Introduction to Commissioner Responsibilities

Presented by: Division of Rural Services

Overview

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

Service Area

- What is a *Service Area*?
  - A specific geographic area "boundary"
  - A separate taxing jurisdiction
  - Provides a Governmental Service not otherwise provided on either an area wide or non-area wide basis:
    - Fire Protection (Managed by E. Ops)
    - Road Construction and Maintenance
    - Street Lights
    - Sewage Disposal and Treatment

Commissioner Responsibilities

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

Commission Meetings

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

Commission Meetings

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

Service Area Finances

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

Soft Ledger

FY 2019 **XYZ Road Service Area**

Account Number: 567890-84005

Original Budget: $15,000.00

Working Budget (After Transfers): $15,000.00

Available Balance: **$500.00**

Last Updated: 7/11/18

Balanced: 7/14/18

Direct Costs: $5,500.00

Operating Savings: $67,842.92

20% Reserve: $4,100.00

Create | Create a New P.O. DETAIL SHEET

Issued Date	Finaled Date	Type	Number	Payee	Purpose	Transfers In	Transfers Out	Encumbered Amount	Spent Amount	Overage	Liquidation	Encumbered But Not Spent
7/14/18		PO	123456	XYZ Contracting	Annual Maintenance			$14,000.00	$1,250.00			$12,750.00
7/14/18		PO	789012	ABC Contracting	Culvert Thawing			$500.00				$500.00
												$0.00
												$0.00
												$0.00
												$0.00
Totals						$0.00	$0.00	$14,500.00	$1,250.00	$0.00	$0.00	$13,250.00

Contracts / Contractors

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

Contracts / Contractors

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

Contracts / Contractors

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

Contracts/Contractors

- **Types of Contracted Work**
  - PO (Purchase Order) is $0-$4999
  - RFQ (Request for Quote) is $5,000-$50,000/Roads and $20,000/Others
  - IFB (invitation for bid) is anything Over RFQ Amount (>$50,000)

Rural Services - Staff

- **Michael Bredlie, Manager**
  - Oversee the Division
  - Recommends Project Scopes, Project Requests
  - Contractor and Commissioner Support
- **Floyd Sheesley, Civil Engineer**
  - Engineering Support
  - Driveway and Utility Permits
  - Encroachments

Rural Services - Staff

- **Rob Breazeale, SA Technician**
  - Boundary Changes, and Annexations
  - Maps and Mileage
  - Signs
- **Jamie Fleming-Olson, Admin**
  - Service Area Budgets/Tax Cap Elections
  - Contracts and Capital Project support
  - Grant Project Admin & Support
  - Commissioner Training

Rural Services - Staff

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

Rural Services Website

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

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

- **Highlights on the site:**
  - Commissioner News
  - RS Contact Information
  - RS Forms
  - RS General Information
  - RS Training/Newsletters/Flyers

Questions

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