



**CONGRATULATIONS, APRIL,  
ON 20 YEARS OF SERVICE  
TO THE BOROUGH!**

**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 the commissioner will be acting on your behalf.
- Notify Rural Services at 459-1223.

**Rural Services  
Office Location**



**RURAL SERVICES IS STILL NOT  
RECEIVING TIMELY PAYMENT  
AUTHORIZATIONS.**

*It is your responsibility to contact us  
as soon as you receive your copy of  
an invoice.*



***IF YOU DON'T CONTACT US, YOUR  
CONTRACTOR DOES NOT GET PAID!***

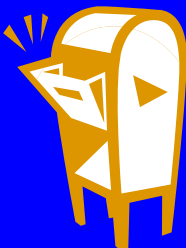
**APRIL'S RESPONSIBILITIES DO NOT  
INCLUDE CONTACTING COMMISSIONERS  
TO GET THIS AUTHORIZATION.**

**REMINDER:**

THE FORM TO USE TO ADVERTISE YOUR  
COMMISSION MEETING CAN BE FOUND AT [http://  
co.fairbanks.ak.us/RuralServices/Forms/  
AdvertMasterFillInEmailSubmitButton1a.pdf](http://co.fairbanks.ak.us/RuralServices/Forms/AdvertMasterFillInEmailSubmitButton1a.pdf)

THE ABOVE LINK ALLOWS YOU TO FILL IN  
AND SUBMIT ONLINE. YOU CAN ALSO  
PRINT AND FILL IN, AND THEN EITHER  
FAX OR DELIVER TO APRIL BARNES AS WELL.

**THE ONLY MAIL  
YOU'LL EVER GET FROM US IS  
IMPORTANT COMMUNICATION  
PLEASE OPEN AND READ IT !**



**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**

SPRING ISSUE  
April 2010

**RURAL SERVICES STAFF CHANGES**

Effective April 13, 2010, Bill Gryder was promoted from Engineer/Manager of the Rural Services office to Chief Civil Engineer in the Borough's Public Works Department. Many commissioners are aware that in January, Randy Johnson, then-Deputy Director of Public Works, left the Borough, and Alaska, for the Lower 48. Bill accepted the Acting Deputy Director position upon Randy's departure, and has been working at the downtown Borough Administrative Building since that time. Randy's old position was essentially split into two Chief Engineer positions, one dealing with buildings and the other with roads. Bill is now responsible for all the civil engineering projects for the Borough, including service area roads. Even though Bill is now in the Public Works department downtown, he is still very involved in Rural Services activity. His new position will better facilitate the coordination of service area capital projects as these will be a major part of Bill's responsibilities.



Bill Gryder and Ann Worhatch, Acting Engineer/Manager, assessing a road safety issue.

With Bill's acceptance of the Acting Deputy Directorship in January, it was necessary to fill his Engineer/Manager position here in Rural Services. Ann Worhatch, a second engineer in Rural Services, stepped in to fill that position in an acting capacity. Now that Bill has been officially promoted, the process of hiring a new Engineer/Manager of Rural Services can get underway.

**★ ★ ★ GOLD STAR SERVICE AREAS ★ ★ ★**

With the year 2009 now behind us, Rural Services has looked at the past year to see how many service areas held their quarterly meeting every calendar quarter. Congratulations to the following **GOLD STAR SERVICE AREAS** for having all four of their quarterly meetings in 2009:

**Aztec, Chena Point, Chena Spur, College, Cordes Drive, Cripple Creek, Granola, Martin, O'Connor, Parkside, Tan Terra, Timberlane and Twenty-three Mile Slough.**

Another six services areas, Edanella Heights, Herning, Mellow Woods, Pine Stream, Potlatch and Thomas, are to be commended as well for holding three of their four quarterly meetings.

On February 11, 2010, the Borough Assembly approved amending FNSBC 14.01.141A to reduce the required commissioner meetings from one per calendar quarter to one in the first, and one in the third, calendar quarters only. Current requirements for advertising commissioner meetings remain in effect.

Highlights

Rural Services Staff Changes

Gold Star Service Areas

Fiscal Year End Activities

June Commissioner Training Notice

Tax Cap Election Results

Commissioner Renewals

Sign Inventory

Safety Brushing

Rural Services Staff

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

Kevin Hawman—459-1217  
bids, maps, annexations,  
road problems, projects  
[khawman@co.fairbanks.ak.us](mailto:khawman@co.fairbanks.ak.us)

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

Carrie Santoro—459-1222  
budgets, tax cap changes,  
training, administrative  
questions or problems,  
contractor disputes  
[csantoro@co.fairbanks.ak.us](mailto:csantoro@co.fairbanks.ak.us)

## FISCAL YEAR END ACTIVITIES — Tentative FY 10 Cut-off dates

The deadlines listed below are tentative until the Finance Department and the Borough auditors finalize the dates, but they are realistic and are presented here so commissions can plan accordingly.

### Purchase Orders

**The last day to request a new purchase order or change notice for FY10 is Friday, May 28, 2010.** This cut-off applies only to purchase orders for items or services that will be received or performed prior to June 30, 2010.

### 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 FY10 must be received in our office by noon on Friday, June 25, 2010.** Reimbursement requests received after this date/time may not be eligible for reimbursement.

### Payment Requests

**All FY10 payment authorizations, and supporting invoices, must be received in our office by 5:00PM, Friday, July 2, 2010.**

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:

- Contact April to authorize payment as soon as you receive any outstanding invoices 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 email, fax or call us to authorize closing out a purchase order.

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.

## BE INFORMED ... STAY INFORMED ...

### UPCOMING COMMISSIONER TRAINING SESSIONS

**COVERING MANY NEW CHANGES  
RE: SPEC BOOKS, BIDS & FORMS**

**Tuesday, June 22, 2010  
6:00 PM – 8:00 PM  
FNSB Assembly Chambers  
Borough Administration Center  
809 Pioneer Road**

**TAX CAP ELECTION AND  
PROJECT SUBMITTAL PROCESSES**

**Wednesday, July 14, 2010  
6:00 PM – 8:00 PM  
FNSB Assembly Chambers  
Borough Administration Center  
809 Pioneer Road**

**All service area commissioners are strongly urged to attend!**

*Refreshments, coffee and tea will be provided at both sessions*

## TAX CAP ELECTION RESULTS

On Thursday, April 22, 2010, the Borough Assembly certified the results of this Spring's tax cap elections.

Five tax cap elections were held March 23, 2010, involving Ester Lump, Fairhill, Horseshoe Downs, McKinley View and Thomas road service areas. Election results are presented below, as certified by the Assembly.

Ester Lump \$11,950 increase	<b>PASSED</b>	<b>15 - Yes</b>	<b>6 - No</b>
Fairhill \$10,000 increase	<b>PASSED</b>	<b>23 - Yes</b>	<b>4 - No</b>
Horseshoe Downs \$3,000 increase	<b>PASSED</b>	<b>10 - Yes</b>	<b>0 - No</b>
McKinley View \$2,950 increase	<b>PASSED</b>	<b>7 - Yes</b>	<b>0 - No</b>
Thomas \$2,000 increase	<b>FAILED</b>	<b>3 - Yes</b>	<b>4 - No</b>

## WILL YOUR TERM BE EXPIRING?

Commissioners whose terms will expire on June 30, 2010 should have received a renewal notice in the mail. 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 Wednesday, May 5, 2010.**

Rural Services will not be extending this deadline. If we do not receive your renewal application by May 5th, you will cease to be a service area commissioner effective June 30, 2010. If you miss this deadline, you still can submit an application, and you will be considered for any vacant seats on your commission in the next round of commission renewals that will take place in December, 2010.

Many service areas have less than full commissions. If you know of any resident of your service area interested in serving on your commission, applications can be found online at [http://co.fairbanks.ak.us/RuralServices/Forms/Commissioner Application.pdf](http://co.fairbanks.ak.us/RuralServices/Forms/Commissioner%20Application.pdf).

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

## BOROUGH SIGN INVENTORY

This spring, Rural Services completed a sign inventory project covering all of the Borough road service areas. This project was funded by grant money the Borough Assembly appropriated specifically for brushing and signing safety improvements for Road Service Areas (RSA).

The inventory notes the location of the sign, the sign condition, and whether the sign is missing. From this inventory, we can provide reports to all the RSA commissions and indicate which signs require repair, replacement, revision, or elimination.

In order for Rural Services to keep a meaningful sign inventory, all sign purchases require the commission to fill out a sign request and provide information on where the sign is located. We have a revised form for RSA's to fill out to maintain our sign inventory.

Please note that we have purchased Stop and Yield signs for RSA's with safety money and we have them here at the Rural Services office. Commissioners will still need to fill out the sign request form, but there will be no cost to the service area for these signs. We have also purchased replacement posts, sleeves for the posts and hardware for stop or yield sign installations.

If you have any missing ROAD NAME, STOP, OR YIELD SIGNS, please notify Rural Services immediately. Road name signs are essential for emergency responders to find the right location, and Stop or Yield signs are traffic control signs to PREVENT ACCIDENTS.

## SAFETY BRUSHING MONEY

We still have funds available for RSA's that have not taken advantage of intersection safety brushing. In order to have this brushing performed by your RSA contractor, the commission needs to make a request for the work, and your contractor needs to provide a quote on a Work Order form. *Rural Services cannot authorize spending on intersection safety brushing without this quote, preapproved by Rural Services.*

**RURAL SERVICES OFFICE  
WILL BE CLOSED**

**May 31st  
July 5th  
September 6th**