WHAT YOUR SERVICE AREA NEEDS TO KNOW

COMMISSION RENEWALS, PERMITS & FISCAL YEAR END

Commission Training

Due to COVID-19, Rural Services has been unable to provide in person training to commissioners. Until we can continue to meet in person, we have provided access to training materials on our webpage under ‘Service Area Commissioner Resources’ under the ‘Training Material’ section. In addition to the presentation material, we have activated the speaker note portion of the presentation which provides a better understanding of the subject material.

The Commissioner Handbook is also a wonderful resource that can answer most questions. This handbook introduces the service area system, provides information regarding service area finances, explains the role of the Rural Services Division, outlines the role of the service area commission and provides information regarding maintenance, contracts and planning. This handbook also includes a copy of the Standard Specifications for Local Road Maintenance, which details the level of service the contractor is required to provide per contract. Physical copies can be picked up at the Rural Services office located at 520 5th avenue or found online at www.fnsb.gov/376/Service-Area-Commissioner-Resources.

As always, we are willing to provide one-on-one training to commissioners upon request. Please contact Jamie at 459-1222 to discuss training material and delivery options.

Commission Appointments

If you have not returned your commissioner application, please contact Xena at 459-1223 ASAP to determine whether there will be a lapse in your commission appointment.

Applications received by the deadline of May 7th will be on the June 10th Assembly meeting agenda to have their appointments confirmed. The Clerks office will send out Oaths of Office the week of June 14. The deadline to have Oaths notarized by the Borough Clerks office is July 9th.

- June 10th - Appointments confirmed by Assembly
- June 14-18 Clerks office will send all appointed commissioners their Oath of Office via USPS
- July 9th – Deadline to have oath notarized by the Clerks office at 907 Terminal St.

Oaths notarized after July 9th cannot be accepted and commissioners will be required to resubmit their application.

Xena has sent out reminders via USPS to commissioners that have not returned their applications. If you have not received an application in the mail, been contacted by Xena or are concerned we did not receive your application please call Xena at 459-1223. Submitting an application to our office is as simple as filling out a blank application, signing both pages and either mailing to PO Box 71267 Fairbanks, Alaska 99707, emailing to Ruralservices@fnsb.gov or faxing to 459-1499.

Blank applications are available online at www.Fnsb.gov.

It is important to make sure that all commissioners who wish to continue serving on their commission submit an application.

After June 30th, 2021, those commissioners who have not returned an application will no longer be considered a commissioner and cannot serve or act on behalf of their service areas.
Driveway and Utility Permits

Please keep in mind that permits are required for all work performed within the right of way of a service area road. As a commissioner, it is your responsibility to take note of any work or construction taking place within the right of way that is being performed by a resident, or a contractor, that was not ordered by the commission. Work performed by the service area contractor does not require a permit.

If a permit has been approved, Floyd will send a copy of the permit to the chair of the commission as a notice that the work has been approved. If you have NOT seen a permit associated with work being performed in your service area, please report the information to Floyd at 459-1203 or Floyd.Sheesley@fnsb.gov.

Is a resident or contractor performing work within the right-of-way?
If you have not received a copy of the approved permit in the mail, contact Floyd Sheesley at 459-1203.

There are two types of permits issued to residents or contractors who perform work within the right of way of a service area road.

Driveway Permit: Issued when work is performed within the ROW but does not infringe upon the roadway itself. The majority of these are assigned to residents who are constructing or repairing driveways.

Utility Permit: Issued when work is being performed that will take place on the roadway itself. Tying in water lines, burying cable, phone or electrical lines all require utility permits.

For more information regarding permits, please call Floyd Sheesley at 459-1203.

Revolving Loan Fund For Service Areas

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, 2021.** Interested commissioners 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% for grant funded capital projects

All the 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.
Fiscal Year End

The end of the fiscal year is quickly approaching. June 30th, 2021 is the last day of the current fiscal year (2020-2021). Listed below are the deadlines associated with the end of the fiscal year process.

**Budget Transfers**
The last day to request a budget transfer is Monday, May 24th, 2021. If you suspect you will need more fund for spring projects, request budget transfers NOW.

**Purchase Orders (PO) and Change Notices**
The last day to request a NEW purchase order or to make CHANGES to an existing purchase order is **May 27th, 2021**. This date applies only to purchase orders for items or services that will be received or performed prior to June 30, 2021.

**Petty Cash/Reimbursements**
If commissioners have made purchases on behalf of their service area and have receipts that total $99 or under, petty cash can be disbursed at the Rural Services office. The deadline for all in-person reimbursements is Friday, **June 18th, 2021**.

For reimbursements that total greater than $99, the deadline to request reimbursement is **May 27th, 2021**.

**All reimbursements for purchases made between July 1st, 2020 and June 30th, 2021 must be processed before the respective deadline listed above.**

**Payment Requests**
All FY 2020-2021 payment authorizations, and supporting invoices, must be received in our office by 5:00pm Wednesday, June 30th, 2021.

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**Office Closures**

Rural Services will be closed on the following days:

- Monday, May 31st, 2021
- Monday, July 5th, 2021

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**CONTACT US**

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www.fnsb.gov