



Fairbanks North Star Borough



RURAL SERVICES

A Division of the Public Works Department

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THE ROAD REVIEW

FALL ISSUE, OCTOBER 2016

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SMART GOALS

By Duncan Haughey

What is a smart goal?

Setting goals is easy but achieving them isn't. That's why setting SMART goals - Specific, Measurable, Achievable, Realistic and Timely - is the first step in making your goal a reality.

Once you have planned your project, turn your attention to developing several goals that will enable you to be successful. Goals should be SMART - specific, measurable, agreed upon, realistic and time-based.

A goal might be to hold a weekly project meeting with the key members of your team or to organize and run a continuous test program throughout the project.

The acronym SMART has several slightly different variations, which can be used to provide a more comprehensive definition of goal setting:

S - specific, significant, stretching

M - measurable, meaningful, motivational

A - agreed upon, attainable, achievable, acceptable, action-oriented

R - realistic, relevant, reasonable, rewarding, results-oriented

T - time-based, time-bound, timely, tangible, trackable

This broader definition will help you to be successful in both your business and personal life.

When you next run a project take a moment to consider whether your goals are SMART goals.

Article can be found at: <https://www.projectsmart.co.uk/smart-goals.php>



SANDING OF ROADWAYS

During the winter months, emergency vehicles (ambulances and fire trucks (in fire service areas)) need good traction at intersections and on hills to provide quick responses to emergencies.

804-2.01 MATERIALS. Provide crushed stone or crushed gravel with a minimum fracture on one face for 90% of the material retained on the #8 sieve and meeting the requirements below:

Sieve Designation	% Passing by Weight
1/2 inch	100
3/8 inch	90-100
No. 4	10-30
No. 8	0-8
No. 200	0-1

This material is commonly known as "E-Chips" as detailed in SSHC Section 703-2.05.

804-3.01 SANDING REQUIREMENTS. Response time is 4 hours from the time of Commission call-out, unless otherwise directed.

1. Use a mechanical spreader that distributes a uniform layer. Spread material from shoulder to shoulder. Make as many passes as needed for complete coverage.
2. Provide sand for service areas with sanding boxes.

804-4.01 METHOD OF MEASUREMENT. Sanding of roadways will be measured by the ton. Sanding material, hauling, spreading, and labor shall be considered incidental to this pay item. Providing sand for service area sanding boxes will be measured by the ton and loaded into the boxes.

804-4.02 MINIMUM CALL-OUT AMOUNTS. Sanding for roadways shall have a minimum call-out amount of 2 tons. The Contractor and Commission shall negotiate a price for work less than the minimum call-out amount following procedures described in Section 106 Work Orders.

INSPECTION OF WORK AND APPROVAL FOR PAYMENT

- ◇ Verify the contractor sanded all intersections and hills requested.
- ◇ Verify the contractor filled sanding boxes prior to payment.
- ◇ Do not approve payment until the work is completed satisfactorily.

Inserts From Standard Specification for Local Road Maintenance 2012 (with Annotations for Commissioners) Section 804, SANDING OF ROADWAYS

OFFICE CLOSED

Rural Services Office
will be closed for these holidays:

- November 11—*Veterans Day*
- November 24-25—*Thanksgiving*
- December 23-26—*Christmas*



Send in
**Service Area
Invoice Approvals
Promptly**

*so Rural Services can submit payments
in a timely manner*

Thank you!!

CHECK LIST • ADDRESS ANNOUNCEMENT • TRAINING

WINTER CHECKLIST

Is your Service Area prepared?

Pumping & Thawing PO ready?

Sand in the sand boxes?

School Bus routes clear?

Site distance brushing?

SMART Goals *continued*

Specific - Well defined, Clear to anyone that has a basic knowledge of the project

Measurable - Know if the goal is obtainable and how far away completion is. Find out when you have achieved your goal

Agreed Upon - Agreement with all the stakeholders what the goals should be

Realistic - Within the availability of resources, knowledge and time

Time-Based- Enough time to achieve the goal
Not too much time, which can affect project performance

Winter Reminder

Borough Code 12.01 prohibits Encroachments on public roads. An encroachment exists when snow is placed on a service area road by a resident. Alaska Statute 13 ACC 02.530(b) states, "No person (s) may divert or drain water to or upon a highway, nor may a person push or otherwise deposit snow or ice onto a highway in a manner or in quantities, which may constitute a hazard to snow removal equipment or other traffic."

6 STEPS TO FORMULATE A GOAL

The six steps below will help you formulate your goals in the most efficient way possible.

- 1: Consider Your Intentions
- 2: Make it Specific
- 3: Make it Measurable
- 4: Make it Attainable
- 5: Make it Relevant
- 6: Make it Timed



SOURCE: <https://www.projectsmart.co.uk/stepping-up-smart-goals.php>

UPCOMING COMMISSIONER TRAININGS

Work Orders & Invoices

November 9	Wednesday	12:00 p.m.
November 9	Wednesday	5:30 p.m.
November 16	Wednesday	12:30 p.m.

*Rural Services, 520 5th Ave., Ste. D
Call to register: 459-1223*

Effective Tuesday, November 1st

the Juanita Helms Administrative Center has a new address:

Juanita Helms Administrative Center
907 Terminal Street
Fairbanks, AK 99701

*(this change is for the Administrative Center ONLY)
The Rural Services Office address remains the same!*

Six Time Management Tips for Project Managers

~ By Duncan Haughey

To be a successful project manager, you must be able to manage your time well. The best project managers ensure they are productive for most of their time and avoid time-wasters at all costs. Here are some tips that can help you manage your time more efficiently.

Create the Plan

What does this have to do with time management I hear you ask? Well, if everyone knows what they are doing and have a plan with regular milestones to focus on, you as project manager will spend a lot less time dealing with issues brought about by a lack of clarity.

Remember the 80/20 Rule

The 80/20 rule (or the Pareto Principle) is the idea that by doing 20% of the work you can produce 80% of the benefit of doing the whole job.

The value of this for a project manager is that it reminds you to focus on the 20 percent of activities that matter. Of the activities you do during your project, only 20 percent are important. Those 20 percent produce 80 percent of your results. Identify and focus on those activities.

Not Just Status Updates

It's best to avoid team meetings where you go around the room asking each person to give a status update. These meetings have little value and waste time. Instead, spend that time focusing on risks, issues and opportunities. Use the team to brainstorm solutions and create ideas.

Have an agreed agenda that you stick to in team meetings. If you schedule an hour for the meeting, make sure it lasts for an hour and no longer.

Take significant issues off-line if they are likely to cause a meeting overrun. Don't make everyone sit through lengthy technical discussions that don't involve them. Set up a working group to focus on the issues and report to the team at a future meeting.

Stop Micro Managing

Avoid delving into the detail of the work. With software development projects, it's not necessary for the project manager to get involved at the code level, leave this to the developers. You've selected the right team for the job. Let them get on with what they are best at, while you concentrate on steering the project to a successful conclusion.

Don't Do the Work

Many project managers make the mistake of getting involved in 'doing the work'. Avoid this at all costs. Managing projects is a full-time job and taking your eye off the ball (even for a short period) can lead to problems. It may be tempting to carry out a few tasks when a deadline is looming, but leave this to others while you get on with managing the project.

Create a To-do List

Email fixation is a modern-day problem that can distract you from doing the tasks you need to, or plan to. Creating a daily to-do list keeps you focused on achieving your objectives. Scratching tasks from your list can create a real sense of achievement and drives further activity.

Summary

Time management is an essential skill for project managers. If you can't manage your own time, how can you expect to manage your teams? Ask each day what you did to move the project forward. Plan your next day, what will you do to ensure your project continues along the straight and narrow path. Plan your time, manage your resources with a light touch and communicate effectively. With a little time management, project success should come easier.

SOURCE: <https://www.projectsmart.co.uk/six-time-management-tips-for-project-managers.php>



DEAR COMMISSIONERS,

A BIG THANK YOU FOR YOUR CONTINUED SERVICE TO YOUR ROAD SERVICE AREAS!!