

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

## ARTICLE I CONTRACTS

**Section 1.** The road service area board shall annually review and approve formal bid documents for maintenance, improvement, and design. At the direction of and under the supervision of the service area board, the roads department shall:

- a) advertise for road service area contracts;
- b) conduct a pre-bid conference
- c) evaluate proposals and bids in accordance with KPB 5.28.

**Section 2.** The RSA board shall make a recommendation to the mayor and assembly for the award of proposals to the responsive, responsible qualified proposer in accord with KPB 5.28.250. Department staff shall recommend to the mayor and assembly contracts let as a result of solicitation for bids to the lowest, qualified, responsible, responsive bidder in accord with KPB 5.28.230.

**Section 3.** The road service area shall be divided for administrative purposes into five [FOUR] regions, north, central, east, west, and south. Each region shall be divided into operational units.

**Section 4.** The boundaries and number of operational units within each region may be adjusted by the road service area board as needed to promote operational efficiency.

**Section 5.** The roads department staff shall administer all road service area contracts. Contract administration includes:

- a) determining maintenance needs
- b) authorizing maintenance work subject to the availability of funds
- c) monitoring contractor progress

**Section 6.** The contractor will submit an invoice to the roads department for review and approval.

**Section 7.** The approval for payment and final acceptance of work will be by the road service area director in accordance with the terms of the contract, subject to reconsideration by the road service area board as specified in the contract.

**ARTICLE II  
CERTIFICATION FOR FUNDING**

**Section 8.** Each fiscal year the road service area board shall make recommendations regarding its budget to the mayor and assembly for approval, subject to the availability of funds.

**Section 9.** Each year the RSA board shall review and approve for certification a list of roads and mileage prepared by department staff. The list approved by the RSA board shall be submitted to the State of Alaska for maintenance funding.

**Section 10.** The RSA board shall annually approve a list of capital improvement projects from the roads certified for maintenance, subject to available funding.

**ARTICLE III  
PROCEDURAL REQUIREMENTS**

**Section 11.** Regular meetings of the RSA board shall be held monthly unless otherwise scheduled by board action. RSA board meetings shall be held in compliance with AS 44.62.310, AS 44.62.312, and AS 29.20.020, and under the provisions of Robert's Rules of Order, Newly Revised, or rules of procedure adopted by resolution of the board.

**Section 12.** Conflicts of interest shall be governed by the provisions of KPB 2.58 and AS 29.20.010.

**Section 13.** Special meetings and work sessions may be called by three members of the service area board or by the road service area chair.

These Rules and Regulations were adopted by the Kenai Peninsula Borough Road Service Area the 11th day of April, 2000.

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Stan A. McLane, Road Service Area Chair

ATTEST:

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Bill Dunn, Roads Director