

MATANUSKA-SUSITNA BOROUGH
Enhanced 911 ADVISORY BOARD MINUTES

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April 8, 2025

The regular meeting of the Enhanced 911 Advisory Board was called to order at 9:00 a.m. by Chairman, Casey Cook.

Advisory Board members in attendance establishing a quorum were:

Lori Criqui, MatCom
Casey Cook, MSB EM
Jared Eison, City of Houston
Earl Almdale, MSB IT

Dwayne Shelton, Palmer Police
Andrew Gorn, AST
Aleeha Travis, MTA

Also in attendance were: Joel Butcher, MatCom; Kenny Kleewein, MSB GIS; Zack McRae, MSB Telecom; Whitney Daw, Palmer Dispatch; Stephanie Nowers, Borough Assembly; Tracey Woelfel, MSB EOC; Daron Cooper, AST; Donny Lane and Ericka Bishop, DPS; Christine O'Connor, Alaska TelCo; and Ethan Overland, Guest.

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

APPROVAL OF AGENDA: The agenda was approved as presented.

APPROVAL OF MINUTES: There was no objection to the approval of the amended February 11, 2025, minutes.

PERSONS TO BE HEARD

None

REPORTS

GIS

No report.

OLD BUSINESS

Interior Digital Mapping of School Buildings

Mr. Cook stated: Until the school district makes a request for this, there isn't anything we need to do further on it. He requested that it remain on the agenda.

Telecommunication Service Priority Program (TSP)

Chairman Cook asked Mr. Almdale if he had any updates; he said he did not but will look into it again.

Ms. Daw stated that Palmer activated theirs in September.

MatCom and Palmer VESTA Reimbursement Update

Ms. Laughlin stated: To update this group, the borough manager postponed the legislation to approve the VESTA projects for the Cities of Wasilla and Palmer. He called a meeting with the city managers, mayors, and chiefs of police to discuss the two requests.

Chairman Cook stated: The end result of the meeting was an agreement between the chiefs of police in Palmer (Dwayne Shelton) and Wasilla (Bill Rapson) to collaborate with the vendor to see if there was a reasonable solution to the call roll over issue.

Mr. Shelton stated: He and Mr. Rapson reached out to the vendor to set up a meeting. They have not met at this point so there is no definitive answer on the issue at this time.

Ms. Criqui stated: She hopes Donny Lane can perhaps explain things a bit further. Her understanding is that the two systems (as quoted) are standalone and since there is no network connecting them, they can talk to one another.

Ms. Laughlin stated: The manager has postponed approving the legislation once again. It is now on the May 20th agenda for introduction, and if approved, would be done at the June 3rd meeting.

Mr. Lane stated: For two separate VESTA systems, automatic rollover would be a component of NextGen 911. We would need to build out the ESInet and build out an emergency services IP network and procuring NextGen core services, which is probably what Motorola is going to inform you of. Both of these would be fairly large expenditures. If the end goal is an automatic rollover, NextGen core services and a regional ESInet is certainly doable, but a conservative estimate is in the 3-to-5-million-dollar range.

Ms. Criqui stated: We currently have rollover in place with Solacom. In terms of the VESTA system, if Palmer was a remote off of MatCom's system, they would work together as a remote, not a standalone, and they could still have the rollover option.

Mr. Almdale stated: This would be a great conversation to have in the technical working group to help inform us where we need to be with an actual backup PSAP with automated rollover in the event of an outage. Mr. Cook asked Mr. Almdale to start looking into the cost of ESInet.

Ms. Travis stated: The difference between survivability and high availability is basically what we are talking about. MTA has the capability of supporting either configuration, and is happy to help out.

Ms. Criqui stated: She is working with a vendor to get a quote for NextGen 911 core services.

NEW BUSINESS

Technical Working Group

The Technical Working Group was established to evaluate requests for technology related items such as hardware and software, or anything else tech related. Mr. Almdale, Ms. Travis, Mr. McRae, Ms. Daw, Ms. Criqui, Mr. Butcher, Mr. Lane, and Mr. Kleewein (for GIS related discussions) expressed interest in being on the work group.

GIS Training Reimbursement – ESRI \$2,850

Mr. Kleewein stated: They will be sending Mr. Srebernak to the ESRI conference again this year. This conference provides many training courses and opportunities in the GIS area that he can benefit from. They would like to request reimbursement of the travel costs from the E-911 FY26 budget. All members were in favor, none were opposed.

GIS Funding Request – Imagery Project \$250,000

Mr. Kleewein stated: Included in the packet is a letter from Borough Manager Mike Brown making a formal request for funding for the next phase of the aerial imagery project which would span from 2026 through 2028. This phase will capture the areas on the attached map, which include areas in Skwentna as well as areas spanning from North of Talkeetna, down through Point Mackenzie Road, and West of Butte and Sutton. \$250,000 is being requested from the E-911 budget and the remaining \$250,000 would be obtained through other borough funding.

MOTION: Mr. Almdale moved, and Mr. Eison seconded the motion to approve funding in the amount of \$250,000 from the E-911 budget for the 2026-2028 Aerial Imagery Project. All were in favor, none were opposed.

Palmer Training Reimbursement – Navigator \$6,128.50

Ms. Daw stated: This is annual training for Palmer dispatchers. They would like to send two people this year. All members were in favor with no opposition to this reimbursement.

MatCom Reimbursement Request – Law Enforcement Protocol Dispatch \$146,973

Ms. Criqui stated: This is software to assist with call handling. It provides a structured set of questions to ask. This is the law enforcement piece, which works similarly to what is already being used on the EMS and fire side.

MOTION: Mr. Almdale moved, and Mr. Eison seconded, to approve the Law Enforcement Protocol Dispatch software reimbursement to the City of Wasilla in the amount of \$146,973. All were in favor, none were opposed.

INFORMATIONAL ITEMS

- A. FY25 Surcharge Revenue Chart
- B. FY25 E-911 Budget Performance Report
- C. 911 Quarterly Dispatch Call Reports (Mat-Com and Palmer).

COMMENTS

Mr. Cook advised that he will not be available for the June 10th meeting and if possible, Mr. Shelton should attend as Vice Chair.

NEXT MEETING DATE

Chairman Cook announced the next regularly scheduled board meeting would be June 10, 2025, at 9:00 a.m.

ADJOURNMENT



Casey Cook, Chairman

ATTEST:



Casey Laughlin, Secretary

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**Greater Talkeetna Road Service Board of Supervisors
Minutes of Regular Meeting
May 8, 2025**

A regular meeting of the Greater Talkeetna Road Service Area Board of Supervisors (RSA 29) was held via Zoom at 6:30 pm on May 8, 2025. Board members John Strassenburgh, Robert Gerlach, and Billy FitzGerald attended. Wade Lyndaker, Borough Road Superintendent, Dustin Spidal, Operational Branch Manager for Roads, Dawn Harris of D&S Road Services also attended.

- I. There was a quorum, and the meeting was called to order at 6:32 pm.
- II. Minutes of the April 10, 2025 RSA 29 meeting were approved as written.
- III. Wade and Dustin reported that a rehabilitation of approximately 400 feet of 2nd Street, east of the Railroad tracks, has become a high priority. This is a significant rebuild project, at a cost estimated to be roughly \$42,720, to begin as soon as practicable. Funding would come from FY 2025 Public Construction and the project would be classified "repair unstable pavement." Cost was determined according to the FY 2025 contract bid at \$40 per square yard applied to a project total of 980 square yards, plus \$2,000 for mobilization, \$1,000 for traffic maintenance, and \$520 for flagging.

Dawn suggested first completing a smaller project, specifically, reconditioning Sheldon road with the rock crusher.

- IV. John reported that he had sent to the Borough RSA29's resolution 25-02 that reflects its "leave no snow berm" (aka "no berm") policy recommendation with respect to road maintenance. The default position this year for all of the borough's RSAs is a 12" berm. Since RSA 29 is an exception to the rule, there are certain budget and contract considerations and actions to work through. The process of establishing a "no berm" contract provision in RSA 29 is moving forward.
- V. Dustin asked the Board if it would consider setting aside some of the \$90,000 funding that is reserved on the RSA 29 RIP list for the Montana Creek bank stabilization project, in order to help fund the Birch Creek fish passage culvert project if additional funding for that project is needed. Both projects are located within RSA 29, the former at the Yoder Montana Creek bridge and the latter where Birch Creek crosses Mastodon Road. After much discussion of why this set-aside would or would not be appropriate, the Board voted to reserve \$45,000 for the fish passage project, provided those funds are not needed to complete the Yoder-Montana Creek embankment project. This

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represents 50% of the current balance of monies set aside for the Montana Creek bank stabilization project. The Board considers this a funding of last resort, conditioning release of the Montana Creek funds on circumstances wherein all other funding sources for the fish passage project have been exhausted.

- VI. Dustin indicated that 4 super sacks of calcium chloride are available and that application is planned for May as weather permits.
- VII. John reminded everyone that it is very important to keep the front of the fire hydrants clear of snow so as to provide easy access by Emergency Services.
- VIII. John brought up the need to install a "SLOW" or a "BLIND INTERSECTION" or sign of that sort, to be placed west of the intersection of Riven and Birch Creek Blvd facing the east-bound Birch Creek Blvd traffic. Traveling east on Birch Creek Blvd, there is a hill just before coming to Riven. Sight distance is impaired and folks sometimes go too fast. There has been a collision at this intersection in the past. Dustin indicated he would initiate, at the borough level, the process of building and installing such sign.
- IX. There being no other business, the meeting was adjourned at 8:50 pm.

Sincerely,



John Strasenburgh

RSA 29 Primary Supervisor

*Attested to by RSA 29 Board Members Robert Gerlach
and Billy Fitzgerald at our June 12, 2025 Regular
Meeting held via Zoom.*

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MATANUSKA-SUSITNA BOROUGH PARKS, RECREATION, AND TRAILS ADVISORY BOARD

Chairperson – James Jones – At Large 1
Vice Chair – Ruth Wood - District 7
Vacant – District 1
Steve Menard – At Large 2

Kimberly Waychoff - District 3
Vacant – District 4
Michael Rovito – District 2
Harry Hillman – At Large 4

Jill Martinson - District 5
Maksim Revutskiy – District 6
Kenni Psenak – At Large 3

MEETING MINUTES

REGULAR MEETING

Lower Level Conference Room
And Teams

Meeting ID: 235 322 904 252

Passcode: Gg7dK2qm

March 24, 2025

- I. CALL TO ORDER
 - A. Meeting called to order at 6:00 pm
- II. ROLL CALL – DETERMINATION OF QUORUM
 - A. Present: James Jones, Ruth Wood, Steve Menard, Kimberly Waychoff, Michael Rovito, Harry Hillman, Kenni Psenak
 - B. Absent: Jill Martinson, Maksim Revutskiy
- III. APPROVAL OF AGENDA
 - A. Mr. Hillman moved to approve, unanimous consent
- IV. PLEDGE OF ALLEGIANCE
 - A. Pledge was conducted
- V. MINUTES OF PRECEDING MEETING
 - A. FEBRUARY 24, 2025 – Ms. Wood moved to approve, unanimous consent
- VI. BOROUGH STAFF REPORT
 - A. Hugh Leslie, Recreation & Library Services Manager – Mr. Leslie introduced new board member, Steve Menard. Informed the board that we will be hiring about 20 summer crew for trails & parks. Received the trail dozer after a long wait. Jim Creek cleanup is May 10, dumpsters and bags are ordered. Mat River Park will open on May 23 for camping, reservations only via Campspot. Recapped FinnlySport for lesson registrations. Camp host for Talkeetna River Campground has been identified, still need camp host for Mat River Park.
- VII. PERSONS TO BE HEARD / AUDIENCE PARTICIPATION – 3 minutes per person
 - A. Dewey Bitler – Mr. Bitler confirmed that Mr. Leslie received the trail information emailed to him.
- VIII. UNFINISHED BUSINESS
 - A. Matanuska Valley Moose Range at Jonesville PUA
 - i. No report – Community Development went to 2 other municipality managed ranges to ask about lead abatement, accident rates, costs, design and rules.

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B. Code of Ordinances for Parks and Recreation

- i. No report – Still being reviewed by Law Dept.

IX. NEW BUSINESS

- A. None

X. VOLUNTEER NOMINATIONS

- A. None

XI. CORRESPONDENCE

- A. None

XII. MEMBER COMMENTS

- A. James Jones – Mr. Jones let the board know he'll be attending the next few meetings online as he'll be out of town. He took a walk out at Scout Ridge.
- B. Ruth Wood – Ms. Wood said the Talkeetna trails looked pretty good with the snow they've gotten.
- C. Steve Menard – Mr. Menard gave some background of his parks & rec activities and priorities.
- D. Kimberly Waychoff – Ms. Waychoff asked about trapping on Borough trails and what rules are in place. Staff will provide the legislation regarding this.
- E. Michael Rovito – Mr. Rovito will also be attending the meetings remotely for the next few months due to work. Haven't used any trails recently.
- F. Harry Hillman – Mr. Hillman asked about the Alaska Long Trail and what the Borough's position was. Staff will provide the legislation regarding this.
- G. Kenni Psenak – Ms. Psenak also has had limited trail usage due to the ground softening. Went to an operations meeting for all the wildfire agencies, they have moved the start of wildfire season to March 17. Everyone needs burn permits.

XIII. NEXT MEETING

APRIL 28, 2025

XIV. ADJOURNMENT

- A. Mr. Hillman moved to adjourn, unanimous consent. Adjourned at 6:52 pm

x Ruth Wood
Ruth Wood - Vice Chair

x 4/23/25
date

Attest:

x Parcen Thomas
Parcen Thomas - Staff Support

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**MATANUSKA-SUSITNA BOROUGH
PARKS, RECREATION AND TRAILS ADVISORY BOARD**

Chairperson – James Jones – At Large 1	Kimberly Waychoff – District 3	Jill Martinson – District 5
Vice Chair – Ruth Wood – District 7	Vacant – District 4	Maksim Revutskiy – District 6
Ky Friedman – District 1	Michael Rovito – District 2	Kenni Psenak – At Large 3
Steve Menard – At Large 2	Harry Hillman – At Large 4	



MEETING MINUTES

Lower-Level Conference Room and Teams

Meeting ID: 235 322 904 252 Passcode: Gg7dK2qm
350 EAST DAHLIA AVE, PALMER

REGULAR MEETING

6:00 PM

MAY 19, 2025

I. CALL TO ORDER

A. Called to order at 6:00 pm

II. ROLL CALL

A. Present: James Jones, Ruth Wood, Ky Friedman, Michael Rovito, Harry Hillman, Jill Martinson, Kenni Psenak, Maksim Revutskiy (6:04 pm), Kimberly Waychoff (6:05 pm)

B. Absent: Steve Menard

III. AGENDA APPROVAL

A. Mr. Hillman moved to approve the agenda, unanimous consent

IV. PLEDGE OF ALLEGIANCE

A. Pledge of Allegiance was conducted

V. MINUTES OF PRECEDING MEETING

A. March 24, 2025 – Ms. Wood moved to approve the minutes, unanimous consent

VI. STAFF REPORTS

A. Hugh Leslie – Recreation & Library Services Manager – Mr. Leslie introduced new board member, Ky Friedman, to the rest of the board. Informed the board of the Jim Creek Cleanup success on May 10 & the Jonesville Cleanup on May 17. Mat-River Park opens for camping on May 23, using Campspot for reservations. June 1 will be a

PARKS, RECREATION AND TRAILS ADVISORY BOARD
Regular Meeting Minutes

MAY 19, 2025

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soft launch on the new trailhead maps. Big Lake Ice Rink purchase was approved at the last Assembly meeting, we'll be hosting an open house in September. Jordan Lake Park improvements were approved in the budget amendments, Sunshine Creek campground is open this week and has a camp host,

VII. PERSONS TO BE HEARD/AUDIENCE PARTICIPATION – (3 Minutes Per Person)

VIII. UNFINISHED BUSINESS

A. Meadow Lakes Community Council Trail Project

1. Dewey Bitler gave updates on the trail project.

B. Matanuska Valley Moose Range at Jonesville PUA

1. Jonesville RFPs will go out soon for the Master Plan, Feasibility study and the gun range. Public meetings will be forthcoming.

C. Code of Ordinances for Parks and Recreation

1. No report

IX. NEW BUSINESS

A. None

X. VOLUNTEER NOMINATIONS

A. None

XI. CORRESPONDANCE

A. None

XII. MEMBER COMMENTS

A. James Jones – Mr. Jones apologized for not attending in person, he is overseas until July likely.

B. Ruth Wood – Ms. Wood will try to attend in person next month.

C. Ky Friedman – Mr. Friedman stated he's excited to be on the board.

D. Michael Rovito – Mr. Rovito eager to get out onto the trails once they harden up.

E. Harry Hillman – Mr. Hillman requested Wolf Lake Community Council Park be put on next month's agenda.

F. Jill Martinson – Ms. Martinson wished everyone have a nice summer.

G. Maksim Revutskiy – Mr. Revutskiy apologized for missing March's meeting, had it wrong on his calendar.

H. Kenni Psenak – Ms. Psenak thanked the Rec Services admin for assisting her rent the gym for a birthday and wished everyone happy trails.

XIII. NEXT MEETING

A. June 23, 2025

XIV. ADJOURNMENT

A. Mr. Hillman moved to adjourn, unanimous consent 6:47 pm

x Ruth Wood x 6/23/25
Ruth Wood - Vice Chair date
x Sarah Thomas x 6/23/25
Sarah Thomas - Staff Support
MAY 19, 2025

**MATANUSKA-SUSITNA BOROUGH
PLATTING BOARD MINUTES**

**REGULAR MEETING
May 1, 2025**

The regular meeting of the Matanuska-Susitna Borough Platting Board was held on May 1, 2025, at the Matanuska-Susitna Borough 350 E Dahlia Ave, Palmer, Alaska. Chair Traxler called the Meeting to order at 1:00 p.m.

1. CALL TO ORDER

A. ROLL CALL AND DETERMINATION OF QUORUM (by Administrative Specialist)

Platting Board members present and establishing a quorum:

Mr. Chris Chiavetta, District Seat #1
Mr. Michael Liebing, District Seat #2
Ms. Amanda Salmon, District Seat #4
Ms. Michelle Traxler, District Seat #5
Ms. Sandra Kreger, District seat #6
Ms. Karla McBride, Alternate A

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Platting Board members absent and excused were:

District seat #3, Vacant
Mr. Sidney Bertz, District seat #7
Mr. Robert Hallford, Alternate B

Platting Board members absent were:

Staff in attendance:

Mr. Fred Wagner, Platting Officer
Ms. Kayla Smith, Platting Board Clerk
Mr. Matthew Goddard, Platting Technician
Mr. Chris Curlin, Platting Technician
Mr. Wyatt Anderson, Platting Technician

B. THE PLEDGE OF ALLEGIANCE

Platting Member McBride led the pledge of allegiance.

C. APPROVAL OF THE AGENDA

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

Discussion ensued.

MOTION: Platting Member Liebing made motion to approve the Agenda. Platting Member McBride seconded.

VOTE: The Agenda was approved unanimously.

2. APPROVAL OF MINUTES

- April 17, 2025.

MOTION: Platting Member Kreger made motion to approve April 17, 2025 Minutes. Platting Member Liebing seconded.

VOTE: The Minutes were approved unanimously.

3. AUDIENCE PARTICIPATION & PRESENTATIONS

PERSONS TO BE HEARD (Three minutes per person for items not scheduled for public hearing)
(None)

4. UNFINISHED BUSINESS

(None)

5. RECONSIDERATIONS/APPEALS

(None)

6. PUBLIC HEARINGS

- A. **ROCKIN ELK:** The request is to create 4 lots from Parcel 3, MSB Waiver Resolution 91-10-PWm (Recorded as 91-57W),(Tax ID# 17N02E14D012) and dedicate a 2,752.92 Square Foot Public Use Easement, to be known as Rockin Elk, containing 9.58 acres +/- . The property is directly east of S. Rock Ridge Road, and directly east of E. Northbridge Road; within the SE ¼ Section 14, Township 17 North, Range 2 East, Seward Meridian, Alaska. In the Butte Community Council and Assembly District #1.(*Petitioner/Owner: Sally Weiland / Todd Weiland / Larry Weiland Living Trust, Staff: Chris Curlin, Case #2025-036*)

Chair Traxler read the statement regarding Ex-Parte & Interest on quasi-judicial action into the record.

Kayla Smith provided the mailing report:

- Stating that 46 public hearing notices were mailed out on April 7, 2025.

Staff gave an overview of the case:

- Staff recommends approval with 6 conditions and 5 findings of facts.

Chair Traxler invited the petitioner/petitioner's representative to give an overview.

The petitioner's representative, Craig Hanson chose not to speak.

Chair Traxler opened the public hearing for public testimony.

There being no one to be heard Chair Traxler closed the public hearing and

invited the petitioner and/or the petitioner's representative to further discuss and answer any questions from the Board.

The petitioner's representative spoke.

MOTION: Platting Member Liebinger made a motion to approve the preliminary plat of Rockin Elk. Platting Member Kreger seconded the motion.

Discussion ensued.

VOTE: The motion passed without objection.

- B. BELLA RIDGE MSP:** The request is to create 48 lots and 1 tract by a three phase master plan from Lot 4, Penn Jersey Estates, Plat #2022-101, to be known as Bella Ridge MSP, containing 93.58 acres +/- . Dedication and construction of Internal roads is being proposed to serve as access for all lots. The property is located south of W. Parks Highway, north of Lucille Creek, and directly east of S. Ridgecrest Road (Tax ID # 8312000L004); within the W ½ Section 17, Township 17 North, Range 02 West, Seward Meridian, Alaska. In the Meadow Lakes Community Council and in Assembly District #5. (*Petitioner/Owner: Pink Flamingo, LLC, Staff: Matthew Goddard, Case #2025-038*)

Chair Traxler read the statement regarding Ex-Parte & Interest on quasi-judicial action into the record.

Kayla Smith provided the mailing report:

- Stating that 154 public hearing notices were mailed out on April 7, 2025.

Staff gave an overview of the case:

- Staff mentions that Conditions of Approval have been updated to change phrasing in Condition of Approval 7 (j) "Drainage improvements" to "Drainage basins"
- Staff recommends approval with 10 conditions and 7 findings of facts.

Platting Member Liebinger had questions for staff.

Chair Traxler invited the petitioner/petitioner's representative to give an overview.

The petitioner's representative, Gary LoRusso spoke.

Chair Traxler opened the public hearing for public testimony.

There being no one to be heard Chair Traxler closed the public hearing and invited the petitioner and/or the petitioner's representative to further discuss and answer any questions from the Board.

The petitioner Maxwell Sumner spoke.

MOTION: Platting Member Liebing made a motion to approve the preliminary plat of Bella Ridge MSP. Platting Member Salmon seconded the motion.

Discussion ensued.

MOTION: Platting Member Liebing moved to amend Condition of Approval 7 (j). Platting Member Salmon seconded.

VOTE: The motion passed without objection.

VOTE: The main motion passed without objection.

- C. **NORTH VILLAGE MSP**: The request is to create 46 lots by a five phase master plan from Tax Parcel B19, created by Warranty Deed recorded at 2010-013191-0, to be known as North Village MSP, containing 39.99 acres +/- . The proposed design will utilize the City of Palmer water system. The property is located east of N. 49th State Street, north of E. Palmer-Wasilla Highway, and directly north of W. Bogard Road (Tax ID# 18N01E36B019); within the NW ¼ Section 36, Township 18 North, Range 01 East, Seward Meridian, Alaska. In the Farm Loop Community Council and in Assembly District #2. (*Petitioner/Owner: WM Construction, LLC, Staff: Chris Curlin, Case #2025-040*)

Chair Traxler read the statement regarding Ex-Parte & Interest on quasi-judicial action into the record.

Kayla Smith provided the mailing report:

- Stating that 79 public hearing notices were mailed out on April 7, 2025.

Staff gave an overview of the case:

- Staff recommends approval with 13 conditions and 9 findings of facts with the exception of Condition of Approval 6 (k) since it does not apply to this subdivision.

Platting Member Chiavetta had questions for staff.

Chair Traxler invited the petitioner/petitioner's representative to give an overview.

The petitioner's representative, Craig Hanson chose not to speak.

Chair Traxler opened the public hearing for public testimony.

The following persons spoke:

- Debbie Tuomi

There being no one else to be heard Chair Traxler closed the public hearing and

invited the petitioner and/or the petitioner's representative to further discuss and answer any questions from the Board.

The petitioner's representative spoke.

MOTION: Platting Member Liebing made a motion to approve the preliminary plat of North Village MSP. Platting Member Kreger seconded the motion.

Discussion ensued.

MOTION: Platting Member Liebing made motion to remove the Condition of Approval 6 (k). Platting Member Kreger seconded.

VOTE: The motion passed without objection.

VOTE: The main motion passed without objection.

7. ITEMS OF BUSINESS & MISCELLANEOUS
(None)

8. PLATTING STAFF & OFFICER COMMENTS

A. Adjudicatory (*if needed*)

B. Upcoming Platting Board Agenda Items

Platting Officer, Fred Wagner informed the board of upcoming items:

- We have no cases scheduled for the May 15th Platting Board.
- There are 3 cases scheduled for June 5, 2025 Platting Board so far.
 - Ermine Lake Tract C
 - Cooper Woods Phase 1 Lot 16 B
 - Secon PUE

Wyatt Anderson addressed the Board and let them know he's enjoyed working here.

9. BOARD COMMENTS.


- Chiavetta will not here for the June meeting

10. ADJOURNMENT

With no further business to come before the Platting Board, Chair Traxler adjourned the meeting at 1:43 PM.


MICHELLE TRAXLER
Platting Board Chair

ATTEST:


KAYLA SMITH
Platting Board Clerk

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MATANUSKA-SUSITNA BOROUGH
TALKEETNA SEWER & WATER BOARD

for
SERVICE AREA NO. 36

Andrew Haag, Chair
James Kellard

Jane Steere, Vice Chair

Ryan Sheldon
Vacant

MINUTES

REGULAR MEETING

Talkeetna Public Library
24645 Talkeetna Spur Road
Talkeetna, AK 99676

Microsoft Teams
Meeting ID: 219 084 064 569
Passcode: Rwkjk6

May 7, 2025
1:01pm-1:15pm

I. CALL TO ORDER

This regular meeting of the Talkeetna Sewer & Water Board for Service Area No. 36 was held on Wednesday, May 7, 2025 at the Talkeetna Public Library at 24645 Talkeetna Spur Road in Talkeetna, Alaska and via Microsoft Teams. The meeting was called to order at 1:01pm by Jane Steere.

II. ROLL CALL

Talkeetna Sewer & Water Board members present and establishing a quorum were:

Mr. Andrew Haag – absent
Ms. Jane Steere – present and on-time
Mr. Ryan Sheldon – present and on-time via Teams
Mr. James Kellard – present and on-time

Also in attendance:

Chad Fry, O&M Division Manager

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III. APPROVAL OF AGENDA

Motion to adopt the agenda by James Kellard. Seconded by Ryan Sheldon.

No changes, agenda approved as presented.

IV. APPROVAL OF MINUTES OF PRECEDING MEETINGS

A. Regular Meeting:

Minutes for the April 2, 2025, regular meeting were reviewed by the Board.

Motion to approve the minutes by James. Seconded by Ryan.

No objections, minutes approved as presented.

V. STAFF REPORT

A. TSW Supervisor (Amanda Fleming)

- Wastewater plant online 5/6/25 – going well
- Staff de-winterized and inspected all the hydrants (normally performed by the Fire Department). Several maintenance items planned for this summer including permanent identifier wands to mark the hydrants.
- Added some new sites to our Lead and Copper Service Line Inventory increasing the total number of services which increases the total reimbursement grant monies received (approximately \$40,000)
- Interrupted Service accounts are mostly online with the rest online within the next month
- Next month, MSB Sales & Excise Tax representative will be attending June meeting

B. MSB Engineer (Mike Campfield) – absent, update presented by Amanda

- The Request for Proposal (RFP) for the water upgrades is still on standby for land acquisition. Land Management, ROW, and PD&E are handling that process.
- Water Condition Assessment end of May/early June. This project is less invasive than the sewer inspection last summer. This assessment will determine the pipe thickness of the distribution piping and potentially identify any mainline leaks. This information will be used to determine the timeline for line replacement and repairs.
- The Congressional Directing Spending project plan was re-scoped to be more generalized to include repairs on the distribution lines as well as the water storage tank and headworks project. Now pending a grant agreement to come to the MSB.

VI. AUDIENCE PARTICIPATION

A. None

VII. UNFINISHED BUSINESS

- A. **Service Area Rule & Rate Changes** – Amanda has been tracking new rates to current usage since January. Sales Tax revenues slightly increased with the new rates. Water revenues are slightly increased as well whereas the sewer revenues are decreased since base rates are lower. Summer revenues will likely show greater increases. Select fees and account changes aren't well reflected in those numbers.

Sales Tax is only charged to commercial accounts. Non-profits and other tax-exempt accounts are not charges sales tax.

- B. **Public Input Meeting** – no update
- C. **Budget Preparations for FY26** – Assembly has not adopted the budget yet. However, there are no changes proposed to the Talkeetna Sewer & Water budget currently.

VIII. NEW BUSINESS

- A. None

IX. COMMENTS FROM THE BOARD

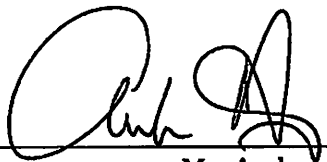
- A. Ryan – will be back in person for the next meeting and thanks everyone for accommodating his remote work.

X. NEXT MEETING

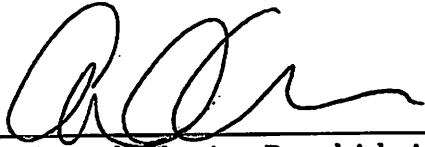
- A. Regular Meeting: June 4, 2025, 1:00pm, Talkeetna Public Library & Teams

XI. ADJOURNMENT

Motion to adjourn the meeting by James. Seconded by Ryan.
Meeting adjourned at 1:15pm.


Mr. Andrew Haag, Chair

ATTESTED:

A handwritten signature in black ink, appearing to be 'A. Fleming', written over a horizontal line.

Ms. Amanda Fleming, Board Administrative Support

RECEIVED

JUL 02 2025

CLERKS OFFICE

Trapper Creek Community Council

Minutes

6:30PM Thursday, May 15, 2025

Trapper Creek Community Center Mile Post 115.2 George Parks Highway.

Turn onto E Trapper Creek Park Circle

PO Box 13021 Trapper Creek AK 99683

Telephone Conference (907)-373-2663 Enter Code: 991090#

- I. **Call to Order- 6:30pm**
- II. **Pledge of Allegiance**
- III. **Determination of Quorum- yes 7 members**
- IV. **Board Members in Attendance- Jason Krege, Michael Volin, Degosh Reed, Dave Ritenburgh, Jeff Spotts, Thomas Amalfitano, via teleconference: Kim Torbick**
- V. **Others in Attendance- Steve Strong Jr, Brad Roberts, Emerson Kruger, Isaac Garner, Alma Garner, AJ Garner, via teleconference: Ken Barkley, Kevin McCabe, Randy Crosby, Jennie Earles Goetsch, Ruth Reeder, Donna Massay, Kevin McCabe, Michelle LaRose**
- VI. **Approval of May Agenda- approved**
- VII. **Minutes of the Regular April Meeting- Jason read the minutes. Jeff made a motion to approve them, Degosh seconded. The board voted, all approved**
- VIII. **Borough Assembly Report (if current Representative has reached out)- none**
- IX. **Treasurer Report – Report given by Degosh. With the recent deposit from the Borough for CAP funding of \$31,578.00, the bottom line is \$38,366.98. Jason spoke about allocating \$578.00 from CAP funds for Council expenses. Jason suggested obtaining a debit card to use for operating expenses, Jeff made a motion to get a card, Dave seconded. The board voted, all approved. Jennie voiced concern about debit card fraud. Jason responded the system has an alert feature to get a text/email/call about any charges made with the card. Jennie also asked about conditions for CIP funding due August 1. Council will disseminate the application via social media.**
- X. **Community Reports**
 - A. **TCCSA Water Committee- The Trapper Creek Water Point has dispensed 378,604.95 gallons to date. All is going well.**
 - B. **Trapper Creek Volunteer Fire Department-no report. Ken Barkley mentioned that he wants to talk with the FD about a community text for emergencies.**
 - C. **CERT Team- Mike spoke about the ongoing recruitment currently underway.**
 - D. **Youth Council Liaison- they are looking for instructors to teach classes this summer.**
- XI. **Correspondence/Current Mail**
 - A. **Email from Matanuska-Borough Planning Commission - Agenda for their regular meeting May, 19 2025**

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ack

XII. Public Forum

- A. Curry Ridge Riders- Michelle LaRose spoke on behalf of the Curry Ridge Riders. They have outgrown their land area to store their equipment. She wanted to use the CIP funding to create a gravel area and storage for their equipment.
- B. Emerson Kruger from Mat-Su borough provided an update about the gravel extraction. He outlined that no trails would be compromised and every effort would be made to properly clean up the area. Barriers with gates would be put in place to discourage dumping of garbage. Mr. Kruger went on to present a program for firewood harvest that is now being considered. It would be located on Petersville road just west of Moose Creek near Trail Ridge Road. The program would entail a \$25.00 fee for a permit. \$25.00 per cord for birch, beetle kill spruce is free. He urged residents to look for places to recommend to the boro to harvest firewood.
- C. Randy Crosby expressed disappointment in the Boroughs methods and lack of information being distributed regarding the proposed MSB gravel extraction at MP 128. He also brought up that there is no public access to the Chulitna River. Randy had concerns about expansions and the lack of Rep. Ron Bernier's representation. Mike mentioned that Mr. Bernier since July 2023 has only attended one Council meeting and telephoned in only twice.

XIII. Unfinished Business

- A. TCCC Proposed Boundary Update- we will no longer be pursuing a change to the current boundary. There is a community council forming on Oilwell Road, in the area that we were intending to include within our boundary. There is also a group hoping to form a Petersville Community Council. Hopefully we can work together with these councils in the future.

-Donna Massay gave an update on the Great Oilwell Road community council that is forming.

- B. Speed Limit – Jason will reach out to Kevin McCabe and see if there is any update on their end. We haven't heard anything from the DOT yet.


XIV. New Business

- A. Cap Funding – Total Cap funding available is \$31,578. Council will use the \$578 for operating expenses. The remaining \$31,000 will be available to the community organizations to apply for and then the community will vote on it. The organization with the most votes will receive full funding, and then the 2nd and 3rd will split partial funds. Voting dates TBA.
- B. Bi-annual report paperwork was given to Degosh to be submitted by July 2nd.
- C. Michelle made a suggestion in regards to the borough assembly. She suggests going to the assembly meetings which are open to the public. You can request to be on the agenda and they will allow you to speak, but the meetings take place in Palmer.

D. Dave spoke about a program for people who need firewood. Several ideas were floated and discussion to be continued.

XV. **Meeting Adjourned:** Jeff Spotts made a motion to adjourn, Tommy seconded it. Meeting adjourned at 8:04pm

Date of Next Regular Meeting: 6:30PM Thursday, June 19, 2025


Jason Kresge, Chairman

6/19/25
Date


Kim Torbick, Secretary

6/19/25
Date

RECEIVED
JUN 19 2025
CLERKS OFFICE

MATANUSKA-SUSITNA BOROUGH WATER & WASTEWATER ADVISORY BOARD

Bob Walden, P.E. Chair
Terry Gorlick
Dan Tucker

Danny Noland, Vice Chair
Gina Jorgensen

Amanda Fleming
Matthew Midgett

MINUTES

REGULAR MEETING

March 19, 2025

MSB Assembly Chambers
350 E. Dahlia Ave
Palmer, AK 99645

2:30 p.m.

I. CALL TO ORDER

This regular meeting of the Matanuska-Susitna Borough (MSB) Water and Wastewater Advisory Board was held on Wednesday, March 19, 2025 at the DSJ Building at 350 East Dahlia Avenue in Palmer, Alaska. The meeting was called to order at 2:45 p.m. by Mr. Bob Walden, P.E.

II. ROLL CALL AND DETERMINATION OF A QUORUM

Water and Wastewater Advisory Board members present and establishing a quorum were:

Mr. Bob Walden, P.E. - present

Mr. Danny Noland - present

Ms. Amanda Fleming - present

Mr. Terry Gorlick - present

Ms. Gina Jorgensen - present

Mr. Matthew Midgett - present

Mr. Dan Tucker - present

III. APPROVAL OF AGENDA

The agenda for this meeting was approved with a correction to the title of agenda item XII. The title got changed from June 18, 2025, 2:30 p.m., Have HDL give an update on Water Inner connect to June 18, 2025, 2:30 p.m., Have HDL give an update on Water Interconnect.

Motion to adopt the revised agenda by Mr. Dan Tucker.

VOTE: No objections. The agenda was approved with the correction noted.

IV. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by Mr. Bob Walden, P.E.

OPR
cm

VI. APPROVAL OF MINUTES OF PRECEDING MEETING

A. December 11, 2024 (regular meeting)

Minutes for the December 11, 2024, regular meeting were reviewed by the Board.

Motion to approve the minutes as presented by Mr. Terry Gorlick.

VOTE: The minutes were approved without objection.

VII. AGENCY AND STAFF REPORTS

A. City of Wasilla – Mr. Bob Walden, P.E., Public Works Deputy Director

The City of Wasilla (COW) informed the Board about the recent installation and commissioning of three microturbines at the Spruce Water Tower, aimed at increasing independence from MEA and going off-grid. The COW expects it will take seven years to recover the cost of the project, which totaled just over 1 million USD. Mr. Walden provided an update to the Board on the positive progress of the water connection project. The COW is still working with the Corps of Engineers to obtain a permit for discharging into the wetlands and upgrading the facility. Stantec is serving as the engineering contractor for the project.

B. City of Palmer – Mr. Matthew Midgett

The City of Palmer (COP) is continuing work on the booster station to ensure water is flowing to Colony High School by May. However, Colony may not be connected to the system by that time, as this depends on the School District's timeline. The COP has received funding from the State Revolving Fund (SRF) to begin upgrading several plants.

C. City of Houston – Gina Jorgensen

The City of Houston had nothing to report.

D. Matanuska-Susitna Borough – Ms. Amanda Fleming

Ms. Fleming mentioned that a Request for Proposal (RFP) has been prepared for a water system upgrade, including a storage tank for Talkeetna Sewer and Water. However, the RFP is currently on hold until the final Right-of-Way acquisitions from the Alaska Railroad Company are confirmed. This summer, Stephl Engineering will conduct a water condition assessment. The Talkeetna facility is currently down to two operators, but a new operator will begin this coming Monday.

Additionally, the MSB Assembly approved and adopted rate changes and updated Service Area rules last December. These changes include a requirement for commercial customers to install grease traps within a one-year grace period. Additional fees will be imposed for improper discharge, particularly from restaurants or hangars, which are the two main sources of concern.

VIII. PRESENTATION

There was no presentation.

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

None.

X. UNFINISHED BUSINESS

A. Review minutes of the March 11, 2025, Assembly Meeting concerning the Water Setback Advisory Board's proposed changes

The Board reviewed the PowerPoint presentation and draft ordinance from the March 11, 2025, Joint Assembly and Planning Commission Meeting regarding the waterbody setback issue. The proposed legislation includes changes to the water setback distances, increasing them from 45 feet to 75 feet, with several stipulations attached.

XI. NEW BUSINESS

A. Updates on next steps on water quality monitoring

XII. INFORMATIONAL HANDOUTS AND COMMUNICATIONS

None.

XIII. COMMENTS FROM THE BOARD

Mr. Terry Gorlick: Wished everyone a pleasant spring and reminded everyone to be mindful of fire season.

Ms. Amanda Fleming: Mentioned that she has been on the board for a year and recalled that at her first meeting, many members expressed a desire to continue addressing the sewage issue. She now wants to revisit this topic more frequently. She is still facing challenges with her facility's ability to transport waste for further treatment in Anchorage, which is costly. She concludes there is still a significant need to address the waste disposal issue.

Mr. Matthew Midgett: Agreed with Ms. Amanda Fleming, and he noted that this issue will likely fall under the responsibility of the COW or COP, as the MSB is not taking action on septage.

Mr. Dan Tucker: Thanked Ms. Amanda Fleming for reminding the Board of its primary purpose and responsibility.

Ms. Gina Jorgensen: No comment.

Mr. Danny Noland: Agreed with Ms. Amanda Fleming and expressed that he continues to face the same issues: slicks, traffic, and excessive fees. His company pays over \$200,000 in disposal fees to Anchorage. He emphasized the need to return to the Board's original purpose—finding a solution for the Valley's septic problems. While he is aware of the Board's name change, he encouraged members to focus on the original mission, or else he feels his role as a Board member might become obsolete.

Mr. Bob Walden, P.E.: Highlighted the importance of addressing both waste and water, reminding the Board that both issues need to be discussed. He also agreed that the responsibility for this issue seems to fall on the COW and COP since the MSB is not stepping in to address land or other opportunities. Mr. Walden suggested that MSB staff should attend the Board's meetings as audience members, and he and Ms. Fleming could reach out to MSB staff who should be involved. He also recognized the differing needs between piped and trucked wastewater systems.

XIV. NEXT MEETING

A. June 18, 2025, 2:30 p.m., MSB Assembly Chambers

XV. ADJOURNMENT

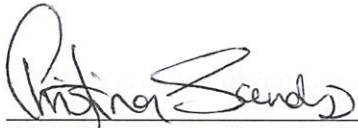
Motion to adjourn the meeting by Mr. Terry Gorlick

The meeting was adjourned at 3:18 p.m.



Mr. Bob Walden, P.E. Chair

ATTESTED:



Christina Sands, Board Administrative Support

Attachment 1 -

**Joint Assembly and Planning Commission
Presentation (3/11/25)**



JOINT ASSEMBLY

PLANNING COMMISSION

March 11, 2025

PLANS/PROJECTS

Moving Forward



Sub-Area Solution Studies (SASS)



Fuller Lake Management Plan



Transit



Historic Preservation Plan Update



Community Cleanup



Enterprise Software Update (Tyler)



Official Streets & Highway Plan (OSHP)



MSB Fish & Wildlife Commission



Alaska Clean Water Actions Grant (ACWA)



South Knik River CC (SpUD)



Borough-Wide/Community Comp Plans



Capital Improvement Program (CIP)



Corridor Access Management Plan (CAMP)



Community Council Boundary Updates

PLANNING OVERVIEW

Assembly Directed Code Changes



CODE	DESCRIPTION	SPONSOR	ASSEMBLY PUBLIC HEARING
17.60	Homeless Shelter CUP	Sumner	July 2025
17.55	Setback Amendments	Assembly	TBD
17.XX	Large Lot Single Family Residential District	Hale	August 2025
17.60	Mobile Home Park CUP	Nowers/McKee	August 2025
15.25	SpUD/Comp Plan Process	Hale/Gamble	September 2025
17.05	Essential Services Utilities Standards	Gamble/Hale	TBD
17.73	Overhaul of Multi-Family Code	Sumner	TBD
17.59	Standardize Definitions for Lake Management Regulations	Hale	TBD
Title 43	Identification of Sink Holes in Platting Process	Nowers	September 2025
17.73	Multi-Family Platting Link	Nowers	TBD
17.23	Port Development Permit Repeal	Gamble	September 2025

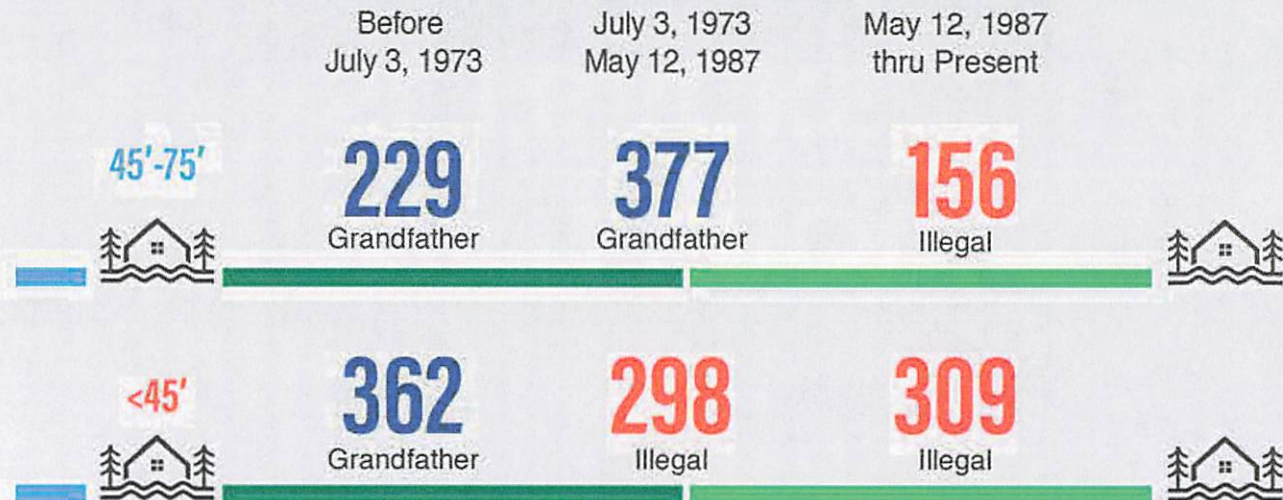


WATERBODY SETBACKS



CURRENT STATE

Setback Violations on Lakes



STRUCTURES BUILT WITHIN 75'

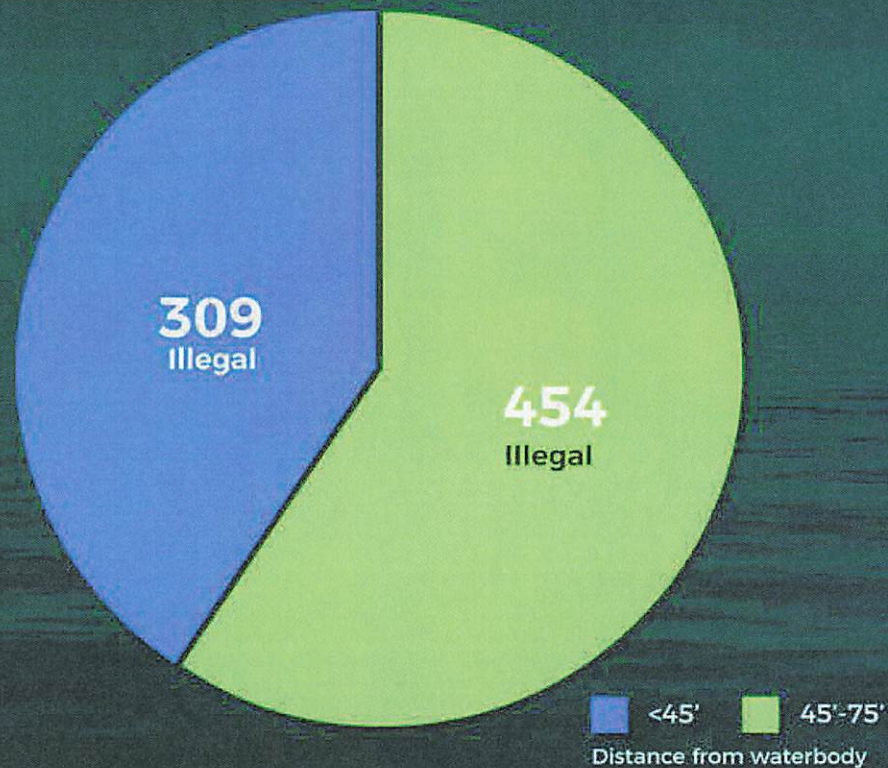
1987- Present

Lakes Only

763

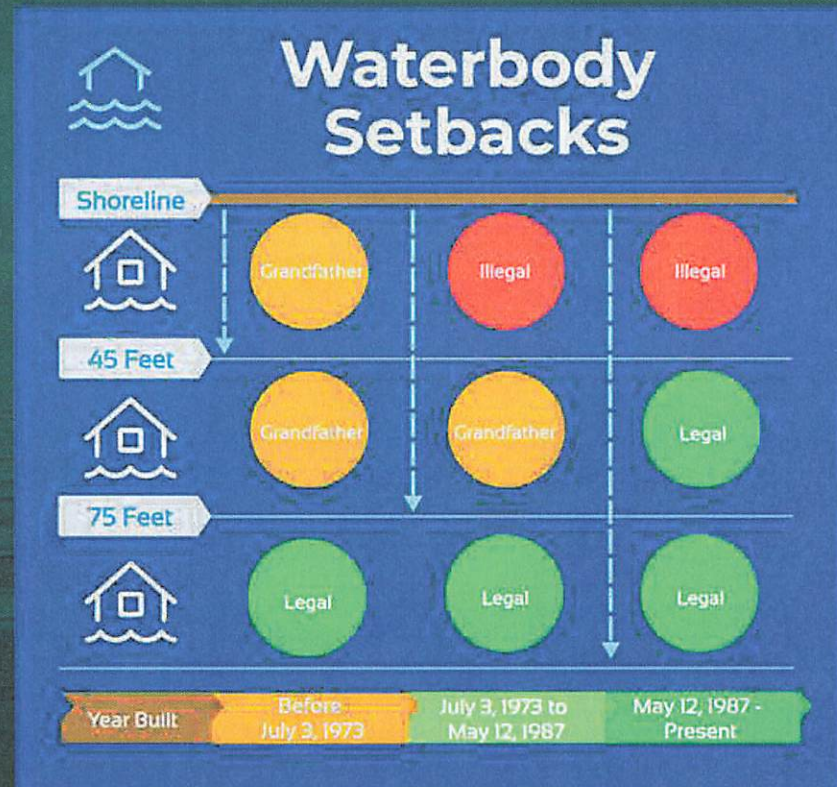
22%

On Big Lake



MSB HISTORY

Setback Regulations



TIMELINE



01 MARCH 2023

Planning Commission recommends failure of ordinance eliminating waterbody setback

02 MAY 2023

Assembly directs staff to work with Planning Commission on amendments to waterbody setback

03 JUNE 2023

Planning Commission opposes the ordinance allowing structures to go within 75 feet so long as certain engineering standards to protect water quality are applied.

04 JULY 2023

Assembly unanimously defeats ordinance allowing structures to go within 75 feet so long as certain engineering standards to protect water quality are applied.

05 AUGUST 2023

Waterbody Setback Advisory Board is established (OR 23-079)

06 SEPTEMBER 2024

Waterbody Setback Advisory Board extended to March 18, 2025

ADVISORY BOARD



Board Membership:

- Design, Constructing Stormwater Abatement (2)
- Home Builder, Lending, Real Estate
- Mat-Su Salmon Habitat Partnership
- MSB Fish & Wildlife Commission
- MSB Planning Commission
- At-Large (3)

ADVISORY BOARD



Topics of Discussion:

- Code compliance overview
- Mandatory land use Permit overview
- Analysis of existing setback violations
- Financing and sale of illegal structures
- 1998 Setback Analysis
- Review of riparian buffer ordinance
- Non-point source pollution, riparian buffers, fish habitat, and water quality
- In-depth review: MSB 17.65 - Variances
- In-depth review: MSB 17.55 - Setbacks & Screening Easements
- In-depth review: MSB 17.80 - Nonconforming Structures
- Recommended changes to MSB 17.55 and MSB 17.80



TIMES MET

22

48

TOTAL
HOURS



WSAB RECOMMENDATIONS

Clarification & Cleanup

- Deleted unnecessary/outdated language
- Clarifies intent
- Clarifies which homes qualify for pre-existing legal nonconforming status

WSAB RECOMMENDATIONS

New general standards near a waterbody



- Kennels, stables, and animal yards no closer than 100 feet
- Stormwater controls for commercial or industrial parking areas within 75 feet
- Storage of liquid hazardous substances within 75 feet requires secondary containment
 - Existing facilities have 5 years to remove or retrofit
- Prohibited within 25 feet
 - Removal of riparian buffer (50%)*
 - Storage of solid waste including debris and animal yard waste
 - Stockpiling of snow
 - Application of fertilizer or herbicides
 - Paved parking areas

WSAB RECOMMENDATIONS



Land Use Permit

- Required for all "ground-disturbing activities" within 75 feet of water
- Ensures compliance with general standards
- Impervious surface cap of 20%*

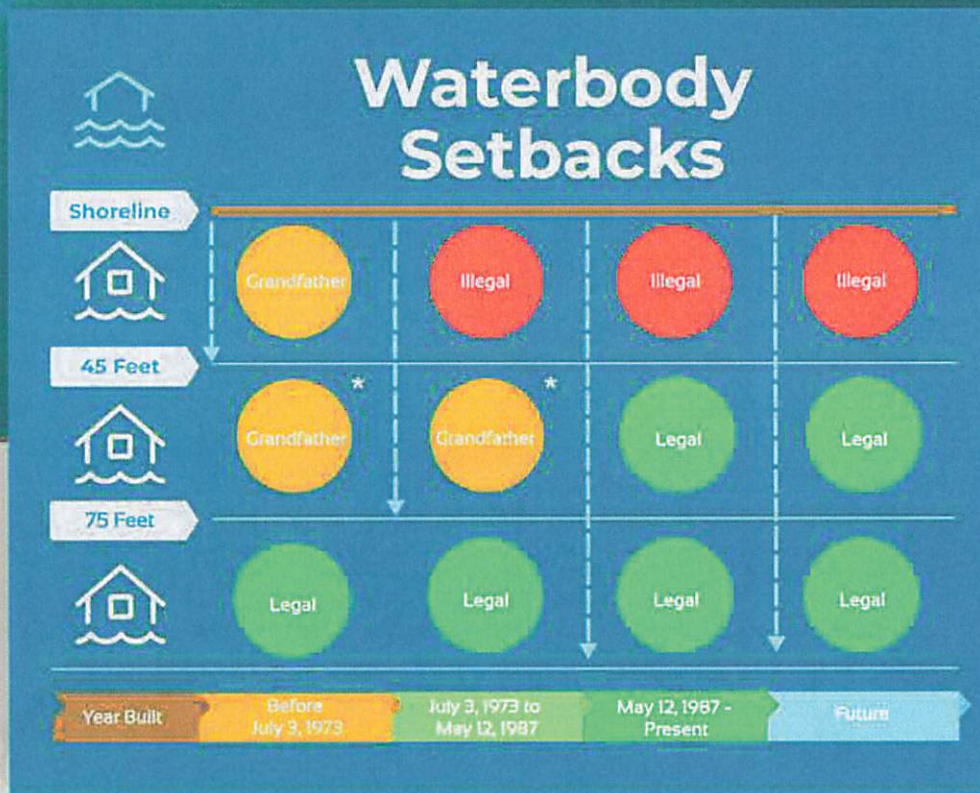
WSAB RECOMMENDATIONS



Homes allowed between 45' - 75' of standing water with the following restrictions

- Land Use Permit prepared by "qualified professional"
- Identification of current and proposed drainage patterns
- Runoff pollution mitigation measures
- Maintain the pre-development function of wetlands
- Landowner responsible for maintenance of mitigation measures

WSAB RECOMMENDATIONS



WSAB RECOMMENDATIONS



Variance

- No longer allowed within 45 feet of a water body
- Results in de facto prohibition of variances near lakes

WSAB RECOMMENDATIONS



Enhanced Enforcement

- Additional staff to patrol waterbodies
- Early detection of water body development

WSAB RECOMMENDATIONS



Habitat Protection Tax Incentive

- Recommend exploration of tax incentive for development near water bodies
- Encourages activities that protect and restore shoreline habitat
- This type of tax credit is allowed by State law and is being used within the Kenai Peninsula Borough

THANK YOU



Alex Strawn
Planning Dept Director



alex.strawn@matsugov.us



(907) 861-7850



Attachment 2

Planning Commission - Meeting Packet (3/12/2025)



MATANUSKA-SUSITNA BOROUGH

Planning and Land Use Department

350 East Dahlia Avenue • Palmer, AK 99645

Phone (907) 861-7822 • www.matsugov.us

WATERBODY SETBACK ADVISORY BOARD AGENDA

Edna DeVries, Mayor

Michael Brown, Borough Manager

CJ Koan, (Vice-Chair) Planning Commission
Kendra Zamzow, MSB Fish and Wildlife
Matthew LaCroix, Mat-Su Salmon Habitat Partnership
Tim Alley, Design & Construct Stormwater Abatement Background
Bill Klebesadel, Design & Construct Stormwater Abatement Background
William Haller, Home Builder, Lending, Real Estate Background
Carl Brent, At-Large
Bill Kendig (Chair), At-Large
Jeanette Perdue, At-Large

Support Staff: Alex Strawn, Planning & Land Use Director

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

Location:
*Lower Level Conference Room of the
DSJ Building
350 E. Dahlia Ave., Palmer*

REGULAR MEETING

5:00 P.M.

March 12, 2025

Ways to participate in the meeting:

IN PERSON: You will have 3 minutes to state your oral comment.

IN WRITING: You can submit written comments to Alex Strawn at Alex.strawn@matsugov.us and Lacie Olivieri at Lacie.olivieri@matsugov.us. Written comments are due at noon on Friday prior to the meeting.

REMOTE PARTICIPATION VIA MICROSOFT TEAMS:

Meeting ID: 238 371 884 983

Passcode: 36ZU2uH6

Or

Dial in by phone: 907-290-7880

Phone conference ID: 527 595 020#

- I. CALL TO ORDER, ROLL CALL, AND DETERMINATION OF QUORUM
- II. APPROVAL OF AGENDA
- III. PLEDGE OF ALLEGIANCE

- IV. APPROVAL OF MINUTES: Regular Meeting: March 5, 2025
- V. AUDIENCE PARTICIPATION (*three minutes per person for items not scheduled for public hearing*)
- VI. ITEMS OF BUSINESS
- A. Draft Ordinance - AN ORDINANCE OF THE MATANUSKA-SUSITNA BOROUGH ASSEMBLY AMENDING MSB 17.02 MANDATORY LAND USE PERMIT, MSB 17.55 – SETBACK AND SCREENING EASEMENTS, MSB 17.65 VARIANCES, MSB 17.80 NONCONFORMING STRUCTURES AND MSB 17.125 DEFINITIONS.
- VII. AUDIENCE PARTICIPATION
- VIII. BOARD MEMBER COMMENTS
- IX. ADJOURNMENT



MATANUSKA-SUSITNA BOROUGH WATERBODY SETBACK ADVISORY BOARD MINUTES

REGULAR MEETING

5:00 P.M.

March 5, 2025

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

The Waterbody Setback Advisory Board's regular meeting was held on Wednesday, March 5, 2025, at 350 E. Dahlia Avenue, Palmer, Alaska. Chair Bill Kendig called the meeting to order at 5:00 p.m.

Members present; #7 – Matthew LaCroix, Kendra Zamzow, C.J. Koan, Bill Klebesadel, Bill Kendig, Jeanette Perdue, Carl Brent, Tim Alley @ 5:09

Members absent/excused; #2 – Bill Haller

II. APPROVAL OF AGENDA

CJ Koan moved to approve the agenda. The motion was seconded by Carl Brent. The agenda is approved without objection.

III. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by CJ Koan.

IV. APPROVAL OF MINUTES: Regular Meeting: February 26, 2025

CJ Koan moved to approve the minutes. The motion was seconded by Jeanette Perdue. The February 26, 2025 minutes were approved without objection.

V. AUDIENCE PARTICIPATION

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

VI. STAFF REPORT

Alex Strawn, Planning and Land Use Director, introduced the Borough Attorneys, Erin Ashmore and John Aschenbrenner.

VII. ITEMS OF BUSINESS

- A. Draft Ordinance – **A DRAFT ORDINANCE TO BE PRESENTED TO THE ASSEMBLY AMENDING MSB 17.55 TO ALLOW STRUCTURES TO BE CONSTRUCTED WITHIN 75 FEET OF A WATERBODY, SO LONG AS CERTAIN ENGINEERING STANDARDS TO PROTECT WATER QUALITY ARE APPLIED**

Tim Alley moved to approve Section 12 (17.02.050 Additional Required Standards For Specific Circumstances). The motion was seconded by CJ Koan.

Tim Alley moved an amendment to 17.02.050 (A)(3) to add an a and b that states “(a) two feet from the bottom of any basin or swale to the seasonal high water table or; (b) maintain existing undisturbed vegetated surface as the bottom of the basin or swale and no standing water during high-water periods of the year from April 1- September 30; and” the motion was seconded by Bill Klebesadel. Discussion ensued.

The amendment passed without objection.

Kendra Zamzow moved to add “Current runoff pollution mitigation measures or” throughout Section 12. The motion was seconded by Tim Alley.

The motion passed without objection.

Bill Klebesadel moved to approve section 12 as amended. The motion was seconded by CJ Koan.

The motion passed without objection.

Tim Alley moved an amendment to remove the text after “chapter” in Section 12 (E). The motion was seconded by Kendra Zamzow.

The motion passed without objection.

Tim Alley moved to approve the changes in Section 13 (17.65.020 (B)). The motion was seconded by Bill Klebesadel.

The motion passed without objection.

The Attorneys suggested changing Adjacent to adjoining.

Kendra moved an amendment to change adjacent to adjoining. The motion was seconded by CJ Koan.

The Attorneys withdrew their suggestion.

Kendra withdrew her amendment.

Matt LaCroix moved an amendment to change the language in Section 13 (B) to “a variance from the waterbody setback requirement in MSB 17.55.020(A) may not be granted if the location of the proposed structure is;” and delete (1) and (2) and change (a) and (b) to (1) and (2). The motion was seconded by Tim Alley.

The amendment passed without objection.

The Main motion passed as amended without objection.

Bill Klebesadel moved to approve the changes as shown in the staff revision in Section 14 (17.80.020 Legal Nonconforming Structures). The motion was seconded by Carl Brent.

The motion passed without objection.

Matt Lacroix moved an amendment to remove “Are legal non-conforming structures” in Section 14 (A) 1 (a). The motion was seconded by Carl Brent.

The amendment passed without objection.

Matt LaCroix moved a secondary amendment to add “Provided they are not enlarged or altered after the date of adoption of this sub-paragraph”. The motion was seconded by Kendra Zamzow.

The secondary amendment passed without objection.

CJ Koan moved to accept the date change. The motion was seconded by Kendra Zamzow.

The motion passed without objection.

Tim Alley moved an amendment to change “The effective date of this Section” to “The effective date of this Paragraph”. The motion was seconded by CJ Koan. The amendment passed without objection.

Bill Klebesadel moved to allow all future construction to be built within 45-75 feet as long as they follow the pollution mitigation measures. The motion was seconded by Tim Alley.

Break @ 6:30 back at 6:40

Matt LaCroix, Kendra Zamzow, and Carl Brent objected to the motion.

The motion passed with Bill Klebesadel, CJ Koan, Tim Alley, Jeanette Perdue, and Bill Kendig in favor and Matt LaCroix, Kendra Zamzow, and Carl Brent opposed.

Tim Alley moved to accept the change to the definition of riparian buffer as shown in the Staff revision. The motion was seconded by CJ Koan. The motion passed without objection.

Tim Alley moved to approve Section 15 (17.125.010 Definitions) as amended. The motion was seconded by Matt LaCroix. The motion passed without objection.

We returned to Kendra’s motion that had been postponed at the last meeting. Kendra moved to add an F to Section 7 (17.55.020 Waterbody Setbacks for Structures.) that states “buildings may be located closer than 75 feet to non-anadromous streams less than two feet in width provided they meet all state, federal, and borough regulatory standards and receive a land use permit.” The motion was seconded by Tim Alley.

The motion failed with Bill Klebesadel and Kendra Zamzow in favor and CJ Koan, Bill Kendig, Jeanette Perdue, Tim Alley, Matt LaCroix, and Carl Brent Opposed.

B. Draft Resolution - A RESOLUTION OF THE MATANUSKA-SUSITNA BOROUGH WATERBODY SETBACK ADVISORY BOARD RECOMMENDING CHANGES TO MSB 17.55 – SETBACK AND SCREENING EASEMENTS, MSB 17.02 – MANDATORY LAND USE PERMIT, AND MSB 17.65 - VARIANCES

Tim Alley moved to remove the word existing from Number 1 (Path to compliance).
The motion was seconded by Bill Klebesadel.
Discussion ensued.
The motion passed without objection.

Tim Alley moved to revise number 2 to say “to maintain the current 75-foot setback for buildings adjacent to flowing water.” and create a new number 3 for commercial and industrial, saying, “We recommend the current 75-foot setback be applied to commercial and industrial development.” The motion was seconded by CJ Koan.
The motion passed without objection.

Bill Klebesadel moved to remove “during the summer months” from number 8. Tim Alley seconded the motion.
The motion passed without objection.

Kendra Zamzow moved to adopt the resolution as amended. The motion was seconded by Bill Klebesadel.

Tim Alley moved an amendment to add a new number 9 that states, “It is recommended that a minimum 45-foot waterbody setback be maintained with no path to compliance for structures illegally built within 45 feet of a waterbody setback.”
The motion was seconded by Kendra Zamzow.
The amendment passed without objection.

The Main motion passed without objection.

VIII. AUDIENCE PARTICIPATION

Rod Hanson

IX. BOARD MEMBER COMMENTS

Matt Lacroix – No comment

Carl Brent – No comment

Bill Klebesadel – No comment

Tim Alley – Pretty big change. Make sure everyone looks over what Alex prepares before the next meeting so we can get this thing finished up.

Kendra Zamzow – No comment

Bill Kendig – No comment

CJ Koan— No comment

X. ADJOURNMENT

The meeting was adjourned at 7:45 p.m.

Bill Kendig, Chair

ATTEST:

Lacie Olivieri, Clerk

Date: _____

CODE ORDINANCE

March 10 - DRAFT

Sponsored by:
Introduced:
Public Hearing:
Action:

MATANUSKA-SUSITNA BOROUGH
ORDINANCE SERIAL NO. Choose an item. _____

AN ORDINANCE OF THE MATANUSKA-SUSITNA BOROUGH ASSEMBLY AMENDING MSB 17.02 MANDATORY LAND USE PERMIT, MSB 17.55 - SETBACK AND SCREENING EASEMENTS, MSB 17.65 VARIANCES, MSB 17.80 NONCONFORMING STRUCTURES AND MSB 17.125 DEFINITIONS.

BE IT ENACTED:

WHEREAS, the intent and rationale of this ordinance are found in the accompanying Information Memorandum No. 25-XX.

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 chapter. The title and table of contents within MSB 17.55 is hereby amended to read as follows:

CHAPTER 17.55: SETBACKS [AND SCREENING EASEMENTS]

Section

17.55.004	DEFINITIONS
17.55.005	[GENERAL] <u>PURPOSE AND INTENT</u>
17.55.010	SETBACKS <u>FROM RIGHTS-OF-WAY AND LOT LINES</u>
17.55.015	SHORELANDS; DEFINITION [REPEALED]
17.55.016	<u>WATER BODY SETBACKS FOR POLLUTION SOURCES</u>
17.55.020	<u>WATER BODY</u> SETBACKS FOR [SHORELANDS] <u>STRUCTURES</u>
17.55.040	VIOLATIONS, ENFORCEMENT, AND PENALTIES

Section 3. Amendment of Subsection. MSB 17.55.004(A) is hereby amended as follows:

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.

- "Animal waste facility" means any area or structure used to store, compost, or dispose of animal manure, animal byproducts, an animal carcass, or fish waste. The term does not include a dumpster or other closed container provided by a waste service provider.

- "Hazardous substance" means (A) an element or compound that, when it enters into or on the surface or subsurface land or water of the state, presents a danger to the public health or welfare, or to fish, animals, vegetation, or any part of the natural habitat in which fish, animals, or wildlife may be found; or (B) a substance defined as a hazardous substance under 42 U.S.C. §§ 9601 - 9657 (Comprehensive Environmental Response, Compensation, and Liability Act of 1980).

- "Ordinary high water mark" means the mark made by the action of water under natural conditions on the shore or bank of a water body [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.

- "Private pond" means a natural or constructed

water body less than five acres in size that lacks a surface connection to other waterbodies and is located entirely on property with the same ownership.

- "Pump activated fuel delivery systems" means those fuel tanks, such as for home heating oil or aviation fuel, where the tank outlet is located above the fluid level of a full tank.

- "Secondary containment" means an impermeable diked area or portable impermeable container capable of providing storage capacity for materials which may leak due to the failure, overfilling or improper draining of the primary storage container. Double-walled tanks qualify as secondary containment only where the flow piping includes leak detection coupled to an automatic shutoff valve at the tank outlet.

- "Water-dependent accessory structure" means a structure necessary to support access to or use of the water (e.g., a shed used to store boating accessories) or waterfront (e.g., a gazebo).

Section 4. Amendment of Section. MSB 17.55.005 is hereby amended as follows:

17.55.005 [GENERAL] PURPOSE AND INTENT.

(A) [THIS] The purpose of this chapter is to establish[ES] minimum structural setbacks from lot

lines, [WATER COURSES AND] water bodies, and 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.

(1) Setbacks provide for light and air, fire protection, traffic safety, preservation of privacy, stormwater management, space for utility lines, and uphold neighborhood aesthetics; and

(2) Setbacks along flowing waters minimize risks to structures from lateral channel migration and flooding.

(B) The primary purpose of 17.55.016 to 17.55.020 is to protect human health, aquatic and riparian habitat, the ecologic function of water bodies, the local economy and property values, recreation, viewshed, and quality of life.

(1) These sections establish requirements related to the development and management of lands adjoining waterbodies.

(2) Standards will reduce and minimize the discharge of pollutants to waterbodies via surface runoff and subsurface leaching.

Section 5. Amendment of Section. MSB 17.55.010 is hereby

amended as follows:

17.55.010 SETBACKS FROM RIGHTS-OF-WAY AND LOT LINES.

(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 other[-]wise 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] adjoining 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.

Section 6. Adoption of Section. MSB 17.55.016 is hereby adopted as follows:

17.55.016 WATER BODY SETBACKS FOR POLLUTION SOURCES

(A) No part of a subsurface sewage disposal system shall be closer than 100 feet from the ordinary high water mark of any water body.

(B) Kennels, stables, animal yards and animal waste facilities shall not be located closer than 100 feet from the ordinary high water mark of any water body. Drainage from kennels, stables, animal yards and animal waste facilities shall not be concentrated and directed (e.g., such as by a ditch) towards a water body. This requirement does not apply to private ponds.

(C) Paved vehicle parking areas shall not be located closer than 25 feet from the ordinary high water mark of any water body.

(1) for commercial or industrial facilities, paved vehicle parking areas within 75 feet of a water body shall demonstrate that the development standards identified in MSB 17.02.035(B) regarding stormwater runoff are met.

(D) Except as provided in subparagraph (1), all liquid hazardous substances, including petroleum fuels, oils, and lubricants, located or stored closer than 75

feet from the ordinary high water mark of any water body shall include secondary containment of at least 110 percent of the storage volume to minimize the risk of spills. All piping and valves carrying liquid hazardous substances shall have secondary containment.

(1) Pump-activated fuel-delivery systems with leak detection and auto shutoff may have a drip collection system instead of secondary containment.

(2) Refined oil fuels such as gasoline, diesel fuel, small engine fuels, etc., with an aggregate total volume of 10 gallons or less do not require secondary containment.

(3) The owners of pre-existing fixed storage facilities for petroleum fuels and other liquid hazardous substances (e.g., home heating oil tanks) shall be allowed five years from the effective date of this section to fully comply with the secondary containment requirement.

(E) The following activities are prohibited within 25 feet of the ordinary high water mark of any water body:

(1) Removing riparian buffer from more than 50 percent of the surface area except as provided in MSB 17.02.035(A)(1)(a).

(a) Dead, diseased, or fallen trees may be removed from the riparian buffer area, and pruning for vegetation health is allowed.

(2) Ground disturbing activities of more than 50 percent of the surface area.

(3) Storing or discharging solid waste, including debris, and animal and yard wastes.

(4) Stockpiling snow imported from an offsite location.

(5) The application of fertilizers or herbicides.

Section 7. Amendment of Section. MSB 17.55.020 is hereby amended as follows:

17.55.020 WATER BODY SETBACKS FOR [SHORELANDS]
STRUCTURES.

(A) Except as provided in paragraph (2) and (3) of subsection (B) of this section, no structure or footing shall be located closer than 75 feet from the ordinary high water mark of a water body [BODY OF WATER]. [EXCEPT AS PROVIDED OTHERWISE, E] Eaves may project three feet into the required setback area.

(1) Compliance with setbacks for structures adjoining waterbodies shall be based upon the location of the structure in relation to the ordinary high water

mark at the time it was constructed. Subsequent movement of the ordinary high water mark that reduces the setback distance does not create a violation under this chapter.

(2) A land use permit in accordance with MSB 17.02 shall be obtained prior to commencement of construction of structures proposed to be built between 45 and 75 feet of a lake, pond, or wetland.

(3) Habitable buildings and garages built between May 12, 1987, and the effective date of this paragraph that are within 45 and 75 feet of the ordinary high water mark of a lake, pond, or wetland are eligible for a land use permit in accordance with MSB 17.02.

(B) Docks, piers, marinas, aircraft hangars, boathouses and water-dependent accessory structures may be located closer than 75 feet of a water body and over the water body, 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] meet all state, federal, and borough regulatory standards and receive a land use permit prior to construction in accordance with MSB 17.02.

(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] adjoining a water_body and used solely for storing boats and boating accessories;

(b) be designed, constructed and oriented for primary access by boats or aircraft directly to a water_body;

(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.]

(F) A permit in accordance with MSB 17.02 is required prior to construction or placement of any structure, or any ground-disturbing activity within 75 feet of the ordinary high water mark of any water body. Section 8. Amendment of Subsection. MSB 17.02.010(A) is hereby amended as follows:

(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 **for activities within 75 feet of a water body** and directly providing regulatory information to persons proposing [DEVELOPMENT] **certain activities** within the borough outside of the cities of Houston, Palmer, and Wasilla.

Section 9. Amendment of Section. MSB 17.02.020 is hereby amended as follows:

17.02.020 LAND USE PERMIT **FOR ACTIVITIES WITHIN 75 FEET OF A WATER BODY.**

(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:

(6) construction or placement of any [BUILDING] **structure** within 75 feet of **the ordinary high water mark of** any [WATERCOURSE OR] water body; **or**

(7) ground disturbing activities within 75 feet of the ordinary high water mark of any 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.

Section 10. Amendment of Subsection. MSB 17.02.030(B)(2)(a) is hereby amended as follows:

(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] adjoining roadways;

(v) location of rights-of-way and public easements within and [ADJACENT TO] adjoining the parcel;

(vi) location and name of [ADJACENT] adjoining water bodies;

(vii) location of subsurface sewage disposal systems; [AND]

(viii) intended use of proposed structures;[.]

(ix) existing cleared areas, structures, and impervious surfaces; and

(x) any areas of proposed ground disturbing activities.

Section 11. Adoption of Section. MSB 17.02.035 REQUIRED STANDARDS is adopted as follows:

17.02.035 REQUIRED STANDARDS

(A) The director may issue a land use permit pursuant to MSB 17.02.020 only upon finding that the development meets the following standards:

(1) the site plan demonstrates compliance with the provisions of MSB 17.55.016;

(a) notwithstanding the requirements of

17.55.016(E) (1), a land use permit may be issued where no riparian buffer exists or where the property owner proposes to remove the riparian buffer if the requirements of MSB 17.02.035(B)050 are met.

(2) any proposed buildings or structures shall comply with MSB 17.55.020(B) (2), as applicable; and

(3) the total area of impervious surfaces within 75 feet of a water body shall not exceed 20% of the area within 75 feet of the water body, except that impervious surfaces may exceed 20% if the requirements of MSB 17.02.050 (B) are met.

Section 12. Adoption of Section. MSB 17.02.050 ADDITIONAL REQUIRED STANDARDS FOR SPECIFIC CIRCUMSTANCES is adopted as follows:

17.02.050 ADDITIONAL REQUIRED STANDARDS FOR SPECIFIC CIRCUMSTANCES

(A) In addition to the site plan requirements identified in MSB 17.02.030, existing structures seeking nonconforming status in accordance with MSB 17.80.020 (B) (4), structures built between 45 and 75 feet as required by MSB 17.55.020 (A) (2) - (3), structures identified by MSB 17.55.020 (B), or a land use permit application in accordance with MSB 17.02.035 (A) (1) (a) or 17.02.035 (A) (3), must submit the following additional

information to obtain a land use permit:

(1) existing and proposed drainage patterns to and from the parcel, known drainage problems such as flooding or erosion, and potential pollutant sources from current or proposed land use that may add pollutants to stormwater runoff;

(2) current runoff pollution mitigation measures or plans and specifications for proposed runoff pollution mitigation measures, including necessary maintenance, with sufficient detail to support an engineering review;

(3) current infiltrative methods or plans and specifications for infiltrative methods shall identify soil type and depth to the seasonal high water table providing:

(a) a minimum of 2 feet from the bottom of any basin or swale to the seasonal high water table;
or

(b) ~~maintain~~ maintenance of existing undisturbed vegetated surface as the bottom of the basin or swale and no standing water during high-water periods of the year from April 1 - September 30; and

(4) site-specific analyses conducted by a qualified professional identifying the current or

proposed runoff pollution mitigation measures.

(B) A land use permit may only be issued upon a finding that the applicant's runoff mitigation measures are sufficient as evidenced by:

(1) review and certification of existing runoff pollution mitigation measures ~~have been reviewed and by certified by~~ a qualified professional; or

(2) design and installation of proposed runoff pollution mitigation ~~will be designed and installed~~ under the oversight of a qualified professional.

(C) Runoff mitigation measures shall meet the following criteria:

(1) Treat the initial 0.25 inch of post-development runoff for each storm event;

(2) Provide ~~a minimum of~~ 12 hours of detention for the post-development runoff in excess of pre-development runoff volumes for the 1-year, 24-hour storm;

(3) Maintain the post-development runoff peak flow from the 10-year, 24-hour storm to less than 1.10 times the pre-development runoff peak flow at all project discharge points;

(4) Storm water conveyance and drainage ditches shall be sized to pass the 10-year, 24-hour storm

event. Control flows in conveyance channels so that
transport of particles will not occur for the post-
development 10-year, 24-hour storm; and

(5) In areas where wetlands are disturbed,
drainage must be designed to preserve the pre-
development function of the remaining wetlands.

(D) ~~upon~~ Upon completion of the project, an as-
built survey shall be submitted showing the location of
all pertinent structures and features associated with
the development.

(E) ~~a~~ A revised stormwater runoff analysis ~~will~~
~~beis~~ required if future development could reasonably
result in increased stormwater runoff.

(F) ~~L~~ landowners are responsible for maintenance of
approved runoff pollution mitigation measures specified
in their land use permit under this chapter.

Section 13. Adoption of Subsection. MSB 17.65.020(B) is
hereby adopted as follows:

(B) A variance from the water body setback
requirement in MSB 17.55.020(A) may not be granted if
the location of the proposed structure is:

(1) closer than 45 feet from the ordinary
high water mark of a water body.

(2) in an area of known erosion hazard

adjacent to a river, stream, or other flowing waters.

Section 14. Amendment of Section. MSB 17.80.020 is hereby amended as follows:

17.80.020 LEGAL NONCONFORMING STRUCTURES

(A) The following structures qualify as legal nonconforming structures without an administrative determination, however, an administrative determination may be issued if requested by the property owner:

(1) structures built lawfully and made nonconforming by adoption of subsequent ordinances;

(a) all structures within 75 feet of a water body that were constructed prior to adoption of the setback requirement on July 3, 1973, and have not subsequently been enlarged or altered.

(b) Non-habitable structures within 75 feet of a water body that were constructed between September 16, 1988 and the effective date of this sectionsubparagraph, and have not subsequently been enlarged or altered after the effective date of this subparagraph.

(2) structures built in violation of the ordinance existing at the time of construction, then made legal by adoption of subsequent ordinance, and later made nonconforming by adoption of subsequent

ordinances;

(a) habitable buildings and garages that were completed between July 3, 1973, and May 12, 1987, and have not subsequently been enlarged or altered, that are located between 45 and 75 feet from the ordinary high water mark of a water body.

(3) permanent structures which were constructed lawfully after the date of adoption of the Acknowledgement of Existing Regulations, Chapter 17.01, but which were made unlawful after the date of start of construction due to adoption of subsequent regulations.

(B) The following structures require an administrative determination in order to be granted legal nonconforming status;

(1) structures granted a variance in accordance with Chapter 17.65;

[(2) STRUCTURES BUILT IN VIOLATION OF SHORELINE SETBACK ORDINANCES EXISTING AT THE TIME OF CONSTRUCTION, AND SUBSEQUENTLY GRANTED AN EXEMPTION FROM SHORELINE SETBACKS IN ACCORDANCE WITH MSB 17.55.020(C);]

(3) permanent structures built in violation of ordinances existing at the time of construction, and subsequently granted legal nonconforming status in accordance with MSB 17.80.070.

Section 15. Amendment of Section. MSB 17.125.010 is hereby amended as follows:

- "Cleared area" means an area where existing vegetative cover and surficial soil layers, including organic matter or duff, is removed or altered by ground-disturbing activities.

- "Ground disturbing activity" means an activity that includes the use of heavy equipment, such as a backhoe or bulldozer, that disturbs the soil layers, uproots woody vegetation, or alters preexisting land contours. Examples of such ~~uses-activities~~ include mechanized land clearing, grading, contouring, or placing of fill. "Ground disturbing activity" does not include the cutting or removal of vegetation above the ground (i.e. use of hydro-axe, mowing, rotary cutting, and chain sawing) without disturbing the soil or root systems.

- "Kennel, stable, and animal yards" means any premises used for breeding, buying, selling, keeping, or boarding five or more dogs over the age of six months, whether for profit or not; any facility housing or holding more than three pigs, goats, or animals of similar size; and all facilities housing or holding large animals (e.g., horses, cattle, llamas).

• "Lake" means a standing body of open water that occurs in a natural depression fed by one or more streams from which a stream may flow, that occurs due to the widening or natural blockage or cutoff of a river or stream, or that occurs in an isolated natural depression that is not a part of a surface river or stream. The term also includes artificial waterbodies created by excavation, as well as artificial blocking or restriction of the flow of a river, stream, or tidal area (e.g. by a dam).

• "Qualified professional" means a professional [HYDROLOGIST, GEOLOGIST, OR REGISTERED ENGINEER THAT HAS SPECIFIC EDUCATION AND EXPERIENCE WITH GROUNDWATER HYDROLOGY] civil engineer or other professional registered with the State of Alaska under Alaska Statute 08.48 qualified to practice the type of work required by this title.

• "Riparian buffer" means native vegetation adjoining a water body that helps to protect the water body from the impact of activities conducted on adjoining land.

• "Runoff pollution mitigation measure" means any combination features designed and intended to treat and retain stormwater runoff associated with a development,

such as bioswales, rain gardens, riparian buffers, or filter strips.

• "Stormwater runoff" means any surface flow consisting entirely of water from precipitation including from the melting of ice and snow. Runoff occurs when the water volume or surface gradient overcome the infiltrative capacity of the surface.

• "Treat and retain" means to manage stormwater on the parcel through any combination of detention, retention, infiltration, evapotranspiration, or other treatment methods to mitigate a discharge of stormwater runoff to a water body or adjoining parcel.

Section 16. 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)

Action: Approved

**MATANUSKA-SUSITNA BOROUGH
WATERBODY SETBACK ADVISORY BOARD
RESOLUTION SERIAL NO. 24-01**

A RESOLUTION OF THE MATANUSKA-SUSITNA BOROUGH WATERBODY SETBACK ADVISORY BOARD RECOMMENDING CHANGES TO MSB 17.55 - SETBACK AND SCREENING EASEMENTS, MSB 17.02 - MANDATORY LAND USE PERMIT, MSB 17.80 NONCONFORMING STRUCTURES, AND MSB 17.65 - VARIANCES.

WHEREAS, the Matanuska-Susitna Borough Assembly established the Waterbody Setback Advisory Board through IM No. 23-175 and Ordinance No. 23-175 on 8/15/2023 to review and recommend any changes to the Borough code relating to waterbody setbacks and related issues. These related issues should include variances/non-conformities, how to deal with structures built in violation of the 1973 and 1987 ordinances, possible remedies for structures in violation, and any other issues the Board believes are pertinent. To the extent possible, the Advisory Board is required to identify possible solutions, identify ways to enforce and implement those solutions and identify resources needed to implement and enforce those solutions; and

WHEREAS, the preservation and protection of our natural water bodies are recognized as essential for the sustainability of ecological balance, ensuring public safety, enhancing the beauty of our community, the conservation of viewsheds, enriching the quality of life, safeguarding community characteristics, and

upholding property values. These water bodies serve as critical habitats for diverse flora and fauna, including salmon and other fish, contribute to local biodiversity, support recreational activities, and play a crucial role in the broader ecosystem services that benefit both residents and wildlife alike; and

WHEREAS, the activities conducted adjacent to waterbodies, such as construction, grading, clearing, filling, or contouring, are known to have a profound impact on water quality, the preservation of natural habitats, and the overall health and sustainability of aquatic ecosystems. These activities can lead to sedimentation, alteration of hydrological patterns, habitat fragmentation, and the introduction of pollutants, all of which threaten the quality of life and community for residents, the ecological balance, and biodiversity crucial to the well-being of these environments; and

WHEREAS, there has been a recognition of the necessity for increased regulation and oversight to prevent adverse effects on waterbodies resulting from unregulated or improperly managed land-use activities.

NOW, THEREFORE, BE IT RESOLVED, that the Waterbody Setback Advisory Board hereby makes the following recommendations to the Assembly:

1. Path to Compliance for Homeowners: The Assembly is advised

to establish a path to compliance for homes built within the 75-foot setback area of lakes in violation of MSB 17.55. This compliance pathway should require the design and construction of mitigation measures to be developed and overseen by a qualified professional registered in the State of Alaska, and should maintain a minimum setback of 45 feet.

2. Setback Maintenance and Expansion: The Waterbody Setback Advisory Board recommends retaining the current 75-foot setback requirement for buildings adjacent to flowing water.

3. Commercial and industrial development: Recommend waterbody setback be applied to include commercial and industrial projects.

4. Land Use Permit Requirement: It is recommended that MSB 17.02 be amended to mandate a land use permit for any grading, clearing, filling, contouring, or construction activities within 75 feet of waterbodies. This measure seeks to ensure thorough review and management of all such activities to minimize adverse impacts on waterbody ecosystems.

5. Shoreline standards: Adopt standards for clearing and grading within 75 feet of waterbodies to include provisions for managing runoff associated with the development, and maintaining a vegetative buffer along the shoreline.

6. Animal Waste Management: Adopt a setback requirement of 100 feet from the ordinary high-water mark of waterbodies for

outdoor kennels, stables, animal yards, and animal waste facilities to enhance environmental protection.

7. Prevention of Liquid Petroleum Fuel Contamination: Adopt measures to mitigate the risk of liquid fuel contamination near waterbodies by requiring secondary containment or drip collection for all fuel installations within 75 feet of waterbodies, including both existing and new installations.

8. Enhanced Enforcement: Recognizing the importance of enforcing setback regulations effectively, it is recommended that additional staff be hired to patrol water bodies. Their presence will deter violations, ensure adherence to established laws, and offer an immediate response to any observed infractions.

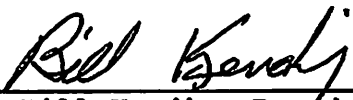
9. Structures within 45 feet: It is recommended that a minimum 45-foot water body setback be maintained with no path to compliance for structures illegally built within 45 feet of a water body.

10. Limitation of Variances: It is recommended that MSB 17.65 be amended to eliminate the ability to obtain a variance within 45 feet of a waterbody.

11. New habitat protection tax incentive: The Assembly is encouraged to consider the establishment of a habitat protection tax incentive, similar to the program in the Kenai Peninsula Borough, and advocate for state legislation that extends coverage to all types of waterbodies, not limited to rivers.


BE IT FURTHER RESOLVED, the Waterbody Setback Advisory Board has attached a draft ordinance reflecting its recommendations for the Assembly to consider.

ADOPTED by the Matanuska-Susitna Borough Waterbody Setback Advisory Board this 5th day of March, 2025.



Bill Kendig, Board Chair

ATTEST:



Lacie Olivieri, Board Clerk

WEST LAKES FIRE SERVICE AREA
BOARD OF SUPERVISORS MEETING
10073 West Parks Hwy, Wasilla, AK 99623

RECEIVED
JUN 11 2025
CLERKS OFFICE



BOARD OF SUPERVISORS

Cindy Michaelson, Chair
Randy Newcomb, Vice Chair
Cathi Kramer
Dennis Vau Dell

DISTRICT CHIEF

Tawnya Hightower

Minutes

Joint Fire Service Board Meeting: West Lakes FSA and Central Mat-Su FSA
Monday, May 12, 2025, at 6:00 p.m.
Public Safety Building, West Lakes Fire Dept. Station 7-3

I. CALL TO ORDER.

The meeting of the West Lakes Fire Service and Central Mat-Su Fire Service Area Board of Supervisors was called to order at 6:00 pm by Cindy Michaelson on May 12, 2025 at West Lakes Fire, 10073 West Parks Hwy, Wasilla.

II. PLEDGE OF ALLEGIANCE

Pledge of Allegiance led by Cindy Michaelson

III. ROLL CALL AND DETERMINATION OF QUORUM

Board members establish quorum:

a. *West Lakes Fire Service Area Board of Supervisors*

Chair: Cindy Michaelson present, **Vice-Chair:** Randy Newcomb present, **Members:** Cathi Kramer and Dennis Vau Dell

Present from West Lakes Fire Department

Tawnya Hightower, District 2 Fire Chief
Mary Hauge, Admin Assistant

cm
OCM

WEST LAKES FIRE SERVICE AREA

BOARD OF SUPERVISORS MEETING

10073 West Parks Hwy, Wasilla, AK 99623

b. Central Mat-Su Fire Department Board of Supervisors

Craig Robinson, Luke Szipsky and James Steele by video call

Present from Central Mat-Su Fire Department

Michael Keenan, District 1 Fire Chief

Also Present: Ken Barkley, Director of Emergency Services and Brian Davis, Deputy Director of Fire

IV. APPROVAL OF AGENDA

MOTION: Cathi Kramer moved to approve the agenda

Randy Newcomb – 2nd the motion

VOTE: Motion passed unanimously

V. APPROVAL OF MINUTES FROM PREVIOUS MEETING

a. West Lakes FSA (April 14, 2025)

MOTION: Cathi Kramer moved to approve the minutes as corrected

Randy Newcomb – 2nd the motion

VOTE: Motion passed unanimously

APPROVAL OF MINUTES FROM PREVIOUS MEETING

b. Central Mat-Su FSA (April 14, 2025)

MOTION: Lucas Szipsky moved to approve the minutes

Craig Robinson – 2nd the motion

VOTE: Motion passed unanimously

VI. CHIEF'S REPORT

A. West Lakes Chief's Report - Tawnya Hightower

a. Call Report for April

APRIL 60 Calls

MAJOR INCIDENT TYPE	# INCIDENTS	% of TOTAL
Fires	28	46.67%
Rescue & Emergency Medical Service	13	21.67%
Hazardous Condition (No Fire)	3	5%
Service Call	5	8.33%
Good Intent Call	7	11.67%
False Alarm & False Call	4	6.67%
TOTAL	60	100%

WEST LAKES FIRE SERVICE AREA

BOARD OF SUPERVISORS MEETING

10073 West Parks Hwy, Wasilla, AK 99623

- YTD calls 337
- 7 Structure Fires (9 including motorhomes used as a fixed residence)
3 WLFD and 2 CMSFD, 1 Palmer and 1 Houston auto-aid responses.
- b. Budget Update/Mill Rate Reduction**
 - On the agenda is the Budget and Mill Rate Reduction
 - The Manager's Proposed MILL Rate is 1.946 for WLFSA
- c. Status Report on Equipment**
 - Pumper Tender Final Inspection is June 8th -13th. This Pumper replaces Pumper Tender-81
 - Pumper Tender-81 will go to Station 8-2 as a secondary tender and a training tender.
- d. Status of Station 7-9**
 - The purchase of Station 79 update is in the CIP for areawide. The assessed value was \$590,000 and that would be paid over two years. FY26 \$300,000 and FY27 \$290,000. The budget has not been approved yet.
- e. May 3rd Wildfire Preparedness Event/May 10th Chipping Event**
 - May 3rd Wildfire Preparedness Day event we had less than 300 people which was half of what we had last year. The gun show was going on and a few other things were happening.
 - This is our 4th year doing this. Next year we are planning to add a few more classes to get more participation.
 - Forestry was here, CERT, Hand-only-CPR (EMS), Meadow Lakes Community Council, Alaska Safety and Barbecue Babes food truck.

TRAINING:

- Rescue class finished
- FF2 class is going on
- Rescue Class: West Lakes, Willow and Central personnel with Butte joining in the Rope Rescue portion
- Firefighter II class continues into May: West Lakes, Talkeetna, and Willow personnel.
- Fire Attack and Forcible Entry
- Natural Gas Emergencies
- Forestry Pack Test & Shelter Deployment
- May is the Sitze Burn which we posted on our Facebook page. That was a prescribed burn and a partnership with Forestry. CMSFD took advantage of that training, and it was a good de-fueling in that area.

WEST LAKES FIRE SERVICE AREA

BOARD OF SUPERVISORS MEETING

10073 West Parks Hwy, Wasilla, AK 99623

RECRUITMENT

- We have been actively recruiting for the last month
- We went to Houston High School
- Meadow Lakes Elementary Career Night and talked to parents
- Spring Home Show
- We rely heavily on social media
- Flyers

CHIEFS REPORT

B. Central Chief's Report – Michael Keenan

a. Call Report for April

- 196 Calls
- Total Structure Fires – 9
- Mobile Home – 1
- RV – 1
- Vehicle Fires -3
- Wildland Fires – 7
- Rescue – 85 with 70 being medic assists
- Several of our structure fires started outside the building and burned in
- Several close calls with occupants being able to escape
- We have focused our fire prevention messaging on these types of fires

b. Budget Update/Mill Reduction

- The current budget is looking good
- Still watching overtime till the end of June
- Next fiscal year's operating budget is still before the assembly
- BC positions are still in the proposed budget
- No changes to the CIP
- Waiting to see the operating budget once approved

c. Status Report on Equipment

- Both Spartan Engines are in service and operate well. Both trucks have operated on multiple fires.
- Tactical Tender delivery has been delayed for two more months

d. Upcoming Events

CMSFD Wildland Fire Preparedness Day is Saturday, May 17, from 12-3PM

WEST LAKES FIRE SERVICE AREA

BOARD OF SUPERVISORS MEETING

10073 West Parks Hwy, Wasilla, AK 99623

COMMUNITY RISK REDUCTION

- Meeting with local group that supports Veterans
- Station 65 tour - 80 people
- Youth Fire Setter Meeting with local Partners (Troopers, WPD, DJJ, Forestry, Butte Fire, Pamer, Fire, Lakes Fire and Central Fire)
- Shoots and Ladder Basketball game - 300 people
- Station 61 Tour - 7 people
- Justin Hansen's Birthday would have been 5/16, stopped in to see his nieces and sister-in-law at Iditarod Elementary
- Northern Lights Adventure Club - 30 people
- Williwaw Subdivision Easter event was attended with Forestry - 80 people
- Creekside Plaza Easter/Spring Event - 800 people
- Station 61 Tour Good Shepard Lutheran - 35 people
- The Home Show was for two full days - 400 plus people
- Two walk-in station tours at 51- 5 people
- Installed 6 smoke alarms
- Made 10 address signs

Staffing update

- New Firefighter – Cody Conway was a Willow Firefighter, he is assigned to B-shift and started last week
- Administrative Assistant – Maria Worrel starts May 19th
- A new group of 9 Basic Firefighters start this week, we had 4 return Firefighters that went through the training.

New Station 5-2 Property

- Working with project management on starting the design phase
- We have enough funding for design, land survey and clearing, well development, and other site preparations.

Training Campus Projects

- The hydrant and ditch line repair bid has been awarded. The Contractor is awaiting road weight limit restrictions to be lifted to mobilize equipment.
- Design of the technical rescue area continues. We may have to wait till the next building season for construction.

Annex Roof Project

- This project is being advertised for permanent repairs

WEST LAKES FIRE SERVICE AREA

BOARD OF SUPERVISORS MEETING

10073 West Parks Hwy, Wasilla, AK 99623

Training

- Wildland prep training from April into May. Sitze Road field burns with West Lakes and Forestry. We appreciated the invite to that.
- Live annual fire training (structural) all of May

VII. UNFINISHED BUSINESS

A. Mill Rate Reduction for discussion

- Cindy Michaelson mentioned some are concerned because they keep raising our property values and keep reducing our Mill rate.
- It was suggested that the BOS get together with other Fire Departments and write a letter to the Borough to be sure our fire departments are properly funded.
- Director Barkley stated that the calls he receives for the budget are to lower the Mill rate.
- James Steel suggested putting it on a fall meeting schedule and starting some discussion regarding what we need to project into our budget. We need to get together and look at how we budget our future. The fall meeting would be a good time to review it. Setting it up separately and involving some of the other departments also. This is something that will impact all of us. Definitely need to have Director Barkley and Deputy Director Davis there to give us any updates from administration. We need to come up with a long-term fix.
- James Steel would like a copy of the individual budgets. FY26 proposed budget doesn't break it down by department, it combines amounts but not individual departments.
- Director Barkley said he will look into that

A. Annexation to Fire Service area

- Annex in these properties to the West Lakes Fire Service Area:
 - Daniel Hall owns 1 property
 - Ficklin family owns 5 properties
 - They are going through the Borough clerk. When they get their signatures, the petition goes back to the clerk. And they will contact us, and I'll give it to the board.
 - It does extend some contiguous property that are in the fire service area, down W. Susitna Parkway.
 - Not a housing development
 - There are structures on the 3 small properties

WEST LAKES FIRE SERVICE AREA

BOARD OF SUPERVISORS MEETING

10073 West Parks Hwy, Wasilla, AK 99623

VIII. NEW BUSINESS

- Chief Hightower stated that CMSFD has an engine that their board has offered to different fire service areas. WLFD is an interested party. It is a 2009, 4WD, 750-gallon, 1500 GPM, CAFS Pierce engine that was formally known as Engine 66. It is fully stocked, generator on board, light tower, ladders, compartmentalized so you could make it a rescue, there are rescue tools on it, a nice truck.
- This is a good opportunity for us to get a reliable engine in our area. The proposed station would be here at Station 7-3. Truck 7-3 is run as an engine and a ladder truck, this truck would be lighter and in the future we could place the truck closer to target hazards. New apparatus costs 1.2 million dollars and purchasing one would be 3 years out.
- This is something I wanted to bring up to the boards. I also wanted to thank Chief Keenan and Central Mat-Su BOS for making those type of purchases available to other fire service areas. Other departments sent in their interest and Deputy Director Davis thought it would be a good match for us.
- Board members had concerns about the cost. Whether it would be used for Wildlands or multiple attacks. Also, if we have a truck we could replace this with.
- Chief Hightower stated that this truck is not a replacement but an addition. This is a good truck and reliable. It would be more of a rescue vehicle for us. We don't have an engine here at 7-3.
- Chief Keenan stated that it would stand up to Wildland fires. It has 2 pumps on it, a main pump and roll pump, it is set up for Wildland. It is ready for pickup now. Just to clarify this is an in-service engine right now, it's in great shape and should be used. It's not getting used right now, it has 15,000 miles on it. Price is \$200,000

MOTION TO PURCHASE THE TRUCK FROM CMSFD

Randy Newcomb moves that West Lakes purchase this truck

Cathi Kramer 2nd the motion

VOTE: Motion passed

IX. PERSONS TO BE HEARD

- Vau Dell: On the incident report, has the Fire Marshal determined the cause of those fires?
- Chief Hightower:
 - One was a burn barrel that burned the outside of the building.

WEST LAKES FIRE SERVICE AREA

BOARD OF SUPERVISORS MEETING

10073 West Parks Hwy, Wasilla, AK 99623

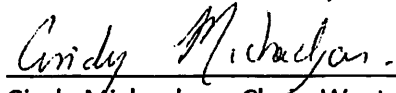
- One was improper heating use.
- One was possible smoking material.
- We investigate every fire. Our Fire Officers are trained to investigate the fires. If we need help, we can request Central's Fire Marshal or we have State of Alaska fire investigators as a resource.

X. ADJOURNMENT MOTION

Cathi Kramer 1st motion to adjourn

Randy Newcomb 2nd the motion to adjourn

VOTE: Motion passed unanimously. Meeting adjourned at 6:45 pm



Cindy Michaelson, Chair, West Lakes FSA B.O.S.

ATTEST:



Mary Hauge – Administrative Assistant

Minutes approved on 6-10-2025



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WILLOW AREA COMMUNITY ORGANIZATION MONTHLY MEETING

DATE 05/07/2025 7:00 p.m.

Call to order 7:04 p.m.

Board quorum was established. **Community quorum** was established.

Board members present: Tryg Erickson, Rodney McCambridge, Joyce Yates, Sophia Boufidou, Wes McClure (ALR1), Danielle Barve (ALR2), Chandra Kohntopp (ATR3), Talon Boeve (ALR4)

Board members absent: Linda Oxley

Pledge of allegiance led by Rodney McCambridge.

04/02/2025 Meeting Minutes were approved.

Agenda approved with additions: Connect Senior Center to Library and Kitchen use contract.

BOARD REPORTS

- A. **Chair:** Resignation of Matt Elkins, Chair has authority to appoint someone with approval by community forum. Danielle Barve was appointed based on contribution as new candidacy for V. Chair. Reminder that discussion items need to be added in a timely manner to the agenda, any last-minute agenda additions should be the exception and not the rule - per Borough rules.
- B. **V.Chair:** met with the Borough regarding building maintenance, a lot to be repaired: heating system, doors (not an easy or cheap fix), kitchen vent needs engineering plans, air filter are amongst the most important ones.
The Gun show is on 5/17-18 followed by the community yard sale on the 24th.
- C. **Treasurer:** due to technical issues/access to SharePoint, there is no financial report this month. Budget is not finalized yet.
- D. **At-Large-Representatives:**
 - a. Wes McClure: would like to look to the past to repeat some of the past successes in the future.
 - b. Danielle Barve: Has some ideas for events, bring bingo back more frequently, have patriotic costume contest during July 4th parade.
 - c. Talon Boeve: the committee for the improvements of the lighting and sound in the community center has not made a lot of headway yet; those interested will be reached out to. She would like to see food expenses trimmed due to the present financial situation.

NEW BUSINESS

1. **WACO Scholarship Committee – 2025 Scholarship announcement:** there will be new forms to help with clarity in the application process. This year we had 2 applicants; Emma's application met all the stated requirements and provided the necessary information for the committee to make an informed decision. In contrast, Logan's incomplete application did not provide sufficient information for a fair evaluation. Motion to approve committee report and

approve the 1,000 scholarship to Emma was approved. Chandra volunteered to reach out to schools and homeschoolers to encourage more applications for next year. We often have more money than the \$1,000 the scholarship is, Brenda McCain said that the money for the Dessert Auction can also be applied for camps or tech schools.

2. **Willow Alaska Community Organization FB group ownership:** Brian will keep the group ownership for a while longer. Secretary made a case for renaming that group to reduce confusion, Brian agreed. a not sure about the search works.
3. **WACO sponsoring the Alaska Chapter of Viet Nam Pilots Association Annual Picnic:** Linda asking to allow organizers (2 willow residents) to hold their picnic at park on June 9th, they are not designated as 401c, etc. if we just sponsor it our liability is limited and falls under general liability there is a damage deposit; request approved.
4. **Connect the senior housing to the library:** Jim Huston made the case for this Borough funded project. The goal is to provide a better and ADA compliant paved path. The paving is covered by a private party. Discussion followed regarding lack of public notice, plowing expenses, path durability since part of it will be crossed by cars. There were no objections, Jim can present to the Borough this discussion. This will be on next month's agenda for updates.
5. Jake Warden and his company Alaska Burrito Company want to rent the kitchen to make burritos; kitchen Comm. Center kitchen needs to receive USDA approval which is free of charge to receive and will be good for future businesses. Jake will provide his own freezer and will pay a monthly fee plus a per use fee. The contract is on Appendix 1; it's a 30 day cancellable by either party contract. This will be on next month's agenda for updates.

H. UNFINISHED BUSINESS

1. **Houston Airport WACO updates:** Current status is that this targeted for community vote in October.

2. **Community Clean-up:** Great Event this year - we filled up the dumpster to about 75%. This year we had PTA involvement and had some school age kids help. We had a drawing for some cool stuff, including a kid's bike (which was donated from Fred Meyers), snacks, cookies, refreshments... It made for a great day for the young kids in our community, and next year we will do it bigger and better!

A HUGE thank you to Talon and Tamara Boeve, Danielle Barve, Beverly Blakeslee – and all the dumpster volunteers. Event Donors included: The Matsu Valey Credit Union, Fred Meyers, The Willow Health Organization, Hather Pass Polaris, and the PTA.

Discussion followed regarding reviving the “Adopt a Highway” program to stay ahead of the Hwy trash accumulation.

WACO COMMUNITY GROUP/CLUB REPORTS

- E. **Fire service area:** The Fire Prevention event was very successful again this year. 115 calls year-to-date. May and June are training months. Burn Permits are already required. The FD is recruiting currently.
- F. **Library:** In May the summer reading program kicks off. On July 10 pthe Portable Planetarium will be coming from Anchorage. The Summer Trails challenge is underway.


- G. **Pickleball:** \$334 split with WACO. Playing outside now, still offering beginner's classes.
- H. **Mushers Association:** Trail clean-up for overgrowth and fallen trees has already begun; volunteers needed.
- I. **Willow Trails Committee:** Have received a front mounted brush cutter.
- J. **PTA:** Had the 6th annual Spring Craft Fair event with a silent auction. Will have a Mother's day in partnership with WHO.
- K. **Garden club:** rebuilding the board, 2 board members are not active anymore. Looking for gardens for the summer tour, there will be a bulb split event coming up. Also on Sept 18 will hold the harvest dinner.
- L. **WHO/Farmer's market:** had the 1st annual Mother's Day tea and auction. The Farmers Market will begin June 20th at the Comm. Center parking lot.
- M. **Su300:** No news

ANNOUNCEMENTS/PERSONS TO BE HEARD

- 4wheelers on bike paths is a problem but not sure how to control it.
- Rosalie White sign is in final stages of installation.
- The Fishing tournament for kids at Montana creek is looking for sponsors.
- There was a proposal to do Split the pot during the WACO mtgs. This will be on next month's agenda for discussion.

Adjourn 8:32 pm

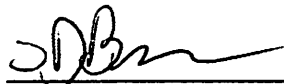
Chair/Tryg Erickson_____
Title / Name



Signature

4/4/2025
Date

Secretary / Sophia Boufidou_____
Title / Name



Signature

4/4/25
Date

Appendix 1

Rental Agreement

This Rental Agreement ("Agreement") is made and entered into as of [DATE], by and between **Willow Area Community Organization** ("Lessor"), and **Jakob Warden** doing business as **Alaska Burrito Company** ("Lessee").

1. Premises

Lessor hereby rents to Lessee the kitchen facilities located at **23557 Willow Community Center Cir, Willow, Alaska 99688**, including the preparation area and space designated for a freezer (collectively, the "Premises").

2. Purpose

The Premises shall be used exclusively by Lessee for receiving, storing, and preparing pre-cooked burritos and breakfast sandwiches for wholesale distribution. Any other use is prohibited without prior written consent from Lessor.

3. Term

The rental term shall commence on the Commencement Date and continue on a month-to-month basis. The "Commencement Date" shall be the date on which the United States Department of Agriculture (USDA) approves the facility for use by Lessee. Either party may terminate this Agreement by providing thirty (30) days' written notice to the other party.

4. Rent and Fees

- a. **Monthly Fee:** Lessee shall pay Lessor a monthly fee of \$100.00 to cover the cost of space and electricity for the freezer, beginning on the Commencement Date. The first month's fee is due on the Commencement Date. Thereafter, the fee is due on the first day of each month.
- b. **Preparation Use Fee:** Lessee shall pay \$60.00 for each night the kitchen preparation area is used during off hours, defined as any use on a given calendar day when the

kitchen is not in use by Lessor or other authorized users, as coordinated with Lessor. The total preparation use fees for each month are due on the first day of the following month.

5. Access

- a. **Kitchen Preparation Area:** Lessee shall have access to the kitchen preparation area during off hours, as coordinated with Lessor, for food preparation activities, incurring the preparation use fee per use.
- b. **Freezer Access:** Lessee shall have access to the freezer at any time for the purpose of storing or retrieving food items, without incurring the preparation use fee, provided such access does not involve use of the kitchen preparation area for preparation activities.

6. Responsibilities

- a. **Freezer:** Lessee shall provide, maintain, and repair a freezer placed on the Premises for storing Lessee's food items. Lessee bears all associated costs except for space and electricity, which are covered by the monthly fee.
- b. **Cleaning:** Lessee shall clean the Premises after each use, returning it to its original condition.
- c. **Compliance:** Lessee shall comply with all applicable health, safety, and food handling regulations, obtaining any necessary permits or licenses.
- d. **Insurance:** Lessee shall maintain appropriate liability insurance for its operations and provide proof to Lessor upon request.

7. Condition of Premises

Lessee accepts the Premises in their current "as is" condition and agrees to maintain them in good order, repairing any damage caused by Lessee's use, ordinary wear and tear excepted.

8. Use of Equipment

Lessee may use the kitchen equipment during periods for which the preparation use fee is paid, ensuring all equipment is left clean and in good working condition.

9. Removal of Freezer

Upon termination of this Agreement, Lessee shall remove the freezer and any other property from the Premises, restoring the Premises to its original condition, reasonable wear and tear excepted.

10. Assignment and Subletting

Lessee shall not assign this Agreement or sublet the Premises without the prior written consent of Lessor.

11. Termination

In addition to termination by notice under Section 3, Lessor may terminate this Agreement immediately if Lessee fails to comply with any term, after providing written notice of the breach and a reasonable opportunity to cure, if applicable.

12. Governing Law

This Agreement shall be governed by and construed in accordance with the laws of the State of Alaska.

13. Entire Agreement

This Agreement constitutes the entire agreement between the parties, superseding all prior negotiations or understandings, whether oral or written.

14. Amendments

Any amendments to this Agreement must be in writing and signed by both parties.

15. Notices

Notices required under this Agreement shall be in writing and delivered to:

Lessor: Willow Area Community Organization

Physical Address: 23557 Willow Community Center Cir, Willow, Alaska 99688

Phone: 907-495-6633

Email: admin@waco-ak.org

Website: <https://www.waco-ak.org/community-center/>

Lessee: Jakob Warden dba Alaska Burrito Company
Phone: 801-721-9738
Email: akburritoco@gmail.com
or to such other addresses as either party may designate in writing.

Signatures

IN WITNESS WHEREOF, the parties have executed this Agreement as of the date first above written.

Lessor: Willow Area Community Organization

By: _____
Name: _____
Title: _____
Date: _____

Lessee: Jakob Warden doing business as Alaska Burrito Company

By: _____
Name: Jakob Warden
Date: _____