

Questions? Questions? Questions?

MARK YOUR CALENDARS !

ANNUAL SERVICE AREA COMMISSIONER TRAINING

Saturday, May 10, 2008
9:30 AM -11:00 AM

Borough Administration Center, FNSB Assembly Chambers
809 Pioneer Road

A time for answers, information and open dialog.
All NEW service area commissioners are encouraged to attend!

Refreshments, coffee and tea will be provided.

Changes?

Please contact our office if you have any changes in contact information.

Going on Vacation?

- Notify other members of your commission. Designate a call-out person.
- Notify the contractor who will be acting on your behalf.
- Notify Rural Services at 459-1223.

Rural Services Office Location



MEET YOUR RURAL SERVICES STAFF

We introduced Bill Gryder in this newsletter's front page feature story, but wanted to share with you a little about his interests outside the work-place. Bill is married to Cindi, and they have three children, Kim (23), Fred (19) and Becca (17). He enjoys hiking, camping and biking in the summer, and curling in the winter. And while he professes he used to be able to leap tall buildings, he doesn't guarantee that he can still do that.

Another relative newcomer to the Rural Services office is Carrie Santoro. Carrie has previously worked in the Financial Services office of the Borough, and brings to Rural Services an awareness of the Borough's "big picture". She has been in Rural Services since early November 2007, and is enjoying getting familiar with the various service areas, roads and commissions. Carrie and her family are actively building their future homestead, which she hopes will be completed in the next couple of years. She and her husband, Lee, are active in the worship ministry of their church, and relish the free time spent with their two children, Brooke and Seth.

Working in Rural Services for almost three years, April Barnes is the person you probably interact with the most in our office. As our Soft Ledger Keeper, April keeps track of all your purchase orders and payment authorizations, among a slew of other things. When not at work, she enjoys time with her newly acquired 8-week old Australian Shepherd puppy.

Dan Jordan has been with Rural Services for five years, and puts his degree in Geology to work assisting service area commissioners with road and contractor issues. His GIS background comes in handy after annexations and boundary changes occur, keeping our service area maps and road mileage current. Recently a new addition was welcomed into Dan's family, as another son, William, joined wife, Carolyn, and son, Isaac, in the Jordan household. In his spare time, Dan enjoys running, skiing and taking a couple of canoe trips each summer on local rivers.



Fairbanks North Star Borough
RURAL SERVICES
A Division of the Public Works Department

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THE ROAD REVIEW

SPRING ISSUE
April 2008

Highlights

- New Rural Services Manager
- FY 2009 Capital Projects
- Fiscal YE Activities
- Safety Program Stop Signs
- Commission Expirations and Renewals
- Brushing
- Road Drainage
- FY 2009 Budgets
- Tax Cap Elections
- Commissioner Training

RURAL SERVICES GETS NEW MANAGER

Monday, March 24, 2008, brought a new face to the Rural Services office. Bill Gryder has jumped right into his responsibilities as Rural Services' Division Manager, meeting service area commissioners and familiarizing himself with the layout of roads and service areas within the Fairbanks North Star Borough. Bill comes to Rural Services with extensive knowledge of road construction and maintenance. Some may remember him from his previous stint as Borough Engineer with the Public Works Department, where he reviewed subdivision road construction, access and drainage. In addition, he was responsible for driveway and utility permitting. After leaving the Borough in 2001, Bill worked as a Senior Engineer at PDC Engineering



Bill Gryder meets his first service area commissioner, Greg Robbe, Chairman of McGrath service area.

overseeing the site work for the new Alaska Railroad Depot before joining ASCG Incorporated where some of his projects included the design of the Stevens Village Landfill Access Road and storm damage repair on the Nome-Council Road. Bill has served on the City Building Code Review Commission, the Title 17 Rewrite Steering Committee and the FNSB Platting Board. He has lived in Alaska for 40 years, and in the Borough for 34 years. He is a graduate of the University of Alaska with a Bachelor of Science in Civil Engineering. Rural Services is pleased to introduce Bill to you, and believe our office will greatly benefit from the expertise he brings to the position.

Rural Services Staff

Bill Gryder, P.E.—459-1218
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Dan Jordan—459-1217
bids, maps, annexations,
road problems, projects
djordan@co.fairbanks.ak.us

April Barnes—459-1223
purchase orders, payments,
commission appointments,
advertising of meetings,
mailing labels
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Carrie Santoro—459-1222
budgets, tax cap changes,
training, administrative
questions or problems,
contractor disputes
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2009 CAPITAL PROJECTS APPROVED BY ASSEMBLY

Rural Services has been compiling capital project request information for several years. Currently there are 404 capital projects under consideration, for an combined estimated cost of \$49.7 million. In 2006, the Fairbanks North Star Borough received \$8 million in funding for road projects. The FNSB Assembly allocated \$2 million of this grant money to establish the Revolving Loan Fund, which would assist service areas needing additional funding to complete road projects. The Assembly Road Service Area Committee (ASRAC) reviewed project submittal information and made recommendations to the Assembly for distribution of \$4 million of the remaining \$6 million of grant funds, for construction of various projects during the summers of 2008 and 2009. The Assembly has approved the ASRAC's recommendations.

Capital projects for Newby Park, Summit Drive, Yak Road, Birch Hill and Chena Hills service areas are slated to begin construction this summer. During the summer of 2009, construction is anticipated to get under way on projects for Golden Valley, Potlatch, Goldstream Moose Creek, Tan Terra, Deep Forest, Chena Point, Fairfields, Wildview, Vista Gold, Becker Ridge, Straight Creek, Tungsten, Chena Spur and North Ridge service areas.

Capital projects utilizing the remaining \$2 million available in grant funds will be selected in January, 2009, for construction during the summer of 2010.

FISCAL YEAR END ACTIVITIES — FY 08 Cut-off dates

Purchase Orders

The last day to request a new purchase order or change notice for FY08 is **May 28, 2008**. This cut-off applies only to purchase orders for items or services that will be received or performed prior to June 30, 2008.

Miscellaneous Purchase Orders

Service area chairmen needing miscellaneous purchase orders for next fiscal year for any work other than annual maintenance should contact April to set up the PO ahead of time. We are trying to avoid procurement violations arising from non-contracted work being ordered before funds are made available.

Petty Cash

Petty cash reimbursement for FY08 must be received in our office by noon, **June 27, 2008**. Reimbursement requests received after this date/time may not be eligible for reimbursement.

Payment Requests

All FY08 payment authorizations, and supporting invoices, must be received in our office by **5:00PM, July 2, 2008**.

This is a very busy time of year as we process payments and close purchase orders for all 109 service areas while at the same time opening new purchase orders for the next fiscal year. There are a couple of things you can do to help us:

- Turn in any outstanding invoices as soon as you receive them from the contractor.
- If you've completed work but haven't yet received an invoice, request one from your contractor immediately.
- If you've paid all outstanding bills and do not intend to order any more work before June 30, contact us so we can close your purchase order. You can either email us, or give us a call at any time and leave a message on voice mail if it's outside regular working hours, as soon as you determine that a purchase order can be closed.

Each year we spend countless hours tracking down commissioners and contractors to verify any outstanding invoices. Taking a moment to contact us with this information enables us to provide more efficient service to all parties involved.

Thank you for your help in this matter.

SAFETY PROGRAM STOP SIGNS

Rural Services recently received forty new stop signs, sleeves and rivets, purchased through the grant-funded Safety Program. These are now available on a first-come, first-served basis to any service area needing to install new stop signs or replace damaged ones. In addition, eighty posts were ordered and are available to any service areas installing new signs or repairing existing damaged posts. Installation should follow DOT Specifications with a standard sign offset of 12' (minimum, 6'). Call Dan Jordan at 459-1217 to arrange for pickup.



Arrival of Safety Program stop signs, posts and sleeves awaiting claim by service area commissioners.

COMMISSION EXPIRATIONS AND RENEWALS

Commissioners whose terms will expire on June 20, 2008 will be receiving notification by mail shortly. Commission seats are appointed for a specific period and cannot be automatically renewed or extended. If you would like to reapply for another term, please review and update the contact information as necessary and return the form to Rural Services by **5:00PM on Tuesday, April 29, 2008**.

Many service areas have less than full commissions. If you know of any resident interested in serving on your service area commission, have them contact our office for an application.

All new term appointments require a notarized Oath of Office form to be completed prior to any official activity as a commissioner. April Barnes can assist you notarizing your Oath at our Rural Services office. Please call in advance if you require her assistance.

BRUSHING

Brushing this year? Consider clearing roadsides at the end of May or early June after full leaf-out. At this time the root reserve has moved into the limbs and leaves. After cutting, the remainder of the woody plants is in a weakened state and has the least chance of survival. If you have the resources available to do so, you may consider a second cutting in mid-August as well. But choose the time you brush carefully as cutting too early or too late (similar to pruning) may actually stimulate the plant to bush-out.



Commissioners should properly monitor hardpack removal within their service areas. Would you have called the contractor back out for this job?

ROAD DRAINAGE

Spring breakup provides an opportune time for viewing road drainage patterns. Record your findings on service area maps and take photos. When the construction season rolls around, problem areas are then be easily located and described to your contractor.

Even though blading and installing of culverts shouldn't be performed during spring thaw, breakup does provide service areas an ideal opportunity to record defects and schedule repairs.

Call Bill Gryder if you need a second opinion or have questions.

FY 2009 BUDGETS

Budget submittals for FY2009 were mailed out to service areas chairmen at the end of February. If you are a chairman who has not yet signed and returned your budget, please do so immediately. Budgets were due back to the Rural Services office by Monday, March 17, 2008.

We will accept faxed copies of your signed budget for your convenience. You can fax your budget back to us at 459-1499. Of course, if you'd rather, you can also mail it to our office at the address found at the top of page 1 of this newsletter.

TAX CAP ELECTIONS PENDING

The following four service area elections were held on Tuesday, March 25, 2008.

- Golden Valley Road Service Area — voting regarding 1) indebtedness for a capital improvement project secured by a pledge of taxes to be levied in the service area and 2) a tax cap revision necessary to repay the indebtedness of the service area.
- Goldstream Moose Creek Service Area — voting regarding 1) creation of the Goldstream Moose Creek Service Area—Moose Mountain Differential Tax Zone and 2) a tax cap revision to the Goldstream Moose Creek—Moose Mountain Differential Tax Zone.
- Potlatch Service Area — voting regarding 1) creation of the Potlatch Service Area—Heritage Hills Differential Tax Zone, 2) indebtedness for a capital improvement project secured by a pledge of taxes to be levied in the differential tax zone, and 3) a tax cap revision within the differential tax zone necessary to repay the indebtedness of the differential tax zone.
- Smith Ranch Service Area — voting for a tax cap revision.

The Fairbanks North Star Borough Assembly will be certifying the results of these elections on Thursday, April 24, 2008.

REMEMBER THAT YOUR SERVICE AREA IS REQUIRED TO MEET QUARTERLY. MINUTES OF YOUR MEETINGS, AND THE SIGN-IN SHEET OF ATTENDEES, MUST BE SUBMITTED TO RURAL SERVICES FOR FILING WITH THE CLERK'S OFFICE.