Winter Checklist

Is your service area prepared for winter? Snow will be here to stay any day! Make sure you set your service area up for success this winter by ensuring the following:

- Pumping & thawing PO ready
- Sand in sand boxes
- School Bus routes clear
- Site distance brushing
- Ditches clean and clear
- Culverts clean and operational

Planning for winter maintenance and spring breakup now will save the service area money and headaches in the future!

Winter is here! It seems like snow is here to stay, which means now is the time to anticipate the mix of rain, snow and ice that can make its appearance this time of year. Sanding of roadways in service areas during the winter months is vital to the health and safety of your neighbors. Emergency vehicle need good traction at intersections and on hillsides to provide quick response to emergencies and school busses must be able to provide safe transportation for school aged children. Communicating with your contractor to provide good sanding practices and maintaining these safe road conditions is critical for these services. Here are some road standards* to help you in requesting services.

804-3.01 SANDING REQUIREMENTS

Response time is 4 hours from the time of Commission call-out, unless otherwise directed.
1. Use a mechanical spreader that distributes a uniform layer. Spread material from shoulder to shoulder. Make as many passes as needed for complete coverage.
2. Provide sand for service areas with sanding boxes

804-4.01 METHOD OF MEASUREMENT

Sanding of roadways will be measured by the ton. Sanding material, hauling, spreading, and labor shall be considered incidental to this pay item. Providing sand for service area sanding boxes will be measured by the ton and loaded into the boxes.

804-4.02 MINIMUM CALL-OUT AMOUNTS

Sanding for roadways shall have a minimum call-out amount of two (2) tons. The Contractor and Commission shall negotiate a price for work less than the minimum call-out amount following procedures described in Section 106 Work Orders.

* Standard Specification for Local Road Maintenance 2012 (with Annotations for Commissioners) Section 804, SANDING OF ROADWAYS.
WINTER SAFETY

Elements to Ensure Winter Driving Safety

Ensuring road traffic safety during the winter months requires a considerable amount of diligence. Road conditions are constantly changing, requiring persistent monitoring. A few issues that can occur during the winter months are:

**Snow berms.** Snow berms at intersections and curves obstruct sight distance for drivers. Make sure snow is pushed back for improved safety.

**Missing signs.** Missing signs or those covered with snow or frost make travel risky and hinder emergency vehicles, delivery trucks and visitors from finding their destination.

**Slippery roads.** Slippery roads and intersections make stopping and controlling vehicles difficult. Sanding of steep grades at intersections whenever road conditions demand is imperative to maintaining service area safety.

**Unplowed cul-de-sacs.** Unplowed cul-de-sacs prohibit safe access and/or turning around for emergency vehicles, delivery trucks, school busses and residents. Check your service area maps and work with your contractor to plow all cul-de-sacs completely.

**Trees and brush.** Trees and brush hanging over the road obstruct driver visibility and make snow plowing difficult. Remove all trees and brush that obstruct visibility.

**Ruts and wash boarding.** Ruts and wash boarding make it difficult to control vehicles. Blade the surface with a road grader to remove irregularities or hard pack.

**Narrowing of roads.** Narrowing of roads caused by incomplete or infrequent snow plowing, or snow pushed from driveways by residents can create safety concerns. Make sure snow is removed from shoulder to shoulder during plowing. Notify residents that it is unlawful to put snow into the public right-of-way and to leave cars parked in the public right-of-way. These are considered encroachments.

**Other.** Snow machines, dog mushing, or cross-country ski trails that enter onto roads can become hazardous if snow berms and hardpack are not maintained to improve sight distance and operation.

School Bus Safety

With the arrival of another school year, it is recommended to perform a safety inspection of all school bus routes located within your service area. Be sure to drive bus routes and pay special attention to what could be any safety issues.

Make sure roadside brush is cleared off the shoulder, allowing for snow to be pushed into the ditch and prevent narrowing of service area roads once heavy snow fall occurs.

Help the bus driver focus on driving by making sure all street signs are in place and remain visible.

Ensure that all overhanging branches are cut to minimize damage to bus mirrors, windows and beacons.

Install “School Bus Stop Ahead” signs where hills crest and curve visibility problems are an issue.

Be prepared and ensure that your contractor is aware of the location of school bus routes. These roads will need prompt and frequent sanding and plowing.

The Fairbanks North Star Borough School District has a new transportation contractor. To inquire about any bus routes, issues or concerns, contact:

**Durham School Services**
907-206-7789

Office Closures

Rural Services will be closed for the following days:

- October 18th – Alaska Day
- November 11th – Veterans Day
- November 25th & 26th – Thanksgiving Holiday
- December 23rd & 24th – Christmas Holiday
- December 31st – New Year’s Holiday
INVOICE APPROVAL PROCEDURE

Commissioners have a variety of responsibilities when it comes to overseeing their service areas, and approving invoices is one of the central roles of being a commissioner. Because commissioners request work directly from the contractor, it is up to the commission to inspect the work performed to ensure it is up to standard, and then examine the invoice to ensure that the work invoiced matches the commissions request. Once the commission has verified that the invoice is correct, they are to submit an Invoice Approval form to Rural Services. Invoices will NOT be paid without an approval from the commission.

The Invoice Approval form is available on our website or can be emailed upon request. This document can be filled out and signed electronically, then submitted to our office via email. It can also be hand delivered, sent via USPS or faxed to our office. A step-by-step process of paying an invoice consists of:

1. Commission orders work from contractor
2. Contractor performs requested work
3. Commission inspects work performed
4. Commission receives and inspects invoice for accuracy
5. Commission sends an Invoice Approval form to Rural Services
6. Rural Services processes invoice for payment

Three different methods of paying invoices are available:

- Paying by check
- Paying via direct deposit
- Paying via credit card

The Standard Specifications for Local Road Maintenance 2012, Section 109 provides all the details for payment requirements as required by the service area contractor. It is encouraged that all commissioners familiarize themselves with this section to better understand how contractors are required to invoice.

For all invoicing questions, please contact Xena at 459-1223 or Xena.Saunders@fnsb.gov.

Plowing Driveways
Know your encroachments.

When residents plow their driveways, it is important to recognize that pushing snow onto or across the road or into a service area right-of-way is considered an encroachment and can carry a fine of up to $300.

Borough Code 12.04 prohibits encroachments on public roads. An encroachment is created when snow is plowed onto or across a service area road from a driveway. Property owners can be fined $300 for creating such an encroachment.

When plowing snow from or within a driveway, all snow is required to stay on the residence property. Private property snow must stay on private property, just as public snow must stay within public right-of-way. If commissions notice residents within their service area pushing or storing snow within the right-of-way, please contact Floyd Sheesley at 459-1203 to issue an encroachment.

Improper snow storage can negatively affect drainage on service area roads, create ponding, road damage and potential drainage issues to neighboring private property.

Digital Services is in the process of migrating all commission email addresses to the new domain of @bc.fnsb.gov. This is being done on an individual account basis and will not be complete for at least a couple of months. Once the migration is complete, email addresses will be formatted as first.last@bc.fnsb.gov. If you are having issues logging into your email account, please call Xena at 459-1223 for assistance.

Rural Services’ monthly training sessions are still on hold. However, one on one training sessions are available upon request! All training materials are being refreshed and posted onto Rural Services webpage once complete. They can be found at www.fnsb.gov/228/Rural-Services. Be sure to check out the “Service Area Commissioner Resources” section for a list of all available trainings as well as any recent newsletters or flyers!

For training questions or materials, please contact Jamie at 459-1222 or by email at Jamie.Fleming@fnsb.gov

TRAINING UPDATES

DO this

1. Move snow from your driveway onto your property. Standing, facing the road, move snow over to the right side of your driveway.
2. Clear the area by the road on the left side of your driveway. This gives plows a place to unload snow and helps reduce the chance of a snow berm being created across your driveway.

NOT this

Move snow from driveways into the road or right-of-way: It’s illegal to push snow into or across roadways and rights-of-way.

Email migration

Email addresses will be migrated to the new domain and will not be complete for at least a couple of months.
SMART GOALS

BY DUNCAN HAUGHEY

Setting goals is easy but achieving them isn’t. That’s why setting goals should be SMART – Specific, Measurable, Agreed Upon, Realistic and Time Based.

Once you have planned your project, turn your attention to developing several goals that will enable you to be successful. A goal may be to hold a weekly project meeting with key members of your team or to organize and run a continuous test program throughout the project.

The acronym SMART has several slightly different variations, which can be used to provide a more comprehensive definition of goal setting:

- **S** – specific, significant, stretching
- **M** – measurable, meaningful, motivational
- **A** – agreed upon, attainable, achievable, acceptable, action-oriented
- **R** – realistic, relevant, reasonable, rewarding, results-oriented
- **T** – time-based, time-bound, timely, tangible, trackable

This broader definition will help you to be successful in both your business and personal life. When you next run a project take a moment to consider whether your goals are SMART goals.

“Many people fail in life, not for lack of ability or brains or even courage, but simply because they have never organized their energies around a goal.” – Elbert Hubbard

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<th>Specific</th>
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<td>• Well defined</td>
<td>• Know if the goal is obtainable and how far away completion is</td>
<td>• Agreement with all the stakeholders what the goals should be</td>
<td>• Within the availability of resources, knowledge and time</td>
<td>• Enough time to achieve the goal</td>
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<tr>
<td>• Clear to anyone that has a basic knowledge of the project</td>
<td>• Find out when you have achieved your goal</td>
<td>• Agreement with all the stakeholders what the goals should be</td>
<td>• Not too much time, which can affect project performance</td>
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