.

List professional or personal experiences that qualify you for membership on the board. You may attach a brief resume to highlight your qualifications:

Please see attached.

Applicant Name: Margaret Adsit

List three professional or personal references:

Name: <u>LaMarr Anderson</u>	Phone: <u>907-232-5082</u>
Name: <u>Abby Austin</u>	Phone: <u>907-414-9604</u>
Name: <u>Leslie Senden</u>	Phone: <u>907-355-0568</u>

1. Do you have any civil judgments against you within the last 10 years, whether monetary, non-monetary, declarative, injunctive, or any other form or mater? ☒ NO ☐ YES

If yes, please provide on a separate page with the following: (1) case name, (2) nature of actions, (3) year of judgment, and (4) a brief description of the judgment entered and/or sentence imposed.

2. Do you have any judgments against you in a criminal case within the last 10 years, whether upon finding of guilt, plea of no contest, suspended, or any form of judgment other than dismissal or not guilty?
☒ NO ☐ YES

If yes, please provide on a separate page the following: (1) case name, (2) nature of action, (3) year of judgment, and (4) a brief description of the judgment entered and/or sentence imposed.

Applicant Signature: Margaret E Adsit Date: 10/22/2025

PLEASE SIGN APPLICATION

Office Use Only: Precinct: <u>25-305</u>	Assembly District: <u>1</u>	Service Area: <u>n/a</u>
Position on Board: <u>AGAB, Wasilla Soil/Water Conservation District</u>	Term Ends: <u>12/31/28</u>	
Residence Checked: YES <input checked="" type="checkbox"/>	Map Checked: YES <input checked="" type="checkbox"/>	Code Checked: 1 st <input checked="" type="checkbox"/> 2 nd <input checked="" type="checkbox"/>

MARGARET ADSIT

PROFILE

I've always been a cheerleader for other people's dreams. This has carried me through my careers in helping build people's businesses through Scribe Away, promoting Alaska agriculture through the Alaska Farm Tours, and saving farms in the state with the Alaska Farmland Trust.

EXPERIENCE

LANDS COORDINATOR & ALASKA FARMLINK DIRECTOR|ALASKA FARMLAND TRUST CORPORATION|PALMER, AK| 2025-PRESENT

Scribe Away is a creative content company that worked with its clients to become more relevant by defining and refining our client's stories. We implemented strategies to tell that story, from logo development, social media content, newsletters, annual reports, to websites.

OWNER|SCRIBE AWAY|PALMER, AK| 2014 - 2025

Scribe Away is a creative content company that worked with its clients to become more relevant by defining and refining our client's stories. We implemented strategies to tell that story, from logo development, social media content, newsletters, annual reports, to websites.

Notable Clients: Alaska Farmland Trust (Brand, Reports, Website), Alaska Farm Bureau (Brand+Website), Bushes Bunches Produce Stand (Brand+Website), Visit Palmer (Brand + Website)

MARKETING PROGRAM MANAGER|ARCTIC WINTER GAMES | PALMER, AK| 2023

As the interim Marketing Program Manager for the Arctic Winter Games I was in charge of program management for all print and digital assets, strategic communications plan development and document development for the organization.

OWNER| ALASKA FARM TOURS | PALMER, AK| 2016 - 2019

As the owner of Alaska Farm Tours, I educated and delighted tourists with the unique history and culture around Alaska's food system. My intention with the company was to prove the concept that agri-tourism has a viable place in the Alaska tourism market.

ALASKA FARMLAND TRUST | PALMER, AK | 2010 - 2013, 2016

I conserved critical farmland in Alaska through conservation easements. I interfaced with landowners navigating difficult legal and federal review processes. I created a donor development program(\$45,000 per year), conducted grant writing and reporting (\$52,000 in Federal Grants, \$500,00 in State Grants).

EDUCATION

NORTHWESTERN UNIVERSITY, EVANSTON, IL –
BA- ENVIRONMENTAL SCIENCE AND ENVIRONMENTAL POLICY, 2008

SKILLS

Brand Development
SEO Writing / Keyword Strategy
Content Marketing Strategy
Social Media Marketing Strategy
Verbal Communication
Wordpress CMS
Project Development and
Management

Contract Management
Grant Writing and Reporting
Public Speaking
Non-Profit Management
Donor Relations
Conservation Easement Drafting
Community Outreach

REFERENCES

MariJo Parks
Board of Director
Palmer Museum
Phone/ 1 (907) 354-5405
Email/marijoparks50@gmail.com

Alex Miller
Owner
Holy Archangel Liturgical Supplies
Phone/1 (907) 414-7560
Email/ alex@holyarchangelcandles.com

Telsche Overby
Owner
Village Herbals
Phone / 9079826110
Email / telsche@gmail.com

Michelle Church, Owner
Moonstone Farm
Former Executive Director at AFTC
Phone / 9073541887
Email / moonstonefarm05@gmail.com

MATANUSKA-SUSITNA BOROUGH - CLERK'S OFFICE
350 E. Dahlia Avenue Palmer, AK 99645
Phone: 907-861-8683 Fax: 907-861-7845

RECEIVED

DATE RECEIVED:

DEC 04 2025

CLERKS OFFICE

BOARD, COMMISSION, AND COMMITTEE APPLICATION FORM
INSTRUCTIONS

Complete and sign the application. Do not leave any blank fields. Type or print legibly in ink. Specify exactly what board and position you are seeking. Completed applications may be emailed to jamie.jokhy@matsugov.us or delivered or mailed to the Borough Clerk's Office, 350 E. Dahlia Avenue, Palmer, or faxed to 907-861-7845. If you have questions, please call 907-861-8675. The information in this document is a public record.

Board and position for which I am applying: Alternate #1 Board of Adjustments and Appeals

(For example, Board of Equalization, Member 3)

Applicant Name: Michael S. Dale

Residence Address: 13839 W. Lotus Drive, Big Lake, AK 99623

Mailing Address: 13839 W. Lotus Drive, Wasilla, AK 99623

Home/Cell phone: 907-203-9151 Work phone: _____ Email: Mr.msdaile@gmail.com

Name and Address of Employer: Retired

Can you regularly attend meetings? Yes ☒ No ☐ *(Pursuant to (MSB 4.05.030, "A vacancy occurs on the board when the member is absent from three (3) consecutive regular board meetings without the board excusing the absence for good cause.")*

Do you or a family member, immediate or extended, have a personal or financial interest with the Borough?

Yes ☐ No ☒ If yes, list positions or interest: _____

(For example: employee, emergency responder, board member, contractor, etc.)

Do you have a family member, immediate or extended, currently serving on a Borough Board?

Yes ☐ No ☒ If yes, list positions or interest: _____

(For example: RSA or FSA supervisor, board member, etc.)

How long have you lived in the Borough: 24 years total, 5 years in my current location

Briefly explain why you are interested in serving on the board in which you are applying:

I believe strongly that citizens should take an active part in our government.

List professional or personal experiences that qualify you for membership on the board. You may attach a brief resume to highlight your qualifications:

Currently VP of the Big Lake Community Council, owned multiple properties in the MSB,
Have strong listening and reasoning skills having been a teacher and a member of the USAF.

Applicant Name: Michael S. Dale

List three professional or personal references:

Name: Jodi Riddell Phone: 907-414-3359
Name: Lisa Behrens Phone: 907-775-5683
Name: Bill Gamble Phone: 907-232-0103

1. Do you have any civil judgments against you within the last 10 years, whether monetary, non-monetary, declarative, injunctive, or any other form or mater? X NO _____ YES

If yes, please provide on a separate page with the following: (1) case name, (2) nature of actions, (3) year of judgment, and (4) a brief description of the judgment entered and/or sentence imposed.

2. Do you have any judgments against you in a criminal case within the last 10 years, whether upon finding of guilt, plea of no contest, suspended, or any form of judgment other than dismissal or not guilty?
X NO _____ YES

If yes, please provide on a separate page the following: (1) case name, (2) nature of action, (3) year of judgment, and (4) a brief description of the judgment entered and/or sentence imposed.

Applicant Signature: Michael S. Dale



Date: 12-03-2025

PLEASE SIGN APPLICATION

Office Use Only: Precinct: <u>30-555</u>	Assembly District: <u>5</u>	Service Area: <u>n/a</u>
Position on Board: <u>BOAA, AH1</u>	Term Ends: <u>12/31/28</u>	
Residence Checked: YES <input checked="" type="checkbox"/>	Map Checked: YES <input checked="" type="checkbox"/>	Code Checked: 1 st <input checked="" type="checkbox"/> 2 nd <input checked="" type="checkbox"/>

MATANUSKA-SUSITNA BOROUGH - CLERK'S OFFICE
350 E. Dahlia Avenue Palmer, AK 99645
Phone: 907-861-8683 Fax: 907-861-7845

RECEIVED

DATE RECEIVED:

OCT 16 2025

CLERKS OFFICE

BOARD, COMMISSION, AND COMMITTEE APPLICATION FORM

RE-APPOINTMENT

INSTRUCTIONS

Complete and sign the application. Do not leave any blank fields. Type or print legibly in ink. Specify exactly what board and position you are seeking. Completed applications may be emailed to jamie.jokhy@matsugov.us or delivered or mailed to the Borough Clerk's Office, 350 E. Dahlia Avenue, Palmer, or faxed to 907-861-7845. If you have questions, please call 907-861-8675.

Board and position for which I am applying: BOARD OF ADJUSTMENT AND APPEALS, ALTERNATE #1
(For example, Board of Equalization, Member 3)

Applicant Name: LARRY L. SCHMIDT

Residence Address: 14063 W. SUNRISE DR WASILLA, AK 99623

Mailing Address: PO Box 20192 BIG LAKE, AK 99652

Home/Cell phone: 907-671-4046 Work phone: N/A Email: LSCHMIDT44@YAHOO.COM

Name and Address of Employer: N/A

Can you regularly attend meetings? ☒ Yes ☐ No (Pursuant to (MSB 4.05.030, "A vacancy occurs on the board when the member is absent from three (3) consecutive regular board meetings without the board excusing the absence for good cause.")

Do you or a family member, immediate or extended, have a personal or financial interest with the Borough?

Yes ☒ No ☐ If yes, list positions or interest: _____
(For example: employee, emergency responder, board member, contractor, etc.)

Do you have a family member, immediate or extended, currently serving on a Borough Board?

Yes ☒ No ☐ If yes, list positions or interest: _____
(For example: RSA or FSA supervisor, board member, etc.)

How long have you lived in the Borough: SINCE JUN 2010

Briefly explain why you are interested in serving on the board in which you are applying:

HAVE BEEN SERVING AND BELIEVE I CAN CONTRIBUTE IN THE FUTURE

List professional or personal experiences that qualify you for membership on the board. You may attach a brief resume to highlight your qualifications:

GREENLEAF, ID PLANNING AND ZONING, AND CITY COUNCIL; MUSTANG, OK
BOARD OF ADJUSTMENTS AND APPEALS, MAT-SU BOARD OF ADJUSTMENTS AND
APPEALS.

✓ Applicant Name: LARRY L. SCHMIDT

List three professional or personal references:

Name: BOB BOWERS Phone: 907-671-7064

Name: JASON EVERIDGE Phone: 740-804-4405

Name: BOB FRIESEN Phone: 907-355-4860

1. Do you have any civil judgments against you within the last 10 years, whether monetary, non-monetary, declarative, injunctive, or any other form or mater? ✓ NO YES

If yes, please provide on a separate page with the following: (1) case name, (2) nature of actions, (3) year of judgment, and (4) a brief description of the judgment entered and/or sentence imposed.

2. Do you have any judgments against you in a criminal case within the last 10 years, whether upon finding of guilt, plea of no contest, suspended, or any form of judgment other than dismissal or not guilty?
✓ NO YES

If yes, please provide on a separate page the following: (1) case name, (2) nature of action, (3) year of judgment, and (4) a brief description of the judgment entered and/or sentence imposed.

Applicant Signature:

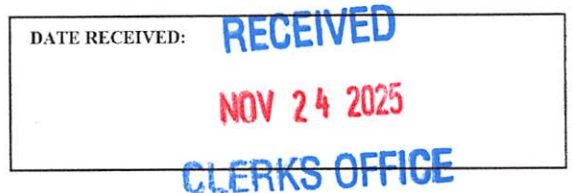


Date: 13 Oct 25

PLEASE SIGN APPLICATION

Office Use Only: Precinct: <u>30-555</u>	Assembly District: <u>5</u>	Service Area: <u>n/a</u>
Position on Board: <u>BOAA, Alternate 1</u>	Term Ends: <u>12/31/28</u>	
Residence Checked: YES <input checked="" type="checkbox"/>	Map Checked: YES <input checked="" type="checkbox"/>	Code Checked: 1 st <input checked="" type="checkbox"/> 2 nd <input checked="" type="checkbox"/>

MATANUSKA-SUSITNA BOROUGH - CLERK'S OFFICE
350 E. Dahlia Avenue Palmer, AK 99645
Phone: 907-861-8683 Fax: 907-861-7845



BOARD, COMMISSION, AND COMMITTEE APPLICATION FORM
INSTRUCTIONS

Complete and sign the application. Do not leave any blank fields. Type or print legibly in ink. Specify exactly what board and position you are seeking. Completed applications may be emailed to jamie.jokhy@matsugov.us or delivered or mailed to the Borough Clerk's Office, 350 E. Dahlia Avenue, Palmer, or faxed to 907-861-7845. If you have questions, please call 907-861-8675. The information in this document is a public record.

Board and position for which I am applying: Board of Adjustments and Appeals
(For example, Board of Equalization, Member 3)
Alternate 3

Applicant Name: Ronald B Johnson
Residence Address: 3350 S. North Rd Palmer, AK 99645
Mailing Address: Same
Home/Cell phone: 907 841-6605 Work phone: — Email: ronjohnson@gci.net
Name and Address of Employer: Retired

Can you regularly attend meetings? ☒ Yes ☐ No (Pursuant to (MSB 4.05.030, "A vacancy occurs on the board when the member is absent from three (3) consecutive regular board meetings without the board excusing the absence for good cause.")

Do you or a family member, immediate or extended, have a personal or financial interest with the Borough?
☒ Yes ☐ No If yes, list positions or interest: Commission on Salaries and ^{Emoluments} ~~Emolument~~
(wife) (For example: employee, emergency responder, board member, contractor, etc.)

Do you have a family member, immediate or extended, currently serving on a Borough Board?
☒ Yes ☐ No If yes, list positions or interest: See above
(For example: RSA or FSA supervisor, board member, etc.)

How long have you lived in the Borough: 34+ years

Briefly explain why you are interested in serving on the board in which you are applying:

I have a desire to serve my community. I believe this is an area where I can help bring good governance to the Mat-Su.

List professional or personal experiences that qualify you for membership on the board. You may attach a brief resume to highlight your qualifications:

MSB Planning Board Member April 2023 to Dec 2024, Chair of this board in 2024, President of Butte Community Council November 2020 to Present.

11/24 emailed 293

Applicant Name: Ronald B Johnson

List three professional or personal references:

Name: Larry Angel Phone: 907 229-9095
Name: Tom Bergey Phone: 907 715-6561
Name: Mike Bowles Phone: 907 355-1355

1. Do you have any civil judgments against you within the last 10 years, whether monetary, non-monetary, declarative, injunctive, or any other form or matter? ☒ NO ☐ YES

If yes, please provide on a separate page with the following: (1) case name, (2) nature of actions, (3) year of judgment, and (4) a brief description of the judgment entered and/or sentence imposed.

2. Do you have any judgments against you in a criminal case within the last 10 years, whether upon finding of guilt, plea of no contest, suspended, or any form of judgment other than dismissal or not guilty? ☒ NO ☐ YES

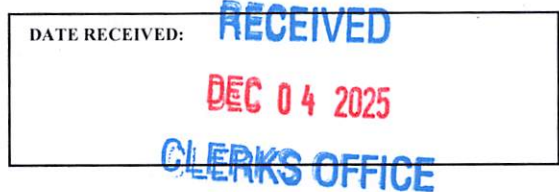
If yes, please provide on a separate page the following: (1) case name, (2) nature of action, (3) year of judgment, and (4) a brief description of the judgment entered and/or sentence imposed.

Applicant Signature: Ronald B Johnson Date: 11/24/2025

PLEASE SIGN APPLICATION

Office Use Only: Precinct: <u>25-305</u>	Assembly District: <u>1</u>	Service Area: <u>n/a</u>
Position on Board: <u>BOA, Alternate 3</u>		Term Ends: <u>12/31/27</u>
Residence Checked: YES <input checked="" type="checkbox"/>	Map Checked: YES <input checked="" type="checkbox"/>	Code Checked: 1 st <input checked="" type="checkbox"/> 2 nd <input checked="" type="checkbox"/>

MATANUSKA-SUSITNA BOROUGH - CLERK'S OFFICE
350 E. Dahlia Avenue Palmer, AK 99645
Phone: 907-861-8683 Fax: 907-861-7845



BOARD, COMMISSION, AND COMMITTEE APPLICATION FORM
INSTRUCTIONS

Complete and sign the application. Do not leave any blank fields. Type or print legibly in ink. Specify exactly what board and position you are seeking. Completed applications may be emailed to jamie.jokhy@matsugov.us or delivered or mailed to the Borough Clerk's Office, 350 E. Dahlia Avenue, Palmer, or faxed to 907-861-7845. If you have questions, please call 907-861-8675. The information in this document is a public record.

Board and position for which I am applying: Board of Equalization, Member 4
(For example, Board of Equalization, Member 3)

Applicant Name: Traci Barickman

Residence Address: 18260 E Wishbone Pl., Palmer, AK 99645

Mailing Address: 18260 E Wishbone Pl., Palmer, AK 99645

Home/Cell phone: 907-315-0324 Work phone: _____ Email: tjb907@mtaonline.net

Name and Address of Employer: Self employed - Alaska Real Estate Education & Alaska Real Estate Mediation Services

Can you regularly attend meetings? Yes No (Pursuant to (MSB 4.05.030, "A vacancy occurs on the board when the member is absent from three (3) consecutive regular board meetings without the board excusing the absence for good cause.")

Do you or a family member, immediate or extended, have a personal or financial interest with the Borough?

Yes No If yes, list positions or interest: Jessica Frank, BOE (Term ends 12/31/2025) Daughter-in-law
(For example: employee, emergency responder, board member, contractor, etc.)

Do you have a family member, immediate or extended, currently serving on a Borough Board?

Yes No If yes, list positions or interest: Jessica Frank, BOE (Term ends 12/31/2025) Daughter-in-law
(For example: RSA or FSA supervisor, board member, etc.)

How long have you lived in the Borough: 52 years

Briefly explain why you are interested in serving on the board in which you are applying:

I am able to utilize my 35+ years experience as a real estate professional to benefit the public and staff in the assessment department.

List professional or personal experiences that qualify you for membership on the board. You may attach a brief resume to highlight your qualifications:

Licensed Real Estate Broker for over 33 years, supervising hundreds of licensees and thousands of transactions. Certified real estate instructor with the State of Alaska. I have over 20 years experience serving on and off the BOE. I have a thorough understanding of Roberts Rules of Order and Alaska's public meetings act. I have served many boards and committees including the chair for the Alaska Real Estate Commission.

Applicant Name: Traci Barickman

List three professional or personal references:

Name: Ken Kincaid Phone: 907-232-1808

Name: Jessica Frank Phone: 907-354-2141

Name: Edna DeVries (MSB Mayor) Phone: _____

1. Do you have any civil judgments against you within the last 10 years, whether monetary, non-monetary, declarative, injunctive, or any other form or mater? X NO _____ YES

If yes, please provide on a separate page with the following: (1) case name, (2) nature of actions, (3) year of judgment, and (4) a brief description of the judgment entered and/or sentence imposed.

N/A

2. Do you have any judgments against you in a criminal case within the last 10 years, whether upon finding of guilt, plea of no contest, suspended, or any form of judgment other than dismissal or not guilty?
X NO _____ YES

If yes, please provide on a separate page the following: (1) case name, (2) nature of action, (3) year of judgment, and (4) a brief description of the judgment entered and/or sentence imposed.

N/A

Applicant Signature: Traci Barickman

Date: 12/04/2025

PLEASE SIGN APPLICATION

Office Use Only: Precinct: <u>29-530</u>	Assembly District: <u>1</u>	Service Area: <u>n/a</u>
Position on Board: <u>BOE, Member 4</u>	Term Ends: <u>12/31/28</u>	
Residence Checked: YES <input checked="" type="checkbox"/>	Map Checked: YES <input checked="" type="checkbox"/>	Code Checked: 1 st <input checked="" type="checkbox"/> 2 nd <input checked="" type="checkbox"/>

Jamie Jokhy

From: STACY ESCOBEDO <Stacy.Escobedo@matsuk12.us>
Sent: Thursday, December 4, 2025 9:37 AM
To: Jamie Jokhy
Subject: RE: Next School Board Meeting and Confirmations

RECEIVED
DEC 04 2025
CLERKS OFFICE

[EXTERNAL EMAIL - CAUTION: Do not open unexpected attachments or links.]

Hello,

Here are the updates for committee members:

- ✓ Committee on School Issues – Kathy McCollum will replace Tom Bergey, Brooks Pitcher and Andrew Shane will remain
- ✓ Committee on School Funding Issues – no changes
- ✓ Site Selection Committee – Lorie Colee will replace Ted Swanson and Kendal Kruse will replace Tom Bergey

Thank you! Stacy

Stacy Escobedo - *Administrative Assistant to the School Board*
Matanuska-Susitna Borough School District
PH: 907-746-9272
www.matsuk12.us

From: Jamie Jokhy <Jamie.Jokhy@matsugov.us>
Sent: Friday, November 14, 2025 8:04 AM
To: STACY ESCOBEDO <Stacy.Escobedo@matsuk12.us>
Subject: RE: Next School Board Meeting and Confirmations

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.



Jamie Jokhy reacted to your message:

From: STACY ESCOBEDO <Stacy.Escobedo@matsuk12.us>
Sent: Friday, November 14, 2025 5:01:39 PM
To: Jamie Jokhy <Jamie.Jokhy@matsugov.us>
Subject: RE: Next School Board Meeting and Confirmations

[EXTERNAL EMAIL - CAUTION: Do not open unexpected attachments or links.]

Hello Jamie,

We will confirm the newly elected members at our November 19th meeting. During the December 3rd meeting we will review committee assignments and I will follow up with you then about the committees you mentioned.

Thank you! Stacy

Stacy Escobedo - *Administrative Assistant to the School Board*
Matanuska-Susitna Borough School District
PH: 907-746-9272
www.matsuk12.us

From: Jamie Jokhy <Jamie.Jokhy@matsugov.us>
Sent: Thursday, November 13, 2025 3:59 PM
To: STACY ESCOBEDO <Stacy.Escobedo@matsuk12.us>
Subject: Next School Board Meeting and Confirmations

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Good afternoon, Stacy,

I was checking in on when your next meeting will be to confirm the newly elected school board members. Also if we could get a replacement for Ted Swanson on the Borough Area Schools Site Selection Committee and if the district would like Brooks Pitcher to stay on the Jt Assembly/School Board Committee on School Issues.

I appreciate the help with this and please let me know if you have any questions.

Very Respectfully,



Jamie R Jokhy
Department Administrative Specialist
Clerk's Office
Matanuska-Susitna Borough
350 E Dahlia Ave
Palmer AK 99645
(907) 861-8675

MATANUSKA-SUSITNA BOROUGH - CLERK'S OFFICE
350 E. Dahlia Avenue Palmer, AK 99645
Phone: 907-861-8683 Fax: 907-861-7845



BOARD, COMMISSION, AND COMMITTEE APPLICATION FORM
INSTRUCTIONS

Complete and sign the application. Do not leave any blank fields. Type or print legibly in ink. Specify exactly what board and position you are seeking. Completed applications may be emailed to jamie.jokhy@matsugov.us or delivered or mailed to the Borough Clerk's Office, 350 E. Dahlia Avenue, Palmer, or faxed to 907-861-7845. If you have questions, please call 907-861-8675. The information in this document is a public record.

Board and position for which I am applying: Commission on Salaries and Emoluments, Labor Org
(For example, Board of Equalization, Member 3)

Applicant Name: Igor Galloway

Residence Address: 7970 N Morning Glory Dr, Palmer, AK 99645

Mailing Address: same

Home/Cell phone: 907.841.7777 Work phone: _____ Email: me@igorgalloway.com

Name and Address of Employer: Galloway Consulting, LLC (dba Galloway Designs), Midas Construction.

Can you regularly attend meetings? Yes ☒ No ☐ (Pursuant to (MSB 4.05.030, "A vacancy occurs on the board when the member is absent from three (3) consecutive regular board meetings without the board excusing the absence for good cause.")

Do you or a family member, immediate or extended, have a personal or financial interest with the Borough?

Yes ☐ No ☒ If yes, list positions or interest: _____
(For example: employee, emergency responder, board member, contractor, etc.)

Do you have a family member, immediate or extended, currently serving on a Borough Board?

Yes ☐ No ☒ If yes, list positions or interest: _____
(For example: RSA or FSA supervisor, board member, etc.)

How long have you lived in the Borough: 17 years

Briefly explain why you are interested in serving on the board in which you are applying:

Received this invitation from Dmitri Fonov. He said that the borough can benefit from my experience and business knowledge. I believe the same: I have broad experience in many aspects witch can be beneficial to our borough.

List professional or personal experiences that qualify you for membership on the board. You may attach a brief resume to highlight your qualifications:

Multiple business owner: accounting/business administration firm, architectural design, a motorcycle shop and construction company (Galloway Designs, Stronghold Kustoms, Intelligent Design Homes). Have experience with accounting, IT, construction, management, HR. A family man, father of three. Would be happy to serve.

Applicant Name: Igor Galloway

List three professional or personal references:

Name: Dmitri Fonov Phone: 907.775.6666
Name: Peter Mikitin Phone: 907.982.9127
Name: Tony Doramus Phone: 907.330.7621

1. Do you have any civil judgments against you within the last 10 years, whether monetary, non-monetary, declarative, injunctive, or any other form or matter? ☒ NO ☐ YES

If yes, please provide on a separate page with the following: (1) case name, (2) nature of actions, (3) year of judgment, and (4) a brief description of the judgment entered and/or sentence imposed.

2. Do you have any judgments against you in a criminal case within the last 10 years, whether upon finding of guilt, plea of no contest, suspended, or any form of judgment other than dismissal or not guilty?
☒ NO ☐ YES

If yes, please provide on a separate page the following: (1) case name, (2) nature of action, (3) year of judgment, and (4) a brief description of the judgment entered and/or sentence imposed.

Applicant Signature: _____

I. Galloway

Date: 12-04-2025

PLEASE SIGN APPLICATION

Office Use Only: Precinct: <u>29-510</u>	Assembly District: <u>1</u>	Service Area: <u>n/a</u>
Position on Board: <u>CSE, Labor Organization</u>	Term Ends: <u>12/31/27</u>	
Residence Checked: YES <input checked="" type="checkbox"/>	Map Checked: YES <input checked="" type="checkbox"/>	Code Checked: 1 st <input checked="" type="checkbox"/> 2 nd <input checked="" type="checkbox"/>

MATANUSKA-SUSITNA BOROUGH - CLERK'S OFFICE
350 E. Dahlia Avenue Palmer, AK 99645
Phone: 907-861-8683 Fax: 907-861-7845

RECEIVED
DATE RECEIVED:
NOV 25 2025
CLERKS OFFICE

BOARD, COMMISSION, AND COMMITTEE APPLICATION FORM
RE-APPOINTMENT
INSTRUCTIONS

Complete and sign the application. Do not leave any blank fields. Type or print legibly in ink. Specify exactly what board and position you are seeking. Completed applications may be emailed to jamie.jokhy@matsugov.us or delivered or mailed to the Borough Clerk's Office, 350 E. Dahlia Avenue, Palmer, or faxed to 907-861-7845. If you have questions, please call 907-861-8675.

Board and position for which I am applying: City of E911 Palmer ALT

(For example, Board of Equalization, Member 3)

Applicant Name: Whitney Daw

Residence Address: 423 S VALLEY WAY PALMER AK 99645

Mailing Address: 423 S VALLEY WAY PALMER AK 99645

Home/Cell phone: _____ Work phone: 907 745 4811 Email: wdaw@palmerpolice.com

Name and Address of Employer: Palmer Police Department 423 S Valley Way

Can you regularly attend meetings? ☒ Yes ☐ No (Pursuant to (MSB 4.05.030, "A vacancy occurs on the board when the member is absent from three (3) consecutive regular board meetings without the board excusing the absence for good cause.")

Do you or a family member, immediate or extended, have a personal or financial interest with the Borough?

Yes ☐ ☒ No If yes, list positions or interest: _____

(For example: employee, emergency responder, board member, contractor, etc.)

Do you have a family member, immediate or extended, currently serving on a Borough Board?

Yes ☐ ☒ No If yes, list positions or interest: _____

(For example: RSA or FSA supervisor, board member, etc.)

How long have you lived in the Borough: 12 years roughly

Briefly explain why you are interested in serving on the board in which you are applying:

911/Police Dispatch Supervisor. Invested in the future of public safety dispatching in Mat Su Valley.

List professional or personal experiences that qualify you for membership on the board. You may attach a brief resume to highlight your qualifications:

10 year employee in public safety dispatch and have held a seat with the E911 board since 2022.
Communications Manager for 911Base, Palmer Police Dept

R

11/25 emailed 301

Applicant Name: Whitney Daw

List three professional or personal references:

Name: Tony April Phone: 907 602 5808

Name: Lucas Szipsky Phone: 907 745 4811

Name: Tiffany Walters Phone: 254 405 9310

1. Do you have any civil judgments against you within the last 10 years, whether monetary, non-monetary, declarative, injunctive, or any other form or mater? X NO _____ YES

If yes, please provide on a separate page with the following: (1) case name, (2) nature of actions, (3) year of judgment, and (4) a brief description of the judgment entered and/or sentence imposed.

2. Do you have any judgments against you in a criminal case within the last 10 years, whether upon finding of guilt, plea of no contest, suspended, or any form of judgment other than dismissal or not guilty?
X NO _____ YES

If yes, please provide on a separate page the following: (1) case name, (2) nature of action, (3) year of judgment, and (4) a brief description of the judgment entered and/or sentence imposed.

Applicant Signature: Whitney Daw

Date: 11.17.2025

PLEASE SIGN APPLICATION

Office Use Only: Precinct: <u>26-375</u>	Assembly District: <u>2</u>	Service Area: <u>n/a</u>
Position on Board: <u>E911, City of Palmer At</u>		Term Ends: <u>12/31/28</u>
Residence Checked: YES <input checked="" type="checkbox"/>	Map Checked: YES <input checked="" type="checkbox"/>	Code Checked: 1 st <input checked="" type="checkbox"/> 2 nd <input checked="" type="checkbox"/>

BOARD, COMMISSION, AND COMMITTEE APPLICATION FORM
INSTRUCTIONS

Complete and sign the application. Do not leave any blank fields. Type or print legibly in ink. Specify exactly which board and position you are seeking. Completed applications may be emailed to jamie.jokhy@matsugov.us or delivered or mailed to the Borough Clerk's Office, 350 E. Dahlia Avenue, Palmer, or faxed to 907-861-7845. If you have questions, please call 907-861-8675. The information provided in this document is a public record.

Board and position for which I am applying: Health And Social Services
(For example, Board of Equalization, Member 3)

Applicant Name: Scott Lindbloom
Residence Address: 925 S. CHUGACH ST. Apt 9 99645 AK
Mailing Address: _____
Home/Cell phone: 928-242-7014 Work phone: _____ Email: SLm/bloom223@gmail.com
Name and Address of Employer: _____

Can you regularly attend meetings? ☒ Yes ☐ No (Pursuant to (MSB 4.05.030, "A vacancy occurs on the board when the member is absent from three (3) consecutive regular board meetings without the board excusing the absence for good cause.")

Do you or a family member, immediate or extended, have a personal or financial interest with the Borough?

Yes ☒ No ☐ If yes, list positions or interest: N/A
(For example: employee, emergency responder, board member, contractor, etc.)

Do you have a family member, immediate or extended, currently serving on a Borough Board?

Yes ☒ No ☐ If yes, list positions or interest: _____
(For example: RSA or FSA supervisor, board member, etc.)

How long have you lived in the Borough: One year

Briefly explain why you are interested in serving on the board in which you are applying:

It is good for Health and Social Services

List professional or personal experiences that qualify you for membership on the board. You may attach a brief resume to highlight your qualifications:

Hi HAVE Lots of Experiences with
Health and Social Services

Applicant Name: Scott Lindbloom

List three professional or personal references:

Name: PATINA Phone: 907-727-6610
Name: Jennifer Phone: 907-263-2011
Name: Rachel White Phone: 817-707-7582

1. Do you have any civil judgments against you within the last 10 years, whether monetary, non-monetary, declarative, injunctive, or any other form or matter? ☒ NO ☐ YES

If yes, please provide on a separate page with the following: (1) case name, (2) nature of actions, (3) year of judgment, and (4) a brief description of the judgment entered and/or sentence imposed.

N/A

2. Do you have any judgments against you in a criminal case within the last 10 years, whether upon finding of guilt, plea of no contest, suspended, or any form of judgment other than dismissal or not guilty?
☒ NO ☐ YES

If yes, please provide on a separate page the following: (1) case name, (2) nature of action, (3) year of judgment, and (4) a brief description of the judgment entered and/or sentence imposed.

N/A

Applicant Signature: Scott Lindbloom Date: 12/3/2023

PLEASE SIGN APPLICATION

Office Use Only: Precinct: <u>25-320</u>	Assembly District: <u>2</u>	Service Area: <u>n/a</u>
Position on Board: <u>Health & Social Services, Member 6</u>		Term Ends: <u>12/31/27</u>
Residence Checked: YES <input checked="" type="checkbox"/>	Map Checked: YES <input checked="" type="checkbox"/>	Code Checked: 1 st <input checked="" type="checkbox"/> 2 nd <input checked="" type="checkbox"/>

Resume

Scott Lindbloom
525 W. 16th St., Apt. 12
Salida, CO 81201
Phone: 928-242-7014

Education

Bear Creek High School, Diploma	1991
Red Rocks Community College, Custodian Certificate	April 4, 1994
National American University, AAS Management	May 4, 2001

Work

Scottsbluff Middle School
2601 Broadway
Scottsbluff, NE 69361

Volunteer City of Show Low parks and Recreation Department 180 N. 9 th St. Show Low, AZ 85901 Contact: Mike Mariscal	2014-2018 928-369-6465
---	--

Volunteer City of Show Low Chamber of Commerce 81 E. Deuce of Clubs AZ 85901 Contact: Jimmy 928-551-0505	2014- 2018
--	-------------------

Volunteer Nebraska Department of Health and Human Services Advisory Committee Development Disabilities Board Position: Board Member P.O. Box 94982 Lincoln, NE 68509-4982 402-471-6038 Supervisor: Tyla Watson AZ Developmental Disabilities planning Council Board member Contact: Mike 602-542-8975	July 2012 to July 2014 2019-2022
--	---

Volunteer

Arizona State Vocational Rehabilitation Advisory Council 2018 to 2022
Board Member
Contact: Lindy Power 480-640-3208

Volunteer Behavioral Health Planning Council 602-417-4706 2018-2022

Arizona Disability law Council 2014-2022
Board Member
Contact: A. J. J. 520-394-4757

Volunteer City of Show Low ADA Committee Quarterly Meeting
Contact: Jay 928-542-4014

Volunteer Developmental Disability Advisory Committee, District One
Contact: Keith 928-358-6843 or Tom O'Halleran, U. S. House of Representatives

Arizona Statewide independent living Council 2014 to 2021
5025 E. Washington St., Ste 214
Phoenix, AZ 85034
Contact; Melissa 602-262-2900, ext. 2

Department of Economic Security

Developmental Disabilities Advisory Council 2019-2022
2500 E. Cooley St., Ste 410
Show Low, AZ 85901
Contact: Nicolina
480-261-8528

Denver International Airport 2024 - present
Denver Accessibility Advisor's Committee
Shawn Smith, Senior Vice President
303-342-2393

National Independent Living Council 2014- present
Sub-committee highway transportation

ADA Federal Regulation

Peter Joshike Peter@vcil.org

802-224-1815

Colorado Parks and Wildlife

current volunteer

District Wildlife Manager

7405 W. Hwy 50

Salida, CO 81201

719- 530-5520

Tyler Kersey@state.co.us

Colorado Department of Human Services

2024

Rule Making Meeting State Board - public member

Kyle Ainth

720-602-6807

kylezinth@state.co.us

Colorado Statewide Independent Living Council

2024

Term 10/01/2022 - 09/30/2025

Peter Pike

720-697-4794

peter.pike@state.co.us

University of Iowa

2024

Term 09/17/2024 - Current

Therapeutic Recreation & Disability Studies

Guest Speaker

Kristina Gordon, MA, CTRS

319-467-1841

uiowa.edu

May 10, 2019

City of Show Low ADA Committee Quarterly Meeting Minutes

1. Welcome

a. Roll Call

In attendance:

Scott Lindbloom

Lisa Robertson

Justen Johnson

Jay Brimhall

Absent:

Bill Johnson

2. Projects/Grants

- Mr. Tregaskes reported that Culvers submitted plans for construction that included an ADA access route from the sidewalk along White Mountain Road to their entrance.
- The 8th and McNeil sidewalk project was completed since the group's last meeting in November 2018.
- Arizona State Parks awarded the City of Show Low a grant to construct 2000 linear feet of trail in the Meadow along Show Low Creek. Part of the project includes the construction of ADA fishing nodes into Show Low Creek.
- The project from 11th to White Mountain Road will include an ADA compliant sidewalk
- The Arizona Department of Housing monitoring visit in April 2018 showed 100% compliance with respect to the ADA

3. Transit

- Ms. Robertson discussed new buses for the Four Seasons Connection that will be procured soon. Per the City's Agreement with the Arizona Department of Transportation, the buses will be outfitted with all standard ADA accessible features.

4. Other Discussion

- Snow removal discussion
- Mr. Lindbloom discussed with the others what he had seen in a recent trip to Trinidad, Colorado, including a trolley and other transit related items.
- Staff to present to the City Council at a future council meeting
- Next meeting will be on August 8, at 3pm in the Heritage Conference room at Show Low City Hall, 180 N. 9th St. Show Low, AZ 85901

5. Adjournment

COLORADO PARKS & WILDLIFE



ADA Accommodation Permits for Hunters with Disabilities

Colorado Parks and Wildlife offers reasonable hunting accommodation permits to customers with disabilities, as defined by the Americans with Disabilities Act (ADA). These accommodations are granted to individuals who have significant impairments to their daily major life functions, not on their ability to participate in specialized activities such as hunting.

Important facts about ADA Accommodation Permits:

- Colorado Parks and Wildlife does not honor accommodation permits or applications from other states and/or countries. Customers wishing to utilize an accommodation in Colorado must be approved through our application process to be granted an accommodation.
- Accommodation permits are not licenses; permit holders must still purchase hunting and fishing licenses to participate in these activities.
- Possession of an accommodation permit does not exempt the permit holder from obeying all hunting, fishing, and property-use laws.
- Accommodations may be granted on either a temporary or lifetime basis, depending on the information provided by the applicant's medical provider.

How to request an Accommodation Permit:

Hunters who wish to request an accommodation permit(s) should complete the ADA Accommodation Permit Application. Please note that applications may take up to 30 days to be processed.

Completed applications may be submitted by:

Mail SHALAMA	Email 720-602-6422
Colorado Parks and Wildlife Attn: ADA Accommodation Permits 6060 Broadway Denver, CO 80216	disability.apps@state.co.us 720-602-6422

Commonly Requested Accommodations

Note: this list is not all-inclusive and other accommodations may be requested for specific disabilities.

- Crossbow or Draw-Loc during archery season.
 - Conditions that typically qualify include: inability to reach above head, limited range of motion in arms and/or shoulders, decreased grip strength, decreased finger/hand coordination, inability to push

or pull, etc.

- **Shoot from motor vehicle/OHV**
 - Conditions that typically qualify you to shoot from a vehicle include: use of a prescribed mobility device such as a wheelchair, crutches, braces, etc., documented severe difficulty getting in/out of a vehicle, problems with standing or balancing, and/or a medically valid need for controlled temperature and environment. CPW does not grant accommodations to shoot from a public road.
- **Assistant to track and dispatch wounded game**
 - If you cannot track and retrieve wounded game, this accommodation allows an assistant to do it for you. CPW does not grant accommodations allowing off road OHV access for the purposes of game retrieval.
- **Scopes with magnification greater than 1X on crossbow**
 - Requires documentation of a visual disability in Section 2 as defined by the Americans with Disabilities Act (ADA). Hyperopia, myopia, and presbyopia are not considered disabilities under the ADA and will not qualify for an accommodation. Age-related visual impairments will not qualify. NOTE: CPW allows the use of non-magnifying scopes and red dot sights that magnify 1X or less with a Crossbow/Draw-Loc permit. This accommodation does NOT allow laser or battery operated/electronically powered devices that are attached to or incorporated into the crossbow which aid in range finding and/or aiming or a sighting device that emits light from a crossbow to the animal. The intent of these seasons is to provide a "primitive" style recreational opportunity for hunters.
- **Scopes on Muzzleloader**
 - Requires documentation of a visual disability in Section 2 as defined by the Americans with Disabilities Act (ADA). Hyperopia, myopia, and presbyopia are not considered disabilities under the ADA and will not qualify for an accommodation. Age-related visual impairments will not qualify. For example, this accommodation may be appropriate if you have a visual disability that does not allow you to focus on the front sight, rear sight, and animal at the same time.

Frequently Asked Questions

1. **How do I check on the status of an application I submitted?**
 - A. Applications submitted less than 30 days ago will not receive status updates due to the volume of applications we receive. If an application was submitted more than 30 days ago and the applicant has not received any notice, please reach out to us via email (disability.apps@state.co.us) or by phone (303-291-7235) for assistance.
2. **When should requests for temporary accommodation permits be submitted?**
 - A. 30-60 days before the start of the desired hunting season.
3. **Can previously submitted paperwork that was approved for a temporary accommodation permit be used to re-submit a temporary permit for this year's hunting seasons?**
 - A. No. Temporary accommodation permits must be resubmitted each year with an updated application and information from the applicant's doctor.
4. **Can CPW accommodate other disabilities with needs that may not be met by one of the above-mentioned permits?**
 - A. Colorado Parks and Wildlife may provide such accommodations if they are reasonably required to allow the customer to participate in wildlife recreation and do not significantly alter the purpose of the Division property or program for which the accommodation is requested, jeopardize the safety of the applicant or any other person, or pose undue hardship to the Division.
5. **Can a customer utilize their crossbow accommodation permit from another state while hunting in Colorado during archery season?**
 - A. No. Colorado does not honor crossbow, or any other accommodation permits, issued from other states or countries. The customer must be approved through the CPW application process to utilize a crossbow during archery season in Colorado.

6. Can customers with a Shoot from Vehicle/OHV permit use their vehicle/OHV on any roads while in the field?
 - A. Vehicle access and use is regulated by the specific land management agency or landowner of properties you wish to hunt. CPW cannot grant vehicle access, off-road access, or off-trail use on property not managed by CPW. Contact the appropriate land management agency (i.e. US Forest Service, BLM, etc) to obtain information on travel use and restrictions within their jurisdiction.
7. When utilizing the Aid to Track/Dispatch accommodation permit, does the permit holder's assistant have to use the same method of take as the permit holder?
 - A. Yes. The assistant must use the same method of take as the issued license and/or permit. For example, if the permit holder is utilizing a crossbow permit, the assistant must use either a crossbow or standard compound bow to dispatch the animal.



United States
of America

Congressional Record

PROCEEDINGS AND DEBATES OF THE 115th CONGRESS, SECOND SESSION

House of Representatives

HONORING SCOTT LINDBLOOM

HON. TOM O'HALLERAN
of Arizona
in the House of Representatives

Tuesday, July 10, 2018

Mr. Speaker, I rise today to acknowledge Mr. Scott Lindbloom of Show Low, Arizona. Scott dedicates a significant part of his life to improving the lives of people like himself who have an intellectual or developmental disability. This week, the National Association of Councils on Developmental Disabilities is honoring Scott for his work to empower people with intellectual and developmental disabilities. I would like to offer my congratulations to him.

I met Scott at the Arizona Developmental Disabilities Planning Council booth at "Show Low Days" in June 2017. We spoke about Scott's work to advocate for critical legislation to meet the needs of people with developmental disabilities in my district. Scott believes, as I do, that every person, regardless of ability, should be able to participate fully in their community.

Our initial meeting helped kickstart the Disability Advisory Council in my district, the aim of which is gathering information from my constituents about whether federal programs and proposed legislation meets the needs of rural Northern Arizona residents with disabilities. The group now meets quarterly in the Arizona White Mountains.

In addition to his participation in the Disability Advisory Council, Scott also volunteers at the Show Low Chamber of Commerce, where he has helped to create internships for high school students with developmental disabilities so that they can gain workplace skills and experience.

I wholeheartedly congratulate Scott for receiving the Champion of Equal Opportunity Start Your Journey award and thank him for his work to improve the lives of people with intellectual and developmental disabilities.

Jamie Jokhy

From: Jamie.Jokhy@matsugov.us
To: Edna DeVries
Subject: RE: on Fish & Wildlife commission

From: Edna DeVries <Edna.DeVries@matsugov.us>
Sent: Monday, December 1, 2025 1:51 PM
To: Jamie Jokhy <Jamie.Jokhy@matsugov.us>
Subject: RE: on Fish & Wildlife commission

I thought Dee McKee was on funding subcommittee not Stephanie and Dee's position is up in 2027. Yes, please put Max's position on Funding and Stephanie on issues on the vacancy report. Stephanie's is for just one year as then she is termed out. Thanks. Edna

Mayor Edna DeVries
350 E. Dahlia, Palmer, AK 99645
907-861-8682 907-795-8133
Edna.devries@matsugov.us

From: Jamie Jokhy <Jamie.Jokhy@matsugov.us>
Sent: Monday, December 1, 2025 1:28 PM
To: Edna DeVries <Edna.DeVries@matsugov.us>
Subject: RE: on Fish & Wildlife commission

Madame Mayor,
While I am talking to you about seats on the extra boards, Sumner and Nowers are on Jt Assembly/School Board Committee on School District Funding Issues and Jt Assembly/School Board Committee on School Issues. Would you like them to continue in their positions? I can add them to the next Vacancy Report if you like as they do require being reconfirmed. If you would like another to fill the spot, please let me know and I can add them to the Vacancy Report instead.

Very Respectfully,



Jamie R Jokhy
Department Administrative Specialist
Clerk's Office
Matanuska-Susitna Borough
350 E Dahlia Ave
Palmer AK 99645
(907) 861-8675

Jamie Jokhy

From: STACY ESCOBEDO <Stacy.Escobedo@matsuk12.us>
Sent: Thursday, December 4, 2025 9:37 AM
To: Jamie Jokhy
Subject: RE: Next School Board Meeting and Confirmations

RECEIVED
DEC 04 2025
CLERKS OFFICE

[EXTERNAL EMAIL - CAUTION: Do not open unexpected attachments or links.]

Hello,

Here are the updates for committee members:

- ✓ Committee on School Issues – Kathy McCollum will replace Tom Bergey, Brooks Pitcher and Andrew Shane will remain
- ✓ Committee on School Funding Issues – no changes
- ✓ Site Selection Committee – Lorie Colee will replace Ted Swanson and Kendal Kruse will replace Tom Bergey

Thank you! Stacy

Stacy Escobedo - *Administrative Assistant to the School Board*
Matanuska-Susitna Borough School District
PH: 907-746-9272
www.matsuk12.us

From: Jamie Jokhy <Jamie.Jokhy@matsugov.us>
Sent: Friday, November 14, 2025 8:04 AM
To: STACY ESCOBEDO <Stacy.Escobedo@matsuk12.us>
Subject: RE: Next School Board Meeting and Confirmations

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.



Jamie Jokhy reacted to your message:

From: STACY ESCOBEDO <Stacy.Escobedo@matsuk12.us>
Sent: Friday, November 14, 2025 5:01:39 PM
To: Jamie Jokhy <Jamie.Jokhy@matsugov.us>
Subject: RE: Next School Board Meeting and Confirmations

[EXTERNAL EMAIL - CAUTION: Do not open unexpected attachments or links.]

Hello Jamie,

We will confirm the newly elected members at our November 19th meeting. During the December 3rd meeting we will review committee assignments and I will follow up with you then about the committees you mentioned.

Thank you! Stacy

Stacy Escobedo - *Administrative Assistant to the School Board*
Matanuska-Susitna Borough School District
PH: 907-746-9272
www.matsuk12.us

From: Jamie Jokhy <Jamie.Jokhy@matsugov.us>
Sent: Thursday, November 13, 2025 3:59 PM
To: STACY ESCOBEDO <Stacy.Escobedo@matsuk12.us>
Subject: Next School Board Meeting and Confirmations

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Good afternoon, Stacy,

I was checking in on when your next meeting will be to confirm the newly elected school board members. Also if we could get a replacement for Ted Swanson on the Borough Area Schools Site Selection Committee and if the district would like Brooks Pitcher to stay on the Jt Assembly/School Board Committee on School Issues.

I appreciate the help with this and please let me know if you have any questions.

Very Respectfully,



Jamie R Jokhy
Department Administrative Specialist
Clerk's Office
Matanuska-Susitna Borough
350 E Dahlia Ave
Palmer AK 99645
(907) 861-8675

MATANUSKA-SUSITNA BOROUGH - CLERK'S OFFICE
350 E. Dahlia Avenue Palmer, AK 99645
Phone: 907-861-8683 Fax: 907-861-7845

RECEIVED
DATE RECEIVED: SEP 11 2025
CLERKS OFFICE

BOARD, COMMISSION, AND COMMITTEE APPLICATION FORM
INSTRUCTIONS

Complete and sign the application. Do not leave any blank fields. Type or print legibly in ink. Specify exactly what board and position you are seeking. Completed applications may be emailed to jamie.jokhy@matsugov.us or delivered or mailed to the Borough Clerk's Office, 350 E. Dahlia Avenue, Palmer, or faxed to 907-861-7845. If you have questions, please call 907-861-8675.

Board and position for which I am applying: Library Board - Trapper Creek
(For example, Board of Equalization, Member 3)

Applicant Name: Jennie Goetsch

Residence Address: 23935 S. Ronsam Dr. Trapper Creek, Ak 99683

Mailing Address: PO Box 13297 Trapper Creek, Ak 99683

Home/Cell phone: 907-232-1845 **Work phone:** N/A **Email:** jennieearles@yahoo.com

Name and Address of Employer: Retired

Can you regularly attend meetings? ☒ Yes ☐ No (Pursuant to (MSB 4.05.030, "A vacancy occurs on the board when the member is absent from three (3) consecutive regular board meetings without the board excusing the absence for good cause.")

Do you or a family member, immediate or extended, have a personal or financial interest with the Borough?

Yes ☒ No ☐ If yes, list positions or interest: _____
(For example: employee, emergency responder, board member, contractor, etc.)

Do you have a family member, immediate or extended, currently serving on a Borough Board?

Yes ☒ No ☐ If yes, list positions or interest: _____
(For example: RSA or FSA supervisor, board member, etc.)

How long have you lived in the Borough: 29 years

Briefly explain why you are interested in serving on the board in which you are applying:

Libraries are essential services for our communities. I want to help ensure they continue to meet the needs of the people of the Borough.

List professional or personal experiences that qualify you for membership on the board. You may attach a brief resume to highlight your qualifications: Lifelong Library Patron.

1996-2000 Volunteer & Board member Trapper Creek Library Association

2000-2003 Librarian - Trapper Creek Library - Trapper Creek Library Association

2003-2022 Librarian/Director - Trapper Creek Library - Matanuska Susitna Borough

2022-Present - Volunteer Trapper Creek Library

2025 - Board member Trapper Creek Library Association

9/11 emailed 317

Applicant Name: Jennie Goetsch

List three professional or personal references:

Name: Virginia Robson Phone: 907-354-1393
Name: Marita Crosby Phone: 907-355-1578
Name: Marie Berry Phone: 907-952-7992

1. Do you have any civil judgments against you within the last 10 years, whether monetary, non-monetary, declarative, injunctive, or any other form or matter? X NO ____ YES

If yes, please provide on a separate page with the following: (1) case name, (2) nature of actions, (3) year of judgment, and (4) a brief description of the judgment entered and/or sentence imposed.

2. Do you have any judgments against you in a criminal case within the last 10 years, whether upon finding of guilt, plea of no contest, suspended, or any form of judgment other than dismissal or not guilty?
X NO ____ YES

If yes, please provide on a separate page the following: (1) case name, (2) nature of action, (3) year of judgment, and (4) a brief description of the judgment entered and/or sentence imposed.

Applicant Signature: Jennie Goetsch Date: 9/10/25

PLEASE SIGN APPLICATION

Office Use Only: Precinct: <u>30-590</u>	Assembly District: <u>7</u>	Service Area: <u>n/a</u>
Position on Board: <u>LIB, Trapper Creek</u>		Term Ends: <u>12/31/28</u>
Residence Checked: YES <input checked="" type="checkbox"/>	Map Checked: YES <input checked="" type="checkbox"/>	Code Checked: 1 st <input checked="" type="checkbox"/> 2 nd <input checked="" type="checkbox"/>

MATANUSKA-SUSITNA BOROUGH - CLERK'S OFFICE
350 E. Dahlia Avenue Palmer, AK 99645
Phone: 907-861-8683 Fax: 907-861-7845

DATE RECEIVED: **RECEIVED**
DEC 05 2025
CLERK'S OFFICE

BOARD, COMMISSION, AND COMMITTEE APPLICATION FORM
INSTRUCTIONS

Complete and sign the application. Do not leave any blank fields. Type or print legibly in ink. Specify exactly what board and position you are seeking. Completed applications may be emailed to jamie.jokhy@matsugov.us or delivered or mailed to the Borough Clerk's Office, 350 E. Dahlia Avenue, Palmer, or faxed to 907-861-7845. If you have questions, please call 907-861-8675.

Board and position for which I am applying: Library Board - District 4, Wasilla

(For example, Board of Equalization, Member 3)

Applicant Name: Laura Anderson

Residence Address: 2863 S. Blaire Dr., Wasilla, AK 99654

Mailing Address: Same as above

Home/Cell phone: 520-789-0965 Work phone: _____ Email: leanderson90@gmail.com

Name and Address of Employer: Wasilla High School, 701 E. Bogard Rd., Wasilla, AK 99654

Can you regularly attend meetings? Yes ☒ No ☐ *(Pursuant to (MSB 4.05.030, "A vacancy occurs on the board when the member is absent from three (3) consecutive regular board meetings without the board excusing the absence for good cause.")*

Do you or a family member, immediate or extended, have a personal or financial interest with the Borough?

Yes ☐ No ☒ If yes, list positions or interest: _____

(For example: employee, emergency responder, board member, contractor, etc.)

Do you have a family member, immediate or extended, currently serving on a Borough Board?

Yes ☐ No ☒ If yes, list positions or interest: _____

(For example: RSA or FSA supervisor, board member, etc.)

How long have you lived in the Borough: 1990 - 2007, 2020 - current

Briefly explain why you are interested in serving on the board in which you are applying:

As an educator and active community member, I have seen how vital library resources are for students and families in District 4.

I hope to bring my experience to the board to support programs, improve access, and help our libraries continue to thrive.

List professional or personal experiences that qualify you for membership on the board. You may attach a brief resume to highlight your qualifications:

I have served in multiple roles that support youth, families, and adult learners, including developing evening education programs,

coordinating workforce development initiatives, and managing community partnerships. These experiences have strengthened

my understanding of public resources like libraries and how they can be leveraged to support learning, equity, and community connection.

Applicant Name: Laura Anderson

List three professional or personal references:

Name: Jason Marvel Phone: 907-232-7849
Name: Misty Holler Phone: 907-232-6478
Name: Larisa Fonov Phone: 907-414-0115

1. Do you have any civil judgments against you within the last 10 years, whether monetary, non-monetary, declarative, injunctive, or any other form or matter? X NO _____ YES

If yes, please provide on a separate page with the following: (1) case name, (2) nature of actions, (3) year of judgment, and (4) a brief description of the judgment entered and/or sentence imposed.

2. Do you have any judgments against you in a criminal case within the last 10 years, whether upon finding of guilt, plea of no contest, suspended, or any form of judgment other than dismissal or not guilty?
X NO _____ YES

If yes, please provide on a separate page the following: (1) case name, (2) nature of action, (3) year of judgment, and (4) a brief description of the judgment entered and/or sentence imposed.

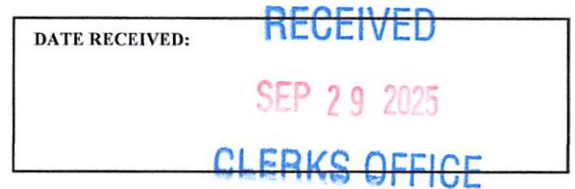
Applicant Signature: Laura E. Anderson

Date: 12/05/25

PLEASE SIGN APPLICATION

Office Use Only: Precinct: <u>27-405</u>	Assembly District: <u>4</u>	Service Area: <u>n/a</u>
Position on Board: <u>L1B, wasilla</u>	Term Ends: <u>12/31/28</u>	
Residence Checked: YES <input checked="" type="checkbox"/>	Map Checked: YES <input checked="" type="checkbox"/>	Code Checked: 1 st <input checked="" type="checkbox"/> 2 nd <input checked="" type="checkbox"/>

MATANUSKA-SUSITNA BOROUGH - CLERK'S OFFICE
350 E. Dahlia Avenue Palmer, AK 99645
Phone: 907-861-8683 Fax: 907-861-7845



BOARD, COMMISSION, AND COMMITTEE APPLICATION FORM
INSTRUCTIONS

Complete and sign the application. Do not leave any blank fields. Type or print legibly in ink. Specify exactly what board and position you are seeking. Completed applications may be emailed to jamie.jokhy@matsugov.us or delivered or mailed to the Borough Clerk's Office, 350 E. Dahlia Avenue, Palmer, or faxed to 907-861-7845. If you have questions, please call 907-861-8675.

Board and position for which I am applying: Library Board Wasilla or at large
(For example, Board of Equalization, Member 3)

Applicant Name: Veronica "Bonnie" Cavanaugh

Residence Address: 1451 Hay St. Wasilla

Mailing Address: P.O. Box 874805 Wasilla, AK 99687

Home/Cell phone: 907-354-2952 Work phone: — Email: bbitkeemitaonline.net

Name and Address of Employer: Retired

Can you regularly attend meetings? ☒ Yes ☐ No (Pursuant to (MSB 4.05.030, "A vacancy occurs on the board when the member is absent from three (3) consecutive regular board meetings without the board excusing the absence for good cause.")

Do you or a family member, immediate or extended, have a personal or financial interest with the Borough?

Yes ☒ No ☐ If yes, list positions or interest: _____
(For example: employee, emergency responder, board member, contractor, etc.)

Do you have a family member, immediate or extended, currently serving on a Borough Board?

Yes ☒ No ☐ If yes, list positions or interest: _____
(For example: RSA or FSA supervisor, board member, etc.)

How long have you lived in the Borough: 47 years

Briefly explain why you are interested in serving on the board in which you are applying:

I am a lifelong library user and supporter. I feel being on the library board I can support community libraries in a more active way.

List professional or personal experiences that qualify you for membership on the board. You may attach a brief resume to highlight your qualifications:

I have previously served on the borough library board, close to ten years ago. I have a Masters in Library Science. My background includes working in public and school libraries. My experience in libraries includes: cataloging, collection development, reference, Alaska history, planning new library (Loussac) library branch head and school librarian K-12 in the Mat-Su School District.

9/29 emailed 321

Applicant Name: _____

List three professional or personal references:

Name: Diane Firmani Phone: 907-232-0138
Name: Robin Turk Phone: 907-841-7398
Name: Hugh Leslie Phone: 907-861-8578

1. Do you have any civil judgments against you within the last 10 years, whether monetary, non-monetary, declarative, injunctive, or any other form or mater? X NO / YES

If yes, please provide on a separate page with the following: (1) case name, (2) nature of actions, (3) year of judgment, and (4) a brief description of the judgment entered and/or sentence imposed.

2. Do you have any judgments against you in a criminal case within the last 10 years, whether upon finding of guilt, plea of no contest, suspended, or any form of judgment other than dismissal or not guilty?
X NO YES

If yes, please provide on a separate page the following: (1) case name, (2) nature of action, (3) year of judgment, and (4) a brief description of the judgment entered and/or sentence imposed.

Applicant Signature: Vernia B Cavanaugh Date: 9/29/2025

PLEASE SIGN APPLICATION

Office Use Only: Precinct: <u>26-375</u>	Assembly District: <u>2</u>	Service Area: <u>n/a</u>
Position on Board: <u>LIB, wasilla</u>	Term Ends: <u>12/31/28</u>	
Residence Checked: YES <input checked="" type="checkbox"/>	Map Checked: YES <input checked="" type="checkbox"/>	Code Checked: 1 st <input checked="" type="checkbox"/> 2 nd <input checked="" type="checkbox"/>

MATANUSKA-SUSITNA BOROUGH - CLERK'S OFFICE
350 E. Dahlia Avenue Palmer, AK 99645
Phone: 907-861-8683 Fax: 907-861-7845

DATE RECEIVED:

RECEIVED

OCT 01 2025

CLERKS OFFICE

BOARD, COMMISSION, AND COMMITTEE APPLICATION FORM
INSTRUCTIONS

Complete and sign the application. Do not leave any blank fields. Type or print legibly in ink. Specify exactly what board and position you are seeking. Completed applications may be emailed to jamie.jokhy@matsugov.us or delivered or mailed to the Borough Clerk's Office, 350 E. Dahlia Avenue, Palmer, or faxed to 907-861-7845. If you have questions, please call 907-861-8675.

Board and position for which I am applying:

- Wasilla Member
Matsu Borough Library Board
(For example, Board of Equalization, Member 3)

Applicant Name: Kathy Kysar

Residence Address: 1436 N. Eska

Mailing Address: PO Box 316, Sutton, AK

Home/Cell phone: 907-745-5403

Work phone: _____

Email: KysarKathy@yahoo.com

Name and Address of Employer: UAF - Bristol Bay Campus, Dillingham

Can you regularly attend meetings? ☒ Yes ☐ No (Pursuant to (MSB 4.05.030, "A vacancy occurs on the board when the member is absent from three (3) consecutive regular board meetings without the board excusing the absence for good cause.")

Do you or a family member, immediate or extended, have a personal or financial interest with the Borough?

Yes ☐ No ☒ If yes, list positions or interest: _____

(For example: employee, emergency responder, board member, contractor, etc.)

Do you have a family member, immediate or extended, currently serving on a Borough Board?

Yes ☐ No ☒ If yes, list positions or interest: _____

(For example: RSA or FSA supervisor, board member, etc.)

How long have you lived in the Borough: 6 years

Briefly explain why you are interested in serving on the board in which you are applying:

I enjoy working w/ librarians + libraries, + am the newly elected Vice Chairman of the board, already.

List professional or personal experiences that qualify you for membership on the board. You may attach a brief resume to highlight your qualifications:

President, Sutton Friends of the Library
Vice Chairman + Secretary, Matsu Borough Library Board
Library Volunteer
English Professor
High School English Teacher
UAF Curriculum Review Committee

Applicant Name: Kathy Kysar

List three professional or personal references:

Name: Wanda Wahl Phone: 907-842-8349
Name: Alyssa McDonald Phone: 206-390-8960
Name: Joseph Davis Phone: 907-256-5561
George Rauscher 907-841-0130

1. Do you have any civil judgments against you within the last 10 years, whether monetary, non-monetary, declarative, injunctive, or any other form or matter? ☒ NO ☐ YES

If yes, please provide on a separate page with the following: (1) case name, (2) nature of actions, (3) year of judgment, and (4) a brief description of the judgment entered and/or sentence imposed.

2. Do you have any judgments against you in a criminal case within the last 10 years, whether upon finding of guilt, plea of no contest, suspended, or any form of judgment other than dismissal or not guilty?

☒ NO ☐ YES

If yes, please provide on a separate page the following: (1) case name, (2) nature of action, (3) year of judgment, and (4) a brief description of the judgment entered and/or sentence imposed.

Applicant Signature: Kathy Kysar Date: 10-1-25

PLEASE SIGN APPLICATION

Office Use Only: Precinct: <u>29-530</u>	Assembly District: <u>1</u>	Service Area: <u>n/a</u>
Position on Board: <u>LIB, Wasilla</u>	Term Ends: <u>12/31/28</u>	
Residence Checked: YES <input checked="" type="checkbox"/>	Map Checked: YES <input checked="" type="checkbox"/>	Code Checked: 1 st <input checked="" type="checkbox"/> 2 nd <input checked="" type="checkbox"/>

Jamie Jokhy

From: Kathy Kysar <kysarkathy@yahoo.com>
Sent: Thursday, November 20, 2025 12:09 PM
To: Jamie Jokhy
Subject: Re: LIB, Sutton Position

[EXTERNAL EMAIL - CAUTION: Do not open unexpected attachments or links.]

I received your voicemail but am in a conference in Denver all day. Since the board members don't have to live in the community that they are representing, put me down for Wasilla. Thanks!

Sent from Yahoo Mail for iPhone

On Thursday, November 20, 2025, 1:46 PM, Kathy Kysar <kysarkathy@yahoo.com> wrote:

Could you please resubmit my Library Board application for "any available seat"?

Sent from Yahoo Mail for iPhone

On Thursday, November 20, 2025, 11:23 AM, Jamie Jokhy <Jamie.Jokhy@matsugov.us> wrote:

Good morning,

Thank you for your interest in serving a re-appointment on the Mat-Su Borough Library Board. The November 18, 2025, Vacancy Report was confirmed by the Assembly on Tuesday and the position you applied for was filled by another. Your application will be kept on file for six months in case there is another board you have interest in serving on.

If there is another board you have interest in, please reach out to me at this email address or the phone number below with the name of the board and the position on the board you would like to apply for. I can make the changes to your application on file, or you are welcome to fill out another application and email that in.

Please let me know if you have any questions or concerns and thank you again for volunteering and your service to our community.

Very Respectfully,



Jamie R Jokhy

Department Administrative Specialist

Clerk's Office

Matanuska-Susitna Borough

350 E Dahlia Ave

Palmer AK 99645

(907) 861-8675

MATANUSKA-SUSITNA BOROUGH - CLERK'S OFFICE
350 E. Dahlia Avenue Palmer, AK 99645
Phone: 907-861-8683 Fax: 907-861-7845

RECEIVED DATE RECEIVED: OCT 07 2025 CLERKS OFFICE
--

BOARD, COMMISSION, AND COMMITTEE APPLICATION FORM

RE-APPOINTMENT
INSTRUCTIONS

Complete and sign the application. Do not leave any blank fields. Type or print legibly in ink. Specify exactly what board and position you are seeking. Completed applications may be emailed to jamie.jokhy@matsugov.us or delivered or mailed to the Borough Clerk's Office, 350 E. Dahlia Avenue, Palmer, or faxed to 907-861-7845. If you have questions, please call 907-861-8675.

Board and position for which I am applying: Library Board Member
(For example, Board of Equalization, Member 3)

Applicant Name: Mary Fischer
Residence Address: 16637 E. Barge, Talkeetna, AK
Mailing Address: PO Box 463, Talkeetna, AK
Home/Cell phone: 907-354-0561 Work phone: 907-861-7645 Email: bkrchlk@hotmail.com
Name and Address of Employer: Talkeetna Public Library, PO Box 768, Talkeetna, AK

Can you regularly attend meetings? ☒ Yes ☐ No (Pursuant to (MSB 4.05.030, "A vacancy occurs on the board when the member is absent from three (3) consecutive regular board meetings without the board excusing the absence for good cause.")

Do you or a family member, immediate or extended, have a personal or financial interest with the Borough?
☒ Yes ☐ No If yes, list positions or interest: I am a library aide at the Talkeetna Library
(For example: employee, emergency responder, board member, contractor, etc.)

Do you have a family member, immediate or extended, currently serving on a Borough Board?
Yes ☒ No ☐ If yes, list positions or interest: _____

(For example: RSA or FSA supervisor, board member, etc.)

How long have you lived in the Borough: 10 years

Briefly explain why you are interested in serving on the board in which you are applying:

Libraries have always been an important part of my life. I wish to continue to support the Talkeetna Library

List professional or personal experiences that qualify you for membership on the board. You may attach a brief resume to highlight your qualifications:

Education: BA in Business, MBA, & JD (law). Work in a library and have an understanding of the process and workings of libraries. I am currently on the Library Board.

Applicant Name: Mary Fischer

List three professional or personal references:

Name: Dana Shearer Phone: 907-952-7926
Name: Geraldine Denkwalter Phone: 907-861-7645
Name: Renamary Rauchenstein Phone: 907-315-6120

1. Do you have any civil judgments against you within the last 10 years, whether monetary, non-monetary, declarative, injunctive, or any other form or mater? X NO ____ YES

If yes, please provide on a separate page with the following: (1) case name, (2) nature of actions, (3) year of judgment, and (4) a brief description of the judgment entered and/or sentence imposed.

N/A

2. Do you have any judgments against you in a criminal case within the last 10 years, whether upon finding of guilt, plea of no contest, suspended, or any form of judgment other than dismissal or not guilty?

X NO ____ YES

If yes, please provide on a separate page the following: (1) case name, (2) nature of action, (3) year of judgment, and (4) a brief description of the judgment entered and/or sentence imposed.

N/A

Applicant Signature: Mary Fischer Date: 10/6/2025

PLEASE SIGN APPLICATION

Office Use Only: Precinct: 30-600 Assembly District: 7 Service Area: n/a
Position on Board: LIB, Talkeetna Term Ends: 12/31/28
Residence Checked: YES ☒ Map Checked: YES ☒ Code Checked: 1st ☒ 2nd ☒

MATANUSKA-SUSITNA BOROUGH - CLERK'S OFFICE

350 E. Dahlia Avenue Palmer, AK 99645

Phone: 907-861-8683 Fax: 907-861-7845

DATE RECEIVED: **RECEIVED**

NOV 25 2025

CLERKS OFFICE

BOARD, COMMISSION, AND COMMITTEE APPLICATION FORM
INSTRUCTIONS

Complete and sign the application. Do not leave any blank fields. Type or print legibly in ink. Specify exactly which board and position you are seeking. Completed applications may be emailed to jamie.jokhy@matsugov.us or delivered or mailed to the Borough Clerk's Office, 350 E. Dahlia Avenue, Palmer, or faxed to 907-861-7845. If you have questions, please call 907-861-8675. The information provided in this document is a public record.

Board and position for which I am applying: #3, LCAC

(For example, Board of Equalization, Member 3)

Applicant Name: Veronica Cavanaugh

Residence Address: 1451 Hay St Wasilla

Mailing Address: PO Box 874805

Home/Cell phone: 907-354-2952 Work phone: — Email: bbike@mtaonline.net

Name and Address of Employer: — Retired

Can you regularly attend meetings? ☒ Yes ☐ No (Pursuant to (MSB 4.05.030, "A vacancy occurs on the board when the member is absent from three (3) consecutive regular board meetings without the board excusing the absence for good cause.")

Do you or a family member, immediate or extended, have a personal or financial interest with the Borough?

Yes ☒ No ☐ If yes, list positions or interest: _____

(For example: employee, emergency responder, board member, contractor, etc.)

Do you have a family member, immediate or extended, currently serving on a Borough Board?

Yes ☒ No ☐ If yes, list positions or interest: _____

(For example: RSA or FSA supervisor, board member, etc.)

How long have you lived in the Borough: 47 years

Briefly explain why you are interested in serving on the board in which you are applying:

I am a life long library user and supporter.

List professional or personal experiences that qualify you for membership on the board. You may attach a brief resume to highlight your qualifications:

I have worked in both public libraries and school libraries for over 40 years.

I have previously served on the Mat-Su Library Board
I have a Masters in Library Science. My experience in libraries
includes; collection development, cataloging, reference, planning
new libraries (Loussac) library branch head (Eagle River) Chugiak
and school libraries K-12 in the Mat-Su School District. 11/25/2025 **329**

✓ Applicant Name: _____

List three professional or personal references:

Name: Diane Firmani Phone: 907-232-0138
Name: Robin Turk Phone: 907-841-7378
Name: Hugh Leslie Phone: 907-861-8578

1. Do you have any civil judgments against you within the last 10 years, whether monetary, non-monetary, declarative, injunctive, or any other form or matter? X NO _____ YES

If yes, please provide on a separate page with the following: (1) case name, (2) nature of actions, (3) year of judgment, and (4) a brief description of the judgment entered and/or sentence imposed.

2. Do you have any judgments against you in a criminal case within the last 10 years, whether upon finding of guilt, plea of no contest, suspended, or any form of judgment other than dismissal or not guilty?
X NO _____ YES

If yes, please provide on a separate page the following: (1) case name, (2) nature of action, (3) year of judgment, and (4) a brief description of the judgment entered and/or sentence imposed.

Applicant Signature:

Vernice Cavanaugh

Date: 11-25-2025

PLEASE SIGN APPLICATION

Office Use Only: Precinct: <u>26-375</u>	Assembly District: <u>2</u>	Service Area: <u>N/A</u>
Position on Board: <u>LCAC, member 3</u>	Term Ends: <u>6/1/27</u>	
Residence Checked: YES <input checked="" type="checkbox"/>	Map Checked: YES <input checked="" type="checkbox"/>	Code Checked: 1 st <input checked="" type="checkbox"/> 2 nd <input checked="" type="checkbox"/>

noncode OR 24-039
checked

MATANUSKA-SUSITNA BOROUGH - CLERK'S OFFICE
350 E. Dahlia Avenue Palmer, AK 99645
Phone: 907-861-8683 Fax: 907-861-7845

DATE RECEIVED:

RECEIVED

NOV 21 2025

CLERKS OFFICE

BOARD, COMMISSION, AND COMMITTEE APPLICATION FORM
INSTRUCTIONS

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Board and position for which I am applying: MSB Fish & Wildlife Commission, Member 3

(For example, Board of Equalization, Member 3)

Applicant Name: Crosby Morrow

Residence Address: 851 N Upstream Pl. Palmer, AK 99645

Mailing Address: 851 N Upstream Pl. Palmer, AK 99645

Home/Cell phone: 905-775-5244 Work phone: 905-775-5244 Email: crosby.morrow@gmail.com

Name and Address of Employer: Prism Design & Construction 7620 W. Marigold Wasilla, AK

Can you regularly attend meetings? Yes ☒ No ☐ *(Pursuant to (MSB 4.05.030, "A vacancy occurs on the board when the member is absent from three (3) consecutive regular board meetings without the board excusing the absence for good cause.")*

Do you or a family member, immediate or extended, have a personal or financial interest with the Borough?

Yes ☐ No ☒ If yes, list positions or interest: _____

(For example: employee, emergency responder, board member, contractor, etc.)

Do you have a family member, immediate or extended, currently serving on a Borough Board?

Yes ☐ No ☒ If yes, list positions or interest: _____

(For example: RSA or FSA supervisor, board member, etc.)

How long have you lived in the Borough: 34 Years

Briefly explain why you are interested in serving on the board in which you are applying:

I would like to be more involved to help safeguard hunting, fishing, trapping, and overall wildlife management.

I am very passionate about the outdoors and would love to be afforded the opportunity to be able to do my part.

List professional or personal experiences that qualify you for membership on the board. You may attach a brief resume to highlight your qualifications:

I am a lifelong Alaskan, and resident of the Mat-Su Borough. I work very well as a team player, but am also comfortable in a leadership role. I have been employed by the same company for nearly 15 years, and hope to continue my career growth as the company itself grows. I spend as much time as I possibly can hunting and trapping in Alaska. I have always taken pride in having a strict moral compass and feel that you should always do the right thing, even when it is a hard choice.

My job and my passion for hunting both require me to be aware of and strictly follow rules and regulations and I feel confident in my ability to understand and abide by them.

Applicant Name: Crosby Morrow

List three professional or personal references:

Name: Tim Gossett Phone: 907-841-2338

Name: Gabe Kitter Phone: 907-232-5870

Name: Shaun Campbell Phone: 907-203-6434

1. Do you have any civil judgments against you within the last 10 years, whether monetary, non-monetary, declarative, injunctive, or any other form or matter? NO X YES

If yes, please provide on a separate page with the following: (1) case name, (2) nature of actions, (3) year of judgment, and (4) a brief description of the judgment entered and/or sentence imposed.

(1) 3AN-16-06310CI (2) Automobile Tort (but not wrongful death) (3) 05/19/2017

(4) I had worked a long shift and was almost stopped at a red light and accidentally fell asleep and rear ended a pickup truck. No one seemed to be hurt at the time but later there was a civil suit filed against me and the company I work for. There was a judgment against us for the sum of \$120,000 paid by the insurance company.

2. Do you have any judgments against you in a criminal case within the last 10 years, whether upon finding of guilt, plea of no contest, suspended, or any form of judgment other than dismissal or not guilty?
- X NO YES

If yes, please provide on a separate page the following: (1) case name, (2) nature of action, (3) year of judgment, and (4) a brief description of the judgment entered and/or sentence imposed.

Applicant Signature: Crosby Morrow

Date: 11/21/2025

PLEASE SIGN APPLICATION

Office Use Only: Precinct: <u>28-475</u>	Assembly District: <u>3</u>	Service Area: _____
Position on Board: <u>MSB Fish+Wildlife, Member 3 - Hunting Rep.</u>		Term Ends: <u>12/31/27</u>
Residence Checked: YES <input checked="" type="checkbox"/>	Map Checked: YES <input checked="" type="checkbox"/>	Code Checked: 1 st <input checked="" type="checkbox"/> 2 nd <input checked="" type="checkbox"/>

DATE RECEIVED: **RECEIVED**
NOV 18 2025
CLERKS OFFICE

BOARD, COMMISSION, AND COMMITTEE APPLICATION FORM
INSTRUCTIONS

Complete and sign the application. Do not leave any blank fields. Type or print legibly in ink. Specify exactly what board and position you are seeking. Completed applications may be emailed to jamie.jokhy@matsugov.us or delivered or mailed to the Borough Clerk's Office, 350 E. Dahlia Avenue, Palmer, or faxed to 907-861-7845. If you have questions, please call 907-861-8675.

Board and position for which I am applying: Fish and Game Advisory
(For example, Board of Equalization, Member 3) Member 3, Hunting Rep

Applicant Name: Mark Johnson
Residence Address: 22022 East Tempest Circle, Palmer
Mailing Address: 22022 East Tempest Circle, Palmer, AK 99645
Home/Cell phone: 907 457 425 Work phone: 907 354 0786 Email: mr.j@mtaonline.net
Name and Address of Employer: Retired

Can you regularly attend meetings? ☒ Yes ☐ No (Pursuant to (MSB 4.05.030, "A vacancy occurs on the board when the member is absent from three (3) consecutive regular board meetings without the board excusing the absence for good cause.")

Do you or a family member, immediate or extended, have a personal or financial interest with the Borough?
☒ Yes ☐ No If yes, list positions or interest: Mike Bowles, Assembly, S/L
(For example: employee, emergency responder, board member, contractor, etc.)

Do you have a family member, immediate or extended, currently serving on a Borough Board?
Yes ☒ No ☐ If yes, list positions or interest: _____

(For example: RSA or FSA supervisor, board member, etc.)

How long have you lived in the Borough: 43 years

Briefly explain why you are interested in serving on the board in which you are applying:

I am an active hunter, Trapper and Fisherman.
I am very interested in responsible Fish and game management

List professional or personal experiences that qualify you for membership on the board. You may attach a brief resume to highlight your qualifications:

I am a Lifelong Alaskan, 43 year Mat-Su resident.
I understand hunting, Fishing and Trapping and
the interaction between various land user groups.

11/18 emailed 333

Applicant Name: Mark Johnson

List three professional or personal references:

Name: Wynne Flee Phone: 907 841 1058
Name: Karin Barker Phone: 907 795 5712
Name: Michael Bowles Phone: 907 355 1335

1. Do you have any civil judgments against you within the last 10 years, whether monetary, non-monetary, declarative, injunctive, or any other form or mater? X NO YES

If yes, please provide on a separate page with the following: (1) case name, (2) nature of actions, (3) year of judgment, and (4) a brief description of the judgment entered and/or sentence imposed.

2. Do you have any judgments against you in a criminal case within the last 10 years, whether upon finding of guilt, plea of no contest, suspended, or any form of judgment other than dismissal or not guilty?
X NO YES

If yes, please provide on a separate page the following: (1) case name, (2) nature of action, (3) year of judgment, and (4) a brief description of the judgment entered and/or sentence imposed.

Applicant Signature: [Signature] Date: 11/18/25

PLEASE SIGN APPLICATION

Office Use Only: Precinct: <u>25-305</u>	Assembly District: <u>1</u>	Service Area: <u>n/a</u>
Position on Board: <u>MSB Fish & Wildlife Commission, Member 3</u>		Term Ends: <u>12/31/27</u>
Residence Checked: YES <input checked="" type="checkbox"/>		Map Checked: YES <input checked="" type="checkbox"/>
		Code Checked: 1 st <input checked="" type="checkbox"/> 2 nd <input checked="" type="checkbox"/>

MATANUSKA-SUSITNA BOROUGH - CLERK'S OFFICE
350 E. Dahlia Avenue Palmer, AK 99645
Phone: 907-861-8683 Fax: 907-861-7845

RECEIVED
DATE RECEIVED:
NOV 07 2025
CLERKS OFFICE

R

BOARD, COMMISSION, AND COMMITTEE APPLICATION FORM
INSTRUCTIONS

Complete and sign the application. Do not leave any blank fields. Type or print legibly in ink. Specify exactly what board and position you are seeking. Completed applications may be emailed to jamie.jokhy@matsugov.us or delivered or mailed to the Borough Clerk's Office, 350 E. Dahlia Avenue, Palmer, or faxed to 907-861-7845. If you have questions, please call 907-861-8675.

Board and position for which I am applying: Planning Commission, District 6
(For example, Board of Equalization, Member 3)

Applicant Name: Maksim Zagorodny

Residence Address: 1720 N Lana Cir. Wasilla AK, 99654

Mailing Address: 1720 N Lana Cir #2, Wasilla AK 99654

Home/Cell phone: 907-841-9923 Work phone: _____ Email: _____

Name and Address of Employer: Pacific Electric LLC, 670 Wasair Dr. Wasilla AK 99654

Can you regularly attend meetings? ☒ Yes ☐ No (Pursuant to (MSB 4.05.030, "A vacancy occurs on the board when the member is absent from three (3) consecutive regular board meetings without the board excusing the absence for good cause.")

Do you or a family member, immediate or extended, have a personal or financial interest with the Borough?

Yes ☒ No ☐ If yes, list positions or interest: _____
(For example: employee, emergency responder, board member, contractor, etc.)

Do you have a family member, immediate or extended, currently serving on a Borough Board?

Yes ☒ No ☐ If yes, list positions or interest: _____
(For example: RSA or FSA supervisor, board member, etc.)

How long have you lived in the Borough: 26 years

Briefly explain why you are interested in serving on the board in which you are applying:

Interested in giving a perspective from a younger generation in our local government.

List professional or personal experiences that qualify you for membership on the board. You may attach a brief resume to highlight your qualifications:

Local business owner, tax payer, long time borough resident.

R

11/7 emailed 335

Applicant Name: Maksim Zagorodnii

List three professional or personal references:

Name: Maxwell Summer Phone: 907-232-6797

Name: Dmitri Forou Phone: 907-775-6666

Name: Artem Litvin Phone: 907-315-0317

1. Do you have any civil judgments against you within the last 10 years, whether monetary, non-monetary, declarative, injunctive, or any other form or matter? X NO YES

If yes, please provide on a separate page with the following: (1) case name, (2) nature of actions, (3) year of judgment, and (4) a brief description of the judgment entered and/or sentence imposed.

2. Do you have any judgments against you in a criminal case within the last 10 years, whether upon finding of guilt, plea of no contest, suspended, or any form of judgment other than dismissal or not guilty?

X NO YES

If yes, please provide on a separate page the following: (1) case name, (2) nature of action, (3) year of judgment, and (4) a brief description of the judgment entered and/or sentence imposed.

Applicant Signature: [Signature] Date: 11/05/2025

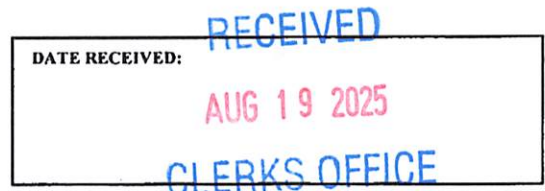
PLEASE SIGN APPLICATION

Office Use Only: Precinct: <u>27-420</u>	Assembly District: <u>4</u>	Service Area: <u>n/a</u>
Position on Board: <u>Planning Commission, District 6</u>		Term Ends: <u>12/31/28</u>
Residence Checked: YES <input checked="" type="checkbox"/>	Map Checked: YES <input checked="" type="checkbox"/>	Code Checked: 1 st <input checked="" type="checkbox"/> 2 nd <input checked="" type="checkbox"/>

*Not in District 6

R

MATANUSKA-SUSITNA BOROUGH - CLERK'S OFFICE
350 E. Dahlia Avenue Palmer, AK 99645
Phone: 907-861-8683 Fax: 907-861-7845



BOARD, COMMISSION, AND COMMITTEE APPLICATION FORM
INSTRUCTIONS

Complete and sign the application. Do not leave any blank fields. Type or print legibly in ink. Specify exactly what board and position you are seeking. Completed applications may be emailed to jamie.jokhy@matsugov.us or delivered or mailed to the Borough Clerk's Office, 350 E. Dahlia Avenue, Palmer, or faxed to 907-861-7845. If you have questions, please call 907-861-8675.

Board and position for which I am applying: Willow Caswell FSA 140, Member 1
(For example, Board of Equalization, Member 3)

Applicant Name: Jacob Lamphier
Residence Address: 15033 Wilderness Rim Rd Willow AK 99688
Mailing Address: HC 89 Box 288, Willow AK 99688
Home/Cell phone: (907) 394-6460 Work phone: _____ Email: jakelamphier33@gmail.co
Name and Address of Employer: Self Employed

Can you regularly attend meetings? Yes ☒ No ☐ (Pursuant to (MSB 4.05.030, "A vacancy occurs on the board when the member is absent from three (3) consecutive regular board meetings without the board excusing the absence for good cause.")

Do you or a family member, immediate or extended, have a personal or financial interest with the Borough?
Yes ☐ No ☒ If yes, list positions or interest: _____
(For example: employee, emergency responder, board member, contractor, etc.)

Do you have a family member, immediate or extended, currently serving on a Borough Board?
Yes ☐ No ☒ If yes, list positions or interest: _____
(For example: RSA or FSA supervisor, board member, etc.)

How long have you lived in the Borough: 5.5 years

Briefly explain why you are interested in serving on the board in which you are applying:
I spent 14 years working as a professional career firefighter paramedic and want to continue serving my community

List professional or personal experiences that qualify you for membership on the board. You may attach a brief resume to highlight your qualifications:
14 years of professional firefighting experience. 2 year at University Fire Department (Fairbanks),
4 years at Central Emergency Services (Soldotna), 8 years at Anchorage Fire Department

Applicant Name: Jacob Lamphier

List three professional or personal references:

Name: Brian Murphy Phone: 208-7555490
Name: Steve Mendive Phone: 907-2448102
Name: Doug Schrage Phone: 907-3177240

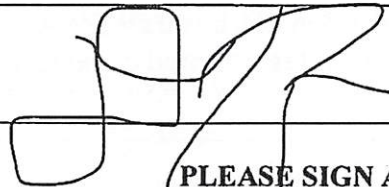
1. Do you have any civil judgments against you within the last 10 years, whether monetary, non-monetary, declarative, injunctive, or any other form or mater? ☒ NO ☐ YES

If yes, please provide on a separate page with the following: (1) case name, (2) nature of actions, (3) year of judgment, and (4) a brief description of the judgment entered and/or sentence imposed.

2. Do you have any judgments against you in a criminal case within the last 10 years, whether upon finding of guilt, plea of no contest, suspended, or any form of judgment other than dismissal or not guilty?
☒ NO ☐ YES

If yes, please provide on a separate page the following: (1) case name, (2) nature of action, (3) year of judgment, and (4) a brief description of the judgment entered and/or sentence imposed.

Applicant Signature: _____



Date: 19 Aug 2025

PLEASE SIGN APPLICATION

Office Use Only: Precinct: <u>30-605</u>	Assembly District: <u>7</u>	Service Area: <u>FSA 140</u>
Position on Board: <u>Willow-Caswell FSA No. 140, member 1</u>		Term Ends: <u>12/31/27</u>
Residence Checked: YES <input checked="" type="checkbox"/>	Map Checked: YES <input checked="" type="checkbox"/>	Code Checked: 1 st <input checked="" type="checkbox"/> 2 nd <input checked="" type="checkbox"/>

MATANUSKA-SUSITNA BOROUGH - CLERK'S OFFICE
350 E. Dahlia Avenue Palmer, AK 99645
Phone: 907-861-8683 Fax: 907-861-7845



BOARD, COMMISSION, AND COMMITTEE APPLICATION FORM
INSTRUCTIONS

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Board and position for which I am applying: FSA 140 Member 1

(For example, Board of Equalization, Member 3)

Applicant Name: William Brewer

Residence Address: 19358 W Bishop's Gate willow AK 99688

Mailing Address: Po Box 506 willow AK 99688

Home/Cell phone: 907 631 8721 Work phone: _____ Email: williambrewergm@yahoo.com

Name and Address of Employer: SLB Box 340082 Prudhoe Bay AK 99734

Can you regularly attend meetings? Yes ☒ No ☐ *(Pursuant to (MSB 4.05.030, "A vacancy occurs on the board when the member is absent from three (3) consecutive regular board meetings without the board excusing the absence for good cause.")*

Do you or a family member, immediate or extended, have a personal or financial interest with the Borough?

Yes ☐ No ☒ If yes, list positions or interest: _____
(For example: employee, emergency responder, board member, contractor, etc.)

Do you have a family member, immediate or extended, currently serving on a Borough Board?

Yes ☐ No ☒ If yes, list positions or interest: _____
(For example: RSA or FSA supervisor, board member, etc.)

How long have you lived in the Borough: 17 years

Briefly explain why you are interested in serving on the board in which you are applying:

I am wanting to get more involved in my community and do my part to fulfill my duties as a citizen.

The Fire Department is vital to my community.

List professional or personal experiences that qualify you for membership on the board. You may attach a brief resume to highlight your qualifications:

Being in scouts and working in the parts department, have helped me developed skills such as identifying needs, finding solutions to problems, and listing.

Applicant Name: William Brewer

List three professional or personal references:

Name: Shannon moeser Phone: 9079829683
Name: Jonathan Phone: 9079801988
Name: Starla brewer Phone: 9077750862

1. Do you have any civil judgments against you within the last 10 years, whether monetary, non-monetary, declarative, injunctive, or any other form or mater? N NO YES

If yes, please provide on a separate page with the following: (1) case name, (2) nature of actions, (3) year of judgment, and (4) a brief description of the judgment entered and/or sentence imposed.

2. Do you have any judgments against you in a criminal case within the last 10 years, whether upon finding of guilt, plea of no contest, suspended, or any form of judgment other than dismissal or not guilty?
N NO YES

If yes, please provide on a separate page the following: (1) case name, (2) nature of action, (3) year of judgment, and (4) a brief description of the judgment entered and/or sentence imposed.

Applicant Signature: WAE Date: 11/26/2025

PLEASE SIGN APPLICATION

Office Use Only: Precinct: <u>30-605</u>	Assembly District: <u>7</u>	Service Area: <u>FSA140</u>
Position on Board: <u>Willow-Caswell FSA140, member 1</u>		Term Ends: <u>12/31/27</u>
Residence Checked: YES <input checked="" type="checkbox"/>	Map Checked: YES <input checked="" type="checkbox"/>	Code Checked: 1 st <input checked="" type="checkbox"/> 2 nd <input checked="" type="checkbox"/>

William Brewer

Professional Summary

Knowledgeable Parts Counter Associate proficient in searching both physical and computerized catalogs, order systems and parts databases. Works efficiently and accurately to meet productivity, sales and customer service objectives.

✉ williambrewergm@yahoo.com

☎ 907-631-8721

📍 Willow, AK 99688

Work History

Swickard Auto Group - Parts Department Front Counter Associate

Palmer, AK

08/2022 - Current

- Ordered parts for customers, repair shops, in house Service Department and Body Shop for use in passenger vehicles.
- Completed sales and service documentation for customer and business records and provided receipts of purchase.
- Processed and reshelfed return orders, checking for discrepancies, .
- Ordered parts from various distributors to fulfill demands.
- Greeted customers via telephone and in person to answer questions, resolve concerns and complete sales.

Swickard Auto Group - Parts Picker/Runner

Palmer, AK

05/2019 - 08/2022

- Retrieved parts from part racks for placement in assigned bin locations.
- Operated forklift, pallet jack and hand truck to transport parts in warehouse and load/unload delivery trucks.
- Received and inspected new stock and scanned into computerized inventory system.
- Safely and punctually delivered auto parts to local automobile stores and repair shops with company van.
- Loaded van and properly secured items to prevent damage for deliveries. Kept mileage log, scheduled van maintenance.

Skills

- Inventory Management
- Database Searches
- Parts Department Organization
- Dependability and Honesty
- Forklift Operation
- Verbal and Written Communication
- Customer Service
- Drive Vehicles

Education

05/2015

Houston High School

Houston, AK

High School Diploma

- 3.8 GPA
- Extracurricular Activities: Skills, USA, Alaska YESS Huston Hawks Shooting team, School office student aide.
- Boy Scouts of America: Eagle Scout awarded 2012.

Certifications

- HAZMAT

MATANUSKA-SUSITNA BOROUGH - CLERK'S OFFICE
350 E. Dahlia Avenue Palmer, AK 99645
Phone: 907-861-8683 Fax: 907-861-7845

DATE RECEIVED: **RECEIVED**
OCT 08 2025
CLERKS OFFICE

BOARD, COMMISSION, AND COMMITTEE APPLICATION FORM
RE-APPOINTMENT
INSTRUCTIONS

Complete and sign the application. Do not leave any blank fields. Type or print legibly in ink. Specify exactly what board and position you are seeking. Completed applications may be emailed to jamie.jokhy@matsugov.us or delivered or mailed to the Borough Clerk's Office, 350 E. Dahlia Avenue, Palmer, or faxed to 907-861-7845. If you have questions, please call 907-861-8675.

Board and position for which I am applying: Willow-Caswell FSA Board No. 140, Member 3

(For example, Board of Equalization, Member 3)

Applicant Name: Tamara Boeve

Residence Address: 25957 W. Phido St, Willow AK 99688

Mailing Address: HC 89 Box 124, Willow AK 99688

Home/Cell phone: 907-354-6744 Work phone: 907-745-5544 Email: gntboeve@hotmail.com

Name and Address of Employer: VCRS, 9465 E. Charlyut Circle, Palmer AK 99645

Can you regularly attend meetings? ☒ Yes ☐ No (Pursuant to (MSB 4.05.030, "A vacancy occurs on the board when the member is absent from three (3) consecutive regular board meetings without the board excusing the absence for good cause.")

Do you or a family member, immediate or extended, have a personal or financial interest with the Borough?

☒ Yes ☐ No If yes, list positions or interest: 2 daughters are Emergency responders

(For example: employee, emergency responder, board member, contractor, etc.)

Do you have a family member, immediate or extended, currently serving on a Borough Board?

Yes ☒ No ☐ If yes, list positions or interest: _____

(For example: RSA or FSA supervisor, board member, etc.)

How long have you lived in the Borough: 28 years

Briefly explain why you are interested in serving on the board in which you are applying:

My property burned in the Sockeye wildfire. I value emergency services and want to support the work they do in our community.

List professional or personal experiences that qualify you for membership on the board. You may attach a brief resume to highlight your qualifications:

Willow FSA No. 35A auxiliary 2015-16. Willow FSA Board 2016-18, 2023-current.

Mat-Su Borough Assembly District 7 Representative 2018-2021

McKinley Wildfire Recovery Team 2019-2020

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10/8 emailed 342

Applicant Name: Tamara Boeve

List three professional or personal references:

Name: Dan Tucker Phone: 907-863-1313
Name: Vern Halter Phone: 907-495-6868
Name: Mike Klawitter Phone: 907-903-0211

1. Do you have any civil judgments against you within the last 10 years, whether monetary, non-monetary, declarative, injunctive, or any other form or matter? X NO _____ YES

If yes, please provide on a separate page with the following: (1) case name, (2) nature of actions, (3) year of judgment, and (4) a brief description of the judgment entered and/or sentence imposed.

2. Do you have any judgments against you in a criminal case within the last 10 years, whether upon finding of guilt, plea of no contest, suspended, or any form of judgment other than dismissal or not guilty?
X NO _____ YES

If yes, please provide on a separate page the following: (1) case name, (2) nature of action, (3) year of judgment, and (4) a brief description of the judgment entered and/or sentence imposed.

Applicant Signature: Tamara Boeve Date: 10-4-25

PLEASE SIGN APPLICATION

Office Use Only: Precinct: <u>30-605</u>	Assembly District: <u>7</u>	Service Area: <u>FSA 140</u>
Position on Board: <u>FSA Willow-Caswell No. 140, Member 3</u>		Term Ends: <u>12/31/28</u>
Residence Checked: YES <input checked="" type="checkbox"/>	Map Checked: YES <input checked="" type="checkbox"/>	Code Checked: 1 st <input checked="" type="checkbox"/> 2 nd <input checked="" type="checkbox"/>

MATANUSKA-SUSITNA BOROUGH - CLERK'S OFFICE
350 E. Dahlia Avenue Palmer, AK 99645
Phone: 907-861-8683 Fax: 907-861-7845

DATE RECEIVED

NOV 10 2025

CLERKS OFFICE

BOARD, COMMISSION, AND COMMITTEE APPLICATION FORM
RE-APPOINTMENT
INSTRUCTIONS

Complete and sign the application. Do not leave any blank fields. Type or print legibly in ink. Specify exactly what board and position you are seeking. Completed applications may be emailed to jamie.jokhy@matsugov.us or delivered or mailed to the Borough Clerk's Office, 350 E. Dahlia Avenue, Palmer, or faxed to 907-861-7845. If you have questions, please call 907-861-8675.

Board and position for which I am applying: RSA21 Big Lake, Member 5
(For example, Board of Equalization, Member 3)

Applicant Name: Garland Morrison
Residence Address: 631 S Wolf Rd Big Lake AK 99652
Mailing Address: PO Box 520629 Big Lake AK 99652
Home/Cell phone: 907 903 6934 Work phone: 717 348 5515 Email: gkrtz@aol.com
Name and Address of Employer: Velvo Construction Equipment

Can you regularly attend meetings? ☒ Yes ☐ No (Pursuant to (MSB 4.05.030, "A vacancy occurs on the board when the member is absent from three (3) consecutive regular board meetings without the board excusing the absence for good cause.")

Do you or a family member, immediate or extended, have a personal or financial interest with the Borough?
Yes ☒ No ☐ If yes, list positions or interest: _____
(For example: employee, emergency responder, board member, contractor, etc.)

Do you have a family member, immediate or extended, currently serving on a Borough Board?
Yes ☒ No ☐ If yes, list positions or interest: _____
(For example: RSA or FSA supervisor, board member, etc.)

How long have you lived in the Borough: 15 yrs.

Briefly explain why you are interested in serving on the board in which you are applying:
current Board member

List professional or personal experiences that qualify you for membership on the board. You may attach a brief resume to highlight your qualifications:

40+ years in construction / road machinery industry

Applicant Name: Garland Morrison

List three professional or personal references:

Name: Brian Miller Phone: 907 830 5551

Name: Brian Hausaver Phone: 907 268 1748

Name: Josh Cople Phone: 907 355 8232

1. Do you have any civil judgments against you within the last 10 years, whether monetary, non-monetary, declarative, injunctive, or any other form or mater? ☒ NO ☐ YES

If yes, please provide on a separate page with the following: (1) case name, (2) nature of actions, (3) year of judgment, and (4) a brief description of the judgment entered and/or sentence imposed.

2. Do you have any judgments against you in a criminal case within the last 10 years, whether upon finding of guilt, plea of no contest, suspended, or any form of judgment other than dismissal or not guilty?
☒ NO ☐ YES

If yes, please provide on a separate page the following: (1) case name, (2) nature of action, (3) year of judgment, and (4) a brief description of the judgment entered and/or sentence imposed.

Applicant Signature:  Date: 1/5/25

PLEASE SIGN APPLICATION

Office Use Only: Precinct: <u>30-555</u>	Assembly District: <u>5</u>	Service Area: <u>RSA 21</u>
Position on Board: <u>Big Lake RSA No 21, member 5</u>		Term Ends: <u>12/31/28</u>
Residence Checked: YES <input checked="" type="checkbox"/>	Map Checked: YES <input checked="" type="checkbox"/>	Code Checked: 1 st <input checked="" type="checkbox"/> 2 nd <input checked="" type="checkbox"/>

MATANUSKA-SUSITNA BOROUGH - CLERK'S OFFICE
350 E. Dahlia Avenue Palmer, AK 99645
Phone: 907-861-8683 Fax: 907-861-7845

DATE RECEIVED:

RECEIVED

OCT 14 2025

CLERK'S OFFICE

BOARD, COMMISSION, AND COMMITTEE APPLICATION FORM
RE-APPOINTMENT
INSTRUCTIONS

Complete and sign the application. Do not leave any blank fields. Type or print legibly in ink. Specify exactly what board and position you are seeking. Completed applications may be emailed to jamie.jokhy@matsugov.us or delivered or mailed to the Borough Clerk's Office, 350 E. Dahlia Avenue, Palmer, or faxed to 907-861-7845. If you have questions, please call 907-861-8675.

Board and position for which I am applying:

RSA Caswell Lakes No. 15,
member 3 position

(For example, Board of Equalization, Member 3)

Applicant Name: Sheena Fort

Residence Address: 48860 Bernadotte Rd

Mailing Address: PO Box 596 Wadsworth, AK 99688

Home/Cell phone: 907-521-3856 Work phone: Same Email: Sheena.Fort1mt6@yahoo.com

Name and Address of Employer: Self employed

Can you regularly attend meetings? ☒ Yes ☐ No (Pursuant to (MSB 4.05.030, "A vacancy occurs on the board when the member is absent from three (3) consecutive regular board meetings without the board excusing the absence for good cause.")

Do you or a family member, immediate or extended, have a personal or financial interest with the Borough?
Yes ☒ No If yes, list positions or interest: _____

(For example: employee, emergency responder, board member, contractor, etc.)

Do you have a family member, immediate or extended, currently serving on a Borough Board?
Yes ☒ No If yes, list positions or interest: _____

(For example: RSA or FSA supervisor, board member, etc.)

How long have you lived in the Borough: Since May 2014

Briefly explain why you are interested in serving on the board in which you are applying:

I enjoy serving on this board, being involved in my community and helping with road related issues.

List professional or personal experiences that qualify you for membership on the board. You may attach a brief resume to highlight your qualifications:

I am on quite a few local boards + enjoy giving back to my community with RSA 15. I've been in position 3 seat for a few years and would like to continue.

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10/14 emailed 346

Applicant Name: Sheena Fort

List three professional or personal references:

Name: Ned Sparks Phone: 907-2689033
Name: Jessi Leach Phone: 907-4148740
Name: Marti Goff Phone: 907-841-0992

1. Do you have any civil judgments against you within the last 10 years, whether monetary, non-monetary, declarative, injunctive, or any other form or matter? X NO _____ YES

If yes, please provide on a separate page with the following: (1) case name, (2) nature of actions, (3) year of judgment, and (4) a brief description of the judgment entered and/or sentence imposed.

2. Do you have any judgments against you in a criminal case within the last 10 years, whether upon finding of guilt, plea of no contest, suspended, or any form of judgment other than dismissal or not guilty?
X NO _____ YES

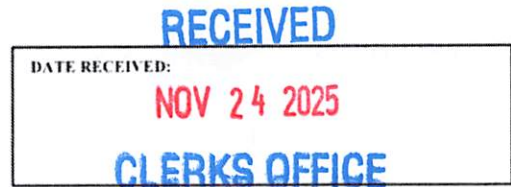
If yes, please provide on a separate page the following: (1) case name, (2) nature of action, (3) year of judgment, and (4) a brief description of the judgment entered and/or sentence imposed.

Applicant Signature: Sheena Fort Date: 10/8/25

PLEASE SIGN APPLICATION

Office Use Only: Precinct: <u>30-595</u>	Assembly District: <u>7</u>	Service Area: <u>PSA 15</u>
Position on Board: <u>PSA Caswell Lakes No. 15, member 3</u>		Term Ends: <u>12/31/28</u>
Residence Checked: YES <input checked="" type="checkbox"/>	Map Checked: YES <input checked="" type="checkbox"/>	Code Checked: 1 st <input checked="" type="checkbox"/> 2 nd <input checked="" type="checkbox"/>

MATANUSKA-SUSITNA BOROUGH - CLERK'S OFFICE
350 E. Dahlia Avenue Palmer, AK 99645
Phone: 907-861-8683 Fax: 907-861-7845



BOARD, COMMISSION, AND COMMITTEE APPLICATION FORM
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Board and position for which I am applying: RSA 28 Gold Trails Board, Member 5
(For example, Board of Equalization, Member 3)

Applicant Name: Vladimir Zagorodniy

Residence Address: 2901 N Jasper Dr Unit 5

Mailing Address: PO Box 872722 Wasilla AK 99687

Home/Cell phone: (907)521-9156 Work phone: _____ Email: zagorodniyvlad03@gmail.com

Name and Address of Employer: Vitaly Filyuk 5280 white clover cir

Can you regularly attend meetings? Yes ☒ No ☐ (Pursuant to (MSB 4.05.030, "A vacancy occurs on the board when the member is absent from three (3) consecutive regular board meetings without the board excusing the absence for good cause.")

Do you or a family member, immediate or extended, have a personal or financial interest with the Borough?

Yes ☒ No ☐ If yes, list positions or interest: _____
(For example: employee, emergency responder, board member, contractor, etc.)

Do you have a family member, immediate or extended, currently serving on a Borough Board?

Yes ☒ No ☐ If yes, list positions or interest: _____
(For example: RSA or FSA supervisor, board member, etc.)

How long have you lived in the Borough: I have lived in the borough since my birth in 2003

Briefly explain why you are interested in serving on the board in which you are applying:

I am interested in serving on the board to be a voice for improvements in the borough that I live in.

List professional or personal experiences that qualify you for membership on the board. You may attach a brief resume to highlight your qualifications:

I have worked in the construction industry for several years with experience in civil construction and equipment operating as well as recently starting my own business.

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NOV 24 2025
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Applicant Name: Vladimir Zagorodniy

List three professional or personal references:

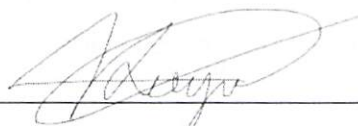
Name: Max Zagorodniy Phone: (907)841-9923
Name: Dmitri Fonov Phone: (907)775-6666
Name: Maxwell Sumner Phone: (907)232-6797

1. Do you have any civil judgments against you within the last 10 years, whether monetary, non-monetary, declarative, injunctive, or any other form or mater? X NO ____ YES

If yes, please provide on a separate page with the following: (1) case name, (2) nature of actions, (3) year of judgment, and (4) a brief description of the judgment entered and/or sentence imposed.

2. Do you have any judgments against you in a criminal case within the last 10 years, whether upon finding of guilt, plea of no contest, suspended, or any form of judgment other than dismissal or not guilty?
X NO ____ YES

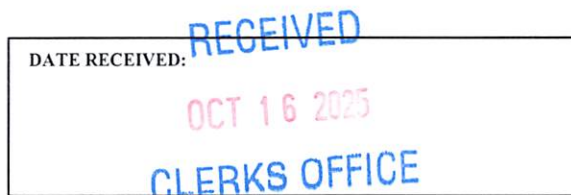
If yes, please provide on a separate page the following: (1) case name, (2) nature of action, (3) year of judgment, and (4) a brief description of the judgment entered and/or sentence imposed.

Applicant Signature:  Date: 11/21/2025

PLEASE SIGN APPLICATION

Office Use Only: Precinct: <u>28-465</u>	Assembly District: <u>6</u>	Service Area: <u>PSA-28</u>
Position on Board: <u>PSA Gold Trail No. 28, member 5</u>		Term Ends: <u>12/31/26</u>
Residence Checked: YES <input checked="" type="checkbox"/>	Map Checked: YES <input checked="" type="checkbox"/>	Code Checked: 1 st <input checked="" type="checkbox"/> 2 nd <input checked="" type="checkbox"/>

MATANUSKA-SUSITNA BOROUGH - CLERK'S OFFICE
350 E. Dahlia Avenue Palmer, AK 99645
Phone: 907-861-8683 Fax: 907-861-7845



BOARD, COMMISSION, AND COMMITTEE APPLICATION FORM
RE-APPOINTMENT
INSTRUCTIONS

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Board and position for which I am applying: Meadow Lakes RSA²⁷ primary, Member 1
(For example, Board of Equalization, Member 3)

Applicant Name: Stephen Edwards
Residence Address: 3847 N Gunflint trl Wasilla, Alaska 99623
Mailing Address: 7362 W Parks hwy PMB528 Wasilla, Alaska 99623
Home/Cell phone: 907 521 0178 Work phone: _____ Email: Sledwards4959@gmail.com
Name and Address of Employer: Retired

Can you regularly attend meetings? ☒ Yes ☐ No (Pursuant to (MSB 4.05.030, "A vacancy occurs on the board when the member is absent from three (3) consecutive regular board meetings without the board excusing the absence for good cause.")

Do you or a family member, immediate or extended, have a personal or financial interest with the Borough?

Yes ☒ No ☐ If yes, list positions or interest: _____
(For example: employee, emergency responder, board member, contractor, etc.)

Do you have a family member, immediate or extended, currently serving on a Borough Board?

Yes ☒ No ☐ If yes, list positions or interest: _____
(For example: RSA or FSA supervisor, board member, etc.)

How long have you lived in the Borough: 23 years

Briefly explain why you are interested in serving on the board in which you are applying:

Continue serving RSA residents and help them with maintenance concerns.
Also keep moving forward with road upgrades as funding allows. Everyone
benefits from better roads.

List professional or personal experiences that qualify you for membership on the board. You may attach a brief resume to highlight your qualifications:

Approx 18 yrs on RSA board. Several years LRSAAB chair.
Development experience with creating a subdivision including construction of
borough road - Heavy equipment operator - grader, dozer, excavator, plowing equipment
Experience working with borough staff - RMS - supervisors - directors.
Community Council President

10/16 emailed 350

Applicant Name: Stephen Edwards

List three professional or personal references:


Name: Martin Hinkew Phone: 907 947 4052
Name: Robert Cassel Phone: 907 354 4611
Name: Chris Denniels Phone: ~~907~~ 623-451-6373

1. Do you have any civil judgments against you within the last 10 years, whether monetary, non-monetary, declarative, injunctive, or any other form or mater? X NO _____ YES

If yes, please provide on a separate page with the following: (1) case name, (2) nature of actions, (3) year of judgment, and (4) a brief description of the judgment entered and/or sentence imposed.

2. Do you have any judgments against you in a criminal case within the last 10 years, whether upon finding of guilt, plea of no contest, suspended, or any form of judgment other than dismissal or not guilty?
X NO _____ YES

If yes, please provide on a separate page the following: (1) case name, (2) nature of action, (3) year of judgment, and (4) a brief description of the judgment entered and/or sentence imposed.

Applicant Signature:  Date: 10-10-2025

PLEASE SIGN APPLICATION

Office Use Only: Precinct: <u>27-415</u>	Assembly District: <u>7</u>	Service Area: <u>RSA 27</u>
Position on Board: <u>RSA Meadowlakes No 27, member 1</u>		Term Ends: <u>12/31/28</u>
Residence Checked: YES <input checked="" type="checkbox"/>	Map Checked: YES <input checked="" type="checkbox"/>	Code Checked: 1 st <input checked="" type="checkbox"/> 2 nd <input checked="" type="checkbox"/>

MATANUSKA-SUSITNA BOROUGH - CLERK'S OFFICE
350 E. Dahlia Avenue Palmer, AK 99645
Phone: 907-861-8683 Fax: 907-861-7845

RECEIVED

DATE RECEIVED:

OCT 13 2025

CLERKS OFFICE

BOARD, COMMISSION, AND COMMITTEE APPLICATION FORM
INSTRUCTIONS

Complete and sign the application. Do not leave any blank fields. Type or print legibly in ink. Specify exactly what board and position you are seeking. Completed applications may be emailed to jamie.jokhy@matsugov.us or delivered or mailed to the Borough Clerk's Office, 350 E. Dahlia Avenue, Palmer, or faxed to 907-861-7845. If you have questions, please call 907-861-8675.

Board and position for which I am applying: TRAPPER CREEK RSA #30 MEMBER 7

(For example, Board of Equalization, Member 3)

Applicant Name: ANDREW STINNETT

Residence Address: MILEPOST 118 PARKS HWY. TRAPPER CREEK AK 99683

Mailing Address: PO BOX 13427 TRAPPER CREEK AK 99683

Home/Cell phone: 330-919-6458 Work phone: _____ Email: ASTINNETT1986@gmail.com

Name and Address of Employer: STATE OF ALASKA DOT M+D

Can you regularly attend meetings? ☒ Yes ☐ No (Pursuant to (MSB 4.05.030, "A vacancy occurs on the board when the member is absent from three (3) consecutive regular board meetings without the board excusing the absence for good cause.")

Do you or a family member, immediate or extended, have a personal or financial interest with the Borough?

Yes ☒ No ☐ If yes, list positions or interest: _____

(For example: employee, emergency responder, board member, contractor, etc.)

Do you have a family member, immediate or extended, currently serving on a Borough Board?

Yes ☒ No ☐ If yes, list positions or interest: _____

(For example: RSA or FSA supervisor, board member, etc.)

How long have you lived in the Borough: 7 YEARS

Briefly explain why you are interested in serving on the board in which you are applying:

TO ENSURE THAT RURAL TRANSPORTATION NEEDS ARE ADDRESSED WITH PRACTICAL, IDEALLY INFORMED SOLUTIONS. RELIABLE ROAD SERVICES ARE CRITICAL FOR SAFETY, ACCESS, AND DAILY LIFE IN OUR COMMUNITY. MY INVOLVEMENT WOULD HELP
List professional or personal experiences that qualify you for membership on the board. You may attach a brief align with this resume to highlight your qualifications:

I HAVE EXTENSIVE KNOWLEDGE & EXPERIENCE WITH ROAD MAINTENANCE, AND SNOW REMOVAL. I AM CURRENTLY EMPLOYED WITH THE STATE OF ALASKA DOT. I PERFORM ALL STATE HIGHWAY / ROAD MAINTENANCE IN THIS RSA JURISDICTION ON STATE.

10/13 emailed

Applicant Name: ANDREW STINNETT

List three professional or personal references:

Name: MAC RAIL Phone: 907-854-0071
Name: RALPH LEE Phone: 907-830-3404
Name: JEAN HARTMAN Phone: 907-133-1327

1. Do you have any civil judgments against you within the last 10 years, whether monetary, non-monetary, declarative, injunctive, or any other form or mater? X NO YES

If yes, please provide on a separate page with the following: (1) case name, (2) nature of actions, (3) year of judgment, and (4) a brief description of the judgment entered and/or sentence imposed.

2. Do you have any judgments against you in a criminal case within the last 10 years, whether upon finding of guilt, plea of no contest, suspended, or any form of judgment other than dismissal or not guilty?
X NO YES

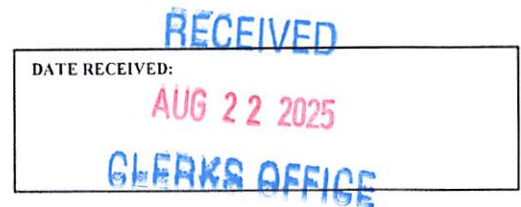
If yes, please provide on a separate page the following: (1) case name, (2) nature of action, (3) year of judgment, and (4) a brief description of the judgment entered and/or sentence imposed.

Applicant Signature: Andrew Stinnett Date: 10-10-25

PLEASE SIGN APPLICATION

Office Use Only: Precinct: <u>30-590</u>	Assembly District: <u>7</u>	Service Area: <u>RSA 30</u>
Position on Board: <u>RSA Trapper Creek, Member</u>		Term Ends: <u>12/31/28</u>
Residence Checked: YES <input checked="" type="checkbox"/>	Map Checked: YES <input checked="" type="checkbox"/>	Code Checked: 1 st <input checked="" type="checkbox"/> 2 nd <input checked="" type="checkbox"/>

MATANUSKA-SUSITNA BOROUGH - CLERK'S OFFICE
350 E. Dahlia Avenue Palmer, AK 99645
Phone: 907-861-8683 Fax: 907-861-7845



BOARD, COMMISSION, AND COMMITTEE APPLICATION FORM
INSTRUCTIONS

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Board and position for which I am applying: Trapper Creek
RSA 30, Member 2
(For example, Board of Equalization, Member 3)

Applicant Name: Ryan Romans (Christopher)
Residence Address: 23473 S. Rangeview Drive, Trapper Creek, AK 99683
Mailing Address: PO Box 13428 Trapper Creek, AK 99683
Home/Cell phone: (907)631-2212 Work phone: _____ Email: ryan.romans29@gmail.com
Name and Address of Employer: Sunshine Community Health Center, Inc. (34300 S. Talkeetna Spur Road-99676)

Can you regularly attend meetings? Yes ☒ No ☐ (Pursuant to (MSB 4.05.030, "A vacancy occurs on the board when the member is absent from three (3) consecutive regular board meetings without the board excusing the absence for good cause.")

Do you or a family member, immediate or extended, have a personal or financial interest with the Borough?

Yes ☐ No ☒ If yes, list positions or interest: _____
(For example: employee, emergency responder, board member, contractor, etc.)

Do you have a family member, immediate or extended, currently serving on a Borough Board?

Yes ☐ No ☒ If yes, list positions or interest: _____
(For example: RSA or FSA supervisor, board member, etc.)

How long have you lived in the Borough: 16 years

Briefly explain why you are interested in serving on the board in which you are applying:

My aim in serving the Trapper Creek RSA board is to provide an additional conduit of information both to and from community members regarding roadway safety concerns and access for healthy environments.

List professional or personal experiences that qualify you for membership on the board. You may attach a brief resume to highlight your qualifications:

Resident of the Mat-Su Borough, volunteer for local rescue/ambulance service
concerned citizen, tax payer, Director of Population Health for local health center,
Steering committee member of MSHF Community Health Needs Assessment project

Applicant Name: Ryan Romans

List three professional or personal references:


Name: Tim Schorr Phone: (907)354-1446
Name: MJ Watson Phone: (307)696-0660
Name: Sky Pride Phone: (907)631-9582

1. Do you have any civil judgments against you within the last 10 years, whether monetary, non-monetary, declarative, injunctive, or any other form or mater? X NO YES

If yes, please provide on a separate page with the following: (1) case name, (2) nature of actions, (3) year of judgment, and (4) a brief description of the judgment entered and/or sentence imposed.

2. Do you have any judgments against you in a criminal case within the last 10 years, whether upon finding of guilt, plea of no contest, suspended, or any form of judgment other than dismissal or not guilty?
X NO YES

If yes, please provide on a separate page the following: (1) case name, (2) nature of action, (3) year of judgment, and (4) a brief description of the judgment entered and/or sentence imposed.

Applicant Signature: 

Date: 8-21-25

PLEASE SIGN APPLICATION

Office Use Only: Precinct: <u>30-590</u>	Assembly District: <u>7</u>	Service Area: <u>PSA 30</u>
Position on Board: <u>Trapper Creek PSA30, Member 2</u>		Term Ends: <u>12/31/27</u>
Residence Checked: YES <input checked="" type="checkbox"/>	Map Checked: YES <input checked="" type="checkbox"/>	Code Checked: 1 st <input checked="" type="checkbox"/> 2 nd <input checked="" type="checkbox"/>

MATANUSKA-SUSITNA BOROUGH - CLERK'S OFFICE
350 E. Dahlia Avenue Palmer, AK 99645
Phone: 907-861-8683 Fax: 907-861-7845

DATE RECEIVED:

RECEIVED

NOV 14 2025

CLERKS OFFICE

BOARD, COMMISSION, AND COMMITTEE APPLICATION FORM
INSTRUCTIONS

Complete and sign the application. Do not leave any blank fields. Type or print legibly in ink. Specify exactly what board and position you are seeking. Completed applications may be emailed to jamie.jokhy@matsugov.us or delivered or mailed to the Borough Clerk's Office, 350 E. Dahlia Avenue, Palmer, or faxed to 907-861-7845. If you have questions, please call 907-861-8675.

Board and position for which I am applying: Trapper Creek RSA 30 Member 3

(For example, Board of Equalization, Member 3)

Applicant Name: David Finch

Residence Address: 34100 South Oilwell Rd Trapper Creek AK 99683

Mailing Address: HC 89 Box 385 Willow AK 99688

Home/Cell phone: 907-414-8051 Work phone: _____ Email: dkfenterprise@yahoo.com

Name and Address of Employer: AK DOT M&O 2301 Peger Rd. Fairbanks AK 99709

Can you regularly attend meetings? Yes ☒ No ☐ (Pursuant to (MSB 4.05.030, "A vacancy occurs on the board when the member is absent from three (3) consecutive regular board meetings without the board excusing the absence for good cause.")

Do you or a family member, immediate or extended, have a personal or financial interest with the Borough?

Yes ☐ No ☒ If yes, list positions or interest: _____

(For example: employee, emergency responder, board member, contractor, etc.)

Do you have a family member, immediate or extended, currently serving on a Borough Board?

Yes ☐ No ☒ If yes, list positions or interest: _____

(For example: RSA or FSA supervisor, board member, etc.)

How long have you lived in the Borough: 10 years

Briefly explain why you are interested in serving on the board in which you are applying:

To use my road maintenance experience to help target areas of the road that will benefit the most from improvements.

List professional or personal experiences that qualify you for membership on the board. You may attach a brief resume to highlight your qualifications:

Currently working at Montana Creek Dot where I am responsible for 88 miles of dirt road maintenance for over 4 years.

Applicant Name: David Finch

List three professional or personal references:

Name: James Stevens

Phone: 907-841-1496

Name: Donna Massay

Phone: 907-232-7561

Name: Steven Doustou

Phone: 907-841-2855

1. Do you have any civil judgments against you within the last 10 years, whether monetary, non-monetary, declarative, injunctive, or any other form or matter? ☒ NO ☐ YES

If yes, please provide on a separate page with the following: (1) case name, (2) nature of actions, (3) year of judgment, and (4) a brief description of the judgment entered and/or sentence imposed.

2. Do you have any judgments against you in a criminal case within the last 10 years, whether upon finding of guilt, plea of no contest, suspended, or any form of judgment other than dismissal or not guilty? ☒ NO ☐ YES

If yes, please provide on a separate page the following: (1) case name, (2) nature of action, (3) year of judgment, and (4) a brief description of the judgment entered and/or sentence imposed.

Applicant Signature: David Finch

Date: 11-13-2025

PLEASE SIGN APPLICATION

Office Use Only: Precinct: <u>30-590</u>	Assembly District: <u>7</u>	Service Area: <u>RSA 30</u>
Position on Board: <u>Trapper Creek RSA 30, Member 3</u>		Term Ends: <u>12/31/27</u>
Residence Checked: YES <input checked="" type="checkbox"/>	Map Checked: YES <input checked="" type="checkbox"/>	Code Checked: 1 st <input checked="" type="checkbox"/> 2 nd <input checked="" type="checkbox"/>

Jamie Jokhy

From: Jamie Jokhy
Sent: Thursday, December 4, 2025 11:46 AM
To: Edna DeVries
Subject: RE: RSA # 30

Madame Mayor,

I just confirmed over the phone with Andrew and David that they can commit to and are good with the date changes for the different positions, and I have moved them accordingly.

Very Respectfully,



Jamie R. Jokhy
Department Administrative Specialist
Clerk's Office
Matanuska-Susitna Borough
350 E Dahlia Ave
Palmer AK 99645
(907) 861-8675

From: Edna DeVries <Edna.DeVries@matsugov.us>
Sent: Thursday, December 4, 2025 11:33 AM
To: Jamie Jokhy <Jamie.Jokhy@matsugov.us>
Subject: RSA # 30

Please move forward – Andrew Stinnett – member #1
Ryan Romans – member #2
David Finch member #3

Thanks. Edna

Mayor Edna DeVries
350 E. Dahlia, Palmer, AK 99645
907-861-8682 907-795-8133
Edna.devries@matsugov.us

Jamie Jokhy

From: Lonnie McKechnie
Sent: Tuesday, November 25, 2025 11:23 AM
To: Jamie Jokhy
Cc: Edna DeVries
Subject: FW: RSA #30 Board Resignation

RECEIVED

NOV 25 2025

CLERKS OFFICE

Jamie:

Please see the below resignation.

Thanks,
Lonnie

From: Donna Massay <iditagram@gmail.com>
Sent: Tuesday, November 25, 2025 10:39 AM
To: Lonnie McKechnie <lonnie.mckechnie@matsugov.us>
Subject: RSA #30 Board Resignation

[EXTERNAL EMAIL - CAUTION: Do not open unexpected attachments or links.]
I am resigning my seat on RSA #30 Board of Directors effective December 1, 2025.

I appreciate the opportunity I have had to serve my community over the years.

Donna Massay
RSA #30 Member 3
Phone 907-733-4348

*Trapper Creek
RSA No. 30
member 3
12/1/26 359*