

2018

SERVICE AREA COMMISSIONER HANDBOOK



Fairbanks North Star Borough
Division of Rural Services

<http://fnsb.us/pw/pages/Service-Area-Resident-Resources.aspx>

Rural Services

Fairbanks North Star Borough

Rural Services Division

A Division of Public Works

Physical Address: 520 5th Avenue, Suite D

Mailing Address: PO Box 71267, Fairbanks, Alaska 99701

Phone: (907) 459-1223

Fax: (907) 459-1499

Email: ruralservices@fnsb.us

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1. Service Area System

A service area is a taxing jurisdiction of the Borough established at the request of the voters to provide specific services. The Borough does not have area-wide powers for road construction or maintenance, fire or police protection, water and sewer service, or other local services. The mechanism used to provide these is the formation of service areas.

The FNSB Assembly has full legislative responsibility for all service areas. They review, accept, reject or modify the budget, annual plans, and tax levies proposed by the service area commission.

The FNSB Mayor has full administrative responsibility for all service areas. The Mayor directs and supervises the administration of the construction, maintenance, and operation of all borough roads, bridges, drains, buildings and other public works.

ORDINANCES GOVERNING ESTABLISHMENT AND OPERATION OF SERVICE AREAS ARE FOUND IN FNSB CODE OF ORDINANCES, TITLE 1 AND TITLE 14.

DISTRICT COUNCILS

Ordinance 2004-69 created six Service Area District Councils. The district council concept encourages service areas to meet collectively to share experiences, learn from each other and allows the gathering and communication of common or widespread problems, goals, and concerns to the Mayor and Assembly.

Collectively the six district councils: Salcha, Badger, Chena Hot Springs Road, Farmer's Loop, North Borough, and West Borough, encompass most of the Borough's geographic area.

The chairperson of each service area located within the District Council geographic boundaries shall serve on the district council. The chairperson may appoint an alternate from the road service area to serve on the district council. There will be only one vote on district council matters from each service area.

District Council Responsibilities

- A. Prioritize the district's upgrade and maintenance needs;
- B. Explore possible cost savings using collective purchasing power;
- C. Recommend to the Mayor and Assembly needed changes or other solutions to problems experienced by service areas within the district;
- D. Promote communication within the service areas in the district, and between the service areas and the Mayor and Assembly; and

E. Communicate with other councils.

District Council meetings are advertised on the Borough News page in the Fairbanks Daily News Miner and listed on the Borough's website under Public Notices. Meetings are held quarterly and do not have quorum requirements.

The chair of each district council shall be the representative on the Assembly Road Service Area Committee (ARSAC). If the chair chooses not to serve as the representative, the chair may appoint a member of the district council to serve as the district council representative to the ARSAC. The chair may appoint a representative who is not a member of the council only if no member of the council is willing to serve on the ARSAC. Any appointed representative shall serve at the pleasure of the chair.

ASSEMBLY ROAD SERVICE AREA COMMITTEE

Ordinance 2004-70 established the Assembly Road Service Area Committee (ARSAC) as a standing committee. It is composed of the following:

- A. Three members of the Borough Assembly (one who serves as Chair);
- B. One representative from each District Council (6 total); and
- C. A civil engineer or a person who shows a demonstrated knowledge of road construction appointed by the chair of the ARSAC.

ARSAC Responsibilities

- A. The committee shall establish priorities and recommend allocation of service area matching grant funds.
- B. Make recommendations to the assembly concerning road service area issues including ordinances and resolutions.

The presiding officer, mayor, and chair of the assembly road service area committee shall jointly schedule and hold an annual meeting each year during the month of October with all service area commissioners to discuss service area concerns and provide necessary training. All assembly members and road service area committee members shall be invited to attend and participate in this informal meeting.

The ARSAC meets the second Monday of each month. These meetings are noticed in the Fairbanks Daily News Miner and on the Borough's webpage under Public Notices. For more information, contact the Borough Clerk's office at 459-1401.

2. Service Area Finances

Service areas can be funded through a combination of funding sources: a mill levy (property taxes), interest earnings, a special assessment, and available grants. The Borough's fiscal year begins on July 1st and ends on June 30th.

COMMISSIONER - FINANCIAL RESPONSIBILITIES

- A. On or before March 15th of each year, the commission submits a budget to the mayor with the proposed appropriation and mill rate.
- B. On or before March 15th of each year, the commission submits a detailed plan describing the commission's proposed short and long-term maintenance, permanent improvements and strategic plans together with an account of how the plan varies from those of previous years. This plan must be formulated at a public meeting.
- C. Submit Purchase Order requests to the Rural Services office prior to ordering materials or authorizing any work.
- D. Submit Payment Authorizations and original invoices to the Rural Services office after receipt of materials or satisfactory completion of work. Invoices should be submitted as soon as possible to allow for timely payment.

FINANCIAL INFORMATION

Service area financial information can be obtained from the Rural Services office. Copies of purchase orders and change notices are mailed to the commission chairman when they are received in our office. Other information is on file for review. Most account information can be faxed or sent electronically at your request.

PAYMENT OF INVOICES

The commission is responsible for keeping records to prevent over expenditures. Commissioners must make sure there are adequate funds available prior to requesting work. **Commissioners do not have the authority to authorize work unless adequate funds are encumbered on a purchase order.**

Once the requested work has been completed, commissioners need to do the following:

- A. **Inspect** completed work. If the work is substandard or different than requested, contact the contractor immediately to resolve the issues.

- B. **Review** invoices to ensure they reflect the work requested and completed. If the invoice is not correct (snow plowing was billed by the hour rather than the mile), contact the contractor to resolve the difference. If you are unable to resolve the issue, write a short note explaining the problem and submit it to our office along with the original invoice. **Be sure to state the problem and the portion of the invoice that can be paid.**
- C. **Submit** original invoice and a completed copy of the Payment Authorization (PA) form. Invoices should be submitted within a week of receipt.

The borough sends out checks on a weekly basis (with the exception of special holiday and end-of-year cut-off schedules). Please ensure that all invoice approvals are submitted in a timely manner to prevent any unnecessary delays in processing.

BUDGET PROCESS

In February of each year, each commission receives a recommended budget from the Rural Services Division for the next fiscal year. The recommended budget is based upon the current year's assessments, together with projections for the upcoming year and is calculated on the maximum allowable tax cap.

The commission must first decide whether to accept the recommended budget, or submit its own proposed budget. The commission then must make funding decision based on the budget it chooses.

- A. If the next year's budget has increased over the current year's budget, the commission must decide how to cover the increase.
 - 1. One option is to increase the tax cap. If the commission plans to participate in a spring election to increase the tax cap, they must complete the steps outlined in "Procedure to Adjust the Tax Cap" on page 2-4.
 - 2. Second option is to supplement the next year's budget from operating savings.
- B. The commission can also submit a proposed budget that is a reduction over the current year. Such a decision would result in a permanent reduction in the tax cap going forward, as explained in more detail in "Understanding the Tax Cap" on page 2-3.

The proposed budget must be discussed and approved by the commission at a public meeting per the Open Meetings Act.

After approving the proposed budget, the commission returns the proposed budget to Rural Services. Due to the short duration of time of when the commission receives the recommended budget and the deadline to submit any changes to the budget it is encouraged that a commission begins budget planning early in the year.

The Assembly approves the new fiscal year budget by May 30 each year. The final assessment roll is certified by June 1st. Mill rates are set mid June.

EXPLANATION OF ACCOUNTS

The annual process of budgeting and expenditures requires that funds move through multiple accounts to ensure independent accountability of each year's expenditures. For ease of explanation the terms Old Money and New Money are used.

Old Money - at the end of the fiscal year (June 30), all unspent service area funds are placed in one account [Restricted fund balance - RFB] until an audit has been performed. After the audit, the RFB is split into two accounts:

- A. Emergency reserve (Fund Balance) = 20% of (Current Expenditures + Administrative Fee). The balance of this account fluctuates with the addition of funds to the Current Expenditures from Savings, so that it always maintains a 20% level. (FNSB 3.03.300)
- B. Operating Savings – remainder of the previous year's unspent funds.

New Money - Funds appropriated during the budget process are available at the beginning of each fiscal year (July 1st). The current year's money is reflected in:

- A. Current Expenditures – These are the funds budgeted for service area expenditures for the current fiscal year. These funds can be supplemented by the Operating Savings account and in case of an emergency from the funds held in reserve.
- B. Administrative (Direct) Fee – Contributes to the cost of office and technical support given by various Borough departments/personnel, on behalf of the service areas. This fee is automatically deducted at the beginning of the fiscal year.

UNDERSTANDING THE TAX CAP

The borough (including service areas) operates under a tax cap.

The highest amount of money a service area can collect is the amount collected the previous year. This is called a tax (revenue) cap. There are a couple of exceptions; most notable exceptions are new construction and a cost of living adjustment. Both of these will actually increase the amount of the tax cap.

A service area can reduce the amount collected from taxes without a formal election. During the annual budget process, the commission can submit a proposed budget at a lower rate of funding than the current budget. However, once the amount is lowered, a new (lower) tax cap has been set. If the service area wants to increase the tax cap in the future years, the service area will have to participate in a formal election (even to return to the previous level of funding).

The mill rate a service area pays is based on the dollar value of the tax cap. If the service area currently collects \$25,000, this is the maximum amount collected each year. As assessed values fluctuate, the mill rate will change accordingly so that the amount collected doesn't exceed the tax cap.

Example:

If the assessed property values within the service area equal \$15 million, and the service area has a tax cap of \$25,000, the mill rate would be approximately 1.667.

If the assessed property values increase (not including any new construction) by 10%, the value now equals \$16.5 million and the mill rate would drop to 1.515 because the service area can only collect \$25,000 to remain under the tax cap.

If the assessed property values decrease by 10%, the value would equal \$13.5 million and the mill rate would increase to 1.852, allowing the service area to collect \$25,000 to reach the tax cap.

When the service area requests a change in the tax cap, they are asking to change the cap to a new set point. Tax caps are based on \$\$ values, not mill rates. Based on property values, the mill rate will be adjusted to achieve the new level of funding requested.

PROCEDURE TO ADJUST THE TAX CAP

Each August, a letter is sent to commissioners asking if they would like to adjust the service area's tax cap. The letter contains information on current funding levels, what Rural Services estimates they will need for adequate road maintenance, and the tax cap adjustment need to reach that level of funding. Discussions of budget issues and decisions about requesting an adjustment to the service area's tax cap must be done at a public meeting. If the residents want to increase the tax cap, they will need to participate in the spring election. To determine public support, they must complete one or both of the following:

A. Public Meeting

1. Hold a publicly noticed meeting between prior to the October deadline to submit a Tax Cap Election Request and determine the service area budget, maintenance needs, expenses, the ability of the service area to operate on the current budget, desired revenue level, etc.
2. Have a sign in sheet for attendees. Take meeting minutes reflecting comments and who made them.
3. Poll attendees as an indicator of resident support. Record the results.
4. If residents respond who have not attended the meeting, note the number, manner, and substance of these responses in your request.

5. Use the Tax Cap Election Request form (Appendix B-10 – available on our website or from our office. This submittal must contain the \$ amount of the increase requested and the approximate mill equivalent and be signed by a quorum of the commission. Rural Service can help calculate the approximate mill rate prior to Service area meeting. The intent is so residents will understand the increase in mill rate necessary to collect the increased \$\$ amount that will be collected.
6. Submit the form, the sign up sheet, and the original service area minutes to Rural Services no later than the deadline.

B. Conduct a survey of residents

1. Prepare a written survey with a clear description of the proposal, including the increased \$ amount proposed and the approximate mill equivalent. Survey should have a place to clearly approve or disapprove the proposal and a mechanism to record the name and physical address of the respondent.
2. Mail or hand-carry to area residents.
3. Keep detailed tally of survey results returned by mail and/or phone.
4. Use the Tax Cap Election Request form (Appendix B – available on our website or from our office). This submittal must contain the \$ amount of the increase requested and the approximate mill equivalent and be signed by a quorum of the commission.
5. Submit the form, a copy of the survey, method of distribution, and survey response to the Rural Services no later than the deadline.

An ordinance will be prepared and forwarded to the Assembly requesting participation in the election to vote on the increase. If approved, the qualified voters in the service area will vote on the issue in the spring elections held the 4th Tuesday in March.

The elections are supervised by the Borough Clerk's office and are advertised in the Fairbanks Daily News Miner. Notification and an application to request a ballot is sent out to all property owners listed in the Borough's property database. All residents who are registered to vote within the boundaries of the service area (whether or not they own property) are eligible to vote in the election. Residents may request a ballot from the Borough Clerk's office by mail, use the application printed in the Daily News Miner, or may vote in person at the Borough Clerk's office (907 Terminal Street). Residents need to understand this is not an area wide election so they will not be able to vote at the regular polling place.

DIFFERENTIAL TAX ZONES

A service area can request a differential tax zone which allows the borough to levy additional property taxes to provide a *different* service within that zone. Taxes collected above the regular amount may only be used for the services provided in that zone for that service. Only residents within the boundaries of the proposed zone are eligible to vote on the issue. (AS 29.35.470(a))

Example: You live in a road service area. Residents are interested in installing a series of streetlights within a specific area (e.g. neighborhood) of the service area. Residents within the specified area (neighborhood) of the service area are willing to increase their taxes to provide for this service. Residents of the specified area can participate in a tax cap election to raise **only their taxes** to provide for this *different* service. Tax money generated in this way can only be used for the specific purpose for which it was collected. In this case, money collected to install and maintain streetlights cannot be used to maintain service area roads.

Only one differential tax zone is allowed within a service area at a given time. Differential tax zones are processed according to the procedures to increase the tax cap as described above with one difference -- only the residents of the affected area need to be polled.

ACCESSING THE 20% RESERVE FUND

The reserve account is not intended to fund routine service area maintenance. If a service area is not able to fund routine maintenance, they need to explore the previous topic to increase the tax cap. If an emergency exists and all other available funds have been exhausted, the Service Area commission **may request** access to the reserve funds after:

- A. Holding a publicly advertised meeting;
- B. Discussing the need to access the reserve account and the potential impact on the following year's budget (in effect, funds from the next budget year will be used to replenish the reserve account); and
- C. Submit to Rural Services a written request to access the Service Area reserve, attach a copy of the meeting minutes and attendance sheet.

All requests sent to the Director of Public Works for review and determination. The service area commission will be notified of the final decision made by the Director of Public Works.

REVOLVING LOAN FUND

- A. Loans from the Revolving Loan Fund are awarded based on availability of funds and applications submitted.
1. No more than 90% of the balance of the fund can be loaned at one time.
 2. The Board may approve a reduced amount from that requested.
 3. Loans shall not exceed a term of 10 years without special Assembly approval.
 4. Loans shall bear simple interest at a fixed rate of 1% point above prime as reported in the Wall Street Journal on January 1st of the year in which the loan is approved.
- B. Loans are for the purpose of funding capital projects.
1. Loans for service area funded Capital Projects
Applications are due on or before June 30th. Loan requests are submitted to Rural Services for review. Once the application is complete it will be forwarded to the Revolving Loan Board. The Board will review all requests received and approve or deny them. Applications submitted after the deadline will not be considered until the following year.
 2. Loans to provide the 10% match for grant funded Capital Projects
Where a project has been approved for grant funding by the borough, service areas are automatically eligible for loan funding up to 10% of the project costs following submittal of an approved loan request.
- C. All loans are secured by a pledge of taxes levied in the service area. Service area must submit a request containing:
1. An application;
 2. An application filing fee of \$250; and
 3. A proposed budget and repayment plan showing income from a mill rate high enough to:
 - a. Make annual indebtedness and interest payments to the fund;
 - b. Maintain adequate funds for the services normally provided by the service area, including annual maintenance; and
 - c. Provide for a fee to the borough to cover administrative costs as determined by the finance department including administrative costs of the indebtedness.

- D. Where loan applications are approved and funded, a vote is required by qualified voters in the service area. If approved by voters, the funds will be made available to the service area. On November 15th of each successive year, funds sufficient to cover the annual payment, accrued interest and the administrative costs will be withdrawn from the service area's account and deposited into the Revolving Loan Fund.

3. Rural Services Support

The mission of Rural Services Division is to assist the 105 service areas in providing cost-effective maintenance for over 493 miles of service area roads. The division also supports one street light and one sewer service area. The division provides supervision and operational support services, including assistance with procurement, finances, engineering, and contract coordination. The Division also processes requests for new service area formation, boundary changes to existing service areas, dissolution of service areas, and tax cap changes.

ENGINEERING AND TECHNICAL SERVICES

The following are some of the professional services provided to service areas:

- Provide assistance in determining scope of maintenance, special projects, and/or road improvements.
 - Perform field inspections and make recommendations.
 - Prepare bid specifications at the recommendation of the commission.
- Assist commissioners with contract dispute resolution.
- Assist commissioners with resident complaints.
- Compile and update mileage as service areas change through subdivision development and/or expansion.
- Service Area Formation / Annexations / Boundary Changes
- Provide maps and plats when available.
- Provide excavation/utility permits to residents working within the public right of way (ROW) of the Service Area.
- Encroachments on public right-of-way.
- Traffic regulation devices.
- Maintain the FNSB Standard Specifications for Local Road Maintenance. (Appendix E).

SERVICE AREA FORMATION / ANNEXATIONS / BOUNDARY CHANGES

A service area is a taxing jurisdiction within the Borough, established to provide a special service such as road maintenance or fire protection. When a resident or area requests inclusion in, or removal from, a service area, they must follow the steps outlined in Section A below. Requests are forwarded to the FNSB Assembly for action. Sections B and C apply to all requests except Borough sponsored requests to remove parcels or subdivisions.

Only areas with publicly dedicated rights-of-way or easements can be annexed into road service area. **Private roads cannot be maintained with public funds.** Boundary changes are effective in December so that involved properties have the status change in place at the start of the tax year, January 1st.

A. Types of Annexation/Boundary Change Requests

1. Petition Based Annexation

The sponsor completes an application at the Rural Services office. After the request has been reviewed, the staff will prepare a petition, a map of the proposed service area or annexation, and a current tax roll of property owners. These items are given to the sponsor. The sponsor must obtain signatures of a majority of property owners in the proposed area. Any legal property owner, as shown on the current property tax roll within the area proposed for annexation, may sign the petition. The petition will serve as evidence of sufficient interest to proceed with the annexation request once the required signatures are obtained by the sponsor. Petitions are available to sponsors on or before June 1.

Once the sponsor has obtained signatures and returned the petition(s) to the Rural Services Division, the signatures are forwarded to the Borough Clerk for verification. Once verified, the request is processed. Elections are required of both the proposed area and the parent service area.

2. Consent to Annex

Where parcels are being subdivided and the newly created parcels will access roads of an established road service area, the sub divider is required to request annexation to that service area. Since the property is held by one owner, an election is not required of the requesting area. However, an election of the parent service area is required.

3. Borough Sponsored Annexation (Commission can request)

AS 29.35.450(c) and FNSB Code 14.08.010 allows the Borough to annex subdivisions/parcels into an existing service area where service area maintained roads provide the only access to the parcel or subdivision, or where access to service area

roads is required by the subdivision plat or by other regulation or ordinance. An election of the parent service area is required.

4. Residents Request to Remove Parcels/Subdivision

Residents requesting removal from an existing service area must follow the steps outlined in Section A.1. Elections are required for the area requesting removal and the remainder of the service area.

5. Borough Sponsored Request to Remove Parcel or Subdivision (Commission can request)

AS 29.35.450(c) and FNSB Code 14.08.020 allows the Borough to remove a parcel or subdivisions from an existing service area where the parcel or subdivision does not rely on service area maintained roads for their only access and where access to service area roads is not required by the subdivision plat or by other regulation or ordinance. This is an administrative action and no elections are required for the requesting area or parent service area.

B. Processing of Requests

1. Preparation

Rural Services staff prepares and forwards an ordinance requesting approval to hold the required elections, a map showing the proposed boundary change, and a recommendation to the Borough Assembly for consideration and action.

2. Informational Meeting

Rural Services schedules a public informational meeting for all proposed annexations prior to their introduction to the Assembly. Property owners in all areas affected by the requests are notified.

3. Assembly Consideration

The Borough Assembly holds a meeting for public testimony prior to the approval of the ordinances. If the ordinances are approved, elections will be held in all areas noted in Section 1.

4. Notices

Both the informational meeting and the Borough Assembly meetings are advertised in the Fairbanks Daily News Miner, noticed on the Borough's website, and open to any member of the public.

C. Elections

1. Public Hearing Notification and Ballot Request

All property owners are mailed notification of the public hearing by the FNSB Assembly and instructions for requesting a ballot by mail if the ordinance is approved by the Assembly. This information is also advertised in the Fairbanks Daily News Miner. Any qualified voter may request a ballot from the Clerk's Office, regardless of property ownership (renters may also vote in the election). There is a voting booth available at the Borough Clerk's Office, 907 Terminal Street. A qualified voter is someone who has lived in the proposed service area at least 30 days before the election and is registered to vote at that address.

2. Election Results and Notification

All required elections must be favorable in order for an annexation to be approved. Election results are certified by the FNSB Assembly in December. After the certification, property owners will be notified of the election results by mail. If the annexation is approved, service areas will receive the new tax monies July 1st of the following year.

Elections required for Annexation or Boundary Change Requests	Requires vote of new area	Requires vote of parent service area
Form a new service area	Yes	
Petition - join an existing service area	Yes	Yes
Consent to annex	No	Yes
AS 29.35.450(c) parcel or subdivision annexation	No	Yes
Dissolve a service area		Yes
Remove a street or subdivision from a service area	Yes	Yes
AS 29.35.450(c) parcel or subdivision removal	No	No

MAPS

Current service area maps are available at the Rural Services office, and via our website (<http://fnsb.us/pw/pages/Service-Area-Resident-Resources.aspx>). Maps are periodically updated as property development occurs.

PERMITS

Permits must be obtained prior to constructing an access onto or any excavation on a service area road and right-of-way. Permits can be obtained at the FNSB Division of Rural Services office.

FNSB code, Chapter 12.16 Excavation and Construction on Public Roads Within Road Service Areas, paragraph 12.16.020 Purpose: *“The purpose of this chapter is to provide for the protection of public roads by ensuring that, after excavation or construction in or on a public road, the road is restored to its original condition.”*

- Permits are required for construction on service area roads by FNSB code
- Permits are required to hold the permittee to FNSB construction standards
- Permits help the owner/permittee build it right the first time, and avoid the expense of rebuilding to standards later.
- Poorly built driveways or poorly executed roadway excavations adds expense to the service area maintenance costs.

The FNSB Permitting Process:

1. The process begins with the purchase of a permit.
 - Driveway permits are \$60.00 if purchased before the work starts.
 - Driveway permits are \$120.00 if purchased after the construction.
 - Construction in the right-of-way requires a bond deposit by the permittee.
 - Construction in the right-of-way permits are \$360.00 before work starts.
 - Construction in the right-of-way permits are \$760.00 after the work starts.
2. Each permit is reviewed by the staff engineer for legal access restrictions and for other engineering concerns such as drainage, whether a culvert is required and the type of terrain considerations. This review is intended to protect the service area from increased maintenance as a result of the construction.
3. The processed permit is mailed to the permittee. A copy of the permit is mailed to the road service area commission chair, and a copy is retained for Rural Service’s records.

4. The turn-around time for processing is 5 days after receipt of the application and the required permit fees.
5. The chairperson of the commission should always call Rural Services to inquire if a permit application was received. Many times people will apply for a permit the day or two before starting work and do not leave enough time for the review. Rural Services will verify if there is an active permit on file.
6. If Rural Services does not have a permit on file, the encroachment process will begin.
7. For construction in the right-of-way permits, the permittee has the option of: providing compaction tests and requesting an inspection immediately after completion or waive testing and the bond will be returned after a 2 year hold.

Commissioner Responsibilities Includes:

- Contacting Rural Services if unpermitted work is taking place.
- Provide the first contact with the property owner.
- Provide information to rural services regarding the communication between the commission and property owner.
- Please review the general encroachment process, if the work that was performed on the road right-of-way is considered an encroachment by rural services.

ENCROACHMENTS

Encroachments and the process Rural Services follows can be found in FNSB Code of Ordinances, Chapter 12.04 Protection of Public Roads and Areas. The purpose: *“It is the purpose of this chapter to provide for the protection of the public roads and areas of the borough as provided herein. Nothing in this chapter shall be construed to prohibit objects or activities which do not impair the proper public use of a public road or public area. By way of example, signs, mailboxes, plants, grass, etc., which are located within a public road right-of-way but which do not interfere with the proper use of the road, are not affected by this chapter.”*

Vehicle Encroachment

Encroachments within the road right-of-way are prohibited by Title 12 of FNSB Code and Title 10.04 provides for removal as an abandoned vehicle. Temporary parking on the roadway is allowed and can only be addressed if it blocks the road from use. If there is a vehicle that has been left for more than 48 hours, the commissioner should contact Rural Services to start the posting process for removal. A basic description and location are needed to find the vehicle.

The license plate number is also useful but not mandatory. It is up to the commissioner if they want to try to contact the owner to let them know of the issue with the vehicle.

Once contacted, Rural Services will post a notice on the vehicle and document the status with photos in order to start the time until towing. For vehicles parked upon or within 10 feet of the travelled portion of the roadway, or it meets the description of a wrecked or junk vehicle there is a 10 day posting period. If the vehicle is not wrecked or junk and is further off the road than 10 feet but still within the ROW there is a 30 day posting period.

If the vehicle isn't removed from the roadway after the appropriate time period, it is towed to the Landfill or impound yard and the registered owner notified by certified mail.

General Encroachment

The protection of roads includes ensuring construction or excavation in a public right-of-way is permitted.

- To start the encroachment process, one of the road service area commissioners must report the issue to Rural Services.
- The encroachment process begins by physically posting the encroachment, which is performed by Rural Services staff.
- A letter is sent to the owner creating the encroachment, which informs the owner he or she has 30 days to remove the encroachment or it will be removed by the RSA contractor and the owner will be billed for the work performed.
- The commission's responsibility is to follow through with the RSA contractor removing the encroachment AFTER Rural Services tells the commission it is time to proceed. This is critical for RSA's to be reimbursed for the work.
- The service area will be billed, as there is no other funding source to make a payment.
- The service area commission will approve the bill to the contractor, so the contractor is paid for the work.
- A copy of the bill is submitted for collections, along with all the backup documentation collected during the process.

Communication between rural services and the commission during this process is essential. For this process to be successful, if taken to collections, the notification processes outlined in Title 12.04 must be followed. Commissioners should discuss permitting and encroachments in meetings. The approach for commissioners is to *be fair and consistent in following up on permit and encroachment issues.*

TRAFFIC REGULATION DEVICES

Traffic regulation is the responsibility of FNSB Department of Public Works. Public Works authorize changes and/or additions to traffic regulation within road service areas. This includes any type of regulation that is enforceable, including, but not limited to: regulatory signs, warning signs, and guide signs.

All traffic signs require approval by the Director of Public Works per Code of Ordinances Chapter 12.08.020. The Alaska Traffic Manual and the Manual of Uniform Traffic Control Devices also specify that each municipality designate an “Authority” concerning traffic signs. Why?

- Regulatory signs (speed limits, stop, yield signs to name a few) are not enforceable by troopers unless approved by the municipal “authority”.
- Fairbanks North Star Borough is required by state and federal mandates to track signs and monitor the retroreflectivity in all 105 road service areas. As part of this process, engineering staff will recommend which signs are essential for the particular road and make changes as necessary.
- Signs are standardized so people can drive from state to state and know that a curve warning sign in Alaska is the same as in Montana.
- The municipal authority is required to ensure signs are used as intended, and signs are placed at proper height, offset, and is visible to drivers.
- The municipal authority is encouraged to minimize the number of signs used in residential areas, especially on low speed, low volume roads. Traffic engineers have data suggesting too many signs in residential areas tend to make drivers apathetic about reading all signs, which can be hazardous on high speed roads.

Procedures to Replace an Existing Regulation Device:

- Service area commissioners must complete a sign request form requesting the replacement.
- Rural services will review the request and, if approved, forward it to the sign contractor for installation.

Procedures to Add or Change a Regulation within a Service Area:

- Service area commission must hold a public meeting to discuss the change.
- Service area commission must submit a copy of the meeting minutes reflecting the discussion, and complete a sign request form requesting the change/addition of the regulation to the Rural Services Division.

- Rural Services will review the request and write a recommendation.
- Rural Services forwards the request and recommendation to Public Works for approval.
- If approved by Public Works, Rural services will forward the recommendation in the form of a work order to the sign contractor for installation.

4. Service Area Commissions

Commissions are established for each service area. Service area commission members are volunteers who are registered voters residing within the Fairbanks North Star Borough and own property within the service area boundaries. Commissioners are appointed to two year terms by the Mayor, and confirmed by the Assembly. Commissions exercise limited supervision, management and control of service area affairs on behalf of the Borough. (FNSB 14.04.090)

Commissions are required to hold 2 public meetings, the 1st and 3rd quarter of the year, to discuss service area business and finances. (FNSB 14.04.140) Commissioners are the contact for complaints, questions, or suggestions regarding the operation of the service area. Rural Services office is available to assist with questions and issues (see section 3. Rural Services Support).

COMMISSIONER - GENERAL RESPONSIBILITIES

- A. Commissioners act on behalf of the borough to supervise and manage the affairs of the service area, to implement policies and programs, to protect the safety of the public, and preserve the service area's capital assets in a fiscally prudent manner. Commissioners may also perform specific duties as may be delegated to them.
- B. Commissioners encourage participation and communication with residents and property owners within the service area with respect to service area functions.
- C. Commissioners make recommendations to the administration regarding the service area, the service area's administration, and policies as the commission deems proper.
- D. Commissioners recommend standards and specifications for inclusion in contracts and agreements for the construction of improvements and performance of services within the service area. All such inclusions shall conform to the borough procurement code and implementing procedures promulgated under the authority of FNSB 16.08.020C. No contract or agreement shall be valid unless entered into in accordance with the purchasing procedures required in Title 16 of Borough Code.
- E. Commissioners submit capital project requests to the Rural Services Division.
(FNSB 14.04.210)

ALTERNATE COMMISSIONER RESPONSIBILITIES

- A. Performs the duties of a commissioner during a commissioner's absence.
- B. Holds the same powers, duties, and authority as the absent commissioner.
- C. May not act in the place of more than one commissioner at a time.
- D. Has no power to act for or bind the service area unless acting in the place of an absent commissioner.
- E. Is not prohibited from attending regular or special meetings, discussing issues or offering opinions to other commissioners.
- F. May not vote or take action if the full commission is available.
(FNSB 14.04.100)

OATH OF OFFICE

The Borough Clerk notifies new commissioners of their appointment. This notification contains an Oath of Office that must be completed, notarized, and returned before the commissioner assumes office. This oath is kept on file with the Borough Clerk and covers a specific period of time. If a commissioner serves additional terms, they will be required to complete an Oath of Office at the start of each term. (FNSB 14.04.100)

NOTE: The Borough Clerk and Rural Services offices offer free notary service.

TERM OF OFFICE

Commission terms are based on a 2-year cycle beginning on July 1 of the first year, and ending June 30 of the second year. Half of the terms on each commission expire on alternate years. Commissioners appointed midterm will complete the term of the seat they are appointed to, resulting in a shorter term. Commissioners will receive notification prior to the expiration of their term. They may re-apply for a commission seat, however, appointment to additional terms is not guaranteed. (FNSB 14.04.110)

VACANCIES

- A. If a member of a commission leaves the area and plans to be absent more than ninety (90) days or fails to attend three consecutive meetings of the commission, the commission may declare the office of that member vacant. The declaration must be noted in the service area minutes. A vacancy can be created by the resignation or death of a member, or failure to sign the oath of office within 30 days after appointment.

- B. A vacancy is filled by appointment using the application process. The person appointed holds office until the term of their predecessor expires.
- C. The Assembly may, for reasonable cause, remove a commissioner from office. The term “reasonable cause” includes, but is not limited to, failure to comply with the sections of the FNSB Code of Ordinances that address: procurement procedures, budget administration, commission vacancies, duties, and terms. Any commissioner removed for reasonable cause may be personally liable for any financial loss suffered by the borough as a result of the actions for which the commissioner was removed. In order to remove a commissioner for cause, the mayor must give written notice to the commissioner of the proposed removal. The commissioner has the right to submit written evidence to the Borough Mayor in his own defense within two weeks after receipt of the notice of proposed removal. The Borough Mayor will submit to the Assembly the justification for the proposed removal and the written evidence submitted by the commissioner. The Assembly will no later than 30 days after the receipt of such information, determine whether to remove the service area commissioner. (FNSB 14.04.120)

MEETINGS, QUORUM, PROCEDURES AND RECORDS

- A. Meetings: The commission must have at least one regular meeting the 1st and 3rd quarters of the year. The chair or a majority of the other members, are authorized to call special meetings. All meetings must be publicly noticed at least six days prior to the meeting and open to the public. Plans for maintenance and upgrades need to be formulated and discussed at public meetings using the uniform formatted Agenda.
- B. Quorum: A majority of the commission constitutes a quorum for transaction of business (generally two members of a three member commission). Decisions are made based on the majority of commission members present at the meeting. If any regular member is absent, the Alternate shall take their place for the purposes of the meeting. While members of the public may attend and voice their opinions, only commissioners may vote on any issue.
- C. Records: Permanent records or minutes shall be kept to record commissioner’s votes following the format for meeting minutes per FNSB Boards and Commissions Policy (FNSB NO. 01.05). These minutes must be submitted to Rural Services within 10 days of meeting where they will be available for public inspection. The Borough Clerk’s Office will store the official copy of minutes.

(FNSB 14.04.140)

FNSB BOARD AND COMMISSION POLICY AND OPEN MEETINGS ACT

Service Area Commissions, District Councils, and the Assembly Road Service Area Committee are all covered under FNSB Board and Commission Policy NO. 1.05 and the State of Alaska's Open Meeting Act (OMA). AS 44.62.310 states that all meetings of a governmental body of a public entity of the state are open to the public.

Open Meetings

- AS.44.62.312 and FNSB 1.05 further specifies that:Government exists to aid in conducting the people's business;
- Government units should act and deliberate openly;
- The people do not yield sovereignty to government agencies that serve them;
- Public servants have not been given the right to decide what is good or not good for the people to know;
- People should remain informed so they may retain control over the government they created;
- Use of teleconferences is for convenience of the parties, public and government; and
- OMA should be narrowly construed to effectuate these policies and avoid unnecessary exemptions and executive sessions.

What Constitutes a Meeting?

- A. A meeting can be any gathering where either a majority or four or more members of a body are present, and members collectively consider any matter upon which the body is empowered to act.
- B. A meeting can be formal or informal; regular or special; or a work session.
- C. A meeting does not have to be prearranged to qualify.
- D. A meeting can be any social gathering where business is conducted or members collectively consider a matter over which they have authority.

Any of the above mentioned examples still require the commission to follow OMA.

OMA Grants the Public the Right to be Present and the Right to Listen

Specifically, AS 29.20.020(a)

- Gives the public the right to a "reasonable opportunity....to be heard" at municipal meetings;

- Makes the council or assembly responsible to provide that opportunity at meetings of all municipal bodies; and
- States that “reasonable opportunity” also means that reasonable restrictions are allowed, such as time limits and decorum rules.

PUBLIC NOTICE OF MEETINGS

- A. Notice must give public reasonable opportunity to attend.
- B. Notice must be public, timely, and reasonably informative.
- C. Notice must give date, time, and place of meeting.
- D. Consistent method of notice must be made for all meetings.
- E. Newspaper, radio, and posting are authorized.

Newspaper Advertisement (free service) is available on the Borough News Page in the Fairbanks Daily News Miner. Submit a request to Rural Services office using the *Request To Schedule Service Area Meeting form*. The Borough News Page is published each Tuesday and Friday. Requests can be faxed, or emailed. Information required: date, time, and location of meeting (an address and directions if necessary); agenda items (ex: summer maintenance, tax cap adjustment, develop 5 year plan), and a contact name and phone number. Any time the commission wants to take a poll on an issue, make sure it is specifically mentioned in the advertisement, example: tax cap adjustment, fiscal year budget, etc.

Website Advertising (free service) is an automatic service when a Public Notice is scheduled to run on the Borough News Page in the Fairbanks Daily News Miner. Notices are on the FNSB web site under Public Notices.

Post Signs at the entrance(s) to the service area or along major roads within the service area, on mailbox stands, etc. (optional) Do not post notices on Stop signs or other regulatory signs.

Mail Meeting Notification Cards or Letters to Residents (optional). Mailing labels for property owners are available from the Rural Services office upon request. (Copying and mailing costs are reimbursable to the service area commissioners.)

ACTING COMMISSIONERS

If the service area has no commissioners or there are not enough to legally conduct business, the mayor may appoint one or more employees of the Rural Services Division to act as commissioners to fulfill the minimum duties of the commission. Appointed employees shall act in this position until a qualified commissioner is appointed and confirmed.

Employees time spent on service area business in this capacity shall be charged directly to the service area. (FNSB 14.04.130)

5. Planning

Budgeting is the key to the planning process in order to use service area maintenance funds wisely. Planning for both *short-term* and *long-term* maintenance projects will help commissioners make day to day decisions, and save funds for larger, capital projects.

The annual budget process requires enough planning to ensure funds are available throughout the fiscal year for regular maintenance and scheduled work orders. This is very basic planning, with no provision for *future* years. Planning at this level is akin to living from paycheck to paycheck in our personal lives. Ideally, we budget to set aside money for retirement and savings. Both short- and long-term planning with identified goals for service areas are important for using funds *wisely*. Short- and long-term plans are a requirement of the borough code.

CODE REQUIREMENTS

Title 14, Section 14.04.150 Commission – Duties, paragraph B: *“On or before March 15th of each year submit a detailed plan describing the commission’s proposed short- and long-term maintenance, permanent improvements and strategic plans together with an account of how the plan varies from those of previous years;*

DEFINITIONS

Short-Term Planning: A period of one year to generally three to 5 years.

Long-Term Planning: A planning period for longer than 5 years.

Regular Maintenance: Work performed every year by the service area, for example, snow removal, road grading, or pothole patching.

Periodic Maintenance: Work that is not performed every year, but should be done every three to five years.

Contingencies: Reserve funds in the budget for unforeseen events.

Action Plan: The steps or tasks required to meet goals.

GENERAL

- Planning is a process based on the best information available at the time the plan was developed. Plans will change from year to year, as other information becomes available, or situations change.
- Planning is dependent on the availability of funds, so if the service area is using all the money in their budget each year, and savings are gone, little or no funds are available for future plans.
- If roads are falling apart because the service area cannot afford maintenance, then it may be time to consider a tax cap election to increase funds for basic maintenance.
- Minimizing the level of maintenance in a service area may build up a substantial savings account; however, the price to pay may be roads that require extensive work and expense to re-build.
- Include discussion of short- and long-term plans on meeting agendas; service area planning requires discussion at an open meeting. Be sure to include any decisions voted on by the commissioners in the minutes.

PLANNING 101

The following are components of planning the commission will need to define for the service area:

1. **Goals:** What is desired in three, five, or even 20 years, both short-term and long-term goals?
2. **Objectives:** What does the service area want at the end of the planning process?
3. **Gather Information:** Road condition assessments, cost estimates, current bid tabs, spending reports, maps, and past plans submitted by the service area.
4. **Action Plan:** Who, what, where, how and when?
5. **Implement Plan:** To bring about and put into practice.
6. **Check Back:** Did the plan implementation meet the objectives? What went right? What went wrong?

Tools for planning maybe found on the Rural Services webpage at:

<http://fnsb.us/pw/pages/Service-Area-Resident-Resources.aspx>. Under the heading, *Service Area Commissioner Resources*, there are two documents available 1) *Annual Road Maintenance Planning Sheet* and 2) *Cost Spreadsheet*, which is an Excel spreadsheet to use for costs.

EXAMPLES

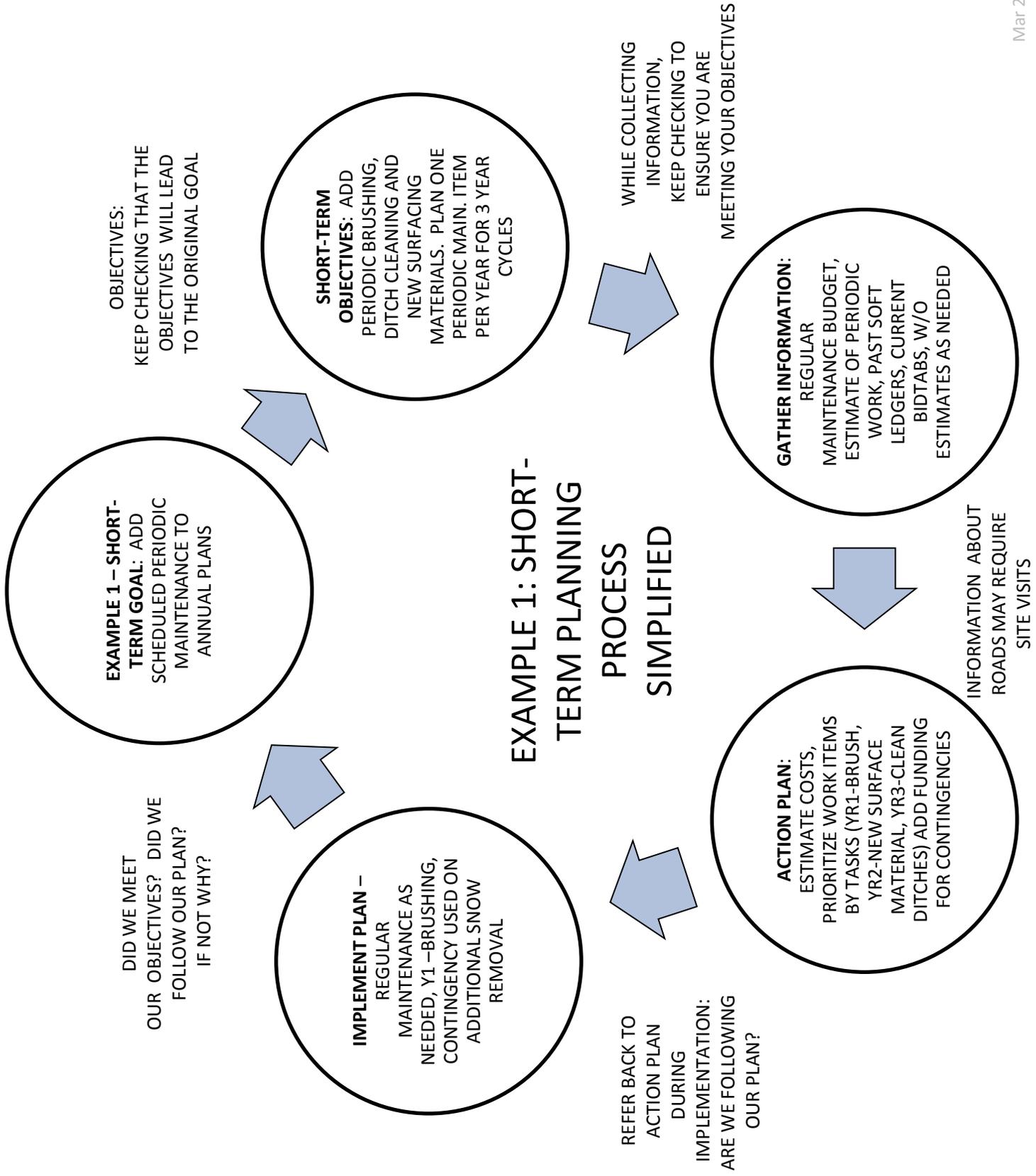
An example of a short-term plan and a long-term plan follows this section. Both plans lead through the Action Plan (this is what a service area needs to submit on an annual basis). Actual implementation will start at a future time; after every implementation, the commissioners are encouraged to use step 6 and review the work to see if the original objectives have been met.

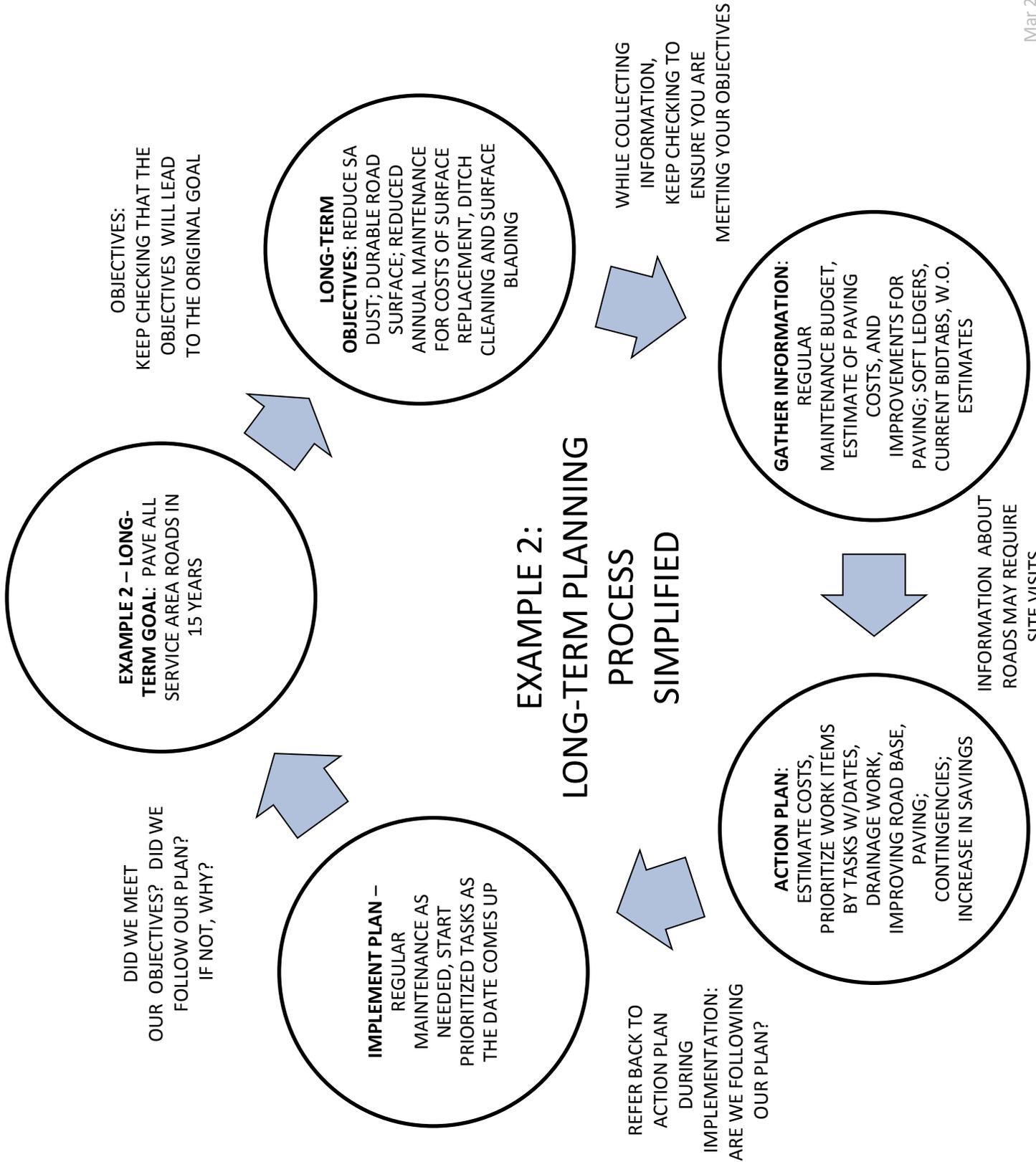
Example 1: Short-Term Plan/Goal

1. **Identify Short-Term Goals:** For example 1, the service area commission would like to integrate periodic maintenance with annual maintenance on a three-year rotation.
2. **Objectives:** Year 1 brush entire service area; Year 2 reshape the road in the worse condition and add gravel; and Year 3 clean ditches and clear culverts.
3. **Gather Information:** Ideally, the commission will do a walk/drive through all the service area roads and assess the current condition of the road before winter. Take paper, pencils, measuring tape, camera, service area map (available online) and a clipboard so it is easier to take notes. After the walk/drive through, the commission will need to have copies of current bid tabs, a copy of the current (and a recent past year) soft ledger from Rural Services, to estimate the regular annual maintenance performed each year. (As long as the commission is just gathering information, it is not an open meeting.) Take all the gathered information, along with the *Standard Specifications for Local Road Maintenance* to the service area meeting. The Action plan must be developed at a public meeting.
4. **Action Plan:** If you have an assessment of the roads, *list* all the problem areas. From the problem list, provide the task required to fix the problem. From the list of tasks, create a *prioritized task list* starting with the most urgent task to the least urgent. Estimate the cost to complete each task, and assign dates for each task to start work. Decide who will notify the contractor to start the work, and when they will do so. Estimates may be obtained from the RSA contractor using a work order (WO) form. Add the cost of year 1 work (brushing) to the annual maintenance budget. Provide contingencies for extra snow removals and/or road blading. This is the service areas working budget for the next fiscal year.
5. **Implement the Plan.**
6. **Check Back:** did the commission meet the objectives? If not, why? Learn from the experience and try again next year, revising the objectives as needed.

Example 2: Long-Term Plan/Goal

1. Goal: Pave all service area roads in 15 years.
2. Objectives: Reduce dust, provide a durable surface, reduction of annual maintenance for the costs of new gravel, ditch cleaning and road blading.
3. Gather Information: Asphalt is expensive, so the commission should determine if they are collecting enough funds at the current tax cap. If not, a tax cap election is required. A meeting discussing paving the service area roads, increasing the tax cap, approving a short-term and long-term plan and annual budget is required. At the meeting, list all the possible problem areas that will require attention before paving, like collapsing culverts, reestablishing the ditches and digging out soft areas.
4. Action Plan: Decide whether the service area would like the repairs to happen during the paving project, or have the RSA maintenance contractor fix the issues. Decide how much to spend on minor repairs every year, and which items can wait for the capital improvement project. Take the list of problems and convert the problems into tasks with dates. Estimate and prioritize each task. Estimate how much money will have to be saved each year in order to pave in 15 years. Maybe it will take 20 years at the current tax cap. Include contingencies for both annual work and for paving. Assign commissioners to actions required by the commission. Record the discussion and decisions made in the meeting minutes.
5. Implement the Plan.
6. Check Back: Did the commissioners implement as planned? Are there extra funds to add to savings? Is the amount of money being saved for paving going to be enough? Did the work order work go as planned? What went wrong? What went right?





6. Inspection & Maintenance

The commission coordinates and oversees all work performed on the roads within the service area. The amount of maintenance required for each road in a service area is a sufficient amount of maintenance that will render the road safe for travel. Road conditions vary both among the service areas and among individual roads within a single service area. Therefore, the amount and type of maintenance also varies.

ROAD MAINTENANCE

The service area shall maintain only those roads eligible for maintenance. A list of maintained roads per service area may be found on Rural Services webpage at <http://fnsb.us/pw/pages/Service-Area-Resident-Resources.aspx>. The eligible roads have met the following conditions:

1. Roads were constructed prior to 1969 and are used by the residents of the service area for year-round automotive access; or
2. Roads must have been constructed to the minimum standards required by FNSB Title 17; or
3. Roads were not constructed to FNSB Title 17 minimum standards, but are used by residents of the service area for year-round automotive access. (Maintenance permitted in this subsection, however, must be requested in writing by the commission of the road service area to address a hazard to public safety, shall be subject to available funding, and the road must otherwise be eligible as determined by the Department of Public Works.)

If the service area wants to provide maintenance for roads not currently on the road maintenance list, the following are step-by-step instructions for proceeding:

- Submit a meeting request to Rural Services (Include “discussion of providing road maintenance on roads not previously authorized for maintenance” to the agenda items when submitting your request for advertising).
- Gather your current financial status (Rural Services will provide a current soft ledger upon request).
- Hold the meeting. Discuss the possible costs, the amount available in the budget, and vote on the item. (When the commission calls for a vote on assuming maintenance

responsibility on a section of road, note the section of road and record the vote of each commissioner in the minutes.)

- When submitting the meeting minutes, let Rural Services know the minutes contain a request for public safety maintenance.
- Rural Services will review the request to confirm that the section of road is a public road and constructed within the designated right-of-way. Rural Services will then prepare a modification to the service area maintenance contract.
- Rural Services will then notify you that a unit price has been established between FNSB and the contractor for this work, and the service area can request maintenance work for this section.

SPRING BREAKUP REPAIR RECOMMENDATIONS FOR GRAVEL ROADS

Do not try to fix the roads during breakup – roads must dry prior to repair. Temporary fixes are possible however, there is little gain as additional damage generally occurs. Identify the damage areas and drainage problems on a map and flag. Surveyor's ribbon tied to trees or driven stakes can be placed to indicate the damage beginning and ending points. Small bucket loaders may be used to back drag and flatten ridges and fill ruts. Consider blading the road prior to repair, but only after the road has dried and strengthened enough to support a grader. Often times this early blading removes all signs of damage area, hence, the flagging.

The repair method that has been successful at minimum cost involves constructing a new road over the damaged section. Once the road has stabilized enough to support loaded dump trucks, the repairs can begin. If drainage is a problem, correct it first, as this may be the reason for the soft road. This may include ditch cleaning or culvert repair.

- Reshape the road damage area to include a 4% (minimum) centerline crown. Compact the existing road after reshaping. The crown will force water into the ditch. Excavation may be required if the current road right-of-way, or road location won't allow for increased road height. If the damage occurs in low areas the increased road height is a benefit.
- Roll geotextile reinforcing fabric beginning 20 to 30 feet before the damage and extend the same beyond the damage.
- Center the fabric on the road centerline. Fabric roll widths vary. Fabric coverage should closely match the finished surface width. Fabric overlap at joints should be 3 feet.
- Cover the fabric with a minimum of 12 inches of structural fill and cap with 3 to 4 inches of surfacing material. Ideal structural fill is 6 inch minus screened mining tailings. Pit-run gravel is more economical in the North Pole area and should not be the sandy variety.

Rocks, not sand, lock together and provide greater load bearing capacity. Bigger angular rocks are better than small and round. Tapering structural fill and surfacing material at each end will be required.

- The finished surface should have a 4% centerline crown. If the damaged area occurs on a curve section, superelevating the existing roadway, structural fill and surfacing is required.

Protecting the repair areas is necessary. Due to the nature of the repair, the raised road section can easily erode during regular grading. It is necessary to maintain the original thickness of the support materials. Discuss the situation with the maintenance contractor and maintain the necessary amount of cover material. Annual spring break-up inspections are required. Signs of distress include surface cracking and minor rutting. If these warning signs are noticed even though full-blown damage isn't observed, corrective action should be scheduled. If caught in time, a simple layer of structural fill may adequately improve the stability and protect the road.

SUMMER SAFETY MAINTENANCE CHECKLIST

Safety should always be the highest priority for the service area commission. Maintenance should be performed to adequately provide safety for all. Please note any areas of concern. Potential safety concerns might include:

- A. **Uncontrolled Intersections** – A driver should have an unobstructed view of the intersection and enough of the intersecting road to allow the vehicle to stop or slow to avoid a collision. The minimum sight distance considered safe under various conditions is directly related to vehicle speeds. If properly cleared, intersections of low volume rural roads can often operate satisfactorily under the basic rules of right-of-way for uncontrolled intersections.

Recommend: Vegetation should be machine or hand cleared to permit a safe sight distance.

- B. **Signs** – Standard reflective road signs make travel safer and easier. In addition, street signs enable emergency vehicles, routine delivery trucks (e.g. fuel, water, UPS), and visitors to locate their destination quickly and efficiently.

Recommend: Submit a new sign request to Rural Services for signs needing replacement.

- C. **Nonstandard Mailbox Stands** – Located at or near intersections, mailboxes can obstruct visibility and create congestion as residents stop to pick up mail. Multiple mailboxes installed on a single horizontal support act as “spears” when hit by a vehicle.

Recommend: Move mailboxes to a location away from intersections or construct pull-outs. Replace existing mailbox stands with standard design stands. Prior to moving

mailboxes the Post Master must be contacted and approve the move. Rural Services recommends using the Alaska Department of Transportation (ADOT) mailbox Post Standards and Drawings.

- D. **Roadside Brushing** – Trees and brush obscure sight distance at intersections, curves, driveways, and hide traffic control signs. Providing a roadside clear of brush also provides room for snow plowing, and greater visibility of moose and other hazards.

Recommend: Machine or hand clear vegetation back from edge of road ten (10) feet, or to edge of Right-of-way (whichever is less) to allow a safe sight distance.

- E. **Inadequate Drainage** – Subgrades are strongest when kept dry and compacted. When wet (lubricated), they become weak and cannot support the design loads. Repeated loading of saturated subgrades can pump fine materials into the base and surface materials which in turn weaken and cause rutting and other deformations.

Recommend: Construct or clean ditches, install culverts, or take whatever measures necessary to drain water away from the road embankment.

- F. **Surface Erosion** – Rainfall and snowmelt must flow from the road surface quickly to maintain integrity. Road surface gullies form when roadways are not maintained properly.

Recommend: Clean or construct drainage ditches, blade the roadway surface and shoulders to establish a 4% crown.

- G. **Washboard - Potholes - Shallow Rutting** – Proper grading to reshape the surface requires one or two grader passes to cut to the full depth of these deformations. Potholes, especially in Brown's Hill surfaces, may require additional passes to remove the deformations.

Recommend: Blade when the road is damp and follow-up the grading with machine compacting. Grading a dry road is not optimum, and will washboard quickly. If there is no moisture in the road surface, order a water truck with the grader.

- H. **Dusty Roads** – Road dust has an impact on safety, aesthetics and health. Increased accident potential on dusty roads is due to loss of visibility, skidding, longer stopping distance, and broken windshields from flying aggregates.

Recommend: Suppressing traffic generated dust include: paving, capping the surface with a cohesive material such as Brown's Hill, crushed asphalt base course, and chemical stabilization.

- I. **Road Subsidence** – In the Fairbanks area, large depressions in roadways, also known as sink holes, are generally attributed to melting ice-rich soils below the road embankment. Openings are sometimes observed at the road surface or side slopes. These conditions can be hazardous and should be corrected immediately.
- Recommend:* If the condition warrants immediate attention, install barricades and/or flag the area to warn motorists. Repairs should follow as soon as possible. Contact Rural Services for recommendations.
- J. **Potholes – Transverse / Longitudinal Cracks in Asphalt Surface**
- Recommend:* Patch and seal road surface according to FNSB Standard Specifications for Local Road Maintenance.
- K. **Loose Gravel on Pavement** – This can cause braking and steering problems for motorists.
- Recommend:* Sweep the streets.
- L. **Edge Raveling and/or Pavement Edge Drop-off** – Raveled, uneven pavement edges, and edge drop-offs can cause steering problems. Also, drivers shy away from such edges; this reduces the effective width of the travel lane.
- Recommend:* Rebuild shoulder and repair asphalt surface. A paved shoulder may be the solution.
- M. **Right-of-Way Encroachments** – Trash, cars, fences, etc. limit the width of the roadway and may present a hazard to motorists.
- Recommend:* Remove encroachment from area. FNSB Code 12.04 prohibits encroachment on public roads. Rural Services shall provide assistance.
- N. **Nonstandard Cul-de-sacs** – Emergency service vehicles and other traffic are unable to turn around efficiently. Current FNSB Title 17 Subdivision Ordinance requires and 85 foot turning diameter.
- Recommend:* Consult with Rural Services.
- O. **Crushed or damaged Culverts** - Crushed or damaged culverts restrict drainage and may lead to road damage.
- Recommend:* Repair *or* replace culverts as necessary and install culvert markers.
- P. **Low Hanging Wires Crossing Road** – These can be hazardous to tall vehicles, especially during periods of limited visibility.
- Recommend:* Contact the *appropriate* utility company and report the condition. Do not allow the contractor to pile snow directly below a low utility line.

- Q. **Damaged Culvert Markers** – Steel reinforcing bars as culvert markers are hazardous to the public if not properly installed.

Recommend: Remove **damaged** markers and replace with markers that conform to the FNSB Standard Specifications for Local Road Maintenance.

- R. **Trail Crossing**

Recommend: Identify with trail **crossing** signs. Brush trail/road intersection for adequate visibility. Submit sign request to Rural Services.

WINTER SAFETY MAINTENANCE CHECKLIST

- A. **Snow Berms** – Snow berms at intersections and curves obstruct sight distance for drivers.

Recommend: Make sure contractor is winging or pushing back the berms for improved safety.

- B. **Unplowed Roads / Cul-de-sacs** – Unplowed roads may prohibit emergency vehicles, delivery trucks and residents from accessing property or turning around.

Recommend: Completely plow all roads and cul-de-sac areas unless the road does not serve an active residence.

- C. **Hardpack Drop-off** – Sudden drop-offs irritate drivers, can damage vehicles and create problems for school buses.

Recommend: Have Contractor remove or taper hardpack at intersections for a smooth transition.

- D. **Narrow Roadway** – Incomplete or infrequent snow plowing or snow pushed from driveways by residents into the road can narrow roads to one lane.

Recommend: Make sure the snow is removed from shoulder to shoulder as specified in the contract. Notify residents it is unlawful to put snow into or leave cars parked in public rights-of-way.

- E. **Icy Roads / Intersections** – Slippery roads and intersections make stopping and controlling vehicles difficult which often results in accidents.

Recommend: Sand steep grades and intersections whenever road conditions or weather changes make roads slippery.

- F. **Ruts / Washboarding** – Rough roads caused by incomplete or infrequent snow removal make it difficult to control vehicles.

Recommend: Blade the surface with a grader to remove all irregularities or remove hardpack.

- G. **Trail Crossing** – Snow machine, dog-mushing, or cross-country ski trails entering roads can be dangerous for both the trail user and the driver if there is limited visibility.

Recommend: Post appropriate warning signs each side of the trail crossing and clear the snow berms to improve sight distance. Submit sign request to Rural Services.

SCHOOL BUS SAFETY MAINTENANCE CHECKLIST

School begins in August each year. We recommend you perform a safety inspection on school bus routes in the service area *before* school starts. If you are unsure of bus routes and/or stop locations in the Service Area, visit <https://www.k12northstar.org/transportation> or contact the FNSB School District, (907) 452-2000 xOption 4; Fax: (907) 452-3567.

Please drive the bus routes and pay special attention to the following safety issues:

- A. **Brush and trees** - Sight distance can be obscured at intersections, bus stops, and the visibility of traffic and street signs.

Recommend: Machine or hand clear vegetation back from edge of road ten (10) feet, or to edge of Right-of-way (whichever is less) to allow a safe sight distance.

- B. **Street name signs** – Signs should be installed and visible.

Recommend: Help the bus driver focus on driving – not the route – by providing street signs. Submit a new sign request to Rural Services for signs needing replacement.

- C. **Overhanging trees** – These can damage bus mirrors, windows, and beacons. A driver's attention should be on where the children are, not where the trees are.

Recommend: Keep trees and brush cut back from road area.

- D. **Assess bus stop locations** - Watch for hill crest and curve visibility problems.

Recommend: Consult Rural Services.

- E. **Road surface / Winter conditions** - Rough roads create rough rides. Is there room to plow snow off the turnaround?

Recommend: Pay extra attention to hills and curves that may require special / immediate attention when it comes to sanding. Prioritize bus routes with your contractor. Provide prompt and frequent plowing of those routes.

7. Maintenance Contractor

CONTRACT DOCUMENT

The maintenance contract consists of a number of parts. These are, in order of precedence in the event of an inconsistency between these documents, the wording in the document listed first prevails:

1. Standard Form of Agreement
 - Agreement signed by the Contractor and the Borough Mayor or his designee.
2. Service Area Special Conditions and Specifications in the IFB
 - These are used to change or add to the standard specifications for use in your service area. Many service areas have no special conditions.
3. FNSB Standard Specifications for Local Road Maintenance (Currently 2012)
4. Contractor's Bid Schedule
5. Purchase Order

The parts normally referenced are any special conditions, the standard specifications and the bid schedule.

SPECIFICATIONS

These are the FNSB Standard Specifications for Local Road Maintenance (Standard Specifications) and any Special Conditions included within the IFB/RFQ for the service area. The Standard Specifications are included in Appendix E of this handbook. These specifications include annotations to assist you in understanding and using the specifications.

ROUTINE MAINTENANCE WORK

Section 101 of the Standard Specifications defines Routine Maintenance Work, which consists of Division 800 series of work items such as snow removal, sanding, blading of the road surface and brushing. The amount of Routine Maintenance Work a service area can perform are limited only by the service area's available funds.

Routine Maintenance Work does not require the use of a work order but the use of written documentation is recommended, such as fax or email, to record what you requested and when the work should be performed.

PUBLIC CONSTRUCTION WORK

The other work items in the Standard Specifications, in Divisions 200 through 600, fall under state law requiring the payment of prevailing wages for public construction contracts over \$25,000. If the commission would like to have any public construction work performed over the \$25,000 limit, the borough can issue a Request for Quote (RFQ) up to \$50,000 for that work. If the cost of the work is, more than \$50,000 an Invitation for Bid (IFB) will be issued. Contact Rural Services if the service area has construction work of \$25,000 or more, to get the best solution that fits the work required.

WORK ORDERS

Section 106 describes the procedure for work orders. A completed Work Order is required for any work that is non Routine Maintenance Work. The Work Order is important in that it provides written documentation of the work requested by the commission and the price provided by the contractor. The contractor cannot perform any of this work without the completed work order. The contractor is required to attach a copy of the work order with his payment invoice. The Borough will not pay work performed without a completed Work Order.

Work Orders with a cost greater than \$10,000 require written approval of Rural Services prior to performance of the work. This requirement will help ensure 1) the Service Area has the required funds to perform the work, and 2) large expenditures of funds are spent on appropriate and effective roadwork.

CONTRACTOR RESPONSIBILITIES

Work Responsibilities, Section 103-3.01, spells out the general responsibilities of the contractor. These include providing adequate equipment and competent workers, performing the work in the specified time, and communicating in a timely manner. Scope of Work, Section 104, lists general provisions for the contractor's work. Work Quality, Section 105, addresses contractor response time and work deficiencies. Work Area Management, Section 108, describes the contractor's responsibility for traffic control, public safety and protection of work.

COMMISSIONER AUTHORITY AND RESPONSIBILITIES

Section 103-4.01 describes the authority of Commissioners under the contract. Commissions can request routine maintenance work and may request other work by issuing a work order.

Commissioners cannot make changes to the contract or order work not covered under the contract. Commissioners cannot request work that requires the oversight of a registered engineer, to include but not limited to, changing the road alignment, either horizontally or vertically, changing drainage patterns, or constructing a new section of road.

INSPECTION OF WORK AND APPROVAL FOR PAYMENT

Following completion of the work, commissioners must inspect the work to confirm that all the work requested was performed and the work meets the requirements of the specifications. The Standard Specifications in Appendix A includes a checklist at the end of each section of items to consider when inspecting the work.

If a problem(s) is found with the work, please call the contractor to discuss and request correction of the work. If the contractor will not correct the work or if you have questions about the work, please contact Rural Services.

The most current and updated forms can be found on our website at <http://fnsb.us/pw/pages/Service-Area-Resident-Resources.aspx>, or in our office located at 520 Fifth Avenue, 1st Floor, Suite D.

8. Capital Improvements Project Process

In general, work to maintain a road in its current condition or to restore a road to its previous condition is not a capital improvement and does not require assembly appropriation of funds.

The following is what constitutes a capital improvement. Appropriation by the assembly may be required.

- Funding is from a grant or a service area match required for a grant.
- The work will span fiscal years (for example, work will be done in June and July).
- The road is being changed – engineering is required, permitting may be required.
 - Road width
 - Road alignment (vertical, horizontal)
 - Major drainage changes (ditches, culverts)
 - Traffic calming devices (round-a-bouts, humps, etc.)
 - New surface type (gravel to pavement/AST)
 - New road construction

Capital improvement projects are managed by the Division of Design and Construction/Public Works.

WHY SHOULD A SERVICE AREA SUBMIT PROJECTS REQUEST?

- It helps develop the service areas long-term plan;
- Informs State Legislature of road needs within the Borough; and
- It provides the opportunity for the Service Area to take advantage of the Matching Grant Program.

MATCHING GRANT PROGRAM (90/10)

The matching grant program (90/10 Program) was established by the Borough and is funded with State grant funds (90% Grant Funds / 10% Service Area Funds). The Assembly Road Service Area Committee (ARSAC) has adopted eligibility requirements and scoring criteria for this program.

Each year in June, Rural Services solicits capital project request from service areas. Eligible submitted project requests are forwarded to the project scoring committee for review and

scoring. Upon completion of scoring, projects are forwarded to the ARSAC for final selection. If awarded a matching grant commissions are required to accept the grant during a service area meeting.

Eligibility Requirements

1. Project grant funding is limited to a maximum of \$500,000. The maximum grant is \$450,000 with a 10% service area match of \$50,000.
2. The project cost must be greater than \$20,000 to be eligible for a grant.
3. Service areas may receive only one project grant within a three-year period.
4. Service areas that receive a direct state appropriation for a project will not be eligible for a Borough grant in the same year.
5. To the extent applicable, Projects under \$100,000 that are submitted, (3) three must be selected.

Scoring Criteria for Projects

1. Safety Deficiency
2. Accessibility
3. Maintenance and Operational Cost Reduction
4. Road Designation
5. Service Area Priority
6. Previous Matching Grant
7. Two-year previous Project Submittal history

The highest-ranking project per Service Area will be considered.

Meeting Requirements

1. Service Areas are required to hold a legal open meeting to discuss the scope of the project(s).
2. Service Area meeting minutes must include:
 - Scope of the project(s);
 - The vote of each commissioner; and
 - If more than one project is to be submitted, each project must be discussed and voted on individually.

Project Request Timeline

- Project Request Forms Deadline in September
- Projects Scored and Ranked in October
- ARSAC Approves Projects and Forward to Assembly in November
- Rural Services send out letters to Service Areas selected for projects in December
- Commissions accept/decline grant in February

Note: The above is a typically timeline and is subject to change.

Example of a Typical Project Timeline

- February (Year-1) – Commission Accepts Matching Grant
- Spring/Summer (Year-1) – Project Funds are Available
- Summer/Fall (Year-1) – Field Surveys are Completed
- Winter (Year-2) – Design and Cost Estimates are Completed
- Winter (Year-2) – Project Open House
- Spring (Year-2) – Final Design is Completed and Projects are Out for Bid
- Summer (Year-2) – Project Construction

9. Procurement

Service Area Commissioners are required by FNSB Code to follow Borough purchasing procedures when procuring supplies, materials, and/or services for the operation and maintenance of the service area.

PLAN AHEAD

A purchase order is required prior to requesting any work or making a purchase in excess of \$100. In the case of an emergency requiring immediate action, (i.e., it rains January 31st and your contract does not include sanding), contact our office by phone or email to notify us of your actions. Rural Services has procedures available to obtain emergency services.

Prior to issuing Purchase Order to a Contractor who will be performing work, as specified in Standard Specifications for Local Road Maintenance, Rural Services must have a copy of their contractor's license and certificate of insurance. The contractor must carry specific levels and types of insurances as required by the FNSB Risk Management Division. There are no waivers of the insurance requirements.

Try to anticipate services that may be necessary before they become an "emergency," i.e., culvert thawing, snow plowing, etc. Prior to making a purchase, it is necessary to follow these steps:

- A. Submit a Purchase Order Request Form to Rural Services. A purchase order constitutes an agreement and sets aside (encumbers/obligates) money for those goods and/or services. This guarantees the contractor that the funds are available to perform the work. **A commissioner is not authorized to request work, and a contractor may not perform work, without a purchase order in place.**
- B. Once a purchase order is processed, a copy will be sent to the contractor and current service area chair.
- C. If the purchase order needs to be changed (i.e., request additional funds for work, add equipment to the language of a contract, etc.), submit a new Purchase Order Request Form, and check the box at the top indicating Change Notice to Rural Services.

Forms may be hand delivered, faxed, or emailed to Rural Services.

PURCHASING LIMITS

- A. **Materials, Supplies, or Services under \$100:** Commissioners may choose to pay for small items under \$100 (copying services, postage for newsletters, etc.). Promptly after the purchase, the receipts are to be brought to the Rural Services office for *immediate* cash reimbursement. This reimbursement can usually be processed in a few minutes. However, Borough petty cash is strictly regulated and can only be disbursed by certain people. It is a good idea to call ahead to make sure staff and funds will be available before bringing receipts for reimbursement to our office.
- B. **Materials, Supplies or Services for \$4,999.99 and under, (Blanket Purchase Order):** Competitive quotations are not required, but Commissioners should ensure that prices are fair and reasonable. **[Purchase Order is required before purchase.]**
- C. **Materials, supplies, or services up to \$20,000 (Non-Road Service Area Funds):** No less than three (3) written quotes shall be solicited from vendors/contractors. Rural Services staff works with commission to develop a scope of work and prepares the “Request for Quotation” (RFQ). RFQ’s over \$10,000 require prior approval from the Chief Procurement Officer. **[Written quote and Purchase Order are required before purchase.]**
- D. **Materials, supplies, or services up to \$50,000, (Road Service Area Funds ONLY):** No less than three (3) written quotes shall e-solicited from vendors/contractors. Rural Services staff works with commission to develop a scope of work and prepares the “Request for Quotation” (RFQ). RFQ’s over \$10,000 require prior approval from the Chief Procurement Officer. **[Written quote and Purchase Order are required before purchase.]**
- E. **Materials, supplies, or services over \$20,000 or \$50,000, depending upon funding source:** Formal bid procedures are required. Rural Services staff works with each commission to develop a scope of work and initiates an “Invitation for Bid” (IFB). The Purchasing Division will process the IFB. **[Formal Bid, Contract, and Purchase Order required before purchase.]**

BIDS/QUOTES/CONTRACTS

- A. Bids for services are developed by Rural Services. The type of bid processed depends on the needs of the service area and the amount of money that will be spent on services. RFQ (Request for Quotation) a non road service area expects to spend less than \$20,000 or a road service area expects to spend less than \$50,000 during the year for services.
- This is a written request prepared and distributed by Rural Services.
 - Quotes require a preparation time of 3 – 4 weeks.
 - Bids are emailed, faxed or mailed to a selection of area contractors, but are not advertised. Contractors may request bids from Rural Services directly.
 - The Purchase Order (PO) and the RFQ document constitute the Contract.

- At no time may the PO exceed \$20,000 or \$50,000 depending upon funding source in a fiscal year.
- B. **IFB** (Invitation for Bid) – the service area expects to spend over \$20,000 or \$50,000 depending upon funding source during the year for services.
- This is a formal bid, prepared by Rural Services, then processed by the General Services Department.
 - Bids require a preparation time of 3 months.
 - Bids are advertised in the newspaper and the FNSB website, and any contractor can request bid documents.
 - The IFB process culminates in a formal signed contract between the Borough and the contractor.
 - An IFB allows for four one-year renewal options – each annual renewal requires an executed contract renewal between the Borough and the contractor. Neither the Borough nor the contractor is obligated to renew the contract.

UNAUTHORIZED PURCHASES – (COMMISSIONERS AS AGENTS OF THE BOROUGH)

An unauthorized purchase occurs when the commission requests services or purchases materials without following the Borough’s purchasing policies and code (FNSB Policy No. 70.08 – Unauthorized Purchases). This is in direct conflict with Borough Code and may be reason for removal of a commissioner.

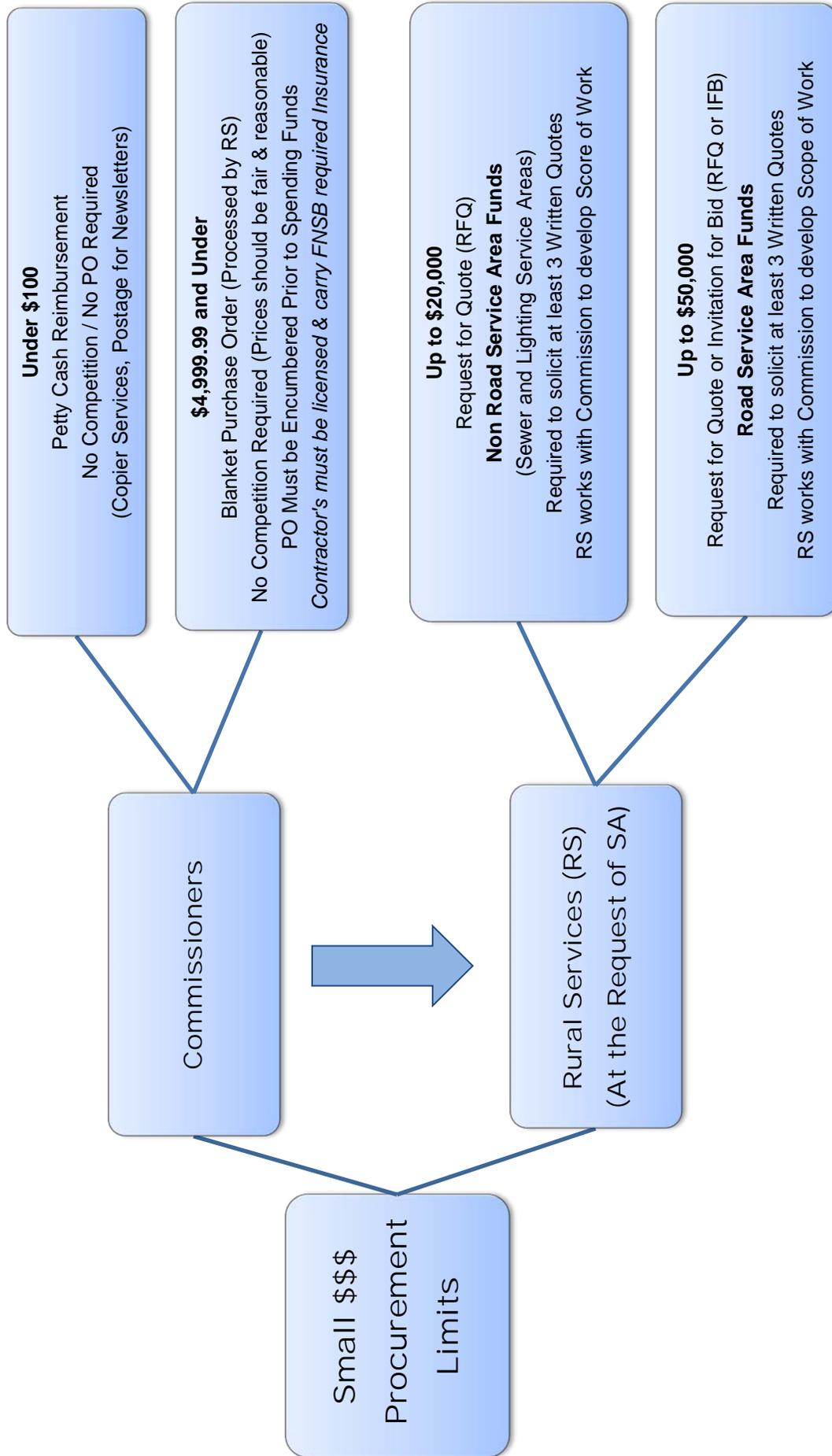
Borough Code clearly states:

No contract, agreement or other obligation involving the expenditures of money shall be entered into or be authorized by the mayor, assembly, board of education, employee, or any representative of the borough or school district unless funds have been appropriated for that purpose. (FNSB 7.12.130B)

The Assembly may, for reasonable cause, remove service area commissioners from office. As used in this section, the term “reasonable cause” shall include, but not be limited to, failure to comply with the following sections of the Fairbanks North Star Borough Code of Ordinances: FNSB 7.12.130(B), 14.04.110, 4.04.150, and any provision of FNSBC Title 16. Any service area commissioner removed for a reasonable cause shall be personally liable for any financial loss suffered by the borough as a result of the actions for which the commission was removed. (FNSB 14.04.120(C)).

Examples of violations are:

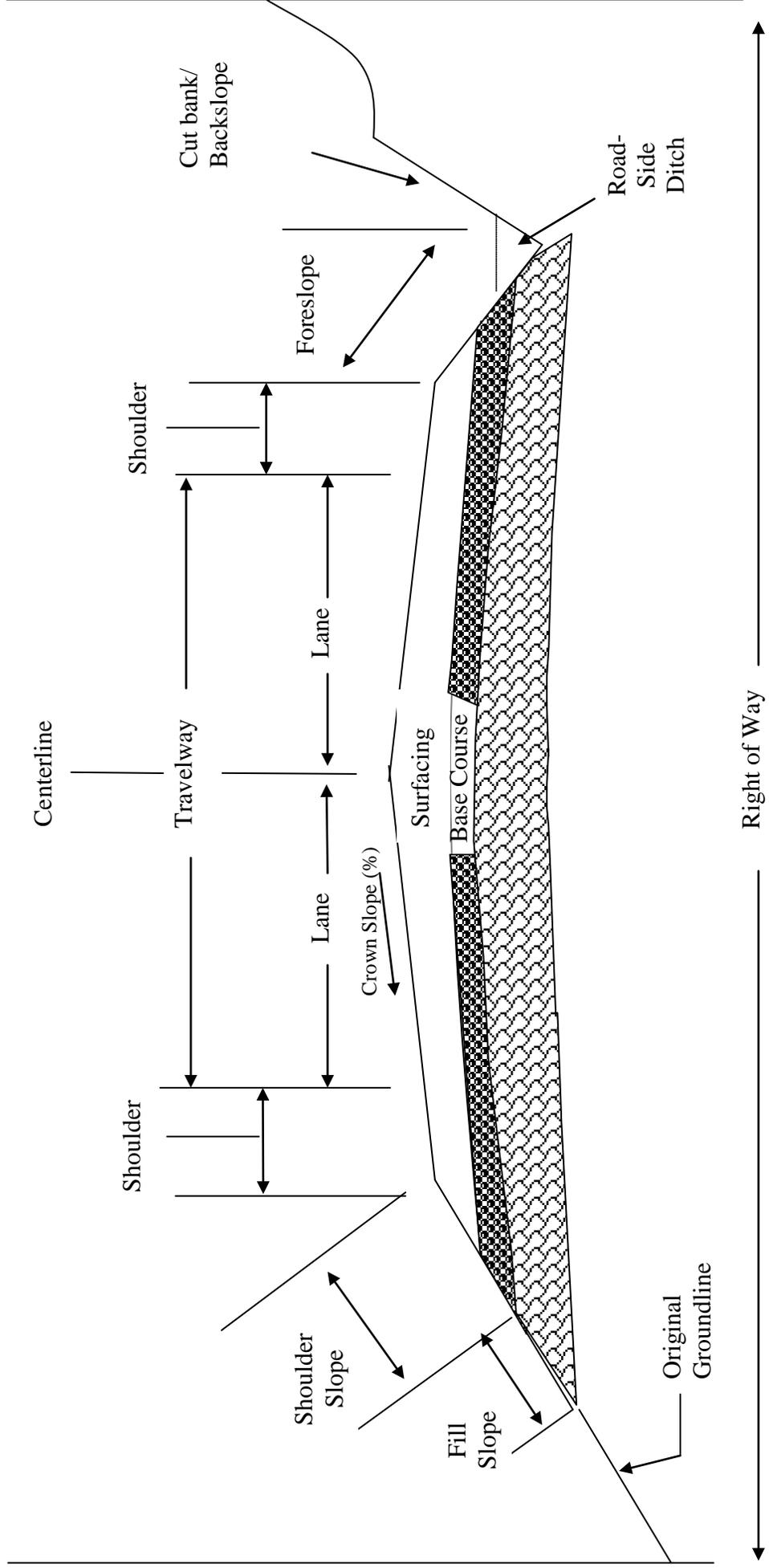
- Requesting work without a purchase order in place.
- Requesting work in excess of the amount encumbered on a purchase order.
- Requesting work without adequate funds to compensate the contractor for that work.
- Requesting work outside the scope of the contract (material items may be an exception).
- Purchasing good/services in excess of \$4,999 without soliciting and obtaining competitive quotes.



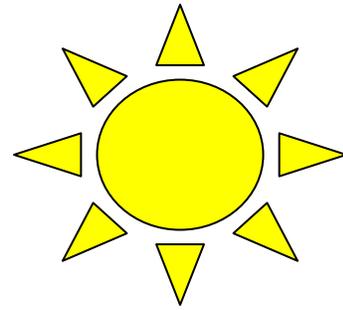
A formal solicitation, competitive sealed bid, is required when Rural Services anticipates quotes to exceed the above limits or if all quotes received are over the above limits. Rural Services will initiate, and the Purchasing Division will process an Invitation for Bid (IFB).

ROAD CROSS-SECTION DIAGRAM

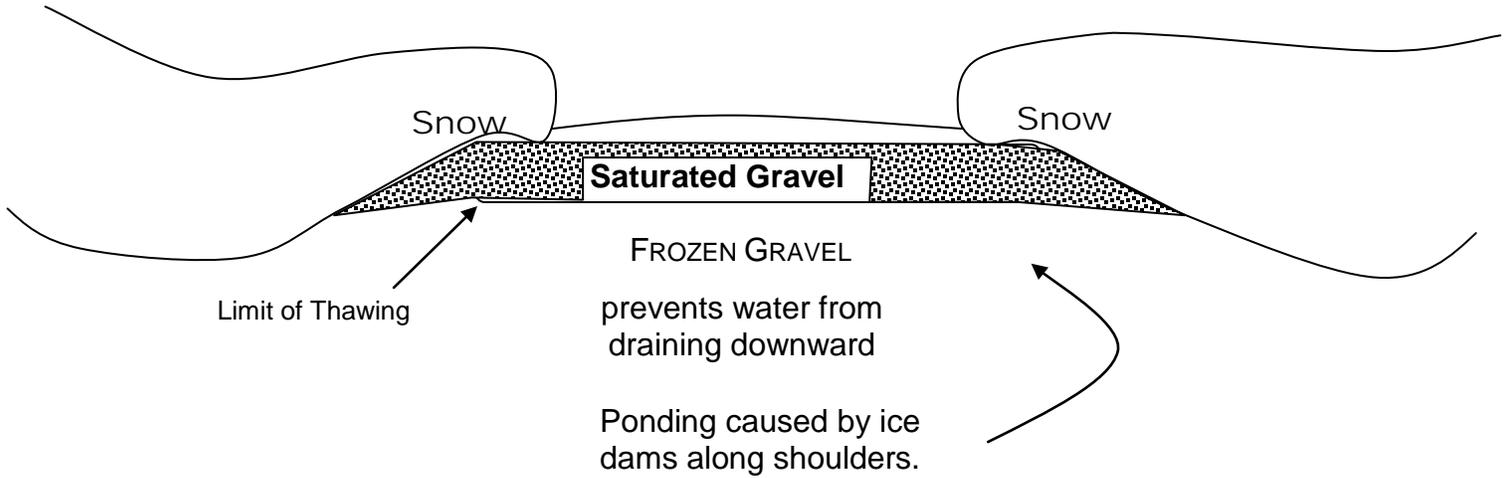
GENERAL TERMS



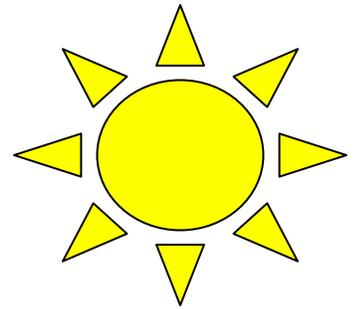
Snow Plowing



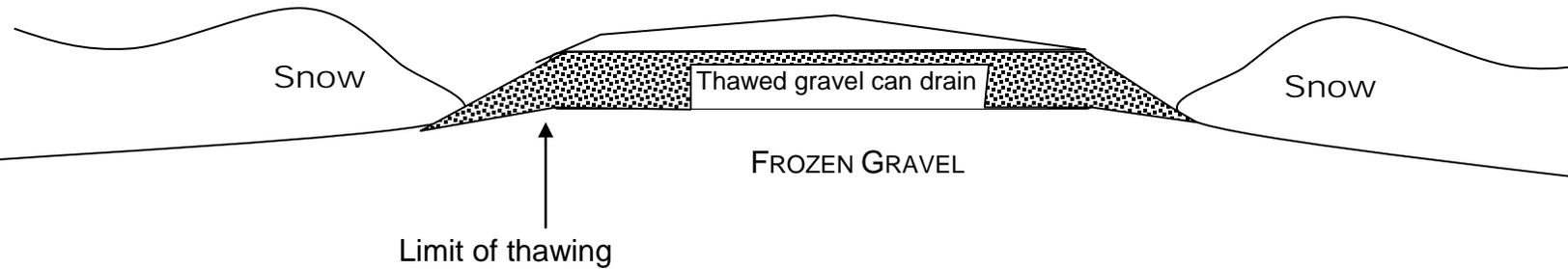
WRONG

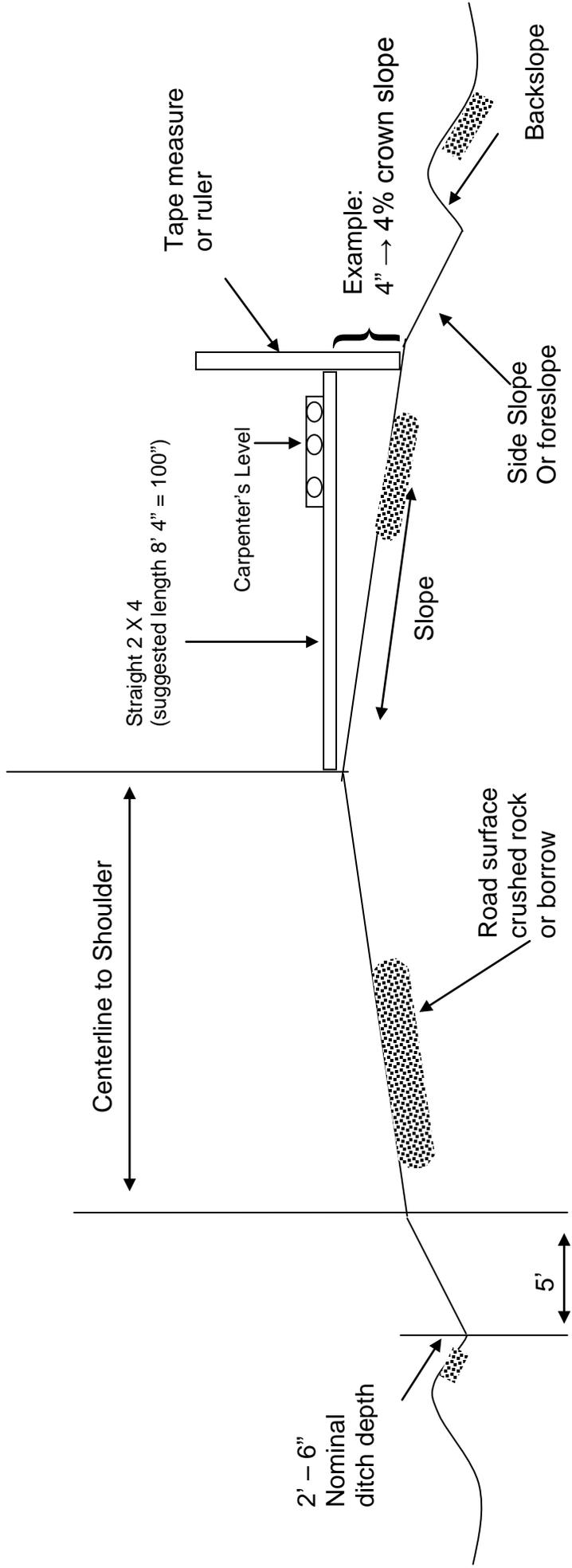


RIGHT



Snow has been plowed back off shoulder; slope is exposed at least as far as thawing has penetrated.





Checking the Crown



DIVISION OF RURAL SERVICES
SERVICE AREA INVOICE APPROVAL FORM

Service Area: _____

Contractor/Vendor: _____

Invoice No.: _____ Invoice Date: _____

Invoice Amount: _____

Description: _____
(optional)

Commissioner Approval:

I have reviewed the work performed per the invoice and to the best of my knowledge the work completed satisfies the contract for payment.

Name Signature Date

(forms that aren't signed will not be accepted)

Please submit approval for payment as soon as possible after receipt of commission copy of invoice.

Submit form to FNSB Rural Services Division:

Deliver: 520 5th Ave., First Floor, Suite D
Mail: PO Box 71267, Fairbanks, AK 99707
Fax: 907-459-1499
Email ruralservices@fnsb.us

date received

(office use only)



DIVISION OF RURAL SERVICES

SERVICE AREA PUBLIC MEETING REQUEST FORM

Service Area: _____

Contact Name: _____ Contact Phone: _____

Meeting Location: _____

Location Address: _____

Meeting Date: _____ Meeting Time: _____

Complete the Following if an Agenda is not Attached

Regular Agenda Items: Approval of Agenda Financial Update
(Check for every meeting) Approval of Previous Minutes Road Maintenance

.....

Specialty Items: Budget Planning Maintenance Contract Renewal
(Depending on quarter)

.....

3rd Quarter

Election of Officers Tax Cap Election Request
 Project Request Submittal

.....

Other: _____
(Accepting 90/10 grant Project, Emergency Access Maintenance, SA Boundary Review, etc.)

-DEADLINES AND PROCESS-

Per AS 29.25.020(b)(3) notice to public must be published five days before the meeting. Not including the day of the meeting.

<u>Step</u>	<u>Process</u>	<u>Deadline No. 1</u>	<u>Deadline No. 2</u>
1	Chairman Submits Request to Rural Services by:	Tuesday at 9am	Thursday at 9am
2	Borough Publishes in Newspaper on:	Friday of the same week	Tuesday of the following week
3	Earliest Service Area Meeting Date is:	Wednesday of the following week	Sunday of the following week

Return to Rural Services, or fax to 459-1499, or email to ruralservices@fnsb.us



DIVISION OF RURAL SERVICES ROAD SERVICE AREA COMMISSIONER APPLICATION

Service Area: _____

Legal Name: _____ Home Phone: _____

Mailing Address: _____ Work Phone: _____

City / Zip Code: _____ Mobile Phone: _____

Residential Address: _____ Fax: _____

Property Address: _____
(No address: use subdivision, block, and lot or tax lot number)

What other commissions do you serve on? _____
(Commissioner may not serve more than three road service areas)

I am interested in serving on this commission because: _____

Please list your background and any areas of special interest: _____

*• I affirm that I am a registered voter residing within the borough;
• I affirm that I own property within Service Area;
• I have included the completed signed financial disclosure form; and
• I understand I will sign a notarized oath of office within 30 days of appointment in order to serve as a Service Area Commissioner.*

Signature Date

(forms that are not signed will not be accepted)

date received

(office use only)

As a Commissioner, you will receive a FNSB Email account to handle Service Area business. Please check one of the following boxes to indicate your preferred method of receiving correspondence from Rural Services, if appointed:

VIA Email **or** VIA US Postal Service

(VIA Email: Commssioners may request hard copy of correspondence delivered)

Submit form to FNSB Rural Services Division:

Deliver: 520 5th Ave., First Floor, Suite D
Mail: PO Box 71267, Fairbanks, AK 99707
Fax: 907-459-1499
Email: ruralservices@fnsb.us

The Fairbanks North Star Borough is subject to the Alaska Public Records Act, AS 40.25 et seq. and this document may be subject to public disclosure under state law.

**DISCLOSURE OF PRESENT ECONOMIC INTEREST
APPOINTED PUBLIC MEMBERS OF A BOARD, COMMISSION, OR OTHER MUNICIPAL BODY**

1. _____
(YOUR NAME: LAST, FIRST, MIDDLE)

2. _____
(BOARD, COMMISSION, OR OTHER PUBLIC BODY TO WHICH YOU ARE APPLYING.)

3. FOR TERM ENDING: _____

4. PLEASE GIVE THE BUSINESS NAME OF YOUR EMPLOYER, TYPE OF BUSINESS, YOUR POSITION.

(BUSINESS NAME) (TYPE OF BUSINESS) (YOUR POSITION)

5. IF YOU ARE SELF-EMPLOYED, CHECK THIS BOX: SELF EMPLOYED

DECLARATION

I understand that I am required to disclose any interest which would cause me or an immediate family member (including all household members) to have a personal or financial interest, different than those of the public generally, in matters coming before the board, commission, or other public body of the municipality to which I have been appointed. When such matters arise, I will also inform the other members on the record, so that the potential for a conflict of interest can be addressed prior to action by the public body.

I have the following interest(s) which would cause me, an immediate family member, or household member to have a personal or financial interest, different than those of the public generally, in matters coming before the public body during my term:

(ATTACH SEPARATE SHEETS AS NECESSARY)

If the situation changes, or I acquire new interests, I will file a supplemental disclosure with the Clerk's Office. I affirm that this **DISCLOSURE** is true and correct to the best of my knowledge.

Signature

Date



DIVISION OF RURAL SERVICES NON-ROAD SERVICE AREA COMMISSIONER APPLICATION

Service Area: _____

Legal Name: _____ Home Phone: _____

Mailing Address: _____ Work Phone: _____

City / Zip Code: _____ Mobile Phone: _____

Residential Address: _____ Fax: _____

Email: _____ Secondary Email: _____

What other commissions do you serve on? _____
(commissioner may not serve more than three road service areas)

I am interested in serving on this commission because: _____

Please list your background and any areas of special interest: _____

I affirm that I am a registered voter residing within the borough;
 I have included the completed signed financial disclosure form; and
 I understand I will sign a notarized oath of office within 30 days of appointment in order to serve as a Service Area Commissioner.

 Signature Date
(forms that aren't signed will not be accepted)

date received

(office use only)

Please check one of the following boxes to indicate your preferred method of receiving correspondence from Rural Services, if appointed:

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The Fairbanks North Star Borough is subject to the Alaska Public Records Act, AS 40.25 et seq. and this document may be subject to public disclosure under state law

**DISCLOSURE OF PRESENT ECONOMIC INTEREST
APPOINTED PUBLIC MEMBERS OF A BOARD, COMMISSION, OR OTHER MUNICIPAL BODY**

1. _____
(YOUR NAME: LAST, FIRST, MIDDLE)

2. _____
(BOARD, COMMISSION, OR OTHER PUBLIC BODY TO WHICH YOU ARE APPLYING.)

3. FOR TERM ENDING: _____

4. PLEASE GIVE THE BUSINESS NAME OF YOUR EMPLOYER, TYPE OF BUSINESS, YOUR POSITION.

(BUSINESS NAME) (TYPE OF BUSINESS) (YOUR POSITION)

5. IF YOU ARE SELF-EMPLOYED, CHECK THIS BOX: SELF EMPLOYED

DECLARATION

I understand that I am required to disclose any interest which would cause me or an immediate family member (including all household members) to have a personal or financial interest, different than those of the public generally, in matters coming before the board, commission, or other public body of the municipality to which I have been appointed. When such matters arise, I will also inform the other members on the record, so that the potential for a conflict of interest can be addressed prior to action by the public body.

I have the following interest(s) which would cause me, an immediate family member, or household member to have a personal or financial interest, different than those of the public generally, in matters coming before the public body during my term:

(ATTACH SEPARATE SHEETS AS NECESSARY)

If the situation changes, or I acquire new interests, I will file a supplemental disclosure with the Clerk's Office. I affirm that this **DISCLOSURE** is true and correct to the best of my knowledge.

Signature

Date

FAIRBANKS NORTH STAR BOROUGH PEEDE COUNTRY ESTATES SERVICE AREA
COMMISSION MEETING

1077 Vincent Ct, North Pole

AGENDA

[Time]

[Date]

A. ROLL CALL

B. MESSAGES

1. Citizen's Comments – limited to three (3) minutes
 - a. Agenda items
 - b. Items other than those appearing on the agenda
2. Disclosure & Statement of Conflict of Interest

C. APPROVAL OF AGENDA

D. APPROVAL OF MINUTES

1. Minutes from [Date].

E. UNFINISHED BUSINESS

- 1.

F. NEW BUSINESS

- 1.

G. EXCUSE FUTURE ABSENCES

H. COMMISSIONER'S COMMENTS/COMMUNICATIONS

- 1.

I. ADJOURNMENT

FAIRBANKS NORTH STAR BOROUGH [*SERVICE AREA COMMISSION NAME*]

MINUTES
[DATE OF MEETING]

A regular meeting of the Fairbanks North Star Borough [*SERVICE AREA COMMISSION NAME*] was held [*LOCATION NAME AND ADDRESS*]. The meeting was called to order at ___ p.m. by [*CHAIR NAME*], Chair.

A. ROLL CALL

MEMBERS PRESENT:

MEMBERS ABSENT (note if excused):

OTHERS PRESENT:

B. MESSAGES [*summarize as appropriate*]

Citizen's Comments – limited to three (3) minutes

Disclosure & Statement of Conflict of Interest

C. APPROVAL OF AGENDA

Motion to approve the agenda made by _____ and seconded by _____.
Carried without objection or roll call vote.

D. MINUTES

Minutes from [*DATE OF MEETING*]. [*Note any corrections to the minutes, and action on approval (e.g. carried without objection).*]

E. UNFINISHED BUSINESS [*summarize as appropriate*]

F. NEW BUSINESS [*summarize as appropriate*]

G. EXCUSE FUTURE ABSENCES

The absences of _____, _____, and _____ are excused. [*note dates*]

H. COMMISSIONER'S COMMENTS/COMMUNICATIONS [*summarize as appropriate*]

Chairperson's Comments

Commissioner's Comments

Communications to the [*SERVICE AREA COMMISSION NAME*]

I. ADJOURNMENT

There being no further business, the meeting was adjourned at _____ p.m.



RSA REQUEST FOR SIGNS

Return this signed form to Rural Services

- This is a request to replace existing signs (Complete PART 1 ONLY)
- This is a request for new signs (Complete PARTS 1 AND 2)

Service Area: _____

Date: _____

Location: _____

PART 1:

<u>TYPE</u>	<u>SIGN DESCRIPTION</u>
_____	_____
_____	_____
_____	_____
_____	_____

PART 2:

<u>REASON FOR REQUEST</u>

Commissioner Signature: _____

Commissioner Name (Print): _____



Sign Requests Instructions

All Requests

- 1) Check the box for replacement or new installation of sign. Please do **not** combine replacement signs and new signs on the same form.
- 2) Provide Service Area, Date of request and Location information (Include a copy of service area map with location marked if difficult to describe).
- 3) Complete **Part 1**(for all requests):
 - a. Mark sign type from legend below.
 - b. Fill in description, when needed (such as “street name”, “Stop sign”, and definitely what “other” is).
 - c. Is a new post needed?
- 4) Sign and print name.

New Signs

- 5) Complete **Part 2**:
 - a. Include a brief reason for the request.
 - b. Attach or reference meeting minutes, if applicable.

Legend for Sign Types:

<u>Type</u>	<u>Sign</u>
1	Street Name
2	Stop
3	Yield
4	Speed Limit
5	Dead End
6	No Outlet
7	Turn Warning
8	Turn Warning with Speed Advisory
9	Other



Fairbanks North Star Borough Public Works Dept/Rural Services Division
520 Fifth Avenue, 1st Floor, Suite D PO Box 71267 Fairbanks, Alaska 99707-1267 (907)459-1223 FAX 459-1499

SERVICE AREA WORK ORDER FORM

PO # _____
NEEDED TO COMPLETE WORK

SERVICE AREA: _____ CONTRACTOR: _____

DATE: _____ IFB / RFQ #: _____

DESCRIPTION OF WORK COMMISSIONER WRITTEN REQUEST OF WORK, USE STANDARD SPECIFICATION NUMBERS

LOCATION OF WORK WRITE A CLEAR AND ACCURATE DESCRIPTION OF WHICH ROADS WILL REQUIRE WORK

QUOTE TOTAL

QUOTE PROVIDED IS FOR ALL WORK REQUESTED IN THIS WORK ORDER AND SHALL NOT BE EXCEEDED WITHOUT WRITTEN AUTHORIZATION BY THE COMMISSIONER. RS REVIEW REQUIRED FOR ALL WORK ORDERS EXCEEDING **\$10,000.00**. BY SIGNING THIS FORM BOTH THE CONTRACTOR AND COMMISSION HAVE VERIFIED FUNDS ARE AVAILABLE ON THE P.O.

1) _____
CONTRACTOR SIGNATURE

DATE

2) _____
SERVICE AREA COMMISSIONER SIGNATURE

DATE

3) _____
RS ENGINEER \MANAGER SIGNATURE

DATE



Service Area District Council Representative Appointment

Please complete this form and return it to the Rural Services office.

The following person has been appointed to Service Area District Council # _____.

They will serve as a representative for the _____ Service Area Commission.

Their service on the District Council is at the pleasure of the Service Area Commission.

Name: _____

Mailing Address: _____

City, State, Zip: _____

Home Phone: _____ Work Phone: _____

Email: _____

This appointment has been made in accordance with FNSB 14.12.020, Service Area District Council Membership and Representation.

Service Area Chair Signature

Date

Print Name of Service Area Chair



FAIRBANKS NORTH STAR BOROUGH

TAX CAP ELECTION REQUEST

The _____ Service Area is requesting inclusion in the spring election to increase the tax (revenue) cap. Please choose one of the following:

- The Service Area held a public meeting and attendees favored increasing the tax cap. Attached are meeting minutes and sign-in sheet.
- A survey of service area residents was conducted. Respondents favored increasing the tax cap. Attached is a copy of the survey and detailed results.

The Service Area would like to increase the current tax (revenue) cap by \$_____

This would add **approximately** _____ mill(s) to the current mill rate.

New Service Area budget \$_____

Approximate total (new) mill rate _____

How was the meeting advertised or the survey taken? _____

Please include the service area in the upcoming election.

Thank you,

_____ <i>Commissioner signature</i>	_____ <i>Date</i>
--	----------------------

_____ <i>Commissioner signature</i>	_____ <i>Date</i>
--	----------------------

_____ <i>Commissioner signature</i>	_____ <i>Date</i>
--	----------------------

Attachments: Service Area Public Meeting Minutes and Sign-in Sheet,
Or a copy of the Service Area Survey and the Survey Results

Return to: Fairbanks North Star Borough – Division of Rural Services
520 Fifth Avenue, First Floor, Ste. D
PO Box 71267
Fairbanks, AK 99707-1267



DIVISION OF RURAL SERVICES
BUDGET TRANSFER FORM

Service Area: _____

Please transfer budget funds (*from this account*)

FROM: FUND BALANCE (SAVINGS) or WORKING BUDGET

Please transfer budget funds (*to this account*)

TO: WORKING BUDGET or FUND BALANCE (SAVINGS)

Total Amount of the Budget Transfer	\$
--	----

Reason: _____

Commissioner Authorization

Name	Signature	Date
<i>(forms that aren't signed will not be accepted)</i>		

Submit form to FNSB Rural Services Division:

Deliver: 520 5th Ave., First Floor, Suite D
Mail: PO Box 71267, Fairbanks, AK 99707
Fax: 907-459-1499
Email ruralservices@fnsb.us

date received

(office use only)



Public Works Department / Rural Services Division

520 Fifth Avenue, First Floor, Suite D, PO Box 71267
Fairbanks, AK 99707 (907)459-1223 Fax (907)459-1499

Project Request Form

Service Areas are encouraged to breakup projects having an estimated cost in excess of \$500,000 into multiple projects (Phase 1, Phase 2) with costs below the grant limit.

Service Areas are also encouraged to combine small projects with similar improvements into larger projects. Projects with an estimated cost of less than \$20,000 will not be considered.

Do not include general maintenance items, such as brushing, ditch cleaning, etc., in this project submittal.

If necessary, attach additional pages to explain important details and the Service Area Commissions priority selection for this project request.

All areas of information are necessary for project submittals. Incomplete submittals may not be considered.

1) Service Area: _____ 2) District: __ 3) Road: _____

4) Provide a brief, but adequate, description of what the Service Area Commission believes this project should entail.

5) Has this project been discussed at a publicly noticed service area meeting? ___ Yes ___ No

6) Do the minutes of the meeting above reflect an understanding of this project by the residents in attendance that is consistent with the description of the project provided above? ___ Yes ___ No

7) This project is: a new project or previous project being resubmitted. (Select one.)

8) Length of Improvement is: entire road **or** portion of road of _____ approximate length.

9) Funds for individual projects are limited to \$500,000. If this project is selected and exceeds this amount, is the Service Area willing to provide or secure the additional funds? ___ Yes ___ No

10) Existing Road Conditions

11) Issues Concerning Road

- ___ paved, drivable year round
- ___ gravel, drivable year round
- ___ dirt, drivable year round
- ___ 4 wheel only, year round
- ___ 4 wheel drive only during breakup
- ___ not drivable during breakup
- ___ no existing road
- ___ other _____

- ___ steep approach grades to intersection
- ___ poor/limited sight visibility at intersection
- ___ bus route
- ___ dust control
- ___ accessibility
- ___ spring breakup
- ___ other _____

12) PRIORITY of this project compared to ALL projects, both existing and new, submitted by the Service Area.

___ First (1st) priority ___ Second (2nd) priority

13) Ranking Criteria

A.) Safety Deficiency – Provide pertinent data on safety issues. Is there a history of accidents involving life, injury, or property damage? Are there design or condition deficiencies, such as improper construction, insufficient base material, incorrect road width, limited sight distance or acute alignment of intersection? Is there a history of resident complaints? _____

B.) Accessibility – What accessibility issues exist for this road? Are there problems with year-round or seasonal accessibility? Are there problems with emergency response or school bus services? _____

C.) Maintenance and Operational Cost Reduction – Will this project reduce the maintenance and operations costs? If so, estimate the reduction. Explain. _____

D.) Traffic Volume / Road Designation – Estimate the average daily traffic (ADT) volume on this road. Is there “cut through” traffic (traffic originating from outside the service area) on this road? If so, what percentage of the ADT does this represent? Is there heavy use by commercial vehicles, gravel trucks, recreational vehicles, etc.? _____

14) How will this project benefit the service area? _____

Fairbanks North Star Borough
Project Request Form

15) Please explain any other details pertinent to this request. _____

16) Commissioner Signatures:

Signature

Date

Signature

Date

Signature

Date

<i>Office Use Only</i>	
Is this project a previous submitted project?	Has the Service Area received and accepted a 90/10 matching grant for a capital project?
Yes _____ No _____	Yes _____ No _____
Years(s) Previously Submitted:	Year of Grant: _____ Year of Eligibility: _____

FREQUENTLY ASKED QUESTIONS (FAQ)

1. *What is a Service Area?*

A "service area" is a geographic area of the borough designated by ordinance in accordance with FNSB 1.12.150 and Alaska Statute 29.35 within which the borough provides a service not otherwise provided.

2. *Why isn't my road maintained? I pay taxes.*

The Fairbanks North Star Borough is a second-class borough and therefore does not have area-wide road powers. Only an area that has elected to allow the borough to collect additional taxes for special services is able to maintain their roads.

3. *Why aren't my roads as good as the roads in other service areas?*

Each service area determines the level of service they are willing to support by voting on a funding level. Tax caps exist in each service area, so additional funds for road maintenance are not available without a majority vote of the residents of the area.

4. *Why can't I push snow from my driveway into the road?*

Borough Code prohibits this.

Borough Code 12.04 prohibits encroachments on public roads. **An encroachment exists when snow is placed on a service area road** by a resident or when cars are parked or abandoned on a service area road.

5. *Can I park my vehicles on the street or cul-de-sac?*

Borough Code 12.04 prohibits encroachments on public roads. An encroachment exists when snow is placed on a service area road by a resident **or when cars are parked or abandoned on a service area road.**

Vehicles that are parked or abandoned on a service area road may be removed by FNSB upon request of the commission. Rural Services will post the vehicle to warn a resident of an impending tow.

6. *What if I don't agree with the invoice supplied by my contractor?*

If you feel the invoice you've received is unreasonable or does not follow your bid, discuss it with your contractor. They are often willing to adjust the bill or give you a more detailed explanation of the charges. If you are unable to resolve the problem, contact Rural Services for assistance.

7. *What if I want an item or service that is not listed on my bid?*

Fill out a work order for your contractor specifying what work is required. Your contractor will need to provide you a price for this service. If the commission agrees with the price the work order is signed and accompanies the invoice for that work.

If the work is over \$10,000, the work order must be submitted to Rural Services for review before work can begin.

8. *Can I fax paperwork to your office?*

Most paperwork, such as, Purchase Order Requests, Change Notice Requests, Meeting Notice Request Forms and Payment Authorizations may be dropped off, mailed in, faxed, or emailed to the Rural Services office.

An "oath of office" requires notarization. This would require it to be dropped off at the Rural Services office for notarization, or may be mailed in if it was notarized by an outside notary.

9. *Is it necessary to turn in minutes from service area meetings?*

Yes. Service area meeting minutes are available for public viewing at both the Borough Clerk's office and the Rural Services office. These records are often used to research activity in a service area. You should also submit a list or sign up sheet of attendees.

10. *Who should I notify if I leave on vacation?*

If you are going to be out of town, please notify:

- A. The other members of the commission, so they can take care of any business/emergencies.
- B. Rural Services office so any problems that arise in your absence can be expedited.

11. *Are there any weight restrictions on service area roads?*

Weight restrictions may be appropriate for roads in your service area. Restrictions are tied to the restrictions on state roads. Roads may be posted once they are approved by the FNSB Public Works Department. Weight restriction signs are considered regulatory signs (they are enforceable). Refer to Section 3 of this manual.

12. *The public doesn't know the speed limit in my service area. Can speed limit signs be posted?*

Speed limit signs are regulatory. A residential road speed limit is 25mph unless otherwise posted per State Law. To have a new regulatory sign post in the service area please submit a sign request form to Rural Services

13. *Traffic is moving too fast in my service area. Can we install speed bumps?*

The installation of traffic control devices such as speed bumps is considered a capitol project and requires engineering. Contact Rural Services for further information.

14. *Traffic is moving too fast. Can we install Children at Play signs to slow people down?*

No. Children at Play signs are not an authorized regulatory sign.

15. *No one ever comes to our meetings. Can the commission just meet at one of our homes and decide what we want to do?*

No. Service Area Commissions are governed by the Open Meetings Act. The purpose of public meetings is not to require attendance by the public, but to ensure that service area business and planning is done in a transparent venue. Having the required public meetings ensures that residents have the ability to address their concerns publicly.

16. *Our Commission doesn't really have enough business to have a public meeting. Can I just call the other members of the commission?*

No. Service Area Commissions are governed by the Open Meetings Act. If you need to speak to each other, you have enough business for a public meeting. To discuss work and make decisions about what will be done in the service area outside of a public meeting is a violation of the Open Meetings Act.

17. *Some newly developed lots have cut driveways onto our roads but they're not in the road service area. Can we restrict them from using service area roads?*

No. Service area roads are public and access cannot be denied. However, there is a mechanism to annex the parcels into the service area. Contact Rural Services for more information.

18. *I've had some resident complaints that they have to pay service area taxes, but don't use service area roads because they only access state maintained roads. Do they have any options?*

Yes. The Borough Assembly has the ability to remove a subdivision or parcels from a service area where those parcels do not rely on the use of roads maintained by the service area for the subdivision's or parcel's only access or for access that is required by the subdivision plat or other regulation or ordinance.

THE FOLLOWING EXCERPTS ARE TAKEN FROM:

A GUIDE TO ROAD MAINTENANCE FOR ROAD SERVICE AREAS

PREPARED BY ROEN DESIGN ASSOCIATES, INC.
FOR THE
FAIRBANKS NORTH STAR BOROUGH
1982

ROAD MAINTENANCE - INTENT

Gravel, particularly crushed gravel, can be an excellent, low cost, low maintenance surfacing for low volume roads. The road surface is important because it is what the traveling public perceives. It is important to recognize, however, that the surface is only one part of a complete road system that includes the road surfacing material, the gravel embankment beneath the surface, the subgrade (material below the gravel), the drainage system (culverts and ditches), and safety devices such as signs and guardrail. Inadequate performance by any of these elements will result in unsatisfactory performance of the total system. It is important that the people responsible for maintenance pay attention to each element and the way each element relates to the system.

Water and traffic are the two major causes of poor road performance. Water softens the roadbed while traffic loads tend to displace it. Roads are specifically designed to withstand the traffic loads normally encountered based on the legal load limits that control the pressures applied by heavy trucks. The deeper the fill, the more the load is spread out until finally, at the natural (original) ground level, the load is supposed to be spread sufficiently wide that even very heavy loads don't sink into the muck.

Roads are therefore built in layers with the strongest material placed in the uppermost layers where the loads are most heavily concentrated. When properly placed and thoroughly compacted, crushed rock is a very strong material due to the interlocking of the angular rock fragments. The natural gravel available in the Fairbanks North Star Borough is also very strong, but is more prone to rutting if exposed directly to wheel loads due to its roundness. The native soils are also fairly strong when dry but can be easily displaced (rutted) when wet.

Little can be done about traffic loads at the service area level except to keep an eye on heavily loaded trucks using the road system and calling for the State to weigh trucks suspected of being overloaded. Estimates vary widely, but the damage done to a roadbed by one overloaded truck is about the same as the damage done by 900 to 3,000 passenger cars.

Water is the number one maintenance problem and the cause of essentially all premature road failures. The reason roads tend to fail if they are not kept dry is that water trapped in the road acts as a lubricant so that the individual particles of gravel and sand that make up the road are able to slide across each other more easily. This means that when a heavy load (fuel oil / water truck) presses down on the road, the rocks (even crushed, angular rocks) can tend to slide sideways a little more than they could if the road were dry so a rut or a pothole is formed.

During breakup, there is a tendency for water from melting snow to be trapped in the road because the still frozen ground underneath will not permit it to drain downward. These few days or weeks are the time when the road is by far the most vulnerable to damage from heavy loads and is the reason for the load limit signs that sprout every year right after the willows.

Proper planning can make things a lot easier, both on the roads and on the commissioners. Each season of the year has the potential for work to be accomplished that will make the rest of the year a little easier, make its' money go a lot further, and make it's traveling public a lot happier.

ROAD MAINTENANCE – TIMING

If gravel roads are going to be a comfortable, low-cost way of getting from one place to another, they have to be maintained in the right way and **at the right time**. Timing depends entirely on the weather.

The cycle here in the Interior is the cold of winter followed by the wet of spring followed by a hot, dry summer followed by the wet of fall followed by cold again. The wet is the part you have to watch out for if you want your road to last longer, particularly the wet spring breakup. There are roads that fall apart completely every spring and others that are dusty long before the last of the snow is gone. On the average, the road that dries out the quickest is going to have the least long-run maintenance costs. Some suggestions follow of steps that can be taken during each part of the year to minimize the chances of catastrophe striking during breakup when your road is the most vulnerable to damage.

Spring

The water that saturates road surfaces in the spring and tends to make them softer than at other times of the year is mostly snow melt. An average spring has very little rain. If melting snow can be kept off the roads, there is a very good chance of getting through breakup without major damage to the road structures.

To get the road to dry out quickly, it is essential that snow be plowed back from the shoulders. If you look at Diagram A-2, you will notice the unmelted snow acts as a dam along the shoulder and the only place the melting snow can go is into the road. The unmelted snow acts as insulation as well, so the shoulder is still frozen and water cannot even get out through the gravel. So it sits there and every vehicle that passes through, cuts a new set of ruts. It does not take many new ruts to completely destroy the surface course, and the damage then follows the frost down through the road.

Plow the snow back off the shoulder and cut enough of a ditch so the water stands off the road. Ideally, the roadside ditch should drain the water completely away. In flat areas, the best you can realistically hope for is that the surface of the standing water stays below the top of the frost in the road. Otherwise, the water from the ditch will seep sideways into the fill and soften it. The problem is that ditch maintenance is pretty much impossible at this time of year.

This provides a perfect example of the axiom that the condition of the road now is directly dependent on the work that was done six months ago. If the ditches do not look good in August, they are not going to do the job in April. This will be mentioned again in the fall section. Similarly, the way snow plowing was done in the winter is going to affect the ease with which the shoulders can be cleared now.

The best move as the sun gets hotter is to blade the snow off the shoulders, clear the ditches, and check the culverts to see that any water that wants to get through, can. Drain any localized ponding that might be occurring. If necessary and dry enough, restore the crown. Do not be afraid to put up barricades to keep the traveling public off small spots. Otherwise, small shallow soft spots will inevitably become bigger, deeper soft spots. A minor nuisance can become a very expensive major repair in just a few weeks.

Photos, sketches and paperwork should be kept during this period because it is the time of year that specific problem areas can be clearly identified. Documentation now makes it easier to plan repairs and projects later in the year. Photographs are also a good memory aid. We can help diagnose problems more swiftly when they're most evident which is usually during breakup.

Summer

If the road system makes it through breakup without serious damage, the summer months are the time to repair the minor soft spots, take care of sight distance problems, restore roadside structures, and grade.

The items of work that get scheduled depend on your available budget. The commission needs to establish a prioritized list of items they want to take care of with a cost estimate for each. The service area Engineer can assist you with cost estimates and quotes/bids if necessary.

Fall

Fall ought to be the easiest time of year for the service area commissioners. The road surface and ditches should be in pretty good shape. Culverts and signs should be clean and functional. Hunting season is on the way. A field review of the entire road system should be made. Double check that the road has an adequate crown, so that ponding will be minimized in the spring. Check that there are no berms of materials along the shoulder that will trap water or impede snow plows. See that culverts and ditches are clean and ready to handle next spring's runoff water from snow melt.

If there is quite a bit of rain, or early snow followed by a warm spell, it may be advisable to regrade the most heavily traveled roads and intersections.

As soon as it starts getting dark in the evening, an after dark inspection of all road signs will confirm if they are clearly visible when approached with normal, low beam headlights.

Winter

No two winters are quite alike in terms of snowfall and cold weather, but basic winter maintenance is plowing snow. The strategy is to get the snow far enough off the road that it will not impede drainage from the shoulders next spring. Extra attention should be directed to clearing off intersections where the snow banks tend to creep in, especially in heavy snow years.

Some forethought should be given to snow storage in the sense of knowing which way you want the snow to go. Some areas have only a narrow right-of-way. If snow is stored on the downhill side of the road, it will facilitate proper drainage come spring.

Sanding is unlikely to be required on level, low volume, low speed roads in some service areas. A firm packed snow surface should provide adequate traction and braking. In the

event of a brief thaw or frozen rain episode, the service area may have to sand a few selected locations for safety. If sanding does become necessary, a record should be kept of times and locations, along with a record of any requests or complaints by residents.

ROAD MAINTENANCE - TECHNIQUES

Blading

Blading should be avoided when the weather is either too dry or too wet. Too dry will result in a loss of fines, segregation, and loose surface that will pothole again too quickly. Too wet will result in immediate rutting of the new surface by traffic and possibly loss of fines and segregation.

The service area's should try to get a blade on the road fairly soon after a light rain or several days after a heavy one. A little free water on the surface ahead of the blade is okay as long as it gets mixed into the windrowed material. Fines tend to get washed into the puddles and settle out, so they need to be remixed into the rest of the surface material. If there are patches of free water behind the blade after the first cut, the blade is not low enough and another pass may be necessary.

Spot Repairs

If a soft spot develops during breakup, the cause should be identified before repair is attempted. Water is generally present at a soft spot, so determine where the water came from and how it can be prevented from recurring once the problem is repaired.

Silt or organic materials must be present either at the surface or in the subgrade. If on the surface, blade it off and replace it with clean rock. Determine how it got there so it can be prevented. One source is overloaded dump trucks hauling topsoil. If the bad material appears to be a couple of feet deep, weigh the cost of digging it out and replacing it with clean rock, or using geotextile fabric, against the cost of having the same soft spot year after year.

Dust Control

The least costly way to hold down dust is speed control. Encourage residents to drive slowly and avoid sudden starts.

If the crushed gravel surface course is low in fines, dust may not be a severe problem. However, the lack of fines means the surface will dry out quickly after rain, so dust will be a minor nuisance quite a bit of the time.

Watering is prohibitively expensive. Strict Federal and State regulations prevent the use of waste oil, cooking oil, or any other controlled product. Calcium chloride can be used but presents an additional expense.

Crown and super-elevation

The surface of a road should furnish a comfortable ride and protect the lower layers of the road from damage. Because of this, roads are not built flat on top, but should be slightly sloped.

On straight stretches, the road is **crowned**. It slopes down from the centerline toward each shoulder. The crown, or rate of slope, is usually given as a percent, usually 2% for paved roads and 5% for unpaved roads.

A crown between 4% - 5% would be acceptable for gravel roads with relatively light traffic. For a road that is 11' wide from centerline to the shoulder, this means the shoulder should be at least 2½" below centerline, but less than 5" lower.

At curves, every high-speed road and most low-speed roads are supered. This **superelevation** keeps cars from flying off the outside of the curve. The rate of slope depends on the speed cars are expected to drive and the sharpness of the curve. The service area engineer should be consulted if a problem related to curve super comes up.

Crowns and superelevations are easily checked with a carpenter's level, a 2 x 4 and a tape measure (Diagram A-3). Placing one end of the 2 x 4 about on the centerline of the road, the grade checker just raises the other end until it is level and reads the tape to determine the distance from the board down to the road surface. If an 8'4" long board is used (i.e., a board 100 inches long) a tape measure reading of between 2" and 4" would indicate a satisfactory crown. In the diagram, 3" is used as an example. If a board or other straightedge of a length different from 100" is used, a corresponding adjustment has to be made to calculate the slope.

The next step would be to check the left hand side of the road the same way. Then a conscientious inspector might walk down the road stopping every 50-100 feet to kneel in the ditch and sight back toward the place the crown is known to be good. This checks for uniformity of crown along the road and also checks for a reasonably good grade along centerline and shoulders.

Any big humps or swales should show up plainly and be brought to the attention of your contractor.

Shoulder Erosion

During or after a heavy rain, it's good to check road shoulders for erosion. Ideally, water will drain straight across the road and into a ditch without eroding the surface. Thoroughly compacted driving surfaces can usually resist rain, but shoulders and side slopes may be softer and allow channels to form.

Once started, an erosion channel can cut surprisingly quickly if conditions are wrong. A single shower may form a channel a foot deep and several inches wide. If not compacted, it will cut further during the next storm. Danger of erosion is worst during the first few years. The inside shoulders of superelevated curves may be particularly susceptible to erosion. Since rain collects from both sides, twice as much water runs down these slopes.

Drainage Maintenance

Culverts should be installed in drainages. Driveway culverts should be installed to allow ditches to carry water to the cross culverts.

A driveway permit from the Borough is required anytime an owner wants to construct access to a service area road. To obtain a permit, the owner has to furnish a sketch of the proposed driveway and agree to furnish a culvert if necessary.

Culverts are installed to help water get to where you want it to go so it doesn't cause road damage. They are usually set a little below the ditch line so the water has easy access. They are seated in good material so they don't pull apart from uneven settling. Each culvert should be inspected each year for: blockage, settlement, pulling apart.

Culverts are good heat exchangers so the ground around them will freeze hard and thaw out slowly. A quick, warm breakup after a heavy snow year may lead to a lot of flowing water while the culverts are still cold enough to freeze the incoming water. This may cause an ice buildup in the culvert requiring thawing.

Sign Maintenance

Signs are installed for the safety of the traveling public. They are selected, located, and installed according to the Federal Highway Administration publication, the manual on Uniform Traffic Control Devices (with Alaska supplement). Existing signs should not be relocated or new signs installed without clearance from Rural Services.

The legal implications of signs are such that it is imperative that all signs be clearly visible at all times. It may be necessary to dust, wash, or clear the snow/frost off them

from time to time. It is also necessary to remove any trees or brush that obstruct the signs visibility. Night visibility should be checked in the fall and winter.

Clearing and Brush Cutting

It's important that the traveling public has adequate line of sight at all intersections and long roadways. The biggest problem is growing brush. Willow and alder brush grow very quickly in areas where the soil has been disturbed like along the edge of the road. At intersections, the brush should be cut back to the right-of-way line on all corners. This allows drivers to see traffic signs and approaching vehicles. Along roadways, brush should not be allowed to grow on the shoulder or in the ditch. This brush may hamper drivers' sight, constrict snow plowing efforts, and restrict drainage.



Fairbanks North Star Borough

Rural Services Division

Standard Specifications

(with Annotations)

For
Local Road Maintenance



Effective: July 2012

CHANGES TO THE STANDARD SPECIFICATIONS FOR LOCAL ROAD MAINTENANCE 2012

SECTION 101 DEFINITIONS & TERMS

101-3.01 DEFINITIONS.

Modified: ROUTINE MAINTENANCE WORK

Added: PUBLIC CONSTRUCTION WORK

Deleted: EXEMPT WORK

SECTION 102 WAGE RATES, REGULATIONS, AND LABOR STANDARDS

Modified: 102-1.01. DESCRIPTION.

Deleted: 102-2.01 PREVAILING WAGES.

Deleted: 102-3.01 REQUIREMENTS.

SECTION 104 SCOPE OF WORK

Modified: 104-9.01 ENVIRONMENTAL.

SECTION 106 WORK ORDERS

Modified: 106-1.01 DESCRIPTION.

SECTION 109 PAYMENT REQUIREMENTS

Modified: 109-2.01 INVOICES.

Modified: 109-2.01 INVOICES - Item 2.

Added: 109-2.01 INVOICES - Item 3.

SECTION 803 SNOW REMOVAL

803-3.01 SNOW REMOVAL REQUIREMENTS.

Modified: Item 1.F.

Added: Item 6.

803-5.01 BASIS OF PAYMENT.

Added:

Pay Item No.	Pay Item	Pay Unit
803(6_)	Emergency Access Snow Removal –	Hour

STANDARD SPECIFICATIONS FOR LOCAL ROAD MAINTENANCE 2012

(with Annotations for Commissioners)

Annotations for Commissioners

Please refer to these updated specifications when requesting work, inspecting and approving the work and approving invoices for payment.

We have provided annotations to the specifications to assist you as a service area commissioner. The annotations include:

Recommendations for selecting between different work items,

Items to consider when inspecting your maintenance contractor's work, and

Items to consider when approving invoices for payment.

STANDARD SPECIFICATIONS FOR LOCAL ROAD MAINTENANCE 2012

(with Annotations for Commissioners)

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SECTION 101

DEFINITIONS & TERMS

101-1.01 GENERAL. The terms and definitions listed apply to these Specifications. If a term is not defined, the ordinary, technical, or trade meaning will apply, within the context in which the term is used.

101-2.01 ACRONYMS. Acronyms used in this Contract include the following:

ASDS	<i>Alaska Sign Design Specifications</i>
ASTM	<i>American Society for Testing & Materials</i>
ATM	<i>Alaska Test Method Manual</i>
ATMS	<i>Alaska Traffic Manual Supplement</i>
DEC	<i>Alaska Department of Environmental Conservation</i>
DOLWD	<i>Alaska Department of Labor and Workforce Development</i>
DOT&PF	<i>Alaska Department of Transportation and Public Facilities</i>
FNSB	<i>Fairbanks North Star Borough</i>
MUTCD	<i>Manual of Uniform Traffic Control Devices used with the Alaska Traffic Manual Supplement</i>
PO	<i>Purchase Order</i>
RS	<i>Rural Services Division of Borough</i>
R-O-W	<i>Right of Way</i>
RSA	<i>Road Service Area, or other special service area managed by RS</i>
SSHC	<i>DOT&PF Standard Specifications for Highway Construction, 2004 Edition</i>
SWPPP	<i>Storm Water Pollution Prevention Plan</i>
WO	<i>Work Order</i>

101-3.01 DEFINITIONS.

AUTHORITY. For this Contract, Authority is the Engineer. In the event of an emergency, Authority may be the State Troopers, local law enforcement, National Guard, or other Federal law enforcement official.

BOROUGH. The Fairbanks North Star Borough, FNSB.

CHANGE ORDER. Documentation of an agreement by the Borough and the Contractor of a Contract change.

COMMISSION. Refers to the RSA Commission and can include a Commissioner authorized to act on behalf of the entire Commission.

CONTRACT. The written agreement between the Borough and the Contractor concerning the work.

CONTRACTOR. The awarded firm or individual who signed the agreement with the Borough.

SECTION 101

DEFICIENCY. Refers to work that does not meet specification or other Contract requirements.

EMERGENCY ACCESS MAINTENANCE. Maintenance work on roads that are not constructed to Title 17 Standards, but are used by residents of the Service Area for year round automotive access and that are specifically listed for Emergency Access Maintenance on the contract mileage list.

ENGINEER. FNSB Rural Services Engineer/Manager or designated staff member.

PREVAILING WAGE. Wages subject to the provisions of AS 36.05.010.

PUBLIC CONSTRUCTION WORK. Work defined as “public construction” under AS 36.95.010(3).

PURCHASE ORDER. A Borough form used to document the amount of money encumbered by the Commission for funding RSA Maintenance. The amount of the purchase order cannot be exceeded without Borough approval.

R-O-W. The boundary of a public road. For this contract, all work is contained within the right of way.

ROUTINE MAINTENANCE WORK. Section 800 work found in the bid items that when performed continually and as needed protects the road from damage and ultimately, replacement. Routine Maintenance Work is exempt from the requirements of AS 36.05

SURVEYOR. A Professional Land Surveyor with current registration in the State of Alaska.

WORK ORDER. Refers to a process of ordering work with written documentation on a form provided by RS. The form is REQUIRED for work items not covered under the Contract. A work order form may also be used by the Commission to document routine maintenance work from the Contractor.

END OF SECTION

SECTION 102

SECTION 102

WAGE RATES, REGULATIONS, AND LABOR STANDARDS

102-1.01. DESCRIPTION. Pay items in Division 800 Maintenance are exempt from the provisions of AS 36.05. All other work pay items are Public Construction Work. The total amount paid for Public Construction Work **shall not exceed \$25,000.00** per fiscal year.

Over the course of the fiscal year the commission cannot order non-maintenance work over \$25,000 total. This is work that is not listed in Division 800 of this specification book. If the work you need to be done is over \$25,000, please contact Rural Services for assistance.

END OF SECTION

SECTION 103

WORK RESPONSIBILITIES

103-1.01 DESCRIPTION. This section describes work responsibilities of the Borough, the Contractor and the Commission for this Contract.

103-2.01 CHANGES. Changes to the Contract and specifications must be in writing and can only be made by the Engineer.

103-3.01 CONTRACTOR'S RESPONSIBILITIES.

1. Equipment. Provide adequate equipment meeting industry safety standards for the work within the time specified. The Contractor shall provide a management plan, if requested, outlining the Contractor's plan for ensuring timely response for all work included in the Contract. The management plan shall describe how the Contractor will provide the necessary service required, how many pieces of equipment will be available for RSA work, how many operators are available, and how the work is tracked. The Engineer may inquire about other specific information when requesting the maintenance plan.
2. Labor. Provide competent journeymen operators and laborers to perform the work. Any personnel performing on the job training requires the presence of a qualified Superintendent. The Contractor cannot charge additional time or money for personnel in training.
3. Work Response Time. The Contractor is responsible for responding to all RSA maintenance calls within the time noted in the specification. If there is no response time in the specification, the contractor shall respond within 7 days. If the Commission agrees, the work may be scheduled for a later time.
4. Communications. The following are minimum requirements for communications:
 - A. The Contractor shall be available to the Engineer by telephone 24 hours a day, 7 days a week for emergencies.
 - B. The Contractor shall maintain facilities for facsimile (FAX) communication with the Engineer 24 hours a day, 7 days a week.
 - C. Operators of equipment used in the performance of work under this Contract must be accessible to the Contractor's field superintendent at all times during work.
 - D. The Contractor shall supply an office number for RSA Commissioners to call for routine maintenance. Provide means for returning Commission or Rural Service communications within 4 hours between the hours of 8:00 AM and 5:00 PM Monday through Friday. If a communication is received after hours, the Contractor will reply prior to noon of the next working day. Refusing to communicate with the Commission and the Engineer is considered a deficiency.
 - E. The Contractor shall provide information to Commission if crews cannot respond within the specified response time and provide an expected time.
 - F. The Contractor shall provide the Engineer with a cell phone number; in areas with no cell phone service available, the Contractor shall have a communication plan in these areas for emergency contact. If the Contractor does not supply the Engineer with this plan, any issues arising from lack of adequate communication shall be considered a deficiency.
 - G. The Contractor shall inform the Engineer of planned absence dates, and provide the name and phone numbers of the contact person responsible for response during those dates.

SECTION 103

5. Work Obstructions. Immediately report any encroachments within the right of way that will impede work operations to the Commission.
6. Work without a Purchase Order. In accordance with the Contract, the Contractor shall not be compensated for:
 - A. Work performed without a P.O. in place
 - B. Performing work without having adequate funding available on an existing P.O.
7. Safety. The Contractor shall provide a copy of the written safety plan for operations when requested by the Engineer. The Contractor and employees shall always proceed with work in a safe, professional manner, using equipment in the manner in which it was intended. Inform the Commission when called for the work if there are any safety concerns.
8. Completion of Work. The Contractor shall leave the RSA with a neat, professional looking final product and in accordance with all the Specifications that apply to this Contract.
9. Existing Conditions. If roads have not been maintained or built in a manner that would allow successful execution of the specifications, the Contractor is encouraged to document in writing such concerns to the Commission prior to the work.

103-4.01 COMMISSION AUTHORITY.

1. The Commission, on behalf of the mayor, has the authority to perform the following for this Contract (FNSB Code, Title 14.01.151):
 - A. Request routine maintenance work.
 - B. Request work by work order.
2. The Commission **cannot**:
 - A. Make Contract changes or order work not covered by the Contract.
 - B. Order the Contractor to make changes to grades, profiles, drainage or changes that require oversight of a Registered Engineer under Alaska State Law.
 - C. Request any work that exceeds the amount of funding authorized by the current P.O.

103-5.01 BOROUGH RESPONSIBILITIES. The Engineer and staff provide the following support for Contracts:

1. Issue routine maintenance Contracts and contract renewals
2. Issue Contract changes
3. Engineering and technical support for Contractors and Commissions
4. Conflict resolution
5. Review and processing of invoices
6. Maintenance of SA maps & mileage changes
7. Inspection when required
8. Review of work orders greater than \$10,000
9. Provide the Commissioner's names to the Contractor

END OF SECTION

SECTION 104

SCOPE OF WORK

104-1.01 DESCRIPTION OF WORK. The work consists of providing all labor, materials and equipment necessary to perform year-round routine road maintenance and repair services in accordance with the requirements of the Contract documents.

104-2.01 ROADS APPROVED FOR MAINTENANCE. The Contract provides a mileage list of all RSA roads covered by the contract. The Contractor is NOT authorized to perform any Section 800 Maintenance work for any roads listed with mileage as "0". The Contractor will be notified of any changes in approved service area road mileage.

104-3.01 REFUSAL OF WORK. THE CONTRACTOR CANNOT REFUSE ANY ROUTINE MAINTENANCE WORK UNDER THIS CONTRACT. Refusing or delaying maintenance without communication is considered grounds for termination of the Contract.

104-4.01 EMERGENCY SITUATIONS. In the event of an emergency or natural disaster, continue to perform work under this Contract unless ordered by authorities to cease.

104-5.01 SPECIFICATIONS: The Contractor is responsible for understanding and abiding by the specifications. Contact the Engineer if the specifications cannot be followed as written. If a change is required, the Engineer will determine if a price change is necessary, and if so will start the negotiation process.

104-6.01 UTILITIES. In RSA's with underground utilities present, the Contractor is responsible for calling for locates before digging. Damage due to excavation or other work near utilities by the Contractor is the responsibility of the Contractor. The Contractor shall protect all existing driveway culverts and drainage structures, and make repairs to damages at his own cost.

104-7.01 EXISTING SURVEY MONUMENTS. This Contract applies only to work within the road boundaries adjacent to private property. The Contractor must preserve all survey monuments for property lines and road alignment monuments, established benchmarks, and survey control points. If the Contractor disturbs any survey monuments, the Contractor shall be required to hire a Professional Surveyor to re-establish the monuments at his expense.

The Contractor shall call the Engineer to determine the R-O-W if necessary to perform the work.

104-8.01 SEASONAL WEIGHT RESTRICTIONS. It is the Contractor's responsibility to keep informed of and compliant with seasonal weight restrictions for RSA and DOT&PF roads.

104-9.01 ENVIRONMENTAL. The Contractor is required to comply with Alaska DEC regulations concerning spills while performing work in the RSA. Provide adequate spill pads in work vehicles for containment of accidental spills during work by equipment. Equipment used in the RSA shall operate without excessive fluid leaks. Onsite fuel storage is prohibited.

104-10.01 EROSION AND SEDIMENT CONTROLS. The contractor is required to use Best Management Practices to mitigate erosion problems for all RSA work. The Contractor shall be responsible for cleaning ditches, culverts, and asphalt surfaces impacted by erosion or vehicle tracking.

104-11.01 DAMAGES TO PROPERTY. The Contractor is responsible for damage to property in the course of work. The Contractor is advised to document existing damages in the RSA prior to each work effort.

END OF SECTION

SECTION 105

WORK QUALITY

105-1.01 DESCRIPTION. Work quality, timeliness of response to RSA calls, completing all work in a professional manner, are performance measures of this contract. This section addresses expectations and deficient work.

105-2.01 CLEANUP. All clean-up work, berms, and crew-generated trash shall be removed from the RSA. Obtain all permits required by law for such disposal and dispose of legally.

105-3.01 TESTING. Normal routine maintenance activities will not require testing. Repairs requiring new material acquisition are subject to testing per the Specifications and Section 107.

105-4.01 MATERIALS. The Contractor shall provide evidence of meeting the specifications if requested by the Engineer. Material not meeting the specifications will be removed and replaced with the specified material at the Contractor's expense.

105-5.01 RESPONSE TIME. The Contractor must meet the requirements of the specifications for response times. If the Contractor cannot meet the times specified, the Contractor must communicate with the Commission and give a reasonable estimate of when the work will be performed. Unreasonable estimates or not responding by actions or communication is considered non-responsive. In the case of non-responsiveness, another contractor may be hired to perform the work, and any costs greater than the unit bid prices may be billed to the Contractor.

105-6.01 WORK DEFICIENCIES. Any work by the Contractor that does not meet the Contract requirements will be considered a deficiency by the Engineer. If the work does not meet the requirements of the specification of any work item, and is observed by the Commission, the Commission will notify the Contractor. The Contractor shall correct the deficiency within 48 hours. If the deficiency is safety related and creates a hazard to the public, the Contractor must respond immediately or another contractor may be hired to perform the work, and any costs greater than the unit bid prices may be billed to the Contractor.

105-7.01 REPEATED OR SERIOUS DEFICIENCIES. When the Contractor has multiple deficiencies, or refuses to correct a deficiency, a Letter of Non-Compliance will be given to the Contractor. A schedule for making corrections will be specified. In the event the Contractor does not correct Non-Compliance problems as scheduled, another contractor may be called in to correct the problems, and any costs greater than the unit bid prices may be billed to the Contractor.

105-8.01 NON PERFORMANCE. After three (3) letters of Non-Compliance are issued without correction within a 12-month period, the Engineer shall forward documentation to the Chief Procurement Officer for consideration of debarment from future contracts.

END OF SECTION

SECTION 106

WORK ORDERS

106-1.01 DESCRIPTION. Use Work Orders to document work requests, and provide written quotes for work necessary to maintain safe and drivable roads. A work order is not required for Routine Maintenance Work or Emergency Access Maintenance Work.

106-2.01 MATERIALS. The Contractor shall supply the Engineer with material specifications, testing results, product data sheets and warranty information when requested.

106-3.01 WORK ORDER REQUIREMENTS.

1. This specification is not intended to replace the contract unit prices for routine maintenance work covered by other specifications.
2. Work Orders document how the work is ordered by the Commission.
3. The following procedure applies to Work Order quotes UNDER \$10,000.00:
 - A. The Commission will provide the Contractor with the WO form. The form will provide the specification pay item number of the work required, the locations of the work limits, and the date the work is requested to be completed.
 - B. The Contractor shall provide a quote including a breakdown of materials, labor, equipment, all other items required to estimate the cost of work, and proposed work schedule.
 - C. The Contractor shall respond with a signed quote to the Commission within 5 working days.
 - D. If the quote is accepted by the Commission, a Commissioner will sign and return a copy of the WO to the Contractor.
 - E. WO's signed by the Contractor and then the Commission provide authorization to proceed with the work. Without this authorization, the work will not be paid for under this Contract.
 - F. Quotes may be rejected at the discretion of the Commission and the Engineer.
4. For WO Quotes for \$10,000 or GREATER:
 - A. The Commission shall provide the WO, signed and accepted by both Commission and Contractor to the Engineer for written approval.
 - B. The Engineer will provide copies of the approved WO to the Contractor as authorization to proceed with the work.
 - C. Without this approval, the work is not authorized and will not be paid for under this contract.
 - D. If the WO is not approved, the Engineer will notify the Commission and the Contractor.

END OF SECTION

SECTION 107

MATERIALS & TESTING

107-1.01 DESCRIPTION. Provides for testing and quality assurance requirements for work requiring new materials.

107-2.01 SUPPLY AND SOURCE. The Contractor shall supply materials that are new and meet the Contract or WO requirements, unless specified otherwise.

107-3.01 SUBSTITUTIONS. The Contractor shall request a substitution of material from the Engineer. The Contractor will furnish information on the purposed substitution that certifies the following:

1. Conformance to the performance specifications, testing, quality or dimensional requirements.
2. Suitability for the use intended in the Contract work.

107-4.01 TESTING AND ACCEPTANCE. Materials may be inspected and tested by the Engineer at any time before, during, or after they are incorporated into the work. All testing will be performed in accordance with the specifications, if testing is ordered by the Commission or Engineer, responsibility for paying for tests are:

1. FAILING TESTS. All failing tests shall be paid for by the Contractor. The Contractor shall be responsible for the cost of retesting until passing tests results are provided.
2. PASSING TESTS. The cost will be paid for by the RSA.

107-5.01 REMOVAL OF UNACCEPTABLE MATERIALS. Unauthorized substitutions or materials that fail to meet Specifications may be rejected by the Engineer. Any rejected material will be removed and replaced with the Specified materials at no additional cost to the RSA.

END OF SECTION

SECTION 108

WORK AREA MANAGEMENT

108-1.01 DESCRIPTION. This Section establishes Contractor responsibilities for traffic control, public safety, and protection of new facilities.

108-2.01 MATERIALS. All traffic control devices and signs shall comply with the Alaska Traffic Manual Supplement (ATMS) to the Manual of Uniform Traffic Control Devices (MUTCD).

108-3.01 MINIMUM REQUIREMENTS.

1. Work Area Safety. Protect the work area and control traffic at all times. Furnish, erect, maintain, replace, clean, move and remove the traffic control devices required to insure the safety of the traveling public and all administrative responsibilities necessary to implement this work.
2. Protection of Work. Provide barricades and other protective means to prevent damage to newly installed maintenance items. Work damaged without protective measures will be replaced by the Contractor.
3. Night Illumination. Provide appropriate flashing beacons, area lighting and visible warning signs for all unfinished work in the R-O-W.
4. The Contractor shall be solely responsible for public and worker safety while performing work.
5. Provide access for emergency response vehicles at all times.
6. Traffic control personnel shall be properly certified and carry evidence of such.

108-4.01 CLOSURES.

1. Road closures may be considered if:
 - A. There are alternate routes available.
 - B. The closure will be less than 8 hours long.
 - C. The Contractor notifies emergency providers, bus companies, residents affected by the closure and the Engineer 24 hours in advance.
 - D. All traffic control meets the requirements of the MUTCD Part 6 and the ATMS.
2. Lane Closures may be considered if:
 - A. The Contractor meets the traffic control requirements of the MUTCD part 6 and the ATMS.
 - B. Both lanes are open to traffic at the end of the work shift.

END OF SECTION

SECTION 109

PAYMENT REQUIREMENTS

109-1.01 DESCRIPTION. The Borough will pay the Contractor for work accomplished by the Contractor and approved by the Commission and the Engineer. The amounts paid shall be for the quantities of work accepted by the Commission or the Engineer at the Contract Unit Price.

109-2.01 INVOICES. The Contractor shall submit all invoices promptly, and no later than 30 days from the day the work was performed. Submit the original invoice with attachments to RS, and a copy of the invoice to the Commission at the address indicated on the PO. Late invoices are considered a deficiency.

Invoices must include the following information:

1. For routine maintenance items of work (specifications in the 800 series):
 - A. Name of Contractor, address, telephone and fax numbers.
 - B. Invoice number and date.
 - C. P.O. number.
 - D. Service Area name.
 - E. Which roads were maintained and dates of work.
 - F. Bid Item number, unit price, units completed, extended price.
 - G. Provide a copy of WO (if issued).
2. For public construction work, include the same information as listed above on the invoice, in addition to:
 - A. Provide a copy of the WO signed by both the Commission or Engineer and the Contractor with the invoice.
 - B. The amount of the invoice cannot exceed the amount of the quote given on the WO.
 - C. If materials not included on the bid form were used for the work, provide the purchasing invoice for the material.
 - D. If any work was subcontracted, provide an invoice from the subcontractor.
3. For public construction work, requiring prevailing wage, include the same information as listed above on the invoice, in addition to:
 - A. Prevailing wage work requires copies of certified payrolls, copies of the Notice of Work, and Notice of Completion sent to DOLWD prior to final payment.

The Contractor shall keep logs of maintenance performed, including road name; hours worked; type of work performed, and date of work. Upon the Engineer's request within 15 days of receipt by RS of the invoice, the Contractor shall provide such documentation as; employees signed time cards, Contractor's daily logs, metered equipment hours, and field notes on work progress.

109-3.01 MEASUREMENT AND PAYMENT. Measurement of unit price items will follow the requirements in SSHC Section 109-1.02. A change to the method of measurement in the Contract requires a signed Change Order.

END OF SECTION

SECTION 201

CLEARING AND GRUBBING

201-1.01 DESCRIPTION. This work shall consist of clearing, grubbing, removing and disposing of all vegetation and debris within the designated areas of the project as shown in the plans, described in the scope of work or as directed by the Engineer.

This specification is only applicable to construction projects, and not maintenance. Typically there will be a set of plans issued with details on clearing limits. Commissioners should never have to use this specification, as the RSA and the Contractor may be liable for fines incurred due to permitting violations. Use Section 845 Roadway Vegetation Maintenance for clearing work within the R-O-W.

CONSTRUCTION REQUIREMENTS

201-2.01 CLEARING. Clearing shall consist of cutting and disposing of all trees, down timber, stubs, brush, bushes and debris from all areas designated. Trees falling outside the specified limits shall be removed and disposed of. The trees and brush in areas designated for clearing only shall be cut to a height of not more than 6 inches above surrounding ground unless otherwise specified.

201-2.02 GRUBBING. Grubbing shall consist of removing and disposing of all stumps, roots, moss, grass, turf, debris, or other objectionable material within excavation limits, and within fill limits and depth as designated on the plans. The grubbing shall progress in such a manner that erosion will be kept to a minimum. The Contractor shall provide a SWPPP in accordance with Borough, State and Federal law if the disturbed area is greater than 1 acre.

Except in areas to be excavated, stump holes and other holes from which obstructions are removed shall be backfilled with materials specified in the plans and specifications. All backfill materials shall be compacted in accordance with the specifications.

201-2.03 DISPOSAL. All vegetation and debris removed by clearing and grubbing shall be disposed of legally outside of the R-O-W.

201-3.01 METHOD OF MEASUREMENT. The work to be paid for will be the number of acres and fractions thereof, acceptably cleared and grubbed within the limits designated on the plans.

201-4.01 BASIS OF PAYMENT. The accepted quantities of machine clearing, hand clearing and grubbing will be paid for at the contract price per unit of measurement, completed and accepted.

Payment will be made under:

Pay Item No.	Pay Item	Pay Unit
201(1)	Machine Clearing	Hour
201(2)	Hand Clearing	Man-Hour
201(3)	Grubbing	Acre

END OF SECTION

SECTION 203

EXCAVATION & EMBANKMENT

203-1.01 DESCRIPTION. Excavate, haul, place, and compact or dispose of specified materials necessary to construct the project. Conform to the lines, grades, depths, and typical cross sections shown on the plans or as established.

This specification is usually only applicable to Construction Projects, or emergency repairs and not major maintenance. Typically there will be a set of plans issued with details on excavation limits. Commissioners should never have to use this specification, as the RSA and Contractor could be liable for fines incurred due to permitting violations. The Rural Services Engineer will determine when this specification should be used in emergency applications.

203-2.01 MATERIALS. Excavation: Waste excavation is all muck, organic materials, unsuitable rock, silt, clay materials which cannot be used as a structural or embankment foundation, as determined by the Contract or the onsite Engineer. Excavation that meets the specifications for other material used on the project requires prior approval by the Engineer.

1. Borrow. Material meeting the requirements of Selected Material, Section 703-2.07 SSHC:

Select Type	Sieve No.	Percent Passing by Weight	Plasticity Index
Type A	No.4	20-55%	≤ 6
	No. 200	0-6% determined on the minus 3-inch portion of sample	
Type B	No. 200	0-10% determined on the minus 3-inch portion of the sample	≤ 6
Type C		See SSHC Subsections 203-3.04 or 203-3.05	

203-3.01 CONSTRUCTION REQUIREMENTS.

1. Excavation. The excavation shall be finished to reasonably smooth and uniform surfaces. Excavation areas shall be kept free draining at all times while the work progresses. Excavation operations shall be conducted so that material outside the limits of slopes will not be disturbed. See Section 104 for erosion and sediment control requirements.

Obtain all permits required by law for such disposal. Furnish a copy of such permission, waiver of claims, and permits to the Engineer before commencing work. Otherwise, material shall be hauled out of the RSA and disposed of legally.

2. Ditch Construction. For establishing a new ditch for water storage or drainage. Follow the same requirements as Excavation, and add:

The ditch back slope must be inside the Borough road right of way. Check property corners, underground utilities and structures added to the right of way that may need relocation, such as mail and newspaper boxes prior to excavation. Property corners damaged by the Contractor's work shall be re-established at the Contractor's expense. Any conflicts with existing conditions

SECTION 203

shall be resolved with the Engineer before work commences. Follow ditch bottom grade lines as shown on the plans, or at the direction of the Engineer.

3. **Borrow.** Build embankment; bring the material up in lifts limited to 8" in depth prior to compacting or no greater than 1.5 times the largest rock size of the material, which ever is greater. Bench slopes greater than 4:1. Form benches wide enough to permit placement and compaction operations. Compact each lift to 95% of the optimum density.

203-4.01 METHOD OF MEASUREMENT. The accepted quantities of excavation, ditch construction or borrow will be paid for at the contract price, per unit of measurement, completed and accepted.

203-5.01 BASIS OF PAYMENT. Removal and disposal of excavation are subsidiary to this work.

Payment will be made under:

Pay Item No.	Pay Item	Pay Unit
203(1)	Excavation	Cubic Yard
203 (2)	Excavation	Lump Sum
203(3)	Ditch Construction	L.F.
203(4)	Ditch Construction	Mile
203(5)	Borrow	Cubic Yard
203(6)	Borrow	Ton
203(7)	Borrow	CY-Measured in Place

Inspection of Work and Approval for Payment

- The Rural Services Engineer will provide an inspection checklist if necessary.*

END OF SECTION

SECTION 301

AGGREGATE BASE AND SURFACE COURSE

301-1.01 DESCRIPTION. Construct an aggregate base course or aggregate surface course on a reconditioned roadbed, as approved by the Engineer.

This specification is generally for construction projects, and not major maintenance. Typically there will be a set of plans issued with installation details. If Commissioners reference this specification on work orders, typically the material should be 4 to 6" deep, the Contractor is required to have a grader or spreader, compaction and watering equipment on site. The new material should be compacted so well that it is difficult to make a dent in the new surface with your heel.

301-2.01 MATERIAL REQUIREMENTS.

1. Basaltic Aggregate. Meeting the grading in the table below, as determined by ATM WAQTC FOP for AASHTO T 27/T 11, sieve analysis of Aggregates and Soils.

Sieve	¾" Minus, % Passing by weight	1 ½" Minus % Passing by weight
1 ½ inch	-----	100
1 inch	100	70-85
¾ inch	70-100	60-75
3\8 inch	50-80	45-60
No. 4*	35-65	30-45
No. 8	20-50	22-37
No. 40	8-30	10-25
No. 200**	4-15	5-12

*A minimum of 70% by weight shall have at least one (1) fractured face, as determined by ATM WAQTC FOP for AASHTO TP 61.

**AASHTO M 147 recommends a min. of 8% for surfacing.

Use this material only on roads the RSA is not planning on paving or applying another asphalt surface treatment (ATM) in the near future. This material has too much fine material to be a suitable base for any asphalt surfacing. For gravel roads, the higher fine content contributes to the surface material binding tightly together for a good road topping. Some service areas use this material for road topping because it seems less dusty during dry conditions. All gravel roads require additional material added over time, due to losses from dust, run off, snow removal efforts and grading practices.

2. Crushed Aggregate. Meeting the grading shown in the table below, as determined by ATM WAQTC FOP for AASHTO 27/T 11, sieve analysis of aggregates and soils.

SECTION 301

SIEVE	GRADATION			
	BASE COURSE		SURFACE COURSE	
	C-1	D-1	E-1	F-1
1-1/2 in.	100			
1 in.	70-100	100	100	100
3/4-in.	60-90	70-100	70-100	85-100
3/8-in.	45-75	50-80	50-85	60-100
No. 4	30-60	35-65	35-65	50-80
No. 8	22-52	20-50	20-50	40-70
No. 50	8-30	8-30	15-30	25-45
No. 200	0-6	0-6	8-15	8-20

Crushed aggregate materials must also meet the following requirements unless otherwise noted:

Property	Surface Material	Test Method
L.A. Wear, %	45 maximum	AASHTO T-96
Degradation Value	45 minimum	ATM 313
Fracture, %	70, minimum, one face	WAQTC FOP AASHTO TP 61
Liquid Limit	35 maximum	WAQTC FOP AASHTO T 89
Plastic Limit	10 maximum	WAQTC FOP AASHTO T 90
Sodium Sulfite Loss	9 maximum, 5 cycles	AASHTO T 104

D-1 is the most commonly used aggregate as a base course for asphalt surface treatments. Note the 0 to 6% passing the No. 200 screen, this is desirable for asphalt because it drains water easily, which helps prevent damage to the asphalt surface in the spring. The low fine content is "non-frost susceptible" meaning there is enough space between the gravel particles to allow for expansion when water turns to ice without affecting the surfacing. The more fines passing the No. 200 screen, the less space is available for expansion, which creates a frost heaving and eventually potholes in asphalt surfaces.

3. **Crushed Asphalt Base Course.** Reclaimed asphalt, with a minimum asphalt content of 4%, crushed or processed so that 100% by weight passes the 2-inch sieve and 95-100% by weight passes the 1-1/2-inch sieve.

Recycled asphalt as a surfacing material provides a low dust surface, however, the crushed up asphalt varies widely in quality by asphalt content, handling and processing techniques. It is best used for base course under another asphalt surface treatment layer, and should be bid as a project with application rates for added asphalt emulsion, mixing instructions, and compaction testing.

301-3.01 GENERAL REQUIREMENTS.

1. **Placing.** Place the material in layers not exceeding 6 inches in depth.
2. **Mixing.** Mix the aggregate, adding water as needed to provide the optimum moisture content for compaction.

SECTION 301

3. Shaping. Shape surface to the appropriate crown as noted below on straight road sections, and super elevate curves as indicated on plans or by the Engineer. Shape shoulders to create uniform lines parallel to the centerline, to the original road width or as specified.
- Gravel Roads: 4% crown
 - Asphalt Surface Treatments: 3% crown
 - Asphalt Concrete Pavement: 2% crown

For straight road sections (no curves): Having a minimum of a 4% crown on a gravel road is essential to prevent potholes and discourage washboarding. Potholes form when there is no crown or a reverse crown develops over time with snow berm deposits left on the edge of the road. A 3% crown is desirable on chip seals and high float asphalt surfaces. 2% is the minimum on an asphalt road.

For curves: When the road is banked around a curve this is called the super elevation. Maintaining the correct super elevation around a curve is important for keeping cars on the road when drivers are driving a speed acceptable for the conditions. The correct super elevation is an engineered design element, and at no time should it be altered by the Contractor or the Commission.

4. Compaction. Shape and grade the material to the required grade. Water or aerate as necessary to obtain the optimum moisture content for compaction. Each layer shall be compacted to 98% of the maximum density. Density for aggregates shall be determined by WAQTC FOP for AASHTO T 310 and T 224 when requested by the service area. The Contractor shall coordinate testing in place density with the Commission or Engineer. For all aggregates except for Crushed Asphalt Base Course, the maximum density and optimum moisture will be determined by ATM 212. The in place density for Crushed Asphalt Base Course shall be determined by ATM 412. Check for smoothness with a 10-foot straight edge and remediate any surface deviations of more than 1".

When the RSA spends large sums of money on surfacing or base material, the Commission should consider testing, to ensure the material supplied meets the Specification. In order to test for compaction, there are a minimum of 3 tests required:

- 1. Gradation – this test makes sure that the material is proportioned properly. Having the correct proportion of each grain size will help the surfacing stay on the road longer.*
- 2. Proctor- this is test uses a sample of material to determine the optimum compaction for the optimum moisture content. Compaction tests cannot be performed without this test. If a testing technician tells you that he has an existing proctor to use, you may not get reliable information. I have seen technicians try various "proctors" in order to get the test to pass.*
- 3. Density testing- this usually performed by a certified testing firm, using a nuclear gauge. It provides a reading of wet and dry densities. Typical requirements for density are 95% of the optimum density for most compaction on roads. The only time the requirement is higher is for D-1 as a base for asphalt and then 98% compaction is required.*

301-4.01 METHOD OF MEASUREMENT. Completed work shall be paid for by the contract unit price. The Contractor shall provide an invoice from the aggregate supplier that shows the date, time, weight ¹ or measured quantity ², material type, material source and supplier name printed clearly on the invoice.

301-4.02 MINIMUM CALL-OUT AMOUNTS. All work items in this section shall have a minimum call-out amount of 70 tons or 40 cubic yards. 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.

¹ If weighed, invoice shall show the gross, tare and net weights.

² If by CY, the Engineer shall measure the quantity in place.

SECTION 301

301-5.01 BASIS OF PAYMENT. The accepted quantity of aggregate will be paid for at the contract price per unit complete, in place and accepted. Water required for compaction is incidental to this item.

Pay Item No.	Pay Item	Pay Unit
301(1)	Basaltic Aggregate, ¾" minus	Ton
301(2)	Basaltic Aggregate, 1-1/2" minus	Ton
301(3-___)	Crushed Aggregate, Grading ___	Ton
301(4-___)	Crushed Aggregate, Grading___	CY
301(5)	Crushed Asphalt Base Course	Ton

Inspection of Work and Approval for Payment

- Minimum 4% crown for gravel roads, 3% crown for base course under chipseal/high float, 2% minimum for base course under asphalt pavement.*
- Did the contractor have a water truck on site? Even if it is raining, he cannot get adequate compaction without water unless there is very intense rain the whole time he is rolling the material. Even if the Contractor says he cannot add water to Basaltic Aggregate, for example, because it sticks to his equipment, he can add water after rolling initially, let the water soak in and the surface dry enough to roll it again. It is also possible to mix water in during the blading process and start rolling after surface drying.*
- Well compacted surface. There shouldn't be roller marks left on the final surface.*
- No berms left along edge of road for surface course on gravel roads.*
- Verify the material specified by the work order matches the invoice. For instance Basaltic Aggregate comes from only one quarry in North Pole, and is generally more expensive than something the Contractor makes because of the haul distance. This material cannot be substituted for something the Contractor makes without some type of credit to the RSA.*
- If the Contractor provides material from his own pit, the Contractor should provide a copy of a material gradation to see if it meets the specifications for the material you have ordered.*
- Can you tell if you received the amount specified, like a thickness of 4"? Did the Contractor finish the areas defined in the work order?*
- Are there test results that need to be reviewed by the Engineer?*
- Do not approve payment until the work is completed satisfactorily.*

END OF SECTION

SECTION 303

RECONDITIONING

303-1.01 DESCRIPTION. This specification shall be used prior to adding any new aggregate to existing gravel roads. Re-grade the surface of an existing road, re-establish the crown, clean and grade the ditches to original grade lines, and shape shoulders to the original road width.

This specification is usually applicable to Construction Projects, and not major maintenance. Typically there will be a set of plans issued with details on reconditioning limits. Use this specification for prepare a road for an expensive topping treatment. Roads will hold the crown longer if the base is also built to the same crown as the topping treatment. The temptation to build a crown with surfacing material rather than use the reconditioning item may seem cost effective short term, but the surfacing material will bond to the subbase better if the road is reconditioned, rather than spreading material on a well compacted surface. More of your surfacing material will end up in the ditch, rather than the road if the existing surface is not prepared to add material.

303-2.01 MATERIAL REQUIREMENTS. None.

303-3.01 CONSTRUCTION REQUIREMENTS.

1. Recondition Road. Scarify the existing surface to the bottom of the deepest pothole or deep enough to recover material for re-establishing the crown. Recover surface material bladed off the shoulder when possible. Recovered material shall be free of mud and excessive vegetation. Any large cobbles must be bladed aside and disposed of as waste. Pulverize loose material to 2" or smaller. Shape surface to the appropriate crown as noted below on straight road sections, and super elevate curves as indicated on plans or by the Engineer. Shape shoulders to create uniform lines parallel to the centerline, to the original road width or as specified.
 - Gravel Roads: 4% crown
 - Asphalt Surface Treatments: 3% crown
 - Asphalt Concrete Pavement: 2% crown

Provide water as necessary during dry periods to achieve 95% compaction. The finished surface shall be smooth, uniform and thoroughly compacted. Maintain the surface until application of the surface course.

2. Recondition Ditches. Clean and grade ditches as shown on plans. Shape shoulders, and remove ditch wastes. Minimize contamination of the surface course.

Use Item 835(1) for routine ditch maintenance. Recondition Ditches is intended for use in conjunction with the Recondition Road item, and the expense of these two items in preparation of adding surfacing material; RSA's spending large sums of money should insist on engineering oversight for quality control and for contract compliance.

303-4.01 METHOD OF MEASUREMENT. Recondition Road in accordance with the specifications, will be paid for by the mile, per two-lane road. Recondition Ditches, in accordance with the specifications, will be paid for by the mile, one side of the road only. Watering, compacting, surface maintenance, and waste haul is incidental to these items.

SECTION 303

303-5.01 BASIS OF PAYMENT. The accepted quantities of reconditioning will be paid for at the contract unit price, completed and accepted.

Payment will be made under:

Item No.	Pay Item	Pay Unit
303(1)	Recondition Road	Mile
303(2)	Recondition Ditch	Mile

Inspection of Work and Approval for Payment

- Is there a minimum crown of 4% or as specified for the type of surface being used?*
- Did the Contractor remove large cobbles, shape shoulders, clean ditches of debris from this work?*
- Did the Contractor water and roll the road when completed? Do you have testing results?*
- Did the Contractor recondition all the mileage indicated on the work order?*
- Do not approve payment until the work is completed satisfactorily.*

END OF SECTION

SECTION 304

SUBBASE

304-1.01 DESCRIPTION. This work shall consist of furnishing, placing, and compacting subbase material on road embankments or in other locations.

This specification is only applicable to construction projects, and not major maintenance. Typically there will be a set of plans issued with details on the amount and type of subbase to build the road embankments.

304-2.01 MATERIALS. Meet the gradation and testing requirements in SSHC Section 703-2.09. The use of mine tailings meeting the gradation requirements shall be pre-approved by the Engineer.

REQUIREMENTS FOR GRADING FOR SUBBASE

Percent Passing by Weight

SIEVE	Grading A	Grading B	Grading C	Grading D	Grading E
4- in.	100	----	----	----	----
2-in.	85-100	100		----	----
1-in.	----	----	100	----	----
¾-in.	----	----	----	100	----
No. 4	20-55	20-55	40-75	45-80	----
No. 16	----	----	20-43	23-50	----
No. 200	10 Max	0-6	4-10	4-12	0-6

304-3.01 CONSTRUCTION REQUIREMENTS. The maximum compacted thickness of any one layer shall not exceed 8 inches. During placement of the subbase material on the roadway, the roadway surface shall be adequately drained at all times. Shape surface to the appropriate crown as noted below on straight road sections, and super elevate curves as indicated on plans or by the Engineer. Shape shoulders to create uniform lines parallel to the centerline, to the original road width or as specified.

- Gravel Roads: 4% crown
- Asphalt Surface Treatments: 3% crown
- Asphalt Concrete Pavement: 2% crown

Provide water as necessary during dry periods to achieve 95% compaction. The finished surface shall be smooth, uniform and thoroughly compacted. Maintain the surface until application of the surface course if specified.

Field densities shall be determined by WAQTC FOP for AASHTO T 310 and T 224 when requested. Maximum density and optimum moisture shall be determined by ATM 212.

SECTION 304

304-4.01 METHOD OF MEASUREMENT. Subbase will be measured by the ton. The Contractor shall provide weight tickets with invoice for payment. Use of CY measure is limited to projects with engineering oversight.

304-5.01 BASIS OF PAYMENT. The accepted quantities of subbase of the size, type, and grading specified will be paid for at the contract price per unit of measurement, complete, in-place and accepted.

Payment will be made under:

Item No.	Pay Item	Pay Unit
304(1-__)	Subbase, Grading __	Ton
304(2-__)	Subbase, Grading __	CY

*Inspection of work and approval of payment:
Check with Rural Services about using this specification.*

END OF SECTION

SECTION 401

SECTION 401

ASPHALT PAVEMENT REPAIR

401-1.01 DESCRIPTION. Provide plant-mixed hot asphalt concrete and crack sealant for repairs and patching existing asphaltic surfaces.

Use this specification with work orders for patching and repair items.

Asphalt surface paving is only applicable to construction projects, and not road maintenance. Typically there will be a set of plans issued with installation details, and extensive specifications on testing requirements.

401-2.01 MATERIALS. Asphalt: Meet the requirements in the table below for the Job Mix Design performed using ATM 417:

DESIGN PARAMETERS	CLASS "A"	CLASS "B"	CLASS "C"
Stability, pounds	1800 min.	1200 min.	750 min.
Flow, 0.01 inch	8-14	8-16	8-18
Voids in Total Mix, %	3-5	3-5	2-5
Compaction, number of blows each Side of test specimens	75	50	35
Percent Voids Filled with Asphalt (VFA)	65-75	65-78	70-80
Dust-asphalt ratio*	0.6-1.4	0.6-1.4	N/A
Voids in the mineral Aggregate (VMA), %, min.			
Type I	12.0	11.0	N/A
Type II	13.0	12.0	N/A
Type III	14.0	13.0	N/A

*Dust –asphalt ratio is the percent of material passing the No. 22 sieve divided by the percent of effective asphalt (calculated by weight of mix).

Asphalt Surface Repair:

1. **Asphalt Patching.** Use asphalt cement grade PG 52-28 containing 6% (+/- .5% tolerance) asphalt cement by weight of the dry aggregate. Asphalt surface maintenance work requires the use of a tack coat meeting the requirements in SSHC, *Section 702, Asphalt Materials*. Asphalt concrete pavement aggregate shall meet the gradation requirements for Asphalt Concrete Type III aggregate.

Use the Asphalt Patching item for repair of potholes, repairs due to subsurface excavation work, or other damage to the asphalt that goes through the full depth of pavement.

SECTION 401

2. Skin Patching. Shall meet the requirements of Asphalt Patching.

Use the Skin Patching item for sealing surface areas with many small cracks, to smooth surface scars and damage or to apply to cracks with gaps greater than 1" wide. Skin Patching may also be used to even out any surface irregularities that makes for a rough driving surface.

3. Crack sealing. Hot poured, meeting the requirements of D6690 Type IV for cold temperature climates. Submit material data/spec sheet with invoice for payment.

*Use Crack sealing for cracking that is seasonally widened, cracks are open the widest during the winter months, and smallest in the summer. These are usually transverse cracks that run from shoulder to shoulder. It is good to allow these cracks to move with the rest of road structure seasonally. The material needs to pliable and compressible in order to prevent making the cracks worse. Allowing water into the cracks will create erosion of the base layer, which in turn will degrade the pavement over time because there is too much water in your base. It is important to catch these the first year after new asphalt paving. **ALL ASPHALT CRACKS BECAUSE OF TEMPERATURE EXTREMES IN THIS AREA OF THE STATE.** Keeping the cracks sealed properly will extend the life of your asphalt surfacing.*

4. Crack filling. Hot poured, meeting the requirements of Crafcro ROADSAVER 522. Submit material data/spec sheet with invoice for payment.

Use Crack filling for cracks that are up to an inch wide, from damage such as frost heaving, seasonal cracks that have never been sealed and have gotten worse over time or aged asphalt joints. These cracks can be up to an inch wide, and if not maintained with crack fillers, the surface will degrade much faster because the cracks are wide enough to trap surface water from storms. Without filling, the crack edges will begin to roll over, the base will erode over time, and the asphalt will degrade until a pothole is formed.

5. Blotting material. Sand shall be 100% passing the #8 sieve; other blotting materials shall be submitted for approval by the Engineer.

This material is not paid for separately and is part of the process for providing asphalt repairs. This is used when asphalt materials are used excessively or enough is spilled to create "tracks". Spilled or excessive material must be cleaned up immediately to prevent contaminated run off, tracking of the material by cars, people and pets.

401-2.02 AGGREGATES. Use gradation requirements for Asphalt Concrete Type III aggregate as follows:

Sieve Designation	% Passing By Weight
½ inch	100
3/8 inch	80-90
No. 4	44-81
No. 8	40-66
No. 16	16-59
No. 30	9-49

SECTION 401

No. 50	6-36
No. 100	4-22
No. 200	3-7

Asphalt aggregates will meet the requirements of SSHC 703-2.04 *Aggregate for Asphalt Concrete Pavement*.

This type of asphalt has smaller material than typical asphalt used for paving streets, which has the largest aggregate size of ½" . Using smaller aggregate allows the Contractor to skin patch and fill small potholes.

401-2.03 ANTI-STRIP ADDITIVES. Use anti-strip agents in the proportions determined by ATM 414 and included in the mix design. At least 70% of the aggregate must remain coated when tested according to ATM 414.

Do not worry about this additive, this is used to help coat the aggregate uniformly.

401-3.01 CONSTRUCTION REQUIREMENTS. For Asphalt Pavement, follow the construction requirements in SSHC Section 401, subsections 3.01 thru 3.16.

For All Repair Items. All repair work requires surface sweeping and removal of loose aggregate prior to repairing the surface with asphalt products. The Contractor is responsible for removing all debris from the service area. The Contractor shall submit a copy of the manufacturer's recommended installation procedures. All work must be protected until material is cooled or cured, per the manufacturer's instructions, as applicable. Over spray of tack coat shall be covered with blotter material. Any tracking of material shall be cleaned up by the Contractor.

Use the Asphalt Patching item for repair of potholes, repairs due to subsurface excavation work. Large patching areas will look better if saw cut first.

Are you wondering why the Contractor can't just fill the pothole with asphalt? All the publications we have read regarding proper pothole repair recommends matching the surrounding asphalt structure as much as possible. It may take a bit more labor and effort for your contractor to add D-1, compact with water, add the asphalt tack to the repair area, and finally add the asphalt and compact it, but that is what the bid price includes. The problem with filling up the entire pothole with asphalt is it is difficult to get compaction on thick asphalt with small compactors, and the pothole also will have a different density than the surrounding asphalt. If you have ever noticed a bump at bridge abutments where potholes have developed, it is the same problem you will develop with your potholes if built differently from the rest of the road; different material density and durability, subject to traffic. The weak area will be the area surrounding your original pothole, so the pothole repair is making more potholes long term!

1. Asphalt Patching. Compact the underlying material, adding water and D-1 as needed. The asphalt patch shall be a minimum of 2" thickness; if the existing asphalt is thicker than 2", match the existing thickness. There will be no standing water present prior to application of tack. Tack coat shall be applied to all asphalt edges. Over fill the hole slightly and compact thoroughly. Batch tickets that clearly indicate the type of asphalt cement and the percentage used in that batch shall be turned in to Rural Services with the invoice for payment. After compaction the patch shall be slightly overfilled, but no more than 3/8". Check for smoothness with a 10-foot straight edge, and remediate any surface deviations of more than 3/8".

Use the Skin Patching item for leveling depressed areas, ruts, dense small cracks and for cracks that have widened and deformed so much that the crack can be felt by driving over it.

SECTION 401

2. Skin Patching. Sweep existing asphalt and apply tack coat to the entire area to be patched. Apply asphalt to treated area and compact thoroughly. Check for smoothness with a 10-foot straight edge, and remediate any surface deviations of more than 3/8".

Use the Crack sealing item for cracks that are wider in the winter than the summer. The material used is intended to keep water or other material, rocks or debris from falling in the crack and creating more damage with the next seasonal movement.

3. Crack sealing. All crack sealing shall be performed in accordance with the manufacturer's recommendations.

Use Crack filling for older cracks that have not been repaired. These Cracks will be typically 3/4" to 1" wide, and have lost some of the underlying material.

4. Crack filling. Crack filling shall be performed in accordance with the manufacturer's recommendations.

Use saw cutting on work orders when a large area of asphalt is going to be patched, to match existing asphalt pavement and high float surfaces. Saw cutting doesn't work very well on road with chip seal surfacing, although saw cutting will make an irregular area look better than not saw cutting.

5. Saw Cutting. Saw cutting pavement edges, if required, will be specified in the Work Order. Saw cutting is not required for asphalt patching of potholes.

As a general rule of thumb on testing, the amount the RSA chooses to pay for testing should be proportional to how much money is being spent on the material. This is the most expensive material used on RSA roads, and when paving is performed as part of a project, the Engineer will require enough testing to ensure product quality and consistency. Your Contractor buys the asphalt from a local producer, and he may not get the specification he ordered. Have your Contractor provide batch sheets that show the weights and oil proportions. All asphalt plants are automated and should be capable of providing batch information.

Testing requirements for Asphalt Pavement. Asphalt content will be determined by ATM 405.

Density testing and thickness determination by core samples will be taken at least 24 hours after final rolling. Each six-inch diameter core sample will be taken at random locations determined by the Engineer. The location of each core will be documented by the tester and all core samples must be taken in the presence of the Engineer. In the absence of construction staking, the sampler shall use swing ties from permanent fixtures, and provide a sketch of locations and measuring.

Testing for gradations shall conform to SSHC subsection 703-2.04.

401-4.01 METHOD OF MEASUREMENT. Asphalt Pavement and repair items shall be paid for at the contract unit price, completed and accepted. The costs of D-1, compaction, water, tack coat, anti-strip additives, and removal of waste/excess material, including sweeping loose aggregate, are included in the unit price for the pay item.

401-4.02 MINIMUM CALL-OUT AMOUNTS. The work items in this section shall have minimum call-out amounts as follows:

- Asphalt patching and skin patching: 120 square feet
- Crack sealing and filling: 200 lineal feet

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.

SECTION 401

401-5.01 BASIS OF PAYMENT. The accepted quantities of Asphalt Pavement and Repairs items shall be paid for at the contract unit price, completed and accepted.

Item No.	Pay Item	Unit
401(1-__)	_ - inch Asphalt Concrete	Square Foot
401(2)	Asphalt Patching	Square Foot
401(3)	Skin Patch	Square Foot
401(4)	Crack Sealing	Lineal Foot
401(5)	Crack Filling	Lineal Foot
401(6)	Saw Cutting	Lineal Foot

Inspection of Work and Approval for Payment

- Did the Contractor clean and prepare the area according 401-3.01 prior to work?*
- Did the Contractor use a compactor for asphalt patching and skin patching?*
- Compaction by traffic is not okay! The RSA is already paying for compaction through the bid price and Commissioners do not have the authority to change the Contract.*
- Testing asphalt is not required for small repairs, such as pothole repairs.*
- Did the Contractor use a compactor for asphalt and skin patching? intended for projects to ensure quality requirements are met.*
- Did the Contractor clean up debris and oil after completing the work?*

END OF SECTION

SECTION 603

CULVERT & STORM DRAINS

603-1.01 DESCRIPTION. This work is for replacing existing culvert(s) and/or repairing damaged culverts, hereinafter referred to as "pipe". Prior to start of this work, ditches shall be cleaned and restored per Section 835 Drainage System Maintenance including all necessary excavation, backfill and imported backfill material.

New culvert installation where there no existing culvert is only applicable to construction projects. Typically there will be a set of plans issued with installation details or Rural Services will assist with the culvert staking. Installing a new culvert requires engineering to determine the culvert size, the best location and impacts on downstream properties. Properties impacted by changing the established drainage pattern may cause expensive repairs for properties downstream, and the RSA may be liable for damages.

Use this specification on maintenance work orders for replacement of existing culverts or culvert repair items.

603-2.01 MATERIALS.

Pipe. Corrugated steel pipe, and coupling bands, shall conform to the requirements of AASHTO M36 and ASHTO M303 for required sectional dimensions and gages.

PIPE DIAMETER	MINIMUM COVER AMOUNT	GAGE (THICKNESS)
12-Inch to 48-Inch	12-inches	16 (0.064")

Gages and depth of burial ranges for larger pipe can be found in the DOT&PF Standard Drawings under Pipe and Arch Tables (D-04.21). Use of plastic or aluminum pipe requires approval by the Engineer.

Coatings.

1. Use zinc coated steel meeting AASHTO M 218
2. Aluminum-coated steel meeting AASHTO M 274
3. Aluminum-zinc alloy coated steel meeting AASHTO M 289

Coupling Bands.

1. Type A. Coupling bands shall be a minimum of 24" wide. Coupling corrugations gage shall match those of the pipe.
2. Type B. (Dimple bands) Coupling bands shall be a minimum of 24" wide. Bands shall have at least two (2) circumferential rows of projection for each pipe end being joined. Type B bands require a gasket that is resistant to infiltration and leakage.

Note: Connection of dissimilar metal culverts requires a minimum of 1/16th inch thick insulating material between the coupling bands for corrosion protection. Material requires approval prior to use from the Engineer.

All bolted connections on coupling bands shall be furnished with cut-washers placed between the nut and the angle bracket, or nuts with integral washers of materials compatible with the bands.

SECTION 603

603-3.01 EXCAVATION AND BACKFILL. Corrugated pipe shall be installed so that the top of the pipe is a minimum of 12 inches below the road surface or as indicated on the plans. For hilly terrain, culvert replacement shall have a gradient that follows the original ground line, but in no case shall be less than 1.5 percent. For level terrain, pipe may be laid flat if used for equalizing water. Use selected material, Type A for 6" below the pipe, backfilling and compacting until a minimum of 6 inches above the pipe. The remaining backfill material shall match the layers of the surrounding materials. When the existing excavated material is not suitable for backfill, as determined by the Engineer, imported backfill material shall meet the following sieve requirements:

<u>Sieve Designation</u>	<u>% Passing by Weight</u>
2 inch	100
No 4	30-70
No 200	10 max

Compact material around the pipe in layers 6 inches in depth, to a density of not less than 95% of the maximum density as determined by AASHTO T 99. In-place field densities will be determined by AASHTO T 310.

The pipe outlet shall be constructed to prevent erosion of the embankment.

603-3.02 CULVERT MODIFICATIONS. Damaged pipe sections scheduled for repair or cut to fit the slope shall be cut by either sawing or torch cutting. All slag shall be removed and the end section ground reasonably smooth after torch cutting. Krylon Industrial Quality Cold Galvanized Spray, or an approved equivalent, shall be sprayed on galvanized pipe after cutting per manufacturer's instructions. Care shall be taken during the cutting operation to leave the remaining end square so that the joint will be reasonably flush and even.

603-3.03 JOINING PIPE. Corrugated pipe shall be firmly joined by coupling bands. Unless specified otherwise, the Contractor shall have the option of furnishing any one of the following types of coupling bands:

1. Corrugated bands furnished and installed such that band corrugations match those of the pipe. Such bands shall be not less than manufacturer's recommended width and installed such that the gap between adjoining sections of pipe does not exceed three (3) inches.
2. Deformed steel sheet bands (dimple bands) furnished and installed such that the projections fit within the pipe corrugations. Such bands shall be not less than manufacturer's recommended width and installed such that the gap between adjoining sections of pipe does not exceed three (3) inches.
3. If helically corrugated pipe with at least two annular corrugations rolled into each end is furnished, a band specifically designed to couple this pipe may be used. This band width shall be as recommended by the manufacturer, shall have a continuous annular corrugation on each side that matches the second corrugation of the pipe installed and shall be drawn together by at least two 1/2 inch bolts through the use of a bar and strap suitably welded to the band. These bands shall be furnished with two threaded steel tightening rods with a suitable connecting fitting. The tightening rods shall circumscribe the pipe in the band grooves and be securely tightened to furnish greater joint integrity.
4. Any other band that provides equal structural integrity and has been approved in writing by the Engineer.
5. All bolted connections on coupling bands shall be furnished with cut-washers placed between the nut and the angle bracket, or nuts with integral washers

SECTION 603

603-4.01 METHOD OF MEASUREMENT. Corrugated pipe will be measured by the linear foot. Coupling bands will be measured by the number of units installed. Imported backfill material required for backfill shall not be measured for payment but shall be considered subsidiary to culvert installation and repairs.

603-5.01 BASIS OF PAYMENT. All equipment, labor and imported backfill required for culvert installation and repair shall be included in the unit price for corrugated pipe.

The quantities shall be paid for at the contract price per unit of measurement, completed and accepted. Numerical suffixes shall be the pipe diameter in inches.

Payment will be made under:

ITEM NO	PAY ITEM	PAY UNIT
603(1-___)	___ Inch Pipe	Linear Foot
603(2-___)	___ Inch Coupling Band	Each

Inspection of Work and Approval for Payment

- Ditches cleaned to original depth prior to the start of work?*
- Replacement culvert is the same size as existing?*
- Pipe length is long enough to match the slope at the bottom of the pipe. Culverts should never be installed to "hang" beyond the embankment. The service area should not pay for any more pipe than is required to span the road embankment.*
- Generally, the pipe bottom should not be buried deeper than the ditch bottom, nor should it be higher than the existing ditch bottom. Replacement culverts should always be installed at the exact depth of the existing culvert.*
- The price of this item includes everything required to install a culvert. Do not pay the contractor additionally for selected material, new surfacing or pipe.*
- Did the contractor properly compact around the culvert and dress the road, shoulders and ditch to the preinstallation condition?*

END OF SECTION

SECTION 610

SECTION 610

DITCH LINING

610-1.01 DESCRIPTION. This work shall consist of furnishing and placing ditch lining material and performing required excavation in accordance with these specifications at the locations and in reasonably close conformance with the plans or as directed by the Engineer.

Ditch lining is applicable for construction projects. Use this specification on work orders for ditch or culvert outfall erosion problems.

610-201 MATERIALS. All stones shall be sound and durable and have a maximum size of 8 inches in greatest dimension. No more than 50% by weight of material shall pass a 3-inch sieve as determined by WAQTC FOP for AASHTO T 27/T 11.

610-3.01 CONSTRUCTION REQUIREMENTS. Sufficient excavation shall be performed as shown on the plans and as directed by the Engineer. Ditch lining materials shall be placed and spread so that the finished surface shall be reasonably uniform and in conformance with the lines and slope shown on the plans, or as directed by the Engineer.

610-4.01 METHOD OF MEASUREMENT. The ditch lining quantities shall be paid for at the contract unit price, completed and accepted. Provide weight tickets or verification of cubic yard measure with invoice for payment. Excavation and waste haul will be considered subsidiary to this item.

610-5.01 BASIS OF PAYMENT. Payment will be made under:

Item No.	Pay Item	Pay Unit
610(1)	Ditch Lining	Cubic Yard
610(2)	Ditch Lining	Ton

Inspection of Work and Approval for Payment

- Did the contractor provide a weight ticket if paid for by tons?
- Did the contractor cover all the area required?
- The graded ditch lining should be spread neatly, allowing drainage without erosion.

END OF SECTION

SECTION 615
SIGN INSTALLATION

615-1.01 DESCRIPTION. This work consists of all materials and labor required to install or replace existing signs and posts.

The sign specification is only applicable to new construction projects. All traffic signs require approval by the Director of Public Works in accordance with Title 12, State Law and Federal Regulations. RSA's need to request signs, both new and replacements in order to allow the Borough to maintain a meaningful sign inventory. Use the culvert marker specification to protect culverts from damage, and to replace rebar used in previous specifications.

615-2.01 MATERIALS.

1. Sign Panels. Sign panel material shall be 5052H38 Aluminum or equal 0.08" thick, and shall meet the requirements of SSHC Section 730, Sign Materials, 730-2.01 Sheet Aluminum.
2. Retroreflective Sheeting. Shall use ASTM Type IV High Intensity Prismatic Sheeting or equal on sheet aluminum.
3. Sign Posts and Bases. Shall be 2" perforated tube, minimum thickness of 12 gauge, cold-rolled carbon steel, and meets the requirements of ASTM A 653 and ASTM A 924. Zinc coating of the posts and bases to meet the coating designation G90. Post and base perforations shall be continuous the length of the metal with 7/16 diameter holes on one inch centers. Bases shall be 2-1/4" perforated steel matching the posts.
4. Sign and Post Hardware. Use 3/8" diameter conforming to aluminum alloy 6061-T6 with washers for signs for sign-to-post attachment and 3/8" diameter bolts, nuts and flat washers of galvanized steel, or as recommended by the post manufacturer.
5. Culvert Markers. Durable plastic material or other material approved by the Engineer. Plastic material must be resistant to ultraviolet light, ozone, hydrocarbon damage and remain flexible at a temperature of minus 40° F. Provide posts with reflectors that are capable of being self-erecting and remain serviceable after repeated impacts by vehicles and equipment. Reflector must meet the requirements of AASHTO M 290.

Type A. Tubular plastic or fiberglass.

Type B. Flexible plastic strips.

615-3.01 GENERAL REQUIREMENTS.

1. Sign Panels: Mount signs with rivets, following the DOT&PF Standard Drawings: S-00.10 for light signs, S-05.01 for sign height, sign offset, and orientation of the sign facing the direction of travel.
2. Sign Posts and Bases: See the DOT&PF Standard Drawing S-30.03 for detailed drawings. Use chart for 2" perforated steel tube (pst) for embedment depth without concrete.
3. Culvert Markers: Install culvert markers on the approach side of the culverts, field inlets, or end sections to cross culverts. Install following manufacturer's recommendations, leaving a 42-inch length above ground.

SECTION 615

615-4.01 METHOD OF MEASUREMENT.

1. Sign Installation shall be paid for by square foot, installed.
2. Sign Post installation shall be per post, installed.
3. Culvert Markers shall be paid for per post, installed.
4. Post digging, concrete if specified for base, and hardware required for installation is subsidiary to the items of work.

615-5.01 BASIS OF PAYMENT. The Contractor shall submit a copy of the invoice from the sign manufacturer with certifications verifying conformance to the specifications and quantity before payment is made. The quantities shall be paid for at the contract price per unit of measurement, completed and accepted.

Item No.	Pay Item	Pay Unit
615(1)	Sign Installation	Square Foot
615(2)	Sign Post Installation	Each
615(3-___)	Culvert Markers, type___	Each

Inspection of Work and Approval for Payment

Did the Contractor provide culvert markers, meeting the specifications, for all culvert ends requested?

END OF SECTION

SECTION 630

GEOTEXTILE

630-1.01 DESCRIPTION. Prepare surfaces, and furnish and place geotextiles for embankment separation and/or stabilization as shown on the plans or directed by the Engineer.

This item is applicable only to new construction projects. The use of geotextiles is usually for stabilization or separation. Separation geotextile is the type normally used for preventing silt from pumping through a good gravel base. Using the wrong geotextile for the incorrect application isn't going to help. One RSA had separation geotextile applied to a road to be paved, and a drill report showed the material placed on top of the geotextile had more silt in it than the existing road!

630-2.01 MATERIALS. Geotextiles and sewing thread:

Separation. Meet AASHTO M 288 for Separation, except provide a minimum permittivity of 0.05 sec^{-1}

Stabilization. Meet AASHTO M 288 for Stabilization, except provide a minimum permittivity of 0.08 sec^{-1}

Other geotextile materials require pre-approval by the Engineer.

630-3.01 CONSTRUCTION.

1. Surface Preparation. Prepare surface by removing stumps, brush, boulders and sharp objects. Fill holes and large ruts with material shown on the Plans or as approved by the Engineer.
2. Geotextile Placement. Unroll geotextile directly onto the prepared surface. Stretch geotextile to remove any creases or wrinkles. Do not expose geotextiles to the elements for longer than 5 days after removal of protective covering.
 - A. Separation. Lay geotextile for embankment separation parallel to roadway centerline. On horizontal curves, place in segment lengths not exceeding those listed in Table 360-1 Section 729, Geotextile, SSHC, with butt ends cut to match and sewn or overlapped. On tangents, straighten the geotextile and sew or overlap butt ends.
 - B. Stabilization. Lay geotextile for embankment stabilization perpendicular to the roadway centerline.
3. Joining. Join geotextile for embankment separation by sewing or overlapping. Join geotextile for stabilization by sewing or a bonding or attachment process as recommended by the manufacturer and approved by the Engineer.
 - A. Sew seams with a butterfly or J-seam. Use a double-thread chain stitch, or lock stitch. Bring adjacent section of geotextile together and fold so that the stitching penetrates four layers of geotextile for the full seam length. Make the stitching line 1-1/4 inches from the folded edge of the seam and at least 1/2 inch from the free edge of the geotextile.
 - B. Overlapped sections must overlap a minimum of 3-feet.
4. Material Placing and Spreading. During placing and spreading, maintain a minimum depth of 12 inches of cover material at all times between the fabric and the wheels or tracks of the construction equipment.

Spread the material in the direction of the fabric overlap. Maintain proper overlap and fabric continuity. If sewn or bonded seams are used, place the cover material and spread in only one direction for the entire length of the geotextile. On weak sub-grade spread the cover material simultaneously with dumping to minimize the potential of a localized sub-grade failure.

SECTION 630

Compact using a smooth drum roller. Do not allow construction equipment to make sudden stops, starts or turns on the cover material.

5. Geotextile Repair.

- A. Separation. Overlay torn area with geotextile with a minimum 3-foot overlap around the edges of the torn area. Ensure that the patch remains in place when material is placed over the affected area.
- B. Stabilization. Sew or bond according to Subsection 630-3.01.3.

630-4.01 METHOD OF MEASUREMENT. By multiplying, the plan neat line width by the measured length in final position parallel to installation centerline along the ground surface. No allowance will be made for overlap, whether at joints or patches.

630-5.01 BASIS OF PAYMENT. Payment will be made at the contract unit price per square yard. This price shall be full compensation for furnishing all materials, preparation, delivering and laying the fabric and for all labor, equipment, tools and incidentals necessary to complete this item.

Payment will be made under:

Item No.	Pay Item	Pay Unit
630(1)	Geotextile for Separation	Square Yard
630(2)	Geotextile for Stabilization	Square Yard

*Inspection of Work and Approval for Payment
Call Rural Services prior to installation.*

END OF SECTION

SECTION 803

SNOW REMOVAL

803-1.01 DESCRIPTION. Remove snow and hardpack from roadway surfaces.

There are two very good reasons for RSA's to keep the snow removed from your roads rather than save money by skipping a plowing:

1. Safety-This is the primary responsibility for all RSA, providing safe passage. Allowing ruts to develop on roads is not safe, especially in the hills or where sight distance is limited. Not providing basic maintenance services could turn into an expensive liability for the RSA.

2. The most damage to roads all year occurs when the snow is not properly removed. Work with your RSA Contractor to minimize the amount of snow left on the road at the end of winter. Clearing at least a foot down the shoulder each spring will ensure water can runoff and not be trapped by berms left on the road. Install culvert markers to help the contractor from blocking major drainages with snow berms. Make sure the contractor can get the snow off the road by ensuring the contractor has a clear right of way area for snow storage that is brushed, and encroachment free.

803-2.01 MATERIALS. None.

803-3.01 SNOW REMOVAL REQUIREMENTS.

1. GENERAL REQUIREMENTS

- A. Inform the Commission of structures, vehicles or other items that interfere with proper snow removal operations.
- B. Remove snow the full width of roadway, shoulder to shoulder, each time the snow is plowed.
- C. Within the limits of the snow accumulation referenced below, when the Contractor is required to move snow berms beyond the shoulder to maintain roadway width, work shall be considered incidental to snow removal requirements.
- D. Leave a smooth driving surface with every snow removal.
- E. Respond to snow removal call-out within 12 hours for clearing collector roads or roads designated for first response in the Special Conditions.
- F. Remove berms from driveways, side roads, multi-use paths, trail crossings, and in front of fire hydrants during the snow removal work.
- G. Do not stockpile snow at the inlet or outlet of a marked culvert.
- H. The Contractor may come back within 36 hours to perform cul-de-sac plowing, winging for shoulder definition (if required), and for sight distance maintenance at intersections and driveways.
- I. Maintain sight distance by keeping berms below 30" high at all intersections, for at least 30 feet in any direction.

2. Snow Removal with Grader. Meet all the Snow Removal General Requirements.

- A. Gravel roads, Chip Seals, or RAP Surface. Remove snow to the top of hardpack surface. Do not remove existing surfacing material. Remove all washboards and ruts each time the road is plowed.

SECTION 803

- B. Asphalt Pavement Surface. Remove snow to asphalt unless stated otherwise in the RSA special conditions. Do not damage asphalt.

Use Snow Removal with Grader to remove snow down to the road surface for each plowing, like on steep hills or to smooth the hardpack surface. A grader has the ability to cut into the snow hardpack.

3. Snow Removal with Plow Truck. Meet all the Snow Removal General Requirements. Driveways and intersections require no extra clean up as long as the plowed snow is cast off the roadway and a snow berm is not created.

Use a plow truck if not removing the snow pack at each plowing. If the speed of the plow truck is too slow, berms will be left in driveways and intersections. The Contractor cannot leave berms across any access point, and is required to come back and remove the berms – see General Requirements, F. above.

4. Hardpack Removal. Meet applicable Snow Removal General Requirements. Clear the road surface and fore slopes of all snow 1' beyond the shoulder. Remove hardpack snow and berms to the downhill side of the road on sidehills. The Contractor shall be responsible for all damages to road surfacing and crown caused by removal operations and for damage to any facilities located in or along the roadway. All hardpack removal shall commence within 48 hours from time the Contractor is called out by the Commission.

Hardpack needs removal prior to the start of spring melt, before the temperatures are consistently above freezing during the day, typically the 1st half of March. If hardpack is not removed before the road bed starts thawing, melted snow will bond with the surface layer on gravel roads during the daily freeze-thaw cycle of spring. After this melt occurs, it will be difficult to remove any residual ice, and the road will take longer to dry out.

5. Snow Hauling: Remove snow and hardpack snow from designated areas of the RSA by truck. Contractor is responsible for all permits and securing access to snow dumpsites located outside of the RSA. Snow hauling shall commence within 48 hours from the time the Contractor is called out by the Commission. The contractor shall notify the Commission at least 16 hours prior to commencing hauling to allow for a truck counter.

Snow hauling should only be used when snow storage areas are full or as called for in special conditions.

6. Emergency Access Snow Removal. The Service Area Contractor shall provide emergency access snow removal as requested by the commission. Emergency access snow removal is limited to the roads depicted on the service area map and summarized on the service area mileage summary.

Emergency access snow removal is used by Service Areas that have elected to maintain road(s) that was not eligible road for maintenance, because it did not meet the Title 17 Standards.

803-4.01 METHOD OF MEASUREMENT. Snow removal items will be measured by the mile and shall include as many passes as necessary to remove snow according to the removal requirements. The contract price for this section does not apply and the contractor may request to negotiate an adjusted price per Section 106, Work Orders, if:

1. Snow Removal: Twelve inches or more of snow has accumulated within a one week time period. The 12" of snowfall accumulation is according to snowfall records kept by the National Weather Service for the Fairbanks International Airport.
2. Hardpack Removal: Three inches or more of hardpack has accumulated. If the Commission and the Contractor disagree on the depth of hardpack, the Engineer will be called to make a determination before the hard pack removal commences by measuring the snow thickness at

SECTION 803

each shoulder, the wheel tracks on both lanes of traffic, and at the centerline. The Engineer will take these measurements at a minimum of six (6) locations. The average of these measurements shall determine the depth of hardpack.

This requirement is in place because it costs contractors much more to remove the hardpack when the thickness is more than 3 inches. Keep this in mind throughout the year.

Snow Hauling will be measured by the 12 cubic yard truck load and shall include all costs associated with hauling such as equipment, labor, loading, travel, dumping, etc. Trucks shall be heap-loaded with a minimum of 12 cubic yards of snow and/or hardpack snow. Prior to snow hauling, any variance in the truck hauling capacity shall be negotiated with the Commission.

803-5.01 BASIS OF PAYMENT. Snow Removal and Hardpack Removal will be paid for at the Contract unit price per mile, or portion thereof, completed and accepted. Snow Hauling will be paid for at the Contract unit price per load, completed and accepted.

Payment will be made under:

Pay Item No.	Pay Item	Pay Unit
803(1A)	Snow Removal less than 80" of Accumulation	Mile
803(1B)	Snow Removal more than 80" of Accumulation	Mile
803(2A)	Snow Removal w/ Grader less than 80" of Accumulation	Mile
803(2B)	Snow Removal w/ Grader more than 80" of Accumulation	Mile
803(3A)	Snow Removal w/ Plow Truck less than 80" of Accumulation	Mile
803(3B)	Snow Removal w/ Plow Truck more than 80" of Accumulation	Mile
803(4)	Hardpack Removal	Mile
803(5)	Snow Hauling	Load
803(6_)	Emergency Access Snow Removal –	Hour

Inspection of Work and Approval for Payment

Snow Removal

- Snow removed shoulder to shoulder.*
- No berms at intersections, driveways and trails.*
- Marked culverts clear of snow.*
- Berms less than 30" high at intersections.*
- Verify that the mileage invoiced for the pay item is the actual length of roads cleared and not just the total length of roads listed for your service area.*
- Do not approve payment until the work is completed satisfactorily.*

Hardpack Removal – Same as snow removal with these added requirements

- Snow removed to 1 foot past the shoulder.*
- Snow plowed to downhill side of road.*

END OF SECTION

SECTION 804

SECTION 804

SANDING OF ROADWAYS

804-1.01 DESCRIPTION. This work shall consist of sanding roadways and road intersections.

Use this specification to improve traction in the winter months. This item is a very important safety item during the winter months. Ambulances and fire trucks (in fire service areas) need good traction at intersections and hills for 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:

<u>Sieve Designation</u>	<u>% Passing By Weight</u>
½ 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.

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804-5.01 BASIS OF PAYMENT. The accepted quantities of sanding materials spread on the roadway will be paid for at the contract unit price per ton, completed and accepted.

Payment will be made under:

Pay Item No.	Pay Item	Pay Unit
804(1)	Sanding for Roadways	Ton
804(2)	Sand for Sanding Box	Ton

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.*

END OF SECTION

SECTION 805

SECTION 805

STREET SWEEPING

805-1.01 DESCRIPTION. Sweep and dispose of loose aggregate and debris from all asphalt roads.

805-2.01 EQUIPMENT REQUIREMENTS. Use a self-propelled broom or broom/vacuum with debris storage, with water spray capabilities for dust control. Equipment must be road compliant for the State of Alaska with operating industry standard safety features.

805-3.01 MAINTENANCE REQUIREMENTS. Sweep the roads and gutters until free of aggregate and debris. If catch basins and grates are located in the gutter, the Contractor shall use care to not damage the grating or deposit debris inside of the catch basin.

All sweepings shall be disposed of legally and outside the RSA boundaries.

805-4.01 METHOD OF MEASUREMENT. The accepted quantities for sweeping and debris removal will be paid for at the Contract unit price, per mile, completed and accepted.

805-5.01 BASIS OF PAYMENT. Water for dust control, and debris removal and disposal shall be included in the unit price.

Item No.	Pay Item	Pay Unit
805(1)	Sweeping	Mile

Inspection of Work and Approval for Payment

- Verify the contractor swept all mileage (roads) requested.*
- Verify the contractor removed sweepings from the RSA.*
- Check catch basins for damage, and gravel deposits.*
- Do not approve payment until the work is completed satisfactorily.*

END OF SECTION

SECTION 811

AGGREGATE SURFACE MAINTENANCE

811-1.01 DESCRIPTION. This work shall consist of blading, compacting and watering the surface of an existing road to remove potholes and wash boarding, and re-establish crown and super elevation.

This section was formally called "Blading Road Bed" and is combined into a single specification with options for compaction and watering.

811-2.01 EQUIPMENT REQUIREMENTS. The following equipment is required for work items:

1. Provide a properly maintained motor grader of adequate size and quality to provide slope control, the ability to mix and smooth the surface material thoroughly, and cut the surface deep enough to remove all ruts, potholes and washboards.
2. For the items that require compaction, provide equipment weighing a minimum of 12,000 pounds and capable of providing a smooth, uniform compacted road surface.
3. For the items that require watering, provide a water truck with a spray bar capable of providing uniform surface coverage. Water shall be applied at a rate that soaks into the surface immediately. The application rate is too fast if the surface is flooded and excess water flows into ditches.

811-3.01 MAINTENANCE REQUIREMENTS. Response time is 48 hours from Commission call-out unless otherwise directed. The completion time is 96 hours after receiving call-out notice.

A 4% crown is a drop of ½" for every foot of road width. The highest point is the centerline (middle of the road). Either road shoulder should be obviously lower than the centerline, for a 12' wide driving lane, the shoulder should be 6" lower than the centerline. If you have steep hills in your RSA, roads should be crowned even steeper, up to ¾" per foot of driving lane. This will help guide water to the ditches, rather than forming ruts by runoff.

The standard gravel roadway section for straight road segments consists of a 4% crown. On curves, super elevation sections shall be no greater than 6%, with a 100-foot transition from normal crown to full super and 100 feet from full super back to normal crown.

1. Blade and Compact Road Surface. This specification is for use immediately after a rainstorm that saturates the roadbed thoroughly or during light rain.
 - A. Cutting. The entire road surface, edge to edge, shall be cut to sufficient depth to remove all potholes and washboards. A minimum of four cutting passes are required, two in each lane. Cut material shall be windrowed to the center of the roadway.
 - B. Lay back. Windrowed material shall be spread uniformly across both lanes to provide a normal 4% centerline crown.
 - C. Shaping. The final road shape shall have a well-defined centerline crown located in the middle of the road. The roadway edges shall be parallel to the centerline. Lanes of travel shall be of equal width. No material shall be left on the road edge or in berms. Surface material bladed beyond the road shoulder shall be reclaimed or replaced at the Contractor's expense.
 - D. Compaction. Compact road while the road surface material has sufficient moisture. Compaction shall continue until a uniform, smooth, well-compacted road surface is achieved.

SECTION 811

2. Blade and Compact Road with Water. This item is for use during times when the road's surface produces dust from passing vehicles. This specification is intended for use when the road material lacks enough moisture for proper compaction.

This bid item specification is the same as Blade and Compact Road Surface with the following revisions:

Prior to blading the roadbed, the entire road surface shall be watered to moisten the surface material. Water will be applied as needed to ensure surface compaction.

3. Blade Road. Meet the requirements of Blade and Compact Road Surface, with the exception of the compaction requirement.

811-4.01 METHOD OF MEASUREMENT. Blade and Compact Road will be measured by the mile and shall include as many passes as are necessary to provide a smooth, properly shaped, uniformly compacted road surface. Water supplied for Blade and Compact Road with Water shall include the cost of providing water

811-5.01 BASIS OF PAYMENT. The accepted quantities of Aggregate Surface Maintenance will be paid for at the contract unit price per mile, or fraction thereof, completed and accepted.

Payment will be made under:

Pay Item No.	Pay Item	Pay Unit
811(1)	BLADE AND COMPACT ROAD	Mile
811(2)	BLADE AND COMPACT ROAD WITH WATER	Mile
811(3)	BLADE ROAD	Mile

Inspection of Work and Approval for Payment

- Verify the contractor performed work on all roads requested.*
- Verify the contractor compacted the road thoroughly and watered if requested.*
- Check shoulders for small berms that would prevent water from draining off the road.*
- Commissioners should be working towards obtaining the minimum crown at 4% or if on a curve, maintaining the super elevation if already built in the road. A 4% crown on a gravel road will minimize washboards and the occurrence of pot holes. Pot holes occur when water cannot drain off the road.*
- Check ditches for blocked culverts from material removed from road (there should not be a large amount of material lost from grading; it should be mixed in to the finished surface, check for cobbles rolled into ditches.)*
- Do not approve payment until the work is completed satisfactorily.*

END OF SECTION

SECTION 835

DRAINAGE SYSTEM MAINTENANCE

835-1.01 DESCRIPTION. This work shall consist of ditch drain line restoration, culvert cleaning, culvert repair, cleaning and repair of catch basins, thawing frozen culverts and catch basins.

Maintaining your RSA's drainage is the best thing the Commission can do for your roads. Inspections should take place before winter to avoid disasters during break up. Keep ditches cleaned to the original grade, or residents will install their driveways too high on uphill lots. Potholes indicate areas where water is sitting on the surface and not draining to the ditches.

835-2.01 MATERIALS.

1. Clean Ditches. None.
2. Thawing. None.
3. Flushing with water. Water.
4. Pumping. None.

835-3.01 MAINTENANCE REQUIREMENTS.

Use clean ditches to restore the original drainage grade.

1. Clean Ditches. Ditches designated shall be cleaned of all organics, sloughing, and other material that prevents flow. The ditch bottom shall be graded smooth and shall meet the invert elevations of culverts. The Contractor shall dispose of all waste material and debris generated during ditch cleaning outside of the service area and in accordance with Borough code.

Use Thaw Drainage Structures for frozen culverts. 12" culverts are notorious for freezing during the winter months.

2. Thaw Drainage Structures. Requires specialized equipment and an operator with experience for this work. The equipment shall be a fully self-contained steam truck with a 30 H.P. boiler. Response time is 4 hours after receiving notice from the Commission.

Use this item to flush clogged culverts when the debris cannot be removed by other methods.

3. Water for Flushing. Requires specialized equipment and an operator with experience for this work. The equipment shall be a fully self-contained 3500-gallon (minimum) vacuum pump truck, and appropriate hoses for the work.

Use the pumping specification if water has no outlet because of blockage. Use this item in coordination with the drainage.

4. Pumping. Requires a min. 4" trash pump with an experienced operator. Provide 100' of discharge hoses. Response time is 4 hours after receiving notice from the Commission.

835-4.01 METHOD OF MEASUREMENT:

1. Cleaning Ditches. Includes all equipment and labor to clean, re-grade and waste removal, and is paid for by the mile for the ditch on one side of the road.
2. Thaw Drainage Structures. Hourly, includes all labor, equipment and materials required. Hourly rate is for onsite work only, 2 hours minimum for each call-out.
3. Flush Drainage Structures. Hourly, includes all labor, equipment, water and materials required. Hourly rate is for onsite work only, 2 hours minimum for each call-out.

SECTION 835

4. Pumping. Hourly, includes all labor, equipment, and materials required. Hourly rate is for onsite work only, 2 hours minimum for each call-out.

835-5.01 BASIS OF PAYMENT. The accepted quantities for items of Drainage System Maintenance will be paid for at the contract unit price as indicated or portion thereof, completed and accepted. Payment will be made under:

Pay Item No.	Pay Item	Pay Unit
835(1)	Clean Ditches	Mile
835(2)	Thaw Drainage Structures	Hour
835(3)	Flush Drainage Structures	Hour
835(4)	Pumping	Hour

Inspection of Work and Approval for Payment

- Verify the contractor work is performed meeting the specifications for the work item.*
- Verify quantities, and if the work was completed.*
- Do not approve payment until the work is completed satisfactorily.*

END OF SECTION

SECTION 845

ROADWAY VEGETATION MAINTENANCE

845-1.01 DESCRIPTION. This work shall consist of cutting trees and brush from designated areas within the road right-of-way.

Brushing is important for safety, and for your RSA Contractor to properly maintain your road. Allowing large trees to grow in the road embankment prevents your RSA Contractor from properly removing snow off the edge of the shoulder, and it takes longer for the road to dry in the spring which exposes the road to damage longer. Trees make nice privacy screens, but folks wanting natural privacy screens need to be planting trees on their own property, not depending on trees within the right of way. Removing trees to property lines is not always necessary with our RSA roads. If a particular road has high traffic volumes, the Commission may want to start discussing removal of trees that interfere with sight distance for drivers and reclaiming the right of way for the purpose of keeping roads safe. Low volume roads need to keep the brush out of the ditch and road embankment at a minimum. At the very minimum, brush to the back of ditch. Willows growing in the road embankment prevent the Contractor from winging the shoulder for hardpack removal.

845-2.01 MAINTENANCE REQUIREMENTS. The Commission will designate the limits of work and flag any trees, shrubs, and plants to REMAIN. The Contractor shall be responsible for damage to existing mailboxes, utility appurtenances within the road right-of-way, trees, shrubs, and plants flagged to remain, and for damage to private property. The Contractor shall provide a safe operation and manage his work area. Protect the public from dangerous conditions.

Use Machine Clearing when the RSA has large areas to clear. This item will chop the brush into crude mulch. Commissions need to mark culverts and other items that may be damaged by this work, and be sure to inspect afterwards. Culverts and the bottom of ditches will need to be cleared of any mulch that would interfere with flow. This item is best for large areas of clearing

1. **Machine Clearing.** All machine clearing shall be accomplished with machine cutting and chopping equipment such as a hydro axe, boom mounted hydro axe or brush hog. Remaining stumps shall be less than 6" above the ground. No burning of vegetation shall be allowed. All debris that falls within the roadway shoulders or on private property during the clearing operation shall be removed to other areas within the right-of-way as agreed to by the Commission.

Use hand clearing for brushing sensitive areas, around mailboxes, phone or cable pedestals and for felling trees within the right of way. Hand clearing will minimize damage by equipment tracks and flying debris. Best used for small areas needing brushed.

2. **Hand Clearing.** No equipment on wheels or tracks shall be used for this work unless approved by the Commission. Stumps shall be cut flush with the ground. Selected trees, as designated by the Commission, shall be cut into 4-foot lengths and stacked neatly beyond the ditch and fully outside the road embankment. Selective tree removal may include leaning and dangerous trees or snags.

Use this item in conjunction with the other clearing items to remove debris.

3. **Debris removal and disposal.** If requested, the cut trees and brush shall be removed by the Contractor and disposed of at locations outside the road right-of-way. Contractor shall make all necessary arrangements for obtaining suitable disposal locations.

845-3.01 METHOD OF MEASUREMENT.

1. Machine clearing will be paid for by the hour. Unit costs shall include all equipment, labor, fuel, travel, safety precautions, signage, clean up, etc. to complete the work.

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2. Hand clearing will be paid for by the man-hour on site and working. All costs of the work including materials, equipment and transportation shall be included in the unit price for this item.

845.4.01 BASIS OF PAYMENT. The accepted quantities of Roadway Vegetation Maintenance will be paid for at the contract unit price as indicated or portion thereof, completed and accepted.

845-4.02 MINIMUM CALL-OUT AMOUNTS. The work items in this section shall have minimum call-out amounts as follows:

- Machine Clearing: 4 hours
- Hand Clearing: 2 hours

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.

Pay Item No.	Pay Item	Pay Unit
845(1)	Machine Clearing	Hour
845(2)	Hand Clearing	Man-hour
845(3)	Debris removal and disposal	Hour

Inspection of Work and Approval for Payment

- Brush/stumps are no more than 6" high.*
- Verify the contractor brushed all areas requested.*
- Verify the contractor removed debris from the RSA, if requested.*
- Check the quantities on the invoice. For clearing items, the hourly rate is for the actual time the Contractor is working at the RSA*
- Inspect for damage that may have inadvertently occurred during operations.*
- Do not approve payment until the work is completed satisfactorily.*

Other Commission Considerations

- If Debris removal and disposal is not specified in the work, clean ditches of any debris which will interfere with drainage.*
- Inspect culverts and remove brush and leaves as necessary.*

END OF SECTION