



# Fairbanks North Star Borough

## RURAL SERVICES

A Division of the Public Works Department



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# THE ROAD REVIEW

SPRING ISSUE, APRIL 2016

### Highlights

Meetings & Meeting Minutes

Fiscal Year End Activities

Tax Cap Election Results

Upcoming Commissioner Trainings

Revolving Loan Fund

Construction / Excavation in the Right-of-Way Permits

Commissioner Tool Box

Commissioner Expiration & Renewal

### Rural Services Staff

Michael Bredlie, - 459-1233  
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Service Area Technician  
Bids, maps, annexations, road problems, projects  
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Administrative Assistant  
Purchase orders, payments, commission appointments, advertising of meetings, mailing labels  
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Administrative Assistant  
Budgets, bids, tax cap, grants, project submittals, training, administrative questions  
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[www.fnsb.us/RuralServices](http://www.fnsb.us/RuralServices)

## MEETINGS & MEETING MINUTES

Your service area meeting minutes are a public record and represent your Service Area.

\*A quorum consists of a majority of the total seats available in the commission.  
\*\*Voting at a service area commission meeting.

\_\_\_\_\_ Service Area Meeting Minutes

Meeting Location: \_\_\_\_\_

Date of meeting: \_\_\_\_\_

Commissioners\* present:

Other\*\* attendees: (See attached sign-up sheet)

1. Meeting called to order at:
2. Election of officers:
3. Reading of the agenda:
4. Call for approval of the agenda:
5. Reading of minutes from prior meeting(s):
6. Call for approval of the minutes:
7. Old Business:
8. New Business:
  - a.) Discussion of maintenance work:
  - b.) Quarterly business:
  - c.) Financial position:
  - d.) Other items, as necessary (Input from others attending):
9. Action Item Assignment (Who, what, when, where and why?):
10. Adjournment at \_\_\_\_\_.

Notice how the flow of the Meeting matches the "Service Area Public Meeting Request" form that your Service Area submits?

### Regular Agenda Items:

- Approval of Agenda
- Approval of Previous Minutes
- Road Maintenance Issues
- Financial Update

### Specialty Items:

- 1st Qtr.: Budget Planning
- 1st Qtr.: Maintenance Contract Renewal
- 3rd Qtr.: Election of Officers
- 3rd Qtr.: Project Request Submittals
- 3rd Qtr.: Tax Cap Election Request

### Other Items:

- Accepting 90/10 grant project
- Emergency access maintenance
- SA Boundary review
- etc.

**NOTE:** Turn in your meeting minutes within 2 weeks after the meeting as a draft (e.g. you can amend at a later meeting).



(look online for Service Area Meeting Minutes form RS04 for examples)



## FISCAL YEAR END ACTIVITIES FY 2015-2016 Cut-Off Dates



The fiscal year end (FY2015-2016) deadlines listed below are presented here so commissions can plan accordingly.

**Purchase Orders (PO)**

**The last day to request a new PO or Change Notice for FY15-16 is Friday, May 20, 2016.** This cut-off applies only to purchase orders for items or services that will be received or performed prior to June 30, 2016.

**Miscellaneous Purchase Orders**

Service area chairmen needing miscellaneous PO's for next fiscal year for any work other than annual maintenance should contact Jamie Fleming-Olson 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 FY15-16 must be received in our office by noon, Monday, June 20, 2016.**

Reimbursement requests received after this date/time may not be eligible for reimbursement.

**Payment Requests**

**All FY15-16 payment authorizations, and supporting invoices, must be received in our office by 5:00 p.m., Thursday, June 30, 2016.** *(continued to right on this page)*

*(continued)*

This is a very busy time of year as we process payments and close purchase orders for all 105 service areas, while at the same time opening new purchase orders for the next fiscal year.

**Here are a few things you can do to help us:**

- Authorize payment as soon as you receive any outstanding invoices from the contractor.
- If you have completed work, but have not yet received an invoice, please request one from your contractor immediately.
- If you have paid all outstanding bills and do not intend to order any more work before June 30th, *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.***

### 2016 TAX CAP ELECTION RESULTS

On Thursday, April 14, 2016, the Borough Assembly certified the results of this Spring's tax cap elections.

Four tax cap elections were held March 22, 2016, including Goldstream Moose Creek SA-DTZ, Hopeless SA, Moose Meadow SA, and Smallwood Trail RSA. Below are election results as certified by the Assembly:

| Service Area                | Amount             | Passed/Failed | Vote: Yes | Vote: No |
|-----------------------------|--------------------|---------------|-----------|----------|
| Goldstream Moose Creek -DTZ | \$5,280 increase   | PASSED        | 27 - Yes  | 0 - No   |
| Hopeless                    | \$13,319 increase  | FAILED        | 5 - Yes   | 6 - No   |
| Moose Meadow                | \$126,000 increase | FAILED        | 6 - Yes   | 11 - No  |
| Smallwood Trail RSA         | \$7,780 increase   | PASSED        | 15 - Yes  | 0 - No   |



### UPCOMING COMMISSIONER TRAININGS

**Encroachments and Driveway Permits**

May 11, 2016    Wednesday    12:00 p.m.  
 May 11, 2016    Wednesday    5:30 p.m.  
 May 18, 2016    Wednesday    12:30 p.m.

**Short & Long Term Planning**

June 8, 2016    Wednesday    12:00 p.m.  
 June 8, 2016    Wednesday    5:30 p.m.  
 June 15, 2016    Wednesday    12:30 p.m.

**Location:** Rural Services Training Room,  
 520 5th Avenue, 1st Floor, Suite D.  
**Call to Register:** 459-1223

# REVOLVING LOAN FUND FOR \$ERVICE AREAS\$

Applications are being accepted from road service area commissions to fund capital improvement, major upgrades and similar projects from the FNSB Road Service Revolving Loan Fund. **The application deadline is June 30, 2016.** Interested commissioners should contact the Rural Services Division for additional information and a loan application by phoning 459-1223.

Loans from the Revolving Loan Fund are awarded based on availability of funds and applications submitted.

Loans are for the purpose of funding capital projects:

- Loans for service area funded capital projects.
- Loans to provide the 10% match for grant funded capital projects.



All loans are secured by a pledge of taxes levied in the service area. Prior to any loan being approved, a vote is required by qualified voters in the service area.

## Construction / Excavation in the Right-of-Way Permits

Another season of construction and maintenance is drawing near.

### **Below are some points about construction/excavation permits for Service Area Commissioners to keep in mind:**

- Permits are required for any (non-service area contracted) excavation taking place in a service area right-of-way within the Fairbanks North Star Borough. This includes, but is not limited to, new driveway excavations, utility installations and maintenance activities requiring excavation in the road right-of-way.
- A copy of the permit and conditions are sent to the Service Area Chairperson.
- The Service Area Chairperson needs to contact Ann Worhatch (by phone 459-1333, or by e-mail at [aworhatch@fnsb.us](mailto:aworhatch@fnsb.us)), if work is taking place and you have not seen a permit.
- PLEASE DO NOT wait until the work is completed to call and ask about permit information. It is much easier to get problems corrected during construction, than afterwards.
- A Service Area Commissioner may approach the constructor about not having a permit, but should still follow up with a call to Ann. Sometimes the constructor will say he will get the permit, but doesn't follow through.
- Please try to provide enough information when you call in non-permitted work so that Ann can contact the constructor.
- Let service area residents know permits are needed for any construction to take place within the right-of-way, so they can contact you about new construction taking place.
- Don't expect any road improvements from a permit, the Permittee is only required to match the existing conditions.



## RURAL SERVICES OFFICE WILL BE CLOSED

**Memorial Day** Monday, May 30, 2016

**Independence Day** Monday, July 4, 2016

### **Reminder:**

Please check with Rural Services if you are unsure of the funds available for use on your purchase order (this will help avoid a purchasing violation for work called out when funds are not available).

# COMMISSIONER TOOL BOX

## TRAININGS

- Boundary Changes  
Presented by: Division of Rural Services
- Budget Training for Commissioners  
Presented by: Division of Rural Services
- Contracts & Contractors  
Presented by: Division of Rural Services
- Encroachments & Permits  
Presented by: Division of Rural Services
- Introduction to Commissioner Responsibilities  
Presented by: Division of Rural Services
- Project Submittals  
Presented by: Division of Rural Services
- Service Area Drainage  
Presented by: Division of Rural Services
- Service Area Meetings & Meeting Minutes  
Presented by: Division of Rural Services
- Service Area Tax Cap  
Presented by: Division of Rural Services
- Short & Long Term Planning  
Presented by: Division of Rural Services
- Work Orders & Invoices  
Presented by: Division of Rural Services

## WEBSITE



### “ Pardon Our Mess - We are getting a makeover” FNSB WEBSITE GETS A MAKEOVER

February 2016 brought a completely new look to the Fairbanks North Star Borough website! We hope you like!!

The information you have become familiar with is still there inside the Rural Services level. Commissioners can find Rural Services information several different ways on this new website.

*How do I get to the Rural Service information?*

You will open the FNSB website and move your cursor over the word and slide down the column:

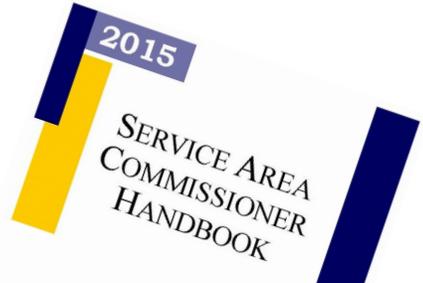
- Resident, Road Service Information, or
- Your Government, Departments, Public Works, Rural Services, or
- Borough Services, Service Areas

*How do I get to the Service Email account?*

There are... EMPLOYEE EMAIL: ... or ... and look to the bottom ... ation as usual. ... at 459-1223



## BROCHURES FORMS FLYERS NEWSLETTERS HANDBOOK



### Service Area Commissioner Handbook

Included in the Commissioner handbook:

- Service Area Systems
- Service Area Finances
- Rural Services Support
- Service Area Commissions
- Planning
- Inspection and Maintenance
- Maintenance Contractor
- Capital Improvement Project Process
- Procurement
- Diagrams
- Forms
- Frequently Asked Questions (FAQ)
- A Guide to Road Maintenance for Road Service Areas
- FNSB Standard Specifications for Local Road Maintenance-2012

## COMMISSIONER EXPIRATION AND RENEWALS

Commissioners whose terms will expire on June 30, 2016 should have already received notification by mail from Rural Services.

Included with your notification was a Disclosure of Present Economic Interest form that **must** be filled out and returned to our office along with your renewal form. 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 Monday, May 2, 2016**. Don't forget to turn in your Disclosure form with your renewal!

If you know of any resident interested in serving on your service area commission, encourage them to apply.

All new term appointments require a notarized Oath of Office form to be completed prior to any official activity as a commissioner. Please call our Rural Services office at 459-1223 in advance if you require our notary to notarize your Oath of Office. The Oath of Office can also be processed at the Clerk's Office in the FNSB Administrative Center.