

Introduced by: Dimmick
Date: Apr. 17, 1984
Vote: Unanimous
Action: Adopted

KENAI PENINSULA BOROUGH

RESOLUTION 84-79

APPROVING ADDITIONAL REGULATIONS AND PROCEDURES FOR THE OPERATION OF THE SOUTH PENINSULA ROAD MAINTENANCE SERVICE AREA

WHEREAS, in Res. 83-149, the Assembly approved regulations and procedures adopted by the South Peninsula Road Maintenance Service Area for its operation; and

WHEREAS, the South Peninsula Road Maintenance Service Area adopted additional regulation procedures on November 9, 1983 and April 11, 1984; and

WHEREAS, pursuant to KPB 16.44.130 the Assembly must approve such regulations to give it full force and effect;

NOW THEREFORE, BE IT RESOLVED BY THE ASSEMBLY OF THE KENAI PENINSULA BOROUGH:

Section 1. That the Assembly hereby approves amendments and additions to the rules and regulations adopted by the South Peninsula Road Maintenance Service Area Board on April 11, 1984 and the full rules and regulations as now amended and approved are contained in the attached Exhibit A entitled "Rules and Regulations of the South Peninsula Road Maintenance Service Area" which rules are incorporated herein by reference.

Section 2. That such rules and regulations approved as amended will continue in effect until changed in accordance with the ordinances of the Kenai Peninsula Borough governing the South Peninsula Road Maintenance Service Area.


Section 3. That this resolution shall take effect immediately.

ADOPTED BY THE ASSEMBLY OF THE KENAI PENINSULA BOROUGH ON THIS 17th DAY OF April, 1984.



Joseph C. Arness, Assembly President

ATTEST:



Frances Bryner
Borough Clerk

EXHIBIT A

Rules and Regulations for Operation of the South Peninsula Road Maintenance Service Area

Section 1. That the Service Area Board approve and appoint Road Supervisors as the representative of all residents living on a service area maintained road, or group of roads, such as a subdivision. Each area may also have an alternate if necessary.

Section 2. That the Road Supervisor and the other users of the designated road(s) together determine what maintenance projects will be accomplished with the funds allocated to their roads as determined by the Service Area Coordinator. A Maintenance Worksheet approved by the Service Area Coordinator is filled out describing the proposed project and submitted to the Service Area Board for final approval.

Section 3. That the Service Area Board then receives three informal bids from contractors using the Bid Schedule and Notice of Award Rider supplied by the Service Area Board.

Section 4. That the Service Area Board shall select the lowest responsible bidder. Upon approval and signing of the Bid Schedule and Rider, the Service Area Coordinator will issue a Purchase Order to the contractor and the work can then proceed on the project.

Section 5. That the Road Supervisor, or approved alternate, during the actual work, will monitor the contractor's progress, being sure that costs incurred do not exceed the amount of the Purchase Order. The Road Supervisor for alternate will direct the contractor and point out specific needs.

Section 6. That the Road Supervisor, or approved alternate, at the completion of each project or call-out will sign the contractor's invoice. The invoice then will be approved by the Service Area Board prior to submittal to the Service Area Coordinator for payment by the Borough. In order to be approved by the board, each invoice shall contain the following:

- (a) Contractor's business name
- (b) Area map number
- (c) Purchase Order number
- (d) Itemized amounts
 1. what work was done and where
 2. date and time work was done
 3. equipment and materials used
 4. call-out or other fees
- (e) Total amount
- (f) Signature of Supervisor or alternate
- (g) Date signed by Supervisor or alternate

Section 7. The signing of an invoice or other action of the Road Supervisor shall not constitute approval for payment of work described on the invoice, nor shall it constitute acceptance of that work by the service area. Approval for payment and final acceptance of work may only be given by the road maintenance service area board.

Section 8. No bids for any area will be opened unless the area Supervisor or alternate is present.