Service Area Contracts

Many service area contracts are up for rebid this spring. Notices were sent out to chairs the end of January indicating whether your service area contract is scheduled to be renewed or rebid. For those service areas receiving new contracts for FY23, here is what to expect:

- Mid-March contracts are given to General Services.
- Beginning of April contracts are posted on bid-net.
- Bids are eligible to be submitted for around two weeks
- End of April or early May General Services will provide bid results to Rural Services and request recommendation to award the contract to the lowest qualifying bid.
- Contract documents are routed and signed during the month of May/June.
- Contracts are fully executed, and PO’s are staged to be ready to go on July 1st, 2022.

Chairs will be notified of the bid results once the information is supplied to Rural Services.

For questions regarding the contract process or to determine whether your service area contract is up for rebid, please call Jamie at 459-1222 or email at Jamie.Fleming@fnsb.gov

Spring Planning

Spring breakup is just around the corner! This time of year is an opportune time for viewing road drainage patterns. It can be helpful to record your findings on service area maps and take photos for future reference should you need to address any deficiencies.

Having problem areas marked on a map when the construction season rolls around can provide contractors and other commissioners with more detailed information. Problem areas can then be easily located and described to your contractor.

Even though blading and installing of culverts should not be performed during spring thaw, breakup does provide service areas an ideal opportunity to record defects and schedule repairs.

Grading/blading roadbed: The best time to blade a road is after a rain when the moisture content in the road material results in good compaction. Your road crown should also be restored to ensure good drainage.

Drainage: Poor drainage is a road’s worst enemy. Frozen or clogged culverts and ponding water affecting roadways contribute to saturating the road embankment. Subgrades and base course materials are strongest when kept relatively dry and compacted. This is an opportune time to identify these problems on your service area map and schedule necessary repairs.

Load limits: Springtime is weight restriction time

Melting snow and ice saturate and soften the ground. Heavily loaded trucks rolling over the soft road surface stress the roadbed causing cracks and potholes. Posting load limit signs can save your roads. Call us about what the limits are and during what period they apply.

Culvert markers/signage: Culvert markers, signs and posts often take a beating during winter. Check them now to make sure they are in place and in good repair.

Hardpack Removal: Be sure to schedule hardpack removal within your service area. Properly removing the hardpack will help facilitate proper drainage and allow residents to properly access their property. Don’t let your roads turn to slush!
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.Seesley@fnsb.gov.

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.

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Spring Flooding

**Open culvert thawing PO's now!**

Many service areas experience varying degrees of flooding during spring thaw. The time to prepare for, and mitigate, as much flooding as possible is now!

Make sure all culverts are unobstructed and free from ice. This will allow the snow melt to flow properly and prevent potential damage to roadways and resident driveways or basements.

If you know your service area is prone to experience flooding, or suspect there may be a flooding concern, open a purchase order with a culvert steaming contractor now! Please keep in mind that work can NOT be requested without an approved purchase order. This can take up to 3-5 business days – time which typically cannot be wasted while active flooding is occurring. PLEASE PLAN ACCORDINGLY!

Please remember that simply opening a PO is not requesting work or obligating a service area to spend funds. If the service area does not request work or spend funds with that contractor, the PO will be disencumbered, and the funds will remain with the service area.

If you are unsure if your service area currently has an open PO, whether they have done so in the past, or are unsure of availability of funds please contact Xena at 459-1223 to provide further assistance.

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Too Much Mail?

Are you receiving too much mail from us? Switch to email! Please let us know if you would prefer primarily email communication for future notices, newsletters and training opportunities!

Newsletters and training opportunities are also posted on our website at www.fnsb.gov/228/Rural-Services.
Commissioner Training

If you haven't heard, in-person commissioner training is BACK!

As of January 2022, commissioner training is available in person in our training room at the Rural Services office located at 520 5th ave, first floor suite D.

While training sessions are back, they look a little different than many may be used to. Spots are limited to 3 (three) attendees per session and sign up IS REQUIRED. Postcards are sent to each commissioner the month prior to the training session with the topic, agenda, schedule and includes the various ways to sign up for a class. Each postcard will have a QR code that can be scanned with your smart phone to instantly open the website to sign-up, a link to enter into your web browser or the phone number to our main office to have a staff member sign you up!

Training session schedules are always listed on the Rural Services webpage under “Service Area Commissioner Resources” as well as a link to sign up for each class!

If any of the times listed for training do not work for your schedule, please call Jamie at 459-1222 to discuss options for additional times.

Office Closures

Rural Services will be closed on the following days:

Monday, February 21st, 2022
Monday, March 28th, 2022
Monday, May 30th, 2022

CONTACT US

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