

Introduction to Commissioner Responsibilities



Presented by: Division of Rural Services

Overview



- **Service Areas**
- **Commissioner Responsibilities**
- **Commission Meetings**
- **Service Area Finances**
- **Contracts/Contractors**
- **Rural Services**

Service Area



- **What is a *Service Area*?**
 - A specific geographic area “boundary”
 - A separate taxing jurisdiction
 - Provides a Governmental Service not provided on either an area wide or non-area wide basis:
 - **Fire Protection**
 - **Road Construction and Maintenance**
 - **Street Lights**
 - **Sewage Disposal and Treatment**
 - Commission is appointed to supervise the furnishing of special services within a Service Area

Commissioner Responsibilities



- **Commissioner is appointed to act on behalf of the FNSB to supervise and manage affairs of the service area**
 - Order Maintenance Work
 - Develop and Maintain both Long and Short Term Maintenance Plans
 - Recommend Capital Improvement Projects
- **Uphold FNSB Codes, Policies, and Procedures**
- **Encourage resident participation**

Commission Meetings



- **Required to hold two per year**
 - **1st Quarter (Jan-Mar)**
 - **3rd Quarter (July-Sept)**
- **Must be publicly noticed**
 - **Submit form to Rural Services**
 - **Takes Time to Publish Meeting Notice**
 - **Minimums Required**
- **Required to Take Action on Service Area Business**

Commission Meetings



- **Requires a Majority of the Commission for a quorum**
- **Minutes must be recorded and submitted to Rural Services**
- **Managerial/Administrative Duties are Exempt from Meeting Requirements**

Service Area Finances



- **Fiscal Year (July 1st to June 30th)**
- **Budget**
 - **Process Starts in February**
 - **Based on Tax Cap**
- **Cost**
 - **Contractor Invoices**
 - **Petty Cash**
- **Soft Ledger**

Soft Ledger



FY 2017 XYZ Road Service Area

Center Number: 567890-84005

Direct Costs: \$5,500.00
 Operating Savings: \$67,842.92
 20% Reserve: \$4,100.00

Original Budget : \$15,000.00
 Working Budget (After Transfers) : \$15,000.00
 Available Balance : \$1,000.00
 Last Updated : 7/10/16
 Balanced: 7/10/16

Create a New P.O. DETAIL SHEET

Issued Date	Final Date	Type	Number	Payee	Purpose	Transfers In	Transfers Out	Encumbered Amount	Spent Amount	Overage	Liquidation	Encumbered But Not Spent
7/14/16		PO	123456	XYZ Contracting	Annual Maintenance			\$14,000.00	\$1,250.00			\$12,750.00
												\$0.00
												\$0.00
												\$0.00
												\$0.00
												\$0.00
Totals						\$0.00	\$0.00	\$14,000.00	\$1,250.00	\$0.00	\$0.00	\$12,750.00

Contracts / Contractors



- **Maintenance Contract**
 - July 1st – June 30th
 - Bid Tabs (Unit/Unit Prices)
 - Standard Specifications for Roads
 - Limited to \$99,999 Annually
- **Routine Maintenance**
 - Division 800 of the Specifications
 - Snowplowing, Grading, Brush Cutting, etc.

Contracts / Contractors



- **Public Construction Work**

- Any work performed that is not “Routine Maintenance”
- Adding Gravel, Culvert Installation, Excavation, etc.
- Limited to \$25,000 Annually
- Requires a Work Order
 - If Work Order is over \$10,000 it requires authorization by Rural Services

Contracts / Contractors



- **After the Contractor has performed the work**
 - **Assure work has been completed per the request**
 - **Receive Invoice**
 - **Send in a Completed Invoice Approval Form (faxed, emailed, mailed, delivered)**

Contracts / Contractors



- **Types of Contracted Work**
 - **PO (Purchase Order) is \$0-\$2499**
 - **RFQ (Request for Quote) is \$2,500-\$50,000/Roads and \$20,000/Others**
 - **IFB (invitation for bid) is anything Over RFQ Amount (>\$50,000)**

Rural Services - Staff



Michael Bredlie, Manager

- Oversee the Division
- Recommends Project Scopes, Project Requests
- Contractor and Commissioner Support

Civil Engineer

- Engineering Support
- Driveway and Utility Permits
- Encroachments

Rural Services - Staff



Rob Breazeale, SA Technician

- **Boundary Changes**
- **Maps and Mileage**
- **Signs**

Janet Davison, Admin

- **Service Area Budgets**
- **Tax Cap Elections**
- **Contracts and Capital Project support**
- **Grant Project Admin & Support**
- **Commissioner Training**

Rural Services - Staff



Jamie Fleming-Olson, Admin

- Contractor Invoices/Payments**
- Meeting Notices/Minutes**
- Commissioner Admin Support**
- Commissioner Applications/Resignations**

Rural Services Website



- **Our Website can be found at:**

fnsb.us/pw/pages/Service-Area-Resident-Resources.aspx

- **Highlights on the site:**

- **Commissioner News**
- **RS Contact Information**
- **RS Forms**
- **RS General Information**
- **RS Training/Newsletters/Flyers**



Common Forms used:

- Invoice Approval
- Purchase Order/Change Notice
- SA Public Meeting Request
- SA Meeting Minutes
- SA Work Order
- Sign Request

Questions



THANK YOU!! for attending,
and for your dedication
to the Service Area

