SANDING OF ROADWAYS

Sanding of roadways in Service Areas during the winter months is vital to health and safety of your neighborhoods. Emergency vehicles (ambulances and fire trucks in fire service areas) need good traction at intersections and on hillsides to provide quick responses to emergencies. Communicating with your contractor to provide good sanding practices and to create these safe road conditions is just as vital. Here are some road standards* to help you in requesting services:

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 in table on right:

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 other-wise directed.

1. Use a mechanical spreader that distributes a uniform layer. Spread material from shoulder to shoulder. Make as many passes as needed for complete coverage.

2. Provide sand for service areas with sanding boxes.

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

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

INSPECTION OF WORK AND APPROVAL FOR PAYMENT

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

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

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

THE PROCEDURE FOR SUBMITTING PAYMENTS

The Fairbanks North Star Borough (FNSB), Financial Services Department, states that payments submitted to Accounts Payable need to adhere to procedure outlined in the FNSB Accounts Payable Manual. Specifically, the procedure requires an original invoice or an original receipt with all payment requests. All invoices must have an accompanying “Invoice Approval” form that is signed by an Active Commissioner.

Service Area Commissioners need to be aware that only original invoices and original receipts will be accepted by Accounts Payable as backup for a payment.

To comply with this requirement in Accounts Payable procedure, Rural Services will observe and implement borough standards.

Contractors will be notified that original invoices should be provided directly to the Rural Services office, with copies of the original invoice provided to the commission.

Rural Services will not send the original invoice on to Accounts Payable for payment until the commission contacts our office and authorizes payment. We think this change will ultimately make payment processing easier for commissioners by removing the need to mail invoices and authorizations to us, or bring them by our office in person. With this change, commissioners will be able to authorize payment easily by email or fax.

Please remember it is still the commissioner’s responsibility to review purchase bid tabulations once an on-site inspection of completed work has been done. Your timeliness in contacting our office with this authorization will help foster prompt payment to your contractor for work performed.

HAPPY THANKSGIVING
CHECK LIST • WINTERTIME • TRAINING

**WINTER CHECKLIST**

*Is your Service Area prepared?*

- Pumping & Thawing PO ready?
- Sand in the sand boxes?
- School Bus routes clear?
- Site distance brushing?

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**SCHOOL BUS SAFETY ISSUES**

Another school year has begun. If you haven’t already done so, we recommend you perform a safety inspection on school bus routes in your service area.

Drive the bus route and pay special attention to what could be safety issues. Make sure roadside brush is cleared 10’ off the shoulder. Not only will this improve visibility, but it will also allow room for snow storage once plowing begins.

Help the bus drivers focus on driving and not the route by making sure street signs are in place.

Have overhanging branches cut to minimize damage to bus mirrors, windows and beacons.

Install “School Bus Stop Ahead” signs where hills crest and curve visibility problems are an issue.

Lastly, make sure your contractor knows where your bus routes are. These roads will need prompt and frequent sanding and plowing.

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**UPCOMING COMMISSIONER TRAININGS**

**Work Orders & Invoices**

<table>
<thead>
<tr>
<th>Date</th>
<th>Day</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>November 8</td>
<td>Wednesday</td>
<td>12:00 p.m.</td>
</tr>
<tr>
<td>November 8*</td>
<td>Wednesday*</td>
<td>5:30 p.m.*</td>
</tr>
<tr>
<td>November 15</td>
<td>Wednesday</td>
<td>12:30 p.m.</td>
</tr>
</tbody>
</table>

*NOTE: We will not hold the 5:30 p.m. evening class if no one has pre-registered.

**Rural Services, 520 5th Ave., Ste. D**

**Call to register: 459-1223**

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**Winter Reminder**

Borough Code 12.04 prohibits Encroachments on public roads. An encroachment exists when snow is placed on a service area road by a resident. Alaska Statute 13 ACC 02.530(b) states, “No person (s) may divert or drain water to or upon a highway, nor may a person push or otherwise deposit snow or ice onto a highway in a manner or in quantities, which may constitute a hazard to snow removal equipment or other traffic.”

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**REMEMBER THAT YOUR SERVICE AREA IS REQUIRED TO HOLD A PUBLIC MEETING A MINIMUM OF TWICE EACH CALENDAR YEAR.**

You must advertise your Public Meeting, Turn in your meeting agenda, Meeting minutes, and Sign-in Sheet of Attendees to Rural Services for filing with the Clerk’s Office for public records policy and procedure.
WINTER SAFETY

Vigilance is the best attitude when it comes to winter safety. There are so many constant changes from day to day that we have to keep an eye on things like snow berms, missing signs, slippery roads, unplowed cul-de-sacs, trees and brush hanging over the roadway, ruts and washboarding, narrowing of roads, snow machines, dog mushing, cross-country skiing, commercial delivery vehicles, snowplowing, etc. Let’s talk about a few of these and how to be diligent and proactive.

**Snow berms.** Snow berms at intersections and curves obstruct sight distance for drivers. Make sure snow is pushed back for improved safety.

**Missing signs.** Missing signs or those covered with snow or frost make travel risky and hinder emergency vehicles, delivery trucks and visitors in finding their destination.

**Slippery roads.** Slippery roads and intersections make stopping and controlling vehicles difficult. Sanding of steep grades and intersection whenever road conditions demand is providing service area safety.

**Unplowed cul-de-sacs.** Unplowed cul-de-sacs prohibit safe access and/or turning around for emergency vehicles, delivery trucks, and residents. Check your service area maps and work with your contractor to plow all cul-de-sacs completely.

**Trees and brush.** Trees and brush hanging over the road obstruct driver visibility and make snow plowing difficult. Remove all trees and brush that obstruct visibility.

**Ruts and washboarding.** Ruts and washboarding make it difficult to control vehicles. Blade the surface with a road grader to remove irregularities or hardpack.

**Narrowing of roads.** Narrowing of roads caused by incomplete or infrequent snow plowing, or snow pushed from driveways by resident can create safety concerns. Make sure snow is removed from shoulder to shoulder during plowing. Notify residents it is unlawful to put snow into the public right-of-way. It is unlawful to leave cars parked in the public right-of-way, these are also known as encroachment.

**Other.** Snow machines, dog mushing, or cross-country ski trails that enter onto roads can be dangerous for everyone. Clear snow berms and hard pack to improve sight distance for drivers and trail users.

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**Send in Service Area Invoice Approvals Promptly so Rural Services can submit payments in a timely manner

Thank you!!**