

RULES AND REGULATIONS FOR OPERATION OF THE  
KENAI PENINSULA ROAD SERVICE AREA

Section 1. That each fiscal year the road service area board shall determine funds available for the service area and forward budget to Mayor and Assembly.

Section 2. That the road service area board shall annually review and recommend to the Mayor to approve formal bid documents. The service area board shall direct the road office to:

- a) advertise for summer/winter road maintenance
- b) conduct the necessary pre-bid conference
- c) open bids in conjunction with the Kenai Peninsula Borough Finance Department

Section 3. The road service area board shall make recommendations to the Mayor and Assembly to award the project contracts to the lowest responsible qualified bidder at a regular or special board meeting.

Section 4. The road service area shall for administrative purposes be divided into four sub-service regions, central, north, east and south. Within each road service region there are operational units designated numerically as follows:

LOCATION	UNITS
Central	1 thru 9
North	1 thru 9
South	1 thru 9
East	1 thru 3

Section 5. The road service area board may approve and appoint an operational unit supervisor as the representative of all the residents for all the region or for each operational unit within the service region.

Section 6. That the operational unit supervisors and the roads office, together determine what kind of work within the scope of the contract will be accomplished with the funds allocated to the road service area and administratively allocated to each operational unit.

Section 7. The roads office will direct the contractors, point out specific needs and monitor the progress of the work. Recommendations of the operational unit supervisors will be utilized for determining maintenance needs in the operational units.

Section 8. That at the completion of a project or as specified in the contracts, the contractor will submit his invoice, as provided by the roads office to the roads office for approval signature.

EXHIBIT "A"

Section 9. That the approval for payment and final acceptance of work will be by the road service area board's administrative officer in accordance with the general maintenance conditions and technical specifications of the Kenai Peninsula Borough.

Section 10. A contract may be terminated for cause by the roads office or the service area board. The procedure will be as follows:

- a) The service area board or roads office will determine if the contractor is in non-compliance per the terms and conditions of the contract and notify the contractor with written notice of that non-compliance.
- b) If the contractor does not respond as required by the roads office or service area board the contractor will be advised of termination by written notice.

Section 11. The Roads Office, by direction of the Mayor and Road Service Area Board, will prepare a list of road mileage that need to be added or deleted to the road report submitted annually to the State of Alaska for funding purposes for the following year. Only roads with contiguous rights-of-way that comply with the Kenai Peninsula Borough Road Standards Ordinance 85-79 will be added to the road maintenance system. These roads will be approved or disapproved by board action.

Section 12. The regular meetings of the road service area board shall be conducted on the second Monday of each month in compliance with AS 44.62.310 and 312, of the administrative procedures act and AS 29.20.020 and under the provisions of Robert's Rules of Order, newly revised. Special Meetings may be called by a majority of the service area board or by the Chair.

THESE RULES AND REGULATIONS WERE ADOPTED BY THE KENAI PENINSULA ROAD SERVICE AREA BOARD EFFECTIVE 10th DAY OF FEBRUARY, 1992.

  
DARLENE CRAWFORD, KPRSA CHAIR