As many of you already know, Rural Services has been closed to the public in an effort to mitigate and slow the spread of the coronavirus. In order to comply with social distancing mandates and stay at home orders, the office has been significantly understaffed. At this time, the borough is operating on essential functions only, which reduces the amount of services that our office can provide. There will be an employee on staff during regular business hours to answer phones and assist commissioners with essential functions. To stay updated regarding our operating status, go to fnsb.us to view the latest announcements.

We appreciate your patience as we navigate through these unprecedented times.

We value our commissioners and recognize their dedication to their neighborhood during this difficult time. You all have our thanks! If it wasn't for volunteers such as yourself, this service area system would not be possible. Stay healthy and safe.

-Rural Services Staff
The fiscal year end (FY 2019-2020) deadlines listed below are presented here so commissions can plan accordingly.

**Purchase Orders (PO)**
The last day to request a new PO or Change Notice for FY 19-20 is **Friday, May 29, 2020**. This cut-off applies only to purchase orders for items or services that will be received or performed prior to June 30, 2020.

**Miscellaneous Purchase Orders**
Service area chair’s needing miscellaneous PO’s for next fiscal year for any work other than annual maintenance should contact Jamie Fleming to set up the PO ahead of time. (We are trying to avoid procurement violations arising from non-contracted work being ordered before funds are made available).

**Petty Cash**
Petty cash reimbursement for FY 19-20 must be received in our office by Noon, Monday, June 22, 2020.
Reimbursement requests received after this date/time may not be eligible for reimbursement. Due to COVID-19, in person petty cash disbursements have been temporarily suspended. Reimbursements are still be processed via check. Original documents may need to be mailed to our office so please plan accordingly. Please contact our office for more information.

(continued to the right on this page)
Renewal applications have been sent to those commissioners whose terms expire on **June 30th, 2020.**

Renewal applications are **due** back to Rural Services on **Monday, May 18th.**

**Due to the short timeframe on processing renewals, reminder letters will not be sent.**

Any renewal application submitted after the deadline will be processed after commission expirations. **This means there will be a lapse in your commission appointment.**

If you wish to renew your term, please submit your application ASAP. Please call 459-1223 if you have any questions.

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**Service Area Commission Meetings Update**

At this time, all service area meetings are to be suspended until further notice. The current situation continues to be fluid, and it is unknown when meetings can resume. We will notify commissions when conditions change and meetings can be scheduled.

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**NOTICE:**

Due to COVID-19, all commissioner training has been suspended. Postcard notices will be sent out as usual when trainings resume. Thank you for your understanding!
Applications are being accepted from road service area commissions to fund capital improvement, major upgrades and similar projects from the FNSB Road Service Revolving Loan Fund. The application deadline is June 30, 2020. Interested commission-ers should contact the Rural Services Division for additional information and a loan application by phoning 459-1223.

Loans from the Revolving Loan Fund are awarded based on availability of funds and applications submitted.

Loans are for the purpose of funding capital projects:
- Loans for service area funded capital projects.
- Loans to provide the 10% match for grant funded capital projects.

All loans are secured by a pledge of taxes levied in the service area. Prior to any loan being approved, a vote is required by qualified voters in the service area.

Construction / Excavation in the Right-of-Way Permits

Another season of construction and maintenance is drawing near.

Below are some points about construction/excavation permits for Service Area Commissioners to keep in mind:

- Permits are required for any (non-service area contracted) excavation taking place in a service area right-of-way within the Fairbanks North Star Borough. This includes, but is not limited to, new driveway excavations, utility installations and maintenance activities requiring excavation in the road right-of-way.
- A copy of the permit and conditions are sent to the Service Area Chairperson.
- The Service Area Chairperson needs to contact Floyd Sheesley, Engineer (by phone 459-1203, or by e-mail at Floyd.Sheesley@fnsb.us), if work is taking place and you have not seen a permit.
- PLEASE DO NOT wait until the work is completed to call and ask about permit information. It is much easier to get problems corrected during construction, than afterwards.
- A Service Area Commissioner may approach the constructor about not having a permit, but should still follow up with a call to Rural Services. Sometimes the constructor will say he will get the permit, but doesn’t follow through.
- Please try to provide enough information when you call in non-permitted work so that we can contact the constructor.
- Let service area residents know permits are needed for any construction to take place within the right-of-way. This is to help them understand they can contact you, the Chairperson, about new construction taking place in the future.
- Don’t expect any road improvements from a permit, the Permitee is only required to match the existing conditions.

RURAL SERVICES OFFICE WILL BE CLOSED

Memorial Day Monday, May 25, 2020
Independence Day Friday, July 4, 2020

Reminder

Please check with Rural Services if you are unsure of the amount of funds available for use on a purchase order. This will help prevent purchasing violations when unavailable funds are spent!