



UPCOMING COMMISSIONER TRAINING NOTE DATES AND TIMES

Rural Services is excited to have the opportunity to work with DOT's T2 Training Group. Dr. Larry Bennett, P.E., and Robert L. McHattie, P.E., will be conducting three training sessions this spring. Check our website for updated information on locations!

Monday, January 24th-6:00-8:00pm: **BUDGET TRAINING**, conducted by the Rural Services Staff, Located in the Borough Assembly Chambers

Tuesday, March 8th- 6:00-8:30pm: **Gravel Road Management**, conducted by Robert L. McHattie, P.E.
(LOCATION TO BE ANNOUNCED)

Tuesday, March 22nd-6:00-8:30pm: **Road Management Planning Session I**, conducted by Dr. Larry Bennett, P.E.
(LOCATION TO BE ANNOUNCED)

Tuesday, April 5th-6:00-8:30pm: **Road Management Planning Session II**, conducted by Dr. Larry Bennett, P.E.
(LOCATION TO BE ANNOUNCED)

Gravel Road Management (a practical look at gravel road damage):

The general theme of the training is "Using unsurfaced road condition assessments to develop a simplified step-by-step approach to scheduling and budgeting for cost-effective short-term and long-term repair work."

You will learn: How the gravel roadway's "structure" is damaged during construction or after construction by nature, by vehicle loadings, and by poor maintenance practices. How to recognize the important types of road damage as well as short-term and long-term repairs appropriate for each damage type. Ways of gauging whether appropriate repairs have been done correctly.

Road Management Planning:

The objective is to provide road service area commissioners with an understanding of the planning process so that they can carry out their responsibilities and thus serve their road service areas effectively. Topics include visioning and mission setting, developing long- and short-term objectives, assessing gravel road conditions, prioritizing maintenance and repair tasks, budgeting and scheduling. The course features a case study exercise utilizing video footage to assess road conditions in a hypothetical Fairbanks North Star Borough service area, to prioritize the resulting needs, and to schedule and budget, within limited funds, the highest priority tasks.

Brief Bio's:

Robert McHattie, MCE, PE. Bob worked 26 1/2 years for the Alaska DOT&PF as a research engineer and as Northern Region's Geotechnical Engineer. After retiring from the Department in 1999 he formed an engineering research company (GZR Engineering) specializing in studies of road performance, pavement design methods and road construction materials. As a consultant, Bob has completed many projects for various agencies and private contractors in Alaska.

Dr. Larry Bennett, P.E., is a civil engineer, land surveyor and engineering manager who has practiced in Alaska since 1968. He retired in 1997 after 29 years on the engineering management faculty at the University of Alaska Fairbanks. His consulting activities include construction management and scheduling, on-site water and wastewater testing and design, land surveying, construction contract claims, and a variety of training including university courses, corporate short courses, and workshops.

There are currently 9 (Nine) Service areas that do not have enough members on their commission to hold a meeting: Arctic Fox, Bluebird, Borda, Brookside, Cleary Summit, Chena Marina, Keeney Road, Keystone and Salchaket Heights. What does this mean? In order for a quorum to be met, Rural Services staff must fill in the vacancies. Wouldn't it benefit your service area to have a commission of your peers? Residents of your community rather than our staff? Someone who is familiar with the roads, maintenance and resident concerns? Any area resident who is registered to vote, whether they are a property owner or not, is eligible to serve as a commissioner. If you know someone who wants to be involved in your community, encourage them to fill out and return the Commissioner Application Form found on our website or at our office located at 3175 Peger Road. *****Applications may be turned in at any time*****

SOMETHING TO REMEMBER:

Commissioners have ONLY 30 DAYS to return their oath of office after appointment. If the oath is not received within 30 days, the appointment becomes invalid and the seat is vacant.

NO EXCEPTIONS!!!!!!

RURAL SERVICES OFFICE WILL BE CLOSED

**December 23rd & 24th
December 31st
January 17th**



Fairbanks North Star Borough RURAL SERVICES

A Division of the Public Works Department



3175 Peger Road PO Box 71267 Fairbanks, Alaska 99707-1267 (907)459-1222 Fax 459-1499 www.co.fairbanks.ak.us/Rural_Services

THE ROAD REVIEW

WINTER ISSUE, December 2010

HOW YOU CAN USE YOUR \$2,000 / MILE FUNDS

Using \$2,000 per Mile (\$2K/mile) Project Funds

Ordinance No. 2008-20-2E was approved by the Assembly on April 9, 2009, providing road service areas with \$2K/mile funding for improvement projects. Service areas have made use of these funds as part of the match for a 90-10 matching grant project or for a capital project. Service areas may also use the \$2K/mile for service area improvement projects using the work order process for projects that are less than \$20,000. This funding is only for *improvement work*, not routine maintenance.

In order to use this money, the commission must have a public meeting and the following requirements must be met:

1. Contact the Rural Services office to determine if the work qualifies as improvement work.
2. The meeting notice must be published in the News-Miner through the Rural Services office.
3. The agenda for the meeting must include "using the \$2K/mile project funds".

The meeting minutes must:

- include the commissioners present;
- provide a clear discussion of the project, specifically describing the proposed project for funding wholly or in part by the \$2K/mile funds;
- show the individual votes of the commissioners for using the funds; and
- be signed by the commission secretary and submitted to Rural Services along with the original sign-in sheet with signatures of attendees.

4. Contact Rural Services directly to notify us of your decision to use your \$2K/mile. The commission must write a work order to have the work performed by your Service Area contractor. Please indicate on the work order form **the work will be paid for with the \$2K per mile money, and the date of the SA meeting at which you approved the use of the funds.**

5. Rural Services will review the work order (even if the cost is under \$10,000) to verify that the work proposed meets the grant requirements for the funding and will prepare a change to your contractor's purchase order to add the \$2K/mile funds requested.

6. **The contractor cannot perform work using this funding until these requirements are met.**

*The \$2K/mile were based on each service area's total *maintainable* road miles of record on January 1, 2009.

Highlights

\$2,000/ Mile Funds

How to Schedule your Service Area Meetings

Helpful hints for meeting minutes

Upcoming Training

Service Area Commissioner Appointments

Miscellaneous Notes

Rural Services Staff

Ann Worhatch, P.E.—459-1333
Acting Engineer / Manager,
driveway/utility permits, bids,
road problems, projects
aworhatch@co.fairbanks.ak.us

Kevin Hawman—459-1217
bids, maps, annexations,
road problems, projects
khawman@co.fairbanks.ak.us

April Barnes—459-1223
purchase orders, payments,
commission appointments,
advertising of meetings,
mailing labels
abarnes@co.fairbanks.ak.us

Diane Aslam—459-1222
budgets, tax cap changes,
training, administrative
questions or problems
aslamd@fnsb.us

HOW DO I SCHEDULE A SERVICE AREA MEETING?

The form is located on the Rural Service Website <http://www.co.fairbanks.ak.us/RuralServices/Forms/Meeting Advertising Notice>. Service Areas are required to hold TWO (2) meetings during the year for the 1st and 3rd quarters. You may hold as many Open Meetings as you wish-but they MUST be publicly noted or they will be considered in violation of the Alaska Open Meetings Act. Refer to your Service Area Commissioner Training Handbook/Section 1, Pages 2-3.

REQUEST TO SCHEDULE SERVICE AREA MEETING

_____ Service Area Meeting
Contact Person & Phone: _____
Location of Meeting: _____
Meeting Date & Time: _____

- Regular Agenda Items:** (check for every meeting)
- Approval of agenda
 - Approval of previous minutes
 - Road maintenance issues
 - Financial Update
 - Other: _____

- Specialty Items:** (depending on quarter)
- 1st Quarter (January—March)**
- Budget planning
 - Maintenance contract renewal
 - Purchase orders for annual maintenance

3rd Quarter (July-September)

- Election of officers
- Project request submittals
- Tax cap Election Request

Dates of publication in newspaper will be provided by Rural Services.

Borough News Page Deadlines

The Borough News Page is published every Tuesday and Friday. The deadlines to have this meeting notice to Rural Services are:

Deadline	To Be Published	For Meeting Held at the Earliest
Tuesday, 9 AM	Friday of the same week	Tuesday of the following week
Thursday, 9AM	Tuesday of the following week	Saturday of the following week

Return to Rural Services or fax to Rural Services at 459-1499 or email to ruralservices@co.fairbanks.ak.us

ARSAC UPDATE

At the Annual Commissioner Meeting in October, the Mayor announced that a follow-up meeting would be held. Since the fall election, the Assembly has elected a new presiding officer and new committee assignments have been made. The Mayor will work with Joe Blanchard, the new Assembly Presiding Officer, and Michael Dukes, the new ARSAC Chair, to schedule this meeting in the new year. Notice of the meeting will be sent to all commissioners when the agenda and time are determined.

In addition to Mr. Dukes, Tim Beck and Karl Kassel are the assembly members on the ARSAC for the next year.

Change alone is eternal, perpetual and immortal.
 Arthur Schopenhauer (1788-1860) German philosopher

SEE PAGE 3 "Hints on How to take proper minutes"

HOW TO TAKE PROPER MEETING MINUTES

Below are some helpful hints (from www.ehow.com) and suggested format for your meeting minutes. An example format for meeting minutes can be found on our website under Forms.

The secretary taking the minutes should:

- Obtain the meeting agenda, minutes from the last meeting, and any background documents to be discussed. Consider using a tape recorder to ensure accuracy.
- Record date, time and place of meeting.
- Roll Call; Note commissioners present and if quorum is met.
- Circulate a sheet of paper for attendees to sign.
- Write down items in the order in which they are discussed. If item 8 on the agenda is discussed before item 2, keep the old item number but write item 8 in second place.
- Record the motions made and the names of the people who originate them *see note below for further hints*
- Transcribe minutes soon after the meeting, when your memory of the event is still fresh.
- Write "submitted by" and then sign your name and the date.
- Submit to Rural Services for Public Records.

Chairman of the commission should call for:

- Reading of the agenda
- Call for approval of the agenda
- Reading of minutes from prior meeting. Call for approval of the minutes.

Items that should be discussed at every meeting:

- Discussion of maintenance work recently completed.
- Any new road maintenance issues.
- Financial update
- Specific quarterly items to discuss
- Input from others attending
- Discuss next meeting date, time and location
- If there are any action items, assign "who, what, when, where and why"

One of the biggest issues with Service Area minutes is the recording of votes by the commission. The person taking the minutes should:

- Record whether motions are adopted or rejected, how the vote is taken (by show of hands, voice or other method).
- The secretary records the name and vote of each voting commissioner.
- Separate voting of attendees is okay to record, but does not count. Often it is recorded in the minutes to demonstrate popularity of an action.

Your service area minutes should reflect the discussions, motions and votes taken by the commission. Write in a concise, accurate manner, taking care not to include any subjective opinion.

**District or Commission meetings:
 Anything that requires a vote
 NEEDS TO BE on the published agenda.**

NOTICE REGARDING ACTION ITEMS FOR RURAL SERVICES

It is not sufficient to note action items for Rural Services staff in your minutes. If you decide at a commission meeting that you need a specific action or information from us, please contact us directly with your request.

EARLY NOTICE

Proposed budgets will be mailed out to commissioners February 4, 2011 and are due back to Rural Services by February 28, 2011. Your 1st quarter open meeting for 2011 should be planned sometime between February 9th and 27th to accommodate discussion, and voting on your FY2011-2012 service area budget.

Every human being, of whatever origin, of whatever station, deserves respect. We must each respect others even as we respect ourselves. --
 Ralph Waldo Emerson (1803-1882)