

**MATANUSKA-SUSITNA BOROUGH  
AGRICULTURE ADVISORY BOARD**

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**JAN 22 2026**

**CLERKS OFFICE**

Chairman – LaMarr Anderson (01)	Tony West (03)	Dylan Blankenship (06)	Kenneth Hoffman (10)
Vice Chair – Misty O’Connor (09)	Alexandria Hoffman (04)	Adam Jenski (07)	Thomas Bergey (11)
VACANT (02)	Jozef Slowik (05)	Craig Hanson 08)	Abby Raisanen(12)

**MINUTES**

**REGULAR MEETING  
DSJ BUILDING  
LOWER LEVEL CONFERENCE ROOM**

**December 17, 2025  
4:30 P.M.**

**I. CALL TO ORDER; ROLL CALL**

Mr. Anderson called the meeting to order at 4:31 p.m.

Members present and establishing a quorum were: LaMarr Anderson (left at 5:30 p.m.),

Misty O’Connor (by video), Tony West, Alexandria Hoffman, Jozef Slowik, Dylan

Blankenship, Adam Jenski, Craig Hanson, and Kenneth Hoffman.

Members absent and excused: Abby Raisanen

Members absent: Thomas Bergey

Staff present: Suzanne Reilly, Asset Manager

Margie Cobb, Department Administrative Specialist

**II. APPROVAL OF AGENDA; PLEDGE OF ALLEGIANCE**

Agenda approved as presented.

**III. AUDIENCE PARTICIPATION (Limit 3 minutes)**

Rob Wells and Bev Cutler both thanked the Board for their service and urged the Board to complete the work on current changes to the Ag program quickly.

**IV. APPROVAL OF MINUTES**

The November 19, 2025 Minutes were approved as presented.

**V. ITEMS OF BUSINESS**

**A. Election of Vice Chairman –**

Ms. O’Connor nominated Mr. Hoffman for Vice Chairman; he declined.

Mr. Hoffman nominated Mr. West for Vice Chairman; he accepted. No other nominations were made. All in favor.

**B. Committee to Draft Legislation –**

Committee will meet on Wednesdays, 4:00-5:30 p.m. starting the first week of January. There will be no work group meeting on weeks of this Board meeting. Meetings will be posted so that the public is aware and can attend or call-in to listen. Any Board members that may call in should not interject any comments.

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VI. MEMBER COMMENTS (Limit to 3 minutes)

Mr. Anderson – Thanked Ms. O'Brien for her service on the Board and bid her farewell.

Mr. Jenski – The Work Group will help speed things up. Several other members agreed and are looking forward to seeing the outcome.

Ms. Cobb – Next month Mr. Stahl will be joining the Board; there is currently one vacancy.

Ms. Reilly – Appreciated perspective shared by Mr. Wells & Ms. Cutler, both stakeholders in the decisions this Board makes. Shared discussion with State re: their Ag program. She is available to assist with any research needed by this Board.

Ms. O'Brien – Has client that is looking for more land/farmers to work with directly to grow rhodiola; will send email with contact info to Mr. Anderson/Ms Reilly. Thanked everyone for making her feel welcome; it was an honor to serve on this Board.

VII. NEXT MEETING: January 21, 2026

VIII. ADJOURNMENT

Ms. O'Connor adjourned the meeting at 5:38 p.m.



1/21/2026

LaMarr Anderson, Chairman      DATE

ATTEST:



Margie Cobb

Department Administrative Specialist

President: Jodi Riddell  
 Vice President: Dave Haggard  
 Secretary: Lisa Behrens  
 Treasurer: Irene Crowley  
 Director at Large: Lindy Moss (non-notified absence)  
 Director at Large: Michael Dale  
 Director at Large: Vacant

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JAN 19 2026  
CLERKS OFFICE



PO Box 520931  
Big Lake, AK 99652-0931

General Membership Meeting – November 11, 2025 – 7:00 PM  
Big Lake Lions Recreation Center

MINUTES

1.) Call to Order/ Determination of Quorum

By: Jodi Riddell Time: 7:02pm  
Quorum: Yes Attendees: 24 audience members plus 5 board members

2.) Pledge of Allegiance

3.) Agenda Approval

Motion to approve: Michael Dale Second: Yes

4.) Previous Meeting Minutes Approval (October 14, 2025)

Motion to approve: Michael Dale Second: Yes Copy signed: Jodi Riddell

5.) Treasurer's Report

Checking (Community Revenue Sharing funds): \$11,909.51 Savings (Membership Dues): \$3,818.42  
Money Market (Jordan Lake Park project): \$35,181.66

6.) Membership Report

Voting Members renewed for 2025: 95 Associates (non-voting) renewed for 2025: 9

7.) Presentation(s) (15 Minutes per presentation) none

8.) Reports

1. Legislative (State House & Senate)

Senator Shower: not available

Representative McCabe: Thank you to all veterans here tonight. State budget is very problematic, over \$1B underwater. Good news re: Investors for the gas pipeline. Also, good news for new mining operations. Updates on Port Mackenzie and West Susitna Access status. There are plans for a road to parallel the rail spur, so heavy trucks are not coming through the Big Lake town center via Big Lake Rd, W Susitna Pkwy and Burma Rd. All this development means many potential jobs for Mat Su Borough residents. Any questions, please contact Rep. McCabe, [www.kevinjmccabe.com](http://www.kevinjmccabe.com) -or- (907) 465-2679 -or- [Kevin.McCabe@akleg.gov](mailto:Kevin.McCabe@akleg.gov)

2. Assembly (District 5) Representative Gamble: Update on local election outcomes. Borough budget season is approaching. We hope to do well for Big Lake again this coming year and recommend keeping expectations reasonable considering the exceptional year our community had for FY25. Further details on local development described earlier by Rep. McCabe. Re-emphasized Rep. McCabe's earlier words about Alaska and Mat Su Borough being very environmentally conscious in developing our resources to support our economy. Any questions for Assemblyman Gamble, [Bill.Gamble@matsugov.us](mailto:Bill.Gamble@matsugov.us) -or- (907) 232-0103

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**Reports - continued**

3. Fire Service (West Lakes Fire Department) Chief Hightower: no one available
4. Road Service Area (RSA 21): Andrew Traxler: Next meeting December 8 (here at the Big Lake Lions Recreation Center) will include final vote on the Road Improvement Project (RIP) list. Clarification of parameters of our current road maintenance list. If snow clearing is not done within 24 hours for main roads and 48 hours for secondary roads, use the link below for the MSB Road Maintenance Problem Reporter, <https://problem-reporter-msb.hub.arcgis.com/pages/road-maintenance> Upon request from Rep. McCabe, Andrew introduced RSA efforts to obtain DOT matching support for improving the 2-3 mile unmaintained section between W Susitna Pkwy and the planned W Susitna Access.



**9.) Correspondence**

1. none

**10.) Unfinished Business**

1. 2025 BLCC CIP (Community Improvement Projects) Committee – Update: No news yet

**11.) New Business**

1. 2025 Bylaws update draft discussion and membership vote: Unanimously approved.
2. BLCC Board of Directors election for 2026/2027. Three candidates for four positions. No opposition to any of the candidates. Unanimous vote to elect the three candidates. (Certificates of appreciation presented to outgoing Board members)

**12.) Persons to be Heard (3 Minutes per person)**

1. DD Wilson – Big Lake Chamber of Commerce. Thank you to all who attended the first after-hours networking event. It was a huge success. The event will continue the first Wednesday of each month. The next will be December 3 at Floater's Pub. Next Pike Derby will be February 28.
2. Julie Busch – Big Lake Library Advocates. Here to talk about the Library Advocates, and to present BLCC a certificate of appreciation and Thank You letter for the 2025 Community Revenue Sharing grant. Lifetime membership with Big Lake Library Advocates is \$35 Individual or \$50 Family.
3. Sam Goldman – New Big Lake Hotel owner. Update on future of the property. Currently in planning, permitting, cleanup and demo phase, preparing for renovations. Plan is to revitalize the business and bring it back to the role in the community that it once occupied. Timeline: Some functions up and running next summer to end of 2026.
4. Linn McCabe – Ranked Choice Voting repeal petition has been submitted with more than the required number of signatures.

**13.) Audience Participation (3 Minutes per person)**

1. none

**14.) Announcements**

1. none

**15.)Board Member Closing Comments**

1. Jodi Riddell: December 13 benefit auction at Floaters.
2. Dave Haggard:
3. Irene Crowley: Thank you for having confidence in me as your treasurer for this term.
4. Lindy Moss:
5. Michael Dale: It is wintertime, roads are slick, please slow down and be considerate of others, and remember to drive with lights on at all times. Please use turn signals too.
6. Lisa Behrens:

**16.)Adjournment**

By: Michael Dale      Second: Yes      Time: 7:50pm

  
\_\_\_\_\_  
Signature – Jodi Riddell, President – Big Lake Community Council

1-13-2026  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Attestation – Lisa Behrens, Secretary – Big Lake Community Council

1-14-2026  
\_\_\_\_\_  
Date

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## Butte Community Council Meeting Minutes

Butte Community Center

3881 S. Butte Rd.

7:00 PM October 8<sup>th</sup>, 2025

Call to Order-7:01 PM by President Ron Johnson

Roll Call and Determination of Quorum-Ron, Janet, Linda, Larry, Michelle, Taylor, Eileen board members.22 total present.

Pledge of Allegiance-Led by Steve Johnson

Approval of Agenda-Motion, Mitzi, 2<sup>nd</sup> Eileen

### Officer's Reports

**Secretary's Report** – Approval of September Minutes-Motion Mitzi, 2<sup>nd</sup> Eileen

**Treasurer's Report** General Fund (Misc.Exp): \$ 589.05

Savings (Compound Cleanup): \$ 2,387.88

Building: \$37,467.96

Neighborhood Watch: \$ 1,680.00

**Correspondence**-None

**President's Report**-November is election meeting. No December meeting. Talking about having a Chirstmas potluck.

### Special Presentations

Rebecca Skjothaug – MSB 2026 Hazard Mitigation Plan Update-This is a federally mandated program.Federal funds available for mitigation. Expires end of Feb. every 5 years. Addresses potential hazards. GlacierView mountain slide is a possible hazard being watched. Oct 15 Final day for comments.

### Committee Reports (2 minutes each)

**Neighborhood Watch**-Will be at Trunk or Treat Oct. 25<sup>th</sup> from 1-3pm

**Community Patrol**-None

**Little Angels Playground** -None, working on getting grants to finish work

**Butte Community Sign**-None

### Community Reports (3 minutes each)

**Butte Fire Department**-Chief Shipton gave qtrly. Report.71 calls (down from last year). ISO Audit. Ongoing training and new recruits. FSA Qtrly Meeting tomorrow, Oct 9 7:00pm.

**Road Service (RSA No. 26)**-Lucy Klebasadel-Mil Rate increase. Sand and Salt delivered. Fuel excise tax. Butte RSA tomorrow night. RSA Oct 16, 7:00 pm at Station 73

**Assembly**-Tim Hale. Last meeting before end of term. Says Lazy Mtn. Group wants leg.to control size of lots to 5 acres. Council thanked Tim for his two terms of service.

**School District**-None

**Legislature**-Eleilia Preston (Sen Hughes Chief of Staff).Senator serves as chair of Nat'l Federalism Commission. SB113 Internet Exise Tax vetoed by Governor. HB57-\$700 BSA? SB2 Artificial Intelligence bill.

Reps Delena Johnson and George Rauscher will have a townhall, Talk on Safety issues on roads.

Amie

**Old Business**

Larry Rhymer – Bid on New Deck-\$134,000

**New Business**

Nominations Open for CC Board (3 seats) Two nominations, Linda Cox and Taylor York. Nominations will also be open during November elections from 7:00-7:15.

**Adjournment** -Motion Janet 9:15pm

**Next Meeting November 12<sup>th</sup> – Election Only (7-8:00pm)**

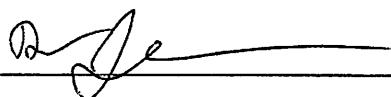
**Upcoming Items of Interest:**

Matanuska River Flooding Townhall October 11<sup>th</sup> – 2-4:00pm Palmer Senior Center

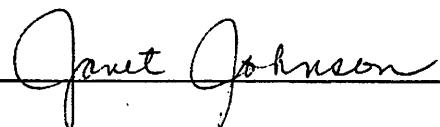
Flip the Script Election Connection October 16th 6-8:00 pm Palmer Depot

Early Voting for MSB 2025 Election Oct 20 – Nov 3

2025 MSB Election Nov 4<sup>th</sup> 7:00 am – 8:00 pm



President, January 14, 2026



Secretary, January 14, 2026

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Date of Meeting: August 13, 2025  
Meeting Location: Council Building, Zoom  
Website: chickalooncc.com  
Email: info@chickalooncc.com  
Prepared By: Kalee Bowen

## CHICKALOON COMMUNITY COUNCIL MEETING MINUTES

DATE : August 13th 2025

Officers Present: Jeff Myers (Chairman), John J Vessey (Member at Large), Cindy Hotz (Treasurer), and Kalee Bowen (Vice Chair)

Community Members: 26 plus members, 4 guests

Meeting called to order at: 7:00

Pledge of Allegiance: Vicki Kinseth

Approval of Agenda as posted: 1st by Janie 2nd by Lil

- ◦ Minutes from Last Meeting (7/9/25): Read by Kalee Bowen
  - Approval of Minutes: 1st by John 2nd by Lil
- ◦ Announcements and Guest Speakers:
  - ◦ ASRC: Amanda said the appeal is ongoing about the road designation of RS2477. They now understand the concerns but are waiting on the state to respond.
  - Michelle Heun told us a little about herself and campaign as she is running for MSB Assembly District 1. [www.michelleheunforassembly.com](http://www.michelleheunforassembly.com)
  - 17th annual Mat-Su Emergency Preparedness Expo Sept 20th 10-3 at the Menards Sports Center see website notification for more details.
- Reports and Correspondence:
  - Treasurer's Report: Read by Cindy Hotz
  - Donna from Tribal Police spoke about a press release on Facebook about some issues at Jonesville. No updates on the theft from the RV that crashed in Sutton recently from AST. These are professionals in the area that know what they are doing and have equipment. They would like to get the drugs out of the area which may help reduce crime in general. Ron spoke about how the Sutton Bible Church will be closing down the Food Pantry so they are not feeding into the issue. Also, Donna explained a little about the CERT training that will be available to us and will get Kalee in touch with the person who handles the program.
  - Road Service Area (RSA 31): Dave was not present, but the work being done to the borough roads is fantastic.
  - Community Assistance Program (CAP): In room voting and mail ballots were counted for Cindy's CAP project for the Chimfex sticks. 46 for and 3 against. CAP passed.

- Crime Watch: There are new reports of the Sow with 2 cubs in Fish Lake rd area now which have been caught on camera and also multiple black bear sightings.

- **Public Comment:**

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- **Old Business:**

- - ■ Snow Plow and cleaning bids are now on the website and posted at the Post Office and due at the September meeting.
  - Website update: Kalee spoke with Stephen and he is willing to pass the website on to someone else who can manage it

- **New Business:**

- - We drafted a building rental application form so we can update our current system and make it more streamlined. There was an in room discussion with Nova and the River Rafting crew about some issues and misunderstandings in the past, how to move forward with building rentals and improve. We will further revise the rental application, communicate with the River Crew and make sure we are ok to move forward with our insurance company/policy.
  - Fiber optics were installed to the building

Agenda Items for Next Meeting (9/10/25)

Meeting adjourned: 8:04pm 1st by Janie, 2nd by Ron

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Status: Approved

President:



Secretary:



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Attached Documents

**NOTE: ALL MEETINGS ARE HELD AT THE CHICKALOON COMMUNITY CENTER ON THE 2ND WEDNESDAY OF THE MONTH AT 7:00 PM; LOCATED AT MILE 76 GLENN HWY, CHICKALOON, AK. 99674. ANYONE WISHING TO SPEAK OR HAVE A ITEM PUT ON THE AGENDA NEEDS TO CONTACT THE COUNCIL BY EMAIL: INFO@CHICKALOONCC.COM OR MAIL TO: PO BOX 1145, CHICKALOON, AK. 99674-1145. ALL MUST BE RECEIVED TWO WEEKS PRIOR TO THE MEETING. This deadline complies with the Mat-Su Borough Clerk's Office advertising requirements.**

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Date of Meeting: September 10, 2025

Meeting Location: Council Building,  
Zoom

Website: chickalooncc.com

Email: info@chickalooncc.com

Prepared By: Kalee Bowen

Date of Meeting: September 10, 2025  
Meeting Location: Council Building  
Website: chickalooncc.com  
Email: info@chickalooncc.com  
Prepared By: Cindy Hotz

#### CHICKALOON COMMUNITY COUNCIL MEETING MINUTES

DATE: September 10, 2025

OFFICERS: Jeff Myers (President), John J Vessey (Member at Large), Cindy Hotz (Treasurer), and Bla

I. Call to order: 7:01 pm

II. Pledge of Allegiance: Janie

III. Approval of Agenda as Posted: 1st by Janie, 2nd by John

IV. Minutes from last meeting (8-13-2025): Kalee Bowen, read by Blanche Roe

V. Approval of minutes: 1st by John, 2nd by Janie

VI. Announcements & Guest Speakers:

A. Amanda Dial (ASRC): DNR still reviewing the appeal. Work pushed to November or December to gi

B. Casey Cook (CERT): NO formal presentation, have questions ask, works closely with Donna Antho

a. How much time do you need to pull together a class? (Vicki?)

i. Nothing before December give at least a month / month and a half to allow for advertising so a

b. Is there some reference or forum to maintain training? (Jackson)

i. Talen will send out reminders for upcoming training, it depends on the local community and lead

c. Is there an age limit? (Janie)

i. Only a lower limit (21)

d. Is there a maximum for class size?

i. Probably around 16-20, as there needs to be space to work, if it was summer and outside maybe 1

C. Announcement: 17th Annual Emergency Preparedness Expo September 20, 2025 at Menard Sports Cen

VII. Reports and Correspondence:

A. Treasurers Report: Cindy Hotz

B. Road Service Area (RSA) 31: Dave absent, Kalee has had contact with the company they have bee

C. CAP: Jeff - Nothing new to report

D. Fire Department Report:

a. Wesley & Matt have resigned from the fire department. Jeff also received a text from Skip. Fir

b. Wesley & Matt read their resignation letters, submitted in writing prior to the start of the C

c. Will continue talking about this at the next meeting to go forward.

E. Crime Watch Report: Jeff Myers

a. A person was using the post office as their hangout, a community member caught him in the post

b. A white pickup was on the road. It was a trooper, one of his relatives owns property and he

c. Anna was spotted at the end of Fish Lake Rd. someone gave her and a male that was with her, a

VIII. Public Comment:

A. (Janie) A GOFUNDME page has been set up to assist Lilian Defreest with hospital bills related

IX. Old Business:

A. Cleaning & Snow Plowing Bids were due by this meeting - there were none. Deadline extended to

B. A revised Building Rental Application and Agreement has been created for future building rental:  
C. Website - new company is working on improvements to make it better.

X. New Business:

A. Elections Coming up: (3 Seats up for election) John J, Blanche, Cindy  
John J, Blanche, Cindy all running again

a. Nomination Committee (volunteers) - Encourage other people in the community to run for the council  
b. They are in the bylaws

- i. Janie Vessey
- ii. John Vessey

c. Election Committee (volunteers)

i. Jeremy Anderson

ii. Cia Vessey

D. Jeff - met the people that are opening the general store, invited them to the council meeting.

XI. Agenda Items for Next Meeting (10-8-2025):

XII. Meeting Adjourn: 1st by Vicki, 2nd by Janie at 8:10pm

Attendees: Cia Vessey, Amanda Dial, Casey Cook, Wesley and Talitha Daniels, Matt Yoder, Jackson, V:

Zoom Info: Tim Roe and

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Status: Approved

President:



Secretary:



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Attached Documents

**NOTE: ALL MEETINGS ARE HELD AT THE CHICKALOON COMMUNITY CENTER ON THE 2ND WEDNESDAY OF THE MONTH AT 7:00 PM; LOCATED AT MILE 76 GLENN HWY, CHICKALOON, AK. 99674. ANYONE WISHING TO SPEAK OR HAVE A ITEM PUT ON THE AGENDA NEEDS TO CONTACT THE COUNCIL BY EMAIL: INFO@CHICKALOONCC.COM OR MAIL TO: PO BOX 1145, CHICKALOON, AK. 99674-1145. ALL MUST BE RECEIVED TWO WEEKS PRIOR TO THE MEETING. This deadline complies with the Mat-Su Borough Clerk's Office advertising requirements.**

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Date of Meeting: September 18, 2025  
Meeting Location: Council Building, Zoom  
Website: chickalooncc.com  
Email: info@chickalooncc.com  
Prepared By: Kalee Bowen

## Chickaloon Community Council Emergency Board Session

DATE : September 19th 2025

Officers Present: Jeff Myers (Chairman), John J Vessey (Member at Large), Cindy Hotz (Treasurer), Blanche Roe (Secretary), and Kalee Bowen (Vice Chair)

Meeting called to order at: 6:43

John J started and led the emergency council meeting regarding the closure of the fire department due to board resignations and loss of Fire Chief. The goal of the meeting, since the department reverts back to council, was to get organized and prepped for winter to protect the fire department assets. After all the work that has gone into the department and the nice equipment it is imperative that everything is left in good condition and winterized with the hopes that the fire department may continue in the near future (depending on the community's desire to do so).

- A brief synopsis and history was provided to the newer board members to get them up to speed and answer questions from Blanche
- Some of the matters that need to be worked out includes the transfer of the bank account, any bills (MEA which is already handled by council), insurance ending on the 17th and what that means, winterizing trucks and prepping locations
- John J did learn after calling insurance that after we do not renew in October, we will have to renew policy as they do not offer any storage options.
- Some additional items that were brought up: What happens to Forestry Grant? Is there an expiration date and what are the parameters. John J will look into this. It is also a good idea for all PPE to be returned to the Drill Lake station for now (people can label their gear and bags in hopes of starting back up).
- Do we need to have additional security if we leave any trucks parked at the CC center? Kalee brought up parking behind the building so it is not obviously seen.
- John J is going to pick up tarps to help protect damage to hose and other gear on top of the trucks
- John J is also looking into a tax professional to help us get taxes in order and file for 2025
- Further explanation was given that this meeting was taking place so we can make sure the fire department is taken care of for winter and accounts are in order. We are not here to make any decisions nor discuss other issues regarding the department. This will be brought up at our next council meeting to listen to the community and what they want (as we are only facilitators). The hope is start a committee that can look into restructuring and how to improve upon the department in the future. The key will be to include the whole community.
- Discussion on the work parties needed and what says were an option. The plan was for the 27th, but since further discussion there will be **two work parties taking place on October 4th and 11th starting at 11am**.
- Kalee is going to do the meeting minutes for this meeting and the write up for the website regarding an update and work days.

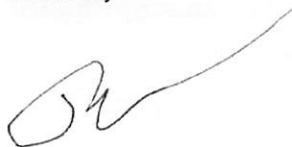
Meeting adjourned 7:43pm

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Status: Approved

President:

Secretary:



Attached Documents

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MATANUSKA-SUITNA BOROUGH

LOCAL ROAD SERVICE AREA RSA 17 KNIK BOARD

REGULAR MEETING by TEAMS and IN PERSON

January, 2026, 7:00 PM, at Point Mackenzie Community Council Building  
6th 20810 W. Point Mackenzie Road

Teams Meeting ID: 272 369 070 627 8 Passcode: c95Pf3vT

CALL TO ORDER

ROLL CALL – *Dustin Spidalis MSB Operational Branch Manager of Roads, Seth Hansen MSB Road Maintenance Superintendent, John Jobe RSA-17KNIK Board member-Secretary, John Szymik RSA-17KNIK Board member Chair*

APPROVAL OF AGENDA – *John Szymik motioned, John Jobe seconded*

PLEDGE OF ALLEGIANCE

APPROVAL OF MINUTES FROM previous RSA 17 KNIK board meeting : *John Jobe motioned, John Szymik seconded Approved*

UNFINISHED BUSINESS: *Draft RIP-in process. Maintenance Update*

NEW BUSINESS

A. Maintenance Contractor Updates

See Report attached

B. New Business,

- Discussed progress on funding for Draft RIP (list of Road Construction projects) Johnson Road Upgrade (RSA14) is seeking more funding to complete project. One source of funding discussed was using funds from RSA 17. A motion was made by John Szymik to “not use funds from RSA17KNIK. John seconded the motion.

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- Discussed potential revenue from “Audited funds” amounts discussed were approximate as Audited funds still need approval, but the amount discussed was 2 mill to be appropriated over to RSA 17Knik.
- Discussed types of funding and there expiration dates, Audited funds have an expiration date, 24-35 mos for use, while funds from the capitol account do not once appropriated they stay appropriated.

C. Member Reports - *None*

PUBLIC COMMENTS - *None*

OTHER BUSINESS - *None*

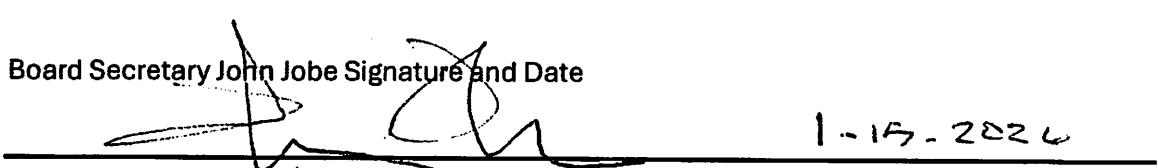
BOARD COMMENTS - *None*

ADJOURNMENT –*John Szymik motioned, John Jobe seconded No Dissentions or Discussions, Approved*      Next Meeting scheduled for Feb 3rd, 2026

Board Chair John Szymik Signature and Date       **John Szymik**

Digitally signed by John Szymik  
DN: C=US  
E=j.szymik@hamil.com  
O=Hamilton Construction  
Company, CN=John Szymik  
Date: 2026.01.15 13:02:30-09'00'

Board Secretary John Jobe Signature and Date

 **1-15-2026**  
ATTACHMENT 1: MAINTENANCE REPORT 1/06/2026  
SETH HANSEN

**RSA 17 Road Maintenance Report 01/06/2026**  
**MSB Road Maintenance Superintendent: Seth Hansen**

**General update on RSA 17:**

The past approximate 4 weeks this RSA has seen a significant number of downed trees from wind recent wind events. The fallen trees that were blocking MSB roads have been removed off the travel lanes of these roads by a combined efforts of MSB officials, RSA 17 Road Maintenance contractor and local residents. Though the tree debris currently is not hindering the safety of road users, there is considerable concern that the debris piles and tree stems left behind may conflict with snow removal operations, impact snow storage capacities and pose an inherent safety issue in the event a vehicle is disabled in the MSB ROW. MSB issued a formal Notice of Deficiency on 12/23/25 to Big Dipper Construction after lack of responsiveness to MSB direction in mitigating the aforementioned concerns. The MSB may have to outsource these mitigation operations (**Section 104 of the Annual Road Maintenance Agreement**) in RSA 17 after an alleged impasse of the understanding of "Vegetation Control" in contracts 24-139B and 24-142B.

With the chronic cold temperatures coupled with the lack of insulating snow precipitation RSA 17 has been experiencing glaciation across multiple MSB roads. We have been monitoring Cardiff Ln, Vecerra, Bogle Bluff and Horizon throughout the last weeks. The MSB internal road crew has been busy with thawing operations throughout the MSB including the afore-mentioned roads to assist in directing the water to the proper drainage path. Additionally, the MSB has authorized the Road Maintenance contractor to mitigate these glaciation issues, see the itemized report below in the Periodic Maintenance/ Public Construction update.

\*\*MSB Purchasing is expecting to solicit contracts for RSA 17 road maintenance quotes in the coming week.

**RSA 17 Road Maintenance Report 01/06/2026**  
**MSB Road Maintenance Superintendent: Seth Hansen**

**- Zone 1/3:**

**Contractor: Big Dipper Construction**

**Road Maintenance update:**

Contractor has been responsive regarding winter road maintenance during the current snowstorm event. It was observed that the contractor had at least 10 pieces of equipment in RSA 17 logged into the provided MSB tracking software.

**Public Construction (PC)/ Periodic Maintenance (PM) update:**

MSB directed Big Dipper Construction to mitigate glaciation ice build-up along Cardiff Lane through Directive 17.1.3-122625.1b Ditch Glaciation Mitigation. See the scope of work:

**Cardiff road and its ditch-lines south of Riggs CIR are having glaciation issues resulting from sub-zero weather with the lack of insulating snow coverage. The chronic drainage issue at this location has now caused continual ice buildup that has overwhelmed the ditches and now is encroaching across Cardiff's road surface.**

**Directive 17.1.3-122625.1b addresses this issue by way of removal and disposing of this ice buildup from the east and west ditch-lines due south of Riggs Cir.**

Directive cost: \$6,251.20

**- Zone 2/4:**

**Contractor: Big Dipper Construction**

**Road Maintenance update:**

Contractor has been responsive regarding winter road maintenance during the current snowstorm event. It was observed that the contractor had at least 10 pieces of equipment in RSA 17 logged into the provided MSB tracking software today (01/06/2026).

**RSA 17 Road Maintenance Report 01/06/2026**  
**MSB Road Maintenance Superintendent: Seth Hansen**

**3 year Public Construction/Periodic Maintenance**  
**RSA 17 \_ FY27-FY30**

**Zone 1**

**Public Construction-**

Road:	Project category	Cost estimate
<b>Asphalt Repairs</b>		
Foothills		TBD
Sylvan		TBD
Phenix		TBD
Patch Dr		TBD
<b>Drainage Improvements</b>		
Rue de la paix	Ditching	\$49,767.62
Hatcher Pass	Ditching	TBD
Donovan	Ditching	TBD
Patch Dr	Ditching	TBD
Teeleand	Ditching	TBD
Forest CIR	Ditching	TBD
Sainden	Ditching	TBD
Ose	Ditching	TBD
<b>Gravel Improvements</b>		

**Turn around Construction**

**RSA 17 Road Maintenance Report 01/06/2026**  
**MSB Road Maintenance Superintendent: Seth Hansen**

**3 year Public Construction/Periodic Maintenance**  
**RSA 17 \_ FY27-FY30**

**Zone 3**

**Public Construction-**

Road:	Project category	Cost estimate
<b>Asphalt Repairs</b>		
Timberview Dr	FUGRO	TBD
Vecera Dr	FUGRO	TBD
Rubacaha	FUGRO	TBD
Bogie Bluff	FUGRO	TBD
<b>Drainage Improvements</b>		
Riggs CIR	Culvert Install/R&R	TBD

**Gravel Improvements**

**Turnaround Construction**

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**MATANUSKA-SUSITNA BOROUGH  
LOCAL ROAD SERVICE AREA ADVISORY BOARD**

**REGULAR MEETING by TELECONFERENCE/TEAMS and IN PERSON**

**November 20, 2025, 7 PM, at Fire Station 73, 10073 W. Parks Hwy**

**Conference Call Line Number: Dial 1-907-290-7880, then Conf ID 528 881 692#**

**CALL TO ORDER** at 7:00 PM.

**ROLL CALL, DETERMINATION OF QUORUM:** 11 RSAs were represented for a quorum (7 required for quorum).

<b>RSA#</b>	<b>Member Name</b>	
9	None	
14	Terry Dolan	
15	Tam Boeve	
16	Rhonda Stark	
17	None	
19	Dan Keane	
20	Tom Phillips	
21	Andrew Traxler	Terry Gorlick
23	None	
25	Jennifer Noffke	
26		
27	Steve Edwards	
28	Harry Zola	
29	John Strasenburgh	
30	None	
31	Traci Barickman	
Public Works: Chad Fry (O&M) Jennifer Ballinger		
Borough Staff (other than Public Works): None		
Assembly Members: None		

**PLEDGE OF ALLEGIANCE TO THE UNITED STATES OF AMERICA**

**APPROVAL OF AGENDA:** Tom Phillips moved to approve. Harry Zola seconded. Agenda was approved without objection.

**APPROVAL OF MINUTES** of October 16, 2025, meeting. Tom Phillips moved to approve. Andrew Traxler seconded. The minutes were approved without objection.

**TRAINING:** None.

CM  
OCB

**BOARD COMMENTS:** Tom Phillips discussed board membership issues and has not yet applied to renew. Steve commented on the new line items on the RIP list. The addition does not change the priority of projects. Chad Fry provided input on the purpose and function of the RIP list. A discussion followed.

**ADJOURNMENT** Jennifer moved to adjourn at 8:03 PM. Andrew Traxler second. Motion passed unanimously.

Next Meeting: January 15, 2026, at 7PM (In-person mixed w/ Teams at Fire Sta. 73)



Stephen Edwards, Board Chair

**Terry Dolan**

Digitally signed by Terry  
Dolan  
Date: 2026.01.19  
09:37:05 -08'00'

Terry Dolan, Board Secretary

# MATANUSKA-SUSITNA BOROUGH

Edna DeVries, Mayor

## PLANNING COMMISSION

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



Michael Brown, Borough Manager

## PLANNING & LAND USE DEPARTMENT

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

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

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**CLERKS OFFICE**

## PLANNING COMMISSION MEETING MINUTES

January 5, 2026

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

The Matanuska-Susitna Borough Planning Commission's regular meeting was held on January 5, 2026, at the Matanuska-Susitna Borough Assembly Chambers, 350 E. Dahlia Avenue, Palmer, Alaska. Chair Carpenter called the meeting to order at 6:00 p.m.

**Present:** – Commissioner Carpenter  
Commissioner Collins- Called in  
Commissioner McCabe  
Commissioner Zagorodniy  
Commissioner Scoggin

**Absent/Excused:** Commissioner Glenn  
Commissioner Allen

**Staff Present:** – Mr. Alex Strawn, Planning and Land Use Director  
Ms. Lacie Olivieri, Planning Department Admin  
Ms. Denise Michalske, Assistant Borough Attorney

### II. APPROVAL OF AGENDA

Chair, Carpenter, inquired if there were any changes to the agenda.

**GENERAL CONSENT:** The agenda was approved without objection.

### III. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by Commissioner McCabe.

### IV. CONSENT AGENDA

A. MINUTES: Regular Meeting Minutes – December 15, 2025

B. INTRODUCTION FOR PUBLIC HEARING QUASI-JUDICIAL MATTERS

**Resolution 25-28** A Variance In Accordance With MSB 17.65 Variance. Alan & Gloria Hunsuck and Dylan & Sabrena Stenger Submitted An Application For A Variance From The 75-Foot Setback Requirements Under MSB 17.55, To Allow For Construction Of A 1,500 Square Foot Cabin At Its Closest Location Of 27-Feet From Big Lake.

**Public Hearing Date:** January 19, 2026

**Staff:** Rebecca Skjothaug, Current Planner

C. INTRODUCTION FOR PUBLIC HEARING LEGISLATIVE MATTERS

*(There were no Legislative Introductions)*

Chair Carpenter read the Consent Agenda into the record.

**GENERAL CONSENT:** The Consent Agenda was approved without objection.

**V. COMMITTEE REPORTS**

*(There were no committee reports.)*

**VI. AGENCY/STAFF REPORTS**

*(There were no Agency/Staff Reports)*

**VII. LAND USE CLASSIFICATIONS**

**Resolution 25-29** A Resolution Of The Matanuska-Susitna Borough Planning Commission Recommending Approval Of An Ordinance Classifying A Portion Of 5256000T00A As General Use Land For The Purpose Of A Lease To Install A Cellular Communication Tower (MSB007983).

**Staff:** Suzanne Reilly, Asset Manager

Chair Carpenter read the resolution title into the record.

Staff, Mr. Peter Burton, presented a staff report on behalf of Suzanne Reilly.

Chair Carpenter inquired if commissioners had any questions for staff.

Commissioners had no questions for staff.

Chair Carpenter opened the public hearing.

There being no persons to be heard, Chair Carpenter closed the public hearing, and the discussion moved to the Planning Commission.

**MOTION:** Commissioner McCabe moved Planning Commission Resolution 25-29. The motion was seconded by Commissioner Scoggin.

**VOTE:** The motion passed without objection.

**Resolution 25-30** A Resolution Of The Matanuska-Susitna Borough Planning Commission Recommending Approval Of An Ordinance Classifying A Portion Of 18N03W09A001 As Reserved Use Land For The Purpose Of A Shooting Range (MSB008238).  
**Staff:** Peter Burton, Land Management Specialist

Chair Carpenter read the resolution title into the record.

Staff, Mr. Peter Burton, presented his staff report.

Chair Carpenter inquired if commissioners had any questions for staff.

Commissioner McCabe asked questions of staff.

Commissioner Carpenter asked questions of staff.

Chair Carpenter opened the public hearing.

Linda Oxly  
Kelton Hansley  
Darcie Morgan  
Robert Morgan  
Raymond Smyth

There being no persons to be heard, Chair Carpenter closed the public hearing, and the discussion moved to the Planning Commission.

**MOTION:** Commissioner Scoggan moved Planning Commission Resolution 25-30. The motion was seconded by Commissioner McCabe.

Discussion ensued.

**VOTE:** The motion passed without objection.

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

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

#### **IX. PUBLIC HEARING QUASI-JUDICIAL MATTERS** (*There were no Quasi-Judicial Matters.*)

#### **X. PUBLIC HEARING LEGISLATIVE MATTERS**

**Resolution 25-25** A Resolution Of The Matanuska-Susitna Borough Planning Commission Recommending Approval Of An Ordinance Amending

MSB 8.55, Special Events, To Repeal The Surety Bond Requirement Standards.

Staff: Alex Strawn, Planning and Land Use Director

Chair Carpenter read the resolution title into the record.

Staff, Mr. Alex Strawn, presented his staff report.

Chair Carpenter inquired if commissioners had any questions for staff.

Commissioners had no questions for staff.

Chair Carpenter opened the public hearing.

There being no persons to be heard, Chair Carpenter closed the public hearing, and the discussion moved to the Planning Commission.

**MOTION:** Commissioner McCabe moved Planning Commission Resolution 25-25. The motion was seconded by Commissioner Zagorodniy.

Discussion ensued

**VOTE:** The motion passed without objection.

**Resolution 25-26** A Resolution Of The Matanuska-Susitna Borough Planning Commission Recommending Approval Of An Ordinance Amending MSB 17.67, Tall Structures Including Telecommunication Facilities, Wind Energy Conversion Systems, And Other Tall Structures; To Reduce The Minimum Setback Requirements For New Telecommunications Towers.

**Public Hearing Date:** January 5, 2026

Staff: Alex Strawn, Planning and Land Use Director

Chair Carpenter read the resolution title into the record.

Staff, Mr. Alex Strawn, presented his staff report.

Chair Carpenter inquired if commissioners had any questions for staff.

Commissioner McCabe asked questions of staff.

Chair Carpenter opened the public hearing.

There being no persons to be heard, Chair Allen closed the public hearing, and the discussion moved to the Planning Commission.

**MOTION:** Commissioner McCabe moved Planning Commission Resolution 25-26. The motion was seconded by Commissioner Scoggin.

**VOTE:** The motion passed without objection.

**Resolution 25-27** A Resolution Of The Matanuska-Susitna Borough Planning Commission Recommending Approval Of An Ordinance Amending MSB 15.24 Assembly; Zoning Functions To Update The Process Of Initiating And Amending Lake Management Plans And A Resolution Establishing A Fee For Processing Requests For Lake Management Plans Under MSB 15.24 Assembly; Zoning Functions.

**Public Hearing Date:** January 5, 2026

**Staff:** Alex Strawn, Planning and Land Use Director

Chair Carpenter read the resolution title into the record.

Staff, Mr. Alex Strawn, presented his staff report.

Chair Carpenter inquired if commissioners had any questions for staff.

Commissioner McCabe asked questions of staff.

Chair Carpenter opened the public hearing.

There being no persons to be heard, Chair Carpenter closed the public hearing, and the discussion moved to the Planning Commission.

**MOTION:** Commissioner McCabe moved Planning Commission Resolution 25-27. The motion was seconded by Commissioner Zagorodniy.

**VOTE:** The motion passed without objection.

**XI. CORRESPONDENCE AND INFORMATION**

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

**XII. UNFINISHED BUSINESS**

*(There was no unfinished business.)*

**XIII. NEW BUSINESS**

**XIV. COMMISSION BUSINESS**

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

**XV. DIRECTOR AND COMMISSIONER COMMENTS**

Commissioner McCabe: Thanks to the staff for your good reports. I urge the people that came here about the shooting range to keep your eye out for the Assembly meeting

and if you want more input show up and talk to the assembly at that time. And thanks for your good job as acting chair.

Commissioner Scoggin: No Comment.

Commissioner Carpenter: I hope everyone has a safe journey home, the other side of the Valley seems to have a lot more snow. I wanted to thank you guys for coming and talking, it does mean a great deal, especially with the weather. Happy New year.

Commissioner Zagorodniy: Happy New year, hopefully we have a good 2026

Director Strawn: Great job, Chair Carpenter. Be careful doing such a good job, you may get selected for this again in the future.

#### XVI. ADJOURNMENT

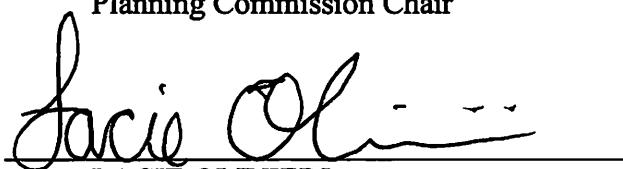
The regular meeting adjourned at 6:56 p.m.



RICHARD ALLEN

Planning Commission Chair

ATTEST:



LACIE OLIVIERI

Planning Commission Clerk

*Minutes approved:*

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By: Rebecca Skjothaug  
Introduced: January 5, 2026  
Public Hearing: January 19, 2026  
Action: Approved

**MATANUSKA-SUSITNA BOROUGH PLANNING  
COMMISSION RESOLUTION NO. 25-28**

A RESOLUTION OF THE MATANUSKA-SUSITNA BOROUGH PLANNING COMMISSION APPROVING A VARIANCE TO MSB 17.55.020 FOR THE CONSTRUCTION OF A DWELLING TO BE PLACED APPROXIMATELY 27 FEET FROM THE SHORELINE OF BIG LAKE ON LONG ISLAND LOT 2-B, LONG IS RSB L/02 & 3 Lot 2-B and located within Section 17, Township 3 North, Range 19 West, PLAT #71-83, PALMER RECORDING DISTRICT, STATE OF ALASKA, LOCATED ON LONG ISLAND, BIG LAKE ALASKA TAX ID # 6149000L002-B.

---

WHEREAS, Alan & Gloria Hunsuck and Dylan & Sabrena Stenger are requesting a variance to MSB 17.55.020 to construct an additional 1,500 square foot cabin at its closest location of 27 feet from Big Lake, on Shepard's Island, Big Lake, Tax ID #6149000L002-B; and

WHEREAS, to grant a variance, the Planning Commission must find that each requirement of MSB 17.65.020(A) has been met; and

WHEREAS, the subject lot is part of the South Big Lake Alaska Subdivision and was initially platted in 1971 before Borough setback and lot size regulations were established; and

WHEREAS, the subject parcel does not conform to the current Borough subdivision standards for lot size; and

WHEREAS, Big Lake is located north and south of the subject parcel, and east and west of the subject parcel are residential properties; and

WHEREAS, according to the Borough Assessments data, the subject parcel is approximately 0.28 acres; and

WHEREAS, according to the application material, has irregular dimensions of approximately 100 feet northwest to east-west, 111.02 feet northeast to southeast, 110 feet southeast to southwest, and 145 feet southwest to northwest; and

WHEREAS, An overhead MEA utility line, shown on the original 1971 plat and running generally east to west across the property, imposes a required 15-foot setback; and

WHEREAS, the proposed residential cabin will only occupy 12% of the total parcel; and

WHEREAS, Planning staff analyzed all 48 lakefront parcels on Long Island of Big Lake and found that 39 of them contain residential structures; and

WHEREAS, the dwellings that may violate the setback requirements were not included in the average dwelling size calculation; and

WHEREAS, after conducting an analysis, the Planning staff found that there are 39 lakefront parcels with dwellings that appear

to meet the 75-foot setback criteria, have legal non-conforming status or a granted variance, and these dwellings have an average size of 1,332 square feet; and

WHEREAS, Planning staff found the lakefront properties within the analysis area vary in size from 0.24 to 1.24 acres; and

WHEREAS, development within the analysis area averages 1,332 square feet; and

WHEREAS, according to the application material, the applicant proposes building a residential cabin of 1,500 square foot single-story structure; and

WHEREAS, according to the application materials, the proposed residential cabin will adhere to all other setbacks from the side lot lines, northern waterbody setback, and the utility setback; and

WHEREAS, according to the application material, the subject parcel has 221.02 feet of shoreline on Big Lake on the northern and southern end of the subject parcel; and

WHEREAS, based on the application materials, the applicant proposes preserving a minimum of 50% of undisturbed native vegetation of the shoreline bank; and

WHEREAS, according to the application materials, the applicant was provided with an Alaska Fish & Game permit to reconstruct the dock on February 24, 2025; and

WHEREAS, in 2005, the Matanuska-Susitna Borough Assembly adopted voluntary best management practices (BMP) for development around waterbodies; and

WHEREAS, MSB Chapter 17.65 - Variances, was written to grant relief to property owners whose lots are impacted by existing land use regulations, thereby making the lot undevelopable; and

WHEREAS, the Big Lake Comprehensive Plan (2009 update), by design, does not set out precise binding rules on development but instead provides general goals on the type of place the community wants to be in the future and then outlines general strategies to reach those goals; and

WHEREAS, Goal (LU&E-3) of the Big Lake Comprehensive Plan Update (August 2009) is to "Protect the natural environment; and

WHEREAS, Goal (LU&E-4) of the Big Lake Comprehensive Plan Update (August 2009) is to "Provide for freedom to enjoy our properties; and

WHEREAS, Goal (LU-1) of the Matanuska-Susitna Borough Comprehensive Plan (2005 Update) states: Protect and enhance the public safety, health, and welfare of Borough residents; and

WHEREAS, Policy LUL-1 of the Matanuska-Susitna Borough Comprehensive Plan (2005 Update) states: Provide for consistent, compatible, effective, and efficient development within the Borough; and

WHEREAS, Goal (LU-2) of the Matanuska-Susitna Borough Comprehensive Plan (2005 Update) states: Protect residential neighborhoods and associated property values; and

WHEREAS, the variance request is consistent with the policies and goals of the Matanuska-Susitna Borough Comprehensive Plan (2005 Update) as the residential structure cannot be constructed on the lot without a setback variance, the structure is placed as far back on the property as possible, and the structure is similar to surrounding development; and

WHEREAS, according to the Planning staff's analysis, constructing an 1,500-square-foot dwelling is compatible with the surrounding area; and

WHEREAS, the subject parcel is not in a special land use district; and

WHEREAS, residential structures are allowed on this property; and

NOW, THEREFORE, BE IT RESOLVED, that the Matanuska-Susitna Borough Planning Commission hereby adopts the aforementioned findings of fact and makes the following conclusions of law supporting approval of Planning Commission Resolution 25-28;

1. The 0.28-acre parcel has no legal buildable area due to the 75' building setback and the utility easement that runs

east-west through approximately the middle of the property, which is an unusual condition (MSB 17.65.020(A)(1)).

2. The strict application of the provisions of this title would deprive the applicants of rights commonly enjoyed by others, as the subject lot has certain unique conditions and circumstances that apply. The average size of dwellings within the analysis area is 1,332 square feet. The property is 0.28 acres of land. Therefore, constructing an 1,500 square-foot cabin on the property is a reasonable use of the land. (MSB 17.65.020(A)(2)).

3. Granting a variance will not be injurious to nearby property nor harmful to the public welfare (MSB 17.65.020(A)(3)).

4. The proposed variance is consistent with the applicable comprehensive plans and does meet the intent of MSB 17.65 (MSB 17.65.020(A)(4)).

5. Granting a variance will be no more than necessary to permit reasonable use of the property (MSB 17.65.020(A)(5)).

6. The person seeking the variance did not cause the need for the variance (MSB 17.65.030(A)(1)).

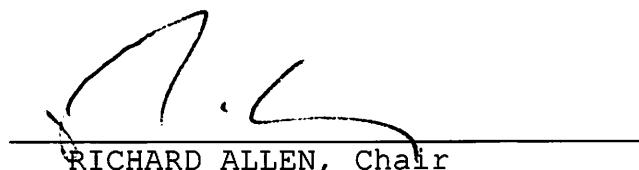
7. The variance will not allow land use in a district in which that use is prohibited, as residential structures are allowed on this site (MSB 17.65.030(A)(2)).

8. The variance is not solely being sought to relieve pecuniary hardship or inconvenience (MSB 17.65.030(A)(3)).

9. All wastewater design, permitting, installation, and maintenance must fully comply with Alaska Department of Environmental Conservation (ADEC) and Matanuska-Susitna Borough requirements.

NOW, THEREFORE, BE IT RESOLVED, that the Matanuska-Susitna Borough Planning Commission hereby approves the 27 FEET FROM THE SHORELINE OF BIG LAKE ON LOT 2-B, LONG IS RSB L/02 & 3 Lot 2-B and located within Section 17, Township 3 North, Range 19 West, PLAT #71-83, PALMER RECORDING DISTRICT, STATE OF ALASKA, LOCATED ON LONG ISLAND, BIG LAKE ALASKA TAX ID #6149000L002-B, as referenced in the application material.

ADOPTED by the Matanuska-Susitna Borough Planning Commission on this 5th day of January, 2026.



RICHARD ALLEN, Chair

ATTEST



Lacie Olivieri

LACIE OLIVIERI, Planning  
Clerk  
(SEAL)

yes: Glenn, McCabe, Allen, Carpenter  
No: None

The regular meeting of the Matanuska-Susitna Borough Platting Board was held on December 18, 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. Michael Liebing, District Seat #2  
Mr. Michael Gillson, District Seat #3  
Ms. Michelle Traxler, District Seat #5  
Ms. Sandra Kreger, District Seat #6  
Ms. Karla McBride, Alternate  
Mr. Robert Halford, Alternate  
Mr. Chris Chiavetta, District Seat #1

Platting Board members absent and excused were:

Mr. Sidney Bertz, District Seat #7  
Ms. Amanda Salmon, District Seat #4

Platting Board members absent were:

Staff in attendance:

Mr. Fred Wagner, Planning and Land Use Director  
Ms. Lacie Olivieri, Platting Board Clerk  
Mr. Matthew Goddard, Platting Technician  
Mr. Chris Curlin, Platting Technician  
Mr. Cayman Reynolds, Platting Technician

**B. THE PLEDGE OF ALLEGIANCE**

Platting Member Liebing led the Pledge of Allegiance.

**C. APPROVAL OF THE AGENDA**

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

**MOTION:** Platting Member Liebing moved to approve the Agenda. The motion was seconded by Platting Member Kreger.

**VOTE:** The Agenda was approved without objection.

**2. APPROVAL OF MINUTES**

- December 4, 2025.

**MOTION:** Platting Member Liebing moved to approve the minutes. The motion was seconded by Platting Member Kreger.

**VOTE:** The motion was approved without objection.

**3. AUDIENCE PARTICIPATION & PRESENTATIONS**

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

**4. UNFINISHED BUSINESS**

**5. RECONSIDERATIONS/APPEALS**

*(None)*

**6. PUBLIC HEARINGS**

**GROFF ESTATES:** The request is to create 2 lots from Lot 1, Groff Acres, Plat #2015-71, to be known as Groff Estates, containing 45.08 acres +/- . The petitioner is requesting a variance from legal access. The property is located directly north of W. Sunshine Road and directly east of N. McRae Road (Tax ID# 7421000L001); within the NW ¼ Section 13, Township 18 North, Range 02 West, Seward Meridian, Alaska. In the Meadow Lakes Community Council and in Assembly District #7. (Petitioner/Owner: Timothy Groff & John Groff Jr., Staff: Chris Curlin, Case # 2025-114)

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

Lacie Olivieri provided the mailing report:

- Stating that 19 public hearing notices were mailed out on November 25, 2025.

Staff gave an overview of the case:

- Staff recommended approval with five findings of fact and seven recommendations for conditions of approval.

Chair Traxler inquired if any board members had questions for staff.

Platting Member Liebing asked questions of staff

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

The petitioner's representative was not present to speak

Chair Traxler opened the public hearing for public testimony

Diane McGuire asked about the driveway

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 did not speak.

**MOTION:** Platting Member Liebing made a motion to approve, contingent on staff recommendations one through seven. The motion was seconded by Platting Member McBride.

**VOTE:** The main motion passed without objection.

**VANDA VALLEY:** The request is to create 43 lots from Tax Parcel C6, (Tax ID#18N01E19C006) to be known as Vanda Valley, containing 49.29 acres +/- . The property is located directly west of E. Kilo Drive, directly north of E. Foxtrot Avenue, and southeast of N. Wasilla-Fishhook Road; within the SW ¼ Section 3, Township 19 North, Range 01 East, Seward Meridian, Alaska. In the North Lakes Community Council and in Assembly District #1.(Petitioner/Owner: Kov's LLC, Staff: Chris Curlin, Case # 2025-128)

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

Lacie Olivieri provided the mailing report:

- Stating that 91 public hearing notices were mailed out on October 14, 2025.

Staff gave an overview of the case:

- Staff recommended continuation to the January 15, 2026, meeting.

Chair Traxler inquired if any board members had questions for staff.

Platting Members had no questions for staff

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

The petitioner's representative was not here to speak.

Chair Traxler opened the public hearing for public testimony.

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

The petitioner's representative did not speak.

Platting Members had no questions for the petitioner's representative.

**MOTION:** Platting Member Liebing made a motion to approve continuation to the January 15, 2026 meeting. The motion was seconded by Platting Member Kreger.

**VOTE:** The main motion passed without objection.

**7. ITEMS OF BUSINESS & MISCELLANEOUS**

2026 Meeting schedule

**MOTION:** Platting Member Liebing moved to approve the updated 2026 meeting schedule. The motion was seconded by Platting Member McBride.

**VOTE:** The motion was approved without objection.

**8. PLATTING STAFF & OFFICER COMMENTS**

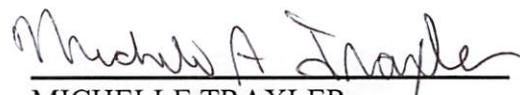
- A. Adjudicatory (*if needed*)
- B. Upcoming Platting Board Agenda Items

**9. BOARD COMMENTS.**

- Platting Member Liebing – No Comment
- Platting Member Kreger – Happy Holidays
- Platting Member Traxler – Happy Holidays everyone
- Platting Member Gillson – No Comment
- Platting member Hallford – This is my last meeting
- Platting Member McBride – Happy Christmas and Happy New years

**10. ADJOURNMENT**

With no further business to come before the Platting Board, Chair Traxler adjourned the meeting at 1:24 PM.

  
MICHELLE TRAXLER  
Platting Board Chair

ATTEST:

  
LACIE OLIVIERI

Temporary Platting Board Clerk

## SOUTH COLONY ROAD SERVICE AREA (RSA) 16

Dorothy Swanda Borough Headquarters Building

Clerk's Office Room #203

Meeting Minutes: July 9, 2025

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### **Roll Call and Quorum**

A quorum was established with the following in attendance:

Rhonda Stark, RSA 16 Board Chair

Charlie Crim, RSA 16 Board Member

Kelly Gordon, RSA 16 Board Secretary

Doug Sughrue, MSB Public Works O&M Division Road Maintenance Superintendent

Austin Larson, MSB Public Works O&M Division Project Manager

Dustin Spidal, MSB Public Works O&M Operational Branch Manager of Roads

Stephanie Nowers, MSB Assembly Member, District 2

### **Call to Order**

Attendees were called to order at 2:03pm.

### **Pledge of Allegiance**

Respectfully executed by all.

### **Agenda Review/Revision**

The agenda was reviewed and approved as presented. Rhonda moved to approve and Kelly seconded.

### **Approval of Minutes**

Kelly moved and Rhonda seconded approval of the minutes of the April 2, 2025 meeting.

### **Persons to be Heard**

There were none in attendance.

### **Staff Reports**

#### Doug Sughrue

-Grading: in progress

-Brushing: will start in RSA 16 once new drivers are trained; brushing equipment is limited and being shared

-Speed carts: he has access and will move them as requested; possibly have the use of an intern to help; data collection may not be possible due to lack of manning; Dustin: data falls chronologically in a file, making access easier; a camera is available, but they are often stolen

out  
of

### Dustin Spidal

- Hosting meeting for all contractors to ensure continuity
- Approved two AI weather cameras by Vue Robotics to provide forecasting in micro-climates at a cost of \$2050 per year; initial placement will be Sutton and Trapper Creek; may also be used to track project progress
- Crack sealing: road miles will be divided into thirds, with one third being sealed per year.

### Austin Larson

- Introduced himself
- Contact him for updates on any current projects

### **Unfinished Business**

#### Speed feedback signs and traffic count boxes

- See Doug's staff report
- Kelly spoke with Rod Hansen of the North Lakes Community Council regarding the use and purchase of their speed cart: they have no method of tracking traffic data resulting from the use of the cart

### **New Business**

#### Caulkins Street

- Previous board member Phil Cobb inquired about future paving of this road
- Austin: trucking company wants entire road paved, which may not happen; access may be changed to allow creation of a plowed snow area; coordinating with purchasing office for 2027 target start

#### Little Otter of Edgerton Parks

- Property owner complaint of extreme dust; apply CaCl2?
- Dustin: When CaCl2 is applied, the first year is a heavy application, the second year is lighter, annual maintenance dose thereafter; there is no CaCl2 in stock to apply now

#### Excise tax proposal

- Stephanie Nowers: Takes advantage of non-Borough residents using Borough roads; provides income without interest; 7% will result in \$5million; proceeds to be used for roads only; RSA could receive over \$100,000; will include a sunset clause

### **Next Meeting**

The next meeting will be 11:30 October 8, 2025.

### **Board Member Comments or Discussion**

Charlie asked for a meeting time change to accommodate his work hours.

### **Adjourn**

Kelly motioned to adjourn, seconded by Rhonda. Meeting adjourned at 3:44pm.

Rhonda Stark 9/04/26  
Rhonda Stark, Board Chair

Kelly Gordon  
Kelly Gordon, Board Secretary

---

Charles Crim, Member at Large

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RSA 16 Quarterly Meeting

October 8, 2025

Meeting called to order at 1138

Roll call and quorum

Attendance:

Rhonda  
Charlie  
Doug  
Dustin  
Stephanie Nower  
Jackie Goforth  
Glenn Goforth  
Michelle Heun

Pledge of allegiance

Agenda - Rhonda moved to approve; Charlie seconded

Minutes of July 9th meeting - Rhonda moved to approve; Charlie seconded

Introductions:

Michelle Heun running for District 1 assembly  
Jackie & Glenn Goforth, live on Chalet Dr  
Charlie Crim  
Dustin Spidal  
Doug  
Stephanie

Staff Reports:

Doug - West end of Tern paving, 360 feet, \$37700,  
Striping and paving done - \$167,000  
Crack sealing done  
Extension Cir. (Dead end culdesac) drainage completed  
Down to one brusher. Most brushing done. Brushing will be non-stop  
with the new contract requirement.

Dustin - Explanation of the project budget process presented by Chad at the big board meeting; presented a Draft Print of the next five years for RSA 16. These projects can be funded by increasing the mill rate by .5 mill.

Rhonda was confused by Chad's presentation and now it makes more sense. But, wanted to know where the mill rate cap is.

Stephanie said were not close to the cap because of the increasing property values. Dustin's draft print is an improvement over the previous RIP list draft as it explains the break downs of the progress and cost from year to year.

The draft RIP list presented by Dustin is now the final draft. Crimsonview is already funded and completed next year. Crack sealing and pavement maintenance have been combined to make the money go further.

UNFINISHED BUSINESS:

Doug is working on permanent in-ground traffic counters with WiFi connectivity; four being installed around the valley.

CM  
OC

Fuel excise tax open houses - M. Heun has attended all meetings. Disappointed by the public attendance. Michelle believes the word isn't getting out. Oct 13 Knik Elementary; October 22 at MatSu Central School.

NEW BUSINESS:

Glenn & Jackie Goforth: live at 12175 E Chalet Dr; live there since 2001. Private individuals don't really know their neighbors. In the early 2000's a road supervisor was in the area and Jackie was told they were going to make Chalet Dr a straight through road. In 2024 other streets in the area were being paved. The supervisor at the time told her that the bond issue had been approved and all the roads were being paved on the Hemmer Rd. Extension. But, only 500 feet of Chalet Dr., a 1000 foot road, is being paved. They have been told that Chalet Dr is going to be made into a L shape road, then they were told it was not, there would only be a culdesac.

Stephanie asked Dustin how much it would cost to pave the other half of the street. Dustin said probably \$25,000 to \$50,000 without utility relocation; at about \$145 per ton for asphalt from McKenna Bros. Up to \$100,000 to include utility resolution.

Rhonda suggested doing a resolution at the next meeting to get the project on the books.

Stephanie suggested to get the State to pay for it by including it in the Hemmer Rd Extension Upgrade project. If that doesn't work, come back to the RSA to see if it can be put on the RSA budget. Or...created an L.I.D.

Dustin said the RSA members should attend the platting meeting for the upgrade project and make comments regarding this issue.

Road has been in existence for about seven years. Only half of the road is going to be paved.

Charlie had to leave early; no quorum

Charlie moved that we adjourned; Rhonda seconded

Meeting adjourned at 1:00 PM

 1/14/26  
Rhonda Stark, Board Chair

 Kelly Gordon, Board Secretary

---

Charles Crim, Member at Large

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**Letter of Resolution 26-001**

**RSA 16 Resolution for Chalet Drive pavement**

A RESOLUTON OF RSA 16 SOUTH COLONY TO ASSEMBLY AND PUBLIC WORKS REQUESTING ADDITIONAL PAVING ON CHALET DRIVE TO COMPLETE THAT ROAD IN COORDINATION WITH A STATE DOT PROJECT CURRENTLY IN PROGRESS FOR HEMMER ROAD THAT INCLUDES HALF OF CHALET DRIVE.

---

WHEREAS, Chalet Drive is currently an unpaved road within RSA 16 which meets subdivision construction manual standards; and

WHEREAS, state DOT will already be paving approximately the first 500' of Chalet Drive as part of the Hemer Rd project; and

WHEREAS, the abrupt pavement end will pose a constant maintenance issue with the asphalt fracturing, breaking off, pot-holing and adding challenge to grading maintenance; and

WHEREAS, there will be paving equipment on site for the Hemmer Road project and the pavement of the first 500' of Chalet.

WHEREAS, significant RSA savings could be achieved by coordinating the paving of the remaining portion of chalet with the DOT portion already in progress.

NOW THEREFORE BE IT RESOLVED, that Road Service Area #16, South Colony Supervisors are in agreement to seek paving the remainder of Chalet Drive.

ADOPTED by Road Service Area #16, South Colony Board of Supervisors;



---

Supervisor Signature

Supervisor Signature

Supervisor Signature

Date 1/14/26





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### Meeting Minutes

November 6, 2025 7:00pm  
Upper Susitna Senior & Community Center

Establish Quorum – Ned Sparks, Bryan Kirby, Harry Goslin, Clark Smith & Sheena Fort.

I. Call Meeting to Order – 7:15pm

II. Pledge of Allegiance

III. Approval of Meeting Agenda

a. Motion by: Clark Smith

b. 2<sup>nd</sup> by: Bryan Kirby

IV. Approval of Meeting Minutes

a. Motion by: Sheena Fort

b. 2<sup>nd</sup> by: Clark Smith

V. Treasurer's Report

a. Checking Account – \$4,884.47

b. Savings Account – \$4,235.25

VI. Persons to be Heard (suggested 3 minutes each)

a. GCI- John Easton( Site Acquisition) attended the Community Council meeting to introduce himself and pass out information in regards to the possible tower site. It will be located at Wicked Willow property around mile 90 Parks Hwy. GCI will be holding a meeting to present the proposed tower placement and answer questions on November 20th at Sheep Creek Lodge @5pm

b. Tricia Costello ( Host & Producer of Su Valley Voice) She attended the Community Council in hopes of donation support of KTNA. She also described some the different programs they offer to the community. The KTNA website now has a community calendar available for all local events. You can subscribe to it or send in events to be added to it. The next KTNA Board meeting will Monday the 17th at 430pm, anyone is welcome to attend.

VII. Correspondence-

a.

  
Sheena Fort  
Susitna Community Council  
Serving the Upper Susitna Valley  
HC 89 Box 8575, Talkeetna, AK 99676  
<http://susitnacc.org>

CLERK'S OFFICE

**From: Randale Sparks**

810b6e512f906af84d539a62a6d-  
d492395f180130b29ec047931b007e988ae-  
f6@shadow.outlook.com

**Subject: Re: FY2026 Community Assistance  
Grant Agreement**

**Date: Dec 9, 2025 at 11:09:57 AM**

**To: CAP CAP@matsugov.us**

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**From: CAP <CAP@matsugov.us>**

**Sent: Tuesday, December 9, 2025 10:59 AM**

**To: Randale Sparks-SUSITNA CC <randalesparks@gmail.com>**

**Subject: FY2026 Community Assistance Grant Agreement**

The State of Alaska has allocated \$15,789 to your community under the FY2026 Community Assistance Program. The Borough Assembly has authorized the issuance of the agreement needed to pass this funding on to your community.

Please review, sign, and return the agreement at your earliest convenience, it will then be routed for full execution and payment.

In addition, I have attached a blank application, please update your primary contact information for this grant and return it to CAP@matsugov.us. The application is a fillable PDF with a spot for an electronic signature; this should make it a fast and easy process. Please return the application no later than Friday, March 6, 2026.

Matanuska-Susitna Borough  
Community Assistance Program  
Grant Staff  
CAP@matsugov.us



## MATANUSKA-SUSITNA BOROUGH

### Department of Finance

350 East Dahlia Avenue • Palmer, AK 99645

Phone (907) 861-7801 • Fax (907) 861-8692

[www.matsugov.us](http://www.matsugov.us)

### COMMUNITY ASSISTANCE PROGRAM – MSB APPLICATION

Fiscal Year: 2027

APPLICANT INFORMATION	
Organization Name <u>Susitna Community Council</u>	Organization Email <u>info@susitnacc.org</u>
Mailing Address <u>HC 89 Box 8575</u>	City / State / Zip <u>Talkeetna, AK 99676</u>
Primary Contact Name <u>Randale Sparks</u>	Email / Phone <u>907-268-9033</u> <u>randalesparks@gmail.com</u>
Secondary Contact Name <u>Clark Smith</u>	Email / Phone <u>907-315-4949</u>

The applicant above intends to use Community Assistance Program funds for the public purpose(s) described below (attach additional pages as needed):

Meals on Wheels, Community Center, Food Bank,  
School Supplemental Lunch programs, Friends of  
the Library

**ALTERNATE DESIGNEE** - In the event the community council is dissolved, unable to fulfill their responsibilities required of the program, or for any reason chooses not to participate, the council may recommend an alternate designee (non-profit entity registered with the State of Alaska) that the CAP funds can be redirected to (attach additional pages as needed).

Alternate No. 1 Name <u>Upper Susitna Community Ctr</u>	Alternate No. 1 Phone <u>907-733-6200</u>
Alternate No. 1 Contact Name <u>Melanie Tucker</u>	Alternate No. 1 Email <u>USSI.1nc@outlook.com</u>
Alternate No. 1 Proposed Use: <u>Community Center Operations</u>	
Alternate No. 2 Name	Alternate No. 2 Phone
Alternate No. 2 Contact Name	Alternate No. 2 Email
Alternate No. 2 Proposed Use:	
Signature of Community Council Authorized Representative	Date

Borough: Matanuska-Susitna Borough  
Attn: Grants Coordinator, Finance  
350 E Dahlia Avenue  
Palmer, AK 99645

Grantee: SUSITNA COMMUNITY COUNCIL  
HC90 Box 8575  
Talkeetna, Alaska 99676

**Section 20. Severability.** Any provision of this agreement decreed invalid by a court of competent jurisdiction or otherwise by law shall not invalidate the remaining provisions of this agreement.

**BOROUGH USE ONLY**

Fund Verified:

475.000.000 449.500 47033-5000-5276 FY2026	<u>\$15,789.00</u>
TOTAL	\$15,789.00

Signature

Date

MATANUSKA-SUSITNA BOROUGH

SUSITNA COMMUNITY COUNCIL

Date: 1/1/26

Date: 1/1/26

\_\_\_\_\_  
Michael Brown, Borough Manager

  
\_\_\_\_\_  
Authorized Representative

Randale Ned Sparks, President  
Printed Name and Title



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JAN 22 2026

CLERKS OFFICE

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

December 3, 2025  
1:00pm-1:31pm

I. CALL TO ORDER

This regular meeting of the Talkeetna Sewer & Water Board for Service Area No. 36 was held on Wednesday, December 3, 2025, at the Talkeetna Public Library at 24645 Talkeetna Spur Road in Talkeetna, Alaska and via Microsoft Teams. The meeting was called to order at 1:00pm by Andrew Haag.

II. ROLL CALL

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

Mr. Andrew Haag – present and on-time  
Ms. Jane Steere – present and on-time  
Mr. Ryan Sheldon – present and joined via Teams at 1:02pm  
Mr. James Kellard – present and on-time

Also in attendance:

Chad Fry, O&M Division Manager

### **III. APPROVAL OF AGENDA**

Motion to adopt the agenda by Jane Steere. Seconded by James Kellard.

No objections, agenda approved as presented.

### **IV. APPROVAL OF MINUTES OF PRECEDING MEETINGS**

#### **A. Regular Meeting:**

Minutes for the November 5, 2025, regular meeting were reviewed by the Board. Motion to approve the minutes by Jane. Seconded by James.

No objections, minutes approved as presented.

### **V. STAFF REPORT**

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

- Mike Foster passed his Water Distribution exam; provisionally certified for everything but Water Treatment. He will be promoted to from Laborer to Technician in the spring and will not be eligible to be a Specialist for at least two years.
- Talkeetna WW Lagoon inspection with ADEC the week of Thanksgiving. Inspection went well. The Quality Assurance Project Plan will be updated in coordination with ADEC; last update was 2018. The inspector was aware that the Utility would like to terminate the current Compliance Order by Consent (COBC). Final inspection is expected in the next 30-60 days.
- Production numbers were presented for 2025 for wellhouse, treatment plant, metered billing, G St lift station and the wastewater treatment.
- FY27 Budget planning is in full swing. Expected increases include cost for heating oil, chemicals, communication services, electricity. There are several things built within the budget that O&M staff does not manage such as payroll, benefits, insurance, and audits.
  - *Amanda will follow up with Layla regarding insurance and accurate property valuation.*

#### **B. MSB Engineer (Mike Campfield) – not present.**

### **VI. AUDIENCE PARTICIPATION**

#### **A. None.**

### **VII. UNFINISHED BUSINESS**

#### **A. Service Area Rule & Rate Changes – no update.**

B. **Land Acquisition for New Headworks and Storage Tank Project** – State level staffing changes are in progress; new Senator was just appointed. Ryan Sheldon will reach out to them once they get settled.

C. **Board Vacancies** – Jane appointed to new seat; resigned old seat. Drew and James will need to renew at the end of 2026.

*Motion to remove Board Vacancies from Unfinished Business by Jane. Seconded by James. No objections, motion passed.*

### VIII. NEW BUSINESS

A. **2026 Meeting Schedule** – Meeting dates were presented for the first Wednesday of every month at 1:00PM. No requested changes to day/time. Board discussed option to move meetings to the Talkeetna Warm Storage office due to recent meeting space issues at the Talkeetna Library.

*Motion to approve the 2026 Meeting Schedule as presented, to include moving meetings to the Talkeetna Warm Storage. Seconded by James. No objections, motion passed.*

### IX. COMMENTS FROM THE BOARD

A. None.

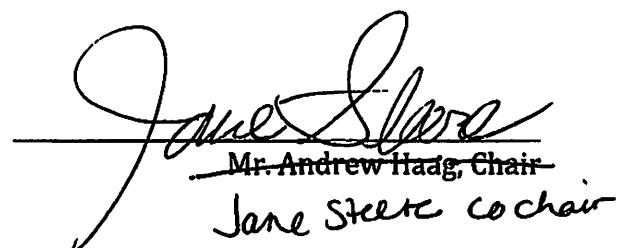
### X. NEXT MEETING

A. Regular Meeting: January 7, 2025, 1:00pm, Talkeetna Warm Storage & Teams

### XI. ADJOURNMENT

**Motion to adjourn made by James. Seconded by Jane.**

No objections, meeting adjourned at 1:31pm.



Mr. Andrew Haag, Chair  
Jane Steele, Co-chair

ATTESTED:

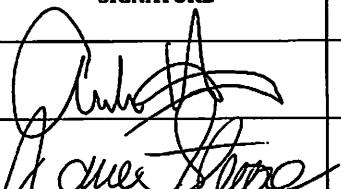
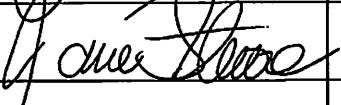
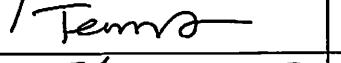
A handwritten signature in black ink, appearing to read "A. C. C." or "A. C. C. C." followed by a long horizontal line.

Ms. Amanda Fleming, Board Administrative Support

12-3-25

Date

**Talkeetna Sewer & Water Board for Service Area No. 36**  
**BOARD SIGN-IN SHEET**

VOTING MEMBER	SIGNATURE	PHONE NUMBER	EMAIL
Andrew Haag		(907) 355-4808	drew@abovealaska.com
Jane Steere		(907) 414-9450	jsste@mtaonline.net
Ryan Sheldon		(907) 947-6678	ryansheldon99@gmail.com
James Kellard		(907) 355-1981	tkajim@icloud.com
Vacant			

12/3/25

Date

## **Talkeetna Sewer & Water Board for Service Area No. 36**

## **AUDIENCE PARTICIPATION SIGN-UP SHEET**

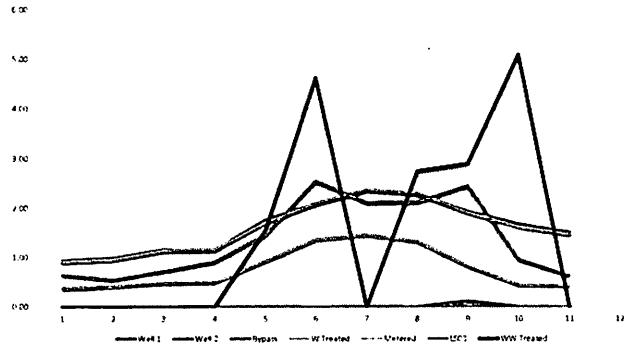
**Please print your name, email address, phone number, and subject you wish to speak about.**

**When speaking to the board, state your name for the record and the subject you wish to speak about.**

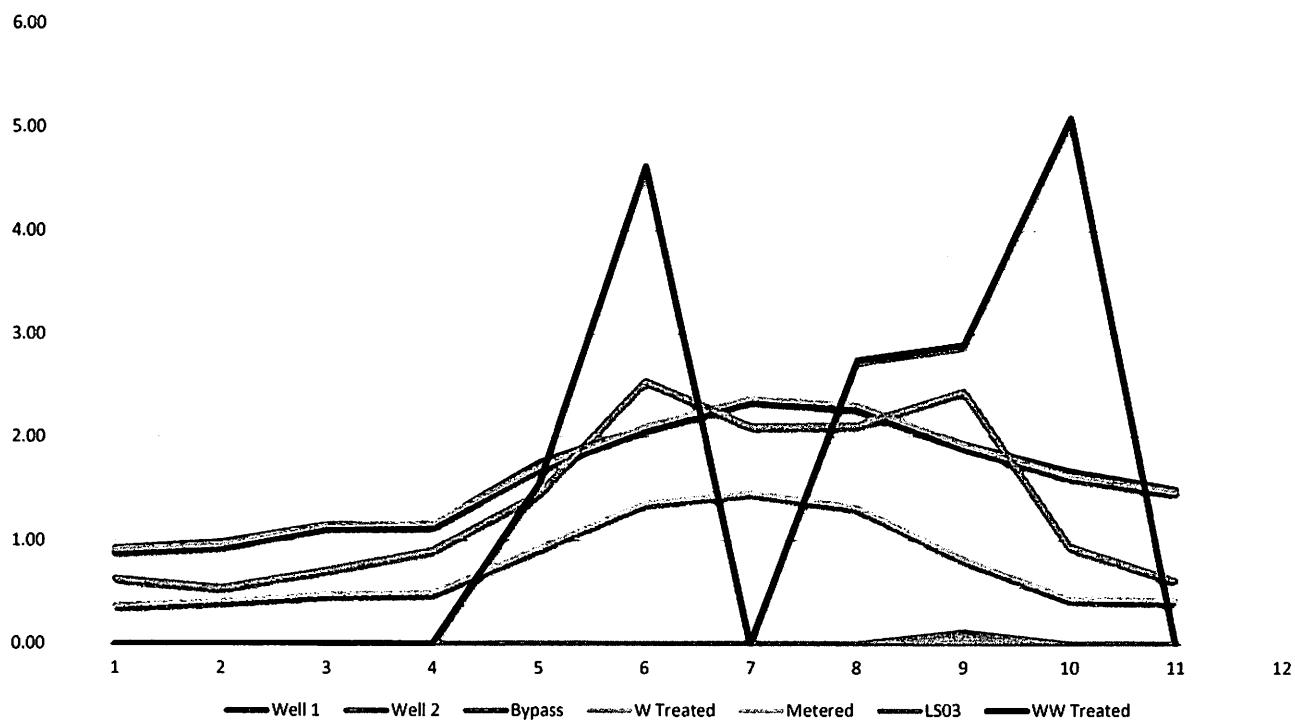
NAME (PLEASE PRINT)	E-MAIL ADDRESS	PHONE NUMBER	SUBJECT
<u>None</u>			

Month	Well 1	Well 1 (MG)	Well 2	Well 2 (G)	Bypass	Bypass Untreated (G)	WTP Totalizer	WTP Treated (MG)	Metered (MG)	Water Loss (MG)	Unaccounted for Water Loss	LS03 Totalizer	LS03 Transfer (MG)	WWTP Totalizer	WWTP Discharged (MG)
1/2/2025 January	56127100	0.93	6991000	0	8373176	0	261207279	0.91	0.38	0.54	58.79%	327860000	0.64	86722000	0.00
1/31/2025 February	57053300	0.98	6991000	0	8373176	0	262121615	0.96	0.42	0.54	56.30%	328500000	0.55	86722000	0.00
2/28/2025 March	58037900	1.15	6991000	0	8373176	68	263082230	1.15	0.48	0.66	57.86%	329050000	0.72	86722000	0.00
4/1/2025 April	59191900	1.15	6991000	0	8373244	0	264229461	1.16	0.50	0.67	57.19%	339770000	0.91	86722000	0.00
5/1/2025 May	60344000	1.75	6991000	3000	8373244	0	265393365	1.71	0.93	0.78	45.62%	340680000	1.46	86722000	1.55
6/1/2025 June	62098600	2.05	6994000	0	8373244	0	267103694	2.10	1.37	0.74	34.99%	352140000	2.55	8871000	4.63
7/1/2025 July	64189100	2.37	6994000	3000	8373244	0	269204582	2.38	1.46	0.91	38.44%	364690000	2.11	92899000	0.00
8/1/2025 August	66556300	2.29	6997000	0	8373244	0	271582505	2.31	1.32	0.99	42.65%	376600000	2.12	92899000	2.75
9/1/2025 September	68845200	1.91	6997000	115000	8373244	24596	273892898	1.97	0.83	1.10	57.03%	388920000	2.45	95647000	2.90
10/1/2025 October	70775600	1.67	7112000	0	8397840	0	275815048	1.62	0.44	1.18	72.70%	401370000	0.95	98544000	5.09
11/1/2025 November	72446500	1.49	7112000	0	8397840	0	277438546	1.47	0.43	1.04	70.92%	403230000	0.62	103637000	0.00
12/1/2025 December	73940100	7112000	0	8397840	0	278907451	0	0	0	0	0	403940000	0	103637000	0
1/2/2026 January	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Total		17.81		121,000			24,664	NA	17.70	8.56	9.14	51.64%	NA	15.08	16.92

Flow Trends 2025



### Flow Trends 2025



Category	Account	Account Description	FY22 Actual	FY23 Actual	FY24 Actual	FY25 YTD	FY26 Adopted	FY26 YTD	% Used	FY27 Proposed	% Change
<b>Revenues</b>											
Other State Revenue	337.800	State PERS Relief	12366.41	3455.64	2368.55	5129.57	0.00	0.00	#DIV/0!	0.00	#DIV/0!
		Totals	12366.41	3455.64	2368.55	5129.57	0.00	0.00	#DIV/0!	0.00	#DIV/0!
General Government	341.900	Miscellaneous Fees	0.00	0.00	7210.65	0.00	0.00	421.90	#DIV/0!	0.00	#DIV/0!
		Totals	0.00	0.00	7210.65	0.00	0.00	421.90	#DIV/0!	0.00	#DIV/0!
Sanitation/Septage Fees	344.500	Water & Sewer Fees	35110.57	14909.41	17377.02	16423.72	15000.00	2524.50	17%	0.00	-100%
		Totals	35110.57	14909.41	17377.02	16423.72	15000.00	2524.50	17%	0.00	-100%
Water & Sewer Fees	349.100	Water Charges	182714.42	223515.49	233774.78	219288.11	230000.00	135495.14	59%	0.00	-100%
		Totals	178824.03	185311.48	190849.01	195782.28	190000.00	77612.85	41%	0.00	-100%
	349.500	Sewer Changes	361538.45	408826.97	424623.79	415070.39	420000.00	213107.99	51%	0.00	-100%
Interest Earnings	361.100	Interest On Investments	1625.00	4311.00	4241.00	4157.00	3000.00	0.00	0%	0.00	-100%
		Totals	1625.00	4311.00	4241.00	4157.00	3000.00	0.00	0%	0.00	-100%
Transfer From Other Funds	367.300	Grant Projects	756926.00	0.00	0.00	0.00	0.00	0.00	#DIV/0!	0.00	#DIV/0!
	367.400	Capital Projects	0.00	21707.08	486645.88	1977.00	0.00	134209.73	#DIV/0!	0.00	#DIV/0!
		Totals	756926.00	21707.08	486645.88	1977.00	0.00	134209.73	#DIV/0!	0.00	#DIV/0!
Other Revenue Sources	369.100	Miscellaneous	0.00	22080.77	4046.75	4632.00	0.00	41401.00	#DIV/0!	0.00	#DIV/0!
		Totals	0.00	22080.77	4046.75	4632.00	0.00	41401.00	#DIV/0!	0.00	#DIV/0!
Proceeds of Gf's Disposal	391.100	Sale of Gfa	0.00	3060.00	0.00	0.00	0.00	0.00	#DIV/0!	0.00	#DIV/0!
		Totals	0.00	3060.00	0.00	0.00	0.00	0.00	#DIV/0!	0.00	#DIV/0!
Sales Tax	313.200	Sales Tax	1034603.38	928220.93	1055412.88	1028485.69	1000000.00	370779.12	37%	0.00	-100%
	313.250	Sales Tax Penalty & Interest	72.55	30.00	60.00	2070.48	0.00	1740.36	#DIV/0!	0.00	#DIV/0!
		Totals	1034675.83	928250.93	1055472.88	1030556.17	1000000.00	372519.48	37%	0.00	-100%
<b>Rev Totals</b>			<b>2202242.36</b>	<b>1406601.80</b>	<b>2001986.52</b>	<b>1477945.85</b>	<b>1438000.00</b>	<b>764184.60</b>	<b>53%</b>	<b>0.00</b>	<b>-100%</b>
<b>Expenses</b>											
Salaries & Wages	411.100	Permanent Wages	219932.43	248980.02	288288.20	286466.49	265336.00	98086.10	37%	0.00	-100%
	411.300	Overtime Wages	11458.91	10995.84	6867.06	5702.87	15000.00	2177.97	15%	0.00	-100%
		Totals	240501.45	268786.23	285155.26	282169.36	280336.00	10244.07	36%	0.00	-100%
Benefits	412.100	Insurance Contrib	60172.00	74953.00	94785.00	103500.00	99000.00	36838.28	37%	0.00	-100%
	412.190	Life Insurance	355.13	411.82	494.30	459.14	429.00	159.68	37%	0.00	-100%
	412.200	Unemployment Contrib	1443.64	1612.11	1770.69	1752.57	1593.00	601.92	38%	0.00	-100%
	412.300	Medicare	3502.23	3830.64	4104.15	4021.10	3847.00	1395.77	36%	0.00	-100%
	412.400	Retirement Contrib. - DB Plan	20137.16	9648.71	5946.04	9859.74	71003.00	10.97	0%	0.00	-100%
	412.410	PERS Tier IV - DC Plan	34389.35	42990.09	49481.02	48016.67	0.00	12876.07	#DIV/0!	0.00	#DIV/0!

412.411 PERS Tier IV - Health Plan	2047.65	2537.41	2800.44	2213.86	0.00	862.46	#DIV/0!	0.00	#DIV/0!
412.412 PERS Tier IV - HRA	4635.98	6243.35	7603.89	7179.77	0.00	2826.50	#DIV/0!	0.00	#DIV/0!
412.413 PERS Tier IV - OD&D	591.92	694.28	831.62	640.09	0.00	240.74	#DIV/0!	0.00	#DIV/0!
412.600 Workers Compensation	14248.39	16257.12	12204.30	11947.69	12312.00	4650.78	38%	0.00	-100%
412.700 Sbs Contribution	14732.95	16471.23	18073.93	17878.06	18265.00	6150.10	38%	0.00	-100%
<b>Totals</b>	<b>156256.41</b>	<b>175849.76</b>	<b>198095.38</b>	<b>207468.69</b>	<b>204449.00</b>	<b>66613.27</b>	<b>33%</b>	<b>0.00</b>	<b>-100%</b>
<b>Expenses Within Borough</b>									
413.100 Mileage - Within Borough	0.00	0.00	0.00	61.60	400.00	0.00	0%	400.00	0%
413.300 Exp Allowance-Within Boro	0.00	0.00	0.00	0.00	0.00	0.00	#DIV/0!	0.00	#DIV/0!
<b>Totals</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>61.60</b>	<b>400.00</b>	<b>0.00</b>	<b>0%</b>	<b>400.00</b>	<b>0%</b>
<b>Expenses Outside Of Boro</b>									
414.200 Exp Reimb- Outside Boro	2785.88	895.88	714.75	4626.40	3500.00	2557.00	73%	3500.00	0%
<b>Totals</b>	<b>2785.88</b>	<b>895.88</b>	<b>714.75</b>	<b>4626.40</b>	<b>3500.00</b>	<b>2557.00</b>	<b>73%</b>	<b>3500.00</b>	<b>0%</b>
<b>Communications</b>									
421.100 Communication Network Services	24280.01	25500.15	22453.48	27294.30	21436.80	11029.98	51%	28000.00	31%
421.200 Postage	1121.36	1363.68	1361.76	1639.34	1500.00	685.23	46%	2000.00	33%
<b>Totals</b>	<b>25401.37</b>	<b>28863.83</b>	<b>23815.24</b>	<b>28933.64</b>	<b>22936.80</b>	<b>11715.21</b>	<b>51%</b>	<b>30000.00</b>	<b>31%</b>
<b>Advertising</b>									
422.000 Advertising	184.30	0.00	0.00	0.00	0.00	0.00	#DIV/0!	0.00	#DIV/0!
<b>Totals</b>	<b>184.30</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>#DIV/0!</b>	<b>0.00</b>	<b>#DIV/0!</b>
<b>Printing</b>									
423.000 Printing	264.00	628.75	914.50	494.89	500.00	182.96	37%	500.00	0%
<b>Totals</b>	<b>264.00</b>	<b>628.75</b>	<b>914.50</b>	<b>494.89</b>	<b>500.00</b>	<b>182.96</b>	<b>37%</b>	<b>500.00</b>	<b>0%</b>
<b>Utilities - Building Oprtns</b>									
424.100 Electricity	47095.71	45737.21	46913.61	49575.40	50000.00	16652.60	33%	55000.00	10%
424.500 Garbage Pickups	72.00	278.97	4.00	34.00	100.00	0.00	0%	100.00	0%
424.600 Heating Fuel-Oil	1088.81	1249.58	1259.63	1665.54	1500.00	359.97	24%	2600.00	73%
<b>Totals</b>	<b>48256.52</b>	<b>47265.76</b>	<b>48177.24</b>	<b>51274.94</b>	<b>51600.00</b>	<b>17012.57</b>	<b>33%</b>	<b>57700.00</b>	<b>12%</b>
<b>Rental/Lease</b>									
425.300 Equipment Rental	0.00	0.00	0.00	0.00	5000.00	0.00	0%	5000.00	0%
<b>Totals</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>5000.00</b>	<b>0.00</b>	<b>0%</b>	<b>5000.00</b>	<b>0%</b>
<b>Professional Charges</b>									
426.300 Dues & Fees	4751.00	3182.50	3245.75	3879.50	3000.00	691.00	23%	3000.00	0%
426.600 Computer Software/Online Services	1886.80	2184.06	2358.61	6174.13	5800.00	4287.37	74%	6400.00	10%
426.700 Occupational Health	200.00	234.01	0.00	397.45	500.00	335.00	67%	500.00	0%
426.900 Other Professional Chgs	3712.44	9206.30	20052.50	0.00	20000.00	0.00	0%	20000.00	0%
<b>Totals</b>	<b>10550.24</b>	<b>14866.87</b>	<b>25656.86</b>	<b>10451.08</b>	<b>29300.00</b>	<b>5313.37</b>	<b>18%</b>	<b>29900.00</b>	<b>2%</b>
<b>Insurance &amp; Bond</b>									
427.100 Property Insurance	25219.98	29268.03	33751.23	27599.50	32565.00	26062.52	80%	28500.00	-12%
427.500 Liability Insurance	2630.22	2414.69	2848.56	3048.46	3600.00	3594.37	100%	2900.00	-19%
<b>Totals</b>	<b>27850.20</b>	<b>31682.72</b>	<b>36599.79</b>	<b>30647.96</b>	<b>36165.00</b>	<b>28656.89</b>	<b>82%</b>	<b>31400.00</b>	<b>-13%</b>
<b>Maintenance Services</b>									
428.100 Building Maint Services	765.54	253.58	919.62	315.41	60000.00	55692.00	93%	60000.00	0%
428.300 Equipment Maint Services	16306.26	17532.45	19862.43	15637.54	21750.00	12065.87	55%	16000.00	-26%
428.400 Vehicle Maint Services	924.84	0.00	500.00	26.24	1000.00	0.00	0%	1000.00	0%
<b>Totals</b>	<b>17998.64</b>	<b>17786.03</b>	<b>21282.05</b>	<b>15979.19</b>	<b>82750.00</b>	<b>67757.87</b>	<b>82%</b>	<b>77000.00</b>	<b>-7%</b>

Other Contractual	429.200 Training Reimb/Conf Fees	2950.00	1800.00	900.00	2726.30	4000.00	0.00	0%	4000.00	0%
	429.210 Training/Instructor Fees	1280.00	0.00	0.00	23.91	150.00	0.00	0%	150.00	0%
	429.710 Testing	11014.00	10311.80	7746.00	5123.00	10000.00	3170.00	32%	10000.00	0%
	429.900 Other Contractual	55430.16	64909.60	60492.00	44199.57	17500.00	2099.63	12%	17500.00	0%
	Totals	70674.16	77021.40	69138.00	52072.78	31650.00	5269.83	17%	31650.00	0%
Office Supplies	430.100 Office Supplies	0.00	713.67	138.88	403.35	500.00	325.47	65%	500.00	0%
	Totals	0.00	713.67	138.88	403.35	500.00	325.47	65%	500.00	0%
Maintenance Supplies	431.100 Vehicle Maint Supplies	2400.00	1222.51	623.20	2425.72	3500.00	341.94	10%	0.00	-100%
	431.200 Building Maint Supplies	0.00	0.00	367.10	2078.00	500.00	503.39	101%	750.00	50%
	431.300 Equipment Maint Supplies	20755.70	21544.28	18534.69	34601.64	22500.00	12338.65	55%	22500.00	0%
	431.400 Grounds Maint Supplies	0.00	0.00	744.00	6121.39	2000.00	444.59	22%	2000.00	0%
	431.900 Other Maint. Supplies	960.19	148.36	1300.11	4886.52	20000.00	21825.99	109%	25000.00	25%
	Totals	24115.89	22915.15	21569.10	50113.27	48500.00	35454.56	73%	50250.00	4%
Fuel/Oil-Vehicle Use	432.100 Oil & Lubricants	0.00	0.00	161.51	500.00	250.00	307.78	123%	250.00	0%
	432.200 Gas	7164.50	6907.26	5710.74	4711.87	8000.00	2284.20	29%	8000.00	0%
	Totals	7164.50	6907.26	5872.25	5211.87	8250.00	2591.98	31%	8250.00	0%
Misc Supplies	433.100 Personnel Supplies	498.30	942.84	661.20	1988.31	1000.00	77.26	8%	1000.00	0%
	433.110 Clothing	720.76	706.22	554.58	1668.13	1000.00	130.50	13%	1000.00	0%
	433.120 Tools	921.92	754.66	702.22	2171.41	1000.00	2226.82	223%	1500.00	50%
	433.200 Medical Supplies	0.00	25.33	170.97	77.49	250.00	0.00	0%	250.00	0%
	433.900 Other Supplies	40484.43	44948.15	34758.28	30050.78	20000.00	556.70	3%	20000.00	0%
	Totals	42625.41	47377.20	36847.25	35956.12	23250.00	2891.28	13%	23750.00	2%
Equipment Under \$25,000	434.000 IT Equipment under \$25,000	2606.00	0.00	0.00	1099.99	4500.00	3111.99	69%	1600.00	-64%
	434.100 Other Equip under \$25,000	24099.98	19431.59	814.49	14712.67	20000.00	0.00	0%	20000.00	0%
	Totals	31545.61	19431.59	814.49	15812.66	24500.00	3111.99	13%	21600.00	-12%
Loan Payments	442.200 Loan Pymnts-Interest	1191.89	1060.02	927.97	435558.92	109447.00	109243.49	100%	103851.07	-5%
	Totals	1191.89	1060.02	927.97	435558.92	109447.00	109243.49	100%	103851.07	-5%
Intra Govern/Recov Expenses	443.210 Administration-Admin/Audi	2500.00	2825.00	2756.00	2894.00	3024.00	3024.00	100%	3050.00	1%
	443.260 IT - Admin & Audit	1500.00	1575.00	25969.00	16997.00	18960.00	18960.00	100%	19100.00	1%
	443.280 Finance - Admin & Audit	36000.00	37765.00	37504.00	42480.00	33160.00	33160.00	100%	33500.00	1%
	443.290 Legal - Admin & Audit	4500.00	4720.00	4956.00	5204.00	5438.00	5438.00	100%	5500.00	1%
	Totals	44500.00	46885.00	71185.00	67575.00	60582.00	60582.00	100%	61150.00	1%
Capital Project Transfers	446.700 Trf415/425/430/435/440/47	0.00	225000.00	90000.00	16000.00	25000.00	25000.00	100%	0.00	-100%
	Totals	0.00	225000.00	90000.00	16000.00	25000.00	25000.00	100%	0.00	-100%
Exp Totals		751864.47	1031477.12	946904.01	1326811.72	1048615.80	545623.61	52%	535401.07	-49%
Net Totals		1450377.89	375124.68	1055082.51	157134.13	389384.20	218560.99	56%	-536401.07	-238%

	FY18 Actual	FY19 Actual	FY20 Actual	FY21 Actual	FY22 Actual	FY23 Actual	FY24 Actual	FY25 To Date	FY26 To Date	FY26 Adopted	FY27 Projected	FY28 Projected	FY29 Projected
Total Revenues	\$538,100.78	\$1,460,772.84	\$1,061,549.06	\$989,254.36	\$2,202,242.36	\$1,406,601.80	\$2,001,986.52	\$1,477,945.65	\$764,184.60	\$1,438,000.00	\$1,466,760.00	\$1,496,095.20	\$1,526,017.10
Total Expenditures	(\$315,567.96)	(\$362,107.71)	(\$1,802,244.11)	(\$806,145.68)	(\$751,864.47)	(\$1,031,477.12)	(\$946,904.01)	(\$1,320,811.72)	(\$545,623.61)	(\$1,049,615.60)	(\$1,061,803.11)	(\$1,075,896.62)	(\$1,090,296.81)
Projected Revenues	\$222,532.02	\$1,098,665.13	(\$830,695.05)	\$181,108.68	\$1,450,377.89	\$375,124.68	\$1,055,082.51	\$157,134.13	\$218,560.99	\$859,384.20	\$404,956.69	\$420,198.58	\$436,720.30
Projected Expenditures													
Capital Projects													
Loan - Principal payment													
Actual adjustment to fund balance 6/30	\$222,532.02	\$1,098,665.13	(\$830,695.05)	\$181,108.68	\$1,450,377.89	\$375,124.68	\$1,055,082.51	(\$1,320,811.72)	(\$545,623.61)	(\$1,046,615.60)	(\$1,061,803.11)	(\$1,075,896.62)	(\$1,090,296.81)
Projected adjustment to fund balance at end of FY													
Actual fund balance 6/30	(\$220,052.10)	\$861,713.03	\$31,017.98	\$212,128.68	\$1,662,504.55	\$2,037,629.23	\$3,092,711.74	\$2,912,591.81	\$2,799,839.60	\$2,965,152.61	\$3,033,006.20	\$3,112,635.78	\$3,201,845.08
Projected fund balance at end of FY													
WVTF Loan Interest Payment													
WVTF Loan Principal Payment													
WWTF Loan Interest Payment													
WWTF Loan Principal Payment													
Capital Funds Returned to Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$756,926.00	\$21,707.00	\$486,645.88	\$1,077.00	\$134,209.73				
Corrected Actual Revenues w/o Cap Project Returns	\$538,100.78	\$1,460,772.84	\$1,061,549.06	\$989,254.36	\$1,445,316.38	\$1,304,884.72	\$1,515,340.64	\$1,475,968.85	\$629,974.87				
Fund Balance w/o Cap Project Returns	(\$236,952.10)	\$681,713.03	\$31,017.98	\$212,128.68	\$905,578.55	\$2,015,922.15	\$2,600,065.00	\$2,910,614.81	\$2,665,630.07				
Sales Tax Revenues	\$163,591.04	\$1,083,732.41	\$667,123.68	\$596,972.98	\$1,034,675.93	\$928,250.93	\$1,055,472.68	\$1,030,556.17	\$372,519.48				
Rates & Fees Revenues	\$369,539.27	\$372,417.03	\$387,724.13	\$378,257.49	\$396,649.02	\$448,077.15	\$453,258.21	\$431,494.11	\$215,632.49				
Interest on Investments	\$146.00	\$221.00	\$499.00	\$258.00	\$1,625.00	\$4,311.00	\$4,241.00	\$4,157.00	\$0.00				
State PERS Relief	\$1,533.47	\$4,401.60	\$6,202.25	\$13,765.89	\$12,366.41	\$3,455.64	\$2,368.55	\$5,129.57	\$0.00				
Other Revenues	\$3,291.00	\$0.00	\$0.00	\$0.00	\$756,926.00	\$21,707.00	\$486,645.88	\$4,632.00	\$41,401.00				
<b>Total</b>	<b>\$538,100.78</b>	<b>\$1,460,772.84</b>	<b>\$1,061,549.06</b>	<b>\$989,254.36</b>	<b>\$2,202,242.36</b>	<b>\$1,406,601.80</b>	<b>\$2,001,986.52</b>	<b>\$1,475,968.85</b>	<b>\$629,952.97</b>				
<b>Totals minus Other</b>	<b>\$534,609.78</b>	<b>\$1,460,772.84</b>	<b>\$1,061,549.06</b>	<b>\$989,254.36</b>	<b>\$1,445,318.36</b>	<b>\$1,384,894.72</b>	<b>\$1,515,340.64</b>	<b>\$1,471,336.85</b>	<b>\$588,151.97</b>				

YTD Updated 12/2/25

## 2026 BOARD MEETING SCHEDULE FORM

**Please fill out and return to the Clerk's Office:**

[monika.antill@matsugov.us](mailto:monika.antill@matsugov.us) or 350 E. Dahlia Ave Palmer, AK 99645

**BOARD:** \_\_\_\_\_

**MEETING DATES:** \_\_\_\_\_

**MEETING TIME:** \_\_\_\_\_

**MEETING PLACE:** \_\_\_\_\_

**ADDITIONAL NOTES:** \_\_\_\_\_

**CONTACT PERSON FOR MEETING INFO:**

**NAME:** \_\_\_\_\_

**PHONE:** \_\_\_\_\_

**EMAIL:**

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

RECEIVED  
JAN 13 2026  
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**BOARD OF SUPERVISORS**

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

**DISTRICT CHIEF**

Tawnya Hightower

**Minutes**

Regular Meeting  
Monday December 8<sup>th</sup>, 2025 at 6:00 p.m.  
Public Safety Building, West Lakes Fire, Station 7-3

**I. CALL TO ORDER.**

The meeting of the West Lakes Fire Service Area Board of Supervisors was called to order at 6:00 pm by Cindy Michaelson on December 8th, 2025

**II. PLEDGE OF ALLEGIANCE**

Pledge of Allegiance

**III. ROLL CALL AND DETERMINATION OF QUORUM**

Board members establish quorum:

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

**Chair:** Cindy Michaelson present, **Vice-Chair:** Randy Newcomb present, **Member:** Cathi Kramer present

***Present from West Lakes Fire Department***

Tawnya Hightower, Chief  
Mary Hauge, Admin Assistant

On  
Our

WEST LAKES FIRE SERVICE AREA

BOARD OF SUPERVISORS MEETING

10073 West Parks Hwy, Wasilla, AK 99623

**IV. APPROVAL OF AGENDA**

**MOTION:** Cathi Kramer moved to approve the agenda

Randy Newcomb 2<sup>nd</sup> the motion

**VOTE:** Motion passed unanimously

**V. APPROVAL OF MINUTES FROM PREVIOUS MEETING**

**MOTION:** Cathi Kramer moved to approve the minutes

Randy Newcomb 2<sup>nd</sup> the motion

**VOTE:** Motion passed unanimously

**VI. ANNOUNCEMENTS**

- Big Lake Holiday Christmas Parade December 20<sup>th</sup> at 7:30 pm, Fire Department will bring Santa
- We are participating with "Shop with a Cop" at Walmart December 14th
- December 25<sup>th</sup>, we have Firefighters that volunteer to bring shut-ins Christmas Gifts in the morning. Personnel will also be checking smoke and CO alarms and will replace as needed.
- West Lakes Annual Awards Ceremony is January 13th

**VII. CHIEF'S REPORT**

**Chief's Report – Tawnya Hightower – WLFSA**

**NOVEMBER Calls 70**

FIRE	Rescue	Public Service	Alarms	Haz-Mat	Good Intent	Total
23	32	5	2	1	7	70
33%	46%	7%	3%	1%	10%	

- YTD calls 806
- 70 Emergency Calls
- 5 Structure calls, 2 within WLFSA and 3 were mutual aid to CMSFSA
- 38 calls in December, 27 of those were from Friday the 5<sup>th</sup> to through 8th

WEST LAKES FIRE SERVICE AREA

BOARD OF SUPERVISORS MEETING

10073 West Parks Hwy, Wasilla, AK 99623

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- Wind events like these stretch our resources

**TRAINING:**

Enstar Natural Gas came and gave Responder Training  
Mass Casualty and Wide area Search Training  
Fire Instructor 1 Class

**COMMUNITY RISK REDUCTION:**

Installed:

- 16 Smoke Alarms, 128 YTD
- 6 CO Alarms, 54 YTD
- 1 Address Sign, 26 YTD

Education:

- First Station visit with the Alaska Excel Program. This program brought 7 high schooler to us from rural villages. We spent 3 hours with them, teaching how to become an emergency responder, CPR, Stop the Bleed, fire escape plans, fire extinguisher training, CO, and smoke alarm installations.

**VIII. UNFINISHED BUSINESS**

- Followed up with the Johnson Road Design Team as discussed at last BOS meeting. Have not heard back from them yet.

**IX. NEW BUSINESS**

- A. New Annexation Request off S. Cathy Lake Way
  - Maps presented showing location of request
  - Not contiguous to the Fire Service Area
  - Unimproved road that is not maintained by the Borough

**MOTION TO OPPOSE ANNEXATION OF PROPOSED PROPERTY OFF S. CATHY LAKE WAY**

**MOTION:** Cathi Kramer moved that we do not recommend an annexation to the property at this time due to poor and unmaintained roads.

Randy Newcomb 2<sup>nd</sup> the motion

**VOTE:** Motion passed unanimously

WEST LAKES FIRE SERVICE AREA

BOARD OF SUPERVISORS MEETING

10073 West Parks Hwy, Wasilla, AK 99623

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B. New Budget Review

- CIPs:
- Radio Upgrade: \$275,000
- Brush Skid Unit \$25,000
- Underground tank \$500,000
- Operating Budget review of line items, Finance will provide additional figures

X. PEOPLE TO BE HEARD

A. None to be heard

XI. ADJOURNMENT MOTION

Cathi Kramer 1<sup>st</sup> motion to adjourn

Randy Newcomb 2<sup>nd</sup> the motion to adjourn

VOTE: Motion passed unanimously. Meeting adjourned at 7:00 pm

Cindy Michaelson

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

ATTEST:

Mary Hauge

Mary Hauge – Administrative Assistant

Minutes approved on 1/13/2026