

MATANUSKA-SUSITNA BOROUGH
AVIATION ADVISORY BOARDREGULAR MEETING MINUTES
June 12, 2019I. **CALL TO ORDER, ROLL CALL, AND DETERMINATION OF QUORUM.**

The regular meeting of the Matanuska-Susitna Borough Aviation Advisory Board (AAB) was held on June 12, 2018, at the Matanuska Susitna Borough in the lower level conference room. The meeting was called to order at 3:00 p.m. by Mr. Norman Chance.

AAB members present and establishing a quorum were:

- Mr. Bernie Willis
- Mr. Norman Chance
- Mr. James Kelly

MSB Staff Present:

- Mr. Chris Cole, Planner II

II. **APPROVAL OF AGENDA**

MOTION: To approve the June 12 Agenda. (Mr. James Kelly, moved; Mr. Bernie Willis, seconded).

DISCUSSION: No Discussion.

VOTE: None opposed. Agenda approved as amended.

III. **PLEDGE OF ALLEGIANCE**

Lead by Mr. Norman Chance.

IV. **INTRODUCTIONS**

- a) Staff and Board Members introduced themselves. Also in attendance was David Palmer (interested member of the public), Archie Giddings (City of Wasilla), Frank Kelly (Palmer Airport Superintendent), and Tor Anderson (Consultant with HDL).

V. **APPROVAL OF MINUTES**

- a) April 10, 2019.

MOTION: To approve the April 10, 2019 minutes (Mr. James Kelly, moved; Mr. Bernie Willis, seconded.)

DISCUSSION: None.

VOTE: None opposed. Minutes Approved

VI. **STAFF/AGENCY/BOARD REPORTS & PRESENTATIONS**

- a) Mat-Su Borough staff updates.
- b) Wasilla Airport update
- c) Palmer Airport update

VII. **ITEMS OF BUSINESS**

a) Airport Safety and Operations

Board members had discussions but no actions were taken.

b) Airport Security - Update

Board members had discussions but no actions were taken.

c) Community Involvement

Board members had discussions but no actions were taken.

d) MSB Sponsorship of Airports - Update

Board members had discussions but no actions were taken.

e) Aviation Overlay - Update

Board members had discussions but no actions were taken.

MOTION: To extend the meeting an additional 30 minutes (Mr. James Kelly, moved; Mr. Bernie Willis, seconded.)

DISCUSSION: None.

VOTE: None opposed. Meeting was extended to 4:30 p.m.

VIII. **NEW BUSINESS**

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

- a) Mr. Eugene Carl Haberman spoke regarding the public process.

X. **MEMBER COMMENTS**

Mr. Bernie Willis: None.

Mr. James Kelly: None.

Mr. Norman Chance: None.

XI. **NEXT MEETING**

a) Wednesday, August 7, 2019 @ 2:00pm

XII. **ADJOURNMENT**

Meeting adjourned at 4:27 p.m.

APPROVED:



Norman Chance, Chair

8/7/19

Date

ATTEST:



Christopher Cole, Planner II

8-7-2019

Date

MINUTES

I. CALL TO ORDER

The regular meeting of the Caswell Road Service Area Board of Supervisors was called to order at 6:38 pm at the Caswell Fire Station, Willow, Alaska by Chairperson, D. J. McBride

II. ROLL CALL-DETERMINATION OF QUORUM

Board of Supervisors in attendance: D.J. McBride and Rick Long. Board member Phillip Johnson was not present. Roll was called, a quorum was present, due notice had been published.

Also present: Mike Lachelt, MSB Road Superintendent; James Ross, J A Spain & Sons; Shawn McBride, Richard Kasica, Dona Malhiot Laubhan, Connie Graff, Roger Graff, Greg Bietsch, Willow residents; Tam Boeve, MSB District 7 Assembly Member; Garret Davidson, Caswell FD; Jerry Laubhan, CIT; Linda Cline, Secretary.

III. APPROVAL OF AGENDA

MOTION: Chairperson D.J. McBride moved to accept the Agenda, Rick Long seconded the motion.

IV. AMENDMENT TO AGENDA

Roger Graft asked to be added as a PERSON TO BE HEARD

MOTION: Chairperson D.J. McBride moved to amend the Agenda, adding Roger Graft under PERSONS TO BE HEARD, Rick Long seconded the motion.

V. APPROVAL OF MINUTES

Minutes of the January 2, 2019 meeting were reviewed, no changes were noted.

MOTION: Rick Long moved to approve the minutes, D.J. McBride seconded the motion.

VI. PERSONS TO BE HEARD

Greg Bietsch asked for clarification per the RSA road contract as to how it is Determined which roads are plowed first after a snowfall.

Mr. Bietsch asked at what depth the contractor or homeowner is responsible for Removing a snow berm left in a driveway by the snowplow.

James Ross explained his crews are assigned specific daily start points from where the equipment is stored, and additionally each operator has daily accountability for their route. James explained the routes, types of equipment available and how they

Matanuska-Susitna Borough
Caswell Lakes Road Service Area #15
Board of Supervisors
April 3, 2019

are dispatched. James stated chase trucks are available for driveway berm removal as necessary.

Discussion was held regarding snow berms to be measured from the homeowner side of the berm and at 12 inches or less become the responsibility of the property owner.

VII. STAFF REPORTS

- A) Mike Lachelt reported that standing water in roadways is being monitored and some steam thawing has helped. Due to thawing most large puddles have dropped by 5 inches overnight. Road drainage in the Caswell Lakes/Hidden Hills subdivisions continues to be problematic. These roads were created in the late 1960's before the Borough had published a subdivision design manual mandating specific road construction standards.

VIII. REPORTS OF OFFICERS

- A) Budget Report
Budget documents were reviewed. Mike Lachelt explained the \$10,000 Winter emergency figure is in place to fund calls for immediate removal of overhanging trees after a snowfall and handling glaciation situations. Unused money will go back into the operating budget.

IX. OLD BUSINESS

- A) Status of Upper Caswell Lake/Caswell Lakes Road Fish Passage Project.
Mike Lachelt reported this Capital Improvement Project (CIP) for replacement of culverts is already paid for and was funded using Federal matching funds. The project will be going out for bid April 16, 2019.
- B) Status of Denali View Estates requirement status for additional acceptance.
Mike Lachelt reported that the gravel on road surfaces in Denali View is good and construction within the public easements is at an acceptable standard. Platting will complete necessary paperwork and schedule the inspection to prepare for finalization with sign-off by the design engineer then completion of the acceptance process.

X. NEW BUSINESS

- A) Request for Comments for Sportsman's Paradise Public Use Easement, Case #2019-02.

Matanuska-Susitna Borough
Caswell Lakes Road Service Area #15
Board of Supervisors
April 3, 2019

Chairperson, McBride stated the meeting for Request for Comments is scheduled for 1:00 tomorrow, April 4, 2019 at the Borough Assembly Chambers.

Chairperson, McBride stated she submitted written questions to the Platting technician which have been answered. The Request for Comments is relative only to Public Use Easements on the property location, not development of a subdivision. Once the easement has been granted the public may walk or have access on that easement.

XI BOARD COMMENTS

None.

XII NEXT MEETING

Next scheduled meeting, August 7, 6:30pm, 2019 at Caswell Fire Station, 19631 E. Deep Woods Way, Willow, Alaska.

XIII ADJOURNMENT

Meeting adjourned at 7:47 pm.


Chairperson, D.J. McBride


Linda Cline, Secretary

MATANUSKA-SUSITNA BOROUGH
Enhanced 911 ADVISORY BOARD MINUTES

June 11, 2019

RECEIVED
AUG 14 2019
CLERKS OFFICE

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

Advisory Board members in attendance establishing a quorum were:

Tom Dunn, AST;	Lance Ketterling, Palmer Police;
Joel Butcher, Wasilla Police;	Chris Watchus, Wasilla Police;
Zack McRae, MSD DES; and	Casey Cook, MSB DES.

Also in attendance were: Jacob Butcher, Wasilla Police; Hillary Palmer and Heather Kelley, MSB GIS; Bill Doolittle, 911Insight; and Aleeha Travis and Micah Weinstein, MTA.

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

APPROVAL OF AGENDA:

GENERAL CONSENT: The agenda was approved as presented.

APPROVAL OF MINUTES

GENERAL CONSENT: There was no objection to the approval of the April 9, 2019 minutes as presented.

PERSONS TO BE HEARD

Ms. Kelley stated: She gave an update on the current imagery project that will be completed by Quantum Spatial for an amount of \$300,000. The possibilities of what to do with the remaining funding of \$200,000 was discussed and it was suggested to leave the remaining funds in the project indefinitely to be applied to current project change orders or other imagery projects.

She provided handouts that show examples of oblique and orthoimagery. Orthoimagery is the traditional type of imagery that gives you a top down view that we are using for the current project. Oblique imagery gives a more broad view with different angles. We have a no cost, one year subscription to test oblique of imagery. They will be having a training/demonstration on June 18 at the assembly chambers in the main borough building.

Chairman Cook asked if it was possible to have imagery done this year to assist with the Spruce Bark Beetle mitigation efforts. Ms. Kelley indicated that Ms. Boothby contacted her and proposed that we add

REPORTS

Addressing Campaign

Mr. Cook stated: Stephanie is doing some PSA's in Talkeetna and through the radio stations.

Ms. Palmer stated:

- 1) She thanked the group for approving the funding for the aerial imagery project. They have a signed contract with Quantum Spatial and they should be getting started this spring. She handed out a packet and advised that Heather has built a website that can be accessed through the Mat-Su Borough website under Property and Maps/Imagery/2019-2021 Imagery Project.
- 2) She handed out information regarding cyber-attacks and offered her assistance to print paper documents such as dispatch maps, address indexes, or anything that folks might need in the event they were to lose access to their electronic files. She also suggested having a specialist come in to evaluate both centers next budget year to see where we stand and where improvements can be made.
- 3) She added 44 new roads to the GIS dataset in the last 6 months. Let her know if you need new data sets or maps.
- 4) Road construction season has started so she is working with MSB Capital Projects and DOT to get all the new roads into the system by the time they are open for public traffic. Let her know of any roads you are aware of that are open but not in the dataset.

NEW BUSINESS

None.

OLD BUSINESS

Call Location Inconsistencies

None mentioned.

E-911 Legislative Amendments

No update.

Field Com 1 – Backup PSAP Equipment and Circuits

Mr. Cook stated: The borough attorney has review the proposal for the Field Com 1 upgrade and has no objections. It is now on the table for discussion by this board. The cost for upgrades to enable Field Com 1 to answer and dispatch 911 call are estimated to be \$66,193.66.

MOTION: Mr. Hartley moved, and Mr. Butcher seconded, to approve \$66,193.66 in E-911 funds be moved to a project to upgrade Field Com 1 for dispatch capabilities. All were in favor, none were opposed.

Dispatch Quality Improvement Supervisor

Mr. Cook stated: The borough attorney would not approve this project with the job title including the term "Supervisor". Mr. Watchus stated that it needs to be a "supervisory" position for the quality assurance aspect of dispatch improvement. Mr. Cook stated that Mr. Moosey would approve sending it through as a "Senior Call Taker". Mr. Watchus agreed that would be sufficient.

INFORMATIONAL ITEMS

FY19 Surcharge Revenue Chart
FY19 Surcharge Receipts
FY19 E-911 Budget Performance Report
911 Quarterly Dispatch Call Report (January – March 2019)

Ms. Laughlin asked if there were any questions on the information items. None were heard. Mr. Cook asked Mr. Robinson for dispatch call reports for November 30, 2017 and November 30, 2018.

COMMENTS

None

NEXT MEETING DATE

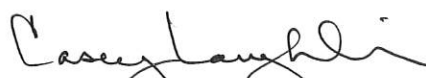
Chairman Cook announced that the next meeting date would be June 11, 2019 at the Cottonwood Public Safety Building.

ADJOURNMENT



Casey Cook, Chairman

ATTEST:



Casey Laughlin, Secretary

GREATER PALMER
FIRE SERVICE AREA
BOARD OF SUPERVISORS
THURSDAY, JULY 18, 2019
1:00 P.M. - PALMER FIRE TRNG. CTR.

RECEIVED
AUG 15 2019
CLERKS OFFICE

MINUTES

- A. CALL TO ORDER. The meeting of the Greater Palmer Fire Service Area Board of Supervisors was called to order at 1:00 P.M.
- B. ROLL CALL. Present were Board members Barry Mothershead and Ted Stuff. GPFSA staff members attending the meeting were Chief John McNutt and Assistant Chief Todd Russell. Borough Director of Emergency Services Ken Barkley was also in attendance.
- C. MINUTES FOR APPROVAL. The minutes of the regular meeting of February 1, 2019, were approved as presented.
- D. NEW BUSINESS.

1. Radio & Opticom Equipment.

Chief McNutt requested funding approval from the Board for swap out and installation of new radio and GPS Opticom equipment. Alaska Safety submitted a price quote of \$5,040. The Board voted and approved a total of \$6,000 for the project.

2. Apparatus Replacement/Upgrades.

Chief McNutt briefly discussed the need for a brush truck pump unit. A project account already exists and he will be working on specifications for purchase of this unit.

Chief McNutt shared that Engine 36 (312, model year 2001) at Station 31 will need to be replaced as it is approaching 20 years of age. Chief McNutt is proposing to put this project on the CIP for 2021.

Chief McNutt stated the new command truck is 98% complete. The unit is completely operational with the exception of an antenna cable issue that is currently being worked out.

3. LION Attack Digital Fire Training System.

Assistant Chief Todd Russell presented information on the LION Attack Digital Fire Training System. The system will allow for either "dry or wet" use, is very portable and will provide for much greater flexibility in training. The price of the entire system including software, one monitor panel, smoke generator, weighted hose and transport cases is quoted at \$26,478. The Board requested more information regarding the cost of future software updates, and/or possible price reductions if multiple systems were purchased collectively with other departments. It was decided to delay action on the item until more information can be gathered. The topic will be revisited at the next meeting.

4. SCBA Conversion.

Chief McNutt reported that the SCBA conversion on the air trailer is nearly complete. All systems on the air trailer have been functioning well during incident use.

E. OLD BUSINESS.

1. Communication Tower.

Chief McNutt reported that the new communication tower is currently being installed at Station 32.

2. Station 32 Fuel Tank Upgrade.

The tank upgrade at the station will not be started until the communication tower project is complete. Chief McNutt requested funds in the amount of \$20,000 for the tank upgrade. The Board voted and approved \$20,000 for the project. It was noted after the meeting the Board of Supervisors had previously approved \$22,000 for this project on February 1, 2019. Board members Barry Mothershead and Ted Stuff discussed this discrepancy by phone on July 19, 2019, and agreed the \$22,000 figure will stand as the approved amount for funding.

3. Tender 32.

Chief McNutt shared that the new Tender 32 chassis is 50% complete and moving forward. The equipment list is being developed and will be submitted to Borough Purchasing in the near future.

Chief McNutt reported that the old Tanker/Tender 32 refurbishment is on hold. Current research is focused on putting together a unit that is a minimum of 1,500 gallons, and shallow draft.

4. Station 32 Parking Lot Expansion.

Chief McNutt stated that he does not yet have a quote for the proposed parking lot extension at Station 32. Also, the expansion is delayed until next summer.

6. Personal Protective Equipment.

Chief McNutt reported that new bunker gear is to be ordered in September. The order will include helmets, coats, pants and boots. The Board approved \$42,000 for the new gear on February 1, 2019.

7. Station Maintenance/Repairs.

Chief McNutt stated the front window at Station 35 was replaced due to leaks. The other windows and heavy wooden overhead doors will likely need replacement in the near future.

Also, the Station 32 painting and interior work and the air trailer vent installation are "on hold". The Station 33 front pad repair has not been completed.

Chief McNutt and Assistant Chief Russell stated that the bathrooms at all stations are in need of renovation. The bathroom at Station 32 is a priority.

8. Fire Service Agreement.

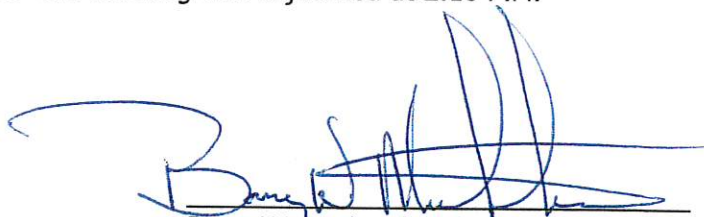
Director Barkley reported the five-year fire service agreement, with the "built-in" possibility of a five-year extension, is approved. This action is intended to improve operational stability and efficiency.

F. STAFF REPORT/COMMENTS.

Director Barkley stated that all non-compliant Class B and other firefighting foams containing hazardous chemicals have been properly disposed of through a private contractor.

Chief McNutt informed the Board that requests and/or action for hiring any additional full-time employee position(s) are suspended for now.

- G. ADJOURNMENT. Being no further business, a motion was made by Board member Barry Mothershead to adjourn the meeting. Board member Ted Stuff made a second motion. The meeting was adjourned at 2:10 P.M.



Barry W. Mothershead, Chairperson
Greater Palmer FSA
Board of Supervisors

Matanuska-Susitna Borough
HISTORICAL PRESERVATION COMMISSION

Thursday, April 4, 2019 at 6:00pm

RECEIVED
AUG 23 2019
CLERKS OFFICE

I. CALL TO ORDER/ROLL CALL

Meeting was called to order at 6:00 PM; commissioners present: Eileen Haines, Andrew Schweisthal, Angela Wade, Mario Pagni, Deborah Burlinski, Fran Seager-Boss; absent: Jake Anders (excused).
Quorum established.

II. APPROVAL OF AGENDA

MOTION: Andrew Schweisthal made a motion to approve the agenda; Eileen Haines seconded the motion.
Motion approved unanimously.

III. APPROVAL OF MINUTES

a. January 31, 2019

MOTION: Angela Wade made a motion to approve the minutes; Eileen Haines seconded the motion.
Correction: add "VICE" in II- b. I, in front of "chair" for Mr. Anders.
Motion approved unanimously.

IV. PLEDGE OF ALLEGIANCE

V. AUDIENCE INTRODUCTION/PARTICIPATION

- Adam Bradway, staff
- Mark Whisenhunt, staff
- Karol Riese, staff
- Eileen Probasco, staff
- Brenda Hewitt – State of Alaska
- Jed Cox – State of Alaska

VI. GUEST SPEAKERS- Brenda Hewitt and Jed Cox, State of Alaska – Commissioner 101 Training.

Discussion Points:

- Commissioner's job: Participate in all issues = prepare, share, debate, discuss, reach out.
Focus on policy, not politics, using civility.
- See handout: "Historic Preservation Commissions – 2018".
- Ethics
 - Can not take improper gifts, valued over \$150.
 - Improper use/disclosure of information.
 - Nepotism and/or cronyism.
 - *Ex parte* contact
 - Conflicts of interest

Matanuska-Susitna Borough HISTORICAL PRESERVATION COMMISSION

Thursday, April 4, 2019 at 6:00pm

- **Open meetings:** A committee of more than three to be noticed and open to the public. This includes email chains, etc. 10 days preferred for prior notice.
 - Special meetings: can get by with 48-hour notice.
 - Meetings must be noticed in three locations: Frontiersman, Borough web page, Borough calendar.
- **Conflicts of interest**
 - Chair decides if any conflict declared is an actual conflict. Substantial financial interest. Board can over-rule Chair's decision.
 - Recusal – MSB specific rules.
 - More of an issue with quasi-judicial.
- **Open Meetings Act.**
- **Role of the Chair:**
 - Sets the tone for the meeting.
 - Is the leader; runs the meeting.
 - Members communicate with staff through the chair.
 - Helps build the agenda.
 - Sits as an ex-officio member of all committees.
 - Keeps conversations on topic.
- **Parliamentary Procedure:**
 - One subject at a time.
 - No amending amendments.
 - Will of the majority while protecting the rights of the minority.
 - **STEPS:**
 - Get attention of chair; get recognition.
 - Propose motion (best that it is written down prior to).
 - Obtain a second.
 - Chair restates motion.
 - Debate.
 - Vote.
 - Announce the result.
 - **Types of motions:**
 - Main. Best to say: "I move..." versus "I'd like to make a motion..."
 - Subsidiary = amendment.
 - Incidental = Point of information.
 - Privileged = can interrupt.
 - **ACTIVITY. RUNNING THROUGH 1/31/19 AGENDA – Practiced.**
 - Minutes – it's assumed people have already read the minutes, so no need to give people time to read them.
 - Staff reports: if you want to discuss these as a commission, then a motion must be made and seconded to have discussion of the staff report.

Matanuska-Susitna Borough HISTORICAL PRESERVATION COMMISSION

Thursday, April 4, 2019 at 6:00pm

- Four Principles:
- Role of the chair.
- Role of the public.
- Role with staff.
- Role with State Advisors.

VII. HISTORICAL SOCIETY/MUSEUM UPDATES

None – Sherry Hamming from Palmer Historical Society will be on June 27.

VIII. STAFF/AGENCY REPORTS & CORRESPONDENCE

- a. Staff Report-Ted Eischeid

IX. ITEMS OF BUSINESS

- a. OLD BUSINESS
 - 1. Code 4.46 rewrite

MOTION: Eileen moved to create a subcommittee to study 4.46 code and report recommendations back to HPC by next meeting; seconded. **NO SECOND.**

MOTION: Deb moved to modify p. 39 of packet replacing “a”; The HPC must be informed prior to permitting grants as to the area of impact of a project that will involve ground disturbance so that a recommendation may be made by the HPC as to whether steps should be taken to preserve cultural resources likely to be located there. Eileen seconded.

DISCUSSION:

Ms. Burlinski spoke to her motion; shared her handout from JAPA linked in staff report;

Chair Seager-Boss: Shared her perspective;

Staff Eileen Probasco shared her perspective;

Angela Wade shared thoughts; use LIDAR, Shem Pete’s. Would like opportunity to look over proposals.

Mario Pagni shared thoughts.

Deb Withdrew her motion without objection.

Matanuska-Susitna Borough
HISTORICAL PRESERVATION COMMISSION

Thursday, April 4, 2019 at 6:00pm

MOTION: Deb to form a subcommittee of 2-3 members to look at the ordinance 4.46 code to review and suggest possible changes to the HPC. Eileen seconded.

Discussion ensued: SC members = Deb, Angela, Eileen.

Motion passed unanimously.

MOTION: Mario to extend meeting by 5 minutes; Deb seconded.

Motion passed unanimously.

X. COMMISSIONER MEMBER COMMENTS

XI. ADJOURNMENT

MOTION: to adjourn by Mario; seconded by Andrew.

Motion approved unanimously.

Meeting stands ADJOURNED at 8:05 PM



Fran Seager-Boss, Chair

8/22/2019

Date

ATTEST:



Ted Eischeid, MSB Planner II

8/22/2019

Date

LOCAL ROAD SERVICE AREA ADVISORY BOARD, MATANUSKA-SUSITNA BOROUGH

MEETING

Held 6:30 pm Thursday June 20, 2019 at West Lakes Fire Station #73

RECEIVED

AUG 16 2019

IN ATTENDANCE:

RSA #

RSA Members Present

CLERKS OFFICE

09-Midway	Dan Tucker P tc		
14-Fairview		John Harris	
15-Caswell Lakes	DJ McBride P		
16-South Colony	Philip Cobb P tc		
17-Knik		Daniel Huttunen	
19-Lazy Mountain			
20-Greater Willow			
21-Big Lake			
23-North Colony			
25-Bogard	Gary Hessmer P		
26-Greater Butte	Mike Shields P		
27-Meadow Lakes	Stephen Edwards P		
28-Gold Trails	Micah Schoming P tc		
29-Greater Talkeetna			
30-Trapper Creek			
31-Alpine		Jay Levan tc	

tc = by teleconference **P** = Primary

RSAs not represented: Lazy Mtn (19), Greater Willow (20), Big Lake (21), North Colony (23), Greater Talkeetna (29), and Trapper Creek (30).

MSB Staff: Public Works: Terry Dolan

Borough Staff (other than Public Works): None

Borough Mayor: None

Assembly Representatives: None

Visitors: None

CALL TO ORDER at 6:38 pm, with Pledge of Allegiance, Chair Stephen Edwards presiding.

ROLL CALL and QUORUM DETERMINATION: 10 of 16 RSAs represented. Quorum was met.

APPROVAL OF AGENDA: Approved as written and submitted.

APPROVAL OF MINUTES: Minutes of May 16, 2019, approved as written.

TRAINING: None

STAFF REPORTS:

A. O&M: Terry Dolan: Handed out CIP projects status report. Handed out copies of IM 19-028 (related to OR 19-022) and IM 19-042 (related to OR 19-034) and went over the intent and ramifications of both: IM 19-028 relates to the remnant amount in the "dust control" reserve after \$3 M went to emergency repairs to earthquake damage and \$1+ M went to Seward-Meridian upgrade, leaving roughly \$1.7 M for possible use by the RSAs and cities, but with no Assembly direction he has opted to reduce the cities' original distribution by 35% and shorten the RSA's CIP List accordingly. IM 19-042 relates to the future distribution of vehicle tax funds, raising the RSA apportionment from \$8 per resident to \$20, and including work items like railroad crossing maintenance and base reconstruction to support

LOCAL ROAD SERVICE AREA ADVISORY BOARD, MATANUSKA-SUSITNA BOROUGH

pavements; these matching funds would show up in the RSA's Fund Balance. Discussion followed, in which Terry explained the Borough's responsibility for maintenance of railroad crossings on our roads.

BOARD MEMBER REPORTS:

TAB: Mike Shields reported for **Dan Elliott** that the TAB plans to meet next week, and focus on the draft re-write of the Subdivision Construction Manual. Two bones of contention with the re-write group are requiring roads interconnecting 2 or more subdivisions to be at least "Subcollector" standard, and the need for Land Use Plans to guide subdivision development. Brief discussion followed.

UNFINISHED BUSINESS:

A. Projected impacts from Governor's proposed budget: Still unknown, but RSA risk is small.

B. Any Assembly member response to Resolution 19-02, excessive road damage from multi-family housing developments: None so far.

C. Any teleconference phone upgrade options? None per IT folks; at their suggestion, started meeting with only one remote microphone, which was later disconnected; with that move, reception was much better.

NEW BUSINESS:

A. Status of proposed OR 19-034: Covered under Staff Reports above.

B. Clerk's determination of what constitutes a legal quorum: Steve Edwards reported what he was told, and Terry read aloud the applicable Code, both of which are nebulous. Steve will try to get something in writing from the Clerk before our next meeting.

C. Draft Resolution 19-04 regarding a no-match Roads Bond Issue: Steve gave background and intent of the draft, and discussion followed. Terry commented that this is not a good time to push a second roads bond issue at the voters (or the Assembly). Feeling that we need more info regarding the Resolution's practicality, Dan Huttunen **moved** to table the issue to a future undetermined date; Mike Shields **seconded**; the **motion passed** by 9 to 1 voice vote.

D. Impacts of changing the contracts' brushing season as requested by the Alaska Wildlife Rehabilitation Center to protect nesting birds: Terry described this and some similar requests, and said Jim Jensen is looking into probable cost and practicality implications. Discussion followed, including that the Center's equating MEA powerline clearing to roadside brushing ignores the traffic and pedestrian safety issues specific to roads.

PERSONS TO BE HEARD: None

CORRESPONDENCE AND INFORMATION: None

OTHER BUSINESS: Mike Shields asked if we needed a July meeting. Gary Hessmer **moved** to cancel, **seconded** by Dan Huttunen; there being no discussion, **motion passed** by unanimous voice vote. Mike will notify the Clerk.

BOARD COMMENTS: None

ADJOURNMENT: Mike Shields moved, Donna McBride second; meeting adjourned at 8:00 pm.

NEXT MEETING: Thursday, August 15, 2019 at the West Lakes Fire Station #73, 1250 Spring Drive.

Board Chair 

Board Secretary 

RECEIVED

AUG 16 2019

CLERKS OFFICE

~~DRAFT~~

LOCAL ROAD SERVICE AREA ADVISORY BOARD

RESOLUTION 19-05

A RESOLUTION BY THE MATANUSKA-SUSITNA BOROUGH LOCAL ROAD SERVICE AREA ADVISORY BOARD SUPORTING PROPOSED LEGISLATION TO CHANGE THE QUORUM REQUIREMENTS

WHEREAS: The LRSAAB has met with a quorum and reviewed the proposed legislation to change the minimum quorum requirements for a meeting of this board; and,

WHEREAS: The LRSAAB often struggles to obtain a nine member quorum; and

WHEREAS: The board would be able to do business more often with a lessor requirement for minimum quorum; THEREFORE:

BE IT RESOLVED: The LRSAAB requests that the Borough Assembly adopt the legislation from staff as proposed, *setting our quorum at 7 RSAs represented.*

Adopted by majority ~~majority~~ unanimous *X* voice vote on *8/15/2019*

Stephen Edwards *[Signature]*

Mike Shields, *[Signature]*

RECEIVED

AUG 20 2019

CLERKS OFFICE

Talkeetna Sewer and Water Board
Regular Monthly Meeting
Wednesday, January 2, 2019 at the Talkeetna Community Library
Approved Minutes

1. Call to order: 1:10 PM
2. Quorum Established: Drew Haag, Paul Button and Jane Steere were present.
3. Others in attendance: Tam Boeve, Kathy Stoltz, Jim Dyer, Chris and Nicole (HDR)
4. Drew volunteered to take the minutes.
5. Establishment of the Agenda: All in attendance discussed and established the agenda.
6. Agenda additions.

-HDL Presentation

-Chris and Nicole discussed the current status of the HDL plans for upgrading the sewer lagoons, which are at 35%. HDL has been involved with the sewer lagoons since just after the 2012 flood. The plan involves the following:

1. Installing 2 anaerobic containment cells at the influent end of the treatment system, which will be pumped at intervals to remove solids to be hauled off site or dried onsite.
2. Installing baffling in the lagoons.
3. Installing a chlorination system to treat the effluent to meet DEC permit requirements.
4. Abandoning the wetland system.
5. The upgrades are designed for a 100,000 gallon per day peak inflow and a 20 year goal.

-Exempting Utilities from the sales tax

Tam discussed her response from the MSB attorney regarding removing propane and heating oil.

The board wants all sales of the above to be exempt. Tam will report back to legal.

Tam reported that legal is preparing an ordinance to remove utilities from the sales tax and will forward the language to the board when she receives it.

-Water and Sewer Operating Rules

Drew made a motion: To forward Paul's rule change notes to the MSB for legal review and to then recommend the changes to the MSB assembly for adoption. Jane seconded. Passed unanimously. Paul will forward the notes.

7. Adjourned at 2:50 PM. Next meeting February 6th at 1:00 PM at the Talkeetna Library.

8. Minutes approved by:  chair

9. Attested to: 

Talkeetna Sewer and Water Advisory Board
Approved Minutes - February 6, 2019 meeting

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Meeting called to order at 1:04 by acting Chair Paul Button
A quorum is established - present Paul Button, Whitney Wolff, Drew Haag, Jane Steere
(Colby Coombs absent)
MSB Staff in attendance include Terry Dolan (MSB Public Works Dept) Candy Graham (MSB Finance Dept) Dist. 7 Rep Tam Boeve
Whitney volunteers to take the minutes

January minutes approved (Drew's minutes)

Nominations for officers - Paul is nominated for Chair, Drew for Vice Chair, Whitney for Secretary. A motion by Jane made to accept the nominations for officers. 2nd Whitney. Motion passes unanimously.

Candy Graham provides report with current SSA #36 sale tax revenue \$867, 727.16 as of Dec 2018 (still outstanding revenue to be collected. Discussion re. loopholes etc in taxable revue language of ordinance)

Drew makes a motion to write the borough manager requesting legal clarification of 3.7.0-040 "transaction in the service area" applicability (to include scenarios)
2nd Whitney. Motion passes unanimously. Drew will write the letter.

Tam Boeve - Review of \$56K figure provided as funds to be potentially exempted from sales tax for utilities. Discussion on fuel sources used to establish the \$56K figure - AV gas included? Candy confirms AV gas is included - board did not include AV gas in the proposed utility exemptions. TSWAB board estimates \$25 K or less after removal of AV gas.

Terry Dolan provides MSB Public Works Information Paper dates Jan. 24. 2019 with concerns re. proposed sales tax utility exemption. Discussion of additional labor costs, new employee, worst case scenarios with DEC fines, upgrade construction etc.

Drew makes a motion to write 2 letters : the 1st with the intent to make suggested changes to MSB Public Works "information paper" dates Jan. 24, 2019. the 2nd letter to the Assembly re 17-075 in support of Tam's sales tax modification ordinance t(o include consequences of not exempting utilities, cost, repeal etc.)
Jane 2nds the motion. Motion passes unanimously.

Tam asks if TSWAB still wants to pursue exemption following discussion of Terry's consnerns. Board still in support of seeking utitliy exemption.

Whitney makes a motion to request Candy Graham get correct numbers for fuel tax revenue (to include figures for residential utilities and commercial utilities from Crowley) Drew ends the motion. Passes unanimously. Terry will take corrected numbers and send to Nick /Cheyenne, Tam and correct information paper prior to sharing with Assembly,

Meeting adjourned at 2:52

By Paul Button CHAIR

Attested To By

Whitney Wolff

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**Talkeetna Sewer and Water Board
Regular Monthly Meeting
Wednesday, March 6th, 2019 at the Talkeetna Community Library
Draft Minutes**

1. Call to order: 1:15 PM
2. Quorum Established: Drew Haag, Paul Button, Whitney Wolff and Jane Steere were present.
3. Others in attendance: Tam Boeve, Karl Swanson
4. Drew volunteered to take the minutes.
5. Establishment of the Agenda: All in attendance discussed and established the agenda.
6. Agenda additions.

-Correspondence

-Terry Dolan responded to Paul's letter requesting changes to his letter to the assembly providing background on the impact of removing utilities from the sales tax. His summarized response was that he did not feel that his comments would need to be presented to the assembly, because he felt that the ordinance change would not be presented to the assembly.

-Candy Graham reported that to date the tax had generated \$19,900 from residential taxation.

-Moosy response to Drew's letter requesting clarification on what transactions are taxable. Discussed possible solutions to ambiguity.

-Whitney motioned: To review Section 3.70.040 and suggest possible language changes at the April TSWAB meeting. Drew seconds. Passed unanimously.

-Discussed commercial vs. residential utility exemption.

-Whitney motioned: To amend the exemption ordinance to only include residential utilities and wait to introduce it until 65% plans submittal is complete. Jane seconds. 3 in favor, 1 against. Motion passes.

-Paul informed those present that KTNA had posted that there will be a presentation on the sewer lagoon construction plans at the Talkeetna Library from 4pm-7pm on March 21st.

Unfinished Business

-Paul's concerns – Paul provided a list of items that the board has tried to accomplish over the past few years that have not been completed.

-Drew motioned: To write a community TSWAB priority list to review and possibly forward to the MSB at the April TSWAB meeting. Whitney seconded. Passed unanimously.

-Whitney motioned: To request that the TCCI write a letter to the MSB in support of the utility exemption ordinance upon TSWAB notifying the TCCI of its plans to recommend the ordinance to the MSB. Drew seconded. Passed unanimously.

7. Adjourned at 3:13 PM. Next meeting April 3rd at 1:00 PM at the Talkeetna Library.

8. Minutes approved by:

Paul Button CHAIR

9. Attested to:

Whitney L Wolff

TSWAB - April 3, 2019
Regular Meeting Minutes - Approved
Talkeetna Public Library

1:06 pm meeting called to order by Vice Chair Drew Haag. (Board received resignation letter from Chair Paul Button) Board members present : Whitney Wolff, Drew Hagg, Jane Steere, Colby Coombs

Also present: Paul Button, Terry Dolan, Tam Boeve

First order of business:

Drew made a motion to approve minutes from last meeting. No objections

Whitney made a motion to nominate Drew as Chair. No objections

Whitney made a motion to nominate Jane as Vice-chair. No objections

Agenda:

- Ordinance change
- Review feedback
- Persons to be heard

Terry Report

- we have finished paying fines to DEC for past violations
- we are expected to get fined again this summer, but not much and manageable
- de-slugging in June: de-water, remove solids
- construction in July
- discussed budget: Fees came out of loan and operating money for this fiscal year (end of June)
- we make an annual payment for the loan, its part of the operating budget
- 95% done with design, in front of assembly by June, out for bid and hopefully start dirt work in July
- more information on consent decree available

A consent decree is an agreement or settlement that resolves a dispute between two parties without admission of guilt or liability

Discussion on recent public open house meeting describing upcoming work.

- plan went from \$2.5 million to \$5 million, additional \$500,000 a year in operating cost: chlorine/de-chlorinate and additional employee to facilitate

Discussion on consent decree with DEC that required this design.

Discussion on new \$400,000 chlorination/de-chlorination building.

Discussion on the history of the amount being paid into the system has been grossly inadequate combined with rates that are not equitable

Discussion on Mike Stoltz emails and agreeing as a board as to what happened in 2012 flood.

- we agree the wetlands flooded during the flood, but it is a mute point because they are being removed.

- we agree water infiltrated through the discharge pipe which did not have a shut-off valve at the time of the flood and does have a shut off valve now.

- we agree water infiltrated through the discharge pipe which did not have a shut-off valve at the time of the flood and does have a shut off valve now.
- we agree the lagoons did not flood

Person to be Heard

- Paul Button made a statement on his departure and showed his willingness to help the board in the future.
- Tam Boeve made a statement, Talkeetna was not awarded the community block grant. It is unknown who if any received a grant.

Discussion on Agenda topic: amending 3.70.050, ordinance change

- Tam and Terry are both wary to do anything which will decrease revenue for an expensive system.

Motion: Drew made a motion: support Tam and move forward on ordinance amendment

Discussion: Talkeetna must pay for the loans, the borough will not.

- What can this board do to support Tam: be present at the assembly meeting May 2nd,

Location: Willow community building 6 pm, free dinner at 5 pm.

No objections

Discussion on Paul's goals

- #1 remove residents utilities from sales tax
- #2 Rate re-structuring
- #3 account re-structuring
- #4 revisions to operating rules
- #5 enforcement of commercial verse residential
- #6 enforcement of required properties - those using out houses
- #7 waste water flow data
- #8 clarification or re-write of
- #9 development of requirements for installation and maintenance of grease trap
 - discussion Terry said he would look into it
- #10 Development/implementation of a water meter testing regiment.

Motion: Whitney made a motion, Colby seconds, for Terry to look into a contractor or data study regarding grease traps i.e. t start a potential process for a FOG plan w/testing requirements etc. .

no objections


Recommendation to Adjourn by Whitney, 4/3/2019

no objections

Approved By

 CHAIR

Attested to By



TSWAB - May 1, 2019
Regular Meeting Minutes
Talkeetna Public Library

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1:06 pm meeting called to order by Jane. Board members present: Whitney Wolff, Jane Steere, Colby Coombs

Also present: Christie Stoltz, *Terry Dolan (MSB Public Works, arrived 1:20)*

Discussion: Jane brought up Mike Stoltz and his emails. Jane read her personal response which she has not sent.

Discussion on the utility and past flood events. Terry will contact the HDL engineers and request specific flood mitigation elements of the design be compiled for the board and public.

Discussion on status of utility upgrade project

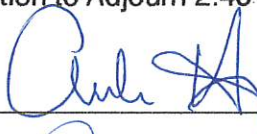
Discussion to include *incoming and outgoing correspondence sent to or written by TSWAB and any responses from the borough etc. in with minutes.*

Terry Report

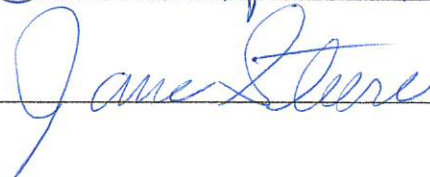
- starting discharge this morning,
- first test results in 3-4 weeks from now
- bids open for upgrade contractors, all info on MSB web site. May 29 awarded.
- When is de-sludging happening: memorial day start to mid-July finish
- Upgrade plan is designed to work, we paid for it to work. Hope is not a plan.
- discussed FOG controlling methods for food service establishments
- Terry will look into FOG contractors and see if we can start de-sludging sooner
- *Terry will ask Jim Jenson to discuss FOG with our upgrade engineers and see if they can assist with integrating some sort of first steps toward a FOG program for the system*

Recommendation to Adjourn 2:46 pm 5/1/2019 no objection

Approved by

 - CHAIR

Attested to by



Talkeetna Water and Sewer Advisory Board
June Minutes
Regular Meeting - June 5, 2019
Talkeetna Public Library

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Meeting called to order at 1:20. Present - Whitney Wolff, Jane Steere, Drew Haag
(MSB Dist 7 Assembly Rep. Tam Boeve, Jim Kellard, Jim Jenson / MSB)

Motion to approve Colby's May minutes with Whitney's modifications. 1st WW / 2nd JS - no objections.

Persons To Be Heard - Jim Kellard (prior TSWAB board member) Questions regarding dormant stub out systems without structures etc. Jim K. provided Jim Jenson with a list of locations he feels the borough should review status.

Staff Report : Jim Jenson MSB Public Works - Operations.

Sewer Lagoon Dredging Project update - Merrill Bros. flew in MOn. 6/1. Setting up pumps and GPS sludge depth. Using a polymer to settle solids in lagoon. Transport will be 4-6 loads a day. No discharge during dislodging operations.

Capital Improvements / Utility Upgrade Project update: O'Ryan Marine awarded contract. (Prior work for the borough at the Port) They will focus on the structures housing chlorination/ dechlorination, blowers etc. Site requires digging between cells 1 and 2, installing baffles. 3 Phase power required, working with MEA on estimate (app. 350 K. G St left station may eventually be upgraded to 3 phase) Completion of upgrade estimated at end of July 2020. Job Description in progress for new full time staff re. chlorination system.

Additional Info - Re Water Lines :Discussion re. Vac Truck to check for corrosion. Potential loan to upgrade water lines not available. Jim exploring water line funding options.

Drew presents TSWAB document re. list of board's Primary Goals. Discussion regarding goal #1 Equitable Rate Structure - prior board approved data needs to be current with 2018 usage. Board will contact Paul B. to discuss updating rate model.

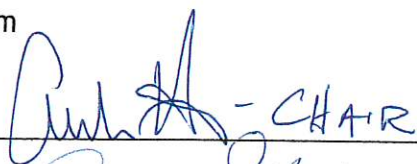
Motion to approve Primary Goals Document 1st WW, 2nd JS - passes unanimously

Motion to include document with June TSWAB minutes, send to Terry Dolan, and to TCCI.
1st WW, 2nd JS. - passes unanimously.

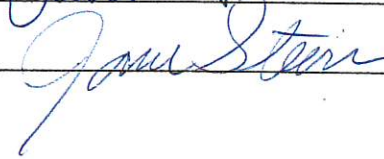
Discussion re. next month's meeting date of July 3 w/ July 4 holiday- contact Terry to see if he can make 7/3 or alternate dates. Terry only able to attend 7/3 to discuss moving forward with prior board approved rate structure from Paul B. Next Meeting remains on July 3, 2019.

Adjourn 3:15 pm

Approved By

 - CHAIR

Attested To By



TSWAB - July 2, 2019
Regular Meeting Minutes
Talkeetna Public Library

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1:05 pm meeting called to order by Drew. Board members present: Whitney Wolff, Jane Steere, Colby Coombs
Also present: Paul Button, Tam, Terry, Jim

Whitney discussed wells being drilled in East Talkeetna. Is it legal?

Terry Report

- 1 month de-sludging, no smell complaints. 2 more weeks. Not as many solids as originally thought
- Site prep for de-chlorination is beginning. Should be done during next summer
- Candie and Pam doing another audit on businesses not contributing 100% of their businesses activity.
- Discuss the challenge of bringing 3-phase power to the site.
- Terry will provide an expense report for board, audit from last year, execution of last years budget

Tam giving Pam's update

- 26 new businesses not known to provide tax revenue
- Questionable hook ups – 12
- Sales tax exemption going forward: heating, water, sewer, and electric
-

Paul Report on rate structure

- Twister Creek using 10% of the total water consumption. 4 times the next highest user. Confusing why this is the case.
- Need to address inequity between residential and commercial and multiple hookups on one property verses one hook up to multiple buildings.
- Paul volunteered to finish his rate structure for the next meeting.

Discussion on grease trap requirements for restaurants.

Whitney made a Motion to adjourn 3:10 pm
All in favor.

Approved By _____

Paul Button - CHAIR

Attested to By _____

Jane Steere

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Talkeetna Community Council, Inc.

Regular Monthly Meeting of the Talkeetna Community Council
Monday, July 1, 2019 at 7:00pm at the Talkeetna Community Library

Draft Minutes

1. **Call to Order:** 7:02pm. Quorum established: Six of seven Board Members present: Paul Button, Walter Kloepper, Ali Lee, Sarah Russell, Karl Swanson, Peg Vos. Absent: Joe McAneney
2. **Minutes:** Paul agreed to take the minutes
3. **Approval of the Agenda:** Paul made a motion to approve the agenda; Peg 2nd. Motion passed unanimously (5/5)
4. **Approval of June 3, 2019 minutes:** Sarah made a motion to approve the minutes as written; Paul 2nd. Motion passed unanimously (5/5)
5. **Treasurer's Report:** No treasurer's report
6. **Out-of-town guest(s):** Dana Johnson and Ben Leitschuh gave a presentation of work they are doing in the area on a Community Engagement Study of the communities around Denali Nat'l Park and Preserve.
7. **Correspondence:** Sarah gave a summary of May's correspondence
8. **Announcements:** The following announcements were read aloud:
 - The implementation of a borough-wide burn ban – Mat Su Borough
9. **Persons to be heard:**
 - Jake Almeida from AK State Senator Mike Shower's office gave an update on issues the office is involved with
 - Geri Denkwalter gave a brief update on what is happening at the Talkeetna Public Library this summer
 - Ron Garrett spoke to the continuing issue of people accessing the Susitna River at/around the end of Main Street through posted closed areas and the potential risks and hazards associated with this.
10. **Assembly Update:** Representative Tam Boeve gave an update
11. **Committee and Board Reports:**
 - a. **TPAC:** Roger Robinson gave a brief update – no meeting in June due to a lack of a quorum, next meeting Tue Aug 20 6:30PM at the library
 - b. **Recycling:** Monthly report submitted - no June meeting; next meeting in August
 - c. **Community Assistance Program:** No report
 - d. **Skatepark:** No report
 - e. **Playground:** Monthly report submitted – see correspondence package
 - f. **RSA:** Monthly report submitted – see correspondence package

g. TSWAB: Tam Boeve gave a brief update confirming that the next TSWAB Meeting will be Wed July 3 at 1:00PM at the library

h. Community Watch: Monthly report submitted – no meeting in June

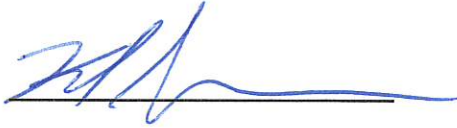
12. Unfinished Business: None

13. New Business: None

14. Adjournment: At 8:32PM Peg made a motion to adjourn; Motion passed unanimously (5/5).

Next Meeting: Monday August 5, 2019.

Approved by: _____



Attested to: _____

