Introduction to Commissioner Responsibilities

Division of Rural Services
Service Area Commissioners are vital in the successful operation and service of their neighborhood road maintenance system.
What is a Service Area?

- A specific geographical area also known as a boundary
- A separate taxing jurisdiction with its own budget and funds
- Provides a Governmental Service that is not provided on either an area wide or non-area wide basis:
  - Fire Protection
  - Road Construction and Maintenance
  - Street Lights
  - Sewage Disposal and Treatment
- A Commission is appointed to supervise the furnishing of special services within a Service Area
Commissioner Functions

01
Commissioner is appointed to act on behalf of the FNSB to supervise and manage the affairs of the service area.

Order maintenance work

02
Uphold FNSB Codes, Policies and Procedures

Develop and Maintain both Long and Short Term Maintenance Plans

03
Encourage resident participation

Recommend Capital Improvement Projects
Being a commissioner requires specific tasks and duties in order to uphold code requirements and ensure the efficient operation of the service area.
**Introduction to Commission Responsibilities**

**Day to Day Duties**

**Public Contact**
Commissioners are the first point of contact for residents within their service area.

**Request Maintenance**
Commissioners request work directly from their contractor.

**Approve Work & Invoices**
Commissioners must approve all work and invoices for payment as well as provide signatures for various other financial documents.
### Commission Meetings

#### Two per Year Requirement

Per Code, two commission meetings are required per year.

Recommended:

- 1st Quarter (Jan-Mar)
- 3rd Quarter (July-Sept)

#### Requires Public Notice

- Form submitted to Rural Services
- Minimums Required
- Deadlines and publishing requirements

#### Required for Various Decisions

Meetings are required to take action on various Service Area decisions that commissioners must vote on.

*Currently, meetings are only available via Zoom.*
Meeting Requirements

• Requires a Majority of Commission members for a quorum.

• Minutes must be recorded and submitted to Rural Services within 10 days of meeting

• Managerial/Administrative Duties are **exempt** from Meeting Requirements

• Rural Services staff does not routinely participate or attend service area meetings

• If the meeting did not take place as advertised, notify the Rural Services Office
The Four Things to Know – Service Area Basics

01
Each Service Area has its own:
• Budget
• Contractor/Contract
• Commission
• Purchase Order

02
• The Borough fiscal year runs from July 1st to June 30th.
• Contracts and Budgets follow this timeline.

03
• Routine Maintenance
• Improvement projects “Public Construction”

04
• All service area work is on an As Requested Basis.
Introduction to Commissioner Responsibilities

Soft Ledger Basics

Rural Services maintains the official financial records for each service area. Each service area has its own “soft ledger” that outlines the current financial state of the service area.

- **Original Budget** - what you have to work with for this Fiscal Year (FY) from July 1st - June 30th.
- **Working budget** - your original budget (at the beginning of this FY) (+) any transfers in (from savings) (–) any transfers out
- **Available balance** - what you haven’t encumbered on our PO and still available to use
- **Encumbered amount** - your PO amount to your contractor or another vendor in which you anticipate to request work
- **Spent amount** - what you’ve spent so far on your PO
- **Encumbered but not spent** - what’s still available on your purchase to spend
- **Direct Cost** - annual cost of operating RS allocated between all S/A’s.
- **Savings** - Rolled from year to year and available funds for you to spend.
- **20% reserve** - Funds set aside against emergency events. Used only if you’ve exhausted all other funds. 20% of operating budget.
### Introduction to Commissioner Responsibilities

**Rural Services Support**

#### Engineering and Technical Support
- Assist with scope of maintenance, special projects and road improvements
- Service Area Formation/Annexation/Boundary Changes
- Encroachments
- Maintain the FNSB Standard Specifications for Local Road Maintenance

#### Financial Administration Support
- Maintain financial records for Service Area
- Assist with Invoice payment processing
- Assist and support commissions in following financial policies and codes where appropriate.
- Assist with Tax Cap Elections
- Facilitate Budget Preparation

#### Contract Administration
- Prepare, maintain and solicit contracts for service areas
- Impose Contractual Compliance
- Process Contract Renewal
- Assist with contract dispute resolution
Introduction To Commissioner Responsibilities

Rural Services Staff

Michael Bredlie
Manager
- Oversee the Division
- Recommends Project Scopes, Project Requests
- Contractor and Commissioner Support

Floyd Sheesley
Civil Engineer
- Engineering Support
- Driveway and Utility Permits
- Encroachments

Sara Waller
Service Area Tech
- Boundary Changes
- Maps and Mileage
- Vehicle Encroachments
- Sign Requests

Jamie Fleming
Admin Asst. V
- Service Area Budgets
- Tax Cap Elections
- Contract and Capital Project Support
- Grant Project Admin & Support
- Commissioner Training

Xena Saunders
Admin Asst. III
- Contractor Invoices/Payments
- Meeting Notices/Minutes
- Commissioner Applications/Resignations
- Commissioner Support

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SUMMARY

• Encourage Resident Participation
• Determine level of service within Service Area
• Provide direct communication to residents when necessary
• Inspect and approve work performed / Service Area Invoices
• Work with Rural Services to maintain policies and code requirements

www.fnsb.gov/228/Rural-Services