

RURAL SERVICES

A Division of
FNSB Public Works



HAT YOUR SERVICE AREA NEEDS TO KNOW

THAWING PURCHASE ORDER, SPRINGTIME IS PLANNING-TIME, SERVICE AREA MEETING SCHEDULE, BUDGET AND CONTRACT RENEWAL DEADLINES, 2019-TRAINING SCHEDULE

SPRING IS THE TIME TO PLAN

Spring breakup is just around the corner! This time of year is an opportune time for viewing road drainage patterns. It can be helpful to record your findings on service area maps and take photos for future reference should you need to address any deficiencies.

Having problem areas marked on a map when the construction season rolls around can provide contractors and other commissioners with more detailed information. Problem areas can then be easily located and described to your contractor.

Even though blading and installing of culverts should not be performed during spring thaw, breakup does provide service areas an ideal opportunity to record defects and schedule repairs.

Grading/blading roadbed-The best time to blade a road is after a rain when the moisture content in the road material results in good compaction. Your road crown should also be restored to ensure good drainage.

Drainage-Poor drainage is a road's worst enemy. Frozen or clogged culverts and ponding water affecting roadways contribute to saturating the road embankment. Subgrades and base course materials are strongest when kept relatively dry and compacted. This is an opportune time to identify these problems on your service area map and schedule necessary repairs.

Load limits-Springtime is weight restriction time. Melting snow and ice saturate and soften the ground. Heavily loaded trucks rolling over the soft road surface stress the roadbed causing cracks and potholes. Posting load limit signs can save your roads. Call us about what the limits are and during what period they apply.

Culvert markers/signage-Culvert markers, signs and posts often take a beating during winter. Check them now to make sure they are in place and in good repair.

Hardpack Removal—Be sure to schedule hardpack removal within your service area. Properly removing the hardpack will help facilitate proper drainage and allow residents to properly access their property. Don't let your roads turn to slush!

Now is the time to get your purchase order ready for culvert thawing.



UPCOMING DEADLINES

- ◇ Service area budget changes for FY2020 are due to Rural Services by 5pm Monday, February 25th.
- ◇ Contract non-renewal requests are due to Rural Services on Monday, February 25th.
- ◇ Rural Services will be closed Monday, February 18th in observance of Presidents Day



Need a culvert thawing Purchase Order?

Request it NOW!

If you have not already requested a Purchase Order for thawing...NOW is the time to do so. Don't put yourself and the service area in a bind by waiting until it is an emergency! Purchase Orders take time to process. **Remember**—requesting a contractor or vendor to perform work without an authorized PO is a violation of FNSB Code!

**SERVICE AREA
COMMISSIONER TRAINING
March 2019**



Road System Drainage

Agenda: Service Area drainage system patterns, drainage maintenance, major drainage, minor drainage, etc. (Anticipate the training to run about 30 minutes. All service area commissioners are encouraged to attend these sessions. Additional sessions will be scheduled if needed.)

March 13 Wednesday 12:00 PM
 March 13 Wednesday 5:30 PM*
 March 20 Wednesday 12:30 PM

*Note: We will not hold the 5:30 pm evening class if no one has pre-registered

Location: Rural Services Office, 520 5th Ave, Suite D, 1st Floor

Call to Register: 459-1223

The deadline to pre-register for the evening class is 5pm the day prior to class being held

Rural Services Email Address

When sending an email to Rural Services please use the Rural Services email address ruralservices@fnsb.us as this will ensure that your email is answered promptly especially if staff is out of the office for some unexpected reason.

Thank you!

2019 COMMISSIONER TRAINING SCHEDULE

- January.....Budget Preparation & Submittal
- February.....Commissioner Responsibilities
- MarchService Area Drainage
- April.....Permits & Encroachments
- May.....Insurance and Risk
- June.....Short & Long Term Planning
- JulyCommissioner Responsibilities
- August.....Service Area Tax Cap
- September.....Meetings & Meeting Minutes
- October.....Contracts & Contractors
- November.....Work Orders & Invoices
- December.....No training scheduled

Location: Rural Services Office
 520 5th Ave., Ste. D, 1st Floor
 Call to Register: 459-1223

***Note that the deadline for pre-registering for the 5:30 PM class is 5pm the evening prior. We will not hold the 5:30pm evening class if no one has pre-registered.**

Service Area Meeting Deadlines

March 2019—April 2019

Meeting Date	Publish Date	Submittal Deadline (Due to Office by 9.am.)
February 27, 28 March 1, 2	2/22/2019	2/19/2019
March 3, 4, 5	2/26/2019	2/21/2019
March 6, 7, 8, 9	3/1/2019	2/26/2019
March 10, 11, 12	3/5/2019	2/28/2019
March 13, 14, 15, 16	3/8/2019	3/5/2019
March 17, 18, 19	3/12/2019	3/7/2019
March 20, 21, 22, 23	3/15/2019	3/12/2019
March 24, 25, 26	3/19/2019	3/14/2019
March 27, 28, 29, 30	3/22/2019	3/19/2019
March 31 April 1, 2	3/26/2019	3/20/2019*
April 3, 4, 5, 6	3/29/2019	3/26/2019
April 7, 8, 9	4/2/2019	3/28/2019
April 10, 11, 12, 13	4/5/2019	4/2/2019
April 14, 15, 16	4/9/2019	4/4/2019
April 17, 18, 19, 20	4/12/2019	4/9/2019
April 21, 22, 23	4/16/2019	4/11/2019
April 24, 25, 26, 27	4/19/2019	4/16/2019
April 28, 29, 30	4/23/2019	4/18/2019

Commissioners Corner

Going on Vacation...What do I do next?

- 1) **Notify other members of your commission.** Designate a call-out person.
- 2) **Notify the contractor** who the acting-commissioner will be on your behalf and approximate return timeline.
- 3) **Notify Rural Services** by e-mail ruralservices@fnsb.us or call 459-1223.

Back from Vacation...What do I do next?

- 1) **Notify other members of your commission.** Release your designated call-out person.
- 2) **Notify the contractor** that you have returned and are once again available for contact.
- 3) **Notify Rural Services** by e-mail ruralservices@fnsb.us or call 459-1223.

Thank you!