



RURAL SERVICES

A Division of
FNSB Public Works



WHAT YOUR SERVICE AREA NEEDS TO KNOW

SHORT & LONG TERM PLAN- DRAINAGE SYSTEMS, NEW FISCAL YEAR, TRAINING SCHEDULE

SHORT AND LONG TERM PLANNING: Drainage Systems

When it comes to the road drainage system what do I need to know?

Have Short-and-Long Term planning goals!

Short-Term Planning. If the service area commission would integrate periodic maintenance with annual maintenance on a three-year rotation road needs might be more easily met. Think about a list of objectives to accomplish in the near future:

- Year 1: brush entire service area,
- Year 2: reshape the road in the worse condition, and add gravel,
- Year 3: clean the drainage system (ditches and culverts).

It is important to gather pertinent information by listing all the possible problem areas that will require attention. Before considering any paving or gravel work, review all your service area roads noting any collapsing culverts, reestablishing the ditches, and digging out soft areas. The Commission may construct or clean ditches, install culverts, or take whatever measures necessary to drain water away from the road embankment to fix problem situations.

Crushed or damaged culverts restrict drainage and may lead to road damage. It is recommended that the service area repair or replace the culverts as necessary, and install new culvert markers that conform to borough standards. Good marking of culverts will assist in better snowplowing, stacking and storage by avoiding culvert blocking situations.

Long-Term Planning. If your service area is planning a long-term capital improvement project where the road is being changed, this process requires permitting and engineer involvement. The service area should consider including major drainage changes (ditches and culverts) at this most appropriate time.

The Fall is a great time to clean and inspect culverts for blockage, settlement, or pulling apart in preparation for Spring-time drainage and runoff.

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. It is always good to anticipate services that may be necessary before they become an emergency, like culvert thawing.

For more information read: *FNSB-Rural Services Division, Standard Specifications for Local Road Maintenance 2012 : (Division 600: 603-Culvert and Storm Drains).*

**SERVICE AREA COMMISSIONER TRAINING
JULY 2019**

INTRODUCTION TO COMMISSIONER RESPONSIBILITIES

Agenda: Service Areas; Commissioner Responsibilities; Commission Meetings; Service Area Finances; Contracts/Contractors; and Rural Services.

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

Registration deadline is 5pm Tuesday, July 9th for the evening class.

July 10--Wednesday--12:00 PM
July 10--Wednesday--5:30 PM*
July 17--Wednesday--12:30 PM

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

Call to Register: 459-1223

COMING EVENTS - July through September 2019

- July 4 - Rural Service Office CLOSED for 4th of July
- July 10 & 17 - Commissioner Responsibilities Training
- Aug. 14 & 21 - Service Area Tax Cap Training
- Sept. 2 - Rural Service Office CLOSED for Labor Day
- Sept. 11 & 18 - Meetings and Meeting Minutes Training

Renewing Commissioners

Confirmation of the appointed Service Area Commissioners is scheduled for FNSB Assembly meeting on June 13, 2019.

The Borough Clerk's Office will mail the Oath of Office to those confirmed by the Assembly during the week of June 17th. Appointees are required to sign their oath before a public notary and return that document to the Borough within 30 days of notice. Any renewing commissioner who does not return the completed oath by July 1st will not be able to act on behalf of the borough as a Commissioner until their oath is received by the Borough.

NOTE: Rural Services and the Borough Clerk's Office have Public Notaries on staff.

Welcome to FY2020!

The end of fiscal year (FY) 2019 is upon us! Beginning **July 1st, 2019** we will begin the new 2020 Fiscal Year. We have worked diligently to ensure that funds are available to commissions as soon as possible; however, please keep in mind that delays do happen. Communicating to our office when you have completed FY19 work is key to ensuring availability of funds for the next fiscal year. If we do not hear from the commission, we must wait a **week after** the new fiscal year begins to start prepping for FY20. This can lead to unnecessary delays in procuring funds.

Remember—**NO WORK CAN BE REQUESTED FROM YOUR CONTRACTOR WITHOUT AN APPROVED PO NUMBER FROM THE BOROUGH.** This is a violation of borough code FNSB 7.12.130B and can result in the removal of the commissioner.

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 goods/services in excess of \$4,999.00 without soliciting and obtaining competitive quotes.

In order to facilitate a smooth and quick transition into the new fiscal year, communication is key!

If you have questions or concerns please call Michelle or Jamie.

UPCOMING MEETING DEADLINES

| Meeting Date | Publish Date | SUBMITTAL DEADLINE (Due to Rural Services Office by 9 a.m.) |
|------------------------|--------------|---|
| June 30 July 1, 2 | 6/25/2019 | 6/20/2019 |
| July 3, 4, 5, 6 | 6/28/2019 | 6/25/2019 |
| July 7, 8, 9 | 7/2/2019 | 6/27/2019 |
| July 10, 11, 12, 13 | 7/5/2019 | 7/1/2019* |
| July 14, 15, 16 | 7/9/2019 | 7/3/2019* |
| July 17, 18, 19, 20 | 7/12/2019 | 7/9/2019 |
| July 21, 22, 23 | 7/16/2019 | 7/11/2019 |
| July 24, 25, 26, 27 | 7/19/2018 | 7/16/2019 |
| July 28, 29, 30 | 7/23/2019 | 7/18/2019 |
| July 31 August 1, 2, 3 | 7/26/2019 | 7/23/2019 |
| August 4, 5, 6 | 7/30/2019 | 7/25/2019 |
| August 7, 8, 9, 10 | 8/2/2019 | 7/30/2019 |
| August 11, 12, 13 | 8/6/2019 | 8/1/2019 |
| August 14, 15, 16, 17 | 8/9/2019 | 8/6/2019 |
| August 18, 19, 20 | 8/13/2019 | 8/8/2019 |
| August 21, 22, 23, 24 | 8/16/2019 | 8/13/2019 |
| August 25, 26, 27 | 8/20/2019 | 8/15/2019 |
| August 28, 29, 30, 31 | 8/23/2019 | 8/20/2019 |

